

# Minutes



## **BUSH FIRE ADVISORY COMMITTEE**

HELD IN THE SHIRE OF DENMARK RECEPTION ROOM  
953 SOUTH COAST HIGHWAY, DENMARK  
THURSDAY, 27TH OCTOBER 2022.

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**1. DECLARATION OF OPENING**

6.30pm - The Manager Community Services advised that the Shire President, Cr Gearon who was Chair of the Committee was away, welcomed attendees and commenced with an acknowledgment of country.

**COMMITTEE DECISION AND OFFICER RECOMMENDATION**

That the Chief Bush Fire Control Officer Chair the Annual General Meeting and the Ordinary meeting of the Bush Fire Advisory Committee conducted 27 October 2022.

Moved: Alex Williams

Seconded: Nigel Marsh

Carried: Unanimously

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

MEMBERS:

Cr Clare Campbell	Council Delegate (arrived 6.50pm)
Lez Baines	CBFCO
Nigel Marsh	DCBFCO
Shane Howlett	DCBFCO
Chris Hoare	East Denmark (proxy)
Ian Thompson	Harewood FCO
Alex Williams	Hazelvale FCO
John Balde	Ocean Beach (proxy)
Brian Vigus	Tingledale FCO
Craig Lilley	Kordabup FCO
Paul Moncrieff	Mehniup FCO
Murray Brooker	Mt Lindesay FCO (arrived 7.07pm)
Neville Brass	Nornalup FCO
Paul Moncrieff	Owingup FCO
Francis Amess	Parryville FCO
Trevor Brown	Peaceful Bay FCO
Geoff Bowley	Shadforth FCO
Steve Yates	Somerset Hill FCO
Simon Coppock	William Bay FCO
Darin Hockley	Denmark VFRS, FCO
Adrian Kranendonk	Fire Weather Officer

STAFF:

Renee Wiggins	Manager of Community Services
Mark Guerin	Community Emergency Services Coordinator
Victoria Holloway	Bushfire Risk Mitigation Coordinator (left the meeting 8.40pm)
Helen Croke	Administration Officer – Community Services

VISITORS:

Paul Ashton	Australian Bluegum Plantations
Diarmuid Kinsella	Department of Fire and Emergency Services
Emily Harper	Mt Lindesay BFB
Cyril Edwards	Ocean Beach BFB

APOLOGIES:

Cr Ceinwen Gearon	Shire President, Council Delegate and Chairperson
Tristan Farmer	DBCA (report will be provided for minutes in absentia)
Hank Alberts	Ocean Beach FCO
Craig Hughes	Carmarthen FCO
Paul Harbron	Denmark Town VFRS FCO

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Nil

**3. DECLARATIONS OF INTEREST**

Nil

**4. ANNOUNCEMENTS BY THE PERSON PRESIDING**

Nil

**5. CONFIRMATION OF MINUTES**

OFFICER RECOMMENDATION	ITEM 5
That the minutes of the Bush Fire Advisory Committee Meeting held on the 21 July 2022, be confirmed as a true and correct record of the proceedings.	
Moved: Alex Williams Carried: Unanimously	Seconded: Adrian Kranendonk

**6. REPORTS**

**6.1 UPDATES FROM DEPARTMENTS AND POSITIONS**

The Committee to be provided with an update on various matters from the departments and positions.

**6.1.1 DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

Update provided on deployment of resources for high threat period.

**6.1.2 DEPARTMENT OF BIODIVERSITY CONSERVATION & ATTRACTIONS**

The DBCA representative was not present and therefore no update was provided.

**6.1.3 AUSTRALIAN BLUEGUM PLANTATIONS**

Trainees onboarded, fleet kit updated, slashing underway, harvest proposed March 2023 on plantations in Bayview Rise incident area.

**6.1.4 CHIEF BUSHFIRE CONTROL OFFICER**

Update provided at Annexure 6.1.4.

<b>COMMITTEE DECISION AND OFFICER RECOMMENDATION</b>	ITEM 6.1.4
Recommend that Council review P050111 to increase limit of the Chief Bush Fire Control Officer or in his absence the Deputy Chief Bush Fire Control Officer to engage contractors or incur expenses from \$2,000 per incident. up to \$5,000 per incident on behalf of Council for the use of combating and extinguishing a wildfire, and	
Section 4 to be removed.	
Moved: Lez Baines Carried: Unanimously	Seconded: Alex Williams

**6.1.5 COMMUNITY EMERGENCY SERVICES COORDINATOR (CESC)**

The Shire’s new CESC, Mark Guerin introduced himself and provided an update on the following matters:

- Focus is on preparations for the fire season.
- Checking asset registers and associated maintenance schedules
- Confirming brigade readiness in regard to equipment readiness, brigade PPE and annual skills refresher.
- New AFDRS signage should be arriving soon as I have been asked for confirmation of type & quantity along with delivery address.

**6.1.6 BUSHFIRE RISK MITIGATION COORDINATOR**

Update provided regarding mitigation work planned and completed. Working Group meeting held.

**6.2 BRIGADE BOUNDARIES**

The Chief Bush Fire Control Officer put forward the following motion to amalgamate brigade boundaries withdrawn.

<b>COMMITTEE DECISION</b>	<b>ITEM 6.2.1</b>
<p>The Bush Fire Advisory Committee recommends that Council approve the following changes to Brigade boundaries for the issuance of permits to burn.</p>	
<p><b>WILLIAM BAY BUSH FIRE BRIGADE</b></p>	
<p>Western Boundary.</p>	
<p>From the South Coast along Parry's Road to the North, at South Coast Highway travelling East, turn Northerly along Kordabup Road until Heritage Rail Trail.</p>	
<p>Northern Boundary.</p>	
<p>Beginning at Kordabup Road in an Easterly direction along the Heritage Rail trail crossing Happy Valley Road and travelling along Limbourne Road in an Easterly direction to McLeod Road. Cross McLeod Road and continue Easterly up Mt Shadforth Road to Sunrise Road. Head south down Sunrise Road until reaching South Coast Highway. Travel Easterly to encompass Lapko Road housing enclave.</p>	
<p>Eastern Boundary.</p>	
<p>From end of Lapko Road traveling in a Westerly direction along South Coast Highway to the northern end of Lights Road. Head South along Lights Road then South down Lights Beach Road.</p>	
<p><b>OCEAN BEACH BUSH FIRE BRIGADE</b></p>	
<p>Western Boundary moved to coast end of Lights Beach Road heading North to Lights Road until South Coast Highway is reached.</p>	
<p>Ocean Beach to be responsible for the issuing of Permits to all housing enclaves coming off Lights Road.</p>	
<p><b>HAZELVALE/TINGELDALE BUSH FIRE BRIGADE</b></p>	
<p>Eastern boundary to be moved West to Kent River.</p>	
<p><b>PEACEFUL BAY BUSH FIRE BRIGADE</b></p>	
<p>Eastern boundary to be moved East to Kent River.</p>	
<p><b>KORDABUP BUSH FIRE BRIGADE</b></p>	
<p>Western boundary to be moved West to Kent River.</p>	
<p><b>OWINGUP BUSH FIRE BRIGADE</b></p>	
<p>Western boundary to be moved West to Kent River.</p>	

Moved: Lez Baines	Seconded: Alex Williams
Carried: Unanimously	

Post Script: Officers have investigated this matter and the boundaries are not required to be determined by the local government. Shire officers will amend the boundaries administratively, in accordance with the Committee’s recommendation and circulate the new boundary map to all Brigades for information.

**6.3 Extension of Unrestricted Burning Period**

It was noted that the City of Albany had delayed the commencement of the 2022 restricted burning period to 15 November due to benign weather conditions.

<b>COMMITTEE DECISION</b>	<b>ITEM 6.2.2</b>
That the unrestricted burning period is extended to 14 November 2022. That members review this extension on 14 November 2022 with a view to commence the 2022 restricted burning period on 15 November. Radio schedules to align accordingly	
Moved: Lez Baines	Seconded: Alex Williams
Carried: Unanimously	

**6.4 BROADCAST. ALERT. RESPOND. TURNOUT. (BART) BENEFITS**

Shane Howlett provided and update, refer Annexure 6.3

The proprietor at The Dam has offered to fund the first-year rollout of the BART system to brigades. Subsequent year funding will be incorporated into requests for Local Government Grant Scheme applications.

<b>COMMITTEE DECISION</b>	<b>ITEM 6.3</b>
That funding for the Broadcast. Alert. Respond. Turnout.’(BART) software suite be considered in the Corporate Business Plan to be funded in 2023/2024.	
Moved: Lez Baines	Seconded: Darin Hockley
Carried: 20/1	

**6.5 CREW SHIFT DEPLOYMENT LENGTH**

Murray Brooker provided an update, refer Annexure 6.4.

**ACTION ITEM:**  
Members agreed to develop best practice to include items included in annexure 6.4, adequate briefing of incoming crews, resource sharing, use of State Emergency Service vehicles to facilitate crew changes.

**6.6 BUSHFIRE READY**

Murray Brooker provided an update, refer Annexure 6.5  
Members agreed to include this item at Reports Updates from Departments and Positions on future Committee Agendas.

**6.7 WASTE REFORM WORKING GROUP GATE FEES**

The Manager Community Services provided an update on this item.

At the meeting held on 2 September 2021 the Committee made the following recommendation to Council.

*That Council REVISIT the new scheme to charge residents for disposal of green waste at the East River Road tip.*

At the December 2021 meeting Council considered the recommendation and resolved as follows;

*That Council ADVISE the Bush Fire Advisory Committee of the following:*

- a) The Waste Reform Working Group considered gate fees for green waste as part of the 2021/22 budget preparation; and*
- b) Council determined that commercial operations should be charged a green waste gate fee by adopting fees and charges for this service; and*
- c) Green waste tip passes for residential properties have been issued to enable facility operators to differentiate between commercial and residential waste; and*
- d) Residential property green waste is free of charge by presenting a valid green waste tip pass; and*
- e) Council will review the effectiveness of the scheme as part of the 2022/23 budget considerations.*

Noted.

#### **6.8 BURNING WITHIN 3-KILOMETRES OF A VINEYARD**

The Shire's Senior Ranger reminded members to liaise with Vineyards if burns are approved within a 3-kilometre area of their vines.

##### **ACTION ITEM:**

That a tick box for vineyards be included on the form Prescription Guidelines for Hazard Reduction Burning on Private Property under the Hazard Assessment Smoke section.

#### **6.9 DENMARK VFERS/DENMARK TOWN BFB UPDATE**

Darin Hockley provided an update, refer to provided at Annexure 6.8. Members agreed to include this item at Reports Updates from Departments and Positions on future Committee Agendas.

### **7. GENERAL BUSINESS**

#### **7.1 Spontaneous Donation**

Geoff Bowley advised that the spontaneous donation received by the Scotsdale/Shadforth BFB will be donated to the general BFB fund pool. It was suggested that funds could be used to purchase 'hotboxes' for meal delivery at incidents.

##### **ACTION ITEM:**

CESC to advise balance of funds on hand at the next meeting.

#### **7.2 First Aid Certificate currency including use of defibrillators**

Discussion ensued.

##### **ACTION ITEM:**

- Members to advise CESC of numbers requiring certification/recertification.
- CESC to research program to replenish First Aid Kits on appliances and at brigade sheds.

- 7.3 Book a Ranger**  
Discussion ensued about this program.
- 7.4 Peaceful Bay Green Waste**  
Discussion ensued.
- 7.5 Appliance repairs**  
Members were reminded that any repairs to appliances need to be referred to the CESC for action.
- 7.6 Hydrant Servicing**  
Discussion ensued.
- 7.7 Standing Item on Committee Agenda**  
Cr Campbell advised that she would like to include a standing item on the Committee agendas for her to raise any Council matters with members.

ACTION ITEM:

Members agreed to include this item at Reports Updates from Departments and Positions on future Committee Agendas.

- 7.8 Generators/External power points on brigade buildings**  
Discussion ensued.
- 7.9 Final Report DFES Bayview Rise incident**  
Discussion ensued.
- 7.10 Nornalup Stand Pipe Update**  
Discussion ensued.
- 7.11 Heavy Rigid/Medium Rigid licence requirements**  
Discussion ensued.
- 7.12 Hazelvale/Tingledale Water Tank**  
Discussion ensued.
- 7.13 DFES Local Government Monthly Report**  
Members requested direct mailing of the monthly report from DFES.  
  
ACTION ITEM:  
CESC to place request with DFES.
- 7.15 Verge burning**  
Members were advised of Environmental Protection Authority requirements related to verge burning and that investigations were underway to facilitate work aligned with these requirements
- 7.16 Mt Lindesay water tank**  
Members were advised that the tank was not fit for purpose due to its small size.  
  
ACTION ITEM:  
CESC to review replacement options.
- 7.17 Ocean Beach BFB Open Day**  
Members were advised that 6 new members were recruited during the recent open day.

**7.18 Appliance replacement and provision**

Mt Lindesay and East Denmark Brigades requested an estimated timeframe for appliance replacement.

ACTION ITEM:

CESC to investigate and provide an update to the two brigades.

**7.19 Automatic Vehicle Locator (AVL) monthly tests**

Members were reminded to facilitate these tests monthly.

**7.20 In Cab Air training kits**

Members advised that training kits have been located and training will be scheduled.

**7.21 Bushfire Ready Community Groups**

The FCO's/Captains were encouraged to attend a meeting in their area. Toolkits have been given out to BFAC members to disperse to members of the public.

**7.22 Coordinated communication during prohibited burning period**

Discussion ensued.

**8. NEXT MEETING**

It is recommended that the next meeting of the Bush Fire Advisory Committee be held on 19 January 2023 at the Shire of Denmark Reception Room commencing at 6.30pm.

**9. CLOSURE**

The meeting closed at 8.57 pm.

These minutes were confirmed at a meeting on the \_\_\_\_\_.

Signed: \_\_\_\_\_  
*(Presiding Person at the meeting at which the minutes were confirmed.)*



## **Annexure 6.1.4**

### **DENMARK CHIEF BFAC REPORT OCTOBER 27th 2022**

A very quiet report this time around.

Incidents:

- 1) Structural Fire on Scotsdale Road, Incident was handed over to VFRS.
- 2) Illegal Verge Burn on Karri Drive.
- 3) Justifiable False Alarm smoke sighted from Lights Bch car park. Found to be a burning pile on clear ground by property owner.
- 4) Springdale Heights suspected Fire in dangerous tree.

New Permits books have been ordered by the Shire and are expected shortly.  
The Shire is still waiting for the new AFDR signs to arrive.

Annual Skills Refreshers are commencing well so please keep in touch. I will be requesting a list of Brigade members who have completed their Annual Skills Refresher this year prior to the Fire Season.

As always please ask if you would like assistance with Brigade training in any area and as before I would strongly recommend joint Brigade training days.

Radio schedules will be starting on November 1<sup>st</sup>.  
Thanks again to Bell Road Base.

Finally, lets get some burning completed so help is available should you need it.  
Without Brigades highlighting problem areas I do not know what you would like to see happen.

Lez Baines  
CBFCO Denmark

### Annexure 6.3

The forecast for the coming fire season from the DFES Pre-Season briefing shows the expected weather for our region is looking less favourable than last year. For those interested a breakdown of key components of the pre-season briefing is at end of this email. Link to the recorded pre-season briefing <https://m.youtube.com/watch?v=kExanXwz2b4>

The initial incident response is critical in minimising any impact with the key to that being knowing who is actually responding, the availability at that time so additional units can be deployed earlier to enable managing any incident to reduce the impact. At the moment there is a significant gap in the response and knowing what is happening and the availability of our volunteers to attend.

The BART system which is in use by some brigades in the Shire already closes that gap and improves the response and engagement of our volunteers.

To support improving BART is recommended to be adopted across shire brigades to support quick initial response and management of crews for campaign incidents.

The firecall SMS from DFES COMCEN in addition to being sent to brigade members is sent to BART, which then via Mobile App notifies the brigade volunteers who then respond via the App if they are able to attend with an ETA or if not available.

This supports improve response times by

1. No requirement for Telephone tree calling.
2. Notification and the Response is centralised in BART. Not reliant on any 1 individual, all the brigade members and the Chief can see who is responding.
3. Improve decision making in the event not sufficient crews available additional brigades can be mobilised

Additional capabilities that BART provides

- Visibility of availability of volunteers though being able to mark in BART when a person is or isn't available. Important on high threat days in particular.
- Use to manage and schedule relief crews
- Maps that can display Permits Issued, Water Points and more
- Schedule and manage training and community events
- Visibility to the key qualifications of brigade members
- Allocation of Crews to vehicles which enables
  - that there is sufficient crew experience
  - people know what vehicle they are going on and their role
  - where multiple vehicles that qualified heavy vehicle drivers are available
  - that it isn't always the same people that get their first or use to going together, spread the load, get people experience
- Improve engagement and communication between members

BART is presently in use by VFRS/Town, Ocean Beach, Scotsdale Mt Shadforth, William Bay & East Denmark.

At present the cost of BART is being paid by the brigades themselves, though the brigades are struggling to fund the costs from within the brigades which is limiting the uptake by other brigades and the number of people that are added.

William Bay and East Denmark are new to this and have limited licenses at this stage. Ocean Beach and Scotsdale Mt Shadforth are utilising more extensively.

VFRS / Town have been using BART for some time I understand.

BART is widely used across volunteer brigades for this purpose.

### Costs

There are several components of cost for BART

- Members / Vehicle - \$15 per license to annum
- Virtual mobile number for the SMS from COMCEN. \$150 per annum per virtual phone number. 1 per brigade.
- SMS's for those that do not have a Phone that BART works on.
- The pricing structure is better if the licensed as a Shire across the brigades combined.

The costs below are based on the below, though depending on the adoption and scope the costs may vary, i've provided examples of;

- 13 brigades (putting Hazelvale / Tingleddale together)
- 340 Firefighting volunteers
- 115 Auxiliary volunteers
- 23 vehicles
- 10 people needing SMS (Estimated)

BFAC recommends that BART should be adopted across the Shire for the management of Response to Incidents. The Shire to source the funding exploring the ability to utilise communications funding in LGGS or other means.

### **Pre-Season Briefing**

Understanding time is valuable and the entire presentation goes for 1hr 39 minutes. The following is an overview of each presentation for prioritisation.

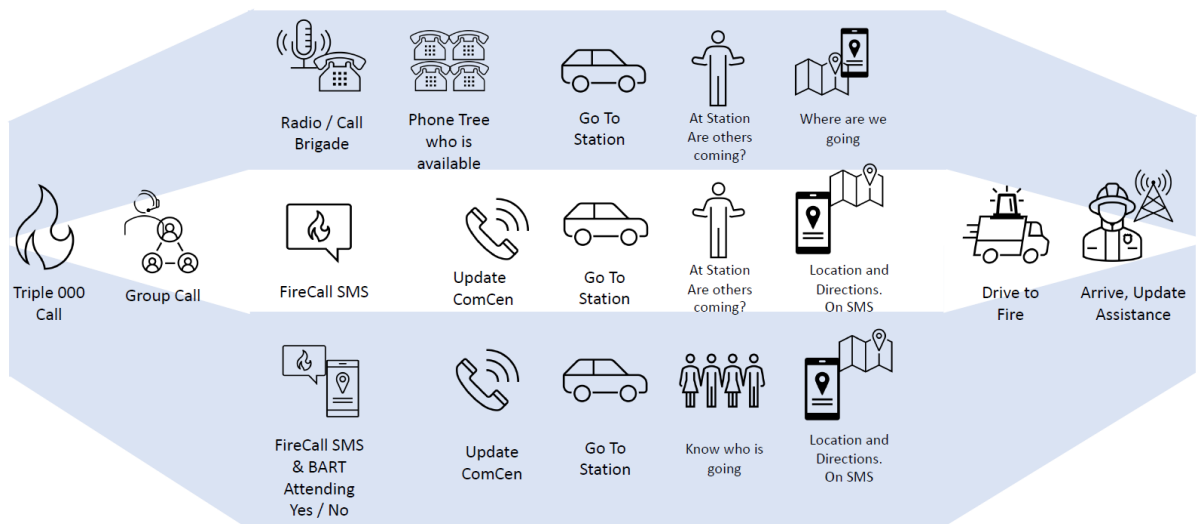
- 1:38 – Bureau of Meteorology Gianni Colangelo (State Operations Centre Senior Meteorologist)
  - Seasonal weather outlook along with ocean drivers; an indication of expected fire behaviour in the South and storm impacts in the North of the State.
- 14:54 DFES Intelligence Branch Adrian Kotowski (Manager Intelligence Analysis)
  - Operational Intelligence overview, hazard outlook for bushfires, storms and cyclones.
- 29:34 Air Operations Seasonal Fleet John Landwehr (Aviation Air Officer)
  - Aviation services available 2022/23 season, commencement dates and capabilities.
- 1:01:50 Australian Fire Danger Rating System Gavin Stevens (Area Officer Bushfire Centre of Excellence)
  - Overview of the Australian Fire Danger Rating System.
- 1:26:56 Operational Communications Updates John Newman (Superintendent Operational Communications)
  - Update on Emergency Services Radio Network, New Internal Structural Radios, STARLINK Program & VHF Mid Band Radio Network.
- 1:33:41 State Operational Support Fleet Scott Hares (Executive Manager Plant and Equipment)
  - Information on the State Operations Support Fleet – Comprising of repurposed appliances to support frontline operations.

	Number Needed	Cost Per	Totals	
Virtual Mobile Number - 1 per Brigade	13	\$150.00	\$1,950.00	
Members	455	\$15.00	\$6,825.00	
Vehicles	23	\$15.00	\$345.00	
Members needing SMS	10	\$4.62	\$46.20	This is for people that don't have a phone that supports BART.
			<b>\$9,166.20</b>	

	13	23	340	115	455	10	101		
	Appliances	Active Members	Aux Members	Total Members	Members needing SMS	COMCEN Callout	Cost per Brigade	Just Active Members	
Carmarthen	1	22	4	26	2	9	\$564.24	\$504.24	
East Denmark	2	31	7	38			\$750.00	\$645.00	
Harewood	2	25	5	30			\$630.00	\$555.00	
Hazelvale / Tingledale	2	17	10	27			\$585.00	\$435.00	
Kordabup	2	28	13	41		0	\$795.00	\$600.00	
Mt Lindsay	1	34	5	39		2	\$750.00	\$675.00	
Normalup	2	26	10	36		16	\$720.00	\$570.00	
Ocean Beach	2	29	7	36	2	20	\$729.24	\$624.24	
Owingup	2	20	16	36		13	\$720.00	\$480.00	
Peaceful Bay	2	21	6	27	2	0	\$594.24	\$504.24	
Scotsdale / Mt Shadforth	2	31	9	40		19	\$780.00	\$645.00	
Somerset Hill	1	23	14	37	2	17	\$729.24	\$519.24	
William Bay	2	33	9	42	2	5	\$819.24	\$684.24	
							<b>\$9,166.20</b>	<b>\$7,441.20</b>	

<b>SMS's per year</b>	<b>42</b>
Incidents	10
Burn's	5
Training	12
Other	15

# Fire Response Methods



## Annexure 6.4

1. Crew shift deployment length: Many of us have managed to recruit quite a few new members over the winter and a killer to their enthusiasm and engagement is not being called up to attend an actual fire event. Of course it will be up to each brigade but I feel shorter deployment before shift change allows for a rotation through these volunteers and provides experience, opportunity and feeling part of a team. Mt Lindesay are looking at 4 hour shifts as a starting point and this of course will/could change according to the nature of the fire emergency itself. Even with the addition of a fast attack for the fire season (hint hint). We could crew both vehicles through a number of shifts, keeping crews fresh and eager.
  - a. Instead of sending out your 3 or 4 most experienced, you may send 2 with 1 newbie, maybe mopping up 1 experienced 2 to 3 newbies.
  - b. I know that most brigades do this already, would be interested in peoples thoughts.
2. Pre and Post deployment check in: One of our members works in the mental health field and has suggested that a simple check in pre and post shift deployment may be beneficial. Something as simple as each person giving a rating of 1 to 10 on how they are feeling. This provides an opportunity for a crew leader to ask if volunteers rating is low if there is anything that they (team) can do to support them. Following this up after shift also provides an initial opportunity to discuss anything that may be troubling them.
  - a. This was brought home to me during February when I had a crew member with me who was involved in a fire fatality and we had broken down in a plantation close to an evolving fire front.
  - b. Also another brigade's member informed me after being out all night on Friday (February fire), they had not slept and had fronted for a Saturday shift.

## **Annexure 6.5**

### **Bushfire Ready**

- New Toolkits – A set of booklets for each brigade. Has a perfect proforma for people to create their own bushfire plan. Can be given out to community members, when writing a permit etc
- Denmark now has 50+ Bushfire ready groups, all eager to ensure their properties are ready for the season.
- Possibility of a bush fire ready weekend for the community where it is advertised that (last weekend in November) Is bushfire preparedness weekend. Linking in with local businesses who may offer discounts on bushfire prep tools, services etc. Bit like 1<sup>st</sup> April change your smoke alarm batteries.
- Beauty of having large numbers of people being involved in bushfire ready is fire awareness. In areas with this many groups, fires/smoke gets reported quickly, peoples properties are better prepared, community look to how they can support brigades and volunteers and in the end this makes our job of responding to fires a lot easier.



## Annexure 6.8

### Denmark Volunteer Fire & Rescue Service / Denmark Town Volunteer Bush Fire Brigade

#### BFAC REPORT

Date: 27/10/2022

#### Current Member Stats:

- Active members – 22 (probation members 4)
- Junior – 3
- Support – 3
- Note: 3 x new members have completed all probationary pathway and now active members and ready for the season ahead.

#### Training:

- Monday night weekly training and monthly meeting night
- Water bomber refuelling upcoming
- 6 x First aid course
- 4 x Advance bushfire and 2 x crew leader
- 2 x Manage injuries
- 1 x Pump course
- 3 x Plantation firefighting and 4 x Assist plan burn course
- 1 x 5 day leadership course in Perth
- 3 x members complete BA training
- 1 x Internal Fire Fighting (Compartment Fire Behaviour Training in Perth)
- 75% of the active members completed pre-season skills training (inc. crew protection modules and all 5 x online mandatory courses)
- Note: 5 x Attended DFES conference
- 6 x BA Refresher

#### Incidents:

- 583611 - Mobile property crash
- 586795 – Chimney fire
- 587548 – Structure fire
- 587625 – Mobile property crash
- 588325 – Mobile property crash with extrication
- 590748 – 000 Call Scrub Fire

Regards

Darin Hockley

Captain/FCO

Denmark Volunteer Fire and Rescue/Denmark Town Bush Fire Brigade



Spending Authority for  
Chief & Deputy Chief  
Bush Fire Control Officers

15 November 2022 - Attachment 10.1b

## 1. Objective

This Policy recognises the need for the Chief or Deputy Chief Bush Fire Control Officer to take immediate steps, in the absence of authorised Shire employees, to obtain and deploy equipment and resources necessary to facilitate the early containment and extinguishing of a wildfire during a Level 1 emergency.

The policy aims to:

1. To specify which persons may incur expenses on behalf of Shire;
2. To provide the situations where such expenses may be incurred; and
3. To specify the extent of the authority to expend Shire funds.

## 2. Policy

The Chief Bush Fire Control Officer, or in his absence the Deputy Chief Bush Fire Control Officer, is authorised to engage contractors or incur expenses of up to \$5,000 per incident, on behalf of Council for the use of combating and extinguishing a wildfire.

This only applies to incidents where the Shire of Denmark is the lead combat agency with the Chief or Deputy Chief Bush Fire Control Officer undertaking the role of Incident Controller and contact with an authorised Shire employee has been unsuccessful.

Wherever practicable, the Chief or Deputy Chief Bush Fire Control Officer shall attempt to liaise with either the:

- a. Community Emergency Services Manager;
- b. Director Corporate and Community Services; or
- c. Chief Executive Officer;

*prior* to engaging contractors or incurring any expense.

All receipts and financial records must be retained by the Chief or Deputy Chief Fire Control Officer for Officers to process expenses.

Document Control Box			
<b>Document Responsibilities:</b>			
<b>Owner:</b>	Manager Community Services	<b>Owner Business Unit:</b>	Corporate & Community Services
<b>Reviewer:</b>	Director Corporate & Community Services	<b>Decision Maker:</b>	Council
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	Local Government Act 1995 Local Government (Administration) Regulations) 1996		
<b>Document Management:</b>			
<b>Synergy Ref:</b>	Admin.31	<b>Review Frequency:</b>	As required
<b>Version #</b>	<b>Date:</b>	<b>Action:</b>	<b>Resolution No.</b>
1.	22 January 2013	ADOPTED by Council	150113
2.	21 February 2017	AMENDED by Council	110217