

# Minutes



## **BUSH FIRE ADVISORY AGM & COMMITTEE MEETING**

HELD IN THE SHIRE OF DENMARK RECREATION CENTRE, 76  
BRAZIER ST, DENMARK  
THURSDAY, 3rd August 2023, COMMENCING AT 6:00pm

1.	DECLARATION OF OPENING.....	3
2.	RECORD OF ATTENDANCE.....	3
3.	ANNOUNCEMENTS BY THE PERSON PRESIDING .....	4
3.1.	CONFIRMATION OF MINUTES.....	4
4.	ELECTION OF OFFICERS – CHAIRMAN AND DEPUTY CHAIRMAN.....	4
5.	APPOINTMENT OF FIRE CONTROL OFFICERS, CHIEF BUSH FIRE CONTROL OFFICER AND CHIEF DEPUTY BUSH FIRE CONTROL OFFICER.....	4
6.	APPOINTMENT OF FIRE WEATHER OFFICER.....	5
7.	MEETING DATES OF THE BFAC COMMITTEE .....	5
8.	REPORTS.....	6
8.1.	DEPARTMENT OF FIRE AND EMERGENCY SERVICES .....	6
8.2.	DEPARTMENT OF BIODIVERSITY CONSERVATION & ATTRACTIONS (DBCA) .....	6
8.3.	AUSTRALIAN BLUEGUM PLANTATIONS .....	6
8.4.	CHIEF BUSHFIRE CONTROL OFFICER .....	6
8.5.	COMMUNITY EMERGENCY SERVICES MANAGER.....	6
8.5.1.	Local Government Grant Scheme (LGGS) update .....	6
8.5.2.	Australian Fire Danger Rating System (AFDRS) update incl signage.....	6
8.5.3.	Incident Reporting System (IRS) and paper incident report forms .....	6
8.5.4.	Burn over training equipment.....	6
8.5.5.	Personal Protection Equipment (PPE) – retention, outstanding items .....	6
8.5.6.	Donated funds & tablets.....	6
8.5.7.	Carmarthen Shed.....	7
8.5.8.	Other .....	7
8.6.	BUSHFIRE RISK MITIGATION COORDINATOR .....	7
8.6.1.	Nomination of officers to sit on the Bushfire Mitigation Working Group (BMWG) .....	7
8.6.2.	Verge burning.....	7
8.6.3.	Mitigation Works.....	7
8.7.	BUSHFIRE READY UPDATE.....	7
8.8.	COUNCIL.....	7
9.	GENERAL BUSINESS.....	7
9.1.	Firebreak & Fuel Management Notice review .....	7
9.2.	Brigade boundaries review (Nigel Marsh) .....	8
9.3.	Cultural burning program (Geoff Bowley) .....	8
9.4.	BFB member removal process (Ceinwen Gearon) .....	8

Bush Fire Advisory Committee 3<sup>rd</sup> August 2023

9.5.	General .....	8
10.	NEXT MEETING .....	9
11.	CLOSURE .....	9
12.	Appendix A DBCA Report.....	10
13.	Appendix B Chief Bushfire Control Office Report.....	11
14.	Appendix C Bushfire Ready Update .....	12

## 1. DECLARATION OF OPENING

The Chairperson acknowledged the land on which this meeting is being held and the traditional custodians of the land, the Bibbulmun and Menang people and pay respects to Elders past, present, and emerging.

## 2. RECORD OF ATTENDANCE

### MEMBERS:

Cr Ceinwen Gearon	Shire President, Council Delegate and Chairperson
Cr Clare Campbell	Council Delegate
Diarmuid Kinsella	DFES
Tristan Farmer	DBCA
Lez Baines	CBFCO
Nigel Marsh	DCBFCO
Shane Howlett	DCBFCO
Brian Vigus	Tingledale FCO
Gavin Butler	Somerset Hill FCO
Will White	William Bay Proxy
Craig Hughes	Carmarthen FCO
Chris Hoare	East Denmark
Chris Hudson	Harewood FCO
Ian Coulson	Nornalup FCO
Craig Lilley	Kordabup FCO
Paul Moncrieff	Owingup FCO
Trevor Brown	Peaceful Bay FCO
Geoff Bowley	Shadforth FCO
Darin Hockley	Denmark Town, FCO
Adrian Kranendonk	Fire Weather Officer
Graham Dixon	Ocean Beach FCO
Alex Williams	Hazelvale FCO
Murray Brooker	Mt Lindesay FCO

### STAFF:

Mark Guerin	Community Emergency Services Manager
Claire Thompson	Governance Coordinator
Charmaine Shelley	Senior Ranger
Victoria Holloway	Bushfire Risk Mitigation Coordinator
Natalie Pescud	Administration Officer – Community Services

### VISITORS:

Paul Ashton	Australian Blue Gum Plantations
-------------	---------------------------------

### APOLOGIES:

Renee Wiggins	Manager of Community Services
---------------	-------------------------------

### ON LEAVE OF ABSENCE:

Nil

### 3. ANNOUNCEMENTS BY THE PERSON PRESIDING

#### 3.1. CONFIRMATION OF MINUTES

It is preferable that the mover of any motion to confirm previous Minutes needs to have been at the meeting.

OFFICER RECOMMENDATION	ITEM 3.1
That the minutes of the Bush Fire Advisory Committee Meeting held on the 20 <sup>th</sup> April 2023, be confirmed as a true and correct record of the proceedings.	
Moved: Adrian Kranendonk	Seconded: Lez Baines
Carried: Unanimously	

### 4. ELECTION OF OFFICERS – CHAIRMAN AND DEPUTY CHAIRMAN

COMMITTEE DECISION	ITEM 4.1
That Ceinwen Gearon be elected as Chairperson of the Bushfire Advisory Committee for the 2023/24 financial year.	
Moved: Adrian Kranendonk	Seconded: Lez Baines
Carried: Unanimously	

COMMITTEE DECISION	ITEM 4.1
That Clare Campbell be elected as Deputy Chairperson of the Bushfire Advisory Committee for the 2023/24 financial year.	
Moved: Alex Williams	Seconded: Darin Hockley
Carried: Unanimously	

### 5. APPOINTMENT OF FIRE CONTROL OFFICERS, CHIEF BUSH FIRE CONTROL OFFICER AND CHIEF DEPUTY BUSH FIRE CONTROL OFFICER

COMMITTEE RECOMMENDATION	ITEM 5.1
That Lez Baines be elected as Chief Bushfire Control Officer for the 2023/24 financial year.	
Moved: Ceinwen Gearon	Seconded: Adrian Kranendonk
Carried: Unanimously	

COMMITTEE RECOMMENDATION	ITEM 5.2
That Nigel Marsh be elected as Deputy Chief Bushfire Control Officer for the 2023/24 financial year.	
Moved: Lez Baines	Seconded: Craig Hughes
Carried: Unanimously	

COMMITTEE RECOMMENDATION	ITEM 5.3
That Shane Howlett be elected as Deputy Chief Bushfire Control Officer for the 2023/24 financial year.	
Moved: Craig Hughes	Seconded: Graham Dixon
Carried: Unanimously	

COMMITTEE RECOMMENDATION

ITEM 5.4

1. That, pursuant to Section 38 (1) of the Bush Fires Act 1954, Council appoints the following persons for the financial year 2021/2022 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

Charmaine Shelley  
David Lonie  
Mark Guerin  
Les Baines  
Shane Howlett  
Nigel Marsh  
Craig Hughes  
Chris Hoare  
Chris Hudson  
Alex Williams  
Brian Vigus  
Craig Lilley  
Paul Moncrieff  
Murray Brooker  
Ian Coulson  
Graham Dixon  
Geoff Bowley  
Gavin Butler  
Blair Darvill  
Darin Hockley  
Grant Wilson

**6. APPOINTMENT OF FIRE WEATHER OFFICER**

COMMITTEE RECOMMENDATION

ITEM 6

That, pursuant to Section 38 (8) of the Bush Fires Act 1954, Council appoints Adrian Kranendonk for the financial year 2023/24 as a Fire Control Officer and Fire Weather Officer to be authorised within the entire Shire of Denmark.

Moved: Alex Williams                      Seconded: Lez Baines

Carried: Unanimously

**7. MEETING DATES OF THE BFAC COMMITTEE**

OFFICER RECOMMENDATION

ITEM 7

That Bush Fire Advisory Committee meet four (4) times a year, commencing on the last Thursday in October and then at an equal time across that period plus one annual general meeting aligned to the meeting closest to the financial year start/end.

Moved: Nigel Marsh                      Seconded: Clare Campbell

Carried: Unanimously

## 8. REPORTS

### 8.1. DEPARTMENT OF FIRE AND EMERGENCY SERVICES

In Enterprise Bargaining Agreement (EBA) negotiations, staff availability is reduced.

The most impacted area is training.

High season fleets largely stood down.

Catching up on mitigation works.

Questioned about the replacement bushfire appliance pipeline, informed the committee that we are still playing catch up. Up to two years until the backlog is cleared.

Questioned about the impact of the Aboriginal Cultural Heritage Act. Responded that in an emergency, emergency services are exempt.

Tristan Farmer and Victoria Holloway informed the meeting that DBCA and Denmark Shire already do cultural heritage checks.

CESM to include link to ACH mapping tool in these minutes (below).

[Australian Cultural Heritage Inquiry System \(ACHIS\)](#)

### 8.2. DEPARTMENT OF BIODIVERSITY CONSERVATION & ATTRACTIONS (DBCA)

See Appendix A

Bushfire Brigades and Shire Staff to be invited to participate in relevant DBCA training.

### 8.3. AUSTRALIAN BLUEGUM PLANTATIONS

Installation of fire detection camera system is progressing. Paul will provide updates as they occur.

### 8.4. CHIEF BUSHFIRE CONTROL OFFICER

See Appendix B

### 8.5. COMMUNITY EMERGENCY SERVICES MANAGER

#### 8.5.1. Local Government Grant Scheme (LGGS) update

This year's total budget was 35.1 million. The appliance replacement program is being prioritised to clear the backlog and received most of the money. Remaining budget for capital items was 2.4 million. Capital requests totalled 48 million.

#### 8.5.2. Australian Fire Danger Rating System (AFDRS) update incl signage

AFDRS system is looking to transition to sub-districts within 3-4 months which will solve a lot of the issues being experienced within the Stirling Coast fire weather district.

Electronic signage has not been approved for this financial year.

#### 8.5.3. Incident Reporting System (IRS) and paper incident report forms

There is an entry backlog of incident report forms of approximately 80000, which is why we are not seeing our incident stats correctly. The solution is to enter our reports via the IRS. We have 5 FCOs who have done the training. Mark plans to attend the Esperance training course on Wednesday the 20<sup>th</sup> of September. Anybody interested is welcome to carpool with him.

#### 8.5.4. Burn over training equipment.

Two training units each of burn over blankets and in-cab airs have been acquired for Denmark and are available on request.

#### 8.5.5. Personal Protection Equipment (PPE) – retention, outstanding items

Intention is to have members store their PPE at fire sheds. To facilitate this, lockers sets and washing machines are to be rolled out to brigades. When members leave or become inactive, we need to retain their PPE.

Excluding t-shirts, 2<sup>nd</sup> pairs of pants, and sun hats, the supply of PPE is largely up to date. Only a small handful of items are yet to be delivered.

#### 8.5.6. Donated funds & tablets

All donated funds have been deposited to the Scotsdale/Shadforth brigade account. Work will now begin on finalising the tablet specifications and mounting systems for the BFB appliances.

**8.5.7. Carmarthen Shed**

LGGS has declined to provide a new shed at this stage. Appeal is being considered based on a self-supporting loan. Responsibility for shed maintenance rests with the LG. Another attempt at securing quotes for a solution to the Carmarthen shed door is underway. We hope to have a solution in place within two months.

**8.5.8. Other**

Alex inquired about a water tank for the Hazelvale/Tingledale shed. CESM to investigate options.

Graham asked about a replacement fast-fill pump. It has been delivered to the Shire and will be delivered to Ocean Beach BFB in the next few days.

**8.6. BUSHFIRE RISK MITIGATION COORDINATOR**

**8.6.1. Nomination of officers to sit on the Bushfire Mitigation Working Group**

The Bushfire Mitigation Working Group (BMWG) sits twice a year and three representatives from BFBs are requested. Murray Brooker (East), Craig Lilley (Central) and Michael Thorpe (West - in absentia) were put forward. Lez to contact Michael.

Thanks to Craig Hughes for being part of this previously.

**8.6.2. Verge burning**

A request was made to provide a written procedure for verge burning. Until that has been produced, please contact Victoria for assistance if you need to burn verges.

**8.6.3. Mitigation Works**

Concern was voiced regarding the process of mitigation works. Particularly how mitigated areas were not maintained post mitigation works and regressed to their previous state.

Victoria informed the committee that there was a changing approach, moving away from slashing and focusing on long term solutions.

**8.7. BUSHFIRE READY UPDATE**

See Appendix C

**8.8. COUNCIL**

Question raised about removal of bushfire brigade members. Held over to general business (item 9.4)

**9. 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.

**9.1. Firebreak & Fuel Management Notice review**

Main changes are the restriction on permits for landholdings < 2000 sqm and the removal of an exemption on camping & cooking fires during the prohibited period for select campgrounds.

Discussion ensued.

QR code to be added that links to the Shire website for more information.

COMMITTEE RECOMMENDATION	ITEM 9.1
That Council ENDORSE the Firebreak and Fuel Management Notice 2023/2024	
Moved: Lez Baines	Seconded: Murray Brooker
Carried: Unanimously	

### **9.2. Brigade boundaries review (Nigel Marsh)**

Nigel Marsh presented an updated map of brigade boundaries for review by the brigade FCOs. The new map will be produced once any changes have been agreed and incorporated.

### **9.3. Cultural burning program (Geoff Bowley)**

Geoff requested an update on procedures and timelines for the implementation. Victoria responded that the model was in place for Denmark. We are now waiting for the right people to step into this space.

Concerns around incorporating indigenous staff into brigades was addressed. They will be active only for cultural burns and will not be performing burns until fully trained to DFES and Denmark Shire standards.

### **9.4. BFB member removal process (Ceinwen Gearon)**

Ceinwen asked how decisions were made to remove brigade members. The brigade committee comprising the office holders, can remove members at their discretion as per the local laws. This is usually done when members become inactive, not attending meetings and training.

Ex members can re-join. The required training must be undertaken on re-joining. The relevant local laws should be reviewed.

### **9.5. General**

- Lez thanked Ceinwen for her work with BFAC over the years.
- Radio requests to be emailed to the CESM.
- Fire Weather Officer can countersign permits to proceed with a burn when FDR is HIGH? This needs to be confirmed. Also determine whether the Fire Weather Officer is gazetted.
- First aid training required. Dates for Denmark first aid training will be provided shortly.
- BART training to be conducted by Shane. Dates & times to be confirmed.
- Request for presentation from LGIS at a future meeting. CESM to follow up.
- Local laws & procedures; Timeframe requested. CESM responded that some budget had been allocated but will need to find out the priority list to determine where, in that list, the bushfire relevant ones sit.
- Motion presented by Geoff Bowley for presentation to DFES:

That BFAC has considered the LGGGS 2023/2024 Replacement Program (Form 3A) and notes that of the current operational fleet of 23 appliances:

- In 2020/2021 3 appliances were approved for replacement
- In 2021/2022 4 appliances were approved for replacement
- In 2022/2023 1 appliance was approved for replacement.
- In 2023/2024 1 appliance was approved for replacement
- None have been delivered

BFAC therefore requests that the Shire of Denmark formally seek the following from DFES:

The timetable for the delivery of overdue fire appliances scheduled for replacement in accordance with the DFES replacement criteria and detailed in LGGGS Form 3A

Notes:

The foreword to the 2023/2024 LGGGS Manual refers to changes made to the Fleet Replacement Program to “improve the delivery of scheduled replacement fleet assets to LG and to offset the effects of COVID -19 on global supply chains”



6 of the 9 appliances approved for replacement are LTs. It is important to note that the new LT versions are equipped with a deluge system - a significant safety improvement over the current LTs.

DFES has a replacement criterion (P66 of LGGS manual) stating appliances should be replaced after 10yrs (LTs) and 16 yrs (Tankers). It is not acceptable that 39% of the Shire of Denmark's front-line fire appliances are overdue for replacement with no evidence the situation will improve in the next 3 years – will the replacement program ever “catch up”?

<b>COMMITTEE RECOMMENDATION</b>	<b>ITEM 9.5</b>
That Council DIRECT the Chief Executive Officer to formally seek the timetable for the delivery of overdue fire appliances scheduled for replacement in accordance with the DFES replacement criteria and detailed in LGGS Form 3A.	
Moved: Geoff Bowley	Seconded: Alex Williams
Carried: Unanimously	

**10. NEXT MEETING**

It is recommended that the next meeting of the Bush Fire Advisory Committee be held on the 28<sup>th</sup> of September at the Shire of Denmark Reception Room commencing at 6.30pm.

**11. CLOSURE**

Meeting was declared closed at 2045.

**12. Appendix A DBCA Report**

Attached as separate document.

### **13. Appendix B Chief Bushfire Control Office Report**

Not too much to report in the way of call outs, Structural Fire in Hay and the illegal verge burn yesterday are the ones that spring to mind.

I have received questions from members as to who is in charge of the incidents in different locations across the Shire.

To clarify chain of command.

Fires of any description out of the gazetted area the responsibility of BFB,s.

The incident is run by the most senior BFB Officer available.

VFRS may have been called out by either myself or deputies or ComCen may have anticipated the need for VFRS to attend.

Fires of any description (including bushfires) within the gazetted area are the responsibility of VFRS.

In both instances the I.C. reports all updates to ComCen.

Any HAZMAT incidents are the responsibility of DFES no matter where they are situated within the Shire.

Please can FCO,s push across to their members that if they respond to a call out then they must notify ComCen.

BART is working effectively but more training is required across the Shire.

The Annual Skills Refresher 2023/24 will remain the same as last year, however Brigades need to apply their training now so that all members can be signed off prior to the Fire Season commencing.

Minimum Training Standards will apply for all members turning out.

In the event of a new member who has not completed the DFES modules due to their being no courses available they must have completed the Annual Skills Refresher plus the Brigade Captain is to approve that member turning out after having permission from the Incident Commander.

Lez Baines  
CBFCO Denmark  
3/8/23

## 14. Appendix C Bushfire Ready Update

Bushfire Ready Conference

23/24<sup>th</sup> July 2023

Denmark was well represented with 7 Bushfire Ready Facilitators attending.

Key points:

### 14.1. Emergency WA

- a. The official warning site Emergency WA is in the process of being revamped to align with the Australian Warning System (AWS)
- b. With the warning is advisory statements of what the community needs to do.
- c. Has action statements and the warnings are action based.
- d. Warnings can be received through Service WA app and all you need to do is to allow push notifications to receive them.
- e. All Clear has been removed as part of the warning system. Just 3 remain
  - i. Advice (yellow)
  - ii. Watch and Act (orange)
  - iii. Emergency Warning (red)

### 14.2. Climate Change – delivered by the commissioner of hazard intelligence

- a. Harsher fire weather is already here.
- b. WA has already seen a rise of 1.47 degrees Celsius.
- c. Fire season has extended at least a month on each side of “normal season”.
- d. This extension has seen an overlap between the North and the South which has made the sharing of resources difficult and high-season equipment arriving late.
- e. The extent of change
  - i. 1930 – 2 extreme fire days
  - ii. 1970 – 9 extreme days
  - iii. 2005 – 17 extreme days
  - iv. 2019 – 50 extreme days
- f. Meaning resources stretched, chances of multiple events, crew fatigue and limits on experienced incident controllers. Along with an aging volunteer force and a decrease in volunteers due to many factors.
- g. Landowners and householders needing to prepare properties to lessen possible impacts and make it easier for firefighters to defend assets.
- h. People very willing to add security systems, place deadlocks on doors etc to avoid break ins, messaging needs to improve on preparing for natural hazards.

### 14.3. BART – Fire Tree (Roleystone BFB)

- a. Negotiated with BART system software to create a fire specific messaging system for their area. (supplementary tool to Emergency WA)
- b. Facilitators must pay annual fee (same as brigade members) however end users do not. (They had a business sponsor the facilitators fee)
- c. Uses State strategic Control Priorities and is endorsed by DFES
  - i. Message to all
  - ii. Message to coordinators
  - iii. Location Specific
  - iv. Sign in authority for participation.
- d. Uses the system to alert to hazard, ascertain who is evacuating (Thumbs up or down), if householders are away (Availability). Messaging etc.
- e. A really worthwhile system. (I have been sent all of the information associated with this initiative) BART are keen to have more groups involved.

### 14.4. The Risk is there and is growing – What can we do?

- a. Brigades in the past provide response to a hazard once alerted. This needs to and is shifting to brigades to be involved in the bushfire readiness, preparation and prevention areas. Working on and in this area means less time spent on the fire ground.
- b. Denmark Bushfire Ready are having a Bushfire Ready Weekend November 3, 4 and 5
  - i. Friday November 3
    1. Sundowner – Information session and speeches by high level participants. (For example Local member, Emergency Services Minister, Premier, DFES management, Hazard intelligence commissioner etc)
  - ii. Saturday November 4<sup>th</sup>
    2. Bush fire Brigades swamp town (10am till 12 noon)
      - a. Brigades placed around town with booklets, fridge magnets, flyers for the seminars etc.
      - b. Interacting with residents/recruiting
      - c. Advertising seminars
      - d. Discussing bushfire safety (can our truck fit down your driveway etc)
    3. Bushfire Safety Seminars (Civic Centre 1pm – 3pm)
      - a. Preparing your property. (short videos, photos and presentation of what a prepared property looks like)
      - b. Making a bushfire evacuation plan. (every attendee will leave with their own plan.) Interactive step by step.
      - c. FAQ's many question that came out of community survey and Bayview rise fire.
  - iii. Sunday November 5<sup>th</sup>
    4. Brigade Games – Denmark High School Oval (When the markets are on)
      - a. A series of brigade competitions, simple fun games and friendly competition.
      - b. Invite to the brigades that were involved in the Bayview road fires. Involve SES, police, and ambos.
      - c. Bushfire ready facilitators on hand to talk to members of the public.



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

**Thursday 3<sup>rd</sup> August 2023**

**Fire Mitigation**

The Frankland District Burn Options Program 2023-24 has been approved and will soon be available to view on the Parks and Wildlife Service website at the following link:

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

<b>Burn ID/Name</b>	<b>Area (Hectares)</b>	<b>Location</b>
FRK_039 William Bay	35	9km SW of Denmark
FRK_061 Parry Inlet	428	18km WSW of Denmark
FRK_062 Styx	3,488	16km WNW of Denmark
FRK_073 Tingle View	286	6km NNW of Nornalup
FRK_074 Blue Holes	1,352	1km SW of Nornalup
FRK_075 Irwin	691	1km NE of Peaceful Bay
FRK_086 Clear Hills	9,344	23km NNW of Denmark
FRK_094 Sheepwash	7,799	17km NNE of Denmark
FRK_096 Thames	8,357	29km ENE of Denmark
FRK_099 Nornalup	81	0km NW of Nornalup
FRK_100 Conspicuous Cliff	1,747	0km W of Peaceful Bay
FRK_101 Scotsdale Rd Nature Reserve	42	3km N of Denmark
FRK_102 Quarram Nature Reserve	1,111	25km WSW of Denmark
FRK_103 Hay	183	6km NNE of Denmark
FRK_104 Frankland State Forest	98	8km NNW of Nornalup
FRK_105 Kordabup North	84	18km W of Denmark
FRK_106 Hazelvale Rd	67	7km N of Nornalup

**Fire Response**

Seven Frankland District employees have completed deployments to Canada to assist with large international wildfire response.

**Fire Resource Availability**

Frankland District fire roster commences from 5<sup>th</sup> October (Warren Region after hours contact will be available until the roster commences on 0437 692 518).

Seasonal firefighting crews commence 2<sup>nd</sup> October.

Aerial surveillance will be commencing from October and Mt Frankland fire tower from December.

**Fire Training**

Mandatory pre-season training will be conducted in Walpole on 10<sup>th</sup> October. Invitation forthcoming to local brigades to attend if interested.