

# Minutes

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## **BUSH FIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING**

TO BE HELD IN THE SHIRE OF DENMARK RECEPTION ROOM  
953 SOUTH COAST HIGHWAY, DENMARK  
THURSDAY, 21 JULY 2022, COMMENCING AT 6PM

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# Bush Fire Advisory Committee

## DISCLAIMER

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**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

In the absence of the Chairperson, the Shire of Denmark Chief Executive Officer David Schober opened the meeting at 6.09 pm.

<b>COMMITTEE DECISION AND OFFICER RECOMMENDATION</b>	<b>ITEM 1.1</b>
That the Chief Bush Fire Control Officer Chair the Annual General Meeting and the Ordinary meeting of the Bush Fire Advisory Committee conducted 21 July 2022.	
Moved: Nigel Marsh	Seconded: Cr Claire Campbell
Carried: Unanimously	

The Shire of Denmark Chief Executive Officer David Schober acknowledged the land on which the meeting was being held on and the traditional custodians of the land, the Bibbulmun and Minang people and paid respect to Elders past, present and emerging.

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

MEMBERS:

Cr Clare Campbell	Council Delegate
Lez Baines	CBFCO
Nigel Marsh	DCBFCO
Shane Howlett	DCBFCO
Craig Hughes	Carmarthen FCO
Chris Hoare	East Denmark (proxy)
Alex Williams	Hazelvale FCO
Brian Vigus	Tingledale FCO
Craig Lilley	Kordabup FCO
Paul Moncrieff	Owingup FCO
Neville Brass	Nornalup FCO
Hank Alberts	Ocean Beach FCO
Bryce Edwards,	Owingup FCO
Francis Amess	Parryville FCO
Geoff Bowley	Shadforth (proxy)
Simon Coppock	William Bay FCO arrived 6.21pm
Paul Harbron	Denmark VFRS, FCO
Adrian Kranendonk	Fire Weather Officer

STAFF:

David Schober	Chief Executive Officer
Renee Wiggins	Manager of Community
Renee Wiggins	Manager of Community Services
Addas Gara	Community Emergency Services Coordinator
Victoria Holloway	Bushfire Risk Mitigation Coordinator
Charmaine Shelley	Senior Ranger
Helen Croke	Administration Officer – Community Services

VISITORS:

Darin Hockley	Denmark VFRS, FCO Nomination
Chris Slade	Denmark VFRS
Tristan Farmer	DBCA
Paul Ashton	Australian Bluegum Plantations
Mel Howe	Ocean Beach BFB member

APOLOGIES:

Cr Ceinwen Gearon  
Shane Howlett  
Steve Yates  
Ian Thompson  
Murray Brooker  
Trevor Brown  
Callum Baxter  
Roger Seeney  
Claire Thompson  
Phil Scott

Shire President, Council Delegate and Chairperson  
DCBFCO  
Somerset Hill FCO  
Harewood FCO Nomination  
Mt Lindesay FCO  
Peaceful Bay (proxy)  
Somerset Hill FCO  
Somerset Hill FCO(proxy)  
Governance Coordinator  
DFES

ABSENT:

Nil

DECLARATIONS OF INTEREST:

Nil

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**3. ANNOUNCEMENTS BY THE CHAIRPERSON**

Introductions were made and all welcomed.

**4. CONFIRMATION OF MINUTES**

**4.1 MINUTES OF ANNUAL GENERAL MEETING 17 JUNE 2021**

**OFFICER RECOMMENDATION**

ITEM 4.1

That the minutes of the Bush Fire Advisory Committee Annual General Meeting held on the 17<sup>th</sup> June 2021 be confirmed as a true and correct record of the proceedings.

Moved: Brian Vigus

Seconded: Adrian Kranendonk

Carried: Unanimously

**5. GENERAL BUSINESS**

**5.1 APPOINTMENT OF FIRE CONTROL OFFICERS, CHIEF BUSH FIRE CONTROL OFFICER AND CHIEF DEPUTY BUSH FIRE CONTROL OFFICER**

While the Captains, Lieutenants, Secretaries, Equipment Officers and the like are elected by Brigades it is the local government's role to appoint Fire Control Officers, a Chief Bush Fire Control Officer and a Deputy Chief Bush Fire Control Officer pursuant to section 38(1) of the Bush Fires Act 1954. This section reads as follows:

*"38. Local Government may appoint bush fire control officer*

*A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it."*

**Other Comments:**

COMMITTEE DECISION AND OFFICER RECOMMENDATION ITEM 6.1

That the Shire of Denmark Chief Executive Officer is appointed as the returning officer.

1. That, pursuant to Section 38 (1) of the Bush Fires Act 1954, Council appoint the following persons for the financial year 2022/2023 and that the appointments be advertised in the Denmark Bulletin and Council’s Delegation (Appointments) D050109 be updated accordingly;

Bush Fire Control Officers authorised within the entire Shire of Denmark

Senior Law Enforcement Officer	Charmaine Shelley
Law Enforcement Officer	David Lonie
Fire Control Officer	Addas Gara
Fire Control Officer & Chief Fire Control Officer	Lez Baine

Moved: Alex Williams Seconded: Adrian Kranendonk  
 Carried: Unanimously

Fire Control Officer & Deputy Chief Fire Control Officer (Fire 2) Nigel Marsh

Moved: Lez Baine Seconded: Geoff Bowley  
 Carried: Unanimously

Fire Control Officer (Fire 3) Shane Howlett

Moved: Alex Williams Seconded: Chris Hoare  
 Carried: Unanimously

Bush Fire Control Officers authorised within the entire Shire of Denmark area on behalf of their respective Brigades

Carmarthen Volunteer Bush Fire Brigade	Craig Hughes
Denmark East Volunteer Bush Fire Brigade	Chris Hoare
Harewood Volunteer Bush Fire Brigade	Ian Thomson
Hazelvale/Tingledale Volunteer Bush Fire Brigade	Alex Williams
	Brian Vigus
Kordabup Volunteer Bush Fire Brigade	Craig Lilley
Owingup Volunteer Bush Fire Brigade	Paul Moncrieff
Mehniup Volunteer Bush Fire Brigade	VACANT
Mt Lindesay Volunteer Bush Fire Brigade	Murray Brooker
Nornalup Volunteer Bush Fire Brigade	Neville Brass
Ocean Beach Volunteer Bush Fire Brigade	Hank Alberts
Parryville Volunteer Bush Fire Brigade	VACANT
Peaceful Bay Volunteer Bush Fire Brigade	VACANT
Scotsdale/Shadforth Volunteer Bush Fire Brigade	Geoff Bowley
Somerset Hill Volunteer Bush Fire Brigade	Steve Yates
William Bay Volunteer Bush Fire Brigade	Simon Coppock

<p><u>Bush Fire Control Officers authorised within the prescribed Denmark Fire &amp; Rescue Service area only</u></p>	
<p>Denmark Volunteer Fire and Rescue Service (Town) Denmark Volunteer Fire and Rescue Service (Town)</p>	<p>Darin Hockley Paul Harbron</p>

**5.2 APPOINTMENT OF FIRE WEATHER OFFICER**

Section 38(8) of the Bush Fires Act 1954 provides Council with the authority to appoint to the office of Fire Weather Officer such number of senior bush fire control officers as it thinks necessary.

OFFICER RECOMMENDATION	ITEM 6.2
<p>That, pursuant to Section 38 (8) of the Bush Fires Act 1954, Council appoint the following persons for the financial year 2022/2023 as a Fire Control Officer and Fire Weather Officer to be authorised within the entire Shire of Denmark;</p>	
<p>Fire Weather Officer – Adrian Kranendonk</p>	
<p>Moved: Chris Hoare</p>	<p>Seconded: Nigel Marsh</p>
<p>Carried: Unanimously</p>	

**5.3 MEETING DATES OF THE BFAC COMMITTEE**

Section 67(4)(a) of the Bush Fires Act 1954 states that the Bush Fire Advisory Committee may from time to time meet and adjourn as the committee sees fit. The meeting was suspended at 6.21pm to allow for discussion of item 5.3 and resumed at 6.24pm.

OFFICER RECOMMENDATION	ITEM 6.3
<p>That the Bush Fire Advisory Committee meet 3 times a year on a Thursday at an equal time across that period plus one annual general meeting aligned to the meeting closest to the financial year start/end.</p>	
<p>Moved: Lez Baines</p>	<p>Seconded: Chris Hoare</p>
<p>Carried: Unanimously</p>	

**6. NEXT MEETING**

It is recommended that the next AGM of the Bush Fire Advisory Committee be held on Thursday the 29<sup>th</sup> June 2023 at 6.00pm.

7. **CLOSURE OF MEETING**

There being no further business to discuss the Presiding Person closed the meeting at 6.25pm

These minutes were confirmed at the meeting of the \_\_\_\_\_

Signed: \_\_\_\_\_

*(Presiding Person at the meeting at which the minutes were confirmed.)*

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# Shire of Denmark

# Minutes

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## **BUSH FIRE ADVISORY COMMITTEE**

TO BE HELD IN THE SHIRE OF DENMARK RECEPTION ROOM  
953 SOUTH COAST HIGHWAY, DENMARK  
THURSDAY, 21<sup>ST</sup> JULY 2022, COMMENCING AT 6PM

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# Bush Fire Advisory Committee

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**1. DECLARATION OF OPENING**

<b>COMMITTEE DECISION AND OFFICER RECOMMENDATION</b>	<b>ITEM 1.1</b>
That the Chief Bush Fire Control Officer Chair the Annual General Meeting and the Ordinary meeting of the Bush Fire Advisory Committee conducted 21 July 2022.	
Moved: Nigel Marsh	Seconded: Cr Claire Campbell
Carried: Unanimously	

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

MEMBERS:

Cr Clare Campbell	Council Delegate
Lez Baines	CBFCO
Nigel Marsh	DCBFCO
Craig Hughes	Carmarthen FCO
Chris Hoare	East Denmark (proxy)
Alex Williams	Hazelvale FCO
Brian Vigus	Tingledale FCO
Craig Lilley	Kordabup FCO
Paul Moncrieff	Mehniup FCO
Murray Brooker	Mt Lindesay FCO
Neville Brass	Nornalup FCO
Hank Alberts	Ocean Beach FCO
Bryce Edwards,	Owingup FCO
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David Schober	Chief Executive Officer
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Chris Slade	Denmark VFRS
Mel Howe	Ocean Beach BFB
Tristan Farmer	DFCA
Paul Ashton	Australian Bluegum Plantations

APOLOGIES:

Cr Ceinwen Gearon  
Shane Howlett  
Ian Thompson  
Trevor Brown  
Callum Baxter  
Roger Seeney  
Steve Yates  
Claire Thompson

Shire President, Council Delegate and Chairperson  
DCBFCO  
Harewood FCO  
Peaceful Bay (proxy)  
Somerset Hill FCO  
Somerset Hill FCO (proxy)  
Somerset Hill FCO Nomination  
Governance Coordinator

Phil Scott

DFES

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Nil

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**3. DECLARATIONS OF INTEREST**

Nil.

**4. ANNOUNCEMENTS BY THE PERSON PRESIDING**

Nil

**5. CONFIRMATION OF MINUTES**

The mover of any motion to confirm previous Minutes needs to have been at the meeting.

OFFICER RECOMMENDATION	ITEM 5
<p>That the minutes of the Bush Fire Advisory Committee Meeting held on the 12 May 2022, be confirmed as a true and correct record of the proceedings.</p>	
<p>Moved: Cr Campbell Carried: Unanimously</p>	<p>Seconded: Craig Hughes</p>

**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**

Members agreed to have this absence noted and included in minutes.

**6.1.2 DEPARTMENT OF BIODIVERSITY CONSERVATION & ATTRACTIONS (DBCA)**

Update provided at Annexure 6.1.2.

Staff and members thanked DBCA for their assistance at the Bayview Rise incident.

**6.1.3 AUSTRALIAN BLUEGUM PLANTATIONS**

Advice received and noted that plantations affected by the Bayview Rise incident are being prioritised for regeneration. The Chair received a letter of thanks from the General Manager for assistance rendered during Bayview Rise incident. Staff and members thanked Australian Bluegum Plantations for their assistance at the Bayview Rise incident.

**6.1.4 CHIEF BUSHFIRE CONTROL OFFICER**

Update provided at Annexure 6.1.4.

Members were provided with the following resources:

- Code of Conduct for Council Members, Committee Members and Candidates
- Annual Skills Refresher assessment sheets
- Bushfire Brigade PPE request forms

General discussion followed on the following items:

- Members agreed to approach private landowners requesting installation of signage to indicate the location of fire sheds
- Realignment of brigade boundaries to cover inactive brigade areas
- Recruitment numbers related to Bayview Rise incident and resources available from DFES to increase volunteer numbers

**6.1.5 COMMUNITY EMERGENCY SERVICES COORDINATOR**

Update provided at Annexure 6.1.5.

Awards and fuel cards were presented.

Area Officer Rural will be invited to present to brigades on the fire index calculator application.  
Changes to Bureau of Meteorology map regions have been initiated.

**6.1.6 BUSHFIRE RISK MITIGATION COORDINATOR**

- Members were advised that map work is completed
- Advice is being sought from members for the proposed improvements to access along the Heritage Rail Trail between Happy Valley Road and Kordabup Road
- Mitigation Activity Funding round opens in August

**7. GENERAL BUSINESS**

Members are welcome to raise any items of general business at this point of the meeting. Items of general business must align with the Committee’s Terms of Reference.

- Denmark VFRS CFO provided an update on practical cooperation between their town BFB and VFRS unit
- General discussion regarding Elected Members resolution at their meeting conducted 21 June 2022 to request a review of the State’s prescribed burning policy.

<b>COMMITTEE DECISION</b>	<b>ITEM 5</b>
That the CBFCA seek a meeting between Elected Members of the Council and BFAC members to discuss the resolution to request a review of the State’s prescribed burning policy.	
Moved: Adrian Kranendonk	Seconded: Murray Brooker
Carried: Unanimously	

Members received updates on the following items:

- WAERN repeater stations
- Roadside burning/clearance
- Bushfire Ready program
- Bayview Rise incident investigation and report

Members requested the following:

- Inclusion of DFES and FCO reports with BFAC agenda
- A presentation on the BART solutions application currently in use for incident activations
- Mitigation works around fire sheds

**8. NEXT MEETING**

It is recommended that the next meeting of the Bush Fire Advisory Committee be held on Thursday 27 October 2022 at the Shire of Denmark Reception Room commencing at 6.30pm.

**9. CLOSURE – the meeting closed at 8.07pm**

These minutes were confirmed at the meeting of the \_\_\_\_\_

Signed: \_\_\_\_\_

*(Presiding Person at the meeting at which the minutes were confirmed.)*

ANNEXURE 6.1.1



Department of **Biodiversity,  
Conservation and Attractions**



**DBCA Parks & Wildlife Service - Frankland District  
Update for Shire of Denmark BFAC Meeting  
Thursday 21 July 2022**

**Burn Planning**

The Frankland District Burn Options Program 2022-23 is available to view on the Parks and Wildlife Service website at the following link:

<https://www.dpaw.wa.gov.au/management/fire/prescribed-burning/burns/burn-options-program>

In summary, a total of 13 burns are planned within Shire of Denmark.

Four new burns:

- FRK\_092 Peak Roe Crossing – 25km N of Nornalup
- FRK\_093 Soho – 11km NNW of Bow Bridge
- FRK\_094 Sheepwash North – 17km NNE of Denmark
- FRK\_095 Rate – 31km WNW of Denmark

Nine carry-over burns:

- FRK\_039 William Bay – 9km SW of Denmark
- FRK\_061 Parry Inlet – 18km WSW of Denmark
- FRK\_062 Styx – 16km WNW of Denmark
- FRK\_073 Tingle View – 6km NNW of Nornalup
- FRK\_074 Blue Holes – 1km SW of Nornalup
- FRK\_075 Irwin – 1km NE of Peaceful Bay
- FRK\_082 Quickup Dam – 6km NNE of Denmark
- FRK\_086 Clear Hills – 23km NNW of Denmark
- FRK\_090 Thames FCA – 28km W of Denmark

**Fire Resource Availability**

Warren Region after hours contact number during winter is 0437 692 518.

ANNEXURE 6.1.4

**DENMARK CHIEF BFAC REPORT JULY 21<sup>st</sup> 2022**

Firstly thank you for the support you have given myself, Nigel and Shane over the last 12 months, it is appreciated.

**Annual Skills Refresher 2022.**

Whilst the Annual Skills Refresher was put out to FCO’s, Captains and 1<sup>st</sup> Lieutenants only last year this year, (2022/20223), all active members are now required to complete the Annual Skills Refresher in order to stay current with their training prior to the next Fire Season.

This Refresher can be completed in stages in normal Brigade training. Please advise when your Brigade will be doing the training and either myself or a Deputy will also attend in order to sign off the completion record.

It is recommended to begin the Skills Refresher now and complete it in stages.

The Annual Skills Refresher completion sheets are now available in folders for your Brigades records.

We can assist you in training so give a shout out if required.

Nigel and Shane have put together a package which contains all of the relevant DFES training for the subjects we are looking at, these have been distributed to Brigades.

This is a comprehensive standardised training resource for those subjects so that all Brigades are at the same DFES recognised standard.

**No Pre Season training will be held.**

Myself and the Deputies are putting a 3+ year plan in place including a Burns plan. Please let me know if there are any areas within your patch that you would like to see have a Hazard Reduction Burn completed.

**New Fire Danger Rating System.**

This new system is being introduced on September 1<sup>st</sup> 2022.

The new Fire Danger Rating framework will now be a 4 rating system.

	<b>Fire Behaviour Index Range</b>	<b>Community Messaging</b>
<b>Moderate</b>	12-23	Plan and be prepared to act
<b>High</b>	24-49	Be ready to act
<b>Extreme</b>	50-99	Fires will be extremely dangerous Take action now
<b>Catastrophic</b>	100+	Fires will be deadly. It is not safe to be in a Bushfire Risk area

This information needs to be prioritised in order to go out with the Firebreak and Fuel Management Notice in a timely manner.

Regarding the point at when are all Permits cancelled. It was very convenient that we were able to cancel all Permits when we reached a Very High FDR. This cut off point has being suggested in the attachment below. Once again I feel that a strong constant publication is required to educate the public on what the new signage and regulations are and what they mean.

Lez Baines  
CBFCO Denmark

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## Annexure 6.1.5

**REPORT FROM COMMUNITY EMERGENCY SERVICES COORDINATOR – ADDAS GARA**PREPAREDNESS

- UCL funding application to DFES has been approved in full for 2022/23 for crown land mitigation works.
- Please forward any outstanding vehicle faults

PPE

- Overspend application to DFES was approved and initial 50% order has been placed.
- Respirators – an initial quantity of 150 half face respirators has been approved and 50% order has been placed. Product information and care instructions will be sent out via email.
- Laundering of PPE – Shadforth and Ocean Beach recently assisted at a house fire where asbestos was prevalent. Tunics were removed and bagged at the scene and dry cleaned professionally. Please be mindful of potential contaminants when assisting at structure fires.
- New PPE form includes unisex sizing with fitting guides on reverse. Copies provided. Please also note 3M respirator sizing – Medium is most common/average size.

TRAINING

- Intro courses 13/14<sup>th</sup> August. 13 applicants so far. Students will receive confirmation via email. \*Note courses now fully booked
- Please encourage all new members to complete AIMS awareness which is useful intro to eAcademy on Volunteer Hub.
- Training (1 day) for new FCOs is available in Woodanilling 10<sup>th</sup> August and Cranbrook 17<sup>th</sup> September.
- For existing FCOs, a region-wide refresher course is being considered for the Great Southern, to be conducted via MS Teams. Would include discussion around new Fire Danger Rating System. Is there an appetite for Denmark to be involved?
- Machine Supervision for bushfire 20<sup>th</sup> August at Denmark VFRS (Crew Leader is prerequisite)

HAZARD/INJURY REPORTING

- Please be aware of the need to record injuries or damage as they occur. The Shire has a Hazard Incident Report form which will be sent out with meeting minutes. This is an electronic editable PDF. It is important to record as much detail as possible regarding date and time of injury as this has implications as to whether local government or DFES will be managing the claim.

ADDITIONAL

- Female-Female 2" couplings issued
- COVID hygiene products and RAT kits issued