

SHIRE OF DENMARK

Minutes



BUSH FIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING

HELD IN THE SHIRE OF DENMARK RECEPTION ROOM, 953
SOUTH COAST HWY, DENMARK
THURSDAY, 13th June 2024, COMMENCING AT 6:00pm

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1. DECLARATION OF OPENING

Cr Kingsley Gibson 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 Kingsley Gibson	Shire President, Council Delegate and Chairperson
Cr Clare Campbell	Council Delegate
Lez Baines	CBFCO
Nigel Marsh	DCBFCO
Shane Howlett	DCBFCO
Gavin Butler	Somerset Hill FCO
Chris Hudson	Harewood FCO
Ian Coulson	Nornalup FCO
Craig Lilley	Kordabup FCO
Trevor Brown	Peaceful Bay Captain
Geoff Bowley	Shadforth FCO
Adrian Kranendonk	Fire Weather Officer
Graham Dixon	Ocean Beach FCO
Chris Hoare	East Denmark FCO
Darin Hockley	VFRS, FCO
Paul Ashton	Australian Bluegum Plantations
Murray Brooker	Mt Lindesay FCO (arrived 1905hrs)
Brian Vigus	Tingledale FCO
Paul Moncrieff	Owingup FCO
Tristan Farmer	DBCA
Craig Hughes	Carmarthen FCO

STAFF:

Renee Wiggins	Manager of Community Services
Mark Guerin	Community Emergency Services Manager
Natalie Pescud	Community Services Administration Officer

VISITORS:

Nil

APOLOGIES:

Nil

ON LEAVE OF ABSENCE:

Nil

3. ANNOUNCEMENTS BY THE PERSON PRESIDING

The role of this committee is to provide guidance to Council. We will use formal process of move and seconded in matters of debate. Please discuss within brigades before putting matters on the agenda for this committee. Please address issues with staff prior to the meeting to see if issues can be resolved.

Cr Gibson stated that the agenda for this meeting was structured to provide a recommendation to Council. Cr Gibson said a meeting for general discussion could take place at a separate time to this meeting. He was happy to discuss at the end of the meeting.

Cr Gibson thanked Lez for the 5 years he had dedicated to being the Shire's Chief Bush Fire Control Officer, giving his time, skills, and knowledge to the role.

Lez thanked everyone for their support.

Words of thanks from various members around the room were offered to Lez.

3.1. CONFIRMATION OF MINUTES

COMMITTEE DECISION & OFFICER RECOMMENDATION	ITEM 3.1
That the minutes of the Bush Fire Advisory Committee Meeting held on the 14 th of March 2024, be confirmed as a true and correct record of the proceedings.	
Moved: Craig Hughes	Seconded: Lez Baines
Carried	

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

COMMITTEE RECOMMENDATION	ITEM 4.1
That, in accordance with Council Delegation 3.1.8, request that the Chief Executive Officer appoints Shane Howlett as Chief Fire Control Officer, for the whole of the Shire of Denmark local government area, for the financial year 2024/2025 and, the appointments be advertised by giving public notice.	
Moved: Nigel Marsh	Seconded: Lez Baines
Carried	

COMMITTEE RECOMMENDATION	ITEM 4.2
That, in accordance with Council Delegation 3.1.8, request that the Chief Executive Officer appoints Nigel Marsh as Deputy Chief Fire Control Officer, for the whole of the Shire of Denmark local government area, for the financial year 2024/2025 and, the appointments be advertised by giving public notice.	
Moved: Lez Baines	Seconded: Shane Howlett
Carried	

COMMITTEE RECOMMENDATION	ITEM 4.3
That, in accordance with Council Delegation 3.1.8, request that the Chief Executive Officer appoints Craig Lilley as Senior Fire Control Officer #1, for the whole of the Shire	

of Denmark local government area, for the financial year 2024/2025 and, the appointments be advertised by giving public notice.

Moved: Darin Hockley

Seconded: Craig Lilley

Carried

COMMITTEE RECOMMENDATION

ITEM 4.4

That, in accordance with Council Delegation 3.1.8, request that the Chief Executive Officer appoints Chris Hoare as Senior Fire Control Officer #2, for the whole of the Shire of Denmark local government area, for the financial year 2024/2025 and, the appointments be advertised by giving public notice.

Moved: Adrian Kranendonk

Seconded: Darin Hockley

Carried

COMMITTEE RECOMMENDATION

ITEM 4.5

That, pursuant to Section 38 (1) of the Bush Fires Act 1954, and Council Delegation 3.1.8, the Chief Executive Officer appoints the following persons for the financial year 2024/2025 and that the appointments be advertised in the Denmark Bulletin.

Bush Fire Control Officers authorised within the entire Shire of Denmark

Senior Law Enforcement Officer	Brodie Walton
Law Enforcement Officer	David Lonie
Fire Control Officer	Mark Guerin
Fire Control Officer & Chief Fire Control Officer	Shane Howlett
Fire Control Officer & Deputy Chief Fire Control Officer	Nigel Marsh

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	Chris Hudson
Hazelvale Volunteer Bush Fire Brigade	To be advised
Tingledale Volunteer Bush Fire Brigade	Brian Vigus
Kordabup Volunteer Bush Fire Brigade	Craig Lilley
Mehniup Volunteer Bush Fire Brigade	Paul Moncrieff
Mt Lindesay Volunteer Bush Fire Brigade	Murray Brooker
Nornalup Volunteer Bush Fire Brigade	Ian Coulson
Ocean Beach Volunteer Bush Fire Brigade	Graham Dixon
Parryville Volunteer Bush Fire Brigade	To be advised
Peaceful Bay Volunteer Bush Fire Brigade	Trevor Brown
Scotsdale/Shadforth Volunteer Bush Fire Brigade	Geoff Bowley
Somerset Hill Volunteer Bush Fire Brigade	Gavin Butler
William Bay Volunteer Bush Fire Brigade	To be advised

Bush Fire Control Officers authorised within the prescribed Denmark Fire & Rescue Service Area Only

Denmark Volunteer Fire and Rescue Service

Darin Hockley

5. APPOINTMENT OF FIRE WEATHER OFFICERS

COMMITTEE RECOMMENDATION	ITEM 5.1
<p>That, in accordance with Council Delegation 3.1.8, request that the Chief Executive Officer appoints Lez Baines as a Fire Control Officer and Fire Weather Officer, for the whole of the Shire of Denmark local government area, for the financial year 2024/2025 and, the appointment be advertised by giving public notice.</p>	
Moved: Nigel Marsh	Seconded: Shane Howlett
Carried	

COMMITTEE RECOMMENDATION	ITEM 5.2
<p>That, in accordance with Council Delegation 3.1.8, request that the Chief Executive Officer appoints Adrian Kranendonk as a Fire Control Officer and Deputy Fire Weather Officer, for the whole of the Shire of Denmark local government area, for the financial year 2024/2025 and, the appointment be advertised by giving public notice.</p>	
Moved: Lez Baines	Seconded: Shane Howlett
Carried:	

6. MEETING DATES OF THE BFAC COMMITTEE

COMMITTEE DECISION & OFFICER RECOMMENDATION	ITEM 6.1
<p>That Bush Fire Advisory Committee meet four (4) times a year, commencing on the second Thursday in September 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.</p>	
Moved: Geoff Bowley	Seconded: Adrian Kranendonk
Carried	

7. REPORTS

7.1. DEPARTMENT OF FIRE AND EMERGENCY SERVICES

Thanked all that turned out to help with the recent fire.

7.2. DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS

- Have completed a few burns before it was too wet.
- Small burn on Hazelvale Rd but it was unsuccessful.
- New prescribed burn plan to presented at the next BFAC meeting.

7.3. PAUL ASHTON BLUE GUMS

Little to report. Enjoying some rain for the plantations.

7.4. BUSH FIRE MITIGATION REPORT

- Still looking at some small mitigation burns.
- Timing of funding is precluding some works.
- High priority first.
- Working on an annual plan rather than 6 monthly.
- The brigades will be involved in some of these burns.

7.5. CHIEF BUSHFIRE CONTROL OFFICER

- Not too many incidents since the last BFAC, a quiet summer for us.
- Every appliance attended the DBCA incident at Middle Rd. As always it is valuable training for our crews.
- One structural fire which was fortunately localised in the bathroom.
- CB radios have been purchased with donated funds. These will be allocated 1 pair per LT, 1 pair per single cab heavy and 2 pairs per dual cab heavy.
- There is a Trust Account within the Shire accounting system to hold donations for Bushfire Brigades. The remaining donated funds have been transferred to this account.
- Thank you to the Scotsdale/Shadforth Brigade for holding funds whilst this was being sorted out.
- Being my last month as Chief, and I would like to thank FCOs and Brigades for the support you have given me over the past few years.
- Lez also thanked the Shire and DFES for the support received during his tenure. He will be available to help with certain aspects of training.

7.5.1. Donated funds update

Hose winders and UHF radios have been purchased, balance of \$1043 now held at the Shire.

7.6. COMMUNITY EMERGENCY SERVICES MANAGER

7.6.1. Australian Fire Danger Rating System (AFDRS) Electronic Signage

- Shire has successfully obtained a grant to purchase one electronic AFDRS sign. Plan to install at Nornalup.
- Proposed consolidation to two electronic signs, Nornalup and East of Denmark town (adjacent to the golf course)
- Discussion ensued, hoping to get funding for three signs and locate them at Nornalup, East Denmark and the visitors' centre.

7.6.2. Frankland / Middle Rd Complex Bushfire Review

A review is being conducted on Tuesday the 18th of June by DBCA regarding the Frankland / Middle Road bushfire. Chiefs & CESM will be in attendance. Please provide any feedback for inclusion in the review.

7.6.3. Appliance tablets

Update on status of tablets and associated IT infrastructure. CESM planning to focus on this over the winter months.

7.6.4. Fire Management Notice (FMN)

Update on status of next year's FMN.

Conversation around fire bans, camping and cooking fires. Debate over should fires be allowed in fire pits, BBQs etc.

Please read the final draft and email comments to Mark.

VOTE: That permanent residents be allowed camping & cooking fires during the prohibited period

FOR: 6 votes

AGAINST: 10 votes

Discussion around permits for standing bush all year.

Environmental Protection Act (EPA) – Is a permit required for standing bush all year round. Fines all year round. Staff to investigate further. Difficult for FCOs to approve.

7.7. BUSHFIRE READY UPDATE

- Processing service medallions including 60-year service medals. The commissioner and/or minister to be in attendance for awarding these. The plan is to present these at the Feast not Fire event. Murray is working his way through each brigade and applying for the medals. Please check excel spreadsheet that was sent, select your brigade on the bottom and let Murray know who is still active.
- Fire Day fund has just received a \$2,000 deposit which will mean some funding to provide BART to the bushfire ready group.
- Bushfire Ready Weekend is planned for the weekend of November the 1st, 2nd, and 3rd.

FRIDAY the 1st of November:

- Friday Sundowner at the Dam – A number of keynote speakers
- Friday Feast Not Fire Dinner.

SATURDAY the 2nd of November:

- Brigades placed around town 10.00am with opportunity to recruit new members and provide stamps for children's books as they collect a bushfire ready message from each brigade and a stamp for their booklet. (This will be provided for each brigade)
- Seminars and Workshops
- Advanced sessions at the RSL Hall along with virtual reality (VR) goggles with a bushfire experience.
- Advanced – Bushfire safe garden, Sprinkler systems etc
- Basic – Fire management Notice, Bushfire emergency planning, Q and A

SUNDAY the 3rd of November:

- Bushfire Games – High School Oval
- Invitation to surrounding Shires brigades to compete in games. Create your own fire red tube and print a plan of your property station.
- The Bushfire Ready Weekend has been nominated for an award at the WAFES Conference.

7.8. COUNCIL

- Cr Clare Campbell stated that there was a possibility of some funding from the Corporate Business Plan for AFDR signage.
- A recent Council briefing discussed ideas to incentivise young people joining brigades.
- Suggestions are welcome. Discounted gym membership proposed. Please contact Cr Gibson, Cr Campbell, or other councillors with ideas.

8. AGENDA ITEMS

8.1. Telstra – Shane Howlett

Discussion of outage issues and associated issues.

The 2024 Regional Telecommunication Review is currently in progress and submissions close on the 31st of July. [Contribute to the review here.](#)

This is a good opportunity for Denmark to highlight issues that have occurred including;

- Alternate power supply not sufficient when power outages occur.
- Capacity is not adequate in emergency situations and this is further exacerbated during the peak tourist times. Mobile data services are crucial for providing information to the public during emergencies. Emergency services response times are also impacted.

The Review will examine the suitability of telecommunications services in regional, rural, and remote Australia. It will also consider issues identified in the Terms of Reference, including:

- Awareness and impact of government investment in regional communications
- Implications, opportunities, and attitudes towards changing and emerging technologies
- How First Nations communities needs are being met.
- Suitability of communications services during emergencies and natural disasters
- Potential to fast track some Universal Service Obligation reforms.

Shire should put in a submission.

Generator / backup power issue to be raised with Telstra through the LEMC.

8.2. Response areas and process – Shane Howlett

Pre-determined callout proposal. Designated brigades are automatically called out according to reported location of fire.

Information regarding fire sent from COMSEN to FCOs etc via SMS.

The Incident Management Team (IMT) wish to improve how we communicate in these situations. This will require some training and development. There will be some corresponding changes in the DFES systems that will need to be accommodated.

Brigade maps are being created. Boundaries map is almost finished. Continuing to develop the maps to make them more useful.

Ocean Beach Area – for response will stay the same. Regarding permits, a process will need to be agreed between VFRS and surrounding bushfire brigades.

8.3. Brigade key roles – Murray Brooker

Definitions of key roles and responsibilities within the brigades are being defined. Murray will distribute these notes, comments at the next meeting.

8.4. Denmark VFRS membership of BFAC – Darin Hockley

Discussion of VFRS membership of BFAC, post dissolution of the Town Brigade.

VFRS will retain membership of the BFAC as per its charter.

9. Action Register

Action	Responsibility	
Previous BFAC minutes to be uploaded to Shire website	Shire	Done
Feedback on Hip camps to be provided to planning dept	Chiefs, CESM	Done
Dates to be provided to DFES for RUI exercise	Chief Bush Fire Control Officer	Done
Training requirements of brigades to be emailed to CESM.	FCOs	Requirements received, training dates to be advised.
Names & trouser sizings of active members to be emailed to CESM for 2 nd pair of FR trousers	FCOs	Done
Provide feedback for next iteration of the "Firebreak and Fuel Management Notice" by end April	FCOs	Done
SOPS and local law update requested for next meeting.	Council	

10. NEXT MEETING

It is recommended that the next meeting of the Bush Fire Advisory Committee be held on Thursday the 12th of September 2024 at the Shire of Denmark Reception Room commencing at 6.30pm.

11. CLOSURE 8.17 pm