

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, 12th December 2024

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1. DECLARATION OF OPENING

Meeting Opened by Councillor Kingsley Gibson 6.32pm
Welcome to Country

2. RECORD OF ATTENDANCE

MEMBERS:

Cr Kingsley Gibson	Shire President, Council Delegate and Chairperson
Cr Clare Campbell	Council Delegate
Shane Howlett	CBFCO
Lez Baines	Fire Weather Officer
Nigel Marsh	DCBFCO
Chris Hudson	Harewood FCO
Ian Coulson	Nornalup FCO
Craig Lilley	Kordabup FCO
Geoff Bowley	Shadforth FCO
Adrian Kranendonk	Deputy Fire Weather Officer
Graham Dixon	Ocean Beach FCO
Chris Hoare	East Denmark FCO
Darin Hockley	VFRS, FCO
Em Harper	Mt Lindesay Proxy
Brian Vigus	Tingledale FCO
Paul Moncrieff	Owingup FCO
Craig Hughes	Carmarthen FCO

STAFF:

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

VISITORS:

Tristan Farmer	DBCA
Paul Ashton	Australian Bluegum Plantations

APOLOGIES:

Gavin Butler	Somerset Hill FCO
Murray Brooker	Mt Lindesay FCO
Trevor Brown	Peaceful Bay FCO

ON LEAVE OF ABSENCE:

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 12 th of September 2024, be confirmed as a true and correct record of the proceedings.		
Moved:	Lez Baines	Seconded: Geoff Bowley Unanimous

4. REPORTS

4.1. DEPARTMENT OF FIRE AND EMERGENCY SERVICES

Cam discussed:

- Changes to the dispatch system – most likely mid-January.
- Thank you to Shire of Denmark brigades who attended the Lights Beach exercise.
- Aircraft based in Albany available if required.
- Thanks to VFRS helping Denmark Primary School with their emergency evacuation plan.
- An update to the pre-determined response plan is imminent. Details will be provided.

4.2. DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS

Tristan discussed burns that have been completed in Shire, training, and staff changes.

4.3. CHIEF BUSHFIRE CONTROL OFFICER

Shane discussed

- Annual skills refresher, please ensure these have been done.
- Permits finish this weekend, no new permits. Prohibited from 16 December.
- Everyone active must be on SMS system.
- Tech/tablet/BART updates
- Burns – mitigation Peaceful Bay, conducted with help from Nornalup Brigade
- Shane resigned from his position as Chief Bushfire Control Officer (CBFCO) and thanked everyone for their support. He nominated Nigel Marsh to step into the CBFCO role.

OFFICER RECOMMENDATION		ITEM 4.3
That Nigel Marsh be appointed the Chief Bushfire Control Officer effective immediately.		
Moved:	Shane Howlett	Seconded: Kingsley Gibson
Passed:	Unanimously	

Kingsley asked committee members to submit nominations for Deputy CBFCO to the Shire.

4.4. COMMUNITY EMERGENCY SERVICES MANAGER

- Hazard reduction burn (HRB) process. Defining & streamlining of this process to ensure timely actioning and clarity around invoicing & payment of funds to brigades.
- Mark discussed the CESM request form and provided some clarification of process. Feedback welcome.
- IGA vouchers (Nornalup & East Denmark to collect)

- Brigade tablets update. Home screen update has been rolled out. May need Wi-Fi connection to download it. Fire Mapper application added (details will be covered in agenda item below)
- Deductible Gift Recipient (DGR) application lodged in late November, awaiting notification.
- Shed application & self-funded loan. Summary of process and timeline.
- MR licensing. Some brigades have a shortage of qualified drivers. Seeking candidates to complete theory and pay for practical (will be reimbursed). Once we have 4-5 candidates, we can arrange an assessor to attend Denmark.
- Training calendars. Need to collate a combined training calendar for all brigades so that members can attend training at a time/brigade that suits. Brigades to provide details of their training times for distribution.
- Bushfire safety & emergency communications during the high threat period. Ensure we use one source of truth (Emergency WA) and direct any queries here.

4.5. BUSHFIRE RISK MITIGATION COORDINATOR

Victoria advised:

- 15 treatments current MAF round completed
- Waiting for funding for 50 more, delayed until Jan/Feb 2025
- 8 burns planned for autumn, space for another if needed.
- Contact Vic if you want another burn added
- MAF Bush Fire Risk Mitigation Plan is being created with lots of consultation, will be asking for input.

4.6. BUSHFIRE READY UPDATE

Em Harper (for Murray) discussed:

- Successful BFR weekend and future plans for the weekend.
- Over 500 emergency plan kits handed out.

Renee – thank you to all the volunteers for giving their time to the weekend.

4.7. Plantations

No updates, any issue please call any plantation numbers, and they will be happy to cooperate and work together.

4.8. COUNCIL

Clare advised that she has had a few people ask her about camping/cooking fire rules.

5. AGENDA ITEMS

5.1. Safety concerns. – Lez Baines

Reminder to volunteers to use provided Personal Protective Equipment (PPE). FCOs must enforce the use of correct PPE.

Fire Danger Rating Signs – must be changed daily or removed. Discussion ensued.

5.2. Internet connectivity at Brigade Sheds. – Graham Dixon

Discussion regarding feasibility of providing internet connectivity to brigade sheds where there is currently limited or no connectivity.

Suggestion that all brigades are connected to NBN.

Mark has met with NBN staff to discuss where NBN is possible for the brigades. Discussion ensued. Geoff suggested using donated funds of \$1000. Mark wants to find out from COMMS if they will pay first, then investigate using donated funds.

5.3. FireMapper update. – Shane Howlett

Shane provided details of Fire Mapper capabilities and associated licencing.

5.4. Adrian Kranendonk Service Medal Presentation

60 years of service presented to Adrian Kranendonk by Lez Baines.

6. FCO Update

- Limbourne Road standpipe is isolated at the tank. Open the tank isolation valve if requiring water.
- Trees need pruning at the Tingleddale shed
- Tingleddale will need a new FCO in June
- Camarthen is going to fund raise for shed improvements.
- Feast not Fire event, some would you like to go back to an end of season bonfire. Options to be considered.
- Each brigade needs to take responsibility for their own standpipes.
- Nigel proposed that donated funds be used to procure a handwashing station for Carmarthen Shed. There was unanimous agreement.

7. Action Register

Action	Responsibility	Resolution
Review of Local Law & SOPs & Shire/Brigade Shed leases	Shire – Ange has started consultation.	Currently underway
Airport backup genset feasibility	Shire	
Submit Stationery Wishlist	Brigades	
Internet Connectivity for Brigade sheds	CESM	

8. NEXT MEETING

It is recommended that the next meeting of the Bush Fire Advisory Committee be held on Thursday the 13th of March 2025 at the Shire of Denmark Reception Room commencing at 6.30pm.

9. **CLOSURE 8.02pm** Thank you from Kingsley, have a safe and peaceful holiday season.