



APPENDICES

ORDINARY COUNCIL MEETING

PART 2: Items 12.10 – 12.14

To Be Held

Wednesday, 28 October 2020

Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:

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

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT: Proposed Bush Fire Brigades Local Law 2021									
RISK THEME PROFILE:									
3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)			4 - Document Management Processes						
RISK ASSESSMENT CONTEXT: Operational									
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL			RESIDUAL RISK RATING
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD		
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Failing to review in the 8 yearly cycle as stipulated in S3.16 of Local Government Act 1995.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Council would be seen in a negative light if we failed in our legislative requirements.	Minor (2)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.

This document highlights the differences between the Shire's current local law and the proposed draft local law.

**SHIRE OF DARDANUP
BUSH FIRE BRIGADES LOCAL LAW ~~2003~~ 2021**

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

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**BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995**

SHIRE OF DARDANUP

BUSH FIRE BRIGADES LOCAL LAW 2021

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the *Shire of Dardanup* resolved on [insert date] to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the Shire of Dardanup Bush Fire Brigades Local Law 2021.

1.2 Definitions

(1) In this local law unless the context otherwise requires –

“**Act**” means the *Bush Fires Act 1954*;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means a fire fighting member, associate member or a cadet member of a bush fire brigade;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**bush fire brigade**” is defined in section 7 of the Act;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the chief executive officer of the Shire of Dardanup;

“**Council**” means the Council of the local government;

“**Department**” means the Department of Fire and Emergency Services of Western Australia;

“**district**” means the district of the local government;

“**fire fighting member**” is defined in clause 4.2;

“**local government**” means the *Shire of Dardanup*;

“**normal brigade activities**” is defined in Section 35A of the Act;

“**Regulations**” means Regulations made under the Act; and

“**Rules**” means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

(Appendix ORD: 12.10B)

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
 - (b) a First Lieutenant;
 - (c) a Second Lieutenant;
 - (d) any additional Lieutenants;
 - (e) an Equipment Officer;
 - (f) a Secretary.
 - (g) a Treasurer; or
 - (h) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

1.3 Repeal

The Shire of Dardanup Bush Fire Brigades Local Law published in the Government Gazette of 17th April 2003 and the Shire of Dardanup Bush Fire Brigades Amendment Local law published in the Government Gazette on 8th April 2008 are repealed.

1.4 Application

This local law applies throughout the district.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
 - (c) appoint –
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) an Equipment Officer;
 - (vi) a Secretary; and
 - (vii) a Treasurer; or
 - (viii) a Secretary/Treasurer combined.
 - (ix) a Bush Fire Control Officer
 - (x) Any other position(s) deemed necessary for the effective management of brigade activities (eg; a Training Officer).
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.

(Appendix ORD: 12.10B)

- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in Schedule 1.

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –
“**commencement day**” means the day on which this local law comes into operation.

Division 5 – Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law, **local government code of conduct and polices** and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting ~~during the month of March~~ **no later than 15 April** each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

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

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.11 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

3.14 Duties of Bush Fire Control Officer

The Bush Fire Control Officer is to –

- (a) provide leadership and direction to the Captain, Lieutenants, other Committee members and fire fighters to implement the objectives of the Brigade;
- (b) Act as spokesperson for the Brigade, specifically at the Bush Fire Advisory Committee (BFAC), and generally on public relations and other matters, in conjunction with the Shire of Dardanup;
- (c) Issue permits to burn as authorised under the Act within their area of the district;
- (d) Inspect and report on fire hazards within their district and in the Shire of Dardanup;
- (e) Carry out any duties prescribed under the Act and so authorised by the Shire of Dardanup;
- (f) Take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- (g) conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- (h) to ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with Bush Fire Operating Procedures;
- (i) to adopt policies on behalf of the brigade as recommended by the local government;
- (j) to ensure the behaviour of members is in accordance with the Local Government's code of conduct;
- (k) liaise with the local government concerning fire prevention/suppression matters generally.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1. Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following –

- (a) fire fighting (*active*) members;
- (b) associate (*auxiliary*) members;
- (c) cadet members; and
- (d) honorary life members.

4.2 Fire fighting (active) members

- (1) Fire fighting (active) members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.
- (2) Notwithstanding subclause (1), a fire fighting (active) member between the age of 16 and 18 must not attend a fire or other emergency incident unless the member has the consent of their parent or guardian and is accompanied by an appropriately trained fire fighting member over the age of 18.

4.3 Associate (auxiliary) members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

4.4 Cadet members

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

4.5 Honorary life member

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) A brigade member who has achieved 15 years active service to a brigade within the Shire of Dardanup;
- (3) No membership fees are to be payable by an honorary life member.
- (4) The Shire of Dardanup and Department of Fire & Emergency Services (DFES) to be notified of nominees.

4.6 Notification of membership

No later than 15 April in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 15 April in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.4 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

FIRST SCHEDULE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
“**absolute majority**” means a majority of more than 50% of the number of:
 - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
 - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.“**Committee**” means the Committee of the bush fire brigade;
“**local law**” means the *SHIRE OF DARDANUP* Bush Fire Brigades Local Law 2021; and
“**normal brigade activities**” is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;
- (d) procedures to be employed by the Committee prior to approval of an application for membership, and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

~~An application for membership is to be in writing and is to be submitted to the Secretary and in the case of—~~

- ~~(a) an application for firefighting membership is to be accompanied by a completed form in the form of that in Appendix I.~~
- ~~(b) an application for associate membership is to be accompanied by a completed form in the form of that in Appendix II.~~
- ~~(c) an application for cadet membership is to be accompanied by a completed form in the form of that in Appendix III.~~

An application for membership is to be in writing and is to be submitted to the Secretary and is to be accompanied by a completed form as prescribed by the local government from time to time.

2.5 Decision on application for membership

- (1) The Committee may –
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES and Local Government to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department and Local Government within 14 days of a person being admitted to membership in the form required by the Department from time to time.

2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member –
 - (a) dies;
 - (b) gives written notice of resignation to the Secretary;
 - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
 - (d) is dismissed by the Committee; or
 - (e) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) reinstate the membership.

2.9 Existing liabilities to continue

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the **Bush Fires Act 1954 and Shire of Dardanup Bush Fire Response Plan**.

3.2 Duties Of Captain

The Captain is to –

- (a) preside over all Brigade meetings and ensure meeting procedures are followed at all times;
- (b) promote the objectives of the Brigade;
- (c) demonstrate positive leadership and mentors members;
- (d) attend meetings as requested by the local government;
- (e) in the absence of a Bush Fire Control Officer may take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- (f) provide leadership for the Brigade and related administration;
- (g) ultimately undertakes responsibility for the proper management and maintenance of Brigade property and equipment;
- (h) is to deputise for the Bush Fire Control Officer at Bushfire Advisory Committee meetings when required;
- (i) advise the brigade on administrative matters;
- (j) ensures Brigade members are adequately trained to carry out their functions, in accordance with Bush Fire Operating Procedures (BFOP) and Brigade standards;
- (k) in the absence of a Bush Fire Control Officer conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- (l) conduct brigade briefings and post incident analysis of any management issues;
- (m) to ensure the behaviour of members is in accordance with the Local Government's code of conduct.

3.3 Lieutenants

- (1) The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants.
- (2) All Lieutenants must be ranked in seniority as follows -
 - (a) the Captain and Lieutenants of the brigade, in consultation with the Chief Bush Fire Control Officer, determine this seniority;
 - (b) in the event that a resolution cannot be found, the Chief Bush Fire Control Officer shall have the final say.
- (3) The duties of the Lieutenant is to –
 - (a) in the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
 - (b) provide support to the Captain;
 - (c) command and manage members during emergencies and other Brigade related activities;
 - (d) demonstrate positive leadership and mentor members;
 - (e) maintain open lines of communications. Encourage positive interaction and teamwork between members;
 - (f) ensure Bush Fire Operating Procedures are adhered to at brigade activities;
 - (g) ensure members engaged in fire-fighting activities hold competencies relevant to the task;
 - (h) work cohesively with the brigade Training Officer and conduct training activities for members;

(Appendix ORD: 12.10B)

- (i) to ensure the behaviour of members is in accordance with the Local Government's code of conduct.

3.4 Secretary

- (1) The Secretary is to –
 - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
 - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
 - (c) prepare and send out all necessary notices of meetings;
 - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
 - (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
 - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
 - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.5 Treasurer

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.
- (g) submit a copy of the audit report to the Chief Bush Fire Control Officer by 15 April each year.

3.6 Equipment Officer

- (1) The Equipment Officer is to –
 - (a) be responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).
 - (b) provide, no later than 15 April of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).
 - (c) ensure all of the equipment of the bush fire brigade is stored at a place approved by the Captain (the "station").

(Appendix ORD: 12.10B)

- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

3.7 Training Officer

The Training Officer is to –

- (a) ensure brigade members maintain necessary skill levels equivalent to the competency standards required as recommended by the Department and the Shire of Dardanup;
- (b) ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills;
- (c) maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the local government;
- (d) provide mentoring for members who express an interest in training to encourage future facilitators;
- (e) represent the brigade at training committee meetings.
- (f) The Training Officer is to provide, no later than 30 November of each year, a report to the local government of any identified training needs of the bush fire brigade.

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
 - (a) to recommend to the local government amendments to these Rules;
 - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
 - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
 - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
 - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
 - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
 - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
 - (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer, Training Officer, Bush Fire Control Officers and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to -
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

- (1) 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, for the purpose of –
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

(Appendix ORD: 12.10B)

5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days' notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

- (1) At least 7 days' notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
 - (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - (c) adopt the annual financial statements;
 - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
 - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

5.6 Auditor

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings Of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Fees

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

7.2 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.3 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.4 Banking

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

7.5 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.6 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
 - (a) in writing;
 - (b) unless otherwise specified, given to or by the Secretary;
 - (c) given by –
 - (i) personal delivery;
 - (ii) post;
 - (iii) facsimile transmission; or
 - (iv) email.
 - (d) taken to have been received, as the case may be –
 - (i) at the time of personal delivery;
 - (ii) 2 business days after posting; or
 - (iii) on the printing of the sender's email or transmission report.

(Appendix ORD: 12.10B)

8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

(Appendix ORD: 12.10B)

“PROXY

[INSERT NAME] BUSH FIRE BRIGADE

[ANNUAL] [EXTRAORDINARY] GENERAL MEETING
TO BE HELD ON [DATE]

I, _____,

Being a brigade member appoint _____ to
be my proxy and vote on my behalf at the meeting of the
bush fire brigade to be held on [insert date] and at any
adjournment of it. The proxy shall vote as follows:

MOTION FOR AGAINST ABSTAIN

1.
2.

If there is no instruction to the proxy as to the way to vote,
the proxy shall exercise her or his discretion as to how to vote
or whether to vote at all. In respect of any vote taken at the
meeting on a matter which does not appear on the agenda, the
proxy shall exercise her or his discretion as to the way he or
she casts the vote or whether it is cast at all.

Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and
returned to the Secretary of the bush fire brigade (or the
presiding member) prior to the commencement of the
meeting for which the proxy is valid.

Dated this day of 20

APPENDIX I

APPLICATION TO JOIN A BUSH FIRE BRIGADE

1. Brigade Name..... Local Government.....

2. Mr..... Mrs..... Miss..... Ms.....

3. Surname.....

4. Given Names.....

5. Date of Birth..... Female..... Male..... Other.....

6 Home Address.....

Postal Address.....

7. Contact No: (Home).....(Work)..... Mobile..... Pager.....
Email.....

8. Membership Type (please tick):
Active (a person who will become involved in the operational work of the brigade)
Auxiliary (a person involved only in a support role [eg. Communications/Admin]).....
Cadet (an enrollee who is under 16 years of age).....

9.. Next of Kin Details:
Full Name.....
Address.....
Telephone..... Relationship.....

10. Brigade Training Carried Out (if known).
Course Title:.....
Location:.....
Date of Course:.....

I certify that the above particular are true and correct:

11. Applicant Signature:..... Date:.....
Parent / Guardian Signature (if under 18 years of age):..... Date:.....

12. Authorised: Brigade Captain/Secretary:..... Date:.....

DRAFT – FOR ADVERTISING
SHIRE OF DARDANUP
BUSH FIRE BRIGADES LOCAL LAW 2021

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

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**BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995**

SHIRE OF DARDANUP

BUSH FIRE BRIGADES LOCAL LAW 2021

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the *SHIRE OF DARDANUP* resolved on *[insert date]* to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the Shire of Dardanup Bush Fire Brigades Local Law 2021.

1.2 Definitions

(1) In this local law unless the context otherwise requires –

“**Act**” means the *Bush Fires Act 1954*;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means a fire fighting member, associate member or a cadet member of a bush fire brigade;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**bush fire brigade**” is defined in section 7 of the Act;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the chief executive officer of the Shire of Dardanup;

“**Council**” means the Council of the local government;

“**Department**” means the Department of Fire and Emergency Services of Western Australia;

“**district**” means the district of the local government;

“**fire fighting member**” is defined in clause 4.2;

“**local government**” means the *Shire of Dardanup*;

“**normal brigade activities**” is defined in Section 35A of the Act;

“**Regulations**” means Regulations made under the Act; and

“**Rules**” means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

(Appendix ORD: 12.10C)

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
 - (b) a First Lieutenant;
 - (c) a Second Lieutenant;
 - (d) any additional Lieutenants;
 - (e) an Equipment Officer;
 - (f) a Secretary.
 - (g) a Treasurer; or
 - (h) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

1.3 Repeal

The Shire of Dardanup Bush Fire Brigades Local Law published in the Government Gazette of 17th April 2003 and the Shire of Dardanup Bush Fire Brigades Amendment Local law published in the Government Gazette on 8th April 2008 are repealed.

1.4 Application

This local law applies throughout the district.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
 - (c) appoint –
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) an Equipment Officer;
 - (vi) a Secretary; and
 - (vii) a Treasurer; or
 - (viii) a Secretary/Treasurer combined.
 - (ix) a Bush Fire Control Officer
 - (x) Any other position(s) deemed necessary for the effective management of brigade activities (eg; a Training Officer).
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.

(Appendix ORD: 12.10C)

- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in Schedule 1.

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –
“**commencement day**” means the day on which this local law comes into operation.

Division 5 – Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law, local government code of conduct and polices and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting no later than 15 April each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

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

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.11 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

3.14 Duties of Bush Fire Control Officer

The Bush Fire Control Officer is to –

- (a) provide leadership and direction to the Captain, Lieutenants, other Committee members and fire fighters to implement the objectives of the Brigade;
- (b) Act as spokesperson for the Brigade, specifically at the Bush Fire Advisory Committee (BFAC), and generally on public relations and other matters, in conjunction with the Shire of Dardanup;
- (c) Issue permits to burn as authorised under the Act within their area of the district;
- (d) Inspect and report on fire hazards within their district and in the Shire of Dardanup;
- (e) Carry out any duties prescribed under the Act and so authorised by the Shire of Dardanup;
- (f) Take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- (g) conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- (h) to ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with Bush Fire Operating Procedures;
- (i) to adopt policies on behalf of the brigade as recommended by the local government;
- (j) to ensure the behaviour of members is in accordance with the Local Government's code of conduct;
- (k) liaise with the local government concerning fire prevention/suppression matters generally.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1. Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following –

- (a) fire fighting (active) members;
- (b) associate (auxiliary) members;
- (c) cadet members; and
- (d) honorary life members.

4.2 Fire fighting (active) members

- (1) Fire fighting (active) members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.
- (2) Notwithstanding subclause (1), a fire fighting (active) member between the age of 16 and 18 must not attend a fire or other emergency incident unless the member has the consent of their parent or guardian and is accompanied by an appropriately trained fire fighting member over the age of 18.

4.3 Associate (auxiliary) members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

4.4 Cadet members

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

4.5 Honorary life member

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) A brigade member who has achieved 15 years active service to a brigade within the Shire of Dardanup;
- (3) No membership fees are to be payable by an honorary life member.
- (4) The Shire of Dardanup and Department of Fire & Emergency Services (DFES) to be notified of nominees.

4.6 Notification of membership

No later than 15 April in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 15 April in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.4 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

FIRST SCHEDULE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
“**absolute majority**” means a majority of more than 50% of the number of:
 - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
 - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.“**Committee**” means the Committee of the bush fire brigade;
“**local law**” means the *SHIRE OF DARDANUP* Bush Fire Brigades Local Law 2021; and
“**normal brigade activities**” is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;
- (d) procedures to be employed by the Committee prior to approval of an application for membership, and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary and is to be accompanied by a completed form as prescribed by the local government from time to time.

2.5 Decision on application for membership

- (1) The Committee may –
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES and Local Government to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department and Local Government within 14 days of a person being admitted to membership in the form required by the Department from time to time.

2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member –
 - (a) dies;
 - (b) gives written notice of resignation to the Secretary;
 - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
 - (d) is dismissed by the Committee; or
 - (e) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) reinstate the membership.

2.9 Existing liabilities to continue

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the Bush Fires Act 1954 and Shire of Dardanup Bush Fire Response Plan.

3.2 Duties Of Captain

The Captain is to –

- (a) preside over all Brigade meetings and ensure meeting procedures are followed at all times;
- (b) promote the objectives of the Brigade;
- (c) demonstrate positive leadership and mentors members;
- (d) attend meetings as requested by the local government;
- (e) in the absence of a Bush Fire Control Officer may take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- (f) provide leadership for the Brigade and related administration;
- (g) ultimately undertakes responsibility for the proper management and maintenance of Brigade property and equipment;
- (h) is to deputise for the Bush Fire Control Officer at Bushfire Advisory Committee meetings when required;
- (i) advise the brigade on administrative matters;
- (j) ensures Brigade members are adequately trained to carry out their functions, in accordance with Bush Fire Operating Procedures (BFOP) and Brigade standards;
- (k) in the absence of a Bush Fire Control Officer conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- (l) conduct brigade briefings and post incident analysis of any management issues;
- (m) to ensure the behaviour of members is in accordance with the Local Government's code of conduct.

3.3 Lieutenants

- (1) The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants.
- (2) All Lieutenants must be ranked in seniority as follows -
 - (a) the Captain and Lieutenants of the brigade, in consultation with the Chief Bush Fire Control Officer, determine this seniority;
 - (b) in the event that a resolution cannot be found, the Chief Bush Fire Control Officer shall have the final say.
- (3) The duties of the Lieutenant is to –
 - (a) in the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
 - (b) provide support to the Captain;
 - (c) command and manage members during emergencies and other Brigade related activities;
 - (d) demonstrate positive leadership and mentor members;
 - (e) maintain open lines of communications. Encourage positive interaction and teamwork between members;
 - (f) ensure Bush Fire Operating Procedures are adhered to at brigade activities;
 - (g) ensure members engaged in fire-fighting activities hold competencies relevant to the task;
 - (h) work cohesively with the brigade Training Officer and conduct training activities for members;

(Appendix ORD: 12.10C)

- (i) to ensure the behaviour of members is in accordance with the Local Government's code of conduct.

3.4 Secretary

- (1) The Secretary is to –
 - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
 - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
 - (c) prepare and send out all necessary notices of meetings;
 - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
 - (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
 - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
 - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.5 Treasurer

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.
- (g) submit a copy of the audit report to the Chief Bush Fire Control Officer by 15 April each year.

3.6 Equipment Officer

- (1) The Equipment Officer is to –
 - (a) be responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).
 - (b) provide, no later than 15 April of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).
 - (c) ensure all of the equipment of the bush fire brigade is stored at a place approved by the Captain (the "station").

(Appendix ORD: 12.10C)

- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

3.7 Training Officer

The Training Officer is to –

- (a) ensure brigade members maintain necessary skill levels equivalent to the competency standards required as recommended by the Department and the Shire of Dardanup;
- (b) ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills;
- (c) maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the local government;
- (d) provide mentoring for members who express an interest in training to encourage future facilitators;
- (e) represent the brigade at training committee meetings.
- (f) The Training Officer is to provide, no later than 30 November of each year, a report to the local government of any identified training needs of the bush fire brigade.

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
 - (a) to recommend to the local government amendments to these Rules;
 - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
 - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
 - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
 - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
 - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
 - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
 - (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer, Training Officer, Bush Fire Control Officers and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to -
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

- (1) 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, for the purpose of –
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

(Appendix ORD: 12.10C)

5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days' notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

- (1) At least 7 days' notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
 - (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - (c) adopt the annual financial statements;
 - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
 - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

5.6 Auditor

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings Of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Fees

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

7.2 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.3 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.4 Banking

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

(Appendix ORD: 12.10C)

7.5 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.6 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
 - (a) in writing;
 - (b) unless otherwise specified, given to or by the Secretary;
 - (c) given by –
 - (i) personal delivery;
 - (ii) post;
 - (iii) facsimile transmission; or
 - (iv) email.
 - (d) taken to have been received, as the case may be –
 - (i) at the time of personal delivery;
 - (ii) 2 business days after posting; or
 - (iii) on the printing of the sender's email or transmission report.

(Appendix ORD: 12.10C)

8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

(Appendix ORD: 12.10C)

“PROXY

[INSERT NAME] BUSH FIRE BRIGADE

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING
TO BE HELD ON [DATE]**

I, _____,

Being a brigade member appoint _____ to be my proxy and vote on my behalf at the meeting of the bush fire brigade to be held on [insert date] and at any adjournment of it. The proxy shall vote as follows:

MOTION FOR AGAINST ABSTAIN

1.
2.

If there is no instruction to the proxy as to the way to vote, the proxy shall exercise her or his discretion as to how to vote or whether to vote at all. In respect of any vote taken at the meeting on a matter which does not appear on the agenda, the proxy shall exercise her or his discretion as to the way he or she casts the vote or whether it is cast at all.

Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and returned to the Secretary of the bush fire brigade (or the presiding member) prior to the commencement of the meeting for which the proxy is valid.

Dated this day of 20

APPENDIX I

APPLICATION TO JOIN A BUSH FIRE BRIGADE

1. Brigade Name.....Local Government.....
2. Mr.....Mrs.....Miss.....Ms.....
3. Surname.....
4. Given Names
5. Date of Birth.....Female.....Male.....Other.....
6. Home Address
- Postal Address
7. Contact No: (Home)(Work).....Mobile.....Pager.....
Email
8. Membership Type (please tick):
 - Active (a person who will become involved in the operational work of the brigade)
 - Auxiliary (a person involved only in a support role [eg. Communications/Admin]).....
 - Cadet (an enrollee who is under 16 years of age).....
- 9.. Next of Kin Details:
 - Full Name.....
 - Address.....
 - TelephoneRelationship
10. Brigade Training Carried Out (if known).
 - Course Title:
 - Location:.....
 - Date of Course:.....

I certify that the above particular are true and correct:

11. Applicant Signature:.....Date:
Parent / Guardian Signature (if under 18 years of age):Date:
12. Authorised: Brigade Captain/Secretary:.....:.....Date:

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT: Failing to monitor the financial performance can increase the risk of a negative impact on the Shire's financial position. Non-compliance with legislative requirement could result in a qualified audit.									
RISK THEME PROFILE:									
3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)									
RISK ASSESSMENT CONTEXT: Operational									
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL			RESIDUAL RISK RATING
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING	
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Non-compliance with the legislative requirements that results in a qualified audit.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.



Monthly Financial Report

For the Period

1 July 2020 to 30 September 2020

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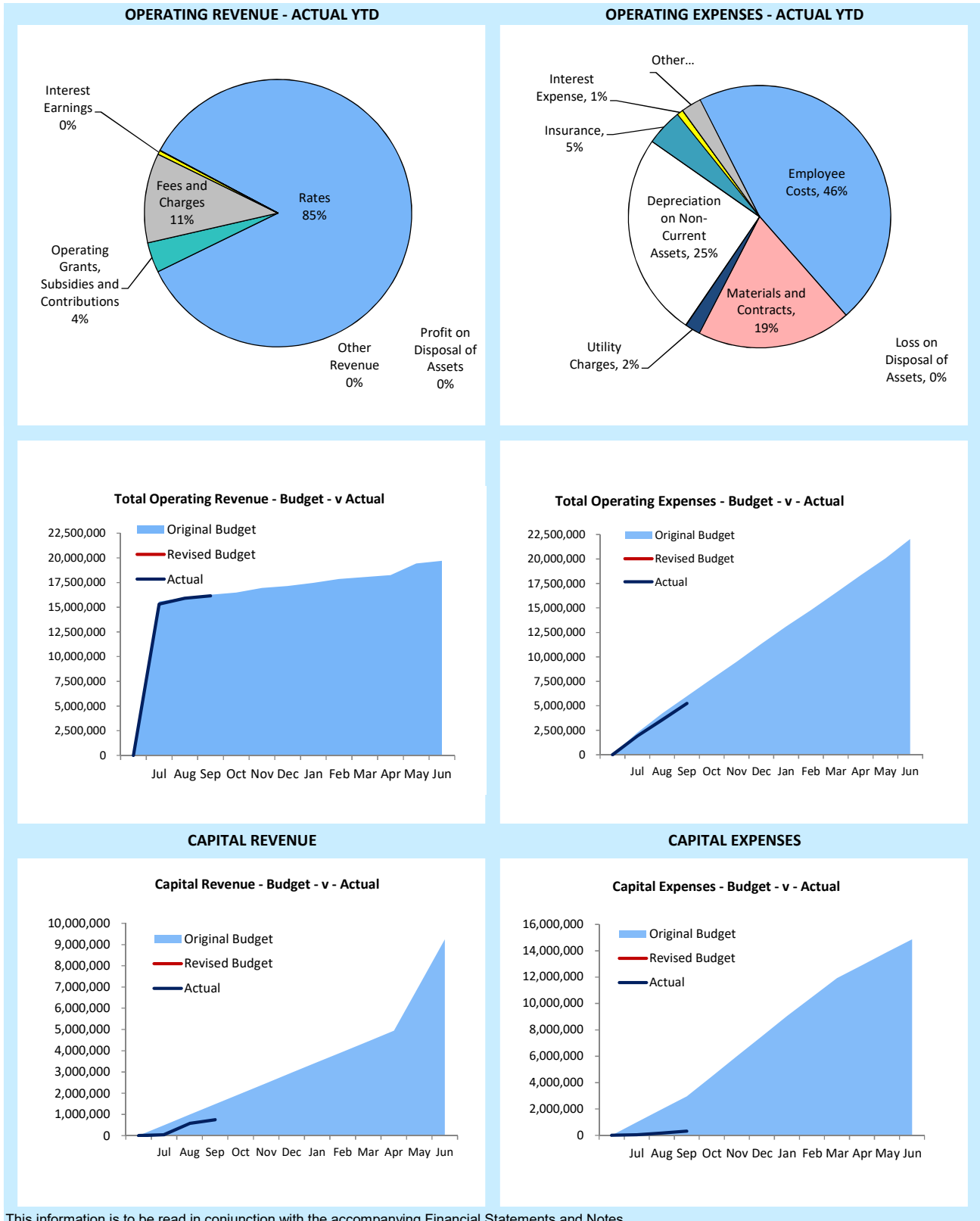
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(Appendix ORD: 12.11B)



Monthly Financial Report For the Period Ended 30 September 2020

SUMMARY GRAPHS



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



**Statement of Financial Activity by Program
For the Period Ended 30 September 2020
(Covering 3 months or 25% of the year)**

	Sch	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 Y-T-D Revised Budget \$	2020/21 Y-T-D Actual \$	Variance Y-T-D Actual to Revised Budget \$	Variance Y-T-D Actual to Revised Budget %	2020/21 Forecast \$	2019/20 Last Year Actual \$
OPERATING ACTIVITIES									
Revenue									
Governance	4	28,800	28,800	7,194	2,397	(4,797)	(66.7%)	28,800	5,720
General Purpose Funding	3	15,659,482	15,659,482	13,825,420	13,727,504	(97,916)	(0.7%)	15,659,482	15,495,427
Law, Order, Public Safety	5	474,905	474,905	245,953	261,728	15,775	6.4%	474,905	596,148
Health	7	2,150	2,150	534	2,027	1,493	279.6%	2,150	27,713
Education and Welfare	8	6,000	6,000	249	0	(249)	(100.0%)	6,000	7,205
Community Amenities	10	1,484,654	1,484,654	1,385,377	1,401,362	15,985	1.2%	1,484,654	1,526,710
Recreation and Culture	11	1,374,782	1,374,782	486,632	545,900	59,268	12.2% ▲	1,374,782	2,404,911
Transport	12	396,841	396,841	190,954	129,246	(61,708)	(32.3%) ▼	396,841	173,095
Economic Services	13	97,348	97,348	33,699	42,320	8,621	25.6%	97,348	94,232
Other Property and Services	14	173,800	173,800	43,440	44,171	731	1.7%	173,800	1,387,070
Total Operating Revenue		19,698,762	19,698,762	16,219,452	16,156,654	(62,798)	(0.4%)	19,698,762	21,718,231
Operating Expenses									
Governance	4	(1,210,103)	(1,210,103)	(358,316)	(251,027)	107,289	29.9% ▲	(1,210,103)	(1,186,604)
General Purpose Funding	3	(511,688)	(511,688)	(108,469)	(85,981)	22,488	20.7%	(511,688)	(331,323)
Law, Order, Public Safety	5	(1,619,329)	(1,619,329)	(462,559)	(422,207)	40,352	8.7% ▲	(1,619,329)	(1,710,879)
Health	7	(540,920)	(540,920)	(157,450)	(131,659)	25,791	16.4% ▲	(540,920)	(547,380)
Education and Welfare	8	(784,183)	(784,183)	(235,523)	(214,173)	21,350	9.1%	(834,183)	(750,714)
Community Amenities	10	(2,845,397)	(2,845,397)	(672,040)	(565,877)	106,163	15.8% ▲	(2,845,397)	(2,641,373)
Recreation & Culture	11	(7,597,856)	(7,597,856)	(2,010,997)	(1,829,780)	181,217	9.0% ▲	(7,597,606)	(7,739,832)
Transport	12	(6,218,251)	(6,218,251)	(1,597,302)	(1,707,378)	(110,076)	(6.9%) ▲	(6,218,251)	(5,878,151)
Economic Services	13	(513,473)	(513,473)	(163,337)	(118,722)	44,615	27.3% ▲	(513,473)	(469,137)
Other Property and Services	14	(233,368)	(233,368)	(209,652)	81,469	291,121	138.9% ▲	(233,368)	(237,410)
Total Operating Expenditure		(22,074,568)	(22,074,568)	(5,975,645)	(5,245,337)	730,308	12.2%	(22,124,318)	(21,492,803)
Net Operating Activities		(2,375,806)	(2,375,806)	10,243,807	10,911,317	667,510	(6.5%)	(2,425,556)	225,428

(continued next page)



Statement of Financial Activity by Program
For the Period Ended 30 September 2020
(Covering 3 months or 25% of the year)

	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 Y-T-D Revised Budget \$	2020/21 Y-T-D Actual \$	Variance Y-T-D Actual to Revised Budget \$	Variance Y-T-D Actual to Revised Budget %	2020/21 Forecast \$	2019/20 Last Year Actual \$
Net Operating Activities (from previous page)	(2,375,806)	(2,375,806)	10,243,807	10,911,317	667,510	6.5%	(2,425,556)	225,428
ADJUSTMENTS OF NON CASH ITEMS								
(Profit)/Loss on Asset Disposals	0	0	0	0	0	0.0%	0	(1,048,762)
Accruals	0	0	0	0	0	0.0%	0	41,521
Fair value adjustment to financial assets	0	0	0	0	0	0.0%	0	(1,153)
Movement in contract liabilities associated with restricted cash	(2,310,010)	(2,310,010)	0	0	0	0.0%	(2,310,010)	2,211,684
Contra Repayment of Prefunded Infrastructure	0	0	0	0	0	0.0%	0	
Depreciation on Assets	5,289,647	5,289,647	1,322,394	1,322,409	15	0.0%	5,289,647	5,253,788
Adjusted Net Operating Activities	A 603,831	603,831	11,566,201	12,233,726	667,525	5.8%	554,081	6,682,507
INVESTING ACTIVITIES								
Revenue								
Non-operating grants, subsidies & contributions	9,243,071	9,243,071	1,482,006	752,176	(729,830)	(49.2%) ▼	9,243,071	2,442,144
Proceeds from Disposal of Assets	257,969	257,969	64,488	0	(64,488)	(100.0%) ▼	257,969	1,333,892
Total Capital Revenue	9,501,040	9,501,040	1,546,494	752,176	(794,318)	(51.4%)	9,501,040	3,776,036
Expenditure								
Land & Buildings	(5,430,586)	(5,430,586)	(1,357,623)	(43,303)	1,314,320	96.8% ▲	(5,430,586)	(212,472)
Infrastructure Assets - Road / Bridges / Paths	(7,717,902)	(7,717,902)	(1,168,641)	(129,156)	1,039,485	88.9% ▲	(7,717,903)	(3,072,051)
Infrastructure Assets - Parks & Gardens	(677,156)	(677,156)	(169,272)	(111,531)	57,741	34.1% ▲	(677,156)	(426,819)
Vehicles	(940,438)	(940,438)	(235,107)	0	235,107	100.0% ▲	(940,438)	(325,321)
Plant & Equipment	0	0	0	0	0	0.0%	0	0
Furniture & Fittings	(112,993)	(112,993)	(28,239)	(28,064)	175	0.6%	(112,993)	(130,794)
Total Capital Expenditure	(14,879,075)	(14,879,075)	(2,958,882)	(312,053)	2,646,829	89.5%	(14,879,076)	(4,167,458)
Net Capital Activities	B (5,378,035)	(5,378,035)	(1,412,388)	440,122	1,852,510	131.2%	(5,378,036)	(391,422)
FINANCING ACTIVITIES								
Revenue								
Proceeds from New Loans	750,000	750,000	0	0	0	0.0%	750,000	0
Self Supporting Loans - Principal Recoups	0	0	0	0	0	0.0%	0	0
Transfers from Reserves	8,659,832	8,659,832	1,045,306	838,565	(206,741)	(19.8%) ▼	8,709,832	3,827,660
Total Financing Revenue	9,409,832	9,409,832	1,045,306	838,565	(206,741)	19.8%	9,459,832	3,827,660
Expenditure								
Repayment of Loans	(250,116)	(250,116)	(71,166)	(111,638)	(40,472)	(56.9%) ▼	(250,116)	(279,748)
Principal element of finance lease payments	(119,658)	(119,658)	(29,897)	(79,570)	(49,673)	(166.1%) ▼	(119,658)	(148,176)
Transfers to Reserves	(4,428,917)	(4,428,917)	0	(118,782)	(118,782)	100.0% ▼	(4,428,917)	(9,621,071)
Total Financing Expenditure	(4,798,691)	(4,798,691)	(101,063)	(309,990)	(208,927)	(206.7%)	(4,798,691)	(10,048,995)
Net Financing Activities	C 4,611,141	4,611,141	944,243	528,575	(415,668)	44.0%	4,661,141	(6,221,335)
FUNDING SOURCES								
Surplus/(Deficit) July 1 B/Fwd	382,052	382,052	382,052	474,501	92,449	24.2% ▲	474,501	404,751
CLOSING FUNDS (A+B+C+D)	218,988	218,988	11,480,108	13,676,924	2,196,816	(19.1%)	311,686	474,501

KEY INFORMATION

▲ ▼ Indicates a significant variance between Year-to-Date (YTD) Revised Budget and YTD Actual data as per the adopted materiality threshold.

▲ indicates a positive impact on the surplus/deficit position. ▼ indicates a negative impact on the surplus/deficit position.

Refer to Note 2 for an explanation of the reasons for the variance.

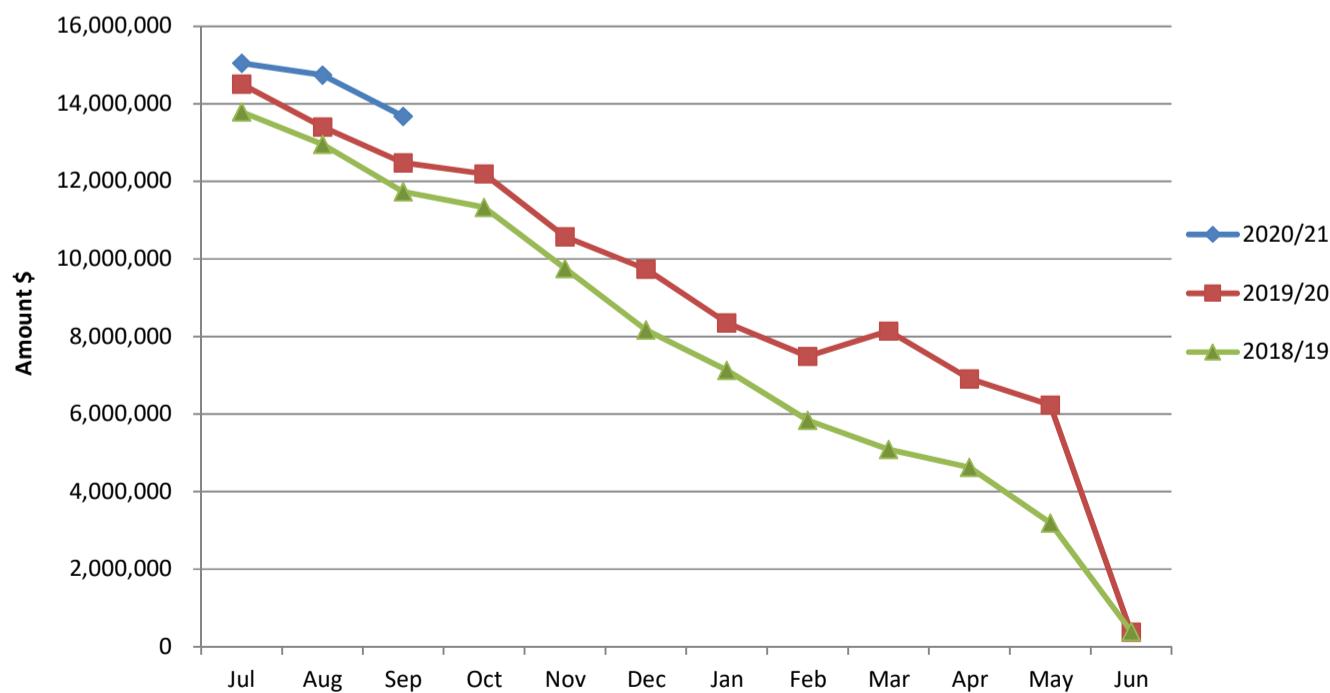
This statement to be read in conjunction with the accompanying Financial Statements and Notes



**Statement of Financial Activity by Program
For the Period Ended 30 September 2020
NET CURRENT ASSETS**

Note	Year to Date Actual 30-Sep-2020 \$	Same Time Last Year Actual 30-Sep-2019	Last Year Closing 30 June 2020 \$
Represented By:			
CURRENT ASSETS			
Cash and Cash Equivalents	31,542,792	24,820,223	25,645,523
Rates Debtors Outstanding	6,162,487	6,536,484	396,109
Pensioner Rates Rebate	208,963	166,097	5,998
Sundry Debtors	146,051	77,323	781,928
Accrued Revenue	6,627	30,822	42,807
Prepaid Expenses	0	0	7,446
Goods & Services Tax / BAS Refund	88,040	68,861	280,631
Other Receivables	0	0	0
Inventories - Materials	11,917	5,047	11,917
Inventories- Trading Stock - Recreation Centre	7,310	8,430	7,310
Current Assets	38,174,187	31,713,286	27,179,669
LESS CURRENT LIABILITIES			
Payables:			
Sundry Creditors	(79,850)	(23,338)	(1,049,612)
Goods & Services Tax / BAS Payable	0		
Other Payables	(490,287)	(493,963)	(446,392)
Municipal Bonded Liabilities	(757,679)	(798,441)	(741,314)
Contract Liabilities	(4,662,896)	0	(2,692,896)
Prepaid Revenue - Rates / PPL	(213,402)	(113,673)	(685,142)
Accrued Interest on Debentures	(33,404)	(37,523)	(33,404)
Accrued Salaries & Wages	0	0	(96,114)
Other Accrued Expenses	0	0	(10,768)
Borrowings - Debentures	(138,478)	(214,684)	(250,116)
Provisions:			
Staff Leave Provisions	(1,437,007)	(1,272,698)	(1,437,008)
Current Liabilities	(7,813,003)	(2,954,321)	(7,442,765)
Net Current Assets	30,361,184	28,758,965	19,736,904
Less: Restricted Assets / Reserve Funds	4 (21,485,633)	(16,552,078)	(22,205,416)
Add: Current - Borrowings	138,478	214,684	250,116
Add: Current - Contract Liabilities held in Reserve accounts	4,662,896		2,549,271
Add: Current - Contract Liabilities - Leases			143,625
CLOSING FUNDS / NET CURRENT ASSETS (per previous page)	13,676,924	12,421,571	474,501

Liquidity Over The Year





Statement of Comprehensive Income by Nature or Type
For the Period Ended 30 September 2020
(Covering 3 months or 25% of the year)

	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 Y-T-D Revised Budget \$	2020/21 Y-T-D Actual \$	Variance Y-T-D Actual to Revised Budget \$	Variance Y-T-D Actual to Revised Budget %	2020/21 Forecast \$	2019/20 Last Year Actual \$
Revenue								
Rates	13,839,284	13,839,284	13,774,676	13,732,619	(42,057)	0.3%	13,839,284	13,716,704
Grants, Subsidies & Contributions	2,680,137	2,680,137	661,692	591,045	(70,647)	10.7%	2,680,137	3,496,488
Fees and Charges	2,730,279	2,730,279	1,667,530	1,750,580	83,050	(5.0%)	2,730,279	2,866,180
Interest Earnings	420,971	420,971	108,532	75,874	(32,658)	30.1%	420,971	512,789
Other Revenue	28,091	28,091	7,022	6,535	(487)	0.0%	28,091	24,685
	<u>19,698,762</u>	<u>19,698,762</u>	<u>16,219,452</u>	<u>16,156,654</u>	<u>(62,798)</u>	<u>0.4%</u>	<u>19,698,762</u>	<u>20,616,846</u>
Expenses								
Employee Costs	(10,505,383)	(10,505,383)	(2,746,327)	(2,414,082)	332,245	12.1%	(10,505,383)	(10,592,989)
Materials and Contracts	(4,881,097)	(4,881,097)	(1,367,070)	(1,000,723)	366,347	26.8%	(4,880,847)	(4,175,275)
Utility Charges	(552,620)	(552,620)	(138,132)	(99,711)	38,421	27.8%	(552,620)	(574,897)
Depreciation on Non-current Assets	(5,289,647)	(5,289,647)	(1,322,394)	(1,322,409)	(15)	(0.0%)	(5,289,647)	(5,253,788)
Interest Expense	(97,965)	(97,965)	(33,024)	(41,348)	(8,324)	(25.2%)	(97,965)	(117,813)
Insurance	(310,774)	(310,774)	(216,790)	(236,610)	(19,820)	(9.1%)	(310,774)	(316,060)
Other	(403,066)	(403,066)	(143,387)	(130,454)	12,933	9.0%	(453,066)	(333,679)
	<u>(22,040,552)</u>	<u>(22,040,552)</u>	<u>(5,967,124)</u>	<u>(5,245,337)</u>	<u>721,787</u>	<u>12.1%</u>	<u>(22,090,302)</u>	<u>(21,364,501)</u>
Operational Surplus / (Deficit)	(2,341,790)	(2,341,790)	10,252,328	10,911,317	658,989	(6.4%)	(2,391,540)	(747,655)
Grants & Contributions for the Development of Assets	9,243,072	9,243,071	1,482,006	752,176	(729,830)	(49.2%)	9,243,071	2,647,334
Profit on Asset Disposals	0	0	0	0	0	0.0%	0	1,048,762
Loss on Asset Disposals	0	0	0	0	0	0.0%	0	0
Fair Value Adjustment to Financial Assets	0	0	0	0	0	0.0%	0	0
	<u>9,243,072</u>	<u>9,243,071</u>	<u>1,482,006</u>	<u>752,176</u>	<u>(729,830)</u>	<u>49.2%</u>	<u>9,243,071</u>	<u>3,696,096</u>
NET RESULT	6,901,282	6,901,281	11,734,334	11,663,493	(70,841)	0.6%	6,851,531	2,948,441
Other Comprehensive Income								
Changes on Revaluation of Non-Current Assets	0	0	0	0	0	0.0%	0	0
TOTAL COMPREHENSIVE INCOME	6,901,282	6,901,281	11,734,334	11,663,493	(70,841)	0.6%	6,851,531	2,948,441



**Notes to the Statement of Financial Activity
For the Period Ended 30 September 2020**

1. PROGRAMS / ACTIVITIES

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

COMMUNITY VISION

Provide effective leadership in encouraging balanced growth and development of the Shire while recognising the diverse needs of the community.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services	Rates, general purpose government grants and interest revenue.
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of Council and the administration support available to Council for the provision of governance of the District. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific Council services.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local-laws relating to the fire prevention, animal control and protection of the environment, and other aspects of public safety including emergency services.
HEALTH	To provide services to achieve community and environmental health.	Maternal and infant health facilities, immunisation, meat inspection services, inspection of food outlets, noise control and pest control services.
EDUCATION AND WELFARE	To provide services to children, youth, the elderly and disadvantaged persons.	Pre-school and other education services, child minding facilities, playgroups, senior citizens' centres.
COMMUNITY AMENITIES	To provide services required by the community.	Rubbish collection services, operation of refuse site, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemeteries and public conveniences.
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resources which help the social well being of the community.	Maintenance of halls, civic buildings, river banks, recreation centre and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library and other cultural facilities.
TRANSPORT	To promote safe, effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges, footpaths, cycle ways, parking facilities, traffic control and depot. Cleaning of streets and maintenance of street trees, street lighting, etc.
ECONOMIC SERVICES	To help promote the shire and its economic wellbeing.	Tourism and area promotion, building control, provision of rural services including weed control and vermin control, standpipes.
OTHER PROPERTY & SERVICES	To monitor and control Council's overheads operating accounts.	Private works operations, plant repairs and operations costs, engineering operation costs.

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

The material variances adopted by the Shire of Dardanup for reporting in the 2020/21 year is 5% or \$25,000, whichever is the greater. All variances are between Year-to-Date Actual and Year-to-Date Revised Budget values.

Sch	2020/21 Y-T-D Revised Budget	2020/21 Y-T-D Actual	Variance to		Timing / Permanent	Material Variance - Explanation
			Y-T-D Revised Budget	Y-T-D Revised Budget		
	\$	\$	\$	%		
OPERATING ACTIVITIES						
Revenue						
Governance	7,194	2,397	(4,797)	(66.7%)		
General Purpose Funding	13,825,420	13,727,504	(97,916)	(0.7%)		
Law, Order, Public Safety	245,953	264,728	15,775	6.4%		
Health	534	2,027	1,493	279.6%		
Education and Welfare	249	0	(249)	(100.0%)		
Community Amenities	1,385,377	1,401,362	15,985	1.2%		
Recreation and Culture	486,632	545,900	59,268	12.2%	▲ Timing	\$54,000 increased revenue from Recreation Centre operations - memberships, café and court hire.
Transport	190,954	129,246	(61,708)	(32.3%)	▼ Timing	\$62,000 lower revenue from developer/user contributions to road renewal and upgrade.
Economic Services	33,699	42,320	8,621	25.6%		
Other Property and Services	43,440	44,171	731	1.7%		
Total Operating Revenue	16,219,452	16,156,654	(62,798)	(0.4%)		
Operating Expenses						
Governance	(358,316)	(251,027)	107,289	29.9%	▲ Timing	\$107,000 lower costs to date for legal fees, consultants and general administration costs .
General Purpose Funding	(108,469)	(85,981)	22,488	20.7%		
Law, Order, Public Safety	(462,559)	(422,207)	40,352	8.7%	▲ Timing	Lower costs to date for fire prevention \$41,000, bushfire brigade expenses (ESL) \$30,000, animal control \$30,000 and Other law, order and public safety administration costs \$17,000. \$52,000 higher costs to date for bushfire brigade (ESL) expenses.
Health	(157,450)	(131,659)	25,791	16.4%	▲	Lower administration overhead costs for health administration and inspections.
Education and Welfare	(235,523)	(214,173)	21,350	9.1%		
Community Amenities	(672,040)	(565,877)	106,163	15.8%	▲ Timing	Lower operating costs to date - \$17,000 tip operations, \$8,000 environmental expenses, \$79,000 town planning administration.
Recreation & Culture	(2,010,997)	(1,829,780)	181,217	9.0%	▲ Timing	Lower operating costs to date for parks and gardens maintenance \$57,000, Eaton Recreation Centre \$59,000, libraries \$28,000, community donations, events & festivals \$41,000.
Transport	(1,597,302)	(1,707,378)	(110,076)	(6.9%)	▼ Timing	Higher costs for roads maintenance \$119,000, lower costs for consultants \$7,500
Economic Services	(163,337)	(118,722)	44,615	27.3%	▲ Timing	Lower costs to date for tourism \$13,000, building control \$21,000 and economic development \$10,000
Other Property and Services	(209,652)	81,469	291,121	138.9%	▲ Timing	Lower public works overhead costs \$190,000 and plant operating costs \$35,000, accrued wages costs allocated to works but not yet paid \$60,000.
Total Operating Expenditure	(5,975,645)	(5,245,337)	730,308	(12.2%)		
Net Operating Activities	10,243,807	10,911,317	667,510	6.5%		
ADJUSTMENTS OF NON CASH ITEMS						
(Profit)/Loss on Asset Disposals	0	0	0	0.0%		
Depreciation on Assets	1,322,394	1,322,409	15	0.0%		
Adjusted Net Operating Activities	11,566,201	12,233,726	667,525	5.8%		

Notes to the Statement of Financial Activity
For the Period Ended 30 September 2020

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

	2020/21 Y-T-D Revised Budget	2020/21 Y-T-D Actual	Variance to Y-T-D Revised Budget	Variance to Y-T-D Revised Budget	Variance to Y-T-D Revised Budget	Timing / Permanent	Material Variance - Explanation
	\$	\$	\$	\$	%		
Adjusted Net Operating Activities (from previous page)	11,566,201	12,233,726	667,525		5.8%		
INVESTING ACTIVITIES							
Revenue							
Non-operating grants, subsidies & contributions	1,482,006	752,176	(729,830)		(49.2%)	▼	Grants and contributions not yet claimed for 2020/21 capital projects - \$110,000 Waterloo fire brigade shed, \$40,000 Eaton Jetty upgrade, \$464,000 Eaton Drive (JTPS funds), \$135,000 tourism signage & Gnomesville toilets.
Proceeds from Disposal of Assets	64,488	0	(64,488)		(100.0%)		
Total Capital Revenue	1,546,494	752,176	(794,318)		(51.4%)		
Expenditure							
Land & Buildings	(1,357,623)	(43,303)	1,314,320		96.8%	▲	No significant construction commenced on 2020/21 building projects - BFB stations, skate park, Eaton Bowling Club, Eaton administration/library building, Eaton Oval clubrooms.
Infrastructure Assets - Road / Bridges / Paths	(1,168,641)	(129,156)	1,039,485		88.9%	▲	No significant works commenced to date on most road upgrade and renewal projects.
Infrastructure Assets - Parks & Gardens	(169,272)	(111,531)	57,741		34.1%	▲	No significant works to date on parks and reserve projects apart from Eaton boat ramp upgrade.
Vehicles	(235,107)	0	235,107		100.0%	▲	No vehicles purchased to date.
Plant & Equipment	0	0	0		0.0%		
Furniture & Fittings	(28,239)	(28,064)	175		0.6%		
Total Capital Expenditure	(2,958,882)	(312,053)	2,646,829		(89.5%)		
Net Capital Activities	(1,412,388)	440,122	1,852,510		(131.2%)		
FINANCING ACTIVITIES							
Revenue							
Proceeds from New Loans	0	0	0		0.0%		
Self Supporting Loans - Principal Reimbursement	0	0	0		0.0%		
Transfers from Reserves	1,045,306	838,565	(206,741)		(19.8%)	▼	Funds for heritage walk trail on Collye River foreshore to be transferred at completion of project
Total Financing Revenue	1,045,306	838,565	(206,741)		(19.8%)		
Expenditure							
Repayment of Loans	(71,166)	(111,638)	(40,472)		(56.9%)	▼	Interest earned on Reserve investments, developer contributions to works received from new subdivision approvals (offset by corresponding revenue).
Transfers to Reserves	0	(118,782)	(118,782)		(100.0%)	▼	
Total Financing Expenditure	(101,063)	(309,990)	(208,927)		206.7%		
Net Financing Activities	944,243	528,575	(415,668)		(44.0%)		
FUNDING SOURCES							
Surplus/(Deficit) July 1 B/Fwd	382,052	474,501	92,449		24.2%	▲	Improved financial position after draft financial statements for 2019/20 completed. Surplus amount is subject to a audit review.
CLOSING FUNDS (A+B+C+D)	11,480,108	13,676,924	2,196,816		19.1%		

(Appendix ORD: 12.11B)



Notes to the Statement of Financial Activity For the Period Ended 30 September 2020

3. TRUST FUNDS

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

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Tourism WA for Ferguson Valley Project	172,736.03	0.00	0.00	0.00	0.00	172,736.03
Public Open Space	786,192.56	16,500.00	0.00	0.00	0.00	802,692.56
Accrued Interest	0.00	0.00	134.54	0.00	0.00	134.54
Plus: Outstanding Creditors	0.00	0.00	0.00	0.00	0.00	0.00
Less: Outstanding Debtors	0.00	(16,500.00)	0.00	0.00	0.00	(16,500.00)
TOTAL	958,928.59	0.00	134.54	0.00	0.00	959,063.13

4. CASH BACKED RESERVES

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Un-Restricted						
Executive & Compliance Vehicles Reserve	243,184.02	0.00	0.00	0.00	0.00	243,184.02
Plant & Engineering Equipment Reserve	924,036.04	0.00	0.00	0.00	0.00	924,036.04
Eaton Recreation Centre - Equipment Reserve	280,102.25	0.00	0.00	0.00	0.00	280,102.25
Building Maintenance Reserve	1,783,239.12	0.00	0.00	0.00	0.00	1,783,239.12
Employee Relief Reserve	234,383.81	0.00	0.00	0.00	0.00	234,383.81
Employee Leave Entitlements Reserve	21,186.62	0.00	0.00	0.00	0.00	21,186.62
Refuse Site Environmental Works Reserve	83,833.42	0.00	0.00	0.00	0.00	83,833.42
Information Technology Reserve	504,179.04	0.00	0.00	0.00	0.00	504,179.04
Roadwork Construction & Major Maintenance Reserve	587,710.55	0.00	0.00	0.00	0.00	587,710.55
Accrued Salaries Reserve	433,352.06	0.00	0.00	0.00	0.00	433,352.06
Tourism Reserve	11,718.35	0.00	0.00	0.00	0.00	11,718.35
Recycling Education Reserve	61,264.57	0.00	0.00	0.00	0.00	61,264.57
Road Safety Programs Reserve	26,644.63	0.00	0.00	0.00	0.00	26,644.63
Council Land Development Reserve	21,057.89	0.00	0.00	0.00	0.00	21,057.89
Carried Forward Projects Reserve	3,491,189.81	0.00	0.00	0.00	0.00	3,491,189.81
Election Expenses Reserve	7,017.23	0.00	0.00	0.00	0.00	7,017.23
Town Planning Consultancy Reserve	97,705.92	0.00	0.00	0.00	0.00	97,705.92
Parks & Reserves Upgrades Reserve	676,804.61	0.00	0.00	0.00	0.00	676,804.61
Strategic Planning Studies Reserve	128,885.07	0.00	0.00	0.00	0.00	128,885.07
Pathways Reserve	315,889.37	0.00	0.00	0.00	0.00	315,889.37
Asset / Rates Revaluation Reserve	328,666.34	0.00	0.00	0.00	0.00	328,666.34
Refuse & Recycling Bin Replacement Reserve	54,644.89	0.00	0.00	0.00	0.00	54,644.89
Sale of Land Reserve	4,566,488.23	0.00	0.00	0.00	0.00	4,566,488.23
Storm Water Reserve	157,848.01	0.00	0.00	0.00	0.00	157,848.01
	15,041,031.85	0.00	0.00	0.00	0.00	15,041,031.85
Restricted						
Contribution to Works Reserve	670,642.44	53,912.55	0.00	0.00	0.00	724,554.99
Eaton Drive - Access Construction Reserve	154,824.78	10,406.05	0.00	0.00	0.00	165,230.83
Eaton Drive - Scheme Construction Reserve	914,153.40	7,993.65	0.00	0.00	0.00	922,147.05
Fire Control Reserve	11,535.50	0.00	0.00	0.00	0.00	11,535.50
Collie River (Eaton Drive) Bridge Construction Reserve	1,564,304.17	3,738.91	0.00	0.00	0.00	1,568,043.08
Unspent Grants Reserve	3,595,446.83	0.00	0.00	838,564.75	0.00	2,756,882.08
Swimming Pool Inspection Reserve	4,488.00	0.00	0.00	0.00	0.00	4,488.00
Unspent Specified Area Rate - Bulk Waste Collection Reserve	80,609.91	0.00	0.00	0.00	0.00	80,609.91
Unspent Specified Area Rate - Eaton Landscaping Reserve	127,172.20	0.00	0.00	0.00	0.00	127,172.20
Wanju Developer Contribution Plan Unspent Loan Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Dardanup Expansion Developer Contribution Plan Reserve	41,206.57	0.00	0.00	0.00	0.00	41,206.57
	7,164,383.80	76,051.16	0.00	838,564.75	0.00	6,401,870.21
Interest	0.00	0.00	74,523.50	0.00	0.00	74,523.50
Less: Outstanding Debtors	0.00	(31,792.55)	0.00	0.00	0.00	(31,792.55)
TOTAL	22,205,415.65	44,258.61	74,523.50	838,564.75	0.00	21,485,633.01

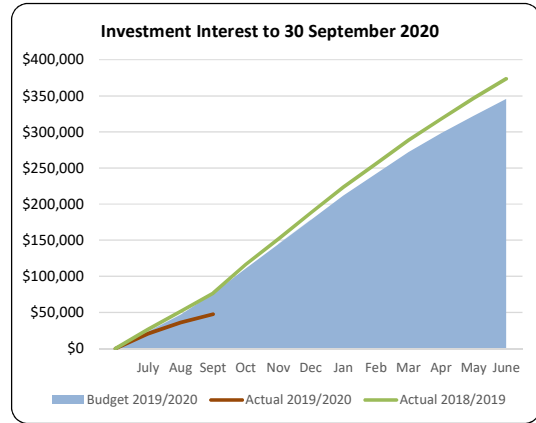
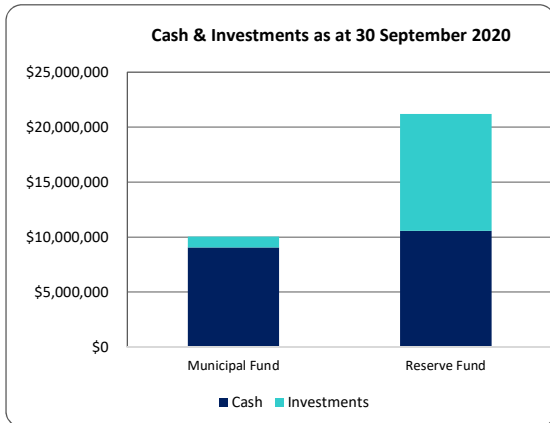
(Appendix ORD: 12.11B)



Notes to the Statement of Financial Activity For the Period Ended 30 September 2020

5. STATEMENT OF INVESTMENTS

BANK	TYPE	AMOUNT	RATE	DAYS	COMMENCEMENT	MATURITY	ESTIMATED INTEREST	INTEREST CREDITED 2020-2021
MUNICIPAL FUND								
CBA	Municipal Fund Bank Account	\$ 9,053,389.81	0.05%				\$377.22	\$599.27
NAB	Term Deposit	\$ 1,000,000.00	0.67%	273	9/2020	6/2021	\$5,011.23	
		<u>\$ 10,053,389.81</u>					<u>\$5,388.46</u>	<u>\$599.27</u>
TRUST FUND								
CBA	Trust Fund Bank Account	\$ 959,063.13	0.05%				\$39.96	\$89.92
		<u>\$ 959,063.13</u>					<u>\$39.96</u>	<u>\$89.92</u>
RESERVE FUND								
CBA	Reserve Bank Account	\$ 10,589,002.80	0.05%				\$441.21	\$360.14
AMP	Term Deposit	\$ 1,100,000.00	0.80%	365	8/2020	8/2021	\$8,800.00	\$17,709.04
NAB	Term Deposit	\$ 1,500,295.89	0.80%	356	8/2020	8/2021	\$11,706.42	\$11,465.75
NAB	Term Deposit	\$ 1,000,000.00	0.62%	273	9/2020	6/2021	\$4,637.26	
NAB	Term Deposit	\$ 1,000,000.00	0.72%	365	9/2020	9/2021	\$7,200.00	
NAB	Term Deposit	\$ 1,000,000.00	0.62%	181	9/2020	3/2021	\$3,074.52	
WBC	Tailored Term Deposit	\$ 4,000,000.00	0.80%	365	8/2020	8/2021	\$32,000.00	
WBC	Term Deposit	\$ 1,000,000.00	0.70%	184	8/2020	2/2021	\$3,528.77	
		<u>\$ 21,189,298.69</u>					<u>\$32,784.89</u>	<u>\$29,534.93</u>
Total Interest Received								<u><u>\$30,224.12</u></u>



(Appendix ORD: 12.11B)



Notes to the Statement of Financial Activity
For the Period Ended 30 September 2020

5. STATEMENT OF INVESTMENTS (continued)

Total Funds Invested

Total Funds Invested as at Reporting Date -

Municipal Fund Investment Portfolio	\$ 1,000,000.00
Trust Fund Investment Portfolio	\$ -
Reserve Fund Investment Portfolio	\$ 10,600,295.89
	<u>\$ 11,600,295.89</u>

Investment Policy - Portfolio Risk Exposure

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

Portfolio - Terms of Maturity

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

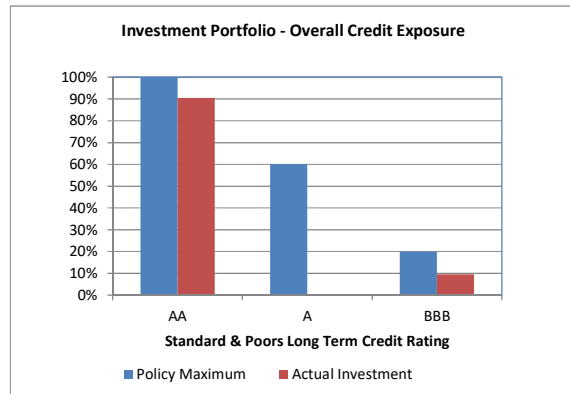
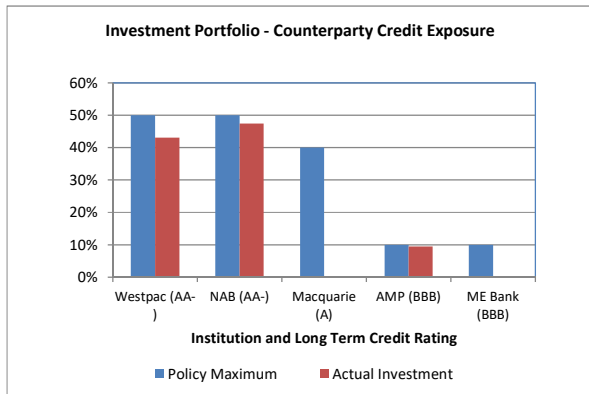
Counterparty Credit Exposure

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

Overall Credit Exposure

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

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



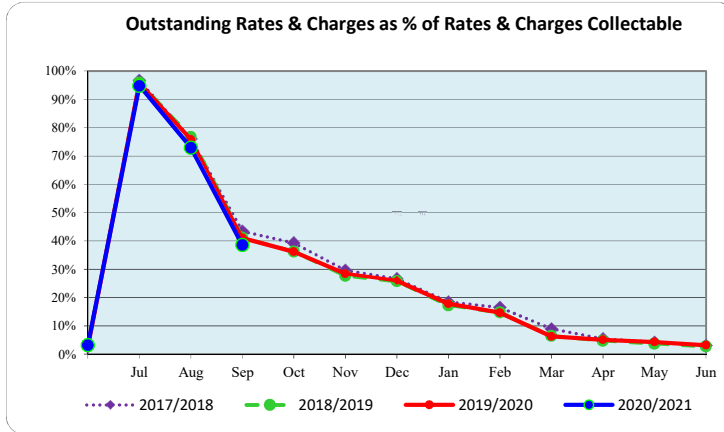


**Notes to the Statement of Financial Activity
For the Period Ended 30 September 2020**

6. Accounts Receivable as at 30 September 2020

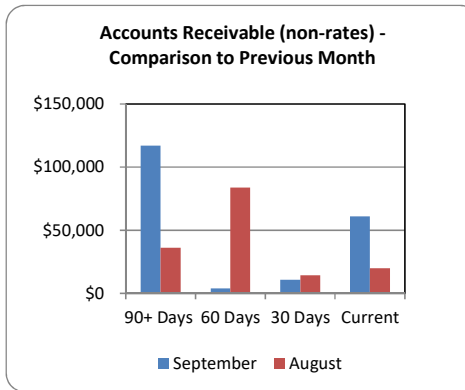
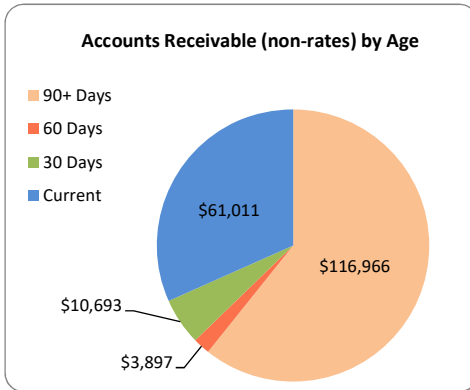
Rates and Charges Outstanding

2020/21 annual rates were raised on 16 July 2020 and were due for payment by 10 September 2020. As at the reporting date, total outstanding rates and charges (including pensioner deferred rates) is \$6,280,549. This equates to 38.54% of rates and charges collectable and is at an improved ratio to recent years. It is the objective of management to achieve less than 4% of rates and charges outstanding by 30 June.



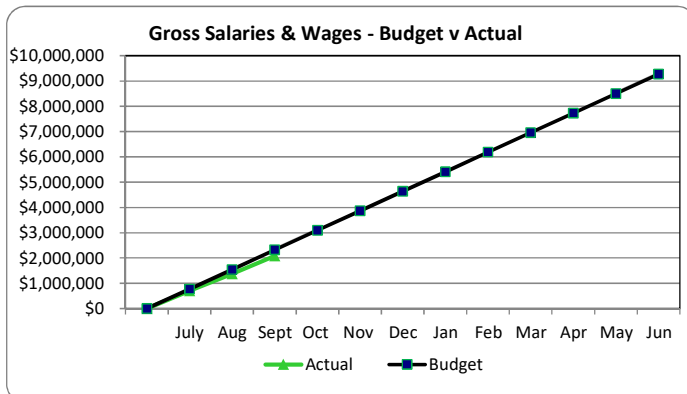
Sundry Debtors Outstanding (non-rates)

As at the reporting date, the total outstanding Sundry Debtors amount to \$192,568. \$80,159 relates to State Government contribution to Eaton Recreation centre for school shared use of facilities. The Education Department has raised enquiries about some of the details of the contribution invoice and officers are working to resolve these as soon as possible. Other debts outstanding in excess of 90 days are currently under review and it is likely a significant portion of these will be written off due to being uneconomical to recover.



7. Salaries and Wages to 30 September 2020

At the reporting date, total salaries and wages expenditure is \$2,086,884 (22.5%) of the annual budget of \$9,273,727 for the 2020/21 financial year).





Notes to the Statement of Financial Activity
For the Period Ended 30 September 2020

8 RATING INFORMATION

RATE TYPE	Rate in \$	Number of properties	Rateable value \$	2020/21 Budget rate revenue \$	2020/21 Budget interim rates \$	2020/21 Budget back rates \$	2020/21 Budget total revenue \$	2020/21 Actual total revenue \$	2019/20 Actual total revenue \$	2019/20 Budget total revenue \$
Differential general rate or general rate										
Gross rental valuations										
General Rates - GRV: Residential	0.100662	3,152	56,779,220	5,746,655	0	0	5,746,655	5,715,510	5,620,662	5,620,662
General Rates - GRV: Commercial	0.100662	59	14,495,740	1,428,025	0	0	1,428,025	1,459,170	1,369,549	1,369,549
General Rates - GRV: Industrial	0.100662	68	7,586,727	763,695	0	0	763,695	763,695	757,975	757,975
General Rates - GRV: Small Holding	0.100662	336	7,599,124	765,545	0	0	765,545	764,943	806,389	806,389
General Rates - GRV: Interim and Back Rates	0.100662	0	0	91,144	0	0	91,144	(19,828)	91,938	124,249
Unimproved valuations										
General Rates - UV: Broad Acre Rural	0.006259	491	274,608,000	1,718,765	0	0	1,718,765	1,718,315	1,709,026	1,709,026
General Rates - UV: Mining	0.006259	0	0	0	0	0	0	0	0	0
General Rates - UV: Interim and Back Rates	0.006259	0	0	0	0	0	0	0	0	0
Sub-Totals		4,106	361,068,811	10,422,685	91,144	0	10,513,829	10,401,805	10,355,539	10,387,850
Minimum payment										
Gross rental valuations										
General Rates - GRV: Residential	1,547.50	1,651	21,331,732	2,554,923	0	0	2,554,923	2,554,923	2,571,945	2,571,945
General Rates - GRV: Commercial	1,547.50	7	61,400	10,833	0	0	10,833	10,833	10,833	10,833
General Rates - GRV: Industrial	1,547.50	47	590,450	72,733	0	0	72,733	72,732	80,470	80,470
General Rates - GRV: Small Holding	1,547.50	85	682,270	131,538	0	0	131,538	131,538	111,420	111,420
General Rates - GRV: Interim and Back Rates	1,547.50	0	0	0	0	0	0	0	0	0
Unimproved valuations										
General Rates - UV: Broad Acre Rural	1,547.50	119	17,457,460	184,153	0	0	184,153	184,152	208,913	208,913
General Rates - UV: Mining	1,547.50	18	399,256	27,855	0	0	27,855	27,855	30,950	30,950
General Rates - UV: Interim and Back Rates	1,547.50	0	0	0	0	0	0	0	0	0
Sub-Totals		1,927	40,522,568	2,982,035	0	0	2,982,035	2,982,033	3,014,531	3,014,531
Discounts/concessions										
Total amount raised from general rates		6,033	401,591,379	13,404,720	91,144	0	13,495,864	13,383,838	13,370,070	13,402,381
Specified area rates							(5,000)	(8)	(1,016)	(5,000)
Total rates							13,490,864	13,383,830	13,369,054	13,397,381
							350,000	348,788	347,651	344,800
							13,840,864	13,732,619	13,716,705	13,742,181



Notes to the Statement of Financial Activity
For the Period Ended 30 September 2020

9. INFORMATION ON BORROWINGS

Debtenture Repayments

Particulars	Loan No.	Principal Opening Balance 01 July 2020	New Loans 2020/21		Principal Repayments 2020/21		Interest Repayments 2020/21		Principal Outstanding 30 June 2021	
			Actual \$	Adopted Budget \$	Actual \$	Adopted Budget \$	Actual \$	Adopted Budget \$	Actual \$	Adopted Budget \$
Community Amenities										
Wanju/Waterloo Industrial Park Developer Contribution Plans	New	0	0	750,000	0	0	0	0	0	750,000
Recreation and Culture										
Eaton Recreation Centre	59	280,690			(43,410)	(88,117)	(8,238)	(16,870)	237,280	192,573
Glen Huon Oval Club Rooms	69	965,470	0	0	(20,391)	(41,174)	(18,537)	(43,234)	945,079	924,296
Transport										
Depot Land	66	503,104	0	0	(29,019)	(58,628)	(10,238)	(23,169)	474,085	444,476
Economic Services										
Gravel Pit Land - Panizza Road	61	90,549	0	0	0	(23,901)	0	(5,805)	90,549	66,648
Other Property and Services										
Administration Building Extensions	65	123,303	0	0	(18,817)	(38,296)	(4,334)	(8,887)	104,486	85,007
		1,963,116	0	750,000	(111,638)	(250,116)	(41,347)	(97,965)	1,851,478	2,463,000

All debtenture repayments were financed by general purpose revenue.



**Notes to the Statement of Financial Activity
For the Period Ended 30 September 2020**

10 BUDGET AMENDMENTS

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

GI/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Revised Budget Running Balance
				\$	\$	\$	\$
Budget Adoption							
Permanent Changes							
0521502	Opening surplus adjustment		Opening Surplus				218,987
	DFES Mitigation Activity Fund grant to reduce bushfire risk	29/07/20 - 212-20	Operating Revenue		92,699		311,686
					246,440		558,126
0511503	Bushfire Risk Management Plan - treatments to mitigate bushfire	29/07/20 - 212-20	Operating Expense			(246,440)	311,686
J11221	Pratt Road Reserve maintenance - erosion repairs	26/08/20 - 231-20	Operating Expense			(38,707)	272,979
1221507	Grant revenue - Disaster Recovery Fund WA	26/08/20 - 231-20	Operating Revenue	38,707			311,686
0522501	LGS capital grant to replace Dardanup Central BFB station	30/09/20 - 261-20	Non-operating Revenue	450,000			761,686
0521502	Donation of bequeathed estate for Dardanup Central BFB	30/09/20 - 261-20	Non-operating Revenue	90,000			851,686
J05022	Building construction - Dardanup Central BFB station	30/09/20 - 261-20	Asset Acquisition			(540,000)	311,686
1318004	Economic Development	30/09/20 - 267-20	Operating Expense			(55,000)	256,686
New	Contributions - Economic Development	30/09/20 - 267-20	Operating Revenue	55,000			311,686
New	Renewal - Bridge 3678 - Pile Road	30/09/20 - 274-20	Asset Acquisition			(250,000)	61,686
New	Renewal - Bridge 3658 - Ferguson Road	30/09/20 - 274-20	Asset Acquisition			(276,000)	(214,314)
New	Renewal - Bridge 4821 - Martin Pelusey Road	30/09/20 - 274-20	Asset Acquisition			(136,000)	(350,314)
1221504	Grant Revenue Transport - Special Projects	30/09/20 - 274-20	Non-operating Revenue		526,000		175,686
0341003	Transfer from Reserve - Unspent Grants	30/09/20 - 274-20	Reserve Transfer	136,000			311,686
New	Ferguson Road Survey and Design	30/09/20 - 275-20	Asset Acquisition			(52,500)	259,186
J12907	Project preliminaries	30/09/20 - 275-20	Asset Acquisition	17,500			276,686
1221503	Grant Revenue Transport - Regional Road Group	30/09/20 - 275-20	Non-operating Revenue	35,000			311,686
				1,594,647	(1,594,647)		

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT: Failing to monitor the financial performance can increase the risk of a negative impact on the Shire's financial position. Non-compliance with legislative requirement could result in a qualified audit.									
RISK THEME PROFILE: 3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)									
RISK ASSESSMENT CONTEXT: Operational									
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL			RESIDUAL RISK RATING
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING	
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Non-compliance with the legislative requirements that results in a qualified audit.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.



MINUTES

GRANTS, AWARDS AND SCHOLARSHIP COMMITTEE MEETING

Held

7 October 2020

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 P S Robinson – Chairperson
- Cr M T Bennett
- Cr L Davies
- Cr T G Gardiner
- Cr C N Boyce
- Cr P R Perks
- Cr S L Gillespie
- Cr M R Hutchinson
- Cr J Dow

Terms of Reference

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:
[2019 - ToR - Grants, Awards and Scholarship Committee](#)

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP GRANTS, AWARDS AND SCHOLARSHIP COMMITTEE MEETING HELD WEDNESDAY, 7 OCTOBER 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 11.00AM.

1	DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS
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The Chairperson, Cr. P S Robinson declared the meeting open at 11.00am, welcomed those in attendance and noted there was not a quorum present so was unable to continue with the meeting. The meeting was adjourned at 11.30am to be reconvened at 1.45pm.

Attendance

Cr. Peter Robinson	-	Chairperson
Cr. Michael Bennett	-	Shire President
Cr. Janice Dow	-	Elected Member
Cr. Carmel Boyce	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Ms Susan Oosthuizen	-	Director Sustainable Development
Ms Maddie Darch	-	Executive Assistant
Ms Lucy Owen-Conway	-	Manager Place & Community Services
Ms Melanie Ring	-	Place & Community Officer
Mrs Isabel Cody	-	Place & Community Officer
Mrs Ella Rafferty	-	Executive Support Officer

MEETING ADJOURNED – 11.30am to be reconvened at 1:45pm

MEETING RECONVENED – 2pm.

The Chairperson, Cr. P S Robinson reconvened the meeting at 2pm, 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.

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 advisory 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

2.1 Attendance

Voting

Cr. Peter Robinson	-	Chairperson
Cr. Michael Bennett	-	Shire President
Cr. Janice Dow	-	Elected Member
Cr. Carmel Boyce	-	Elected Member
Cr. Mark Hutchinson	-	Elected Member
Cr. Patricia Perks	-	Elected Member

Non-voting

Mr André Schönfeldt	-	Chief Executive Officer
Ms Susan Oosthuizen	-	Director Sustainable Development
Mr Luke Botica	-	Director Infrastructure
Ms Maddie Darch	-	Executive Assistant
Ms Lucy Owen-Conway	-	Manager Place & Community Services
Ms Melanie Ring	-	Place & Community Officer
Mrs Isabel Cody	-	Place & Community Officer
Mrs Ella Rafferty	-	Executive Support Officer

2.2 Apologies

Cr. Tyrrell Gardiner	-	Elected Member
Cr. Stacey Gillespie	-	Elected Member
Cr. Luke Davies	-	Elected Member

3 PRESENTATIONS

None.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

OFFICER RECOMMENDED RESOLUTION & GAS COMMITTEE RESOLUTION

GAS 02-20 MOVED - Cr.Perks SECONDED - Cr.Boyce

THAT the minutes of the Grants, Awards and Scholarship Committee meeting held on 1 April 2020, be confirmed as true and correct subject to no corrections.

CARRIED
6/0

5 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

6 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

7 DECLARATION OF INTEREST

“Committee 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. P S Robinson asked Councillors if there were any declarations of Interest to be made.

There were no declarations of Interest made.

8 REPORTS OF OFFICERS**8.1** Title: *Leeuwin Scholarship Selection Panel*

<i>Reporting Department:</i>	<i>Sustainable Development</i>
<i>Reporting Officer:</i>	<i>Mrs Isabel Cody – Place and Community Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The Grants, Awards and Scholarships Committee is requested to select and recommend the appointment of the 2020/2021 Leeuwin Scholarship selection panel to Council.

Background

Council supports the development of youth by providing young people the opportunity to receive a scholarship to participate in a Youth Explorer Voyage with the Leeuwin Ocean Adventure Foundation.

The number of scholarships offered is based on the amount allocated by Council each year plus any external sponsorship obtained from business and community groups.

In 2019-2020 Council funded 2.5 scholarships, the Lions Club of Dardanup funded one scholarship and the Lions Club of Eaton funded half a scholarship.

The Lions Club of Dardanup have agreed to sponsor one full scholarship and the Lions Club of Eaton have agreed to sponsor half a scholarship in 2020-2021. No further external sponsorship is being sourced for 2020/21.

The voyage dates are confirmed as follows: Depart Bunbury 20 January 2021, arrive Fremantle 26 January 2021. Travel to Bunbury and from Fremantle will be the financial responsibility of the successful Leeuwin participants.

Scholarship Timeline

DATE	PROCESS
Monday 21 September	Applications Open
Monday 2 November	Applications Close
Tuesday 3 November to Friday 13 November	Selection Planning Process
Tuesday 17 November and Wednesday 18 November	Interviews with young people
Friday 20 November	Recommended candidates referred to Leeuwin Foundation for approval.

Legal Implications

Applicants submit an Application Form which states the accepted terms and conditions of the Leeuwin Training course.

Strategic Community Plan

- Strategy 3.2.1 - To encourage social connectedness in our community through participation in positive social networks, interaction and events. (Service Priority: Very High)
- Strategy 5.2.2 - To enhance the sharing of knowledge by encouraging active citizenship through engagement in shared lifelong learning activities. (Service Priority: High)
- Strategy 5.2.1 - To encourage physical activity by providing services and recreational facilities that encourage our community towards an active and healthy lifestyle. (Service Priority: Very High)

Environment None.

Precedents

The selection panel for 2019/20 comprised of Cr Carmel Boyce and Cr Janice Dow. Community Services Officer, Melanie Ring, was also involved in the panel process.

Budget Implications

The full cost of each scholarship is \$2,375 with \$5,000 allocated in the 2020/2021 budget to support two scholarship positions on the Youth Explorer Voyage. However, due to only receiving funding from the Lions Club of Eaton for half a scholarship, funding allocated by Council will cover 1.5 scholarships. A full scholarship has been funded by the Lions Club of Dardanup.

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 GAS: 8.1) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Leeuwin Scholarship Selection Panel	
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	Reputational	Council’s reputation could be affected if they do not adhere to the recommendation of the Grants Awards and Scholarships Committee

Officer Comment

Three scholarship places have been booked through Leeuwin Ocean Adventure Foundation, departing Bunbury on 20 January and arriving in Fremantle on 26 January 2021.

The Lions Club of Dardanup have agreed to sponsor one full scholarship in 2020-2021 with the following conditions:

- Acknowledgement of sponsorship on all written marketing material
- Inclusion of the Lions Logo on the Leeuwin Scholarship poster
- Invitation to presentation afternoon
- A place on the selection panel
- Scholarship funded by the Lions of Dardanup is awarded to a young person that resides in the Dardanup area

The Lions Club of Eaton have agreed to sponsor half a scholarship in 2020-2021 with the following conditions:

- Acknowledgement of sponsorship on all written marketing material
- Inclusion of the Lions Logo on the Leeuwin Scholarship poster
- Invitation to presentation afternoon

The Grants Awards and Scholarships Committee is requested to consider and appoint two Councillors as panel members to participate in the 2020/21 Leeuwin scholarship interviews. It is proposed that the Place and Community Officer participate as a panel member in the interview and selection process, due to their level of background knowledge on the scholarships and relationships with young people in the community.

The Shire of Dardanup has been providing Leeuwin Scholarships to young people in the community since 2012. However, it should be noted there are alternative youth development opportunities that are more accessible to a larger group of young people and potentially more cost effective. Alternative development programs still focus on providing young people with leadership skills, more independence and self-growth opportunities. These prospects will be further explored in 2021.

Should Council chose to continue with the Leeuwin scholarship program in the future, sponsorship packages will be developed to seek further sponsorships from organisations whose values and outcomes align with those of the Shire of Dardanup and the Leeuwin scholarship program.

In addition, Officers will actively seek sponsorship for other youth development programs and events in 2021. A youth sponsorship prospectus will be developed which will be adapted depending on the event and/or program. Some examples of sponsorship levels and benefits include:

Gold sponsor

- Acknowledgement of sponsorship on all written marketing material
- Inclusion of organisations logo on the event/program poster
- Stall at event/program
- Banners at event/program
- Invitation to attend event/program
- Opportunity to introduce a speaker at event/program
- Naming rights of event/program
- Logo on event/program t-shirts

Silver sponsors

- Acknowledgement of sponsorship on all written marketing material
- Inclusion of organisations logo on the event/program poster
- Stall at event/program
- Banners at event/program
- Invitation to attend event/program

Bronze sponsors

- Inclusion of organisations logo on the event/program poster
- Stall at event/program
- Invitation to attend event/program

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

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

OFFICER RECOMMENDED RESOLUTION - OPTION A

THAT the Grants Awards and Scholarships Committee recommends that Council supports the appointment of the following Elected Members and staff to the Leeuwin Scholarship Selection Panel to interview and recommend to Council preferred recipients of the Leeuwin Sailing Ship Scholarship for 2020/21:

- Cr _____
- Cr _____
- Place and Community Officer, Isabel Cody

OR

OFFICER RECOMMENDED RESOLUTION – OPTION B

THAT the Grants Awards and Scholarships Committee recommends that Council:

1. Supports the appointment of the following Elected Members, staff and a member from the Lions Club of Dardanup to the Leeuwin Scholarship Selection Panel to interview and recommend to Council preferred recipients of the Leeuwin Sailing Ship Scholarship for 2020/21:

- Cr _____
- Cr _____
- Place and Community Officer, Isabel Cody
- Member of the Lions Club of Dardanup

2. Accepts the conditions of both the Lions Club of Dardanup and the Lions Club of Eaton that read as follows:

The Lions Club of Dardanup have agreed to sponsor one full scholarship in 2020-2021 with the following conditions:

- *Acknowledgement of sponsorship on all written marketing material*
- *Inclusion of the Lions Logo on the Leeuwin Scholarship poster*
- *Invitation to presentation afternoon*
- *A place on the selection panel*
- *Scholarship funded by the Lions of Dardanup is awarded to a young person that resides in the Dardanup area*

The Lions Club of Eaton have agreed to sponsor half a scholarship in 2020-2021 with the following conditions:

- *Acknowledgement of sponsorship on all written marketing material*
- *Inclusion of the Lions Logo on the Leeuwin Scholarship poster*
- *Invitation to presentation afternoon*

Discussion:

Cr. J Dow moved an alternate resolution – the amendments proposed by Cr. J Dow in addition to the officer recommended resolution are shown below in red:

ELECTED MEMBER ALTERNATIVE RESOLUTION

THAT the Grants Awards and Scholarships Committee recommends that Council:

1. Supports the appointment of the following Elected Members and staff to the Leeuwin Scholarship Selection Panel to interview and recommend to Council preferred recipients of the Leeuwin Sailing Ship Scholarship for 2020/21:
 - Cr M T Bennett
 - Cr J Dow
 - Place and Community Officer, Isabel Cody
2. Supports the acknowledgement of all sponsorships on all written marketing material, includes Logos on the Leeuwin Scholarship poster and sends Invitations to sponsors inviting them to the presentation afternoon.

**ELECTED MEMBER ALTERNATIVE RESOLUTION
& GAS COMMITTEE RESOLUTION**

GAS 03-20

MOVED -

Cr. J Dow

SECONDED -

Cr. M T Bennett

THAT the Grants Awards and Scholarships Committee recommends that Council:

1. Supports the appointment of the following Elected Members and staff to the Leeuwin Scholarship Selection Panel to interview and recommend to Council preferred recipients of the Leeuwin Sailing Ship Scholarship for 2020/21:
 - Cr M T Bennett
 - Cr J Dow
 - Place and Community Officer, Isabel Cody
2. Supports the acknowledgement of all sponsorships on all written marketing material, includes Logos on the Leeuwin Scholarship poster and sends Invitations to sponsors inviting them to the presentation afternoon.

CARRIED

6/0

8.2 Title: Community and Events Grants Scheme – Round 1 – 2020/21

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Melanie Ring – Place and Community Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

This report summarises the Round 1 Community and Events Grant requests that have been received from the Community. The Grants, Awards and Scholarships (GAS) Committee is tasked with considering these requests and recommending the distribution of grant funds from the 2020/21 budget allocation.

Background

The Community and Events Grants Scheme recently had some significant changes to the policy and criteria (Council Resolution 208-20). The policy now covers community grants, community event grant and regional event grants.

The objective of the policy is to provide financial support to such requests that meet the policy criteria (subject to budget constraints) and promote the Shire of Dardanup as a positive, supportive and caring community organisation.

Community Grants are available for projects and activities within the Shire of Dardanup that;

- Foster the distinctiveness of places through the personalisation of community areas;
- Activate public places;
- Build the skills and capacity of the community;
- Leave a lasting positive impact on the community;
- Promote accessibility and inclusivity for all members of the community;
- Empower groups to be proactive in the community.

Events Grants are available for events:

- Events to be held in the Shire of Dardanup;
- Free-to-attend and held within the Shire of Dardanup;
- Event to benefit the community; and
- Activates the area in which the event is held.

In relation to this report, funding for each of the community and events grants schemes fall into the following categories;

Community Grants

- Level 2 Community Grant: open for application twice per year, incorporated groups' eligible only, maximum funding amount \$1,000 with 100% of project cost available for funding.
- Level 3 Community Grant: open for application twice per year, incorporated groups' eligible only, funding available from \$1,001 - \$5,000 and a maximum of 50% of the total project cost available for funding.

Events Grants

- Level 2 Community Grant: open for application twice per year, incorporated groups' eligible only, maximum funding amount \$1,000 with 100% of project cost available for funding.
- Level 3 Community Grant: open for application twice per year, incorporated groups' eligible only, funding available from \$1,001 - \$5,000 and a maximum of 50% of the total project cost available for funding.

The policy sets out the criteria for each category of financial support available. Applications are assessed in accordance with the *Donations and Grants Policy CP044*. (Appendix GASC: 8.2A)

Applications for 2020/21 Round 1, opened on Monday, 10 August 2020 closing on Monday, 14 September 2020. A Public Notice was placed in the South West Times. The grants were also advertised on the Shire website, Shire Facebook page, Shire Instagram page, on Bunbury Community Radio, advertised on the electronic display trailer, Dardanup Times and posters displayed at various community locations within the Shire.

A total of 5 applications were received for Community Grants (Appendix GASC: 8.2B). No applications were received for Events Grants.

The lack of applications received for both the Community and Events grants could be in relation to the effects of COVID-19. The effects on groups/clubs, etc has resulted in varied outcomes for groups and uncertainty of their future.

Legal Implications - None.

Strategic Community Plan

Strategy 3.2.1 - To encourage social connectedness in our community through participation in positive social networks, interaction and events. (Service Priority: Very High)

Strategy 3.3.1 - To promote and encourage volunteering within the Shire of Dardanup. (Service Priority: High)

Strategy 3.3.2 - Support volunteer groups within the Shire of Dardanup. (Service Priority: High)

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

Environment - None.

Precedents - None.

Budget Implications

- Council allocated \$49,880 to the Community Grants for 2020/21. \$5,000 of the allocation is reserved for the Quick Response Community Grants Level 1 which are open all-year-round. The remaining budget for the Level 2 and Level 3 Community Grants totals \$44,880.
- Council allocated \$25,000 to the Community Events for 2020/21. \$5,000 of the allocation is reserved for the Quick Response Events Grants Level 1 which are open all-year-round. The remaining budget for the Level 2 and Level 3 Events Grants totals \$20,000.

The total amount of funding applied for in Round 1 – Community Grants only, totalled \$10,195.50.

Budget – Whole of Life Cost - None.

Council Policy Compliance

All applications for grant funding are required to comply with Policy CP044 and have been assessed against the relevant criteria. Consideration should be given to Policy Cost Shifting Assessment and this has been taken into consideration during the assessment process.

Risk Assessment

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

Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Community and Events Grants Scheme – Round 1 2020/21
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	Not applicable.
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Council's reputation could be impacted dependant on their decision on recipients' applications for grant funding.

Officer Comment

Applications have been assessed and all applications have been considered against the criteria of Policy CP044. See officer comments for further details (Appendix GASC: 8.2B).

COMMUNITY GRANTS – LEVEL 2 (\$0 - \$1,000)	
Dardanup and Districts Residents Association	\$ 790.50 in financial assistance to cover: Contribution towards the Dardanup War Memorial upgrade. <i>Recommend approval: Yes</i>
Dardanup Senior Citizens Inc.	\$ 500.00 in financial assistance to cover: <ul style="list-style-type: none"> Purchase wool items to knit or crochet items to donate to various charities. <i>Recommend approval: Yes</i>

COMMUNITY GRANTS – LEVEL 3 (\$1,001 - \$5,000)	
Bunbury Repertory Club	\$2,717.50 in financial assistance to cover: <ul style="list-style-type: none"> Install accessibility ramp. Total project cost \$5,435 (Applicant contributing 50%). <i>Recommend approval: Yes</i>
Dardanup Sporting and Community Club	\$5,000.00 in financial assistance to cover: <ul style="list-style-type: none"> Canteen renovation at Wells Park Clubrooms. Total project cost \$12,761.63 (Applicant contributing 50%). <i>Recommend approval: Yes</i>

COMMUNITY GRANTS – LEVEL 3 (\$1,001 - \$5,000)	
Eaton Senior Citizens Inc.	\$1,187.50 in financial assistance to cover: <ul style="list-style-type: none"> • Purchase new indoor bowls mat. Total project cost \$2,275.00 (Applicant contributing 50%). <i>Recommend approval: Yes</i>

EVENTS GRANTS – LEVEL 2 (\$0 - \$1,000)	
No applications received.	

EVENTS GRANTS – LEVEL 3 (\$1,001 - \$5,000)	
No applications received.	

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & GAS COMMITTEE RESOLUTION

GAS 04-20 MOVED - Cr. M T Bennett SECONDED - Cr. J Dow

THAT the Grants Awards and Scholarship Committee recommends that Council:

1. Consider the applications received by the following groups under Community and Events Grants Scheme Round 1 2020/21 – Level 2 grants for funding less than \$1,000 and approve funding to the following organisations:

COMMUNITY GRANTS – LEVEL 2 (Funding of less than \$1,000)		
Dardanup and Districts Residents Association	Contribution towards the Dardanup War Memorial upgrade.	\$ 790.50
Dardanup Senior Citizens Inc.	Purchase wool items to knit or crochet items to donate to various charities.	\$ 500.00
TOTAL		\$1 ,290.50

2. Consider the applications received by the following groups under Community and Events Grants Scheme Round 1 2020/21 – Level 3 grants for funding between \$1,001 - \$5,000; and approve funding to the following organisations:

COMMUNITY GRANTS – LEVEL 3 (Funding between \$1,001 - \$5,000 with a 50:50 matching component)		
Bunbury Repertory Club	Install accessibility ramp.	\$2,717.50
Dardanup Sporting and Community Club	Canteen renovation at Wells Park Clubrooms.	\$5000.00
Eaton Senior Citizens Inc.	Purchase new indoor bowls mat.	\$1,187.50
TOTAL		\$8,905.00

CARRIED

6/0

8.3 Title: Request for funding: South West Business Excellence Awards – BSW Connect

Reporting Department: Sustainable Development Directorate
Reporting Officer: Ms Melanie Ring – Place & Community Officer
Legislation: Local Government Act 1995

Overview

In August 2020, a request from BSW Connect was received in relation to their 2020 South West Business Excellence Awards (postponed to 2021 due to COVID-19). The request amount is to the value of \$5,000 (GST exclusive).

The purpose of this report is for the Grants, Awards and Scholarship Committee to consider a financial request received from BSW Connect. The request is for the Shire of Dardanup to take up a Premium Partner sponsorship package for the 2021 Awards. The cost of the Premium Partnership package is \$5,000 (GST exclusive).

Background

At Ordinary Council Meeting (OCM) on 9 May 2018, Council resolved [139-18]:

1. *Continue to financially support Business South West, acknowledging that the 2018/19 annual financial contribution of \$7,000 (GST Exclusive) is Year 2 contribution of a four year commitment to Business South West; up to and including 2020/21.*

In July 2018, Business South West were not successful in retaining the business local program and the new service provider would be 'Business Advisory Southwest & Peel'. The previous commitment from the Shire of Dardanup of \$7,000 for 2018/19, was not paid to either Business South West or Business Advisory Southwest & Peel.

A report was prepared by Deputy Chief Executive Officer Mr Phil Anastasakis and presented at the Ordinary Council Meeting (OCM) dated 13 February 2019 as a request for sponsorship for the 2019 South West Small Business Awards had been received from Business South West. Council resolved [25-19]:

1. *Support the 2019 South West Small Business Awards through Business South West by taking up a Premium Partnership package of \$5,000 (plus GST);*
2. *Authorise the unbudgeted expenditure of \$5,000.00 (plus GST) to sponsor the 2019 South West Small Business Awards;*
3. *Allocate funding from Council's Economic Development budget to fund the 2018/19 expenditure; and*
4. *Retain the \$7,000 allocated in the current Long Term Financial Plan to enable support for small business advisory services in future years.*

At OCM on 29 April 2020, the following information was presented in relation to Economic Development and Regional Tourism Budget Requests, prepared by Mr André Schönfeldt.

Budget Implications

In 2019/20 budget the following allocations are relevant:

42.5	Regional Resources Sharing Programs	
	Regional Resource Sharing Initiatives	\$10,000
	South West Regional Risk Co-ordinator	\$10,000
		\$20,000
131.1	Donations - Tourism	
	Bull & Barrel Festival	\$5,000
	Operational Grant - Ferguson Valley Marketing Inc	\$20,000
	Dollar for Dollar Matching Grant - Ferguson Valley Marketing Inc.	\$20,000
	By Wellington & Boyup Brook Reg. Tourism Strategy	\$12,000
	Bunbury Geographe Gift	\$5,000
		\$62,000
131.2	Economic Development	
	Business South West (formerly Small Business Centre Bunbury-Wellington)	\$7,000
	Business South West - Regional Innovations Ecosystem Mapping and Audit for the South West Project	\$0
	Regional Development Australia - REMPLAN South West community profiling - 3 year commitment 17/18, 18/19, 19/20	\$1,250
	Bunbury Wellington Economic Alliance	\$11,730
	GoGeo	\$7,500
	Bunbury Wellington Group of Councils	\$250
	Busselton Margaret River Airport	\$2,000
		\$29,730
	TOTAL	\$111,730

It is proposed that Council support the following budget:

42.5	Regional Resources Sharing Programs	
	Regional Resource Sharing Initiatives	\$10,000
	South West Regional Risk Co-ordinator	\$10,000
		\$10,000
131.1	Donations - Tourism	
	Tourism & Events Grants – (Bull & Barrel Festival, Bunbury Geographe Gift, Foreshore Festival, Arts Spectacular and Others on Application)	\$25,000
	Operational Grant - Ferguson Valley Marketing Inc. + Operational Costs (Don Hewison Centre (+/- \$6,000)	\$26,000
	Dollar for Dollar Matching Grant - Ferguson Valley Marketing Inc.	\$20,000
	By Wellington & Boyup Brook Reg. Tourism Strategy	\$12,000
	Bunbury Geographe Tourism Partnership	\$20,000
		\$71,000
131.2	Economic Development	
	Business South West (formerly Small Business Centre Bunbury Wellington)	\$7,000
	Business South West - Regional Innovations Ecosystem Mapping and Audit for the South West Project	\$0
	Regional Development Australia - REMPLAN South West community profiling - 3 year commitment 17/18, 18/19, 19/20	\$1,250
	Bunbury Wellington Economic Alliance	\$11,730
	GoGeo	\$7,500
	Bunbury Wellington Group of Councils	\$250
	Bunbury Geographe Chambers of Commerce and Industry	\$1,000
	Busselton Margaret River Airport	\$2,000
	Economic Development Initiatives	\$25,000
	Bunbury Geographe Economic Alliance	\$14,000
		\$42,000
	TOTAL	\$123,000

Council Resolved [86-20]:

THAT Council request the Chief Executive Officer includes the following items in to 2020/21 budget for Councils final consideration when the formal budget is to be adopted:

142.5	REGIONAL RESOURCES SHARING PROGRAMS	
	<i>Regional Resource Sharing Initiatives</i>	\$10,000
		<u>\$10,000</u>
131.1	DONATIONS - TOURISM	
	<i>Tourism & Events Grants – (Bull & Barrel Festival, Foreshore Festival, Arts Spectacular and Others on Application)</i>	\$25,000
	<i>Operational Grant - Ferguson Valley Marketing Inc. + Operational Costs (Don Hewison Centre (+/- \$6,000))</i>	\$26,000
	<i>Bunbury Geographe Tourism Partnership</i>	\$20,000
		<u>\$71,000</u>
131.2	ECONOMIC DEVELOPMENT	
	<i>Bunbury Geographe Chambers of Commerce and Industry</i>	\$1,000
	<i>Busselton Margaret River Airport</i>	\$2,000
	<i>Economic Development Initiatives</i>	\$25,000
	<i>Bunbury Geographe Economic Alliance</i>	\$14,000
		<u>\$42,000</u>
	TOTAL	\$123,000

Council adopted the above budget at OCM held on 24 June 2020.

Legal Implications - None.

Strategic Community Plan

- Strategy 1.1.1 - Ensure equitable, inclusive and transparent decision-making. (Service Priority: High)
- Strategy 1.3.2 - To monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)
- Strategy 4.1.1 - Create connectivity that support business success by efficient movement and exchange of people, business, goods, services and ideas. (Service Priority: Moderate)
- Strategy 4.1.3 - Encourage business to develop by supporting the capacity of local firms and industry to establish, grow and employ. (Service priority: Moderate)

Environment - None.

Precedents

Prior to BSW Connect/Business South West not being awarded the business local program in July 2018, Council had committed to provide financial support to the program as per council resolution 139-18. The expenditure was to be funded through Council's Economic Development budget.

Budget Implications

The financial request to support the 2020 South West Business Excellence Awards was not specifically included in the 2020/21 budget. As this is not in itself an economic development function, but a request for the Shire to sponsor an Award Council it is recommended that Council support the initiative out of the Tourism and Events Grant budget allocation.

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 GAS: 8.3) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Request for funding – South West Business Excellence Awards
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	Reputational Council’s reputation could be impacted dependant on their decision on recipients’ request for funding.

Officer Comment

Due to the COVID-19 pandemic earlier this year, the South West Business Excellence Awards for 2020 were delayed. The event has been postponed and rescheduled to be held on 27 March 2021.

Taking into consideration the date of the awards (27 March 2021), a request to Council during the mid-year budget review would not be suitable.

Council Policy “CP044 Community and Events Grants” states that prizes and awards are ineligible for funding. However, Council could resolve to vary the policy and given that this is the first year that this policy incorporates tourism and economic events and the budget was restructured to provide for this, Officers recommend that Council support the 2021 South West Business Excellence Awards through the Tourism and Events Grants funding.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & GAS COMMITTEE RESOLUTION

GAS 05-20 MOVED - Cr. M T Bennett SECONDED - Cr. C N Boyce

THAT the Grants Awards & Scholarship Committee recommends that Council:

- 1. Support the 2021 South West Business Excellence Awards through BSW Connect – Business South West by taking up a Premium Partnership package of \$5,000 (plus GST);**
- 2. Authorises expenditure of \$5,000 (plus GST) to sponsor the 2021 South West Business Excellence Awards from the Tourism and Events Grants Funding;**
- 3. Requests the Chief Executive Officer to review SDev CP044 – Community and Events Grants Policy to include consideration towards Awards.**
- 4. Acknowledges this will have nil impact on the end-of year forecast surplus for 30 June 2021.**

CARRIED
5/1

9 MATTERS BEHIND CLOSED DOORS

None.

10 CLOSURE OF MEETING

The Chairperson advised that the date of the next Grants, Awards and Scholarship Committee Meeting will be held in 2021 and the date will be confirmed with committee members once set.

There being no further business the Chairperson declared the meeting closed [2.05pm].



MINUTES

BUSHFIRE ADVISORY COMMITTEE MEETING

Held

14 October 2020

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 MEMBERS:

Mr Chris Hynes - CBFCO Eaton Townsite District
Mr Richard Stacey - FCO Ferguson District
Mr Neil Dyer – FCO - West Dardanup District
Mr Clay Rose - DCFCO (North) / FCO Burekup District
Mr Robert Drennan - DFCO (South) / FCO Waterloo District
Mr Rod Bailey - FCO Upper Ferguson District
Mr Brendan Putt - FCO Dardanup Central District
Mr Peter Robinson - FCO Joshua/Crooked Brook District
Mr Ian Bridge FCO Wellington Mill District

Mr John Carter – Representative Department of Fire & Emergency Services
Mr Darren Harvey - Department of Biodiversity, Conservation and Attractions

Cr. T Gardiner - Elected Member
Cr. M T Bennett - Elected Member (Deputy)

STAFF MEMBERS

Mrs Erin Hutchins - Coordinator – Ranger & Emergency Services
Mr Murray Halden - Senior Ranger
Mrs Donna Bailye - Executive Governance Officer

OBSERVER

Mr Luke Botica - Director Infrastructure
Mrs Susan Oosthuizen - Director Sustainable Development
Ms Melissa Howard - Emergency Management Officer

COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	<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

MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 14 OCTOBER 2020, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, Mr Peter Robinson, declared the meeting open at 7.00pm, welcomed those in attendance and referred to the Disclaimer and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

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

Affirmation of Civic Duty and Responsibility

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

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

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

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

Emergency Procedure

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

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

2.1 Attendance

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Clay Rose	-	FCO Burekup District
Mr Rod Bailey	-	FCO Upper Ferguson
Mr Robert Drennan	-	FCO Waterloo District
Mr Peter Robinson	-	FCO Joshua/Crooked Brook
Mr Richard Stacey	-	FCO Ferguson District
Mr Neil Dyer	-	FCO West Dardanup
Mr Ian Bridge	-	FCO Wellington Mill District
Mr Brendan Putt	-	FCO Dardanup Central
Mr Jason Maddern	-	Department of Fire & Emergency Services
Ms Jess Newman	-	Dept. of Biodiversity, Conservation & Attractions
Ms Emma Atkinson	-	Dept. of Biodiversity, Conservation & Attractions

Staff

Ms Susan Oosthuizen	-	Director Sustainable Development
Mrs Erin Hutchins	-	Coordinator – Ranger & Emergency Services
Mr Murray Connell	-	Manager Development Services
Mr Murray Halden	-	Senior Ranger
Ms Melissa Howard	-	Emergency Management Officer [7.02pm]
Mrs Donna Bailye	-	PA Deputy Chief Executive Officer

Observers

Mr Max Kerr – Capt Wellington Mill

2.2 Apologies

Mr Darren Harvey	-	Dept. of Biodiversity, Conservation & Attractions
Cr Tyrrell Gardiner	-	Elected Member

3. PUBLIC QUESTION TIME

None.

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

Note: Ms Emma Atkinson left the room at 7.00pm

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

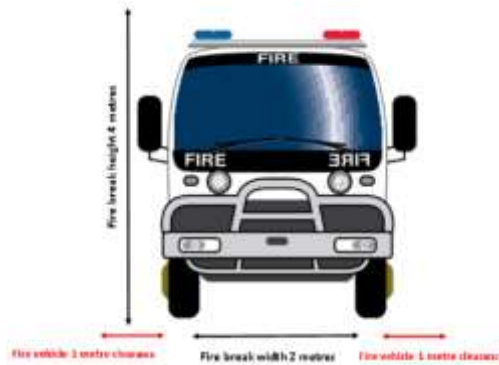
5.1 Bushfire Advisory Committee Meeting Held 5 August 2020

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 09-20 MOVED - Mr Clay Rose SECONDED - Mr Richard Stacey

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 5 August 2020, be confirmed as true and correct subject to the following corrections:

- **A typographical error was made in the BFAC Minutes in regards to the Fire Prevention Order. A correction is to be made to the wording for the Diagram provided for In Small Holding Zone on page 27. The correction is provided in red below:**



Minimum clearance for fire break in Small Holding Zone general farming, restricted-use and tourist zones

CARRIED
11/0

6. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

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

None.

*Note Mrs Melissa Howard joined the meeting at 7.01pm
Ms Emma Atkinson returned to the room at 7.01pm*

8. DECLARATION OF INTEREST

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

The Chairperson, Mr Peter Robinson asked if there were any Declarations of Interest to be made.

There were none.

9. ACTION SHEET UPDATE

None. No pending actions.

10. REPORTS OF OFFICERS AND COMMITTEES

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

Reporting Department: CFCO - Dardanup

Reporting Officer: Chris Hynes

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Inc 483204 electrical false alarm. 485588 Structure fire Philips Rd false alarm. 486671 Rubbish fire Peninsula Lakes. 487221 Electrical pole top fire. 489562 Rubbish fire no action taken. 489582 Electrical Padbury Road. 492071 Road crash Martin Pelusey S/W Highway. 495522 Electrical Wespine.
<i>Appliance and Equipment</i>	Nil.
<i>Training</i>	<p>Mike Milligan and myself recently attended a training session at Collie BFB. The Collie training officers are delivering the new training modules to their brigades. It looked good from what we saw.</p> <p>I'm pleased we have 3 members that have stepped up Chris Botloop, Lindon Skeers attaining their trainer assessor's qualifications and Mike Milligan will be doing his soon. This will be a great boost to our brigades in the Shire of Dardanup.</p>
<i>Meetings Held</i>	<p>Hazzard reductions.</p> <p>Leadership desk top planning Meeting.</p> <p>RUI Planning Meeting.</p> <p>Regular meetings with EMO Melissa Howard brigade management.</p> <p>Training session on the HUB at Bunbury regional office.</p>
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	<p>Mobilisation to the 2 LIAs in the Shire of Dardanup as previously raised last season.</p> <p>Brett Finlay and John Carter were going to have a plan drafted to ensure the correct mobilising occurs when a bushfire occurs in our Shire as Bunbury career brigade has the LIA in the Shire of Dardanup gazetted to Bunbury FRS. I would of liked to of seen this completed before the start of the bushfire season</p>
<i>Initiatives</i>	
<i>Other News</i>	

Item/s For BFAC Discussion

None.

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

No Report.

Discussion:

Ms Jess Newman provided the Committee with a brief report. An update on works carried out was provided:

- *A total of 5 burns were commenced today, with only one being located within the Shire of Dardanup, that being in Arcadia.*
- *Spotter flights have commenced with two fires recorded, none of which were located within the Shire of Dardanup*

Ms Newman introduced the Committee to Ms Emma Atkinson and advised that she would be attended future meetings

10.3 Title: Department of Fire & Emergency Services (DFES) – Mr Jason Maddern

10.3.1 *Training*

There are a couple of existing courses for new volunteers and plans are being made to complete the training of the Joshua Crooked Brook cadets. The increase in willingness over the last 12 months to get more Trainer and Assessor is a great achievement and asset for the Shire moving forward.

10.3.2 *COVID-19*

Brigades are reminded of the necessity to maintain appropriate social distancing and maintain a high level of cleanliness while we are still in this period of the COVID-19 pandemic.

10.3.3 *Seasonal Outlook*

BOM seasonal outlook is available at: <http://www.bom.gov.au/climate/outlooks/#/overview/video>. South West WA likely to experience an average rainfall over winter with late winter/early spring seeing an increase in rainfall over most of mainland Australia. Temperatures during the day and night are likely to be warmer.

10.3.4 *RUI Exercise*

A RUI exercise is proposed to be held in the Joshua/Crooked Brook area on 14 November 2020. It will be like the Wellington Mills exercise held in 2019. We will also hold a community engagement session as part of the RUI exercise.

10.3.5 *Pre-Season Forum*

The planned all of services forum for October/November has now been cancelled.

10.3.6 *High Season Fleet*

Has been approved and we will update Shires when they release a date these will arrive in region.

10.4 Title: Bushfire Training Officer Report – Vacant

No Report.

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

Reporting Department: Burekup BFB

Reporting Officer: Clay Rose

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

No Report. No incidents since last meeting.

Discussion:

Mr Clay Rose advised that a Brigade committee meeting had been held together with a busy bee.

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

Reporting Department: Dardanup Central BFB

Reporting Officer: Brendan Putt

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	None since last BFAC.
<i>Appliance and Equipment</i>	Equipment in excellent order, PPE ordered for new members.
<i>Training</i>	Monthly. Completed Dardanup Town site Hydrant marking and cleaning.
<i>Meetings Held</i>	Relocation of station to Recreation Road site, meeting held. Presentation of photos and info of recent tour of Worsley FB. Positive meeting with good attendance and many good points to consider with the building of new station .There will be a follow up meeting with the shire, members and DFES regarding design and fit out.
<i>Membership – Recruitment/Resignation</i>	Wayne Cross attended a DFES course regarding using of the Hub, to promote your brigade for recruitment and promoting to potential new members
<i>Concerns</i>	More of our members have become fly in fly out members , and some of our young members are working away or studying , although we have a large membership availability for weekday crews will be challenging
<i>Initiatives</i>	N/A
<i>Other News</i>	My self and Wayne Cross attended the tour of COM Centre with other Shire brigade members. Would highly recommend this tour to all members. Great insight to how the operations centre works and how we can help with the process.

Item/s For BFAC Discussion

None.

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

Reporting Department: Ferguson BFB
Reporting Officer: Richard Stacey

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

No Report.

Discussion:

Mr Richard Stacey provided the Committee with an update on the following matters:

- Possible 3 new members to be signed up;
- Upgrade of water supply has been made;
- Training for the Captain and FCO has been undertaken; and
- Have been communicating with the Community and will be addressing fire planning issues with businesses, such as St Aiden, and working with them on their evacuation plans.

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

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

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

Activity Report Since Last BFAC Meeting

Fire Call Outs	None.
Appliance and Equipment	Nil to report.
Training	Underway every second Thursday of the month. Cadets then fire fighters. We have had several new members complete IFF and BFF which is great. Cadets and one Dad to complete BFF on weekend October 31 November 1. Planning for our "Personal and Property Fire Safety Workshop" is well under way, day after the AFL Grand Final.
Meetings Held	One committee meeting. Discussed the 14 November RUI, brigade very supportive.
Membership – Recruitment/Resignation	Nil.
Concerns	Coverage in the valleys, mobiles and radio. It will be interesting to see how the repeater works for our RUI. Conference calls. When I join in most of the discussion has already taken place. So I do not know what and where. SMS list. How many members should I have on that list? I have four others besides myself. Is that enough?

	<p><u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u></p> <p>The SMS list is used to send to brigade members a 'request to turn out to an incident' by ComCen. This allows you to have any brigade member you would like to be sent this request, on the SMS list. It should be noted that this is different to the '000' call that is currently set up for the CBFCO, FCOs and captains of the brigades.</p>
<i>Initiatives</i>	Undertaking a standpipe inspection activity at one of our trainings. Some have not worked in the past so we are checking them all out.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion

Discussion

Committee discussed the process and procedures for Conference calls.

Note: Mrs Melissa Howard left the room at 7.17pm and returned 7.18pm.

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

Reporting Department: Upper Ferguson

Reporting Officer: Rod Bailey

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

No report. No changes from last meeting.

Discussion:

Mr Rod Bailey updated the Committee on the training carried out by the Brigade.

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

Reporting Department: Waterloo BFB
Reporting Officer: Mr Rob Drennan

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Only one callout - 20/08/2020 Southwest Hwy & Martin Pelusey Road Waterloo 3.4 to support Bunbury FRS. Stood down at station.
<i>Appliance and Equipment</i>	Waterloo LT. Front wheel alignment and or balance is out. See comments below.
<i>Training</i>	AVL & Training nights working well. Waterloo BFB has done RUI training night that showed several gapes in our new member's knowledge & a Burn/ Back burning exercise at West Pine.
<i>Meetings Held</i>	N/A
<i>Membership – Recruitment/Resignation</i>	N/A
<i>Concerns</i>	N/A
<i>Initiatives</i>	<p>The benefits of using Easy Burn "Quick Strike" Storm Proof Matches over the more traditional petrol drip torch in some Burn/Back burning exercises should be something that the Shire & Brigade management should consider.</p> <p>The more controlled and gentle lighting especially under tree cover and in adverse conditions has benefits. There is also less chance of over enthusiastic application or accident that a drip torch can bring. This does not suggest a retiring or phasing out of the "Drip torch" but rather growing skill bass that the two ignition sources have different strengths. I think "Quick Strike" Matches should be considered as standard BFB equipment for the oncoming season.</p>
<i>Other News</i>	-

Item/s For BFAC Discussion

1. Is there any indication when the Dardanup BFB Fleet is going to able to purchase New Tyres as a wheel alignment on the end tyres would be a waste of money and not doing anything may do more damage.

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

To ensure compliance with the Shire's Procurement Policy, we are currently progressing through the 'Request for Quote' (RFQ) process. The Shire acknowledges the urgency to replace tyres on the Bushfire fleet and will ensure this progresses in a timely manner. As with the new fleet servicing RFQ, once established, it will allow for tyre change overs to be addressed immediately in the future.

Discussion:

Mr Rod Drennan spoke to the report and discussed the use of the Easy Burn “Quick Strike” Storm Proof Matches and asked the Committee if this was an item that they could use and could they be purchased for the brigades through the ESL.

Mr Jason Maddern advised the Committee that currently the “matches” were not covered under ESL and that future training on their use would be undertaken and following this, would then be available under ESL.

10.11 Title: Wellington Mill District Fire Control Officer Report –Mr Ian Bridge

Reporting Department: Wellington Mill BFB

Reporting Officer: Ian Bridge

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Nil
<i>Appliance and Equipment</i>	1.4 has been serviced and all seems to working well
<i>Training</i>	<p>We have in house appliance refresher training scheduled for Mid-October</p> <p>We have completed inductions for 6 new members.</p> <p>3 people completed first aid training in September.</p> <p>1 completed Sector Commander and Navigation skills.</p> <p>1 completed Crew Leader and Advanced Bushfire Fighting</p> <p>1 completed Child Safe, Child Friendly Organisation online.</p> <p>We have 1 confirmed and 1 other waiting for confirmation for Introduction to Firefighting</p> <p>Our Training Officer is booked for Workplace Trainer Assessor in October</p> <p>By this meeting we will have arranged in house WAERN Radio refresher with DFES.</p>
<i>Meetings Held</i>	We recommence monthly committee meeting from 5 th October
<i>Membership – Recruitment/Resignation</i>	<p>We have been promoting membership for more women in our brigade and have recently added 3 new members. This takes our new members to 7 since the last fire season. (some applications are pending).</p> <p>Our committee will review our membership list in October and write to those non active members to confirm their status.</p>

<i>Concerns</i>	<p>See below for discussion.</p> <p>At the time of this report we have not had a request for exemption to Fire Breaks. I am not sure that property owners are aware of the new Fire Prevention Order.</p> <p><u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u></p> <p><i>Information in relation to the requirements of the Fire Prevention Order is available on the Shires webpage. As advised at the September BFAC, hard copies can be provided to the community and FCOs upon request. In addition, information advising of key dates and where to find additional information, will be sent out to all households in October. A Community Bushfire Webinar is scheduled for Sunday 8 November to promote a shared responsibility in preparing for the fire season. The Shires Media Officer will be promoting the event through several forums.</i></p>
<i>Initiatives</i>	<p>We would like to introduce a Men’s Health Awareness program into our brigade with a view to extending it into other SoD brigades.</p>
<i>Other News</i>	<p>We have taken delivery of cotton shirts, cotton polo shirts for our brigade members. We have a busy bee around our shed planned for mid-October.</p>

Item/s For BFAC Discussion

1. We recently applied for funding for materials to create access to the building adjacent to our fire shed. The funds would assist us to cut a personal door access way between the two buildings and provide new lighting to conduct training and meetings. The funding was declined by SoD yet the SoD has funding set aside for air conditioning to that building for Fire Brigade meetings and training. Without the personal door, access would be via a roller door which would not be raised and lowered every time someone enters or exits. (Door gets left open and air con is useless.

The Building is currently being lined and ceilings fitted by locals and has been offered to the brigade for training etc. This seemed like a far cheaper option to utilise this building rather than fitting training rooms etc into our Fire Shed.

Furthermore we understand that Toilet and shower facilities are to be added to our Brigade Building in the near future. We did not make a request for these facilities and we are greatly concerned that \$45-50,000 can be made available for toilets but no funding to meet our request for equipment that WILL assist us with firefighting.(refer to our previous request for assistance toward a utility vehicle)

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

The Shire included Wellington Mills request for materials to create an access way between the two buildings in the 2020-21 LGGs submission to DFES. Unfortunately, the request was unsuccessful.

In addition, through liaison between the Shires Infrastructure Department and the Wellington Mills Brigade, the LGGS application also included a request to provide toilet and shower facilities at the Wellington Mills brigade. DFES approved this request and provided relevant funding to the Shire for this purpose. As advised by Luke Botica – Director Infrastructure at the Ferguson Valley Advisory Group meeting, if the Shire was successful in securing necessary funding the Shire would discuss the concept further with the Brigade before progressing. It should be also be noted that if a decision is made not to progress with the toilets and shower facilities, the money is to be forfeited and returned to DFES accordingly.

As part of the Shires Asset Management Plan, managed by the Infrastructure Department, the current air conditioner inside the former Wellington Mills Brigade was identified for replacement in 2020-21 and a budget was allocated by the Shire accordingly.

In relation to a utility vehicle, as advised at the August BFAC meeting:

“The Shire relies on its allocation from the Local Government Grant Scheme (LGGS) each year to financially support each brigade. The purchase of a utility vehicle, including ongoing costs such as servicing and maintenance, fuel and insurance sit outside the LGGS and classified as ineligible. The Shire is not in a position to cover any Bushfire Brigade costs outside of the LGGS, therefore is unable to assist with the purchase of a roadworthy vehicle and ongoing registration and insurance”.

2. Is there a Men’s Health Awareness program within the SoD or DFES that we can draw from?

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

The DFES Wellness Team provide a variety of online tools and resources in addition to making regular visits to brigades, groups or units throughout Western Australia. They offer a range of support services that are freely available to emergency services volunteers and their immediate families. The support is built around several key services aimed at contributing to psychological, physical and spiritual health and well-being.

Key wellness services include:

- Advisory, consultancy, visitations and ceremonies
- Peer Support Program
- Critical incident responding
- Physical health and wellness support
- Counselling through the Employee Assistance Program (EAP) for volunteers and their immediate family members
- Assistance with coaching and mediation undertaken by an external psychologist
- Information on other appropriate services (e.g. Beyond Blue, Crisis Care etc.)
- Mental Health First Aid training
- 'Helping the Helper' Presentations etc.

In addition, DFES also offer Chaplaincy Services. The Wellness Chaplain provides confidential pastoral care, guidance and support to WA emergency services personnel and their families in the event of traumatic or stressful incidents, or in relation to personal issues affecting them.

This may take place over the telephone, at the site of an incident, at a hospital, a person’s home or in the workplace.

The Chaplain works with emergency services personnel to provide total care by ensuring spiritual and emotional wellbeing are given the same attention as physical health. Attending to the needs of members is of major importance to the Chaplain.

Support is available to people of all faiths about;

- Health
- Safety
- Welfare
- Faith and Spirituality

More information can be found on the DFES Volunteer Hub.

Discussion:

Mr Ian Bridge updated the Committee on meetings held at the Brigade and the positive work being undertaken with the community on the Bushfire Ready program.

The Committee discussed the matter of Men's Health, as a Community activity. It was agreed that Mrs Susan Oosthuizen would discuss the matter with the Shires Manager, Place & Community to investigate the possibility of carrying out a Shire activity.

ACTION 01/21 *Director Sustainable Development, Ms Susan Oosthuizen – To investigate the possibility of the Shire of Dardanup carrying out a Men's Health Program across the Shire.*

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

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer: Neil Dyer

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

Activity Report Since Last BFAC Meeting

Fire call outs	1 call out – transformer failure and minor ignition.
Appliance & Equipment	Appliance working well following full service.
Training	In-house training ongoing.
Meetings Held	Met with representative from the Shire and the CBFCO at the Harold Douglas Standpipe to ensure its operation will not be adversely impacted by the installation of a school bus shelter on the site. It was agreed that the shelter is able to remain providing suitable access is now installed on the site.
Membership Recruitment/Resignations	3 x new members. All are new recruits, so training is being arranged for them.
Concerns	Nil
Initiatives	Held a station open day on 12 September and will be holding a follow up open day on 11 October. Intent of the open days is to introduce the brigade to the new and existing members. The first day did not have a lot of people attend but allowed an opportunity for old members to call in and say hello and

	new residents the opportunity to meet the brigade and see inside the station.
Other news	None.

Item/s For BFAC Discussion

None.

Discussion:

Mr Neil Dyer discussed the recent training undertaken at the Brigade and that the recent open day resulted in 10 new members, which was a great result. He advised that open day was carried out on a Sunday, as opposed to the normal Saturday, which may of contributed to the good turnout.

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

Reporting Department: Shire of Dardanup

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

1. *Bushfire Brigade Local Law*

At the last BFAC meeting it was reported that the Shire of Dardanup Bush Fire Brigade Local Law was adopted by Council on the 8 August 2003 [Resolution 118/03] with a subsequent amendment being adopted 13 February 2008 [Resolution 27/08]. This sits outside the requirements of s3.16 of the Local Government Act 1995 where a review is to be conducted within 8 years from the day each Local Law commenced, or from when a report of a review of the Local Law was accepted therefore, required review.

A review has now been completed. The aim was to be responsive to local requirements and provide clarity on the roles and responsibilities of the brigades, their committee of management and other positions of leadership. Comments were invited from each Brigade, through their FCO by Monday 5 October, in regards to the proposed changes. A copy of the proposed Local Law is provided (Appendix BFAC: 10.13A).

In addition, as per statutory requirements, the amendments to the Local Law, once supported by Council, will be advertised providing another opportunity to make further comment. Following the public consultation period, Officers will prepare a report for the OCM, recommending that Council support the proposed changes. Once the Bush Fire Brigade Local Law has been endorsed, the Constitution will no longer be in effect.

Discussion:

The brigade were advised that this was a preliminary draft that was going to Council in October for consideration, prior to being published for public comment. The brigade will have an opportunity during the advertising period to make further submissions.

Mrs Erin Hutchins spoke to the report and the Committee requested the following investigation and subsequent amendments, if required, to the Bush Fire Brigade Local Law.

- **Item 3.6 – Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting during the month of March each year.

Committee proposed that this date be changed to April.

ACTION 02/21	Ranger & Emergency Services Coordinator, Mrs Erin Hutchins – To review the AGM date in Bush Fire Brigade Local Law and if required change the AGM meeting date to April of each year.
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- **Item 2.4 – Applications for membership**

An application for membership is to be in writing and is to be submitted to the Secretary and is to be accompanied by a completed form in the form of that in Appendix 1.

Committee proposed that Appendix 1 be removed from the Bush Fire Brigade Local Law as the form that is used now is one that is provided by DFES.

It was noted that the application form that was in the previous local law did not need to be included in the draft new local law.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 10-20 MOVED - Mr Chris Hynes SECONDED - Mr Brendan Put

THAT the Bushfire Advisory Committee advise Council that they support the proposed draft Shire of Dardanup Bush Fire Brigade Local Law 2021 and suggest that upon review of the local law that the following amendments be considered:

- **The Annual General Meeting date be changed from March to April.**
- **Notes that Appendix 1 – Application Form is no longer required to be prescribed.**

CARRIED
11/0

2. *Appliances and Equipment Servicing*

All appliances have been serviced by South West Fire for the 2020/21 period. Thank you for your assistance.

Information Only

3. *Training*

To ensure Brigades get to maximise any required training opportunities, there are several options an Officer can take;

- Apply to sit on any training, as outlined in the Volunteer Training Calendar, via the DFES Volunteer Hub (you **MUST** get approval from your Captain/FCO and advise the Shire before applying online);
- Apply to sit on any training organised by another SW Shire via the DFES Volunteer Hub (you **MUST** get approval from your Captain/FCO and advise the Shire before applying online);
- If Brigade Training Officer/s identify any training needs within the Brigades, they can put this forward to the Shire. The Shire can then liaise with DFES, who if possible (Trainer dependant) will add the training to the portal. This will allow for members to register as well as surrounding Shires to get on board. This will ensure we meet the minimum student's numbers for a course to run as provided (Appendix BFAC 10.13B).

The following ground rules, recommended by DFES, are applied when Volunteers from other LG areas attend training courses;

- The host LG should provide catering to all, with a view that this courtesy will be reciprocated for all SW Volunteers attending any out-of-area courses;
- Any 'visiting' Volunteers should provide their own Learner's Manual, either printed or on an IT device. The Volunteer can either print their own, or source one from their own LG Training Coordinator;
- The host LG should provide any course documentation to all, ie. PowerPoint and/or course handouts, assessment papers, etc; and
- Any travel and/or accommodation expenses should be met by the Volunteer's home LG (you **MUST** get approval from the Shire prior to applying online).

Information Only

4. *BFAC Minutes*

FCOs sit on the BFAC as a representative of their Brigades. It is essential that the minutes and any other pertinent information is shared amongst your Brigade and is suggested that the BFAC minutes are tabled at your Brigade meetings. This will to ensure everyone is kept informed.

Information Only

5. Local Government Grant Scheme (LGGS)

The following Local Government Grants Scheme 2020/21 budget figures are provided for information purposes only.

Budget	
Line Item 1-8 Operating Grant	\$155,000.00
Line Item 9	\$3,971.00
Additional State Government 2020/21 Insurance Allowance	\$9,864.00
ESL – Total Gross Operating Grant	\$168,835.00
Less Expenditure	
ESL - Insurance	-\$39,531.09
ESL - Expenditure	-\$65,612.34
ESL – Total Expenditure	(\$105,143.43)
Funds Remaining as at October 2020	\$63,691.57

Approved Capital Grants – Funded by the State Government WA Recovery Plan Initiative

Brigade	Description	Funding
Dardanup Central BFB	New facility incl. amenities and fitout	\$450,000.00
Wellington Mills BFB	Disabled Toilet & Shower	\$44,200.00
	TOTAL	\$494,200.00

Approved Capital Grants

Brigade	Description	Funding
Dardanup Central BFB	Light Tanker	\$200,000.00
Joshua Crooked Brook BFB	Light Tanker	\$200,000.00
	TOTAL	\$400,000.00

Approved Carryovers

Brigade	Description	Funding
Waterloo BFB	2 appliance bay facility & amenities including furniture fit out.	\$393,909.00
	TOTAL	\$393,909.00

Information Only

Discussion:

Mrs Erin Hutchins reminded the Committee of the Postcard Fire Notice available for all FCO's and brigades. She provided the Committee with opportunity to take with them Postcards for use at the Brigades and by the FCO's.

The Committee requested the inclusion of "dates" and "000" be placed on the postcards. Mrs Hutchins advised that when ordering more stock the information could be updated for the next print run.

The Committee discussed at length the allocation of vehicles.

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

Reporting Department: Shire of Dardanup

Reporting Officer: Mr Murray Halden – Senior Ranger

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

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

Date	Applicant Name	Assess No.	Lot No.	House No.	Street Road	Suburb Locality	Reason for Impracticability	Alternative Fire Prevention Measures	FCO Recommendation	Years	Expiry
1.4.20	Russell Sheridan	A4295	101	39	Twomey Road	Crooked Brook	All property infrastructure is protected by reticulation and expensive Kikuyu Lawns. I require an extension from this Fire Season to upgrade boundary breaks. Crooked Brook has a large footprint on the property which causes access issues because of the terrain.	I am in the process of engaging an executor to remove trees to obtain better access.	Peter Robinson Recommended	3	2023
14.9.20	Sarah Rees	A8059	90	35	Meadow Lane	Dardanup West	We have fencing in place for horses, as well as trees along the edge of the property. Our block shape and location of some sheds would make installing the required fire breaks difficult.	We trim back trees and burn off where appropriate each year. Our block is fully reticulated and remains green throughout summer. We keep all lawns and paddock area cut and line trimmed throughout the summer months. We also have Water Corp drains running down two sides of the property. The alternative measures proposed will be maintained yearly.	Neil Dyer Recommended	3	2023
11.9.20	Rob Allen	A8001	331	17	Venn Road	Dardanup West	Southern boundary is adjacent to neighbouring irrigated pasture land. Western boundary is adjacent to main water drain, 2 metres wide always with water. North western boundary is adjacent to main road.	Drive way through property divides the property by mineral earth break. Grasses grazed by stock and kept green and short.	Neil Dyer Recommended	3	2023
6.8.20	Leanne Tyler	A11676	105	0	Holland Loop	Dardanup West	Due to the presence of a wide limestone bridal trail/ emergency vehicle access path running parallel to the north and west side of the property.	There will be a drive-way through the property which will be located South of central to the property. This will be 3 metres wide which is wide enough for emergency vehicles to access. The house	Neil Dyer Not Recommended Property owner will comply with the Shire		

(Appendix ORD: 12.14A)

Date	Applicant Name	Assess No.	Lot No.	House No.	Street Road	Suburb Locality	Reason for Impracticability	Alternative Fire Prevention Measures	FCO Recommendation	Years	Expiry
15.7.20	Greg Newman	A8327	9	41	Rich Place	Dardanup West	The emergency vehicles have full access to both those sides of the property so we are asking requesting a fire break exemption on the north and west side only. Pasture is required for stock	which will be built in the middle of the property. Firebreaks will be completed. Property owner has mobile firefighting rig on property. Bobcat also on the property if required in emergency situation.	of Dardanup Fire Prevention Order Property owner will comply with the Shire of Dardanup Fire Prevention Order Not Recommended		
5.9.20	Ian Bridge	A10679	33	221	Wellington Mills Road	Ferguson	Meeting the current 4 metre clear break is impossible in 2 locations on our property. These locations are not accessible by a fire appliance anyway. The 2 metre bare earth break is in place. The area is deep ravine, steep sides and heavy wooded.	The additional 2 metres of cleared area, beyond the 2 metre bare earth fire break will be grazed by livestock and cleared of low level vegetation. The large trees that fall within the 4 metre area cannot be removed.	Rod Bailey Recommend	3	2023
5.10.20	LJ & CA Hewson	A3855	27	22	Japonica View	Wellington Mill	Our property is very steep, falling in levels from the S/E corner to the North and from the East to the West down to Badgerree Creek (abutting the old rail reserve and Wellington Mill Road). To have a 2 metre cleared of all vegetation will certainly always create area of wash in	<ul style="list-style-type: none"> The following are measures we have in place or conditions around our property. Spraying will be done around all outbuildings /sheds etc to the required distance. Spraying will be done to the fence west of the orchard for the full length and to the required distance. 	Ian Bridge Pending	3	2023

(Appendix ORD: 12.14A)

(Appendix ORD: 12.14A)

Date	Applicant Name	Assess No.	Lot No.	House No.	Street Road	Suburb Locality	Reason for Impracticably	Alternative Fire Prevention Measures	FCO Recommendation	Years	Expiry
5.10.0	John & Lynn Eiszele	A4319	12	68	Bailey Loop	Dardanup West	<p>rain events, you will observe a fallen very large red gum tree in the attached map, when the contactors cleared the detritus this winter is visible to your officers to view the northern end of the paddock. We also have stock in the paddocks (dexter cattle) that are free to graze (external of our gardens) the entire property and they maintain this to below 80 millimetres in height for the year round, being supplemented with hay for winter/.summer periods. The area of approx. 1.25 acres to the western end is all creek flats, steep banks, granite outcrops and Badgerie Creek, spraying of this area is not practical, and in fact will lead to even more erosion in most instances.</p>	<ul style="list-style-type: none"> There is a minimum of 5 metres lawns around the house on all sides, except the driveway and the paving under the clotheslines. We have our own power supply to facilitate pumps etc, for wetting down area during an event, including 24 hours fuel supply. To the east we have Japonica View road reserve, we keep our side clear of vegetation outside the fence of the road to avoid spraying inside the fence. The southern and northern boundaries are tree lined and grazed 365 days a year, no vegetation is above 80 millimetres, due to grazing. We carry approximately 170,000 litres of water in 2 tanks with "camlock" fittings for use in an event, these can be refilled by a pump on Badgerie Creek and have approx. 150 metres of hose that can be connected to any/all of the outlets we have around the house and shed up in the top paddock. 	Neil Dyer Pending	3	2023
							<ul style="list-style-type: none"> Each paddock has established lawn. Horses and sheep maintain 50 millimetres height. 	<ul style="list-style-type: none"> Sprinkler system in each paddock/lawns. Generator can run water pumps. Regular mowing/animal rotation of paddocks 			

Date	Applicant Name	Assess No.	Lot No.	House No.	Street Road	Suburb Locality	Reason for Impracticability	Alternative Fire Prevention Measures	FCO Recommendation	Years	Expiry
5.10.20	Tom Beard	A4193	75	0	Harold Douglas Drive	Dardanup West	<ul style="list-style-type: none"> Each paddock has ¾ lines of sprinklers Large soak at rear can be used irrigation Lane access to rear of property Water pumps can be run by generator 	<ul style="list-style-type: none"> Liaise with Council to maintain fire standard Fire vehicles access to all crews Soak – back up water source 	Neil Dyer Recommended	3	2023
5.10.20	Robert Humphries	A7039	122	54	Hutchinson Road	Burekup	A large part of my property is under lawn and reticulation. The remainder of the property has a 3 metre perimeter moved to 50 millimetres or less and access for any fire vehicles is very good.	The breaks and access is mowed fortnightly. I have water running to all corners of my property. General cleanliness and condition of property is very good.	Clay Rose Recommended	3	2023
5.10.20	Kim Knight	A7080	33	101	Shenton Road	Burekup	Shenton Road frontage has many trees and grass is kept mown. Similar along parts of side boundaries. Fire breaks will be installed in other areas. Some section rear river are permanently green and kept mown. Spray side boundaries from creek to creek.	Regular mowing/slashing to front and side boundaries and to road verge. On-going clean-up of creek area.	Clay Rose Recommended	3	2023
5.10.20	Barry Garvey for Barry and Patrick Garvey	A1148	9002 & 401	0	Padbury Road	Dardanup West	The 2 lots are farmed as one location. Cattle are grazed on both lots and have been for 2 or 3	Fire breaks will be constructed around the perimeter of the lots and through the centre.	Neil Dyer Recommended	3	2023

(Appendix ORD: 12.14A)

Date	Applicant Name	Assess No.	Lot No.	House No.	Street Road	Suburb Locality	Reason for Impracticably	Alternative Fire Prevention Measures	FCO Recommendation	Years	Expiry
5.10.20	Garry Mader	A10255	200	6	Rich Place	Dardanup West	<p>years. Tom Busher leases the 2 lots off us. He relies on rye grass for summer feed.</p> <p>I have no problem with doing the fire breaks, it is the grass in the paddock. I have stock (horses/cow) and would like the grass to set seed which sometimes takes longer than the 30 November. Once the grass sets seed.</p>	I have my own slasher now to mow the legal height	Neil Dyer Recommended	3	2023

(Appendix ORD: 12.14A)

Discussion:

Mr Richard Stacey presented a late 3 year fire break exemption for Lot 624 (19) Tyrrell Road at the meeting. The exemption was recommended by the FCO. The Committee endorsed the late exemption and the resolution was updated to include the late notice.

Following the distribution of the Agenda and prior to the commencement of the meeting the following pending exemptions were approved by the relevant FCO and the resolution has been updated to reflect the changes.

- Exemption for Greg Newman - Lot 9(41) Rich Place was approved for 3 years.
- Exemption for John & Lynn Eiszele – Lot 12(68) Bailey Loop was approved for 3 years.
- Exemption LJ & CA Hewson – Lot 27 (22) Japonica View, was approved for 1 year.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION “A”

BFAC 11-20 MOVED - Mr Neil Dyer SECONDED - Mr Clay Rose

THAT the Bushfire Advisory Committee grants the following firebreak exemption/variations for 3 year duration commencing from the 2020/2021 firebreak season:

Applicant	Property	Assessment	Years	Fire Season Expiry
Russell Sheridan	Lot 101 (39) Twomey Road, Crooked Brook	A4295	3	2023
Sarah Rees	Lot 90 (35) Meadow Lane, Dardanup West	A8059	3	2023
Rob Allen	Lot 331 (17) Venn Road, Dardanup West	A8001	3	2023
Ian Bridge	Lot 33 (221) Wellington Mills Road, Ferguson	A10679	3	2023
Tom Beard	Lot 75 Harold Douglas Drive, Dardanup West	A4193	3	2023
Robert Humphries	Lot 122 (54) Hutchinson Road, Burekup	A7039	3	2023
Kim Knight	Lot 33 (101) Shenton Road, Burekup	A7080	3	2023
Garry Mader	Lot 200 (6) Rich Place, Dardanup West	A10255	3	2023
Barry Garvey for Barry and Patrick Garvey	Lot 9002 & 401 Padbury Road, Dardanup West	A11148	3	2023
Greg Newman	Lot 9 (41) Rich Place, Dardanup West	A8327	3	2023
Lisa Constantine & Andrew Carrick	Lot 624 (19) Tyrrell Road, Ferguson	A7315	3	2023

CARRIED
11/0

BUSHFIRE ADVISORY COMMITTEE RESOLUTION "B"

BFAC 12-20 MOVED - Mr Neil Dyer

SECONDED -

Mr Richard Stacey

THAT the Bushfire Advisory Committee denies the following firebreak exemption/variations commencing from the 2020/2021 firebreak season:

Applicant	Property	Assessment	Years	Fire Season Expiry
Leanne Tyler	Lot 105 Holland Loop, Dardanup West	A11676	3	2023

CARRIED
11/0

BUSHFIRE ADVISORY COMMITTEE RESOLUTION "C"

BFAC 13-20 MOVED - Mr Richard Stacey

SECONDED -

Mr Chris Hynes

THAT upon review the Bushfire Advisory Committee recommends the following actions in regards to firebreak exemption/variations commencing from the 2020/21 firebreak season:

Applicant	Property	Assessment	Years	Fire Season Expiry	BFAC Recommendation
LJ & CA Hewson	Lot 27 (22) Japonica View, Wellington Mill	A3855	1	2023	Recommended
John & Jynn Eitzele	Lot 12 (68) Bailey Loop, Dardanup West	A4319	3	2023	Recommended

CARRIED
11/0

10.15 Title: Bush Fire Response Plan – Senior Ranger – Mr Murray Halden

Reporting Department: Shire of Dardanup

Reporting Officer: Mr Murray Halden – Senior Ranger

The current Bush Fire Response Plan was adopted by BFAC on 14 October 2014 and Council on 5 November 2014 and there has been a new focus to review the existing plan with an aim to provide a strong bush fire response capability for the protection of lives and property within the Shire of Dardanup.

The overall bush fire risk within the Shire of Dardanup has been rated as medium to extreme. Historically, there has always been fires throughout the Shire and there will always be the risk of fires in the future during the spring and summer months.

The greatest threat from bushfires is the high fuel loads within the National Parks, Reserves, unallocated crown land and private land. These factors coupled with hot summer weather, low relative humidity and strong winds make communities vulnerable.

After reviewing the Bush Fire Response Plan it was considered the plan does not reflect the current need to provide a contemporary set of fire response arrangements for the overall protection of the community.

The aim of the plan is to detail the emergency response plan for bush fire events which may occur and covers the whole of the Shire of Dardanup. The plan is also to guide the brigades in bush fire operations and ensure the response is coordinated to enhance community safety and an environment in which residents can feel safe.

Following a review by DFES and Shire of Dardanup Officers, an updated Bush Fire Response Plan was circulated and comments were invited from each Brigade, through their FCO or Captain by Monday 5 October, in regards to the proposed changes. A copy of the proposed Bush Fire Response Plan is provided (Appendix BFAC 10.15).

Discussion:

The Committee discussed the following amendments to the plan.

- 7.8 – Appendix H – Industrial / Infrastructure Risk Register
 - Inclusion of Cleanaway
 - Inclusion of Phoenix Petroleum
 - Momentive name change to Hexion Australia Pty Ltd

The Committee discussed accommodation businesses and their evacuation plans. It was agreed that the Shire collate a separate listing with contact details and distribute to the FCO' as a separate document to the Bush Fire Response Plan.

ACTION 03/21

Ranger & Emergency Services Coordinator, Mrs Erin Hutchins – To populate an Accommodation listing for the Shire with emergency contact details and distribute to the Brigades.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 14-20 MOVED - Mr Chris Hynes SECONDED - Mr Rob Drennan

THAT the Bushfire Advisory Committee recommends that:

- 1. Council adopts the Shire of Dardanup Bush Fire Response Plan (Appendix BFAC 10.15) with the following amendments:**
 - **7.8 – Appendix H – Industrial / Infrastructure Risk Register**
 - **Addition of Cleanaway;**
 - **Addition of Phoenix Petroleum; and**
 - **Change name of Momentive to read Hexion Australia Pty Ltd.**
- 2. The Bushfire Response Plan is reviewed annually and presented at the October Bushfire Advisory Committee meeting for Bushfire Advisory Committee and Council endorsement.**

CARRIED
11/0

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

None.

12. NEW BUSINESS OF AN URGENT NATURE

None.

13. MATTERS BEHIND CLOSED DOORS
--

None.

14. CLOSURE OF MEETING.

Discussion:

Mr Brendan Putt advised the Committee of the Dardanup Central recent fund raising initiative, that being the deposits on cans and bottles. He advised the Committee of the process and recommended other Brigades investigate as it is an excellent funding raising venture.

The Committee agreed that it was a great incentive.

The Chairperson advises that the date of the next Bush Fire Advisory Committee Meeting will be Wednesday 17 March 2021, commencing at 7.00 pm at the Shire of Dardanup - Administration Centre Eaton. There being no further business the Chairperson declared the meeting closed at 8.08pm.



LOCAL EMERGENCY MANAGEMENT PLAN

BUSH FIRE RESPONSE

Adopted by BFAC meeting: 14/10/2015

Adopted by Council 05/11/2014

Review Date: Sept 2020

Shire of Dardanup – Bushfire Response Plan

FOWARD

The Shire of Dardanup is one of the fastest growing local governments in Australia. Over the past 10 years the population has grown by nearly 35%, consistently achieving around 1.5-2% growth per annum since 2001. The Shire forms part of the Greater Bunbury Region and is located in close proximity to Perth (less than a 2 hour drive) and the popular tourist destinations along the south west coast.

As a Shire with a rural history, located on a major river and close to the coast, the Shire of Dardanup has many attributes that make it an attractive place to live, work and invest providing all the essentials of life: residential, commercial, farming, industrial, rural lifestyle, waterways, State forests and recreation.

The geography and vegetation within the Shire provides a range of attractive landscapes with expansive views and numerous valleys that follow the major watercourses. It is a regionally significant landscape that has economic significance, particularly for the tourist industry and for people seeking a rural lifestyle environment. A number of tourist attractions have been established including Gnomesville, wineries, breweries, farm stays and the like.

A major fire consideration for the Shire of Dardanup Bush Fire Response is the abundance of Coastal Wattle which is a recovery plant species and is prolific throughout the regions that were previously cleared. It creates highly volatile fire behaviour when impacted by severe fire.

(Appendix ORD: 12.14B)

Zoned Land area v Reservation (Greater Bunbury Scheme)

GBRS ZONING		AREA (ha)	LAND PERCENTAGE
ZONES	Urban	783	1.5
	Urban Deferred	75.6	0.1
	Industrial	569.6	1.1
	Industrial Deferred	257.9	0.5
	Rural	26,867.4	50.9
	Sub Total	28,553.2	54.1
RESERVES	State forest	13,051.5	24.7
	Regional Open Space	10,325.9	19.5
	Waterways	385.6	0.7%
	Railways	118.8	0.2%
	Primary Regional Roads	342.7	0.7
	Public Purposes (all)	26.6	0.05
	Sub Total	24,250.9	45.9
TOTAL		52,804.4	100.00%

Population Growth and Development

Conservative estimates based on Census figures for the Shire of Dardanup suggest an annual growth rate of approximately 2%.

Areas of the Shire showing 2016 Census population figures by area are listed below for settlement population distribution:

Settlement	Population
Burekup	800
Crooked Brooke	196
Dardanup	502
Dardanup West	672
Eaton	8,483
Ferguson	238
Henty	150
Millbridge	2,397
Paradise	163
Picton East	117
Waterloo	176
Wellington Forest	7
Wellington Mill	121
Total	14,022

AMENDMENT RECORD

Contact Officer

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Amendment List

Amendment

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PART 1: INTRODUCTION

1.1 Aim and Objectives

The aim of this plan is to prescribe the management and coordination arrangements, responsibilities and procedures for the Volunteer Bush Fire Brigades under the control of the Shire of Dardanup (SoD) and related emergency management agencies involved in bushfire Prevention, Preparedness, Response and Recovery.

The objectives of this Local Bush Fire Response Plan are:

- To promote a safer, sustainable community in the SoD.
- To foster a sound working relationship between all parties and agencies contributing towards the effectiveness of this plan;
- To provide a bushfire management plan that is consistent of the overall State, agency, SoD objectives for fire suppression, coordination, control and command in the local government area.
- To identify key infrastructure and elements at risk to bushfire in the community;
- To provide a coordinated and effective communications strategy;
- To provide procedures for the coordination of support functions and transition to recovery in the event of a bush fire impacting the Shire.

1.2 Scope

This plan covers all lands within the boundaries of the SoD located outside the Gazetted Fire District of Eaton-Australind as prescribed by the Fire Brigades Act 1949.

1.3 Hazard Definition

A bushfire is an unplanned or uncontrolled fire in the bush. Bush is defined in section 7 of the Bush Fires Act 1954.

1.4 Related Documents

This plan is to be read in conjunction with the following documents that impact on fire management processes:

- Bush Fires Act 1954
- Fire Brigades Act 1942
- Conservation and Land Management Act 1984
- Fire and Emergency Services Act 1998
- Emergency Management Act 2005
- Emergency Management Regulations 2011
- Occupational Health and Safety Act 1984
- Biodiversity Conservation Act 2016
- Local Government Act 1995
- State EM Policy
- State Hazard Plan – Fire v01.00

- Shire of Dardanup Fire Control Officers Directory
- Shire of Dardanup Local Emergency Management Arrangements
- Shire of Dardanup Local Emergency Risk Management Plan
- Shire of Dardanup Local Recovery Plan
- Shire of Dardanup Local Law – Bush Fire Brigade 2011
- Traffic Management During Emergencies Guideline 2015 V02.00

1.5 Authority to Plan

Local Government has the responsibility through State Emergency Management Plan V02.05 to develop Emergency Management Arrangements for its district. Within this document The SoD is identified as the Combat Agency for Bushfire in local government districts outside the gazetted fire district of Eaton-Australind and DBCA land and has the responsibility to plan for the Bushfire hazard response.

1.6 Plan Responsibilities

The development, implementation and review of this plan are the responsibility of SoD in consultation with Department of Fire & Emergency Services (DFES), Department of Biodiversity Conservation & Attractions (DBCA) and the Local Emergency Management Committee (LEMC).

1.7 Exercise and Review

1.7.1 Exercising

This plan will be subject to a biannual emergency exercise in accordance with State EM Policy Section 4.8 and WA Managing Exercises Guideline V01.00.

1.7.2 Review

This plan will be reviewed on an annual basis prior to each bushfire season which commences in October each year. In addition, this plan will be reviewed on request by the CBFCO post any major incident impacting the Shire based on the recommendations of a Debrief or Post Incident Analysis (PIA).

1.8 Organisational Roles and Responsibilities

The SoD are a prescribed Combat Agency for the EM activity of fire suppression. Also, they are required to assist the HMA by providing advice and resources to manage the emergency. The SoD lead manage and coordinate community recovery at a local-level and undertake these responsibilities in close cooperation with or directly supported by State Government Departments and supporting agencies.

Prevention – Preparedness

- Identify the sources of risk that may impact upon the district of the local government through application of the emergency risk-management process.
- Administer and support a LEMC.

(Appendix ORD: 12.14B)

- Develop, maintain, review and test the LEMA and local recovery plan.
- Identify buildings owned and operated by the local government suitable for the purpose of community evacuation during an emergency event.
- Administer legislative requirements under the Bush Fires Act and Regulations 1954 relating to the management of bushfire preparedness and response including: issuing fire break notices; fuel load management; issuing permits to burn the bush; declaration and review of restricted and prohibited burning times

The SoD will issue and observe harvest and vehicle movement bans based on inclement weather patterns, typically a Fire Danger Index of 35 and above or these bans may be based on response capabilities (see 3.2.2).

The SoD will liaise with any relevant agencies that have responsibility for land management for the mitigation of bush fire on land under their control. The SoD in conjunction with DFES promote community preparedness through community engagement and awareness programs

Response

- Provide assistance and support to the HMA, combat agencies and Support Organisations during the response phase of an emergency.
- Actively participate in ISG meetings and provide advice to the HMA and Support Organisations relating to the LEMA.
- As a Combat Agency for fire, carry out the activities of fire suppression on lands vested in the local government.

Recovery

- Accept and approve an Impact Statement for the emergency from the Controlling Agency, in conjunction with the State Recovery Coordinator.
- Nominate a local recovery coordinator, with more than one person appointed and trained.
- Lead and manage the community recovery process through the Local Recovery Coordination Group in concert with other agencies identified in the local recovery plan.
- Develop an operational recovery plan, in conjunction with the Local Recovery Coordination Group.

It should be noted that all landowners have a statutory and common law obligations to prepare for, prevent and manage bushfires on their land.

PART 2: PREVENTION AND MITIGATION

2.1 Responsibility for Prevention and Mitigation

The Bush Fires Act 1954 is the predominate legislation to provide for the prevention and mitigation of Bushfires in Western Australia. The FESA Act 1998, the Fire Brigades Act 1942, the Emergency Services Levy Act 2002, the Conservation and Land Management Act 1984, and the Emergency Management Act 2005 also contain relevant provisions to the administration of the Bush Fire Response Plan and administration of Volunteer Bush Fire Brigades.

The SoD will adopt a risk management approach underpinned by ISO3100 Risk Management Principles and Guidelines. The Local Emergency Risk Management Plan and Local Emergency Management Arrangements are a result of this process that determines the need for bush fire response planning.

A Bush Fire Advisory Committee (BFAC) is established under s67 of the Bush Fires Act 1954 and as mentioned in SoD Bush Fire Brigades Local Law as an advisory committee to Council on Bush Fire matters. In addition, the SoD participates in a Regional Operations Advisory Committee (ROAC) established to discuss operational matters at a regional level.

In accordance with the Emergency Management Act, 2005, the SoD has established a (LEMC) and may participate in a District Emergency Management Committee (DEMC).

Bush fire prone areas have been identified by the Fire and Emergency Services Commissioner as being subject, or likely to be subject, to bushfire attack. A bush fire prone area is identified by the presence of and proximity to bush fire prone vegetation and includes both the area containing the bush fire prone vegetation and a 100 metre buffer zone immediately surrounding it.

More information, including the detail of how bush fire prone vegetation is identified, is available in the *Mapping Standard for Bush Fire Prone Areas* on the DFES website Legislation.

2.2 Prevention Strategies

On a risk management approach, the SoD takes the following actions:

Requires the occupier of land to plough or clear fire break in accordance with the annual Fire Prevention Order in accordance with the Bush Fires Act 1954

Integrated hazard reduction programs for fuel removal by manual and prescribed burning methods.

In partnership with DFES conducts regular public education and awareness campaigns through direct mail, media campaigns, signage and enforcement.

In partnership with the Western Australian Police Service and local crime prevention committees' targets prevention of arson.

PART 3: PREPAREDNESS

3.1 Responsibility for Preparedness

The SoD is responsible for the following preparedness activities for land that falls under SoD responsibility.

- Pre-Incident planning to address response arrangements including
 - suitable access for suppression resources, through enforcement of the annual Fire Prevention Order
 - communications, incident notification and dispatch through the communications plan (appendix 6.6)
 - control and command facility location
- Training of Bush Fire Brigade volunteers and support personnel will be conducted in partnership with DFES and accordance with the firefighting training pathways
- SoD support and promotion of community engagement programs such as Bush Fire Ready Action Groups, local media and development of emergency warning and information systems including public access to a local SMS alert system.

3.2 Preparedness Planning

This plan forms the local level bush fire response plan for the SoD local government area. In addition, all volunteer bush fire brigades are encouraged to develop localised response plans for their district with the support of the Local Government.

3.2.1 Fire Weather Forecasting

The SoD routinely monitors weather condition and forecast Fire Danger Index (FDI) rating that is calculated on the consideration of temperature, wind speed, relative humidity and curing. During significant events SoD with the assistance from DFES can obtain specific area 'spot forecasts' from the Bureau of Meteorology to assist in incident management.

3.2.2 Harvest and Vehicle Movement Bans

Harvest and Vehicle Movement Bans (HVMB) are issued by the SoD under the Bush Fires Regulations 1954 Section 24c and /or Section 38a when a Bush Fire Control Officers opinion is that the use of engines, vehicles plant or machinery including the use of motorbikes is likely to cause or contribute to the spread of a bushfire.

Generally, when an FDI is above 35 the SoD will consider the implementation of a HVMB. The Ban may be imposed for any length of time but is generally imposed for the 'heat of the day' periods and may be extended or revoked by the local government should weather conditions change.

The SoD will communicate HVMB on ABC local radio and when possible through a subscribed SMS listing. The Public may also contact the SoD at any time during normal business hours to ascertain if a HVMB has been issued.

3.2.3 Resources and Personnel

The SoD through the Emergency Services Levy provides and maintains firefighting appliances and equipment for Bush Fire Brigades. The SoD is also responsible for the attraction, administration, support, retention and training of volunteers for bush fire brigades.

During a major bushfire incident, the SoD may call on members of the LEMC committee in an operational capacity to form a multiagency incident management team or provide operational support.

3.2.4 Facilities and Services for Incident Management and Support

The SoD has identified various locations as the primary Emergency Coordination Centre for incident management and support if necessary.

3.2.5 Critical Infrastructure

The Shire of Dardanup has several industrial areas and associated infrastructure that have potential risks associated with them and is contained in **Appendix G**.

3.2.6 Special Needs and at-Risk Groups

Special needs and at-Risk Groups will be identified in the Local Emergency Management & Recovery Arrangements including contact details and any special considerations regarding these facilities.

3.2.7 Community Education

Each year the SoD will conduct community education to targeted audiences. This may include:

- Annual Fire Prevention Order awareness and compliance programs
- General community information in Prepare Act Survive.
- Bush Fire Brigade attendance at community events
- Community Bushfire Ready program (DFES)

3.3 Evacuation Arrangements

The need and planning for evacuation of residents impacted by bushfires will be the responsibility of the Incident Controller in consultation with the Western Australia Police. The SoD has identified buildings suitable for use as welfare centres and information regarding these can be found in the SoD Welfare Centres Register. The Department of Communities (DoC) is the agency responsible for assisting the community under evacuation and any servicing requirements of the established welfare centres.

PART 4: RESPONSE

4.1 Response

SoD is responsible for developing and implementing rapid, effective and complimentary response for its area of responsibility as outlined in item 1.8 of this plan.

SoD Bush Fire Brigade response arrangements are managed at the local level by the CBFCO & DCBFCO and a network of Captains, and FCO's.

4.2 Notification

All fires reported by the public will be to the 000 Emergency number.

Any request for response by SoD Volunteer Bush Fire Brigades should come via DFES Communications Centre (COMCEN) who will in turn contact the CBFCO who has primary responsibility for activating Bush Fire Brigades and the DCBFCO for information and for activating Brigades in the case that the CBFCO is unavailable.

In the event that an incident is reported by anyone other than DFES Comcen, the details of the call are to be communicated to DFES Comcen as soon as practicable.

4.2.1 *Public Information and Media Management*

During an emergency, the following procedures for the release of public information must be followed by EMAs, Controlling Agencies and public authorities:

- The HMA is responsible for confirming publicly that there is an emergency and what is being done in response. The HMA also releases key messages associated with the impact and management of the emergency.
- Other EMAs, Controlling Agencies and public authorities with response roles must not release information relating to the emergency until the HMA has publically confirmed the emergency. The need for the HMA to publically confirm the emergency must be recognised, particularly if there are sensitivities. However, it must also be recognised that there may be instances where EMAs and Controlling Agencies may need to release immediate, life-saving information regarding an emergency prior to an HMA announcement.
- EMAs may continue to release information relating to their business as usual activities, such as delays in services.
- If approached by the media, EMAs, Controlling Agencies and public authorities should confirm they are assisting the HMA and direct enquiries to the HMA.
- EMAs and Controlling Agencies involved in response activities must only release information in relation to their areas of expertise. This information must first go to the HMA, who may include it in their public information, before individual agencies and organisations release it through their own channels.
- The HMA, EMAs and Controlling Agencies must seek approval for the release of their public information according to their own internal processes and procedures. Matters

not falling within their direct responsibility should be referred to the appropriate agency/organisation for consideration.

- The SoD employs a Public Relations Officer that could assist with the above responsibilities.

Any local government prevention preparedness media campaigns are conducted in consultation with the SoD Public Relations Officer.

4.3 Levels of Response

The SoD will adopt an incident level structure as detailed in State Hazard Plan – Fire v01.00 Section 4.9 which details the levels of response. These are broadly defined as outlined below:

INCIDENT LEVEL DESCRIPTORS - Note: All fire incidents are regarded as Level 1 unless declared otherwise.

- LEVEL 1 - A Level 1 fire incident is characterised by being able to be controlled through local or initial response resources within a few hours of notification. Being relatively minor, all functions of incident management are generally undertaken by the first arriving crew/s.
- LEVEL 2 - Level 2 fire incidents are more complex either in size, duration, resources, risk or community impact. They usually require delegation of a number of incident management functions and may require interagency response.
- LEVEL 3 - Level 3 fire incidents are protracted, large and resource intensive. They may affect community assets and/or critical infrastructure and attract significant community, media and political interest. These incidents will usually involve delegation of all the Incident Management functions.

4.3.1 *Appointment of Incident Controller*

All fires requiring suppression will have an Incident Controller (IC) The CBFCO or delegated officer of the SoD shall be the initial Incident Controller of all fires requiring a coordinated response, where transfer of control has not taken place. The appointment will be immediately communicated to the relevant combat and support personnel involved.

The IC is responsible for the overall control of the incident within a defined incident area. The IC has the responsibility for the safety and welfare of all people and resources during the management of the incident. This task may be delegated to a Safety Officer to oversee the occupational health and safety considerations.

4.3.2 *Higher Level Assistance*

Under section 13 of the Bush Fires Act 1954 higher level assistance may be sought for

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DFES to assume control of a fire(s). The FES Commissioner may authorise a Bush Fire Liaison Officer (BFLO) or other person to take control of all operations in relation to that fire if a bushfire is burning in the district of the SoD on land other than conservation land, or on conservation lands;

- (a) at the request of the SoD
- (b) if, because of the nature or extent of the bushfire, the FES Commissioner considers that it is appropriate to do so.

In making such a decision, he may consider if:

- (c) A bushfire has assumed or is likely to assume such proportions as to be incapable of control or suppression by SoD
- (d) DFES is of the view that a bushfire(s) is not being effectively controlled or suppressed by SoD
- (e) Where a bush fire(s) require multiagency or multijurisdictional coordination of resources and public information above the level able to be provided by SoD

SoD is to advise DFES Regional Duty Coordinator (RDC) who will advise DFES District Officer State Situation when it is considered that this situation may exist based on one or more of the following criteria

- There is not a clear plan or objectives established within 4 hours and the fire is continuing to burn uncontrolled;
- An urban settlement is in the direct path of the fire;
- The Incident Controller believes that the fire is not likely to be contained using the existing available resources;
- The nature and extent of the bushfire requires state level coordination of resources or public information;
- The bushfire has been declared a Level 3

DFES COMCEN must be kept informed of a bush fire incidence and any developing situation where there is a potential for multi-agency involvement or impact on more than one agency area, lifeline infrastructure or on community safety.

4.4 Activation

The activation of this plan will be by the response to bushfire on land under the control of the SoD and any bushfire reported to the CBFCO, DCBFCO, or FCO of S o D .

4.5 Incident Management System

AIIMS is to be used by all parties to this plan.

4.6 Incident Coordination and Structure

SoD will base incident structure and arrangements on State EM Plan [Appendix D: State Emergency Management Response Framework](#).

4.7 First Responder Maps

Operational maps are automatically produced for specific incident types and made available to First Responding Crews. These maps are produced when the incident is first reported to COMCEN and are updated within the first two hours if:

- the incident location changes;
- the incident type changes; or
- spatial data is captured by Air Intelligence or in FESMaps for that incident.

Maps remain accessible for the duration of the incident; however, after two hours they will no longer be updated regardless of whether changes occur. Mapping beyond this two hour period is expected to be provided at the IMT.

To view First Responder Maps [Click Here](#)

4.8 Conducting Evacuations

The Controlling Agency has overall responsibility for the management of evacuation during an incident and when an emergency response is implemented.

As per the State EM Plan S5.3.2, if there is a need for additional powers to direct the movement of persons, animals and vehicles around or out of an emergency area, the Controlling Agency can request the declaration of an emergency situation by the HMA. This will allow for the authorisation by the HMA of relevant persons to exercise the powers of HMOs.

Evacuation planning should include all five stages of an evacuation as per State EM Policy S5.7.

The Incident Controller will advise community members of the most suitable location that they should evacuate to, based on the prevailing situation.

The Controlling Agency is to provide clear instruction to persons conducting the evacuation with respect to what action should be taken where a person refuses to evacuate.

The Controlling Agency is to ensure, as far as practical, that those who refuse to evacuate understand the risks of staying and are capable of making an informed decision. Where practicable, procedures should be developed to track remaining residents' wellbeing.

4.9 Traffic Management

Traffic management will be conducted by the SoD in accordance with State EM Plan S5.3.3 and the State EM Policy 5.8 and SEMC's Traffic Management during Emergencies Guideline, for the conduct of immediate traffic management.

4.10 Functional Support Plans

The following plans provide support functions to this Bush Fire Response Plan.

- Local Emergency Management Arrangements
- Local Recovery Plan
- Local Welfare Plan
- Local Emergency Risk Management Plan

4.11 Financial Arrangements for Response

The State EM Plan describes the financial responsibilities of Controlling Agencies during response to emergencies. Controlling Agencies are responsible for payment of all expenses related to their response to incidents. When an emergency involves a multi-agency response, costs associated with the emergency shall be met by each individual emergency management agency, provided such costs are related to the delivery of services or resources which form part of the agency's core functions.

The SoD will meet the financial obligations for response in accordance with the above until all opportunity to do so has been exhausted. DFES has identified and can implement arrangements for financial assistance with a number of its key stakeholders for Bushfire. In all circumstances, Incident Controllers should record the time and date of when supplementary funding arrangements commence for that incident.

To receive emergency incident financial assistance the SoD must make application (documented within a Personal Incident Diary (PID)/Incident Records) to a DFES Bushfire Liaison Officer (BFLO) or RDC/MDC. DFES Operations personnel assigned to AIIIMS functional roles during emergency incident operations outside gazetted fire districts exercising their powers under Section 13 of the Bush Fires Act 1954.

Information relating to funding for emergencies is available in the document, Criteria for meeting costs associated with emergencies under 'Other funding opportunities' on the SEMC website and at State EM Recovery Procedure 2

PART 5: RECOVERY

5.1 Responsibility for Recovery

Recovery is the coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. HMAs have comprehensive plans for responding to an emergency and will assist in the commencement of the recovery process (for the specific hazards that are their responsibility). However, it is a function of the SoD to “manage recovery following an emergency affecting the community in its district” (s. 36 EM Act). The Shire has prepared a Local Recovery Plan and nominated a Local Recovery Coordinator (s. 41(4) EM Act). The Local Recovery Plan has been developed to clearly identify recovery arrangements and operational considerations. It identifies any agreements that have been made between the SoD and/or emergency management agencies and refers to other appropriate documents where necessary.

5.2 Finance

There are a number of actions which the SoD should take to ensure they are financially prepared to undertake recovery activities, should the need arise. These actions include:

- Understanding and treating the risks to their community through an appropriate risk management process;
- Ensuring assets are adequately insured;
- Establishing a cash reserve for the purpose, where it is considered appropriate for the level of risk;
- Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements – Western Australia (DRFAWA), and what may be required of local government in order to gain access to this potential assistance.

5.3 Recovery Management

The Controlling Agency is responsible for the preparation of the Impact Statement. The Incident Controller may assign the task to the Deputy Incident Controller (Recovery) who will work collaboratively with organisations and personnel to ensure accurate information is obtained in a timely manner.

An Impact Statement is to be completed by the Controlling Agency for all level 3 incidents and level 2 incidents where there are impacts requiring recovery activity. Where there are no recovery impacts identified by the Controlling Agency during a level 2 incident, the State Recovery Coordinator/Deputy State Recovery Coordinator will determine if an Impact Statement is required, partially required, or required in full. Consultation with the SoD will occur prior this determination, as necessary (State EM Plan section 6.4.1).

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It is critical for the SoD to have information about impacts as early as possible, in order to start recovery planning and activities. The Impact Statement marks the transfer of responsibility to the SoD for management of the recovery. The Impact Statement is designed to be a point in time description of known and emerging impacts. It is acknowledged that some information may not be available immediately, hence the need to identify emerging, anticipated and potential impacts. This will assist the SoD in ongoing assessment of impact and recovery work.

At the point where the Controlling Agency considers it appropriate to transfer responsibility for management of the recovery to the SoD, the Controlling Agency is to convene a meeting with the SoD and the State Recovery Coordinator. The Transfer of Responsibility meeting is a formality whereby the Impact Statement is reviewed and signed by the Incident Controller, SoD CEO (for each impacted local government) and the State Recovery Coordinator or their Deputy.

PART 6: Assurance Activities

Operational performance assurance activities identify and generate opportunities for improvement in operational performance to ensure incident management and response capabilities are continuously improved to provide the most effective service to the community.

6.1 Stand Down and Debriefs

The Incident Controller will determine when the bushfire has been declared safe so that stand down procedures may commence in accordance with DFES SOP 3.2.3. Stand down of incident personnel should not occur until recovery arrangements are in place. Prior to stand down, the Incident Controller may conduct a 'hot debrief' of all the participating agencies and brigades to explain the situation, address outstanding issues, answer questions and handover recovery operations to the responsible agency.

6.2 Post Incident Analysis (PIA) and Review

Incidents requiring PIA are classed as significant. They tend to be larger and more complex than those only requiring a Debrief.

PIA are to be conducted under the following circumstances:

- The operation involves a multiple service response
- Occurrences of deaths/ multiple casualties/near misses of DFES Operations or other response agency personnel
- Incurred loss is of a significant dollar value
- Significant damage to civil infrastructure
- Significant social disruption (including any dislocation, evacuation etc.)
- Where a coronial inquiry will, or is likely to, occur

PIA should be used to investigate and analyse current procedure in order to identify weaknesses and continually strengthen response operations.

NOTE: If the incident was significant and there is a possibility of either a PIA/MIR will occur personnel should convene a debrief and provide that feedback for that higher level review process.

Following the PIA process the relevant plans including the Bush Fire Response Plan, Welfare Plan, and Recovery Plan should be reviewed accommodating recommendations of the PIA.

PART 7: APPENDIXES

7.1 Appendix A Distribution List

Organization	Title
Shire of Dardanup	Chief Executive Officer Deputy Chief Executive Officer Director Sustainable Development Director Infrastructure Manager Development Services Coordinator Emergency Ranger Services Senior Ranger Emergency Management Officer Media & Public Relations Officer
Department of Fire & Emergency Services	Regional Director District & Area Managers
Department of Environment & Conservation	Regional Director
Western Australian Police Service	Officer In Charge – Australind Station
Bush Fire Brigades (BFAC)	
- Chief Bush Fire Control Officer	Chief Bush Fire Control Officer
- Burekup	Deputy Chief Bush Fire Control Officer (North) Captain Fire Control Officer
- Dardanup Central	Captain Fire Control Officer
- Dardanup West	Captain Fire Control Officer
- Ferguson	Captain Fire Control Officer
- Upper Ferguson	Captain Fire Control Officer
- Joshua Crooked Brook	Captain Deputy Chief Bush Fire Control Officer(South)
- Waterloo	Fire Control Officer Captain
- Wellington Mills	
Local Emergency Management	Chair, for circulation to members
District Emergency Management Committee	Chair, for circulation to members

Term	Definition
AIIMS; Australian Inter Service Incident Management System	The nationally recognized system of incident management for the nations fire and emergency services agencies. Organisational principals and structure used to manage Bushfire and other large emergencies based on the principles of management objectives, functional management and span of control
Bush Fire	A bushfire is an unplanned or uncontrolled fire in the bush. Bush is defined in section 7 of the Bush Fires Act 1954
CBFCO; Chief Bush Fire Control Officer	The CBFCO is the most senior position in the Bush Fire service. This person is responsible for making decisions concerning the direction of Bush Fire Brigades. The CBFCO provides a link between SOD; DFES and Bush Fire Brigades
SOD; Shire of Dardanup	The Local Government Authority responsible for the development and review of this plan
Coordination	The bringing together of agencies and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an agency, as a function of the authority to command, and horizontally, across agencies, as a function of the authority to control
Control	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other agencies in accordance with the needs of the situation. Control relates to situations and operates horizontally across agencies
Critical infrastructure	A service, facility, or a group of services or facilities, the loss of which will have severe adverse effects on the physical, social, economic or environmental wellbeing or safety of the community.
DCBFCO;	Deputy Chief Bush Fire Control Officer
DBCA; Department of Biodiversity, Conservation and Attractions	The department has the lead responsibility for protecting and conserving the State's environment on behalf of the people of Western Australia. This includes managing the State's national parks, marine parks, conservation parks, State forests and timber reserves, nature reserves, marine nature reserves and marine management areas

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DFES; Department of Fire & Emergency Services	As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services (DFES) performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property. DFES was established to improve the coordination and planning of emergency services in Western Australia.
FDI; Fire Danger Index	Measures the degree of Fire Danger combining elements of curing (dryness), temperature, Relative Humidity (RH) and wind speed. FDI ratings were developed by the CSIRO by scientist AG McArthur.
Gazetted Fire District	Area gazetted by the Minister (as shown on Brigade map) for which DFES, Fire & Rescue Service is responsible for fire incidents under the Fire Brigades Act 1942 S2(a)
Harvest Vehicle Movement Ban	Based on FDI (usually >35) or may be based on response capabilities. Issued by FCO under Bushfires Act 1954 s38a & 24c when a Bushfire Control Officer is of the opinion that the use of harvesting machinery is likely to cause a fire or contribute to the spread of a bushfire.
HMA; Hazard Management Agency	An agency prescribed due to its knowledge, expertise and resources responsible for emergency management for a prescribed hazard. At the local level HMA's are identified in the Local Emergency Management Arrangements
LEMC; Local Emergency Management Committee	The LEMC is established for SOD in accordance with Emergency Management Act 2005 (S38) in Local Government Districts to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and to carry out other emergency management arrangement activities as directed by the SEMC or prescribed by the regulations. Note: LEMCs are an emergency planning body and although
Multi agency	Involving more than one Government agency
PIA; Post Incident Analysis	The reconstruction of an incident to assess the chain of events that took place, the methods used to control the incident, and how the actions of emergency personnel contributed to the eventual outcome
TFB; Total Fire Ban	TFB's are declared by the Minister for Emergency Services (DFES) – State Level based on weather forecasts when there is a potential of adverse fire weather or when widespread fires are seriously stretching resources. They are declared on days when fires are most likely to be difficult to control and should they occur they will threaten lives and property. They are declared for the whole day (24hours) and for the whole of local government, including town sites. When a total Fire Ban is declared it prohibits the lighting of any fires in the open air and other activities that may start a fire - including use of welders, grinders or gas cutting.
UCL; Unallocated Crown Land	Crown land (a) in which no interest is known to exist, but in which native title within the meaning of the Native Title Act 1993 of the Commonwealth may or may not exist; and (b) which is not reserved, declared or otherwise dedicated the Land Administration Act 1997 or any other written law;

(Appendix ORD: 12.14B)

UMR; Unmanaged Reserves	A reserve the care, control and management of which are not placed with a management body.
VCP; Vehicle Control Point (VCP)	A full or partial road closure through which all vehicle access is controlled. All VCPs are permanently staffed. Vehicles or persons (or classes of vehicles or persons) explicitly authorised by the Incident Controller may proceed after validation by the Traffic Controller. Persons requesting access permission who are not specifically authorised by the IC are held at the VCP pending permission / exclusion to enter the incident area.
Vehicle Movement Ban	Based on FDI (usually >60) or may be based on response capabilities. Issued by FCO under Bushfires Act 1954 s38a &24c this is a higher level of ban than a Harvest Ban and issued when Bushfire Control Officer is of the opinion that the use of engines, vehicles, plant or machinery including the operation of motorbikes is likely to cause a fire or contribute to the spread of a bushfire with the exception of the movement of vehicles and machinery on gazetted roads, laneways/roadways, and yards. Water carting for stock and domestic purposes is permitted provided it is accompanied by a mobile firefighting unit, or alternatively the water carting vehicle acts as the mobile firefighting unit and meets the minimum specifications (this also requires the retention of 400L of water at all times)

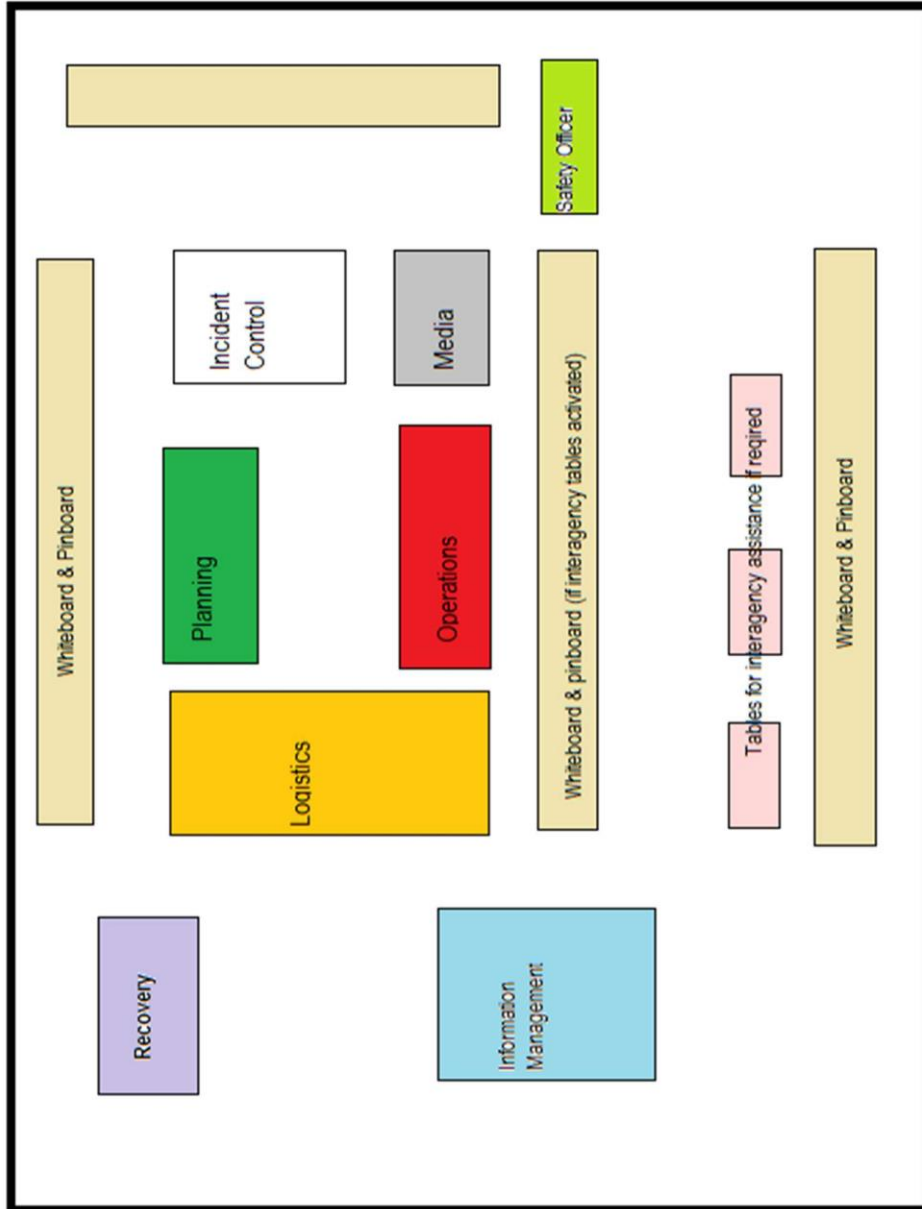
7.3 Appendix C Key Contacts

A list of key contacts is provided for information below.
This plan is to be read in conjunction with the Shire of Dardanup Emergency Management – Contacts & Resource Directory and the Emergency response & Deployment Plan provides the essential list of brigade personnel and emergency contact may be obtained from on request from the SoD for advice.

Organisation	Contact	Telephone
Alinta Gas	Faults & Emergencies	131352
Bureau of Meteorology	Perth Office	
Shire of Dardanup	Coordinator Emergency & Ranger Services	
Shire of Dardanup	Emergency Management Officer	
Shire of Dardanup	Senior Ranger	0409 629 555
Shire of Dardanup	CBFCO	0428 825 496
Department of Fire & Emergency Services	Duty Officer	
Department of Communities	Welfare Officer	0429 102 148
Department of Biodiversity, Conservation & Attractions	Duty Officer	
Eaton Fire Station	Captain	
Main Roads Western Australia	24hr call centre	
Police Service Australind	General Enquiries T	9797 0222
City of Bunbury	Administration CBFCO	9792 7000 0401 059 716
Shire of Capel	Administration CBFCO	9727 0222 0408 921 356
Shire of Collie	Administration CBFCO	9734 9000 0409 884 291
Shire of Donnybrook	Administration CBFCO	
Shire of Harvey	Administration CBFCO	9729 0300 0439 922 606
Western Power	Faults & emergencies Field Supervisor	131351 0429 652 961

7.4 Appendix D

Emergency Control Centre Layout



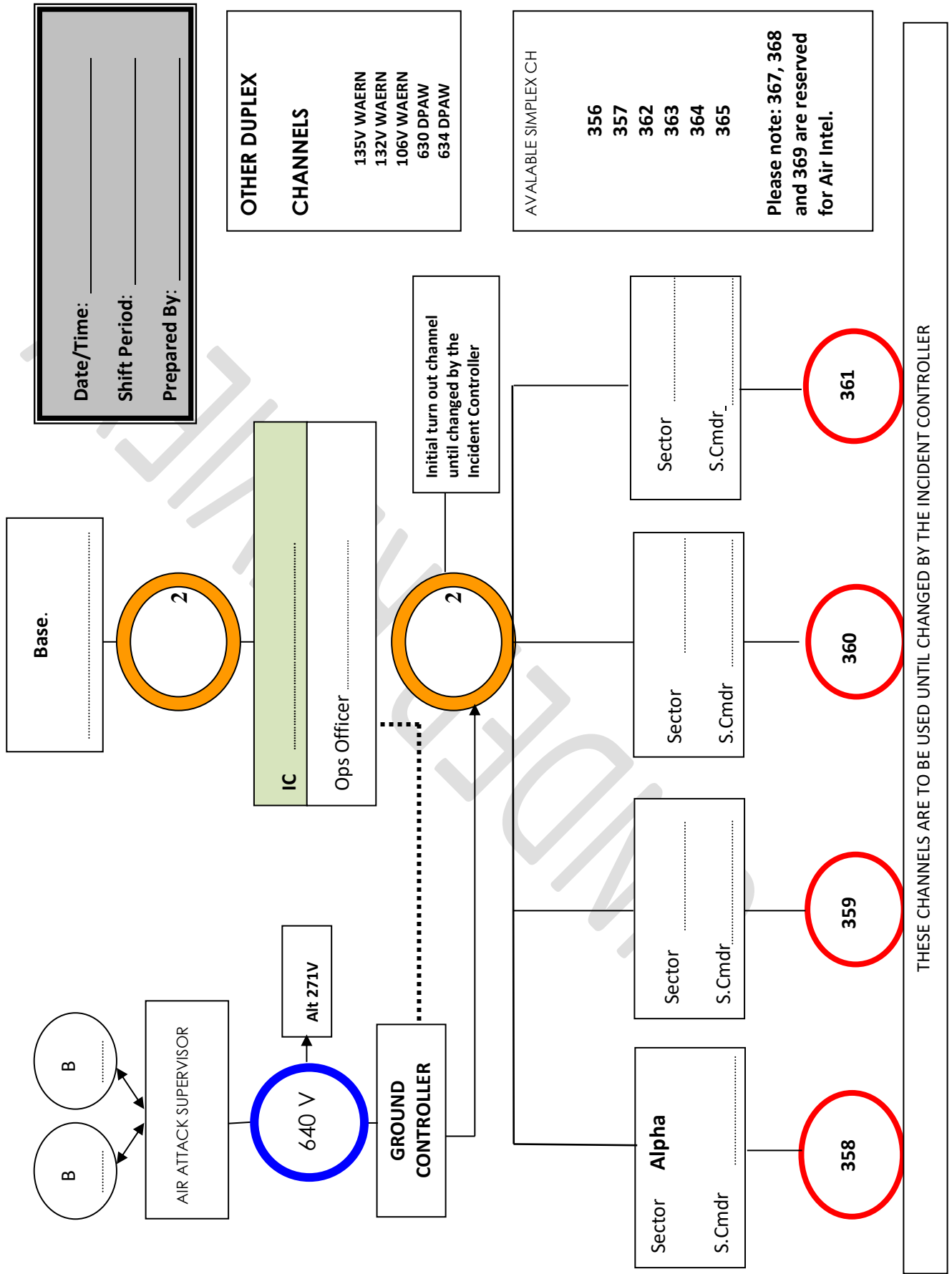
Suggested ECC layout for Level 1 or 2 incident

(Appendix ORD: 12.14B)

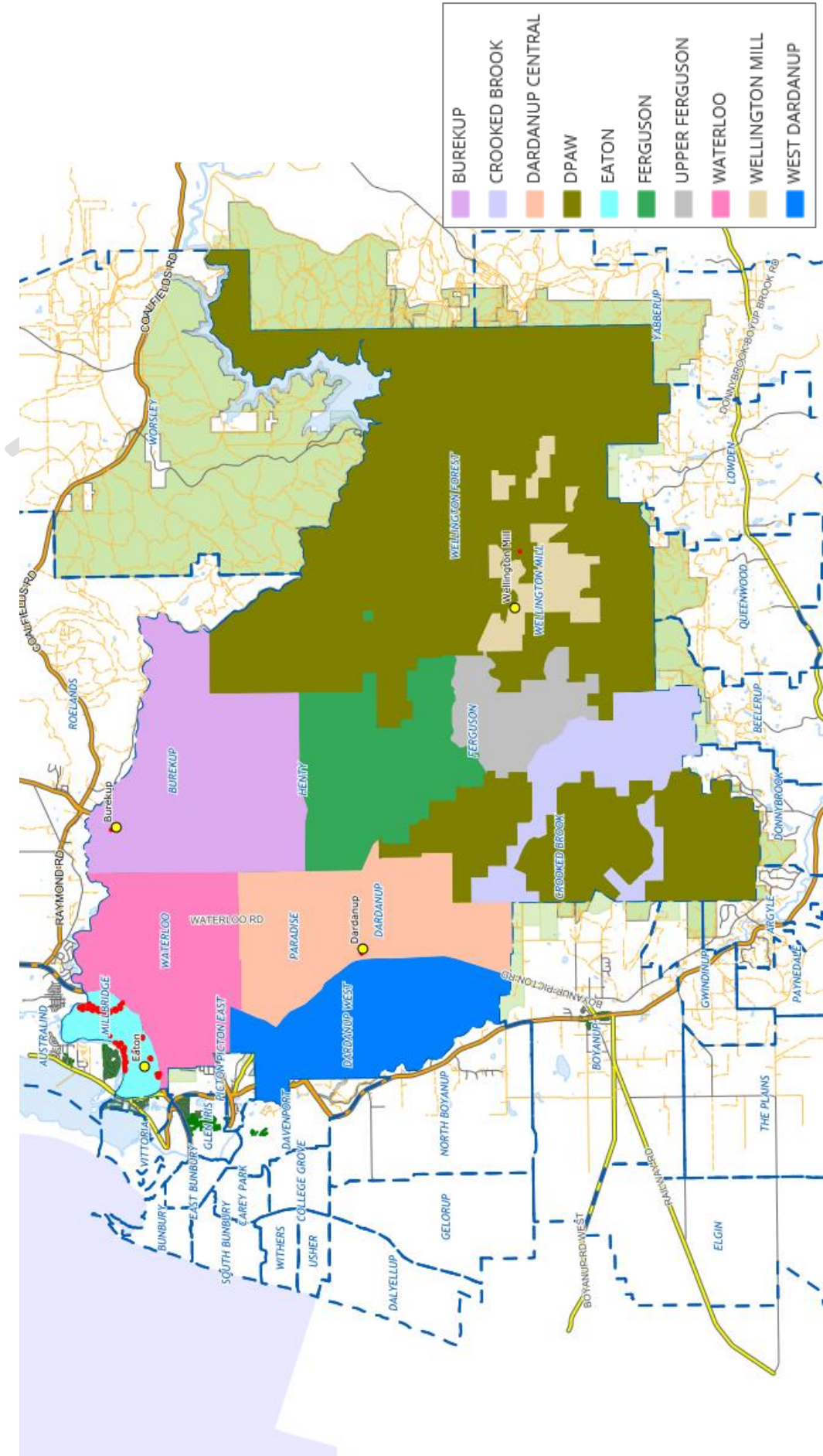
7.5 Appendix E - Appliances & Sell call

REGO	Vehicle / Role	BRIGADE	SELCALL
	1.4R	Burekup	
	2.4R	Dardanup Central	
	1.4R	Dardanup West	
	Light Tanker	Ferguson	
	Light Tanker	Joshua/Crooked Brook	
	2.4R	Upper Ferguson	
	3.4U	Waterloo	
	Light Tanker	Waterloo	
	1.4R	Wellington Mills	
	Mitsubishi 4x4	Shire of Dardanup - Ranger	
	Mitsubishi 4x4	Shire of Dardanup - Ranger	
	Front End Loader	Shire of Dardanup	
	Front End Loader	Shire of Dardanup	
	670GP Grader	Shire of Dardanup	
	12M Grader	Shire of Dardanup	
	T560 Tractor	Shire of Dardanup	
	Water Truck	Shire of Dardanup	
	Isuzu CP 16	Eaton-Australind Volunteer FRS	
	Toyota Light 536	Eaton-Australind Volunteer FRS	
	Holden Rodeo	Eaton-Australind Volunteer FRS	
	CBFCO	Shire of Dardanup – Private Vehicle	
	DCBFCO - North	Shire of Dardanup – Private Vehicle	
	DCBFCO - South	Shire of Dardanup – Private Vehicle	
	FCO - Burekup	Shire of Dardanup – Private Vehicle	
	FCO – D/Central		
	FCO – D/West		
	FCO – Ferguson		
	FCO – U/Ferguson		
	FCO – Joshua CB		
	FCO – Waterloo		
	FCO – Well/Mills		

SHIRE OF DARDANUP - DEFAULT COMMUNICATIONS PLAN 2014



7.7 Appendix G Brigade Area Map



7.8 Appendix H Industrial / Infrastructure Risk Register

Item	Description of Premises	File Reference	Location	Description	Site Specific Hazard/ Risks	License Overview	Residual Risk Rating
1	<ul style="list-style-type: none"> o Wren Oil 	A 6038 A 6012	Lot 157 and Lot 137 Harris Road Picton East	<ul style="list-style-type: none"> Oil refinery Processor Transport 	<ul style="list-style-type: none"> Fire or Fire and/or explosion through incorrect storage, handling, labeling or mixing of chemicals Production of hazardous wastes Environmental contamination due to accidental leakage, spills, emissions: <ul style="list-style-type: none"> air water soil/ground 	DER License Storage of hazardous Materials Storage of Oils and Chemicals	
2	<ul style="list-style-type: none"> AR Fuels 	A 9654	Lot 2009 Giorgi Road Picton East	Renewable Manufacturer	<ul style="list-style-type: none"> Fire or Fire and/or explosion through incorrect storage, handling, labeling or mixing of chemicals Production of hazardous wastes Environmental contamination due to accidental leakage, spills, emissions: <ul style="list-style-type: none"> air water soil/ground 	DER License Storage of Hazardous materials Flammable Fuels Chemicals	
3	<ul style="list-style-type: none"> Hexion 	A 6003	Lot 7 House 210 Moore Road Dardanup West	Industrial Chemical Manufacturer	<ul style="list-style-type: none"> Fire or Fire and/or explosion through incorrect storage, handling, labeling or mixing of chemicals Environmental contamination due to accidental leakage, spills, emissions: <ul style="list-style-type: none"> air water soil/ground 	<ul style="list-style-type: none"> Storage and manufacture of chemicals Methanol Formaldehyde Urea 	

Item	Description of Premises	File Reference	Location	Description	Site Specific Hazard/ Risks	License Overview	Residual Risk Rating
4	<ul style="list-style-type: none"> Laminex (Wesfi) 	A 6002	Lot 2 House 184 Moore Road Dardanup West	Particle Manufacture Board	<ul style="list-style-type: none"> Fire or Fire and/or explosion through incorrect storage, handling, labelling or mixing of chemicals 	<ul style="list-style-type: none"> Particle Board Manufacture – Storage of chemicals Glues Wastes 	
5	<ul style="list-style-type: none"> Wespine 	A 6042	Lot 76 House 241 Moore Road Dardanup West	Timber Mill	<ul style="list-style-type: none"> Fire within Timber storage and processing area Chemical spill of Preservation chemicals 	<ul style="list-style-type: none"> Timber preservation Chemicals 	
6	<ul style="list-style-type: none"> Summit Fertilizer 	A 3155	Lot 100 House 255 Harris Road Picton East	Agricultural Fertilizer Storage	Environmental impact from spill of Bulk Fertilizers	<ul style="list-style-type: none"> Bulk Storage of Fertilizers Urea Phosphates Nitrates 	
7	<ul style="list-style-type: none"> Tesla Corporation 	A 10445	Lot 504 House 5 Hardisty Ct Picton East	Stand-by power generator	Fire or Fire and/or explosion through incorrect storage, handling, labelling or mixing of chemicals	<ul style="list-style-type: none"> Diesel Fuel Storage Power Generation 	
8	<ul style="list-style-type: none"> Depiazzi 	A7411	Lot 4577 Depiazzi Road Dardanup	Mulch – processing and storage Sawdust storage	<ul style="list-style-type: none"> Fire through incorrect storage and maintenance – self combustion 	<ul style="list-style-type: none"> Mulch Sawdust 	
9	<ul style="list-style-type: none"> Caltex Dardanup Garage 	A 4041	Lot 36 House 11 Charlotte Street Dardanup	Fuel station and Garage	<ul style="list-style-type: none"> Fire or Fire and/or explosion through incorrect storage, handling, labelling or mixing of chemicals. <p>Environmental contamination due to accidental leakage, spills, emissions:</p> <ul style="list-style-type: none"> air water soil/ground 	<ul style="list-style-type: none"> Underground Bulk Fuel Storage 	

Item	Description of Premises	File Reference	Location	Description	Site Specific Hazard/ Risks	License Overview	Residual Risk Rating
10	<ul style="list-style-type: none"> • Caltex –Eaton fair 	A 2178	Lot 107 House 2 Recreation Drive Eaton	Fuel Outlet	<ul style="list-style-type: none"> • Fire or Fire and/or explosion through incorrect storage, handling, labelling or mixing of chemicals • Environmental contamination due to accidental leakage, spills, emissions: <ul style="list-style-type: none"> • air • water • soil/ground 	<ul style="list-style-type: none"> • Bulk Underground Fuel Storage 	
11	<ul style="list-style-type: none"> • Cleanaway 	A 8241	Banksia Landfill site Road	<p>Category 61: Premises on which liquid produced is stored, reprocessed, treated or irrigated.</p> <p>Category 64: Premises on which waste (as determined by reference to the waste type set out in the document entitled landfill waste classification and waste definitions 1996) is accepted for burial. 350,000 tonnes per annual period.</p>	<ul style="list-style-type: none"> • Fire or Fire and/or explosion through failure of land fill gas collection and management system. • Environmental contamination due to accidental leakage, spills, emissions: <ul style="list-style-type: none"> • air • ground water • soil/ground • Storm water system failure 	<ul style="list-style-type: none"> • Liquid waste facility. Class II or III putrescible landfills site 	

Item	Description of Premises	File Reference	Location	Description	Site Specific Hazard/ Risks	License Overview	Residual Risk Rating
12	<ul style="list-style-type: none"> Phonix Fuel 	A 6020	21 Coleman Turn Picton East	Fuel Outlet	<ul style="list-style-type: none"> Fire or Fire and/or explosion through incorrect storage, handling, labelling or mixing of chemicals Environmental contamination due to accidental leakage, spills, emissions: <ul style="list-style-type: none"> air water soil/ground 	<ul style="list-style-type: none"> Bulk Underground Fuel Storage 	

RESIDUAL RISK SCORE CALCULATOR

RISK SCORE CALCULATOR						
RISK CRITERIA	LIKELIHOOD	CONSEQUENCES				
		Low	Minor	Moderate	Major	Critical
People	Expected to occur yearly	First Aid Injury (FAI)	Medical Treatment Injury (MTI)	Lost Time Injury (LTI) / Restricted Work Case	Single Fatality	Multiple Fatalities
		Environment	Minor effects on biological or physical environment	Moderate short term environmental impact	Relatively wide spread medium long term environmental impact	Wide spread long term environmental impact
		Operational Impact	Minor damage to equipment, no loss of production	Loss of less than one week's production	Major damage to facility, loss of less than six months production	Serious problems with future operation of the facility
Almost Certain	Expected to occur yearly	Moderate	High	High	Extreme	Extreme
		Likely	Moderate	High	Extreme	Extreme
		Possible	Low	Moderate	High	Extreme
		Unlikely	Low	Low	High	High
		Rare	Low	Low	Moderate	Moderate
Likely	Will probably occur Every 1 to 2 years	Moderate	Moderate	Moderate	Moderate	Moderate
		Possible	Low	Moderate	High	High
		Unlikely	Low	Low	Moderate	Moderate
		Rare	Low	Low	Moderate	Moderate
		Almost Certain	Moderate	High	High	Extreme
Possible	Should occur over The next 5 years	Moderate	Moderate	Moderate	Moderate	Moderate
		Likely	Low	Moderate	High	High
		Possible	Low	Low	Moderate	Moderate
		Unlikely	Low	Low	Moderate	Moderate
		Rare	Low	Low	Moderate	Moderate
Unlikely	Could occur in 5 to 10 years	Moderate	Moderate	Moderate	Moderate	Moderate
		Likely	Low	Moderate	High	High
		Possible	Low	Low	Moderate	Moderate
		Unlikely	Low	Low	Moderate	Moderate
		Rare	Low	Low	Moderate	Moderate
Rare	May occur over the Next 20 - 30 years	Moderate	Moderate	Moderate	Moderate	Moderate
		Likely	Low	Moderate	High	High
		Possible	Low	Low	Moderate	Moderate
		Unlikely	Low	Low	Moderate	Moderate
		Rare	Low	Low	Moderate	Moderate

