



Shire of  
**Nannup**  
rest • connect • grow

**MINUTES**

**Bush Fire Advisory Committee Meeting**

**Monday 6 November 2023**

**Nannup SES, Sexton Way, Nannup**

Unconfirmed copy

## Contents

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS/ACKNOWLEDGEMENT OF COUNTRY: .....	4
2.	ATTENDANCE/APOLOGIES:.....	4
2.1	Attendance .....	4
2.2	Apologies .....	4
3	PETITIONS/DEPUTATIONS/PRESENTATIONS:.....	5
4	CONFIRMATION OF MINUTES: .....	5
4.1	Bush Fire Advisory Committee meeting – 31 July 2023 .....	5
5	DISCLOSURE OF INTEREST: .....	5
6	BUSINESS ARISING FROM THE PREVIOUS MINUTES: .....	6
7	REPORTS OF COMMITTEE MEMBERS:.....	8
7.1	Chief Bush Fire Control Officer .....	8
7.2	Deputy Chief Bush Fire Control Officers.....	9
7.2.1	John Patman.....	9
7.2.2	Mark Scott.....	9
7.3	Bush Fire Control Officers (FCO’s) .....	9
7.3.1	Balingup Road (Attachment 7.3.1).....	9
7.3.2	Carlotta.....	9
7.3.3	Cundinup.....	9
7.3.4	Darradup .....	9
7.3.5	East Nannup .....	9
7.3.6	Nannup Brook .....	10
7.3.7	North Nannup .....	10
7.3.8	Peerabeelup.....	10
7.3.9	Peerabeelup Coastal .....	10
7.3.10	Scott River/Lake Jasper (Attachment 7.3.10) .....	10
8	REPORTS OF OFFICERS:.....	10
8.1	Community Emergency Services Manager (CESM) (Attachment 8.1).....	10
9	REPORTS OF OTHER ATTENDEES: .....	12
9.1	Department of Fire and Emergency Services, Peter Thomas, District Officer.....	12
9.2	Department of Biodiversity Conservation and Attractions, Helen Holzheuer .....	12
9.3	Forest Products Commission, Greg Hodgson .....	12
10	STANDING ITEMS:.....	13
10.1	Emergency Services Levy (ESL) .....	13
11	GENERAL BUSINESS: .....	13

12 PROPOSED DATE FOR NEXT MEETING:..... 15

13 CLOSURE OF MEETING:..... 15

**Bush Fire Advisory Committee Meeting Minutes  
Monday 6 November 2023**

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS/ACKNOWLEDGEMENT OF COUNTRY:**

Meeting declared open at 7:00pm.

Welcome to country acknowledged by presiding member:

*I would like to acknowledge the traditional custodians of the land we are meeting on, the Wardandi and Bibbulmun people. I acknowledge and respect their continuing culture and their contribution they make to the life of this region.*

Presiding member requested permission to record the meeting for the purpose of minute taking.

**2. ATTENDANCE/APOLOGIES:**

**2.1 Attendance**

Councillors	Staff
Cr Cheryle Brown (Presiding Member)	David Taylor –Chief Executive Officer (CEO)
	Nathan Manning – Community Emergency Services Manager (CESM)
	Andrea Jenkins – Communications Officer (CO)

Members (Full Voting rights)
Robin Mellema – Chief Bush Fire Control Officer (CBFCO)
Mark Scott – Deputy Chief Bush Fire Control Officer and Balingup Road FCO (DCBFCO)
John Patman – Deputy Chief Bush Fire Control Officer and Darradup FCO (DCBFCO)
Mike Vasey – North Nannup FCO
Peter Hastie – Carlotta FCO
Victor Lorkiewicz – East Nannup FCO
John Jonker – Peerabeelup Coastal FCO
Gerald Brown – Cundinup FCO
Carey Curtis – Nannup Brook FCO

Other Attendees (Non-Voting rights)
Peter Thomas – District Officer - Department of Fire and Emergency Services (DFES)
Greg Hodgson – Forest Products Commission (FPC)
Helen Holzheuer – Parks and Wildlife, Blackwood District

**2.2 Apologies**

Councillors	Staff
Cr Patricia Fraser (Deputy to Presiding Member)	

Members (Full Voting rights)
Andrew McNab – Scott River/Lake Jasper FCO
Brett Fowler – Peerabeelup FCO

Other Attendees (Non-Voting rights)

### 3 PETITIONS/DEPUTATIONS/PRESENTATIONS:

---

Nil.

### 4 CONFIRMATION OF MINUTES:

---

#### 4.1 *Bush Fire Advisory Committee meeting – 31 July 2023*

***Motion***

***That the Minutes from the Bush Fire Advisory Committee held 31 July 2023 be confirmed as a true and correct record (Attachment 4.1).***

<b><i>MOVED</i></b> John Patman	<b><i>SECONDED</i></b> Gerald Brown
---------------------------------	-------------------------------------

***CARRIED***

**Announcement by Presiding Member added to the meeting:**

An election of councillors occurred with the council representation for the Bush Fire Advisory Committee endorsed at the Special Council Meeting held on Tuesday 24 October 2023. Cr Brown was elected as the Presiding Member and Cr Fraser was elected as the Deputy Presiding Member.

### 5 DISCLOSURE OF INTEREST:

---

Nil.

Mark Scott arrived at 7:03pm.

## 6 BUSINESS ARISING FROM THE PREVIOUS MINUTES:

---

- 6.1** Nathan Manning, CESM, to confirm this is the signage that Helen Holzheuer (DBCA) has passed to BLACKWOOD District rangers to investigate further. Nathan Manning, CESM, to discuss this further with Louise Stokes, Recovery Officer, Shire of Nannup, and add it to the November 2023 meeting as an agenda item.

**RESPONSE:** Nathan Manning spoke to the item stating he had spoken with Helen Holzheuer. Helen Holzheuer added further information stating that the rangers only install small, laminated campfire ban signs attached to the fire rings when campfires are no longer permitted. A campfire status sign has been ordered for Willow Springs but has not been installed yet. Fire rings were added as a response to regular smouldering fires. Small, laminated signs will continue to be utilised until the new sign arrives.

- 6.12** Nathan Manning, CESM, to confirm termite and vermin inspection scheduling of VBFB sheds and vehicles.

**RESPONSE:** This has been actioned and is complete with Nathan Manning speaking to the item.

- 7.3.4** John Patman, Deputy Chief Bush Fire Control Officer and Darradup FCO, to follow up Jalbarragup/Darradup resident number information.

**ACTION:** Shire of Nannup to follow up giving John Patman Jalbarragup/Darradup resident number information as discussed in previous meeting.

- 9.3** Nathan Manning, CESM, to confirm the Forest Products Commission Community Grants funding is secured.

Greg Hodgson, Chris Doherty, Nathan Manning and Brodie Walton - suggested future conversation to discuss issues that may arise.

**RESPONSE:** Nathan Manning said the UHF radios from the FPC grant have arrived and will be distributed to the brigades within the next two weeks.

- 10.2** Chris Doherty, Bushfire Risk Mitigation Coordinator, and Nathan Manning, CESM, to discuss Mitigation Activity Fund (MAF) funding process further.

**RESPONSE:** Nathan Manning spoke to this said the application has been submitted but he has not heard from DFES yes as to whether it has been approved. Nathan Manning stated that he hopes to hear back in the next month.

- 11.1** Brodie Walton, Ranger, and Kellie Jenkins, Manager Corporate Services/Deputy Chief Executive Officer, request the map previous ranger marked non-compliant properties on and determine a plan and schedule. Kellie Jenkins suggested utilising FCO knowledge as a guiding point but discussion occurred regarding road view and aerial view and how knowledge might misrepresent.

Kellie Jenkins, Manager Corporate Services/Deputy Chief Executive Officer, and Brodie Walton, Ranger, to look at education awareness and FCOs to provide properties with known non-compliance as a starting point.

**RESPONSE:** John Patman spoke to this item stating that Brodie Walton (Ranger) has started his inspections in Darradup/Jalbarrgup and has written a number of letters as well as wanting to speak to residents by person or by phone to inform them of what is happening. John Patman stated that it is positive that Brodie Walton has started the inspections and is on to compliance.

- 11.5** Members to communicate with Kellie Jenkins, Manager Corporate Services/Deputy Chief Executive Officer, any further recommendations by 4 August 2023 prior to David Taylor, Chief Executive Officer, signing off on the document, ensuring that recommendations are legal.

**Motion**

***That the 2023-24 Bushfire Risk Compliance Notice as per attachment 11.5 be published in the Government Gazette, local newspaper and distributed to ratepayers after stipulated recommendations are made to the document.***

<b>MOVED</b> Robin Mellema	<b>SECONDED</b> Peter Hastie
----------------------------	------------------------------

**CARRIED**

The Shire of Nannup have gone through the – variations form – not FCO – the process going forward – FCO inspect, the signature at the bottom of the document is David Taylor, CEO. John Pateman asked if the FCO should be involved, why not the ranger. Handy working with the ranger at the same time. Questioning why FCO is involved still.

**RESPONSE:** Nathan Manning spoke to this stating the Shire of Nannup CEO now signs off on Bushfire Risk Compliance Notice Variation. Nathan Manning clarified that

FCOs will still be inspecting properties and speaking to the property owners however CEO will sign the document.

John Patman questioned whether FCOS should still be involved, questioning if it should be the ranger that does it. Nathan Manning spoke to the benefit of FCO input but stated that it ultimately lies with each FCO.

Peter Hastie questioned if a variation is lodged directly with the ranger, or the CEO does it get referred back to the FCO? David Taylor spoke to the question, clarifying that it will be the responsibility of the ranger to collect the variation and inform the property owner or a variation option. FCOS will then be asked for further input regarding the variation and then get the variation approved prior to CEO sign off.

Carey Curtis raised concerns about being contacted by the Shire of Nannup previously for a variation and was very uncomfortable about being put in that position. Carey Curtis stated she is happy to be consulted but wanting a – raised concerns – uncomfortable – happy to be consulted but wanting a very clear line with where the responsibility lies.

David Taylor agreed and said it was that type of scenario that activated the reformat of how it's done to make it easier and less burdensome to FCOs.

- 11.7** Captains of Volunteer Bush Fire Brigades to be invited to the DFES presentation run by district officer, Peter Thomas, occurring at 6:30pm on Monday 6 November 2023.

**RESPONSE:** Agreed to reschedule to after the meeting as there was a miscommunication on time.

- 11.8** Nathan Manning, CESM, to investigate why there is no reception in the SES building.

**RESPONSE:** Nathan Manning stated that the issue should be resolved. The issue was that the booster was set to 3G not 4G and an antenna has also been replaced.

## **7 REPORTS OF COMMITTEE MEMBERS:**

---

### **7.1 Chief Bush Fire Control Officer**

Welcomed the committee to the meeting. Apologies to Peter Thomas for missing the pre-meeting training and a request to stay for training after the meeting.

Nannup Brook has received its TATRA unit which rates as a 44B.

There have already been some incidents. Robin Mellema thanked DBCA for their assistance at the last incident located at Leschenaultia Drive. The assistance was greatly appreciated by the owners and the other brigade members there.



## **7.2 Deputy Chief Bush Fire Control Officers**

### **7.2.1 John Patman**

Nothing to report.

### **7.2.2 Mark Scott**

Have had a getaway incident in our area already. Nothing else to report.

## **7.3 Bush Fire Control Officers (FCO's)**

### **7.3.1 Balingup Road (Attachment 7.3.1)**

As per attachment

### **7.3.2 Carlotta**

Held their AGM at the end of October with all positions staying the same.

Theft of water from the tank was revisited as the brigade have been monitoring the water. Can now say that it was theft of approximately 200,00 litres. There are signs up and locks will be added to the bottom of the tanks.

### **7.3.3 Cundinup**

The unit has been to one incident of a controlled burn that got away. Nothing else to report.

### **7.3.4 Darradup**

There have been three call outs already. One an absentee landowner lit the property and then left, another burn that went up a tree and the final one being a burn off that escaped to three neighbouring properties – with firebreaks having now been added.

Hence the focus to get firebreaks in their district and it was a good reminder about why they are required.

### **7.3.5 East Nannup**

The AGM was held. All the positions are the same. One item brought up was the Carlotta Radio Tour not being clean enough. Victor Lorkiewicz questioned if a fire starts there is there a chance that the radio tour will get burned to the ground and if it did, would communications be lost?

**ACTION:** Shire of Nannup to find out who is in charge of the Carlotta repeater and organise for the debris to be cleaned up.

Another concern raised at the AGM was the Tower Road entrance only having enough room for one vehicle to access at a time. Victor Lorkiewicz stated that vehicles would get bogged if they went off road and there could be a complete blockage in a fire situation.

**ACTION:** Shire of Nannup to see who is responsible for cleaning up Tower Road.

### **7.3.6 Nannup Brook**

An AGM was held with one change in positions. Robin Mellema stepped down as president and Geoff Allam is now president.

The brigade held a Community Awareness afternoon in Cockatoo Valley. This was well received, and everyone was impressed with the high level of compliance. They also answered queries and checked if they could get access to water tanks.

The new TATRA has arrived, and the brigade has familiarising themselves with it. – getting to grips with how it works.

The unit attended a fire in Darradup/Jalbarragup.

### **7.3.7 North Nannup**

Thanks to Bunnings and Trade Hire the North Nannup shed got repainted externally at no charge to the brigade.

Attended the fire at Darradup.

Attended another incident briefly yesterday at a block that has been burning four three to four weeks.

Held a meeting last night where concerns were raised around compliance which will be formalised in a letter to the Shire.

### **7.3.8 Peerabeelup**

Nil.

### **7.3.9 Peerabeelup Coastal**

Two weeks ago, had a sudden death down the Donnelly River. The time and distance to get a defibrillator was discussed. John Jonker questioned whether another defibrillator can be located there as the huts are 2km apart making it hard to get a defibrillator to both locations.

**ACTION:** The Shire of Nannup to fund another defibrillator for Peerabeelup Coastal.

### **7.3.10 Scott River/Lake Jasper (Attachment 7.3.10)**

As per attachment

## **8 REPORTS OF OFFICERS:**

---

### **8.1 Community Emergency Services Manager (CESM) (Attachment 8.1)**

Spoke to the report attached.

Carey Curtis questioned if the emergency comm send number is always the same. Nathan Manning confirmed that number is always the same and that there will be a text message as well from a mobile phone which is not always the same number.

Further documents tabled:

8.1.1 Standard Operating Procedure (Attachment 8.1.1)

8.1.2 Template – Local Law Bush Fire Brigades (Attachment 8.1.2)

8.1.3 Draft VBFB DFES Policies Doctrines Standard Operating Procedures and Standard Administrative Procedures (Attachment 8.1.3)

**ACTION:** Committee members to get feedback on documents 8.1.1 to 8.1.3 to Nathan Manning in the next week.

Nathan Manning stated a Bush Fire Brigade Local Law needs to be introduced. Feedback has already been contributed by Robin Mellema, John Patman and Mark Scott.

Carey Curtis questioned whether there is permission to do a 6-hour shift not a 12-hour shift. Nathan Manning answered that there is no minimum, only the maximum 12 hours is stipulated.

Robin Mellema questioned appendix B Fitness for Duty – is it a standard from DFES or did Armadale draw it up themselves. Nathan Manning confirmed that Armadale created it themselves and is not standardised and coming from DFES.

**ACTION:** The Shire of Nannup to review the Fitness for Work Policy.

Robin Mellema reiterated that triple zero should be the contact because then everyone knows what is going on then to get incidents activated.

Peter Thomas added the other benefit of logging it through the Comms Send is that it shows how busy you are and whether there is a justification for another appliance.

John Patman added that Triple 000 is also good when working at isolated locations.

## 9 REPORTS OF OTHER ATTENDEES:

---

### 9.1 *Department of Fire and Emergency Services, Peter Thomas, District Officer*

Spoke to the report sent through.

Victor Lorkiewicz questioned when the helicopters get in place. Peter Thomas is hoping it is brought forward from 15 December. Fixed wings officially started today in Bunbury.

**ACTION:** Peter Thomas will pass further information regarding date of arrival for helicopters to Nathan Manning to forward to the members once it has been confirmed.

Greg questioned zone responses. Peter Thomas is waiting for further information.

### 9.2 *Department of Biodiversity Conservation and Attractions, Helen Holzheuer*

Spoke to the attachment tabled regarding prescribed burns done and planned in the Shire of Nannup.

Helen Holzheuer also spoke to the Carlotta tower being DBCA's tower. Helen Holzheuer will get someone out to inspect the tower including access and the clearing around it.

Helen Holzheuer stated that if the tower burned down there are other towers for communication nearby.

Victor Lorkiewicz stated the Blackwood 099 Beaton planned burn, containing Carlotta Tower has a 30–40-year-old fuel load. Helen Holzheuer confirmed that yes some of it is a 30–40-year-old fuel load.

Mark Scott stated that it was good to see Ellis Creek back on the list as it was brought up by the brigade.

### 9.3 *Forest Products Commission, Greg Hodgson*

As per report that will be sent out with the minutes.

**ACTION:** Greg Hodgson to send Nathan Manning current contact numbers for the SMS notification for vehicle movement bans.

Helen Holzheuer and Greg Hodgson have discussed burns that are critical for protecting the estate.

Victor Lorkiewicz asked whether the plantation being established in the Brajkovich block is pine or blue gum. Greg Hodgson stated it will be pine. Further discussion occurred regarding the two blocks next door with risks of long grass and wilding pine.

## 10 STANDING ITEMS:

---

### 10.1 *Emergency Services Levy (ESL)*

Acquittal finalised for 22/23 at \$188,000

Nathan Manning spoke to this item stating that 2022/23 has been acquitted. Cheryle Brown asked for an update on 2023/24. Nathan Manning said it would be approximately \$170,000 but that is not confirmed.

## 11 GENERAL BUSINESS:

---

- 11.1** Robin Mellema, Chief Bush Fire Control Officer, considering not issuing permits due to risks associated with conditions.

Committee in agreeance that no further permits be issued but that permits already issued for the next two weeks are okay.

**ACTION:** Robin Mellema to contact Andrew McNab to confirm he is in agreeance with rest of committee and to discuss whether Scott River/Lake Jasper have an exemption.

- 11.2** Robin Mellema, Chief Bush Fire Control Officer, asking Helen Holzheuer regarding DBCA and what resources there are in Nannup for this season.

Helen Holzheuer stated there was a full crew inclusive of a truck and machine operator. There is also one new seasonal employee in Nannup starting this year so slowly building up the numbers.

- 11.3** Robin Mellema, Chief Bush Fire Control Officer, asking John Patman whether he would like to discuss the change to dates for firebreak compliance.

John Patman stated he has spoken to Brodie Walton, Ranger, and is happy with the process and dates.

- 11.4** Mike Vasey, North Nannup FCO, brought up access to the fast fill trailers.

Nathan Manning said there are currently three with two of those in the process of being set up in the next week and they are located at the Shire of Nannup depot. Nathan Manning asked for ideas as to where they should be located. Discussion

occurred regarding best strategic locations as the depot is a bit inconvenient due to access. John Patman also brought up that it would be good to familiarise members with the trailers and how to use them.

**ACTION:** Shire of Nannup to confirm that fast fill trailers will be located at Darradup, Cundinup and Nannup Brook.

Victor Lorkiewicz asked about slip ons and whether they can be issued through DFES. Nathan Manning spoke to it stating that slip ons can be utilised, not trailers, however they are not issued through DFES anymore.

- 11.5** Victor Lorkiewicz, East Nannup FCO, asked about the stickers on the table. Nathan Manning spoke to them stating they are Vehicle Response Identifiers. They are FCOs and other brigade members that might respond to an incident in their personal vehicle. Nathan Manning stated that the stickers on the table are out of the date but the new ones will be issued for the fire season.

**ACTION:** Nathan Manning to be in touch with brigades to distribute new Vehicle Response Identifier stickers.

Robin Mellema questioned if it is the same system as previously and Nathan Manning confirmed that it will be.

- 11.6** Greg Hodgson, Forest Products Commission, added information about the FPC sea container and that it will sit at Lewana plantation for the summer.

He also stated that a harvesting contractor has added a 400-500 litre water tank on the harvest machine. This is with the aim to get water closer to where work is occurring for a quicker response.

- 11.7** Mark Scott, Deputy Chief Bush Fire Control Officer and Balingup Road FCO, requested that the Shire look at Asplin road as it has not been maintained as it should have been, and access is limited from Asplin Road to the top of Folly.

David Taylor spoke to the item stating that Asplin Road is only gazetted for the first 150 metres to the gate. Mark Scott suggested that the property owner needs to maintain emergency access through a firebreak variation.

- 11.8** Greg Hodgson, Forest Products Commission, asked David Taylor is an arrangement has been met with the owner of the property below the Brajkovich where Zircon Road comes out on to the bitumen.

David Taylor stated there is an easement there and there is only a gate due to people parking there.

**12 PROPOSED DATE FOR NEXT MEETING:**

---

Monday 5 February 2024 starting at 7pm at the Nannup SES.  
Apologies from John Patman for this meeting.

**13 CLOSURE OF MEETING:**

---

Meeting closed at 8:20pm.