

SHIRE OF DENMARK

Minutes



BUSH FIRE ADVISORY COMMITTEE MEETING

HELD IN THE SHIRE OF DENMARK RECEPTION ROOM,
953 SOUTH COAST HWY, DENMARK
THURSDAY, 12th of September 2024, COMMENCING AT 6:30pm

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1. DECLARATION OF OPENING

6.33pm - *The Chairperson opened the meeting and gave an acknowledgement of Country.*

2. RECORD OF ATTENDANCE

MEMBERS:

Cr Kingsley Gibson	Shire President, Council Delegate and Chairperson
Cr Clare Campbell	Council Delegate
Shane Howlett	CBFCO
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
Lez Baines	Fire Weather Officer
Graham Dixon	Ocean Beach FCO
Chris Hoare	East Denmark FCO
Brian Vigus	Tingledale FCO
Paul Moncrieff	Owingup FCO
Craig Hughes	Carmarthen FCO
Will White	William Bay Proxy
Em Harper	Mt Lindesay Proxy

STAFF:

David King	Chief Executive Officer
Mark Guerin	Community Emergency Services Manager
Natalie Pescud	Community Services
Victoria Holloway	Bushfire Risk Mitigation Coordinator
Rob Westerberg	Director Infrastructure & Assets

VISITORS:

Cam Famlonga	DFES
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APOLOGIES:

Nikki Rouse	DBCA
Tristan Farmer	DBCA
Murray Brooker	Mt Lindesay FCO
Nigel Marsh	DCBFCO
Renee Wiggins	Manager Community Services
Paul Ashton	Australian Bluegum Plantations
Darin Hockley	VFRS, FCO

ON LEAVE OF ABSENCE:

Nil

3. ANNOUNCEMENTS BY THE PERSON PRESIDING

Nil

4. 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 13 th of June 2024, be confirmed as a true and correct record of the proceedings.	
Moved: Lez Baines	Seconded: Clare Campbell

5. REPORTS

5.1. DEPARTMENT OF FIRE AND EMERGENCY SERVICES

Cam advised that:

- At a meeting earlier in the week LEMC had discussed a pre determinate response plan for high threat period which will be like the City of Albany's.
- A proposed "Rural Urban Interface" exercise will be conducted on 20 October 2024 along Lights Road.
- Shire of Denmark to be provided with one seasonal light tanker the high threat period.

5.2. DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS

Nil.

5.3. CHIEF BUSHFIRE CONTROL OFFICER

Shane provided an update and comments on the following:

- Fire Control Officer update section on future Agendas.
- Incident call out on 25 August 2024.
- High School Colour Run event.
- Information on skills refresher course have been distributed.
- Permits required for standing bush burns from 1 October 2024.
- Changes to Broadcast Alert Response System ('BART').
- Mitigation burn at Peaceful Bay planned for Spring 2024.
- Recording of all safety issues, including near misses, on Site Docs.

5.4. COMMUNITY EMERGENCY SERVICES MANAGER

Mark provided an update and comments on the following:

- New Work Health & Safety for volunteers will be rolled out once Site Docs is active.
- Please of any non A class foam that may be stored in fire sheds.
- Trust fund update – no changes, \$1043 in fund. No expenditure this month.
- 4 out of 14 Brigades now have Microsoft non-profit licencing.

- Firemapper licencing obtained (40 licences) Assigned to 23 appliance tablets, plus leadership group. Remainder will be assigned to FCOs & Captains as required.
- Online permit requests being considered.
- Work priorities and streamlining requests. Please use this link for requests. <https://www.denmark.wa.gov.au/cesm>

5.5. BUSHFIRE RISK MITIGATION COORDINATOR

Shane provided an update on the Shire's bushfire mitigation treatments.

5.6. BUSHFIRE READY UPDATE

Em provided an update on Bushfire Ready activities and congratulated Murray Brooker on his award nomination.

5.7. COUNCIL

Cr Campbell advised that Council would be considering the draft Fire Management Notice at the September 2024 meeting.

6. AGENDA ITEMS

6.1. BFAC Charter – Shane Howlett

Shane requested that the BFAC Charter be reviewed.

6.2. Fire Response Plan – Shane Howlett

Shire of Denmark pre-determined response plan to be finalised.

Discussion ensued.

6.3. Snacks – Shane Howlett

Shane raised the issue of providing snacks to brigades.

Discussion ensued.

Outcome

The Chair suggested that the Community Emergency Services Manager take the request to the Chief Executive Officer to discuss possible solutions.

6.4. Stationery – Shane Howlett

Shane raised the issue of brigades having access to stationery.

Outcome

Brigade Captains to send list of stationery requirements to the CESM who will establish store of stationery supplies..

6.5. Local Laws, Policies, Procedures and Agreements – Shane Howlett

Shane requested that the review of the local law, policies, procedures and agreements with respect to volunteer brigades, be prioritised.

Discussion ensued.

Outcome

The Chief Executive Officer noted that he was looking to engage an additional resource to conduct the reviews.

6.6. Peaceful Bay Landowners – Shane Howlett

Shane sought advice on whether there should be additional engagement with owners and occupiers at Peaceful Bay regarding lighting fires during the restricted and prohibited periods.

The Chief Executive Officer responded that Peaceful Bay owners and occupiers receive the same communications regarding fire related compliance as all Shire residents. David noted that all illegal fires should be reported to the Shire Rangers.

6.7. Revised Brigade Boundaries – Shane Howlett

Shane provided an update about the revised brigade boundaries.

6.8. Brigade Shed/Property Arrangements – Geoff Bowley

Geoff requested that the Shire’s agreements with the brigades for the fire sheds be reviewed.

Discussion ensued.

COMMITTEE RECOMMENDATION	ITEM 5.2
<p>That the agreements be updated to clearly define Brigade and Council responsibilities over their sites. This is consistent with current Council action to create standard agreements over groups using shire facilities.</p>	
Moved: Geoff Bowley	Seconded: Lez Baines
Carried: Unanimously	

6.9. FCO Update

- Discussion of new framework for non-agenda items.
 - An opportunity to update the committee with any timely information.
 - Motions or actions are not to arise from this segment of the meeting.
- Controlled but illegal fires can be attended by the Shire Rangers.
- Brian Vigus stated his intention to resign from the Fire Control Officer position with Hazelvale/Tingledale brigades at the end of June 2025.

7. ACTION REGISTER

Action	Responsibility	Resolution
Review of Local Law & SOPs	Shire	
Airport backup genset feasibility	Shire	
Submit Stationery Wishlist	Brigades	
Provision of snacks	Shire	Brigades provided with IGA vouchers

8. NEXT MEETING

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

9. CLOSURE

Thank you for co-operation, attendance and humour. Meeting closed 7.57pm