

Shire of Denmark Minutes



BUSH FIRE ADVISORY COMMITTEE - AGM

HELD IN COUNCILS RECEPTION ROOM,
953 SOUTH COAST HIGHWAY, DENMARK,
TUESDAY, 26th JUNE 2018.

Contents

	Page No.
DISCLAIMER	2
1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	3
3. ELECTION OF OFFICERS – CHAIRMAN AND DEPUTY CHAIRMAN	4
4. ANNOUNCEMENT BY THE PERSON PRESIDING	5
5. CONFIRMATION OF MINUTES	5
5.1 MINUTES OF BUSH FIRE ADVISORY ANNUAL GENERAL MEETING HELD 8th JUNE 2017	5
6. REPORTS	5
6.1 APPOINTMENT OF FIRE CONTROL OFFICERS, CHIEF BUSH FIRE CONTROL OFFICER AND CHIEF DEPUTY BUSH FIRE CONTROL OFFICER	6
6.2 APPOINTMENT OF FIRE WEATHER OFFICER	7
7. NEXT MEETING	7
8. CLOSURE	7

DISCLAIMER

These minutes and resolutions are subject to confirmation by Committee and therefore prior to relying on them, one should refer to the subsequent meeting of Committee with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Denmark for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

The Shire of Denmark disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation or approval made by a member or officer of the Shire of Denmark during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Denmark. The Shire of Denmark warns that anyone who has an application lodged with the Shire of Denmark must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Denmark in respect of the application.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Manager of Community Services, David Schober, opened the meeting at 6.33pm.

Mr Schober addressed the committee in regards to the following -

Apologies from the Shire President

- Noted the Shire President's apology and intention to attend future meetings.

Community Emergency Services Manager (CESM) Position

- End of 3 year contract term and recruitment process outlined.
- Acknowledgement of past 3 ½ years service for current Community and Emergency Services Manager (CESM) Marcus Owen.
- Noted the support from Brigades for Marcus Owen.
- Appointment of new CESM Scott Medhurst. Outlined background and relevant skills and experience.
- Start date is early to mid-August 2018.
- General discussion on function of the role and support to Brigades.

Meeting deferral

- Apology to BFAC members however due to a number of complications a change was required to manage conflicting demands to achieve the best outcomes.
- Meeting dates for 2018/19 will not be altered and members are asked to nominate proxy members in the event they are unavailable. Should the Chair be unavailable the Deputy Chair will Chair the meeting.
- Meeting frequency will be discussed in General Business.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MEMBERS:

Mr Ross McDougall	(Voting) C.B.F.C.O
Mr Lez Baines	D.C.B.F.C.O
Cr Mark Allen	Council Delegate / Chairman
Cr Roger Seeney	Somerset Hill FCO Proxy
Mr Chris Hoare	East Denmark FCO Proxy
Mr Mike Hills	Harewood FCO
Mr Bruce Pringle	Kordabup FCO
Mr Joe Baker	Ocean Beach FCO
Ms Sam Blythe	Owingup FCO
Mr Sid Marshall	Scotsdale FCO
Mr Alex Williams	Hazelvale FCO
Mr Brian Vigus	Tingledale FCO
Mr Kevin Hard	Parryville FCO
Mr Adrian Kranendonk	F.W.O.
Ms Kelly MacLeod	Carmarthen FCO

MEMBERS:

Mr Brendan Gordon	(Non-Voting) DFES Area Officer
Mr Wes Bailye	DCBA PaWs Fire Coordinator

STAFF:

Mr David Schober	(Non-Voting) Manager of Community Services
Mrs Charmaine Shelley	Senior Ranger
Ms Melanie Haymont	Bushfire Risk Planning Coordinator
Ms Kevina Richardson	Acting Secretary

VISITORS:

Mr Graeme Thallon
 Mr Lee Shelley
 Mr Bryce Edwards
 Mr Craig Lilley
 Mr Carl Wesley

APOLOGIES:

Mr Jean-Marc Merat	Nornalup FCO
Ms Bronnie Wallace	East Denmark FCO
Mr Tim Walls	DFES Area Officer
Mr Callum Baxter	Somerset Hill FCO

ABSENT:

Mrs Gail Guthrie	Mehniup FCO
Mr Murray Brooker	Mt Lindesay FCO
Mr Ivars Sulcs	Peaceful Bay FCO
Mr Don Atkinson	Town FCO
Mr Gary Stanway	VFRS Captain
Mr Peter Mildwaters	Mt Shadforth FCO
Ms Joan Merrifield	William Bay FCO

3. ELECTION OF OFFICERS – CHAIRMAN AND DEPUTY CHAIRMAN

Section 67.(2) of the Bush Fires Act 1954 states that the Bush Fire Advisory Committee shall elect one of their member to be Chairman. The following Council Policy relates.

“P040235 - Presiding Members of Council Committees

Objectives

- *To maximise the adherence of Council Committees and Working Groups to adopted policies and procedures;*
- *To maximise the likelihood of Council Committees and Working Groups having continuity of a Presiding Person for the duration of its term; and*
- *To maximise the efficiency and effectiveness of Committees and Working Groups by ensuring that the Chairperson has the appropriate training and support.*

Policy

Wherever there is one or more Elected Members appointed to a Council Committee or Working Group, then it is Council Policy that the members of the Committee should elect one of those Elected Members to the role of Presiding Person.

A Presiding Person, and if required a Deputy, is to be elected using the same method as detailed in Section 5.12 of the Local Government Act 1995.

A deputy of a member of a Committee or Working Group may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause and a deputy of a member of a Committee or Working Group, while acting as a member, has all the functions of and all the protection given to a member (Section 5.11A of the Local Government Act 1995).”

Clause 8.6 of the Bush Fire Advisory Committee Charter allows for a Deputy Chairman also.

Mr Lez Baines put forward the motion for Councillor Mark Allen to be elected as BFAC Chairman.

COMMITTEE RECOMMENDATION	ITEM 3.0
MOVED: LEZ BAINES	SECONDED: ADRIAN KRANDENDONK
That Cr Mark Allen be elected as Chairman of Bush Fire Advisory Committee for the 2018/2019 financial year.	
CARRIED UNANIMOUSLY: 14/0	RES: 010618

Deputy Chairman to be considered at the next Bush Fire Advisory Committee meeting.

4. ANNOUNCEMENTS BY THE PERSON PRESIDING

Cr. Allen thanked the Bush Fire Advisory Committee for re-electing him as Chairman for the 2018/2019 meeting.

5. CONFIRMATION OF MINUTES

5.1 MINUTES OF ANNUAL GENERAL MEETING 8th JUNE 2017

COMMITTEE RECOMMENDATION	ITEM 5.1
MOVED: LEZ BAINES	SECONDED: JOE BAKER
That the minutes of the Bush Fire Advisory Committee Annual General Meeting held on the 8 th June 2017 be confirmed as a true and correct record of the proceedings.	
CARRIED UNANIMOUSLY: 14/0	RES: 020618

6. REPORTS

6.1 APPOINTMENT OF FIRE CONTROL OFFICERS, CHIEF BUSH FIRE CONTROL OFFICER AND CHIEF DEPUTY BUSH FIRE CONTROL OFFICER

While the Captains, Lieutenants, Secretaries, Equipment Officers and the like are elected by Brigades it is the local government's role to appoint Fire Control Officers, a Chief Bush Fire Control Officer and a Deputy Chief Bush Fire Control Officer pursuant to section 38(1) of the Bush Fires Act 1954. This section reads as follows:

"38. Local Government may appoint bush fire control officer

A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it."

Other Comments:

In 2017 the BFAC nominated the former Chief Bush Fire Control Officer as an additional Fire Control Officer, being Graeme Thallon. Given Graeme's high level of experience it is recommended that he remain as an additional Fire Control Officer for 2018/2019. Over the past few years there have been a number of occasions when Denmark Brigades have been deployed to assist in other local government areas when there is a major fire incident.

The appointment of additional FCO's, such as the former Chief ensures that that person has the powers to assist with any local fire incident which may happen at the same time and provide backup to volunteers and the command structure at a fire.

COMMITTEE RECOMMENDATION

ITEM 6.1

MOVED: LEZ BAINES

SECONDED: SAM BLYTHE

That, pursuant to Section 38 (1) of the Bush Fires Act 1954, Council appoint the following persons for the financial year 2018/2019 and that the appointments be advertised in the Denmark Bulletin and Council's Delegation (Appointments) D050109 be updated accordingly;

Bush Fire Control Officers authorised within the entire Shire of Denmark

Senior Ranger	Charmaine Shelley
Ranger	David Lonie
Fire Control Officer	Melanie Haymont
Fire Control Officer & Chief Fire Control Officer	Ross McDougall
Fire Control Officer & Deputy Chief Fire Control Officer	Leslie (Lez) Baines
Fire Control Officer	Graeme Thallon

Bush Fire Control Officers authorised within the entire Shire of Denmark area on behalf of their respective Brigades

Carmarthen Volunteer Bush Fire Brigade	Craig Hughes
Denmark East Volunteer Bush Fire Brigade	Bronnie Wallace
Harewood Volunteer Bush Fire Brigade	Michael (Mike) Hills
Hazelvale/Tingledale Volunteer Bush Fire Brigade	Alex Williams
	Brian Vigus
Kordabup Volunteer Bush Fire Brigade	Craig Lilley
Owingup Volunteer Bush Fire Brigade	Bryce Edwards
Mehniup Volunteer Bush Fire Brigade	Dan Willans
Mt Lindesay Volunteer Bush Fire Brigade	Murray Brooker
Nornalup Volunteer Bush Fire Brigade	Jean-Marc Merat
Ocean Beach Volunteer Bush Fire Brigade	Derek (Joe) Baker
Parryville Volunteer Bush Fire Brigade	Kevin Hard
Peaceful Bay Volunteer Bush Fire Brigade	Ivars Sulcs
Scotsdale/Shadforth Volunteer Bush Fire Brigade	Arthur (Sid) Marshall
	Carlton Wesley
Somerset Hill Volunteer Bush Fire Brigade	Callum Baxter
William Bay Volunteer Bush Fire Brigade	Simon Coppock

Bush Fire Control Officers authorised within the prescribed Denmark Fire & Rescue Service Area Only

Denmark Fire & Rescue Service (Volunteer Brigade)	Lee Shelley
Denmark Fire & Rescue Service (Volunteer Brigade)	Don Atkinson

CARRIED UNANIMOUSLY: 14/0

RES:030618

6.2 APPOINTMENT OF FIRE WEATHER OFFICER

Section 38 (8) of the Bush Fires Act 1954 provides Council with the authority to appoint to the office of Fire Weather Officer such number of Senior Bush Fire Control Officers as it thinks necessary.

COMMITTEE RECOMMENDATION	ITEM 6.2
MOVED: SAM BLYTHE	SECONDED: BRIAN VIGUS
That, pursuant to Section 38 (8) of the Bush Fires Act 1954, Council appoint Adrian Kranendonk for the financial year 2018/2019 as a Fire Control Officer and Fire Weather Officer to be authorised within the entire Shire of Denmark.	
CARRIED UNANIMOUSLY: 14/0	RES:040618

7. NEXT MEETING

The next AGM of the Bush Fire Advisory Committee will be held on Thursday the 6th June 2019 at 6.30pm.

8. CLOSURE OF MEETING

There being no further business to discuss the Chairman closed the meeting at 7.16pm.