

SHIRE OF DENMARK

Minutes



BUSH FIRE ADVISORY COMMITTEE MEETING

HELD IN THE SHIRE OF DENMARK COUNCIL CHAMBERS,
953 SOUTH COAST HWY, DENMARK
MONDAY, 8th December 2025.

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1. DECLARATION OF OPENING

5.00pm – The Shire President declared the meeting open.

2. RECORD OF ATTENDANCE

VOTING MEMBERS:

Cr Aaron Wiggins	Shire President, Chairperson
Cr Clare Campbell	Council Delegate
Mark Guerin	Chief Bush Fire Control Officer (CBFCO)
Chris Hoare	Deputy Chief Bush Fire Control Officer
Lez Baines	Fire Weather Officer
Geoff Bowley	Fire Control Officer
Murray Brooker	Fire Control Officer
Gavin Butler	Fire Control Officer

STAFF:

David King	Chief Executive Officer
Mark Guerin	Community Emergency Services Manager (CESM)

VISITORS:

Nil

APOLOGIES:

Darin Hockley	Volunteer Fire & Rescue Service Captain
Cam Famlonga	Department of Fire and Emergency Services (DFES)
Tristan Farmer	Dept of Biodiversity, Conservation & Attractions (DBCA)
Graham Dixon	Fire Control Officer

3. ANNOUNCEMENTS BY THE PERSON PRESIDING

Nil

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING – 1 JULY 2025

COMMITTEE RESOLUTION & OFFICER RECOMMENDATION	ITEM 4.1
MOVED: GEOFF BOWLEY	SECONDED: CR CAMPBELL
That the minutes of the Bush Fire Advisory Committee Meeting held on 1 July 2025, be confirmed as a true and correct record of the proceedings.	
CARRIED: 8/0	
TOTAL VOTES FOR: 8	
Cr Wiggins, Cr Campbell, Chris Hoare, Lez Baines, Mark Guerin, Geoff Bowley, Murray Brooker and Gavin Butler.	
TOTAL VOTES AGAINST: 0	

5. REPORTS

5.1 DEPARTMENT OF FIRE AND EMERGENCY SERVICES

Report attached.

5.2 CESM / CBFCO

Currently gazetted Restricted Burning Times (RBT) and Prohibited Burning Times (PBT) do not reflect the current dates. We intend to gazette this season's dates as permanent dates. No objections.

AFDR Signage, two units ordered. They will be installed at the golf course and visitors' centre where the original manual signage was located.

5.3 CHIEF EXECUTIVE OFFICER

Nothing to report.

5.4 BUSHFIRE RISK MITIGATION COORDINATOR

Current grant round extended to Feb due to unseasonally wet conditions. Next year we hope to move to a three yearly cycle, approval pending.

5.5 SHIRE OF DENMARK BUSHFIRE BRIGADE STANDARD OPERATING PROCEDURES

File Ref:	FIRE.1
Applicant / Proponent	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	8 December 2025
Author:	Angela Simpson, Corporate Planning and Policy Officer
Authorising Officer:	Mark Guerin, Community Emergency Services Manager
Attachments:	Shire of Denmark Bushfire Brigade SOPs

EXECUTIVE SUMMARY

This report recommends adopting the Standard operating Procedures (SOPs) 1-16 excepting 3, 12, 15 which are still to be developed.

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION

ITEM 5.4.1

That Council adopt the Bushfire Brigade SOPs

- 1 SOP 1 – Bushfire Response Plan
- 2 SOP 2 - Bushfire Response Outside the Shire
- 3 SOP 4 - Incident Control Room Management

- 4 SOP 5 - Management of Illegal Campfires and Bushfire Prosecutions.
- 5 SOP 6 - Implementing Vehicle and Harvest Movement Bans
- 6 SOP 7 - Bushfire Brigade Operating Structure
- 7 SOP 8 - Bushfire Operations Group (BOG)
- 8 SOP 9 - Fire Shed/Property Management
- 9 SOP 10 - Fleet Support to Bushfire Brigades
- 10 SOP 11 - Shire Admin Support to Bushfire Brigades
- 11 SOP 13 - Annual Refresher Training for Bushfire Brigades
- 12 SOP 14 - PPE Management for Bushfire Brigades
- 13 SOP 16 - Injury / Illness Reporting for Bushfire Volunteers

COMMITTEE RESOLUTION

ITEM 5.5

MOVED: MURRAY BROOKER

SECONDED: LEZ BAINES

That Council adopt the following Bushfire Brigade Standard Operating Procedures:

SOP 1 – Bushfire Response Plan

SOP 2 - Bushfire Response Outside the Shire

SOP 4 - Incident Control Room Management

SOP 5 - Management of Illegal Campfires and Bushfire Prosecutions.

SOP 6 - Implementing Vehicle and Harvest Movement Bans

SOP 7 - Bushfire Brigade Operating Structure

SOP 8 - Bushfire Operations Group (BOG)

SOP 9 - Fire Shed/Property Management

SOP 11 - Shire Admin Support to Bushfire Brigades

SOP 13 - Annual Refresher Training for Bushfire Brigades

SOP 14 - PPE Management for Bushfire Brigades

SOP 16 - Injury / Illness Reporting for Bushfire Volunteers

CARRIED: 8/0

TOTAL VOTES FOR: 8

Cr Wiggins, Cr Campbell, Chris Hoare, Lez Baines, Mark Guerin, Geoff Bowley, Murray Brooker and Gavin Butler.

TOTAL VOTES AGAINST: 0

COMMITTEE RESOLUTION

ITEM 5.5

MOVED: MURRAY BROOKER

SECONDED: LEZ BAINES

That BFAC endorse Standard Operating Procedure No. 10 as per attached Shire of Denmark SOP document, noting the removal the section relating to Seasonal Compliance Activity.

CARRIED: 8/0

TOTAL VOTES FOR: 8

Cr Wiggins, Cr Campbell, Chris Hoare, Lez Baines, Mark Guerin, Geoff Bowley, Murray Brooker and Gavin Butler.

TOTAL VOTES AGAINST: 0

REASONS FOR CHANGE

The Committee split the Officer Recommendation as they wanted to consider Operational Standard No. 10 separately.

LOCATION

Not applicable

BACKGROUND

The Shire of Denmark Bushfire Brigade SOPs have not been updated for many years, these updates bring the procedures in line with current requirements and provide clarity on roles and responsibilities.

DISCUSSION / OFFICER COMMENTS

The Shire of Denmark adheres to DFES operational procedures for bushfire response, ensuring consistency with state-level emergency management standards. However, effective bushfire brigade management also requires clear, locally tailored work instructions to guide day-to-day operations. It is the responsibility of the Chief Executive Officer to ensure that these instructions are developed and maintained, providing operational clarity and supporting the safe and efficient functioning of volunteer brigades.

CONSULTATION AND EXTERNAL ADVICE

In developing these draft Standard Operating Procedures (SOPs), officers considered the suite of bushfire-related policies previously repealed by Council, recent SOPs developed by DFES, and identified gaps in documentation necessary to support effective bushfire brigade management.

The Bushfire Advisory Committee (BFAC) plays a vital role in endorsing these SOPs, ensuring they reflect operational realities and volunteer expectations. This collaborative approach strengthens governance and promotes consistency across brigade operations.

STATUTORY / LEGAL IMPLICATIONS

Nil

STRATEGIC / POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

OTHER IMPLICATIONS

Environmental

There are no known significant environmental implications relating to the report or officer recommendation.

Economic

There are no known significant economic implications relating to the report or officer recommendation.

Social

There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

A risk assessment has been conducted according to the Shire's Risk Management Governance Framework, and no risks have been identified regarding the officer's recommendation or the report.

6. NEW BUSINESS OF AN URGENT NATURE

6.1 RISK TO RESOURCE UPDATE

COMMITTEE RECOMMENDATION	ITEM 6.1
MOVED: GEOFF BOWLEY	SECONDED: MURRAY BROOKER
That BFAC request Council write to the Department of Fire & Emergency Services Commissioner asking that the risk to resource register for the Shire of Denmark be updated to reflect current conditions.	
CARRIED: 8/0	
TOTAL VOTES FOR: 8 Cr Wiggins, Cr Campbell, Chris Hoare, Lez Baines, Mark Guerin, Geoff Bowley, Murray Brooker and Gavin Butler.	
TOTAL VOTES AGAINST: 0	

6.2 CALLOUT UPDATE

COMMITTEE RECOMMENDATION	ITEM 6.2
MOVED: GEOFF BOWLEY	SECONDED: LEZ BAINES
That if pending 000 callout update has not been actioned by the next council meeting that council will take further action to progress this.	
CARRIED: 8/0	
TOTAL VOTES FOR: 8 Cr Wiggins, Cr Campbell, Chris Hoare, Lez Baines, Mark Guerin, Geoff Bowley, Murray Brooker and Gavin Butler.	
TOTAL VOTES AGAINST: 0	

7. NEXT MEETING

The next meeting of the Bush Fire Advisory Committee will be held on Monday the 9th of March 2026 at the Shire of Denmark Council Chambers commencing

at 5:00pm.

8. CLOSURE

7.26pm – The Shire President declared the meeting closed.

The Chief Executive Officer recommends the endorsement of these minutes at the next meeting

Signed: _____
David King
Chief Executive Officer

These minutes were confirmed at the meeting on the _____

Signed: _____
by the Presiding Person at the meeting at which the minutes were confirmed.

DFES Great Southern Report

City of Denmark BFAC

MEETING DATE: 08/12/2025
AGENCY: DFES
Great Southern District Officer
Urban
Cameron Famlonga

FIRE REPORT:

- State Hazard Plan – Fire, has undergone a comprehensive review. The Plan was approved by SEMC on 7 August 2025 and published on 21 August 2025. The revised Plan is now available via the SEMC website.
- Regional exercise in Ravensthorpe a success with learning outcomes addressed
- Diarmuid Kinsella has been promoted to Superintendent Great Southern
- Staffing – Supt Wayne Green resigned end OCT 2025
- Ryan Chivers is filling the DO Rural position.
- Please ensure early and timely submission of incident information direct to COMCEN including PAFTACS and SITREPs. Early engagement with the CESM and RDC enables DFES to provide effective support to volunteers and operational teams. DFES can't assist if fires aren't registered with COMCEN or if regular updates aren't provided. This covers management support, aircraft and machinery hire.
- As we transfer into response phase of the year High Threat Period has commenced on the 4th December.
- Grain Harvest Aerial Support Program has been approved for the 25/26 Season. 2 fixed wing bombers plus Air Attack Supervisor now located at Geraldton, Narrogin and Esperance being reviewed weekly based on harvest completion.
- West River Bushfire, Ravensthorpe is a timely reminder of LACES and Dead Man Zones after the fatality on the fire ground. Safety of Firefighters is of utmost importance. Ensure all refreshers of qualifications are completed.

TRAINING / SAFETY ISSUES:

- On going through eAcademy
- Finalising the 2026 volunteer training calendar
- AFDRS – Continual review and improvements to build the data set – Observations and recommendations are welcomed. Submit through the region.

FUTURE PRIORITIES:

- Moving into response
- Continue Prevention and Preparedness
- Recovery a priority at the start of an incident to capture losses

Mitigation:

- On Going



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

November 2025

Fire Mitigation

The Burn Options Program 2025-26 is 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>

DBCA Frankland has commenced five planned burns within the Shire of Denmark during the 2025/26 season:

Burn ID	Burn Name	Size (ha)	Locality
FRK_094	Sheepwash North	322 ha – ignition complete.	20km NNE of Denmark
FRK_105	Kordabup North	57ha – ignition complete.	18km W of Denmark
FRK_108	Harewood (Cell 4)	Approx. 41ha - further ignition required.	7km NW of Denmark
FRK_112	Willmott Quindinillup	Approx. 13,530 ha – further ignition required.	29km NW of Denmark
FRK_116	Vermeulen Road	Approx. 70ha – further ignition required.	8km E of Nornalup

Fire Response

Nil.

Fire Resource Availability

Seasonal firefighting crews commenced.

Fire roster commenced 2 October with Duty Officer available 24/7 on 0417 939 607.

Aerial surveillance has commenced, and Mt Frankland fire tower will be operational from 15th December.

Water bombing aircraft available from 20th November in Manjimup and 27th November in Albany.