



SHIRE OF DENMARK

Bush Fire Advisory Committee MINUTES

8th June 2026

HELD IN THE COUNCIL CHAMBERS, 953 SOUTH COAST HIGHWAY,
DENMARK, ON Monday the 8th of June, COMMENCING AT 5.00PM.

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Meeting Opened at 5:00pm

2 RECORD OF ATTENDANCE

VOTING MEMBERS

Cr. Aaron Wiggins	Shire President
Cr. Clare Campbell	Councillor
Craig Hughes	Proxy - Fire Weather Officer
Craig Lilley	Proxy - Deputy Chief Bushfire Control Officer
Shane Howlett	Fire Control Officer
Geoff Bowley	Fire Control Officer
Murray Brooker	Fire Control Officer
Gavin Butler	Fire Control Officer
Cam Famlonga	Department of Fire and Emergency Services (DFES) (Non voting)

STAFF

David King (Chief Executive Officer)
Victoria Holloway Bushfire Risk Mitigation Coordinator (BRMC)

APOLOGIES

Mark Guerin	Chief Bush Fire Control Officer (CBFCO)
Tristan Farmer	Dept of Biodiversity, Conservation & Attractions (DBCA)
Chris Hoare	Deputy Chief Bush Fire Control Officer
Les Baines	Fire Control Officer
Darin Hockley	Volunteer Fire & Rescue Service Captain

VISITORS

Stacey Sinclair Department of Fire and Emergency Services (DFES)

3 DECLARATION OF INTEREST

Nil

4 ANNOUNCEMENTS BY THE PRESIDING PERSON

Nil

5 CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION	ITEM 5
MOVED: MURRAY	SECONDED: CR CAMPBELL
That the Bush Fire Advisory Committee minutes of the 9 th March 2026 are CONFIRMED as a true and correct record of proceedings.	
PASSED: 7/0	

6 MEMBER UPDATES

6.1 DEPARTMENT OF FIRE AND EMERGENCY SERVICES

Report as per Attachment 6.1

6.2 DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS

Report as per Attachment 6.2

6.3 COMMUNITY EMERGENCY SERVICES MANAGER/CHIEF BUSH FIRE CONTROL OFFICER

- Solid training program underway. Nine additional personnel trained as Incident controllers, significantly enhancing the Shire's capability. Next course is Sector Commander.
- The chief position has been advertised, and a healthy level of interest has been received. Aiming to conduct interviews within the next week.
- Onboarding the new IT systems for bushfire brigades, with role-based emails, shared file storage and groups to streamline comms with individual brigades and the wider bushfire group.

6.4 BUSH FIRE RISK MITIGATION COORDINATOR

MAF 3-year program is in process of going out to tender. Works will prioritise fire access tracks being accessible from December 1st till the end of the high threat period each year. Several grants for fully funded prescribed burns have been offered to brigades already. Those brigades need to get in touch and put together a burn plan if interested. Other grants are still available, and any brigades interested either in their area, or keen to assist- please contact the BRMC.

There is a Mitigation Working Group meeting set for the 23rd of June. There are 3 places for fire brigade members currently vacant - and if the brigades want to have any opinions, or suggestions for mitigation in the Shire then we need volunteers. Meetings are usually 1-2pm on a Tuesday or Thursday once or twice a year, but open to change if that's needed.

If someone is interested in being on the committee but cannot attend regularly- there is the option for them to join by TEAMS or for me to meet them individually if needed.

6:00pm Cam Famlonga left the meeting and did not return

7 REPORTS OF OFFICERS

7.1 STANDARD OPERATING PROCEDURE REVIEW

Applicant	Not Applicable
Disclosure of Officer Interest	Nil
Date	27 May 2026
Author	David King, Chief Executive Officer
Authorising Officer	David King, Chief Executive Officer
Attachments	7.1 Standard Operating Procedures for Review

VOTING REQUIREMENTS

- (1) Simple Majority

OFFICER RECOMMENDATION

That the Bush Fire Advisory Committee ENDORSES the Standard Operating Procedures 1.3, 3.4 and 4.3 as Attachment 7.1

Gavin Bulter left the room 6:05pm

BFAC RECOMMENDATION	ITEM 7.1
MOVED: CR. WIGGINS	SECONDED: MURAY BROOKER
That the Bush Fire Advisory Committee REQUESTS that the item is revisited at the next meeting after incorporating FCO comments.	
PASSED: 6/0	

Gavin Butler returned to the room 6:16pm

BACKGROUND

- (2) The Shire of Denmark has been progressively updating, reviewing and developing its Standard Operating Procedures Manual to ensure there is a clear, current and locally relevant operational framework to support bush fire preparedness, response and administration.
- (3) The Manual is intended to provide direction on administrative, governance and operational matters that are not addressed in the Department of Fire and Emergency Services (DFES) Standard Operating Procedures, or where the DFES procedures do not provide sufficient detail for local implementation within the Shire of Denmark context.
- (4) The Manual also serves an important local adaptation function. While DFES procedures provide the principal operational framework for bush fire management across Western Australia, they are necessarily written for broad application across a

range of local government areas, brigades, landscapes, risk profiles and resourcing models. In practice, there are circumstances where local conditions, geography, brigade structure, available appliances, communications arrangements, staffing support or other resourcing constraints require additional local direction or a modified local procedure.

- (5) In this context, the Standard Operating Procedures Manual is intended to operate as a supplementary local document which provides practical guidance for Bush Fire Advisory Committee, brigade officers, volunteers and relevant Shire staff, and where necessary identifies approved local procedures that prevail over DFES procedures to the extent required for local application.

DISCUSSION / OFFICER COMMENTS

- (6) Attachment 7.1 contains a number of proposed or updated Standard Operating Procedures that address practical administrative, governance and operational matters requiring a clear and consistent local position. These procedures are needed to support brigade operations, promote consistency of practice, clarify roles and expectations, and ensure that matters not fully addressed in DFES procedures are documented in an accessible local framework.

Issuing Burning Permits

- (7) This SOP is needed because the issuing of permits to burn is a high-risk regulatory and operational function that requires consistency, sound judgement and clear recordkeeping. Attachment 7.1 sets out key requirements including application lead times, assessment criteria, use of the current Shire permit form, standard permit conditions, pre-burn notification obligations, restrictions during Total Fire Bans and Harvest and Vehicle Movement Bans, and retention of permit records. The SOP provides local direction to BFCOs on how permits are to be assessed, issued, monitored, suspended or revoked within the Shire of Denmark context.

ICT Support to Bushfire Brigades

- (8) This SOP is needed because brigade administration and operational support increasingly rely on reliable email, document management, software access, internet connectivity and secure handling of records. Attachment 7.1 outlines the Shire's framework for brigade email accounts, Microsoft 365 access, SharePoint document storage, records governance, access management, acceptable use, security expectations, supported mobile devices and the CESM-led support pathway. The SOP assists in protecting Shire systems, maintaining continuity when brigade roles change, and ensuring brigade information is managed consistently and appropriately.

Complaints Management

- (9) This SOP is needed because brigade effectiveness depends on appropriate standards of behaviour, procedural fairness and a clear process for addressing complaints or inappropriate conduct. Attachment 7.1 establishes a structured approach to early intervention, complaint receipt, assessment, response, determination, notification,

appeal pathways, conflict of interest management, confidentiality and secure recordkeeping. The SOP provides an important local governance framework to support respectful brigade culture, volunteer wellbeing, fairness in decision-making and appropriate escalation of more serious matters.

7.2 BUSH FIRE BRIDGE LOCAL LAW REVIEW

Applicant	Not Applicable
Disclosure of Officer Interest	Nil
Date	27 May 2026
Author	Angela Simpson, Policy Officer, David King, Chief Executive Officer
Authorising Officer	David King, Chief Executive Officer
Attachments	7.2 Existing Bush Fire Brigade Local Law

EXECUTIVE SUMMARY

- (1) Historically, the Bush Fire Brigades Local Law has contained a high level of operational and administrative detail, and the process for amending these provisions has been a consistent source of frustration for the Bush Fire Advisory Committee due to the time and complexity involved in updating a statutory instrument.
- (2) This review proposes a more streamlined approach that ensures the Local Law is limited to the minimum matters required under the Bush Fires Act 1954, specifically the establishment of brigades and the appointment and duties of officers, while transferring remaining operational, governance and procedural matters to Bush Fire Advisory Committee Operational Procedures.
- (3) This approach will enable these aspects to be reviewed and updated more efficiently and responsively, supporting contemporary bush fire management practices and improving overall governance flexibility. Use 'OR Paragraph' Style for the main text

VOTING REQUIREMENTS

- (4) Simple Majority

OFFICER RECOMMENDATION

ITEM 7.2

MOVED: MURRAY BROOKER

SECONDED: GEOFF BOWLEY

That the Bush Fire Advisory Committee ENDORSES the concept of a streamlined Local Law with:

- A focus on statutory compliance with sections 41 and 43
- Removal of unnecessary administrative and operational provisions

PASSED: 7/0

BACKGROUND

- (5) The Bush Fires Act 1954 contains two key provisions that require matters to be addressed in a Local Law:

Section 41(1) – Establishment of Bush Fire Brigades

- (6) Local government may:
- establish and maintain bush fire brigades; and
 - equip those brigades
- (7) This must be done “in accordance with its local laws”.

Section 43 – Appointment and Duties of Officers

- (8) Local government must provide (by Local Law) for the appointment or election of:
- Captain
 - First Lieutenant
 - Second Lieutenant
 - Additional Lieutenants (if required)

DISCUSSION / OFFICER COMMENTS**Matters Required in the Local Law**

- (9) Based on the Act, the Local Law only needs to include the following:
- Establishment of bush fire brigades (s.41)
 - Recognition of brigade officers: Captain/Lieutenants (s.43)
 - Duties of those officers
 - Provision for an annual meeting/election process (to give effect to s.43).

Matters NOT Required in the Local Law

- (10) A detailed review of the current Local Law (2008) identifies that many provisions are not required by the Act and can be removed.
- (11) These include:
- Brigade structure and governance
 - Advisory Committee roles and functions
 - Membership categories and processes
 - Internal brigade rules and disciplinary matters
 - Meeting procedures (quorum, voting, proxies, etc.)

- Equipment management and operational procedures
 - Administrative roles (Secretary, Treasurer, Equipment Officer)
 - Financial management provisions
- (12) These matters are not mandated by sections 41 or 43. Some are already addressed in the Bush Fires Act, including BFCO roles under section 38, and others are dealt with under the Local Government Act 1995. The remaining matters are operational in nature rather than legislative and therefore do not need to be included in the Local Law.

CONCLUSION

- (13) A streamlined Local Law should focus on statutory compliance with sections 41 and 43 and remove unnecessary administrative and operational provisions. It should rely on BFAC SOPs for governance and operational matters, and on the Firebreak Notice for land management requirements.
- (14) This approach will reduce regulatory complexity, improve flexibility and responsiveness, and align with contemporary practice across Western Australian local governments.
- (15) Next steps are to draft a revised Local Law limited to the required provisions, and to update the SOPs to capture the operational content removed from the Local Law.

7.3 BUSH FIRE RELATED ADVISORY SIGNAGE

Applicant	Not Applicable
Disclosure of Officer Interest	Nil
Date	27 May 2026
Author	David King, Chief Executive Officer
Authorising Officer	David King, Chief Executive Officer
Attachments	Nil

EXECUTIVE SUMMARY

- (1) A request has been raised by several Bush Fire Brigade members for the installation of additional road-based advisory signage within the Shire of Denmark. The concept involves approximately 10 drop-tag style signs capable of displaying whether burning is not permitted, whether permits are required, and a general direction to Emergency WA for current information outside the restricted burning period.
- (2) While some members consider similar signage used by the City of Albany to be effective, the Shire of Denmark already operates three large, bright electronic signs in key locations that can communicate relevant fire season information in a more prominent and flexible manner.
- (3) Officers do not currently recommend progression of the signage proposal as a priority capital or operational investment. If the Bush Fire Advisory Committee considers the matter warrants further consideration, the more appropriate course would be to request that the Chief Executive Officer consider the proposal alongside other competing Shire priorities through future council planning and budget development processes.

VOTING REQUIREMENTS

- (4) Simple Majority

OFFICER RECOMMENDATION

That the Bush Fire Advisory Committee DOES NOT RECOMMEND the installation at this time of additional bush fire-related advisory signage as outlined in this report.

BFAC RECOMMENDATION**ITEM 7.3****MOVED: GEOFF BOWLEY****SECONDED: SHANE HOWLETT**

That the Bush Fire Advisory Committee:

1. ADVISES the CEO that the installation of a drop tag sign at Churchill Rd/Denbarker has significant community bushfire safety benefits.
2. REQUESTS the CEO consider the installation of a drop tag sign at the Churchill Rd/Denbarker Rd intersection prior to the restricted burning period as this is the only major arterial road entry into Denmark not covered by an electronic AFDR sign.
3. REQUESTS the CEO work with the Operation Group to develop a framework to determine what additional signage is required in relation to bushfire mitigation.

PASSED: 7/0

BACKGROUND

- (5) A proposal has been raised by a few Bush Fire Brigade members to install additional advisory signage on roads within the Shire of Denmark.
- (6) The signage concept is understood to involve drop-tag style signs that can be manually adjusted to indicate when burning is not allowed, when permits are required for burning, and to direct the public to Emergency WA for current information outside of the restricted burning period in accordance with the Bush Fires Act 1954 and associated fire season controls.
- (7) It is understood that approximately 10 signs are being contemplated, to be funded entirely by the Shire should the proposal proceed.
- (8) It has been noted that the City of Albany has implemented similar signage, and some local brigade members consider those signs to be effective in supporting public awareness of seasonal burning restrictions.

DISCUSSION**Rationale for the Signs**

- (9) The first issue is whether additional static or semi-static roadside advisory signage would be materially effective within the Shire of Denmark context. While such signage may provide a visible reminder to some road users, its effectiveness is inherently limited by its general nature, the likelihood that many drivers will not act on the information at the point of passing, and the fact that burning restrictions and permit requirements are time-sensitive matters that are more reliably communicated through channels capable of being updated quickly and prominently.

- (10) In this regard, the Shire of Denmark already has three large, bright electronic signs in key locations that can display relevant seasonal and emergency information. These signs provide a more flexible and responsive communication platform than drop-tag signage because messaging can be changed immediately as conditions, bans or warnings change. This is a material point of distinction from the City of Albany, which is understood not to have equivalent electronic signage infrastructure.
- (11) Accordingly, the case for additional drop-tag signage is less compelling in Denmark than it may be in another local government area.
- (12) There are also practical limitations with additional advisory signage. Static signage can be overlooked, become part of the visual background over time, require ongoing maintenance, and can only convey a small amount of information. It may also create an expectation that roadside signage is the primary source of truth, when in practice, current fire restrictions, permits, bans and emergency information are more appropriately confirmed through official channels such as Emergency WA and direct permit processes.
- (13) For these reasons, officers do not consider that there is presently a strong operational case to demonstrate that the proposed signage is really needed, particularly given the Shire's existing electronic signage network and the availability of established statutory and digital communication mechanisms.

Shire Strategic Frameworks

- (14) The second issue is the broader framework for investment across Shire assets and infrastructure. Requests of this nature, particularly where they would require 100% municipal funding and do not arise from a statutory obligation, need to be considered in the broader context of the Shire's overall asset, infrastructure and service priorities.
- (15) The Shire's forward planning framework, including its Council Plan and associated long-term planning and budgeting processes, is the appropriate mechanism for assessing and prioritising discretionary projects and infrastructure requests. That process allows Council to weigh the relative benefit, urgency, cost, strategic fit and opportunity cost of proposals across the full range of Shire responsibilities, rather than considering individual requests in isolation.
- (16) This is particularly important for proposals such as this, where any expenditure would need to be funded from municipal resources and would therefore compete with other capital works, community infrastructure, asset renewal, risk reduction initiatives and service delivery priorities across the district.
- (17) If the Bush Fire Advisory Committee considers that additional advisory signage remains important notwithstanding the concerns identified above, the more appropriate position would be for that request to be flagged for consideration through future council planning discussions, where it can be tested against other competing requests and assessed in the context of available funding, broader strategic priorities and overall community benefit.

SUMMARY

- (18) The request for additional bush fire related advisory signage is understood and is supported by the view of some brigade members that similar signs have value elsewhere. However, officers are not satisfied at this stage that the installation of approximately 10 additional drop-tag signs would represent an effective or necessary priority investment for the Shire of Denmark, particularly given that the Shire already has three prominent electronic signs capable of communicating current fire-related information more flexibly.
- (19) Officers therefore do not recommend progression of the proposal at this time. If the Bush Fire Advisory Committee feels strongly that the matter should remain under consideration, the preferred alternate position would be to request that the Chief Executive Officer consider the proposal in future council planning and budget discussions alongside other Shire-wide priorities and funding demands.

8 BUSINESS OF AN URGENT NATURE

9 NEXT MEETING

Proposed for Monday the 14th of September 2026 at 1700, To be held at the Shire of Denmark Offices, 953 South Coast Hwy

10 CLOSURE OF MEETING

6:23pm

DFES Great Southern Report

City of Denmark BFAC

MEETING DATE: 08/06/2026
AGENCY: DFES
Great Southern District Officer
Urban
Cameron Famlonga

FIRE REPORT:

- Staffing – DO Rural position Vacant. AO x2 Vacant
- Ongoing staffing issues to find substantive in two positions, housing being one constraint
- Walpole Structure Fire 67/6/26 containing Lithium-ion Batteries, Lithium-ion Battery storage systems becoming more prevalent in the regions and some home-made versions of these have higher risk. Stay out of smoke and fumes take full safety precautions and follow SOP's. If further assistance is required escalate accordingly.

TRAINING / SAFETY ISSUES:

- On going through eAcademy
- Multiple courses available on eAcademy

FUTURE PRIORITIES:

- Continue Prevention and Preparedness
- Mel Haymont met with the Seniors Group in discussing Emergency Preparedness using the Person Centered Emergency Preparedness (PCEP) model.
- Denmark Bushfire Ready Groups working With Amaroo
- RUI exercise planning for October

Mitigation:

- On Going



Department of **Biodiversity,
Conservation and Attractions**



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

8 June 2026

Fire Mitigation

The Burn Options Program for 2026-27 has been submitted for corporate approval and will be available to view later this year.

DBCA Frankland has commenced three planned burns within the Shire of Denmark during autumn 2026:

Burn ID	Burn Name	Size (ha)	Locality
FRK_094	Sheepwash North	Approximately 15km edging	20km NNE of Denmark
FRK_100	Conspicuous Cliff	Approximately 300ha – cell 1 Peaceful Bay	Peaceful Bay
FRK_075	Irwin	10ha	8km NW of Peaceful Bay

Fire Response

Nil

Fire Resource Availability

District fire roster finished on Wednesday 27 May. A Warren Region after hours contact will be available until the 2026/27 fire roster commences on 0437 692 518.

Seasonal firefighting crews have finished.

Aerial surveillance has finished.

2 fire team vacancies: District Fire Coordinator position still vacant.