



APPENDICES

ORDINARY MEETING

To Be Held

Wednesday, 7 June 2017
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.

Council Role - Executive/Strategic

Voting Requirements - Simple Majority

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

21-17 MOVED - Cr. P S Robinson SECONDED - Cr. A Mountford

THAT Council:

1. Support and endorse the Shire of Dardanup participation in the Department of Local Government and Communities Governance Review Program.
2. Acknowledge that in participating in the Program that all Councillors and staff selected by the Chief Executive Officer will take part in the on line survey.
3. Authorise the Chief Executive Officer to sign the agreement letter of participation in the Governance Review Program.

CARRIED
8/0

12.2 DIRECTOR ENGINEERING & DEVELOPMENT SERVICES REPORT

12.2.1 Title: Request To Permanently Close A Portion Of Stones Road (Mr Darryn Rigg)

Reporting Department: Engineering & Development Services

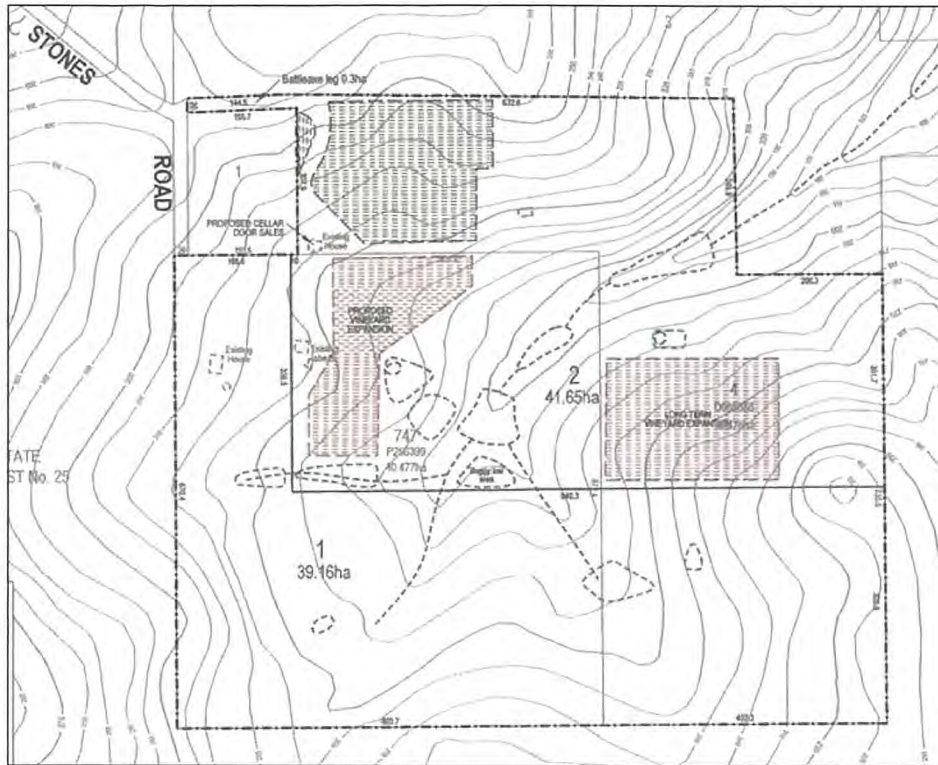
Reporting Officer: Mr Luke Botica – Director Engineering & Development Services

Legislation: Land Administration Act 1997
Local Government Act 1995

Background -

Council is requested to consider an option to close a portion of Stones Road and amalgamate it into 52 Stones Road in lieu of its upgrade as required under conditional subdivision approval of 52 Stones Road (Application No: 153680).

52 Stones Road consists of two lots, being Lots 4 and 747, which are both owned by the proponent. The subdivision does not create additional lots – it will, however, adjust the existing boundaries to rearrange the configuration of the two lots. The following is an extract from the subdivision plan supplied with the subdivision approval:



The condition 2 of the subdivision approval states:

2. *Engineering drawings and specifications are to be submitted, approved, and subdivisional works undertaken in accordance with the approved plan of subdivision for the construction of the north-south portion of Stones Road that abuts the subdivisional area at the landowners'/applicant's cost. (Local Government).*

Further to this, the advice note to this condition states:

- i. *In relation to Condition 2, the Shire of Dardanup advise that approximately 230m portion of Stones Road servicing proposed Lot 1 is to meet a 4.5m wide gravel standards.*

The proponent has requested that the north-south portion of Stones Road be closed and amalgamated with the proposed Lot 1, effectively creating a battle axe leg for the proposed Lot 1. This would be in lieu of the upgrade and it remaining a public road.

The proponent has also advised that they are willing to bond the upgrade works to enable the subdivision approval to proceed without being delayed by the closure process. Therefore, if Council agrees to initiate the closure process, a bond will be held by the Shire until the amalgamation has occurred, after which it will be returned to the proponent. If Council does not agree to initiate the closure process, then the proponent will be required to fulfil the requirements of the subdivision approval (i.e. upgrade the portion of Stones Road). Furthermore, if after initiation of the closure process, the closure does not eventuate, the proponent will be required to upgrade the portion of Stones Road or forfeit the bond (note that if they complete the upgrade, the bond will then be returned).

Stones Road is a gravel road accessed from Ferguson Road via Queenwood Road and provides access only to several lots. The section requested for closure is adjacent to private property and is outlined in the following aerial photograph.



The proposed closure would be such as to ensure that all lots have road frontage.

The Council is requested to consider this request and determine whether it wishes to initiate the road closure process.

Legal Implications

Section 58 of the Land Administration Act 1997 is applicable for the permanent closure of roads. The Act requires the Shire to give public notice of the proposal for a period of not less than 35 days and then consider any objections before making a request to the Minister for the permanent closure of the road.

Strategic Community Plan - None.

Environment - None.

Precedents

Road closures have been carried out on many occasions in the Shire of Dardanup and are common state-wide.

Budget Implications -

All costs associated with the proposal will be recovered from the proponent, and will therefore have no net impact on the Shire budget. The proponent has advised the Shire that they will reimburse the Shire of any costs incurred.

Budget – Whole of Life Cost -

The closure will reduce the length of Stones Road by approximately 187 metres. The closed road will be amalgamated into private property. The reduction in road length will reduce the ongoing maintenance costs and future renewal costs associated with the gravel road. On average the road is graded four to five times each year and is re-sheeted every 20 years. The savings are estimated at an average of approximately \$635 per annum based on current rates.

Council Policy Compliance - None.

Risk Assessment - Low.

The closure process would be carried out in accordance with Section 58 of the Land Administration Act 1997. The bond will be held as security should the closure not be finalised and the road upgrade needs to be implemented instead.

Officer Comment

There is currently a secondary access point to 53 Stones Road along the portion of Stones Road requested for closure. The owner of 53 Stones Road has provided written correspondence confirming his support for the road closure and creation of the battle axe lot subject to access still being granted to his sheds via the battle axe leg.

Shire staff support the proposal to close the north-south portion of Stones Road subject to the closed road being amalgamated into 52 Stones Road and an easement being created over the battle axe leg to grant access to 53 Stones Road at all times.

Therefore, Shire staff recommend to Council to initiate the road closure process in accordance with the requirements of Section 58 of the Land Administration Act 1997.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

22-17 MOVED - Cr. T G Gardiner SECONDED - Cr. P S Robinson

THAT Council, in relation to the proposal to permanently close the north-south section of Stones Road:

1. **Supports the proposal to close the section of road subject to:**
 - a) **The closed section of road is amalgamated into 52 Stones Road creating a battle axe leg;**
 - b) **An easement is created over the battle axe leg to grant unimpeded access to 53 Stones Road at all times; and**
 - c) **The owner of Lot 52 Stones Road indemnifies the Council of all costs associated with the closure.**

2. Pursues the road closure in accordance with the requirements of Section 58 of the Land Administration Act 1997 by:
 - a) Advertising the proposed closure for a period of 35 days; and
 - b) At the lapse of the 35 day period, Council considers any objections made within that period, prior to making any request to the Minister to close the portion of road.
3. Requires the owner of 52 Stones Road to pay a bond, or provide a bank guarantee, to the Shire of Dardanup to the value of \$22,500 excluding GST in lieu of road upgrade works required by condition 2 of subdivision approval No. 153680.
4. The bond shall be refunded following the closure of the road or upgrade of the road by the proponent to the satisfaction of the Shire of Dardanup.

CARRIED
8/0

12.2.2 Title: Request To Use The Shire Eaton Depot When Decommissioned (Millbridge And Eaton Lions)

Reporting Department: Engineering & Development Services
 Reporting Officer: Mr Luke Botica – Director Engineering & Development Services
 Legislation: Local Government Act 1995

Background -

Council is requested to consider a request from the Millbridge and Eaton Lions to use the Shire's Eaton Depot following its decommissioning from the Shire's operations.

Correspondence from the Eaton Lions Secretary, Mr Paul Sanderson, outlines the reasons and purpose of the request - the following extract from the correspondence is provided for Council information:

“The Lions Clubs of Millbridge and Eaton are aware that the Shire's new Works Depot is nearing completion, and would like to re-express our interest in the Robin Street premises.

The Millbridge Lions have a BBQ trailer, and the Eaton Lions an Emergency Services food van with a combined value of \$85k., both of which are currently housed in members' driveways. To date, neither club has been able to source permanent,

PSA ref: 5128

3 April 2017

Chief Executive Officer
Shire of Dardanup
PO Box 7016
EATON WA 6232



Attention: Planning Services

Dear Sir,

**APPLICATION FOR PLANNING APPROVAL
FORREST HIGHWAY, EATON
PROPOSED MCDONALD'S DIRECTIONAL SIGNAGE**

Planning Solutions acts on behalf of McDonald's Australia Ltd, the proprietors and operators of the McDonald's restaurant at 7 Albatross Crescent, Eaton (**McDonald's Eaton**).

This application seeks approval to construct two freestanding directional signs within the Forrest Highway road reserve to provide appropriate notice and direction for passing traffic. The following information sets out the details of the site, a description of the proposed signage and consideration of the relevant planning framework.

With regard to the above, please find enclosed:

1. Greater Bunbury Region Scheme Form 1 – Application for Planning Approval, signed by an authorised representative of Main Roads WA and the applicant.
2. Shire of Dardanup (**Shire**) Application for Development Approval, signed by an authorised representative of Main Roads WA and the applicant.
3. Shire's Application for Planning Consent Checklist.
4. Two copies of the location and signage plans.
5. A cheque for \$147 in payment of the development application fee in accordance with the Shire's Schedule of Planning Fees.

This application involves the construction of two McDonald's freestanding directional signs within the Forrest Highway road reserve, positioned on both sides of the highway and located approximately one kilometre from the Eaton Drive intersection.

The proposed signs will provide appropriate notice and direction to patrons travelling along Forrest Highway. The signs are intended to provide exposure to capture and attract the wider catchment of patrons passing along Forrest Highway, adjacent to the town centre. It is considered that appropriately designed and located directional signage will assist in directing passing traffic into Eaton, and help strengthen the viability of the town centre and other local businesses.

The following submission discusses various matters pertaining to the proposal, including:

- Background.
- Site details.
- Proposed signage.
- Town planning considerations.

BACKGROUND

The proposed directional signs have been the subject of pre-lodgement discussions with Main Roads WA (MRWA), with officers providing 'in principle' support for the proposed sign locations. As MRWA is the managing authority responsible for the care and control of Forrest Highway, the planning application forms have been signed and executed by an authorised officer at MRWA.

A site inspection was undertaken by officers at MRWA on 22 March 2017 to assess the location of the proposed signs, and confirm the signs will meet the locational and safety criteria of MRWA's policy framework. The specific sign locations were refined following this site inspection, reflected in the lodged signage plans.

McDonald's initially proposed incorporating a sign infill panel to the existing Eaton Fair signage approved and installed within the Forrest Highway road reserve, located approximately 2km north east of the Eaton Drive intersection. However, feedback from MRWA advised that a sign infill panel would exceed the prescribed advertising area under the MRWA policy framework, and a standalone sign design would be preferred.

Refer **Appendix 1** for email correspondence from MRWA.

SITE DETAILS

Both the McDonald's Eaton restaurant and proposed directional signs are located in the suburb of Eaton, approximately 150km south of the Perth metropolitan area, 8 kilometres east of the Bunbury city centre and south of the Eaton Fair shopping Centre.

Forrest Highway is a key transport route linking the Perth metropolitan area to the south west region of Western Australia. McDonald's Eaton is located approximately 450m north of Forrest Highway, providing connection to the Perth metropolitan area and Bunbury city centre.

The proposed directional signs are positioned on both sides of Forrest Highway (one of either side of the highway), and located 950m and 960m from the Eaton Drive intersection respectively. These locations place the proposed signs within the municipality of the Shire of Dardanup.

The proposed signs are located within the Forrest Highway road reservation, which is under the care and control of MRWA.

Refer **Appendix 2** for the Location and Signage Plans.

PROPOSED SIGNAGE

The proposal involves the construction and installation of two freestanding directional signs within the Forrest Highway road reserve, orientated towards northbound and southbound traffic respectively. The proposed signs display directional information for the McDonald's restaurant located in the Eaton town centre.

Specifically, the proposal comprises the following:

- Two non-illuminated reflective signs with dimensions of 2.25m x 2.0m and advertising area of 4.5m².
- Sign height of 4.0m above natural ground level.
- The western sign (orientated towards northbound traffic) is located 950m from the Forrest Highway/Eaton Drive intersection.
- The eastern sign (orientated towards southbound traffic) is located 960m from the Forrest Highway/Eaton Drive intersection.

The proposed signs are directional signs, providing appropriate notice and direction to patrons travelling along Forrest Highway. The McDonald's Eaton restaurant is a destination in the locality, providing services and employment for the local catchment and surrounding areas. The signs are intended to provide exposure to capture and attract the wider catchment of patrons passing along Forrest Highway, adjacent to the town centre.

Business and directional signage that is appropriately designed, sized and located on Forrest Highway will assist in directing passing traffic into Eaton, and help strengthen the viability of the town centre and other local businesses. Given McDonald's is a destination for the local community and wider regional catchment, the proposed signs will benefit the town centre by attracting more patronage and encourage multi-purpose visits with other local businesses.

Refer **Appendix 2** for the Location and Signage Plans.

TOWN PLANNING CONSIDERATIONS

GREATER BUNBURY REGION SCHEME

Forrest Highway is reserved Primary Regional Roads under the Greater Bunbury Region Scheme (GBRS), and is under the care and control of MRWA.

The proposed directional signs have been the subject of pre-lodgement discussions with MRWA, with officers providing 'in principle' support for the proposed sign locations and executing the planning application forms.

DEVELOPMENT CONTROL POLICY NO 5.4 - ADVERTISING ON RESERVED LAND

The Western Australian Planning Commission (WAPC) Development Control Policy No. 5.4 – Advertising on Reserved Land (DCP 5.4) details the objectives and considerations in determining applications for the display of advertising on reserved land. The following table summarises the provisions and requirements of DCP 5.4 applicable to the proposed signs.

Table 1: DCP5.4 Provisions and Requirements

DCP 5.4 Provisions and Requirements	Provided	Compliant
3.2 Effect on Amenity		
<p>Not detract from the amenity of the reservation and the locality generally. Consideration of the purpose for which the land is reserved is a primary consideration.</p>	<p>The design of the proposed signs are small scale, with a total advertising area of 4.5m². Signage content is limited to directional information and McDonald's corporate logo, which provides for the immediate recognition of the sign.</p> <p>Forrest Highway is reserved as a Primary Regional Road, and adopts the appearance of a rural landscaped transport corridor. The McDonald's directional signs are designed at a scale that is respectful of this rural landscape amenity.</p> <p>The location of the McDonald's directional signs have also been established with consideration to existing advertising signage in the road reserve, namely the Eaton Fair sign. The southbound sign achieves approximately 1km clearance from the Eaton Fair sign, ensuring the road network is not dominated by the proliferation of advertising signs.</p>	✓
<p>In appropriate circumstances the erection of an advertisement on some classes of reserved land may enhance amenity by adding to the vitality of particular locations.</p> <p>Also there are some circumstances where an advertisement may provide a necessary service to the public by giving information, advice, and direction in relation to available services and events.</p>	<p>The proposed directional sign provides specific locational information to passing traffic on Forrest Highway, assisting in drawing regional traffic into the Eaton town centre. Given McDonald's is a destination, the increased exposure also assists in improving the regional status and viability of the Eaton town centre.</p>	✓
3.3 Safety and efficient of roads		
<p>Advertisements must not compete for attention of passing traffic, or interfere with driver sight lines.</p>	<p>Signage content is limited to directional information and McDonald's corporate logo which provides for the immediate recognition of the sign, and consuming minimal driver attention. The sign displays a simple and clear message that is easily recognisable to drivers.</p> <p>The location of the signage, including impact on sightlines and proximity to existing signage, was assessed by MRWA at a site visit on 22 March 2017. The sign locations were refined following this meeting.</p> <p>Refer Appendix 1 – Email Correspondence with MRWA.</p>	✓
<p>Adequate provision should be made for safe and efficient access and egress.</p>	<p>Signage is located approximately 1km prior to the Eaton Drive intersection, providing adequate time for vehicle to slow and safely manoeuvre onto Eaton Drive.</p>	✓

As outlined in **Table 1 above**, DCP 5.4 calls for a pragmatic and contextual approach towards advertising within reserved land. The proposed directional signs are small scale and balance the established rural landscape amenity of Forrest Highway against the function of the Forrest Highway / Eaton Drive intersection as a key link to the Eaton town centre.

SHIRE OF DARDANUP TOWN PLANNING SCHEME NO. 3

Part 1A of the Shire's Town Planning Scheme No. 3 (**TPS3**) details the requirements applicable to reserved land, including regional reserves under the GBRS. Clause 1.11 of TPS3 outlines that the approval of the local government is not required for the commencing or carrying out of development on a regional reserve, but notes the requirement for approval by the WAPC.

Applying the same process as the Eaton Fair directional sign within the Forrest Highway road reserve (approved at Council meeting on 12 August 2015), it is understood the Shire has delegated authority from the WAPC to approve an application for planning approval made under the GBRS, subject to adhering to advice from external referral agencies.

MRWA POLICY AND APPLICATION GUIDELINES FOR ADVERTISING SIGNS

The MRWA Policy and Application Guidelines for Advertising Signs (**MRWA Policy**) guides the appropriate location and scale of signage in proximity to MRWA's controlled road reserves, including Forrest Highway. The following table summarises the development standards of the MRWA Policy applicable to the proposed signage.

Table 2: MRWA Policy Requirements

MRWA Policy Requirements	Provided	Compliant
4.2.3.1 Display		
Freestanding business signs shall be restricted to non-illuminated static displays.	Signs are non-illuminated static display.	✓
Maximum sign face – 4.5m ²	Advertising area of 4.5m ² per sign is provided.	✓
Letter size and legibility should generally conform to the Austroads' Guide to Traffic Management.	The signage sign elevations displaying text size has been provided with in-principle support by MRWA.	✓
4.2.3.2 Location		
Business signs shall not be permitted to be installed at the following locations:		
<ul style="list-style-type: none"> Median strips, traffic island and roundabouts; 	Signs are to be located within the outer extent of the road verge area, not within the median.	✓
<ul style="list-style-type: none"> Within clear zones, driver sightline areas or device restriction areas. 	The sign location was considered and provided 'in-principle' support by MRWA following a site visit on 22 March 2017.	✓
<ul style="list-style-type: none"> Business signs shall not be attached to existing signs, including other advertising signs. 	The initial proposal put forward to MRWA sought to install an additional signage panel within the existing approved Eaton Fair signage. In light of this policy requirement, and following preliminary advice from MRWA, McDonald's has proceeded with separate, standalone freestanding signage.	✓
4.2.5 Design, Construction and Maintenance		
<ul style="list-style-type: none"> Non-portable, free-standing business signs shall not exceed an overall height of 6.0 m above the ground. 	Signs height – 4m.	✓

• The minimum clearance 2.2m.	The proposed signs are provided with a 2m clearance.	x
The proposal seeks a minor 0.2m variation to the clearance requirement. The proposed sign clearance continues to provide adequate space to pass beneath the sign. Further, the sign elevations including clearance have been provided with in-principle support from MRWA.		

As outlined in **Table 2** above, the MRWA Policy contemplates a variety of safety and locational criteria. The proposed signage is demonstrated to appropriately comply with these policy requirements, seeking a minor variation to one minor design aspect.

CONCLUSION

It is considered the proposal should be favourably determined, on individual merit, recognising the application seeks approval to construct two freestanding directional signs within the Forrest Highway road reserve to provide appropriate notice and direction for passing traffic.

In summary, the proposal is considered appropriate for the following reasons:

1. The proposed sign design appropriately addresses the requirements of the MRWA policy framework.
2. The proposed sign locations have been refined within input from MRWA and, following a site visit conducted by MRWA, are confirmed to achieve appropriate sightlines and clearance from existing signs.
3. The signs will capture and attract a wider catchment of patrons passing adjacent to the town centre, and assist in strengthening the viability of the Eaton town centre.
4. The directional signs are small scale and achieve substantial separation from existing advertising devices within Forrest Highway, ensuring the signs do not detract from the established rural landscape character of Forrest Highway.

We therefore respectfully request the Application for Planning Approval be considered on its merits and favourably determined.

Should you have any queries or require further clarification in regard to the proposal, please do not hesitate to contact the writer.

Yours faithfully,



**MARC RE
ASSOCIATE**

170328 5128 DA Letter - Signage (draft)

APPENDIX 1

Email Correspondence from MRWA

Rebecca Travaglione

Subject: FW: Signage in Forrest Highway, Eaton (PS 5128)

From: ROBERTS Alan (CSM) [mailto:alan.roberts@mainroads.wa.gov.au]
Sent: Thursday, 2 February 2017 3:30 PM
To: Rebecca Travaglione <rebecca.travaglione@planningsolutions.com.au>
Subject: RE: Signage in Forrest Highway, Eaton (PS 5128)

Hi Rebecca,

From what I can see on sky-view it appears to be an appropriate location for a sign of this nature.

There are a couple of spots in that location where I'm sure we could fit this sign.

Would need to pin the location down on site though to ensure that the sign has sufficient visibility and doesn't interfere with sightlines at driveways (dirt tracks?).

Make your application and we can pin something down at a later date.

Regards

Alan Roberts
Customer Services Manager
Metropolitan and Southern Regions / South West
p: 08 9724 5626 | m: 0438 949 280
w: www.mainroads.wa.gov.au



Rebecca Travaglione

Subject: FW: Rebecca Travaglione re: Signs on Forrest Hwy Eaton (PS 5128)

From: SARGENT Fiona (TDO) [<mailto:fiona.sargent@mainroads.wa.gov.au>]

Sent: Thursday, 23 March 2017 2:58 PM

To: Melanie Longland <reception@planningsolutions.com.au>

Subject: Att: Rebecca Travaglione re: Signs on Forrest Hwy Eaton

Hi Rebecca

Please find attached the signed 'Application for Planning Approval' and 'Application for Development Approval' forms. Main Roads has marked out suitable signage locations on Forrest Highway Eaton, as attached map shows.

Regards

Fiona Sargent

A/Customer Services Manager

Metropolitan and Southern Regions / South West

p: 08 9724 5686 | m: 0427 084 766

w: www.mainroads.wa.gov.au



mainroads
WESTERN AUSTRALIA



APPENDIX 2

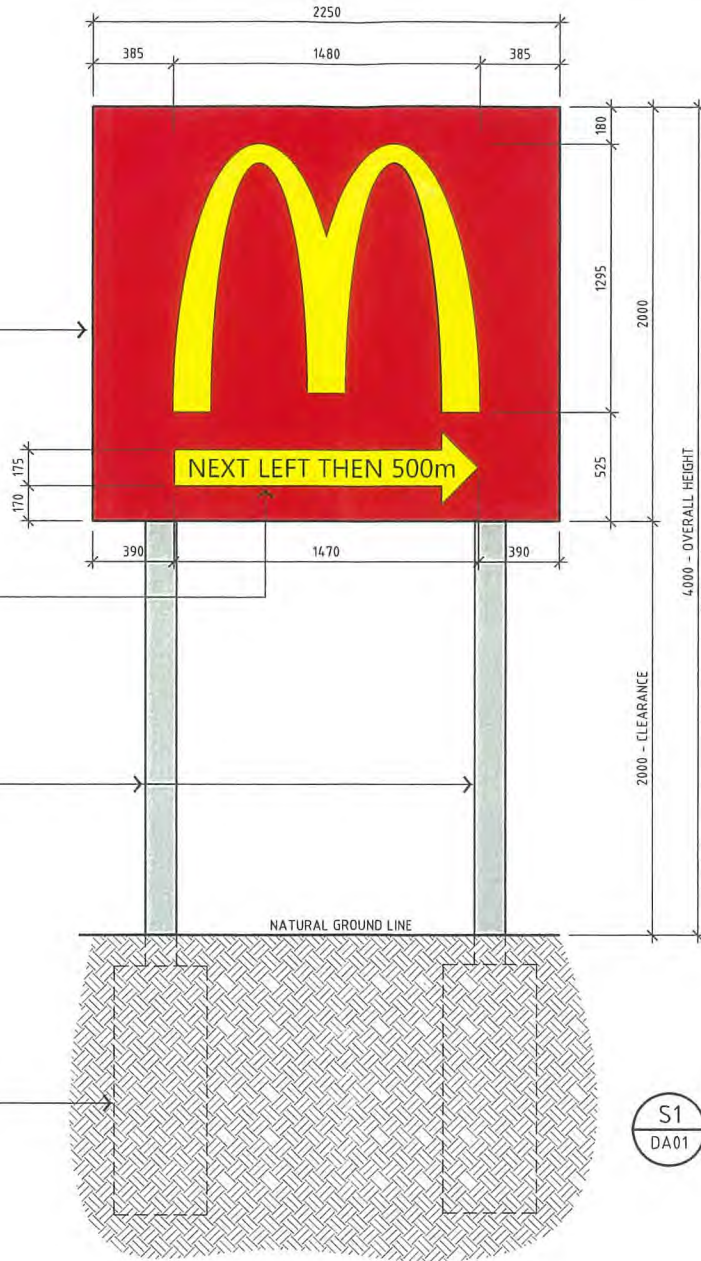
Location and Signage Plans

2 X 2.25 (4.5m²)
NON-ILLUMINATED REFLECTIVE
TIN SIGN, CORPORATE YELLOW
'M' LOGO WITH YELLOW
DIRECTIONAL ARROW ON
CORPORATE RED BACKGROUND.

SOUTHBOUND SIGNAGE "NEXT
RIGHT." NORTHBOUND SIGNAGE
"NEXT LEFT".

GALVANISED FRANGIBLE POSTS.

PROPOSED CONCRETE FOOTING
SUBJECT TO STRUCTURAL
ENGINEERS DESIGN - TYPICAL.



S1 SIGN ELEVATION
DA01 SCALE 1:25

ISSUE	AMENDMENT	DATE	INT	NOTES
A	POST ADDED	19.05.17	AJJ	

- DO NOT SCALE THIS DRAWING.
- THE DRAWING SHOWS DESIGN INTENT ONLY. ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO CONSTRUCTION OR PRODUCTION. CONSTRUCTION DETAILS TO BE CONFIRMED BY CONTRACTOR/MANUFACTURER.
- THIS IS A COMPUTER GENERATED DRAWING. DO NOT AMEND BY HAND.
- FIGURE DIMENSIONS ARE TO BE USED. CONTACT ARCHITECT FOR CLARIFICATION IF DIMENSIONS ARE NOT CLEAR.
- ALL DISCREPANCIES AND OMISSIONS ON SITE MUST BE REPORTED TO THE ARCHITECT FOR THEIR COMMENTS OR APPROVAL PRIOR TO COMMENCING WORK.
- ALL DIMENSIONS ARE IN MILLIMETERS.

HLA
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**DEVELOPMENT
APPLICATION**

McDonald's Australia Limited
ABN 43 008 696 928
02 9875 6666
development-apply@au.mcd.com

NDG
NATIONAL DEVELOPMENT GROUP

STATUS: DEVELOPMENT APPLICATION

UNMODIFIED MASTER DRAWING
 PROJECT SPECIFIC DRAWING
© 2013 McDonald's

PROJECT:	PROPOSED McDONALD'S HIGHWAY SIGNAGE FORREST HIGHWAY EATON WA			
TITLE:	SIGNAGE DETAILS			
DRAWN	CHECKED	SCALE	DWG. NO.	REV.
AJJ	-	1:25 @ A3	DA02	A

Appendix ORD: 12.4.1



Appendix ORD: 12.4.1)

ISSUE	AMENDMENT	DATE	INT	NOTES
A	DISTANCES AMENDED	28.03.17	AJJ	<ol style="list-style-type: none"> DO NOT SCALE THIS DRAWING THE DRAWING SHOWS DESIGN INTENT ONLY. ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO CONSTRUCTION OR PRODUCTION. CONSTRUCTION DETAILS TO BE CONFIRMED BY CONTRACTOR/MANUFACTURER. THIS IS A COMPUTER GENERATED DRAWING. DO NOT AMEND BY HAND. FIGURE DIMENSIONS ARE TO BE USED. CONTACT ARCHITECT FOR CLARIFICATION IF DIMENSIONS ARE NOT CLEAR. ALL DISCREPANCIES AND OMISSIONS ON SITE MUST BE REPORTED TO THE ARCHITECT FOR THEIR COMMENTS OR APPROVAL PRIOR TO COMMENCING WORK. ALL DIMENSIONS ARE IN MILLIMETERS.

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DEVELOPMENT APPLICATION

McDonald's Australia Limited
 ABN 43 058 490 925
 100 Stirling Highway
 Nedlands WA 6009
 100 Stirling Highway
 Nedlands WA 6009
 100 Stirling Highway
 Nedlands WA 6009

NDG
 NATIONAL DEVELOPMENT GROUP

STATUS: DEVELOPMENT APPLICATION
 SERIES: UNMADE MASTER DRAWING
 PROJECT SPECIFIC DRAWING
 © 2013 McDonald's

PROJECT:	PROPOSED McDONALD'S HIGHWAY SIGNAGE FORREST HIGHWAY EATON WA			0584	
TITLE:	LOCATION PLAN				
DRAWN:	NTS	CHECKED:	AJJ	SCALE:	A11
DWG NO:	DA01			REV:	A

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON TUESDAY 16 MAY 2017, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Deputy Chairperson, Mr Robert Doherty 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:

Affirmation of Civic Duty and Responsibility

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

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

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

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

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the muster point located at the front of the building where we will meet (and complete a roll call).

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

2.1 Attendance

Mr Chris Hynes - CBFCO Eaton Townsite District
 Mr Clay Rose - DCFCO (North) / FCO Burekup
 Mr Kingsley Palmer - FCO Waterloo District
 Mr Rod Bailey - FCO Upper Ferguson / FCO Dardanup Central
 Mr Peter Buck - FCO Joshua/Crooked Brook
 Mr Robert Doherty - FCO Wellington Mill District (D/Chairperson)

Mr Richard Stacey – Ferguson BFB
 Mr Rob Drennan – Waterloo BFB
 Mr Brendan Putt – Dardanup Central BFB– (Captain)
 Mr Dennis Hill – West Dardanup BFB (Captain)

Mr Craig Beswick - Department of Fire & Emergency Services
 Ms Lauren McDonnell - Department of Fire & Emergency Services
 Mr Tim Hutton - Department Parks & Wildlife [7.04pm]
 Ms Jessica Newman - Department Parks & Wildlife [7.04pm]

Cr Peter Robinson - Elected Member
 Cr Tyrrell Gardiner - Elected Member
 Cr Patricia Perks - Elected Member

Mr Luke Botica - Director Engineering & Development Services
 Mr Steve Potter - Manager Development Services
 Mrs Erin Hutchins - Coordinator – Ranger & Emergency Services
 Mr Murray Halden - Senior Ranger
 Mr Hamish James - Emergency & Ranger Services Officer
 Mrs Donna Bailye - Executive Governance Officer

Observer

Mr Max Kerr – Upper Ferguson BFB

2.2 Apologies

Mr John Carter - Department of Fire & Emergency Services
 Mr Alan Charlton - West Dardanup FCO
 Cr Allen Mountford - Elected Member
 Mr Kyle Hull - Department Parks & Wildlife

3. ELECTION OF CHAIRPERSON & DEPUTY CHAIRPERSON
--

3.1 Election of Chairperson

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

The position of Chairperson will expire in October 2017 being the date of the next ordinary election Local Government Act 1995 2.28(2) Item 12.

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

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

Discussion:

Mr Robert Doherty was nominated for the position of Chairperson by Cr Peter Robinson, Mr Robert Doherty accepted the nomination.

As there were no other nominations Mr Robert Doherty was declared as Chairperson.

Mr Robert Doherty assumed the Chair.

3.2 *Election of Deputy Chairperson*

Note: The position of Deputy Chairperson was held by Mr Robert Doherty. As Mr Robert Doherty assumed the position of Chairperson, the position of Deputy Chairperson became vacant.

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

The position of Deputy Chairperson will expire in October 2017 being the date of the next ordinary election Local Government Act 1995 2.28(2) Item 12.

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

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

Discussion:

Cr Peter Robinson was nominated for the position of Deputy Chairperson by Mr Clay Rose, Cr Peter Robinson accepted the nomination.

As there were no other nominations Mr Robert Doherty declared Cr Peter Robinson as Deputy Chairperson.

Note: Mr Tim Hutton and Ms Jessica Newman joined the meeting at 7.04pm.

DECLARATION

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

**Mr Robert Doherty - Chairperson
Cr Peter Robinson - Deputy Chairperson**

of the Bushfire Advisory Committee.

Discussion:

Mr Robert Doherty – I would like to acknowledge and commend Dr Richard George on a job well done as outgoing Chairperson to the Bush Fire Advisory Committee. I would like this to be acknowledged by the Shire.

The Committee agreed that a recommendation be made that the Shire of Dardanup Chief Executive Officer, Mr Mark Chester write a letter to Dr Richard George acknowledging his tenure as chairperson to the Bush Fire Advisory Committee and commend him on a job well done.

BFA COMMITTEE RESOLUTION

BFAC 03-17 MOVED - Cr Peter Robinson SECONDED - Mr Chris Hynes

THAT the Bushfire Advisory Committee requests that Council forward a letter of appreciation to Dr Richard George for his contribution to the Bush Fire Advisory Committee.

CARRIED

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 Bushfire Advisory Committee Meeting Held 14 March 2017

BFA COMMITTEE RESOLUTION

BFAC 04-17 MOVED - Mr Chris Hynes SECONDED - Mr Rod Bailey

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 14 March 2017, be confirmed as true and correct subject to no corrections.

CARRIED

6. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

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

None.

8. DECLARATION OF INTEREST

Discussion:

Chairperson, Mr Robert Doherty asked the Committee if there were any Declarations of Interest to be made.

There was no response.

9. ACTION SHEET UPDATE

PENDING ACTIONS:

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
ACT 09/16 22/03/16	Robert Doherty	Community Emergency Services Manager – Matter to be tabled at the next Fire Shed meeting. Delegate task to small group to deal with the matter. Prepare a job description and then bring back to the Shire for Council consideration.	<p>In the Minutes to be received by the Shire No fire shed meeting has been undertaken.</p> <p><i>Discussion:</i> Mr Chris Hynes – We need to reinstate the shed meeting to start addressing issues as a group.</p> <p>Mr Robert Doherty – How was this managed previously.</p> <p>Mr Chris Hynes – This was previously organised by the Chairman, Richard George.</p> <p>It was agreed that Mr Robert Doherty and Mr Chris Hynes would liaise to initiate future Shed meetings</p>	Ongoing
ACT 12/16 24/05/16	Murray Halden	Shire to lead a process to develop a description of requirements for unmet work with CBFCA, Chair and Deputies, and to develop a workflow for requirements for Brigades that leads to these tasks being managed by Shire	<p>It was agreed that Mr Murray Halden would organise a workshop.</p> <p>After the bushfire season, a workshop will be arranged to clarify roles and identify measures to further develop a positive working relationship between the brigades and the Shire.</p> <p><i>Discussion</i> Mr Murray Halden – Mrs Erin Hutchinson has done a fair bit of work on descriptions. The Constitution outlines responsibilities of officers.</p>	Completed.

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p>Mr Robert Doherty – Has this been finalised?</p> <p>Mr Murray Halden – I believe this has been finalised as the information requested has been circulated as per the Constitution.</p> <p>Mr Robert Doherty – We will record this as being completed.</p>	
ACT 14/16 24/05/16	Luke Botica	Shire to define a policy on roadside burning consistent with the needs identified in the proposed Bushfire Risk Management Plans.	<p>Mr Luke Botica – This matter needs leadership as to where roadside burning can happen and we need to look at developing guidelines for the brigades to participate and undertake the necessary burns</p> <p>The Shire of Dardanup will provide the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Fire Control Officers with maps to enable high risk areas and fuel loads to be mapped by hand.</p> <p>The Shire will electronically map the identified areas and design a strategic plan to mitigate these areas (through burns).</p> <p>The Shire will be responsible for all community liaisons in the lead up to burns and other mitigation practices relating to the strategic plan.</p> <p>The Shire of Dardanup will be responsible and provide all traffic management during burns and other mitigation practices relating to the strategic plan.</p>	Pending

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p>Bush Fire Brigade Officers are covered under the Shire's insurance when conducting 'normal brigade activities' (refer Section 35A (c) specifically for fire prevention activities) of the Bush Fires Act 1954).</p> <p>Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer or Fire Control Officers to complete burn prescription (refer to Office of Bushfire Risk Management (OBRM) Basic Prescribed Fire Plan Package).</p> <p>The Shire of Dardanup will provide refreshments to active brigade members participating in the mitigation works.</p> <p>Shire of Dardanup to liaise with FCO's from the initiation stage.</p> <p><i>Discussion:</i></p> <p><i>Mr Luke Botica – As mentioned in our previous meetings, the Shire considers the roadside verges as part of the Shires road maintenance and activities. We are still working on the processes and forms. The draft forms that have been completed are very comprehensive documents. These forms will be used in the next couple of weeks, and will be distributed to be used in a trial control burn. This will be a test of the forms.</i></p> <p><i>Mr Robert Doherty – This sounds good and it is</i></p>	

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p><i>encouraging that this is being developed and we are getting somewhere with this matter. Where is the proposed burn?</i></p> <p><i>Mr Luke Botica – This will be addressed later in meeting.</i></p>	
ACT 17/16 18/10/16	Murray Halden	Provide the Brigades with a procedure form for works required to be undertaken on Brigade vehicles	<p>Once a proforma document is completed, it will be circulated.</p> <p><i>Discussion</i> <i>Mr Murray Halden – This form has been designed and completed by Mr Hamish James</i></p>	Completed.

10 REPORTS OF OFFICERS AND COMMITTEES

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

No Report.

9.2 Title: Chairpersons Report – Position Vacant

No Report.

Note: The following further information was presented to members prior to the meeting.

FURTHER INFORMATION

Dr Richard George resigned from the position of Chairperson at the meeting of 14 March 2017. A letter of resignation was forwarded to the Chief Executive Officer on 29 March 2017, a copy of which is provided below.

*Dr Richard George
PO Box 1098,
Busselton, 6280.*

29/3/2017

*Mr Mark Chester
Shire of Dardanup
EATON*

Dear Mark,

In completing my period as BFAC Chair (2012-2017), as Ferguson FCO since 2008, and member since 1989, I wish to acknowledge your support, the Shire, Brigade FCOs and especially the Chiefs (Kingsley Palmer and Chris Hynes). I am stepping aside from both positions as Gail and I plan a change of pace between, work (Bunbury) and new home in Busselton, and the farm at Ferguson.

The BFAC Chair's first and foremost role is to provide an orderly process at meetings and to enable members to bring issues that affect their brigades for discussion. The development of Shed meetings has become a means to augment the BFAC process and I trust this continues with your support. I would also encourage the Shire to assist FCOs and Chairs to change their role regularly to enable leadership skills to be developed. The community's interest is served best by skilling a wider group in community-based fire management.

During my period as Chair there were three issues we could not get traction on, the position of a CESM, Training support and increased funds from the ESL for operations. In regard the last issue, I can see with the Shires greater attention, our share of the ESL may rise in 2017/18, though I seek your assistance to ask WALGA to analyse why operating is dwindling and Insurance is rising; gouging at the ESL. In regard the first two matters – there is a clearly still a gap between the Shires understanding of the need and the ability of the BFAC to

communicate its requirements and I ask you and the incoming Chief and Chair meet to work on these gaps.

In reflecting on my time since I joined Ferguson BFB, I would like to note the important role of three Ferguson BFB individuals and seek their recognition along, with others, in perhaps some form of wider Shire Volunteer BFB honour board: Mr Eustace Fowler (then FCO), Geoff Harris (then Captain) and John Gardiner (later FCO). As a testament to the way brigades worked then, Geoff and Eustace invited me to the 1989 Ferguson AGM, elected me Secretary-Treasurer, and closed the meeting within two minutes leaving time for more community related topics. It was Eustace's firm view that it was everyone's personal responsibility to protect themselves, and their neighbours – and this system worked well and I reflect some may becoming complacent and too reliant on the highly evolved and centrally managed DFES system. Eustace was enigmatic, and Geoff pragmatic and together made excellent responders and organisers. Eustace seemed to be able to get the Shire grader to any fire within minutes, and I reflected his X19 perhaps assisted in his haste to Dardanup. I also reflect on John Gardiner's time as Ferguson FCO, when for example, after having no success with Government controlling fuel in the Dardanup block in about 1998, burnt large areas off Tyrrell Rd with only matches and a weather forecast. Like Geoff Harris, John knew everyone and made it his job to make them fire safe.

I also reflect on how the valley has changed. As Secretary-Treasurer, I was tasked to contact all residents and make up a phone tree and list of fire-equipment – with about 30 total contacts and twenty private appliances. Today the tally is over 200 properties with residents. Despite the increase, the wider valley (Upper Ferguson, Crooked Brook and Wellington Mills) has been free from major fires for almost 25-years, with only 1993 "Mountfords" fire getting away. Though I hastily note there have been many suppressed prior to that stage, e.g. "Gardiners" 2014 Christmas night fire and the recent 2017 fire at Jones's. These bookmark a period of safety and relative calm, and my comment is that the Shire and BFAC must take time now to be ready in case of Dardanup's own major fire? To do so it must also support private property owners to reduce fuel near buildings, and encourage 20m fuel free zones, and support DPaWs burning programs, despite the risks it may pose, e.g. recent Davis Block fire.

In closing I wish the Shire BFAC well and thank you for the opportunity to be of support. I also wish to acknowledge current members of all Brigades, FCOs with whom I have enjoyed my time, and especially the Ferguson brigade, who, like so many of the Shires residents, protect their community. I would also like to note my wife Gail's role, in setting up and moderating an email list for two-decades and more recently a Facebook page with 300 locals connecting. With Ewan, our son a volunteer, we have been active and willing members of the wider volunteer community and while we still own the farm, and will retain BFB membership, it will be in a less active capacity.

Kind regards,

Dr Richard George,

Discussion:

The Committee discussed the letter of resignation and acknowledged the great contribution Dr Richard George has made to the Volunteer Bush Fire Brigades along with the support of his wife Mrs Gail George.

9.3 Title: Department of Parks & Wildlife (DPAW) Officer Report – Kyle Hulls**Fires Since Last BFAC In Shire**

DATE	NO.	TENURE	AREA(HA)	LOCATION	MAP REF	COMMENT
5/03/2017	37	NP	< 1 HA	Wellington Dam Campfire	ES6106	
5/03/2017	38	NP	< 1 HA	Wellington Dam Campfire	ET6107	
14/04/2017	46	SF	0.6HA	Bussell Road	ET6076	Suspected deliberately lit fire in Bussell Pines.

- *Planned Burns This Season*
 - Autumn 2017
 - o WTN-047 Dardanup – 635 ha
 - o WTN-035 Lowden – 1419ha *950ha in Dardanup Shire*
 - o WTN-026 Arcadia – 526ha *332ha in Dardanup Shire*
 - o WTN-025 Yabberup – 300ha
 - o WTN-065 Lennard - 2690ha
 - o WTN_061 Boyanup- 1308ha

- *To Note*
 - o Suppression Aircraft are no longer available on standard response.
 - o SWRZ completed for 2017 on the 31/3/2017.
 - o Surrounding Shires may be in unrestricted burning periods.

Discussion:

Mr Tim Hutton introduced Ms Jessica Newman, Assistant Operations Officer for the Department of Parks & Wildlife to the Committee and provided a summary of the report presented to the Committee. The Committee discussed the three small fires at Wellington Dam.

9.4 Title: Department of Fire & Emergency Services (DFES) Officer Report – John Carter• *Staffing*

AO Rural, John Carter is on Long Service Leave. Murray CESM, Donna Walker will be acting in the AO Rural role for the periods 1-16 May and 2-28 July with Station Office Craig Beswick filling the role 16 May to 2 July.

Automatic Vehicle Location (AVLs)

Phase 2 of the AVL roll-out has commenced and further information will be provided as it comes to hand. At this stage there is no action for Dardanup.

The portable AVL units have been returned to the regional office and area available for any incident throughout the State. The faulty alligator clip leads will be replaced and the AVL units distributed prior to next bushfire season.

- *Hazard Report – Waterloo 3.4*

The hazard reports in relation to the exposed deluge sprinkler head at the rear platform area and the cluttered front work space have been progressed with a number of recommended actions that will mitigate these hazards.

- *Hire Fire Season Appliances*

The High Fire Season vehicles will be reviewed and may need to be returned in the near future.

- *Community Engagement*

Lauren McDonnell will be liaising with Shire officers and Bush Fire Brigades to assist in the development of a program in this area.

Discussion:

Mr Craig Beswick discussed E-Academy and advised that should there be any issues in regards to training, to contact the training coordinator, Ms Lee Dale.

The Committee discussed the upcoming training and the continuing problems with E Academy and lack of notification if you are not logged into the portal.

Mr Craig Beswick – The Fire Investigation Branch has advised that with the change of season, and the incidents of pole top fires, they are asking that if you attend any of these incidents to provide cause determination, is it accidental or suspicious. When assessing, check the base of the pole if there is nothing at the top of pole, look for marks down the pole, broken wires at the base and fallen ambers. It is probably better to give the cause as undetermined or suspicious. Need an obvious determination why. It is requested that this information be passed onto the brigades.

Mr Craig Beswick introduced Ms Lauren McDonnell to the Committee.

Ms Lauren McDonald provided an update and background on the role of DFES Community Liaison Officer and importance of community engagement. Reference was made to the community involvement in the Irishtown and Myalup incidents and the positive feedback regarding community engagement received after these incidents.

Ms Donnell encouraged the FCO's to contact her for further information and details for community engagement and support.

Note: Ms Lauren Donnell left the meeting at 7.32pm.

9.5 Title: Coordinator Emergency & Ranger Services Report – Erin Hutchins

Reporting Department: Shire of Dardanup

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

Social Media

At the last BFAC meeting held on the 14 March 2017, the Shire of Dardanup provided educational material to all FCOs to circulate through the Brigades in relation to 'best practice' of using social media from a Brigade perspective.

Unfortunately, it was brought to the attention of the Shire from DFES that there has not only been inappropriate use of Facebook, but also inappropriate use of fire appliances and behaviour on the fire ground.

In light of the above advice, all the FCOs are reminded to ensure the information in relation to Social Media as well as appropriate behaviour when in uniform representing the Shire and DFES, be passed onto all Brigade members as a matter of importance.

Members should be encouraged to report any inappropriate behaviour to the FCOs or Captains so the matter can be dealt with in a timely manner and to minimise future incidents.

For Information Only.

2017/2018 ESL Application

To date the Shire is still waiting on an official figure from DFES in relation to the 2017/2018 ESL Application.

For Information Only.

Roadside Burning

At the last BFAC it was agreed we would try to complete a trial roadside burn preferably in autumn this year. As part of this process, the Shire has now completed a DRAFT Roadside Burn Prescription.

Chris Hynes, Allan Charlton, Clay Rose and the Shire will determine an area to be used for the initial trial. As previously stated, the Shire will also commit to electronically mapping future recognised areas identified by the CBFCO, DBFCOs and FCOs and design a strategic plan to mitigate these areas (through burns). Further, the Shire will be responsible for all community liaisons in the lead up to burns and other mitigation practices relating to the strategic plan. The Shire of Dardanup will provide all traffic management during burns as well as provide refreshments to active brigade members participating in the mitigation works.

For Information Only.

Training Requirements

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 2017 Volunteer Training Calendar via the DFES Portal;
- Apply to sit on any training organised by another SW Shire via the DFES Portal;
- If Brigade Training Officer/s identify any training needs within the Brigades, they can put this forward to the Shire. The Shire can then advise DFES, who will in turn 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. (Refer to BFAC Appendix 9.5A).

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.
- Any travel and/or accommodation expenses should be met by the Volunteer's home LG.

For Information Only.

Vehicle Maintenance

It is important to note that there are procedures relevant to the servicing and maintenance of Brigade vehicles. Written authorisation is required to be obtained from the Shire prior to brigade members arranging the servicing or repairs on Brigade vehicles. In the event that additional repairs are identified during a service, written quotes and authorisation from the Shire should be sought for any amount that will be in excess of the agreed amount as indicated on the original purchase order and another purchase order raised. To assist Brigades with this process a new 'Vehicle Maintenance Form' is being created, similar to the new PPE ordering form.

For Information Only.

2017-2018 Fire Prevention Order

Please find attached a DRAFT 2017-2018 Fire Prevention Order (Refer to BFAC Appendix 9.5B). Due to changing weather conditions it has been suggested to permanently change the end date of the restricted burning period from 26 April 2018 to 31 May 2018. The change can reduce the confusion faced by the public when identifying when they can commence hazard mitigation works to their property due to possible extensions.

Discussion:

The Committee discussed the upcoming trial roadside burning program to be carried out off Columbus Drive (running off Harris Road). The proposed date for the trial will be the beginning of June 2017.

Mr Brendan Putt discussed the training requirements and the need for trainers within the Shire. As the last trainers were from neighbouring Shires, Mr Putt asked the question; "What is the Shire doing to get trainers within the Shire?"

Mrs Erin Hutchins – I will get back to you on this matter. I will need to investigate further to see who is available to train within the Shire

Mr Brendan Putt – I have done a bit of homework on this and the only officers I could find were Ryan Shannon who is from Bunbury, but is not accredited and Rod Bailey who is authorized to do bushfire only. From what I understand we don't have anyone in the Dardanup Shire. DFES are running a course in September and I think that the real priority is to identify members to become trainer assessors. Will the Shire look at having a staff member trained as a trainer assessor, such as one of the Rangers.

Mrs Erin Hutchins – I will need to look into this further. There are varying issues, such as overtime payments that will need to be addressed. I would ask that you check with your brigades to see if any of the members would like to step forward and become trainer assessors. If you look into this we can follow this up with them. Let me know if you have anyone willing to take this on.

Mr Brendan Putt – Will the Shire be organizing the training program?

Mrs Erin Hutchins – We will work with the trainers of each brigade to work to get a collaborative approach between the brigades and the Shire.

Mr Robert Doherty – I believe Brendan that you have an idea of what would be required. How can we move this forward to a workable solution? Can we get the training officers together?

Mr Chris Hynes – Has a date been set to get the training officers together.

Mrs Erin Hutchins – We have been waiting for the brigades to hold their AGM's and the end of the fire season. We have also been focusing on other brigade matters. We will schedule this date soon.

Mr Brendan Putt – I would like to see a commitment that the Shire organize training and the brigades organize the trainer assessors.

Mr Chris Hynes – We should include this in our Shed meeting.

Mrs Erin Hutchins – The recommended Fire Prevention Order has the Restricted Burn period being extended until the 31 May.

Mr Robert Doherty – We have had a discussion earlier and everyone is in agreeance, as long as the CBFCA has authority to shorten this period if needed.

Mr Chris Hynes – What is the timeframe for this?

Mrs Erin Hutchins – I will need to check the Act and get back to you.

Mr Richard Stacey- I thinking extending until the end of May will not have a great impact. I think this will be practical.

It was agreed that Mrs Erin Hutchins would investigate the matter and report back to the CBFCO prior to the next Shire Ordinary Council meeting of 7 June 2017.

BFA COMMITTEE RESOLUTION

BFAC 05-17 MOVED - Mr Richard Stacey SECONDED - Cr Peter Robinson

THAT the Bushfire Advisory Committee recommend that Council adopt and advertise the 2017/2018 Shire of Dardanup Fire Prevention Order pursuant to Section 33(1) of the Bush Fires Act 1954.



2017/2018 FIRE PREVENTION ORDER FIRST AND FINAL NOTICE

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

This order is valid for the period 01/07/2017 – 30/06/2018
Work **must** be completed by the **30 November 2017** and maintained until the close of the **Restricted Burning Period 2018**.

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

RESTRICTED BURNING PERIOD Burning Permits Required

**1 November 2017
to
13 December 2017**

PROHIBITED BURNING PERIOD
NO FIRES PERMITTED

14 December 2017
to
15 March 2018
(subject to extension)

RESTRICTED BURNING PERIOD
Burning Permits Required

16 March 2018
to
31 May 2018
(subject to extension)

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

- All flammable material/vegetation (except living trees) MUST be slashed or grazed to a height that does not exceed 50 millimetres and flammable material MUST be removed.

SMALL HOLDINGS ZONE*

- BARE EARTH firebreaks of 2 metres width and 4 metres in height must be maintained within and adjacent to the lot boundary.
- Fire hazards on properties must be slashed to a height of no more than 50 millimetres and flammable material MUST be removed from the property.

GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES*

- **Non Irrigated lots** – BARE EARTH firebreaks of 2 metres width and 4 metres in height must be maintained within and adjacent to the lot boundary where it adjoins a road and/or rail reserve.
- **Irrigated lots** – firebreaks are **NOT** required on that lot of land where the lot is being **irrigated throughout the restricted and prohibited burning periods.**
- Irrigation channels that are situated **WITHIN** and adjacent to a lot boundary will be accepted as a firebreak provided the irrigation channel is utilised in that channel throughout the **restricted and prohibited burning periods.**

PLANTATIONS

- BARE EARTH firebreaks of 15 metres width and 4 metres in height must be maintained within and adjacent to the perimeter of plantations with 6-10 metres wide internal firebreaks between compartments.
- Where power lines pass through plantation areas, firebreaks must be in accordance with Western Power specifications.

WHERE AND HOW TO OBTAIN BURNING PERMITS

Applications for burning permits are available from your local Bush Fire Control Officer at no cost. No burning shall occur on properties within Residential zones unless a permit is issued by the local Bush Fire Control Officer for the purpose of hazard reduction. Residential zones of Dardanup and Burekup are exempt from the requirement of obtaining a permit during the non-prohibited burning times.

The local Bush Fire Control Officer will note the relevant conditions you must comply with on your burning permit.

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

FIREBREAK VARIATIONS/EXEMPTIONS

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

For further information please call the Shire of Dardanup 9724 0000 or your local Fire Control Officer.

For all fire emergencies, please dial “000”

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

CARRIED

9.6 Title: Bushfire Training Officer Report

No Report

9.7 Title: Burekup District Fire Control Officer Report – Clay Rose

Reporting Department: Burekup Bush Fire Brigade

Reporting Officer: Clay Rose - BFCO

Activity Report Since Last BFAC Meeting

Fire Call Outs	Fire on 6 April 2017 – Escape from Dowdells control burn. Burn off undertaken around church, 15ha at Dowdells and 5 Edwards.
Appliance and Equipment	1.4 in Perth for deluge system fit. Have 2 x light tankers – 10/04/2017.
Training	First Saturday in April.
Meetings Held	Burekup AGM held on 29 March 2017.
Membership – Recruitment/Resignation	1 Resignation.
Concerns	Edwards Road needs to be slashed. Car exhaust started fire 2014.
Initiatives	Nil
Other News	Nil

Item/s For BFAC Discussion

Item 1. - Drip torches. Red brand no explosafe mesh. Item to Graham Swift meeting.

Discussion:

Mr Clay Rose discussed the 1.4 and the current issues. The middle seat of the fire appliance has been marked out as 'do not use/sit here'. Mr Rose has requested that Mr Craig Beswick report back with an explanation as to the reasoning behind this.

Note: Mr Murray Halden left the room at [7.47pm].

Mr Clay Rose requested that Mr Craig Beswick investigate the option of using a different supplier of drip torches as current product provided is unsafe.

Note: Mr Murray Halden returned to the room at [7.48pm].

Note: Chairperson, Mr Robert Doherty adjourned the meeting at [7.51pm].

Note: Chairperson, Mr Robert Doherty reconvened the meeting at [7.53pm].

9.8 Title: Dardanup Central District Fire Control Officer Report – Rod Bailey

Reporting Department: Dardanup Central Bush Fire Brigade

Reporting Officer: Rod Bailey

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Nil.
<i>Appliance and Equipment</i>	2.4R still in Perth have loan truck.
<i>Training</i>	Ongoing. New Training officer for Central. Former Training coordinator for Bunbury.
<i>Meetings Held</i>	AGM held April 2017. CBFCO, SOD – Erin Hutchins & Hamish James attended.
<i>Membership – Recruitment/Resignation</i>	1 new member.
<i>Concerns</i>	As per last BFAC Minutes - Roadside management maintenance and burning – currently in discussions.
<i>Initiatives</i>	Brigades proactive.
<i>Other News</i>	New FCO & Captain as of AGM.

Item/s For BFAC Discussion

Item 1 – I have finished my role as caretaker as FCO Dardanup Central.

9.9 Title: Eaton Townsite / District Fire Control Officer (FC) Report – Chris Hynes

Reporting Department: Eaton Townsite Bush Fire Brigade

Reporting Officer: Chris Hynes

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	<p>17 March - Car fire Dowdells Line/Simpson Rd</p> <p>30 March - Car fire Bunbury outer ring Rd/Moore Rd.</p> <p>6 April - Grass fire Burekup Escaped Burn.</p> <p>8 April - Bush fire Barnes Ave Australind.</p> <p>9 April - Eaton Skate park rubbish fire.</p> <p>19 April - Bush fire Picton East near Condellos</p> <p>23 April - Bush fire Bunbury Outer Ring Rd/Moore Rd.</p> <p>25 April - Scrub fire Leicester RMBL Eaton</p> <p>28 April - Scrub fire escaped controlled burn(no permit) Reading PI Waterloo</p>
<i>Appliance and Equipment</i>	<p>Modifications to appliances: - No modification to be done without the correct approvals.</p> <p>I have met with the OHS DFES officer on some issues and have had a positive response to the requests to rectify problems with some brigade appliances. If there is a problem with an appliance contact the CBFCO and make an application for modifications</p>
<i>Training</i>	Nil.
<i>Meetings Held</i>	<ul style="list-style-type: none"> - AGM Visits. Burekup, Upper Ferguson, Dardanup Central, Waterloo, Dardanup West - ROAC meeting - LEMAC meetings - Meeting Assistant Commissioner (Country) Graham Swift - Meetings Shire Chief and Deputy Chiefs
<i>Membership – Recruitment/Resignation</i>	James Hynes (son) Joined Waterloo Brigade.

<i>Concerns</i>	<p>Ensure copies of social media brochures are available to all members and all members have a clear understanding of what is expected of them.</p> <p>Fire Breaks Adjoining neighbouring properties (as per diagram- Appendix BFAC 9.9) that have a residential building envelope (A) on the boundary of neighbouring property (B) with little or no room to include a fire break or a fuel reduction zone on property (A), Neighbour (B) doesn't have to include a fire break or a 20m fuel reduction zone, in a general farming zone, if they don't wish to along boundary to neighbour providing breaks.</p> <p>To comply with fire prevention order they only need to consider their own property.</p> <p>This matter was raised by a concerned occupier as they can't insist on neighbour providing breaks.</p>
<i>Initiatives</i>	<p>Change The Restricted Burning Period to end on the 30 May 2017. This would hopefully make it easier for residents to understand the permit period, without extending the period fortnightly and spending time advertising the changes, which often leads to confusion. Setting this date permanently, would make it a much safer period to start burning without a permit.(as Collie has done the previous 3 years).</p> <p>Change Fire Prevention Order</p>
<i>Other News</i>	<p>OHS DFES officer Lucinda Guy has been a great help getting issues fixed on appliances and at the station.</p> <p>Please contact me if the brigades have any issues that can benefit from a visit from the OHS officer. Lucinda's job also includes drug and alcohol awareness.</p>

Item/s For BFAC Discussion

Item 1. - Boundary Fire Breaks.

Item 2. - Extend Restricted Period to 30 May Permanently.

Officer Comment – Erin Hutchins – Coordinator Emergency & Ranger Services

Refer Item 9.6 - 2017-2018 Fire Prevention Order

Discussion:

Mr Chris Hynes referred the committee to the plan provided in (Appendix BFAC: 9.9). Mr Hynes wished to make an amendment to the Fire Break Notice to address the issue of building easements and fire breaks near boundary fences.

The Committee further discussed the matter and Mr Steve Potter, Manager Development Services provided planning insight to the matter.

Mr Steve Potter – I believe that the issue you have presented would be fairly rare. Small holding zones have a 10m side setback. Council would have had to of approved the set back. This would be fairly rare within the small holding zone.

If this person has been approved for reduced setback, the Shire would have difficulty in enforcing the request for firebreaks.

9.10 Title: Ferguson District Fire Control Officer Report – Richard George

Reporting Department: Ferguson Brigade

Reporting Officer: Richard George

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Ferguson Light Tanker has only attended one call outs since the last Report was tabled.
<i>Appliances and Equipment</i>	Request from DFES to clarify if Ferguson LT is still due for replacement in May 2017
<i>Training</i>	Training places remain a priority but we note more Introductory courses are being offered.
<i>Meetings Held</i>	AGM Brigade meeting held first Sunday in May (7/5/2017.)
<i>Membership – Recruitment/Resignation</i>	FCO position will be vacant at this AGM meeting.
<i>Concerns</i>	New members, equipment and training Pathways.
<i>Initiatives</i>	Nil.
<i>Other News</i>	Details provide here

Item/s For BFAC Discussion

- Item 1 - Request DFES clarify whether Ferguson LT is due for replacement May 2017 as proposed?

Discussion:

Mr Richard Stacey – I would like to request that Mr Craig Beswick follow up the matter of the replacement of the Ferguson LT and provide a response.

9.11 Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Peter Buck

Reporting Department: Joshua Creek / Crooked Brook Brigade

Reporting Officer: Peter Buck

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Nil.
<i>Appliance and Equipment</i>	Replaced door mirror on LT.
<i>Training</i>	Two training events.
<i>Meetings Held</i>	AGM and one Committee meeting.
<i>Membership – Recruitment/Resignation</i>	Two new members.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Borrowed two LTs for training. One from West Dardanup and one from Ferguson. Thanks to those brigades for their support, 3 LTs worked well when you have 13 members at training
<i>Other News</i>	Nil.

Item/s For BFAC Discussion - None.

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

Reporting Department: Upper Ferguson Bush Fire Brigade

Reporting Officer: Rod Bailey

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Nil.
<i>Appliance and Equipment</i>	All in good working order.
<i>Training</i>	Ongoing.
<i>Meetings Held</i>	AGM – April 2017 -CBFCO & DCBFCO attended.
<i>Membership – Recruitment/Resignation</i>	1 new member
<i>Concerns</i>	As per last BFAC Minutes - Roadside management maintenance and burning – currently in discussions.
<i>Initiatives</i>	Brigades pro-active.
<i>Other News</i>	Nil

Item/s For BFAC Discussion None.9.13 Title: Waterloo District Fire Control Officer Report – Kingsley Palmer (Rob Drennan)

Reporting Department: Waterloo Bush Fire Brigade

Reporting Officer: Rob Drennan (for Kingsley Palmer)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	A total of 7 call outs for the period 17/03/17 to 29/04/17 .
<i>Appliance and Equipment</i>	LT flashing blue light is not working. 3.4 leaking tank fill valve (Replaced).
<i>Training</i>	No training for this period.

Meetings Held	7/04/17 - Meeting held with John Carter - AO. Chris Hynes - CFBF. DFES OHS Reps & officers of Waterloo BFB. The subject discussed - 3.4 Deluge system's setup & ongoing concern's for safe operations with exposure to sprinkler positioning. The Waterloo AGM was held on 12/04/17.
Membership – Recruitment/Resignation	Nil.
Concerns	Over this period I have helped a member register on the DFES portal & get on courses to fill in gaps with his training. This was achieved by using my computer & Wi-Fi. This was only achieved by the fact that he did have an email address and the great help of Leanne Dale at southwest ROC Bunbury. If more is not done to help BFB get members in to this training we will start to lose some very good people - the practical outdoorsy type that are always there when you need them.
Initiatives	Nil
Other News	Nil

Item/s For BFAC Discussion

- Item 1. Roadside Burning. Where are we at with progressing the Shires Roadside Burning protocol?

Officer Comment – Erin Hutchins – Coordinator Emergency & Ranger Services

Refer 9.5 - Roadside Burning.

Discussion:

Mr Rob Drennan discussed the ongoing concerns with the DFES portal and advised that the brigades will be losing good members that don't have computer skills. More needed to be done to assist these new members. It was suggested that a computer be made available with Wi-Fi access so that this can be taken to the fire sheds where new members can access and get assistance to sign up.

Note: Mr Max Kerr left the room at [8.07pm]

Mr Robert Doherty – Agree that this is an ongoing issue, and what is it you want to happen?

Mr Rob Drennan – I had to use my computer and my Wi-Fi to sign up this new member. I cannot continue to do this for all new members. Once they are signed up I am unable to follow up once he is in the portal. Maybe every brigade could have an email account.

Note: Mr Max Kerr returned to the room at [8.08pm].

Mr Robert Doherty – Erin, given that you will be talking with the training officers can we add that this issue to be discussed at this meeting and see what we can do.

Cr Peter Robinson – Is there a possibility for training officers or the brigade captains to register for new members? Is it possible to give a captain or training officer the capacity to nominate on someone else's behalf?

Mr Craig Beswick – I will need to look into this. I will follow up and forward the information through to Mrs Erin Hutchins and Mr Rob Drennan.

9.14 Title: Wellington Mill District Fire Control Officer Report – Robert Doherty

Reporting Department: Wellington Mill Bush Fire Brigade

Reporting Officer: Rob Doherty

Activity Report Since Last BFAC Meeting

Fire Call Outs	Nil since last BFAC.
Appliance and Equipment	New compressor fitted.
Training	Upper Ferguson Captain Max Kerr conducted a familiarisation session for our members on their 2.4 appliance. Well received by our members and should help if any are ever required to help crew that unit. Training Officer is going to conduct a training session on accessing online training on DFES's E-Academy.
Meetings Held	AGM- held on 30 March 2017. All existing committee re-elected unopposed. Monthly meetings suspended until next fire season.
Membership – Recruitment/Resignation	2 new members, 1 expression of interest.
Concerns	The requirement for burn permit holders to contact 4 authorities prior to igniting a burn is resulting in a significant number of people deciding not to burn!
Initiatives	Nil.
Other News	New mobile tower in upper Ferguson now provides a full strength signal to my farm enabling group calls to be received at all times I am home.

Item/s For BFAC Discussion None.

Discussion:

Mr Robert Doherty – Our brigade training officer will be holding a session at his home to assist members with online training through the DFES portal. I fully understand others brigades frustrations with this portal.

9.15 Title: *West Dardanup District Fire Control Officer Report – Alan Charlton*

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer: Alan Charlton

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	2 call outs – Car Fire Bunbury Outer Ring Road 30/3/17, Grass Fire Bunbury Outer Ring Road 23/4/17
<i>Appliance and Equipment</i>	Seasonal Light Tanker returned to DFES Regional Office 28/4/17.
<i>Training</i>	1 member Paul Sycamore. Has done basic training and Sam Taylor and Steve Ogilvie have done on road training.
<i>Meetings Held</i>	AGM completed and all nominations emailed to Shire. Thanks to Chris Hynes for attending our meeting.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	Residences have raised concerns in regards to finding information in relation to fire notifications and restrictions on the Dardanup Shire web site.
<i>Initiatives</i>	Nil.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion None.

Officer Comment – Erin Hutchins – Coordinator Emergency & Ranger Services

The Shire is currently liaising with the Shires Communications Officer about providing a dedicated Emergency Management web page to simplify navigation for the community. This will include all fire related information.

Discussion:

Mr Dennis Hill – I would like to convey my concerns regarding the lack of advertising for the restricted burning season. There is not enough notification for our residents. What about people that do not have access to the internet.

Mr Robert Doherty – Hopefully by extending the restricted period to 31 May next year this will help the matter.

Mr Dennis Hill – We need more signage.

Mr Richard Stacey – Residents have to take responsibility to find this information out.

Mr Luke Botica – The Shire can look at our communication strategy to see how we can do things better.

Mr Murray Halden – We advertise as per the guidelines provided in the Act, along with putting this information on our website. It is the responsibility of the landowner to find out what they need to do.

9.16 Title: Bushfire Advisory Committee Financial Report – Murray Halden

The following Local Government Grants Scheme 2016/17 budget figures are provided for information purposes only.

Budget	
ESL Cash Grant 2016/17	\$78,830.00
ESL – Line Item 9	\$ 4,100.00
ESL – Amendment Operating Grant	\$20,655.00
ESL - Revised Budget @ 4/5/17 TOTAL	\$103,585.00
Expenditure	
ESL – Insurance	\$37,412.00
ESL – Expenditure as 4.5.2017	\$61,340.00
ESL - Budget expenditure @ 4/5/17 - TOTAL	\$98,752.00
Unspent Budget	
Unspent Budget as at 4/5/17	\$4,833.00

For Information Only.

9.17 Title: Endorsement of Bushfire Control Officers (FCO's)

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

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

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

BFA COMMITTEE RESOLUTION

BFAC06-17 MOVED - Cr Peter Robinson SECONDED - Cr Patricia Perks

THAT the Bushfire Advisory Committee recommend that Council endorse the following persons as Bushfire Control Officers for the period 30/06/2017 – 01/07/2018 pursuant to Section 38(1) of the Bush Fires Act 1954 and the persons to be advertised pursuant to Section 38(2a) of the Bush Fires Act 1954 : -

DISTRICT	OFFICER
Burekup District	Clay Rose
Dardanup Central District	Brendan Putt
Eaton Townsite/District	Chris Hynes
Ferguson District	Richard Stacey
Joshua/Crooked Brook District	Peter Buck
Upper Ferguson District	Rodney Bailey
Waterloo District	Robert Drennan
Wellington Mills District	Robert Doherty
West Dardanup District	Alan Charlton

CARRIED

9.18 Title: Election of Chief Bushfire Control Officer

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

BFA COMMITTEE RESOLUTION

BFAC 07-17 MOVED - Mr Richard Stacey SECONDED - Mr Kingsley Palmer

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Chief Bushfire Control Officer for the period 30/06/2017 – 01/07/2018:

- Mr Chris Hynes

CARRIED

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

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

BFA COMMITTEE RESOLUTION

BFAC 08-17 MOVED - Mr Rob Drennan SECONDED - Mr Chris Hynes

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Deputy Chief Bushfire Control Officer (North) for the period 30/06/2017 – 01/07/2018:

- Mr Clay Rose

CARRIED

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

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

The positions of Chief Fire Control Officer, Deputy FCO and FCO's once endorsed by Council will be included on the Fire Prevention Notice.

BFA COMMITTEE RESOLUTION

BFAC 09-17 MOVED - Cr Tyrrell Gardiner SECONDED - Mr Rod Bailey

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Deputy Chief Bushfire Control Officer (South) for the period 30/06/2017 – 01/07/2018:

- Alan Charlton

CARRIED

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

None.

11. NEW BUSINESS OF AN URGENT NATURE**BFAC RECOMMENDED RESOLUTION**

BFAC 10-17 MOVED - Cr Tyrrell Gardiner SECONDED - Cr Patricia Perks

THAT the Bushfire Advisory Committee deal with 'Honorarys For Volunteer Chief and Deputy Chief Bush Fire Control Officers' as New Business Of An Urgent Nature.

CARRIED

11.1 Title: Honorariums For Volunteer Chief and Deputy Chief Bush Fire Control Officers

Reporting Department: Shire of Dardanup

*Reporting Officers: Mr Chris Hynes – Chief Bush Fire Control Officer
Mr Steve Potter – Manager Development Services*

Background -

A meeting was held at the Shire of Capel offices on Wednesday 10 May 2017 attended by Mr Graham Swift BBA (Assistant Commissioner of DFES), Mr Peter Norman (South-West Region Superintendent), Mrs Erin Hutchins (Co-ordinator Emergency and Ranger Services), Mr Chris Hynes (Chief Bush Fire Control Officer), Mr Murray Halden (Senior Ranger) as well as a number of Shire of Capel delegates.

At the meeting a range of questions were put to the Assistant Commissioner including the following:

"Would the Assistant Commissioner support the payment of ex-gratia contributions towards the costs incurred by Chief and Deputy Chief Bush Fire Control Officers as eligible expenditure for the purposes of the Local Government Grant Scheme?"

With regard to the above, a report has been submitted by the CBFCO, Mr Chris Hynes (Appendix BFAC: 11.1) which includes the response to the above question provided by the Assistant Commissioner.

Officer Comment – Mr Steve Potter – Manager Development Services

The Shire currently contributes an annual ex-gratia payment to the CBFCO of \$750 and DBFCO of \$600. Whilst it is acknowledged they may incur levels of operational expense in excess of this amount, any increase to the allocation from the Shire would need to be considered after conducting a review of the current arrangements and if deemed appropriate, accounted for accordingly in the annual budget. Due to the late submission of the CBFCO's report, officers have not had the

opportunity to fully consider the proposal to increase the Shire contribution at this stage.

It is noted that private costs incurred by the CBFCO and DCBFCO are currently not on the list of eligible items under the LGGS funding arrangements. Officers are generally supportive of the proposal of the CBFCO to include the funding of costs related to their roles being funded through the LGGS, subject to further clarification being determined regarding the nature of items that would be eligible, how such a process would be administered and the implications on the overall operation of the brigades. This would particularly be relevant if the inclusion of funding of CBFCO and DCBFCO expenses did not correspond to an equivalent increase in funding through the LGGS.

In light of the above, officers consider it appropriate for responsible officers, particularly the Shire of Dardanup CBFCO and Shire of Dardanup CEO to approach relevant authorities as identified by the Assistant Commissioner with the proposal to include operational expenses incurred by the CBFCO and DCBFCO as eligible items under the LGGS funding. However, as part of this process, a number of associated matters will also need to be considered.

BFA COMMITTEE RESOLUTION

BFAC 11-17 MOVED - Mr Richard Stacey SECONDED - Mr Clay Rose

THAT the Bushfire Advisory Committee recommends that Council:

1. **Supports in-principle the Chief Bush Fire Control Officer's proposal to make operational out-of-pocket expenses incurred by the CBFCO and DCBFCO eligible for reimbursement under the Local Government Grants Scheme (LGGS).**
2. **Endorses the CBFCO to approach the Regional Operations Advisory Committee (ROAC) with the proposal.**
3. **Endorses the Shire of Dardanup Chief Executive Officer to approach the Western Australian Local Government Association (WALGA) with the proposal.**
4. **Advises the CBFCO and DCBFCO that prior to providing its full support for the proposal the following matters will need to be determined and endorsed by BFAC, Council and DFES:**
 - (i) **Eligible items for potential reimbursement;**
 - (ii) **Administration of funding arrangements for private expenses; and**
 - (iii) **Acceptable impact on the future funding of existing brigades.**
5. **Advises the CBFCO and DCBFCO that the current annual contribution from the Shire will remain unchanged, unless a review of the allocation indicates an increase is appropriate and a further report is presented to and endorsed by BFAC and Council.**

CARRIED

12. MATTERS BEHIND CLOSED DOORS

None.

13. CLOSURE OF MEETING.

Note: Mr Kingsley Palmer advised the meeting that tonight would be his last meeting as he was stepping down from his role. He thanked the committee and members for their support.

The Committee thanked Mr Palmer for his service.

ACCLAMATION

The Chairperson advised that the date of the next Bush Fire Advisory Committee Meeting will be Tuesday 31 October 2017 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 8.35pm.

Donna Bailye

From: Erin Hutchins
Sent: Wednesday, 24 May 2017 10:45 AM
To: Donna Bailye; Alan Charlton; Allen Mountford; Brendan Putt; Chris Hynes; Chris Hynes; Clay Rose; John Carter; Kyle Hulls; Patricia Perks; Peter Buck; Peter Robinson; Rob Doherty; Rob Doherty; Rob Drehnam; Rod Bailey; Ross Bradshaw; Tim Hutton; Tyrrell Gardiner; Mark Chester; Luke Botica; Steve Potter; Murray Halden; Hamish James
Subject: RE: Minutes - Bush Fire Advisory Committee - 16 May 2017
Attachments: 2017-18 Fire Prevention Order - DRAFT.docx; 2017-18 Fire Prevention Order Additional Information - DRAFT.docx

Importance: High

Hi All

Please be advised that in relation to the 2017-2018 Fire Prevention Order discussed at Item 9.5 Coordinator Emergency & Ranger Services Report – Erin Hutchins, it was agreed that if the CBFCO can cancel the restricted period within 7 days the BFAC agreed to extend the restricted period permanently until the end May.

The *Bush Fires Act 1954* states;

Division 3 — Restricted burning times

Section 18

- (5) Subject to subsection (5B) in any year in which a local government considers that seasonal conditions so warrant the local government may, after consultation with an authorised CALM Act officer if forest land is situated in its district —
- (a) vary the restricted burning times in respect of that year in the district or a part of the district by —
 - (i) shortening, extending, suspending or reimposing a period of restricted burning times; or
 - (ii) imposing a further period of restricted burning times;
 - or
 - (b) vary the prescribed conditions by modifying or suspending all or any of those conditions.
- (5B) A variation shall not be made under subsection (5) if that variation would have the effect of —
- (a) shortening the restricted burning times by; or
 - (b) suspending the restricted burning times, or any prescribed condition, for, more than 14 successive days during a period that would, in the absence of the variation under subsection (5), be part of the restricted burning times for that zone in that year.

Therefore, as the restricted period cannot be shortened/suspended by more than 14 days (earliest suspension date 17 May) it has been decided that the current end date of **26 April** will remain. Extensions can be applied if required.

The attached 2017-2018 Fire Prevention Order that will go to Council for adoption.

Many Thanks
Erin



Erin Hutchins

Coordinator Emergency & Ranger Services

SHIRE OF DARDANUP | 1 Council Drive | PO Box 7016 | Eaton WA 6232
p: 08 9724 0346 | f: 08 9724 0091 | e: rangers@dardanup.wa.gov.au

From: Donna Bailye

Sent: Tuesday, 23 May 2017 1:41 PM

To: Alan Charlton; Allen Mountford; Brendan Putt; Chris Hynes; Chris Hynes; Clay Rose; John Carter; Kyle Hulls; Patricia Perks; Peter Buck; Peter Robinson; Rob Doherty; Rob Doherty; Rob Drehnam; Rod Bailey; Ross Bradshaw; Tim Hutton; Tyrrell Gardiner; Mark Chester; Luke Botica; Steve Potter; Erin Hutchins; Murray Halden; Hamish James

Subject: Minutes - Bush Fire Advisory Committee - 16 May 2017

Good Afternoon All

Please find attached the minutes for the BFAC meeting of 16 May 2017.

Hard copies are being mailed to all FCO's and electronic copies are available in drop box for Councillors.

Kind Regards,



Donna Bailye

Executive Governance Officer

SHIRE OF DARDANUP | 1 Council Drive | PO Box 7016 | Eaton WA 6232
p: 08 9724 0310 | f: 08 9724 0091 | e: donna.bailye@dardanup.wa.gov.au

 Shire of Dardanup www.dardanup.wa.gov.au  Like us on Facebook



**2017/2018
FIRE PREVENTION ORDER
FIRST AND FINAL NOTICE**

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

This order is valid for the period 01/07/2017 – 30/06/2018
Work **must** be completed by the **30 November 2017** and maintained until the close of the **Restricted Burning Period 2018**.

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

RESTRICTED BURNING PERIOD
Burning Permits Required

**1 November 2017
to
13 December 2017**

PROHIBITED BURNING PERIOD
NO FIRES PERMITTED

**14 December 2017
to
15 March 2018
(subject to extension)**

RESTRICTED BURNING PERIOD

Burning Permits Required

16 March 2018
to
26 April 2018
(subject to extension)

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

- All flammable material/vegetation (except living trees) MUST be slashed or grazed to a height that does not exceed 50 millimetres and flammable material MUST be removed.

SMALL HOLDINGS ZONE*

- BARE EARTH firebreaks of 2 metres width and 4 metres in height must be maintained within and adjacent to the lot boundary.
- Fire hazards on properties must be slashed to a height of no more than 50 millimetres and flammable material MUST be removed from the property.

GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES*

- **Non Irrigated lots** – BARE EARTH firebreaks of 2 metres width and 4 metres in height must be maintained within and adjacent to the lot boundary where it adjoins a road and/or rail reserve.
- **Irrigated lots** – firebreaks are **NOT** required on that lot of land where the lot is being **irrigated throughout the restricted and prohibited burning periods.**
- Irrigation channels that are situated **WITHIN** and adjacent to a lot boundary will be accepted as a firebreak provided the irrigation channel is utilised in that channel throughout the **restricted and prohibited burning periods.**

PLANTATIONS

- BARE EARTH firebreaks of 15 metres width and 4 metres in height must be maintained within and adjacent to the perimeter of plantations with 6-10 metres wide internal firebreaks between compartments.
- Where power lines pass through plantation areas, firebreaks must be in accordance with Western Power specifications.

WHERE AND HOW TO OBTAIN BURNING PERMITS

Applications for burning permits are available from your local Bush Fire Control Officer at no cost.

No burning shall occur on properties within Residential zones unless a permit is issued by the local Bush Fire Control Officer for the purpose of hazard reduction. Residential zones of Dardanup and Burekup are exempt from the requirement of obtaining a permit during the non-prohibited burning times.

The local Bush Fire Control Officer will note the relevant conditions you must comply with on your burning permit.

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

FIREBREAK VARIATIONS/EXEMPTIONS

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

For further information please call the Shire of Dardanup 9724 0000 or your local Fire Control Officer.

For all fire emergencies, please dial "000"

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

FIRE PREVENTION ORDER 2017/18

Additional information for property owner/occupier

- All properties must be compliant with the Fire Prevention Order by 30 November each year.
- An inspection of properties will be carried out in all areas of the Shire of Dardanup by an Authorised Officer after 30 November each year.
- Action will be taken for non-compliance with the requirements of the Fire Prevention Order.
- Penalties will apply and the Shire of Dardanup may carry out the required work and charge the cost to the owner/occupier.

INTERPRETATIONS

Firebreak: A maintained strip of bare earth with all flammable materials (living or dead) removed. Firebreaks must be constructed on the property, as firebreaks on road reserves do not constitute a legal firebreak.

General Farming Zone: Land defined by the Shire of Dardanup Town Planning Scheme No. 3.

Small Holdings Zone: Land defined by the Shire of Dardanup Town Planning Scheme No. 3.

Residential Zone: Land defined by the Shire of Dardanup Town Planning Scheme No. 3.

Industrial Zone: Land defined by the Shire of Dardanup Town Planning Scheme No. 3.

Restricted Use Zone: Land defined by the Shire of Dardanup Town Planning Scheme No. 3.

Development Zone: Land defined by the Shire of Dardanup Town Planning Scheme No. 3.

Mixed Business Zone: Land defined by the Shire of Dardanup Town Planning Scheme No. 3.

Commercial Zones: Land defined by the Shire of Dardanup Town Planning Scheme No. 3.

Tourist Zones: Land defined by the Shire of Dardanup Town Planning Scheme No. 3.

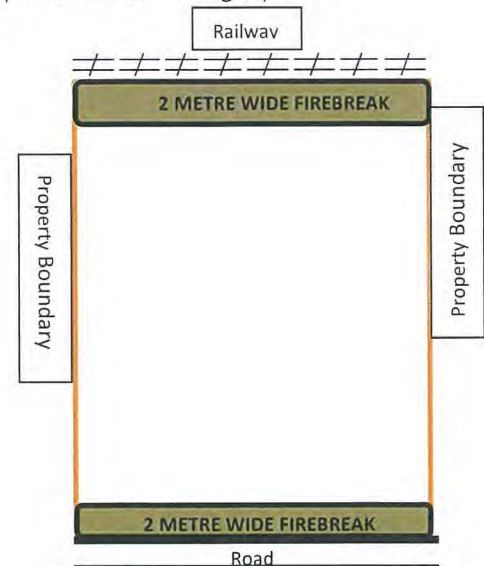
Plantation: Means a stand of trees of 10hectare or larger, that has been established by sowing or planting of either native or exotic tree species and managed intensively for their commercial and/or environmental value. A plantation includes roads, tracks, firebreaks and small areas of native vegetation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

Prohibited Burning Period: Means **NO** fires shall be lit during this period.

Restricted Burning Period: The period of time when permits are required in order to legally burn.



These diagrams are provided as a guide for constructing firebreaks on properties.



**FIRE EMERGENCY**

For all fire emergencies, please dial “000” in the first instance and give full details of the incident to the operator.

ADDITIONAL INFORMATION

- Due to seasonal conditions, dates in regard to burning may be varied, therefore it is recommended to check with the Shire of Dardanup or a Fire Control Officer if there is any doubt.
- The Chief Bush Fire Control Officer declares any variations in dates for the Restricted and Prohibited Burning Period. Once a Bush Fire Brigade has extinguished a fire on private property, it is the property owner(s) responsibility to ensure that the fire does not reignite.
- Campfires are completely banned in the Shire of Dardanup during the prohibited burning period.
- When sprayed firebreaks are used, it is recommended that they be sprayed by the end of **August** every year and again if required.
- Fire Control Officers will notify the Shire of Dardanup office of burning permits issued.

BUSH FIRE CONTROL

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

FIRE CONTROL OFFICERS CONTACT DETAILS

Burekup District (Deputy CFCO North)	Mr Clay Rose	0429 194 735 or 9726 3132
Dardanup Central (District)	Mr Brendan Putt	0409 087 952 or 9728 3343
Eaton Townsite/District (Chief FCO)	Mr Chris Hynes	0428 825 496 or 9726 0251
Ferguson District	Mr Richard Stacey	0427 893 320 or 9728 1289
Joshua/Crooked Brook District	Mr Peter Buck	0428 311 300 or 9731 5254
Upper Ferguson District	Mr Rodney Bailey	0427 283 076 or 9728 3076
Waterloo District	Mr Robert Drennan	0427 263 243
Wellington Mills District	Mr Rob Doherty	0427 558 697 or 9779 9502
West Dardanup District (Deputy CFCO South)	Mr Alan Charlton	0458 281 249

Volunteer Bush Fire Brigades always welcome new members and encourage residents to become involved. All training and personal protective equipment required is provided through the Brigades at no cost. Please contact your local Bush Fire Control Officer. (Appendix ORD: 12.8B)

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON THURSDAY 4 MAY 2017, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 10.00AM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Cr. M Bennett, Chairperson declared the meeting open at 10.00am, 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 Gnaala Karla Booja 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 muster point located at the front of the building where we will meet (and complete a roll call).

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

2.1 Attendance

- Cr. M T Bennett - Elected Member [Chairperson]
- Cr. P R Perks - Elected Member
- Mr Luke Botica - Director Engineering & Development Services
- Mrs Natalie Hopkins - Acting Director Corporate and Community Services
- Mr Steve Potter - Manager Development Services
- Mr Ben Jordan - Manager Recreation Centre
- Mr Murray Halden - Senior Ranger
- Mr Hamish James - Ranger
- Mr Anton Manning - Senior OSH Coordinator
- Ms Louise Bowling - Executive Governance Officer
- Mrs Rhianna Scheffner - Customer Services Officer
- Mr Vik Cheema - State EMC Committee
- Mr Paul Williams - Australind Police Station
- Mr Kyle Hulls - Department Parks and Wildlife
- Mr Craig Beswick - Dept of Fire & Emergency Services – Fire
- Mr Shane Bolton - Bunbury Hospital
- Ms Lauren McDonnell - DFES – Community Engagement

2.2 Apologies

- Cr. J Lee - Elected Member
- Mr Nathan Ryder - Manager Operations
- Mr Paul Sanderson - Eaton Lions
- Mr Chris Hynes - Dardanup CBFCO
- Mr Brian Smith - Department of Agriculture & Food WA
- Ms Fiona Sargent - Main Roads WA
- Mr Alan Roberts - Main Roads WA
- Ms Roma Boucher - Child Protection & Family Support
- Mr Peter Buckley - Water Corporation
- Mrs Erin Hutchins - Coordinator Emergency & Ranger Services
- Snr Sgt Mark Smith - OIC Australind Police Station [Deputy Chairperson]
- Nick Elrick - DFES Natural Hazards
- Ms Nicky Waite - Water Corporation
- Mr John Carter - Dept of Fire & Emergency Services – Fire
- Mr Peter Westgate - Public Transport Authority
- Mr Tim Hutton - Department of Parks & Wildlife

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Meeting Held 2 February 2017

LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION

LEM 03 -17 MOVED - Mr Murray Halden SECONDED - Cr. P Perks

THAT the Minutes of the Local Emergency Management Committee Meeting held on 2 February 2017, be confirmed as true and correct subject to the following corrections:

- **Add the below information to Item 8.2 Agency Reports – Various, Department for Child Protection & Family Support:**

6. *Since drafting this report, I was activated for the Gwindinup bushfire on Thursday 26Jan2017 in the Shires of Capel, Donnybrook-Balingup and Dardanup. CPFS opened an evacuation centre mid-afternoon, 13 people registered and another 4 registered online. Following the community meeting, most people made their own arrangements for accommodation. We arranged for 4 people to be accommodated in a local motel and B&B and the centre was closed at 9pm. Two ISG meetings were held and there was loss of 3 sheds; water tank; bobcat and trailer; cars; fencing; domestic animals and pets.*

CARRIED

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

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

None.

7. DECLARATION OF INTEREST

None.

8 REPORTS OF OFFICERS

8.1 Title: Update Report from Shire of Dardanup

Reporting Department: Engineering & Development Services
Reporting Officer: Mrs Erin Hutchins - Coordinator Emergency & Ranger Services
Legislation: Local Government Act 1995
Emergency Management Act 2005

• GIVIT

LEM 01 -17 *MOVED - Cr. James Lee* *SECONDED - Cr. Patricia Perks*

THAT the Local Emergency Management Committee support the initiative of GIVIT with further information from the Shires' Coordinator Emergency & Ranger Services to be provided at the next LEMC meeting.

GIVIT have provided the Shire with the GIVIT MOU (Appendix LEMC: 8.1A) and LG media package (Appendix LEMC: 8.1B) that contains call centre scripts for our consideration. It should be noted that this is a free service and the Shire of Dardanup can cancel the MOU and any time.

LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION

LEM 04 -17 *MOVED - Cr. P Perks* *SECONDED - Mr Hamish James*

The Shire of Dardanup LEMC enters into an agreement with GIVIT by way of a MOU for the management of donated goods during the recovery of an emergency.

CARRIED

Discussion:

Mr Murray Halden, Senior Ranger advised the Committee of the new GIVIT MOU and the newly appointed Western Australian Representative.

Cr. P Perks asked the Committee to review the Shire of Dardanup Animal Welfare Plan, in light of the issues regarding management of animals, that were experienced at the LLC evacuation center after the Waroona Fires.

Cr. P Perks asked that Committee that going forward, can the Shire review the potential of having somewhere the Community knows is safe to take their animals with them in an emergency.

Cr. P Perks asked if an investigation could be completed into providing resources and options like Ranger Services used during an emergency evacuation to safely help with the integration of animals in and around evacuation centers.

Mr Mark Chester, Chief Executive Officer advised that the Shire of Dardanup currently has an Animal Welfare Plan in place and it may be beneficial to update this plan, to incorporate the changes and updates required, instead of putting together an entirely different document.

The Shire of Dardanup LEMA was adopted by Council at its Ordinary Council meeting held 1 April 2016. A review of the LEMA will be conducted after the completion of the upcoming Recovery Exercise (AWARE), which is planned for July 2017.

- Exercises that Tested the LEMA

The Shire of Dardanup Recovery Exercise is planned for July 2017.

- Sub-Committees or Working Groups - Nil to report.
- Projects Undertaken - Nil to report.
- Key Achievements - Nil to report.
- Local Training Needs or Opportunities - Nil to report.
- Funding Opportunities

In 2013, the State Emergency Management Committee (SEMC) (now Office of Emergency Management (OEM)) initiated the State Risk Project, which was designed to gain a comprehensive and consistent understanding of the risks faced at state, district and local levels. As part of the local level stage of the project, local governments have been requested to consider their top 5 risks for its district through workshops with members of their LEMC. The Shire of Dardanup has submitted an AWARE application to assist with this stage of the project.

It has since been raised that if half of the local governments within the South West region undertake the ERM process, we potentially risk fatiguing key agency engagement. The matter was discussed with the OEM State Risk team and it was proposed to do joint ERM workshops. This plan has been presented to the SW DEMC on 2 May 2017 meeting in Bunbury. SW DEMC members have in principle provided full support and staff availability to conduct the proposed risk workshops.

Following are the two workshop dates identified for 2017:

- a. Tuesday 29 August 2017
- b. Tuesday 19 September 2017

The Shire of Dardanup LEMC considers the proposed ERM facilitation plan, workshop dates and participation.

- Incident Support Group Activations/ Incidents - Nil to report.
- Emergency Risk Management Processes/Treatment Strategies - Nil to report.
- Post Incident / Exercise Reports - Nil to report.
- Completion of Annual and Preparedness Report Capability Survey

The 2017 Annual and Preparedness Report Capability Survey request was received by the Shire of Dardanup Thursday 5 May 2017 for completion (via an online survey) prior to 14 June 2017.

The 2017-2018 LEMC Annual Business Plan (Appendix LEMC: 8.1D) has been prepared.

- The OEM has prepared a discussion paper for wide circulation and has commenced discussions with the WA Farmers, Pastoralists and Graziers Association, Forest Industries Association and other stakeholders.

The SEMC noted the progress made in relation to assessing the applicability of strategic control priorities for fire being applied to all hazards. The SEMC Response Capability Subcommittee has discussed relevance to, and benefit of, applying strategic control priorities to all hazards. Further clarification and analysis is underway and will be presented to the SEMC once completed.

It is anticipated that the responsibility for monitoring the progress of Ferguson Report recommendations will transfer from the Department of Premier and Cabinet to OEM in April or May 2017.

2017 Australasian Natural Hazards Management Conference (ANHMC)

The 2017 Australasian Natural Hazards Management Conference will be hosted by the Office of Emergency Management and will take place from 30 October to 3 November 2017. The main venue will be The University Club of Western Australia. The theme of the conference is "Translating Research into Practice". The website is up and running and an email has been sent to all stakeholders announcing the conference. <http://anhmc.org/>

Discussion:

The Committee discussed the use of siren's in the Shire of Dardanup and the effectiveness of this type of alert for places such as Dardanup and Burekup, opposed to Eaton, where there is a greater number of population.

Mr Chester also provided information regarding the Ferguson Report and a few issues that had been raised in the review of the report by Shire staff.

◊ **Department of Agriculture & Food WA**

No report

◊ **Department of Fire & Emergency Services - Mr Craig Beswick, Dept of Fire & Emergency Services – Fire:**

It has been a quitter season this year with a lot of plans put in place, including phase two, with action plans that have been completed and passed on to crews, although these plans haven't been used too often this season due to the quiet season.

◊ **Department of Parks & Wildlife - Mr Kyle Hulls, Department Parks and Wildlife**

The change in name of the department was discussed by the Committee. There will be a change in Director General who will start 1 July 2017 - previous history in the Department of Agriculture and Botanical Gardens.

As of 8am this morning the fire season in the SW was officially closed, mainly due to the rain last weekend and rain forecast for this weekend.

Information about the amount of prescribed burning completed this season was provided – detailing the breaking of local records for hectares of prescribed burning completed.

◊ **WA Police**

No report

◊ **Western Power**

- No report
- ◇ **Main Roads**
No report
- ◇ **Department of Transport**
No report
- ◇ **Water Corporation**
No report
- ◇ **WA Country Health Service - Mr Shane Bolton, Bunbury Hospital**
Bunbury Hospital is currently business as usual with 95% of beds occupied.
The current Flu season has hit a little earlier than usual.
- ◇ **TransWA**
No report
- ◇ **Aqwest**
No report
- ◇ **Atco Gas**
No report
- ◇ **Australian Rail Group**
No report
- ◇ **Salvation Army**
No report
- ◇ **St John Ambulance**
No report
- ◇ **Telstra**
No report

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

None.

10. NEW BUSINESS OF AN URGENT NATURE

10.1 Title: Agency Reports – Various

Reporting Department: Engineering & Development Services

Reporting Officer:

Legislation: Local Government Act 1995
Emergency Management Act 2005

◇ **Department for Child Protection & Family Support - Ms Roma Boucher**

*SOUTH WEST
DISTRICT EMERGENCY SERVICES OFFICER'S
QUARTERLY REPORT
4th Quarter – 01 April to 30 June 2017
Meeting: Shire of Dardanup
Date: Thursday, 18th May 2017*

1. *Apologies for my absence, but I am attending a Water Corporation Inter-Agency Desktop Emergency Response Exercise at Waroona today. I was also going to introduce Narelle Davey, Team Leader from our Bunbury office who now has responsibility for the Shire of Dardanup and would be a potential Local Welfare Centre Coordinator in the event of an emergency; however Narelle had training scheduled for today. Please include Narelle in the emails for the LEMC – narelle.davey@cpfs.wa.gov.au*

2. *Workers from CPFS Emergency Services Unit were recently seconded to support the Queensland recovery work, and I was included with the 1st team departing on Sunday 9th April 2017. We travelled to Mackay via Brisbane and following a briefing, were transported by car approximately 200kms north to Bowen and were based at the local TAFE operating as the recovery hub.
We were advised 80 recovery teams were working in the affected areas;
Following some training we travelled to and attended at homes of affected residents offering outreach services together with Lifeline and Red Cross;
5 different types of financial assistance was available from the Queensland State Government, however we were mainly dealing with 2 types – Immediate Hardship and the Essential Services Grant. The other 3 types – Essential Household Contents, Structural Assistance and Essential Services Safety and Reconnection Schemes are income tested and required further inspection and assessment by Local Government.
Local residents described the cyclone as not being so bad and some previous experiences being worse, but the subsequent torrential rainfall caused greater problems with 48 hour accumulations exceeding 1,000mm (39in) and described by BOM as 'phenomenal'.

As at 8th April, 6 deaths have been reported and two people are listed as missing in Queensland, and another 6 deaths were reported in NSW. (ref Wikipedia 01May2017)

The weather was warm and humid and I was grateful it was April and not Jan/Feb as per the last activation in 2011. We were also advised to wear long sleeves etc and were supplied with insect repellent and sunscreen.

Four of our team of eight returned to Perth on Saturday 15th April. I appreciated the experience including the opportunity to work with Lifeline in particular, following some challenging visits to people including suicide ideation and another being highly traumatised following their experience during the cyclone. I was also mindful of the logistics involved in sustaining 80 recovery teams and how WA would cope if a similar event occurred over an area of 1,800 kms of our State coastline.*

3. *I have recently commenced a round of Emergency Welfare Coordination Group meetings, however due to deployment to Qld I cancelled the meeting for Shires of Dardanup and Harvey scheduled for Tuesday 11May2017 but hope to reschedule in the near future.*

- 4. *Last week I attended our Emergency Services Unit Conference from the 9-11th May in Perth. The agenda covered a review of the year's activations for the State; Yarloop in Recovery; Questions on notice and our Queensland deployment.*
- 5. *CPFS now has a supply of 50 x air mattresses/blankets/towels and toiletries stored in our Emergency Services trailer at the Bunbury office, in readiness for an event in the SW District.*

◇ **Office of Emergency Management – Mr Vik Cheema**
SW District News

State Risk Project – Local Risk

In 2013, the State Emergency Management Committee (SEMC) initiated the State Risk Project, which was designed to gain a comprehensive and consistent understanding of the risks faced at state, district and local levels.

To date work has concentrated on the state and district levels, however the focus is now firmly on the local level, and the roll out of this phase of the project began late in 2016.

The project aims to;

- *Help local governments to understand their risk*
- *Assist local governments to complete the emergency risk management (ERM process as required by existing policy)*
- *Allow the state to gain a comprehensive understanding of current risks at the local level*
- *Provide information to enable future mitigation at all levels which will reduce the future cost of disasters.*

The local level component of the project has begun. Thus far, group workshops have been held in the Great Southern and South West, involving 33 local governments. The aim of the local level phase is to provide training, support and tools to local governments to assist them to undertake the emergency risk management process (as required by existing policy).

Planning is currently underway to facilitate the combined workshops for the local governments in the South West EM district. The risk workshop key dates for 2017 are:

Table facilitator's workshop 22 August 2017

Local risk workshop 1 (storm and flood) 29 August 2017

Local risk workshop 2 (electricity supply interruption & tbc) 3 October 2017

A group of selected members from each local government/LEMC will be requested to attend the local risk workshops.

*For further information on the State Risk Project – Local, and a list of frequently asked questions, please use this link to website: <https://www.oem.wa.gov.au/Pages/Risk-Local.aspx>
 South West DEMC meeting schedule*

- *2 May 2017*
- *10 Oct 2017*

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING.

The Chairperson advises that the date of the next Local Emergency Management Committee Meeting is Thursday 3 August 2017, and will be held at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson declared the meeting closed at 10.44am.

Objective 1 GOVERNANCE AND SUPPORT – Maintain effective governance and support arrangements for LEMC and any projects being undertaken.

Outcome	Strategy	Responsibility	Action / result
Agendas, minutes, committee work plans and actions are timely professional and readily identify improved outcomes	1.1 Review and update the Local Emergency Management Arrangements in accordance with SEMP 2.5 and the WA Local Emergency Management Guide	Executive Officer	<ul style="list-style-type: none"> • Arrangements reviewed and endorsed by Council 6 April 2016 (Resolution 80/16) • Ongoing reviews as required with next full review due in 2021.
	1.2 Review and update Local Recovery Management arrangements in accordance with SEMP 2.5	Executive Officer	<ul style="list-style-type: none"> • The Shire of Dardanup LEMA incorporates the Local Recovery Plan. • Arrangements reviewed and endorsed by Council 6 April 2016 (Resolution 80/16) • Ongoing reviews as required with next full review due in 2021.
	1.3 Ensure that all relevant information concerning legislation, policies and other EM matters is provided to LEMC members in a timely manner.	Executive Officer	<ul style="list-style-type: none"> • Standing agenda item for LEMC, with DEMA South West attendance, enabling this information to be disseminated at quarterly meetings. • Some information may be released as it is identified and captured in the following LEMC agenda, or if non-urgent it may be held over for the next LEMC and included in that agenda. • This is also enabled through the membership of the Shire of Dardanup on the SWEMA.

Local Emergency Management Committee Business Plan 2017 - 2018

Outcome	Strategy	Responsibility	Action / result
	<p>1.4 Periodically review the membership of the LEMC To ensure that it reflects significant changes in: distribution and composition of the local population; economic and industrial base of the community; landforms and the biophysical environment; community governance and government service delivery arrangements.</p>	LEMC Members	<ul style="list-style-type: none"> • This strategy will be employed at each LEMC as an Agenda Item to ensure membership includes appropriate personnel and structure as suggested in SEMP Procedure 7. • It is incumbent on all members to ensure they review their own role, capacity and function on the LEMC to satisfy the contemporary needs of the community. • The LEMC will amend the membership if and when required to ensure all requirements are satisfied.
	<p>1.5 Ensure that annual business planning is undertaken in accordance with SEMP 2.6.</p>	Executive Officer	<ul style="list-style-type: none"> • As suggested in SEMP Procedure 7 the Shire of Dardanup LEMC will develop the Annual Business Plan each financial year.
	<p>1.6 Ensure that the Preparedness and Annual report is provided to the DEMC and SEMC as required by SEMP 2.6</p>	Executive Officer	<ul style="list-style-type: none"> • To minimise multiple reporting requirements, the OEM have combined the preparedness and annual reporting questions into one survey. This will fulfil the legislative requirements of the Local Emergency Management Committees (LEMCs), and Hazard Management Agencies (HMAs) as detailed in s.33 and s.40(1) of the <i>Emergency Management Act 2005</i>. • The Shire of Dardanup LEMC will complete the survey by the 14 June of that year.
	<p>1.7 Ensure that the LEMC is administered in a professional manner with timely and effective production of agendas, minutes, plans, communications and reporting as required.</p>	Chair and Executive Officer	<ul style="list-style-type: none"> • Shire of Dardanup Governance staff provide the professional administration support required to ensure the LEMC is administered in a professional manner • The Shire of Dardanup LEMC reflects the Shire of Dardanup Code of Conduct and Customer Service Charter with regard to professionalism, structure, administration and accountability.

Local Emergency Management Committee Business Plan 2017 - 2018

Objective 2 RISK – Develop a comprehensive risk profile for the local government district.

Outcome	Strategy	Responsibility	Action / result
Risk is estimated across all hazards	2.1 Undertake community emergency risk management process and table report at the LEMC and DEMC. Risks to be assessed using the ISO31000:2009 as outlined in the WA Emergency Risk Management Guide.	LEMC members / Executive Officer	<ul style="list-style-type: none"> • The Shire of Dardanup LEMC is currently participating in the State Risk Project – Local Level. The project will run for a period of approx. 18-24 months. • The project will generate a robust understanding of risks genuinely faced by the Shire of Dardanup and its community. This information will inform appropriate and cost-effective mitigation strategies to lower risk and contribute to building a more resilient community.
	2.2 Encourage LEMC member organisations to promote community awareness and education of hazards (risks) relevant to the local government district.	LEMC members	<ul style="list-style-type: none"> • The Shire of Dardanup fully supports and promotes community safety awareness through community education and awareness on behalf of and in support of LEMC membership. • Seasonal message sharing through LEMC membership.

Local Emergency Management Committee Business Plan 2017 - 2018

Objective 3 CAPABILITY – Develop a capability profile for the local government district, matched against estimated risk.

Outcome	Strategy	Responsibility	Action / result
Capability, matched against estimated risk, is established across all hazards and affected organisations.	3.1 Complete “Annual Preparedness and Annual Reporting tool” that captures key areas of capability and forward to DEMC executive officer within appropriate timeframes.	LG and LEMC Executive Officer	<ul style="list-style-type: none"> To minimise multiple reporting requirements, the OEM have combined the preparedness and annual reporting questions into one survey. This will fulfil the legislative requirements of the Local Emergency Management Committees (LEMCs), and Hazard Management Agencies (HMAs) as detailed in s.33 and s.40(1) of the <i>Emergency Management Act 2005</i>. The Shire of Dardanup LEMC will complete the survey by the 14 June of that year.
	3.2 Ensure exercises are developed in accordance with SEMP that; <ul style="list-style-type: none"> a) Encourage multi – agency and LEMC member participation b) Assist with understanding of agency's roles and responsibilities and availability and limitations of resources. c) Test sections of the Local Emergency Management Plan or sub plans. 	LEMC members / Executive Officer	<ul style="list-style-type: none"> At least one multi-agency exercise will be conducted at a LEMC meeting, usually in conjunction with seasonal preparatory campaigns. These enable a shared understanding of member agencies capacities and needs and further enable the capacity of potential ISG activities. With the successful AWARE Grant application, an exercise to test the Shire of Dardanup's Recovery Arrangements, in response to a civic emergency is planned for mid-July 2017.
	3.3 Review exercise outcomes. Table at LEMC as an agenda item for discussion and action. Table outcomes at DEMC for inclusion in district risk and capability profiles.	LEMC members / Executive Officer	<ul style="list-style-type: none"> At the conclusion of any planned exercise, a debrief report and findings will be tabled at the LEMC for further discussion and review. LEMC endorsed documentation will be forwarded to the DEMC, through the DEMA – South West for their information.
	3.4 Seek opportunities to access appropriate funding programs for emergency management projects.	Executive Officer	<ul style="list-style-type: none"> The Shire of Dardanup has been successful in obtaining AWARE funding to test the Local Emergency Recovery Arrangements.

Local Emergency Management Committee Business Plan 2017 - 2018

			<ul style="list-style-type: none">• The OEM is currently assessing the Shire's AWARE application to assist with the State Risk Project – Local Level.
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Local Emergency Management Committee Business Plan 2017 - 2018

Objective 4 IMPACT – Identify capability gaps through incident analysis and post exercise review.

Outcome	Strategy	Responsibility	Action / result
A systematic process of incident and exercise review exists to identify learnings across vulnerability and capability	4.1 Ensure accurate records are kept of emergency events and exercises (including debriefs and actions coming from them) for reporting to and discussion at the LEMC.	Executive Officer	<ul style="list-style-type: none"> All records from an emergency event or exercise will be shared amongst member agencies (through LEMC) and stored within the Shire of Dardanup's record management system.
	4.2 Capture any learnings, changes and enhancement to processes and plans and update the LEMA and sub plans to reflect these.	Executive Officer	<ul style="list-style-type: none"> As situations present, conduct and record proceedings, decisions and events, including post incident analyses. Update Local Emergency Management & Recovery Arrangements from lessons learnt. All recommendations will be presented to the LEMC for consideration when amendments of the arrangements are required.
	4.3 Ensure all reports (post incident analysis and exercise reports) are tabled at the DEMC for inclusion in district risk and capability profiles	Executive Officer	<ul style="list-style-type: none"> LEMC endorsed documentation will be forwarded to the DEMC, through the DEMA – South West for their information.

Local Emergency Management Committee Business Plan 2017 - 2018

Objective 5 ENGAGEMENT – Promote learning and continual improvement across all EM business and activities within the Local Government District.

Outcome	Strategy	Responsibility	Action / result
Promote learning and continual improvement across the EM Sector	5.1 Develop a process to share and promote learnings from activities , exercises and reviews within your community. Examples include a regular EM newsletter or LEMC communique.	Executive Officer	<ul style="list-style-type: none"> The Shire of Dardanup uses its various media platforms, such as its website and Facebook, to share and promote emergency management activities, exercises and reviews within our community as well as display emergency management topics and issues. The Executive Officer is currently liaising with the Shires Communications Officer about providing a dedicated Emergency Management web page to simplify navigation for the community.
	5.2 Communicate outcomes from the risk management process with your community to promote awareness of key risks.	Executive Officer	<ul style="list-style-type: none"> See above.
	5.3 Seek opportunities for Emergency Management training for members and the community.	Executive Officer	<ul style="list-style-type: none"> The Executive Officer will continually source and seek out EM training opportunities for the LEMC membership, Shire employees and community members.
	5.4 Seek subject matter experts to give presentations on relevant matters to the LEMC.	Executive Officer	<ul style="list-style-type: none"> The Executive Officer will seek subject matter experts to share experiences with the LEMC to enhance the group's prevention, preparedness, response and recovery (PPRR) for anticipated or possible unplanned events. The opportunity for LEMC membership to share their expertise is presented at every meeting.
	5.5 Seek opportunities to link resources with neighbouring local governments to conduct larger EM exercises or forums addressing areas of similar risks or	Chair and Executive Officer	<ul style="list-style-type: none"> The Shire of Dardanup has membership on the SWEMA and is also part of the MOU between Member Councils of the South West Zone WALGA for the provision of mutual aid during

Local Emergency Management Committee Business Plan 2017 - 2018

	contemporary issues.		<p>emergencies and post incident recovery.</p> <ul style="list-style-type: none"> The Shire of Dardanup is currently participating in the State Risk Project – Local Level. During this, South West Local Governments will work together to do joint ERM workshops.
	5.6 Links to EM information including research papers, Post incident Analysis (lessons learnt from Australian events, EM news to be circulated to LEMC members	Executive Officer	<ul style="list-style-type: none"> Any EM information will be coordinated and managed by the Executive Officer for presentation to the LEMC as required.