



# Minutes

## BUSH FIRE ADVISORY COMMITTEE AGM

BUSH FIRE ADVISORY COMMITTEE AGM HELD IN COUNCIL'S RECEPTION ROOM, 953 SOUTH COAST HIGHWAY, DENMARK, THURSDAY, 8<sup>th</sup> JUNE 2017, COMMENCING 6.30PM

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## **Council Committee Meeting**

**8 June 2017**

### **DISCLAIMER**

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**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Person opened the meeting at 6.37pm.

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

<input type="checkbox"/>	Mr Ross McDougall	C.B.F.C.O
<input type="checkbox"/>	Mr Lez Baines	D.C.B.F.C.O & Carmarthen FCO
<input type="checkbox"/>	Mr Adrian Kranendonk	F.W.O/ Mt Shadforth FCO
<input type="checkbox"/>	Mr Chris Hoare	East Denmark FCO
<input type="checkbox"/>	Mr Bruce Pringle	Kordabup FCO
<input type="checkbox"/>	Mrs Gail Guthrie	Mehniup Proxy
<input type="checkbox"/>	Mr Malcolm Hick	Mt Lindesay FCO
<input type="checkbox"/>	Mr Joe Baker	Ocean Beach FCO
<input type="checkbox"/>	Mr Ivars Sulcs	Peaceful Bay FCO
<input type="checkbox"/>	Mr Sid Marshall	Scotsdale FCO
<input type="checkbox"/>	Mr Brian Vigus	Tingledale FCO
<input type="checkbox"/>	Ms Joan Merrifield	William Bay FCO
<input type="checkbox"/>	Mr Don Atkinson	Town FCO
<input type="checkbox"/>	Mr Gary Stanway	VFRS Captain
<input type="checkbox"/>	Cr Mark Allen	Council Representative
<input type="checkbox"/>	Ms Kelly MacLeod	Carmarthen Proxy

**MEMBERS: (Non-voting)****STAFF: (Non-voting)**

<input type="checkbox"/>	Mr Marcus Owen	CESM / Secretary
<input type="checkbox"/>	Mr Gregg Harwood	Director of Community & Regulatory Services

**ATTENDEES: (Non-voting)**

<input type="checkbox"/>	Mr Craig Hughes
<input type="checkbox"/>	Mr Murray Brooker
<input type="checkbox"/>	Mr Tony Pedro
<input type="checkbox"/>	Ms Pauline McHenry
<input type="checkbox"/>	Mr Karl Wesley

**APOLOGIES:**

<input type="checkbox"/>	Mr Jean-Marc Merat	Nornalup FCO
<input type="checkbox"/>	Mr Wes Bailey	DPaW Fire Coordinator
<input type="checkbox"/>	Mr Tim Wall	DFES Area Officer
<input type="checkbox"/>	Ms Ann Howard	Parryville Proxy
<input type="checkbox"/>	Ms Sam Blythe	Owingup FCO
<input type="checkbox"/>	Mr Alex Williams	Hazelvale FCO

**ABSENT:**

<input type="checkbox"/>	Mr Mike Hills	Harewood FCO
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**DECLARATIONS OF INTEREST: Nil**

### 3 ANNOUNCEMENTS BY THE PERSON PRESIDING

The Chairman, Cr Mark Allen would like to remind all Committee members and proxies that they have the ability to cast a vote and if they are in attendance at a Committee meeting then it is mandatory to do so.

Cr Allen will publically thank Ross McDougall Chief Fire Control Officer for his efforts.

Cr Allen will also publically thank Fire 2, Fire 3 and the 2016 - 2017 Fire Control Officers for their efforts.

### 4. PUBLIC QUESTION TIME

Pauline McHenry and Tony Pedro agreed to save their questions for the following regular BFAC meeting.

### 5. CONFIRMATION OF MINUTES

#### 5.1 MINUTES OF ANNUAL GENERAL MEETING 2<sup>nd</sup> JUNE 2016

<b>OFFICER RECOMMENDATION &amp; COMMITTEE DECISION</b>		ITEM 5.1
Moved: Don Atkinson	Seconded: Lez Baines	
That the minutes of the Bush Fire Advisory Committee Annual General Meeting held on the 2 <sup>nd</sup> June 2016 be confirmed as a true and correct record of the proceedings.		
Carried Unanimous		

### 6. ELECTION OF OFFICERS

Section 8.11 of BFAC's committee charter reads as follows:

#### 8.11 Presiding Person

*The Presiding Person and Deputy Presiding Person are to be elected annually at the Annual General Meeting of the Bush Fire Advisory Committee pursuant to Council Policy P050107 and pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.*

Given that Cr Mark Allen who attends BFAC in his role as a council representative is currently the only council member that attends BFAC his appointment is for all intents and purposes mandatory under the terms of the charter.

Gregg Harwood the Director of Community & Regulatory Services will preside over the meeting until such time as the Chairman has been elected.

<b>6.1 CHAIRMAN</b> (Must be a member of the BFAC Committee)	
Nominated: Cr Mark Allen	
Moved: Adrian Kranendonk	Seconded: Chris Hoare
Carried: Unanimous	

<b>6.2 DEPUTY CHAIRMAN</b> (Must be a member of the BFAC Committee)	
Nominated: Don Atkinson	
Moved: Adrian Kranendonk	Seconded: Chris Hoare
Carried: Unanimous	

**6.3 CHIEF BUSH FIRE CONTROL OFFICER**

(To be recommended for appointment by Council)

Nominated: Ross McDougall

Moved: Adrian Kranendonk

Seconded: Don Atkinson

Carried: Unanimous

**6.4 DEPUTY CHIEF BUSH FIRE CONTROL OFFICER**

(To be recommended for appointment by Council)

Nominated: Lez Baines

Moved: Adrian Kranendonk

Seconded: Ivars Sulcs

Carried: Unanimous

**6.5 FIRE WEATHER OFFICER/FIRE CONTROL OFFICER**

(To be recommended for appointment by Council)

Nominated: Adrian Kranendonk

Moved: Chris Hoare

Seconded: Brian Vigus

Carried: Unanimous

**7. APPOINTMENT OF FIRE CONTROL OFFICERS****7.1 Continuance of Auxiliary Fire Control Officer Position for Former Chief & Deputy Fire Control Officers****Summary:**

The officer report recommends that BFAC resolve to recommend to Council that the Auxiliary Fire Control Officer (FCO) designation be continued for the purpose of enhancing our brigade command structure's resilience by allowing former Chief and Deputy FCOs to retain the legal powers of an FCO, without the need to occupy elected FCO positions leaving those positions open to newer brigade members that are moving up through the brigade ranking structure.

**Background:**

Traditionally there has been a tendency for the retiring CBFCO to assume the Fire Weather Officer's (Fire 3) role to ensure that a well experienced FCO is retained in the brigade structure that has the legal powers to act if the Chief and Deputy are unable to do so or are outside of the district.

This structure worked when CBFCOs tended to be older and stay in the position longer and our brigades and leaders were not being regularly seconded to fight major fires in other districts.

This however has changed. We now have younger Chief and Deputy FCOs that typically want to do the roll for 3 – 4 years and then give another person the opportunity to bring their own talents and abilities to the roll.

In addition to this our brigades are now being regularly deployed to other districts meaning that there is a very real likelihood that a former Chief or Deputy may be required to assist in the command structure of a future fire.

Once appointed Auxiliary FCOs will not be members of BFAC and will only attend BFAC if elected to a specific role.

**Consultation:**

Consultation with brigade leaders is being achieved by referring this matter to BFAC.

**Statutory Obligations:**

There are statutory obligations as detailed in the Bush Fires Act 1954, regarding the appointment of Fire Control Officers.

**Policy Implications:**

There are no policy implications, however Council's current policies outlines areas such as;

- The Number of registered Bush Fire Brigades,
- Recommended training for Fire Control Officers,
- Spending Authorities, and
- General duties and procedures to be undertaken by Fire Control Officers.

**Budget / Financial Implications:**

There are known financial costs upon the Council's current budget with the costs associated with the Gazetting of officers and the issuing of appointment cards as per the Bush Fires Act 1954. These costs are able to be borne by the current budget.

**Strategic Implications:**

The report and officer recommendation is consistent with Council's adopted Mission and Vision and assists achieve the following specific adopted Strategic Objectives and Goals.

- Social Objective - Denmark's communities, people and places are connected and creative, vibrant and dynamic, healthy and safe.
- Governance Objective - The Shire of Denmark provides renowned leadership in sustainability, is effective with both its consultation with its people and its management of its assets, and provides transparent and fiscally responsible decision making.

**Sustainability Implications:****➤ Governance:**

There are known governance considerations relating to the report as Council has the authority and requirement, under the Bush Fires Act 1954, to appoint a Chief and Deputy Chief Bush Fire Control Officer and as many Fire Control Officers as it deems necessary.

**➤ 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.

**Comment/Conclusion:**

As has been mentioned in the background the creation of Auxiliary FCOs will give our brigades the luxury of a second tier of reserve FCOs that can be available when our regular leaders leave the district without taking BFAC positions away from newer brigade members.

**Voting Requirements:**

Simple majority.

<b>OFFICER RECOMMENDATION &amp; COMMITTEE DECISION</b>	<b>ITEM 7.1</b>
That Council appoint the following people as Auxiliary Fire Control Officers, for the Shire of Denmark, for 2017/2018.	
Graeme Thallon	
Moved: Lez Baines	Seconded: Gail Guthrie
Carried: Unanimous	

**7.2 Fire Control Officers 2017/2018****Summary:**

Each year the Shire of Denmark Volunteer Bush Fire Brigades are invited to submit a nomination for the position of Fire Control Officer (FCO) for their respective brigade area, which is then presented to the Bush Fire Advisory Committee for their consideration and recommendation to Council.

Bearing in mind BFAC's anticipated consideration of item 7.1 a number of "Auxillary FCOs" has been listed under the Shire appointed FCOs as these officers will not be members of BFAC unless BFAC elects them to a specific role.

This report enables the FCO nominations to be captured and considered by the Committee for recommendation to Council.

**Background:**

The following table lists the persons who have so far been recommended for appointment as Fire Control Officers for 2017/2018 via each of the individual brigade's AGM.

<b>SHIRE OF DENMARK</b>	<b>OFFICER</b>
Chief Fire Control Officer	as elected
Deputy Chief Fire Control Officer	as elected
Fire Weather Officer/Fire Control Officer	as elected
CESM	Marcus Owen
Senior Ranger	Charmaine Shelley
Ranger	David Lonie
Auxiliary Fire Control Officer	As elected
<b>BRIGADE</b>	<b>OFFICER</b>
Carmarthen	Kelly MacLeod
Denmark East	Bronnie Wallace
Harewood	Michael Hills
Hazelvale/Tingledale	Alex Williams & Brian Vigus
Kordabup and Owingup	Bruce Pringle & Sam Blythe
Mehniup	Gail Guthrie
Mt Lindesay	Murray Brooker
Nornalup	Jean-Marc Merat
Ocean Beach	Joe Baker
Parryville	Kevin Hard
Peaceful Bay	Ivars Sulcs
Scotsdale/ Shadforth	Sid Marshall & Peter Mildwaters

Somerset Hill	Callum Baxter
Town	Nomination not yet received
William Bay	Joan Merrifield
V.F.R.S.	Nomination not yet received

**Consultation:**

Each of the above recommended brigade's Fire Control Officer appointments have been submitted via their AGM.

**Statutory Obligations:**

There are statutory obligations as detailed in the Bush Fires Act 1954, regarding the appointment of Fire Control Officers.

**Policy Implications:**

There are no policy implications, however Council's current policies outlines areas such as;

- The Number of registered Bush Fire Brigades,
- Recommended training for Fire Control Officers,
- Spending Authorities, and
- General duties and procedures to be undertaken by Fire Control Officers.

**Budget / Financial Implications:**

There are known financial costs upon the Council's current budget with the costs associated with the official Gazetting of officers and the issuing of appointment cards as per the Bush Fires Act 1954. These costs are able to be borne by the current budget.

**Strategic Implications:**

The report and officer recommendation is consistent with Council's adopted Mission and Vision and assists achieve the following specific adopted Strategic Objectives and Goals.

- Social Objective - Denmark's communities, people and places are connected and creative, vibrant and dynamic, healthy and safe.
- Governance Objective - The Shire of Denmark provides renowned leadership in sustainability, is effective with both its consultation with its people and its management of its assets, and provides transparent and fiscally responsible decision making.

**Sustainability Implications:****➤ Governance:**

There are known governance considerations relating to the report as Council has the authority and requirement, under the Bush Fires Act 1954, to appoint a Chief and Deputy Chief Bush Fire Control Officer and as many Fire Control Officers as it deems necessary.

**➤ 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.



**Comment/Conclusion:**

In the absence of a nomination for Fire Control Officer via a brigade AGM the CESM will consult with the relevant brigade and the Chief Bush Fire Control Officer to obtain a recommendation of a suitable nomination for the position of Fire Control Officer for that respective brigade area.

**Voting Requirements:**

Simple majority.

OFFICER RECOMMENDATION		ITEM 7.1
That Council appoint the following people as Fire Control Officers, in their respective brigade boundaries, for 2017/2018.		
SHIRE OF DENMARK	OFFICER (recommended)	
Chief Fire Control Officer	Ross McDougal	
Deputy Chief Fire Control Officer	Lez Baines	
Fire Weather Officer/Fire Control Officer	Adrian Kranendonk	
CESM	Marcus Owen	
Senior Ranger	Charmaine Shelley	
Ranger	David Lonie	
Auxiliary Fire Control Officer	Graeme Thallon	
BRIGADE	OFFICER (recommended)	
Carmarthen	Kelly MacLeod	
Denmark East	Bronnie Wallace	
Harewood	Michael Hills	
Hazelvale/Tingledale	Alex Williams & Brian Vigus	
Kordabup and Owingup	Bruce Pringle & Sam Blythe	
Mehniup	Gail Guthrie	
Mt Lindesay	Murray Brooker	
Nornalup	Jean-Marc Merat	
Ocean Beach	Joe Baker	
Parryville	Kevin Hard	
Peaceful Bay	Ivars Sulcs	
Scotsdale/ Shadforth	Sid Marshall & Peter Mildwaters	
Somerset Hill	Callum Baxter	
Tingledale	Brian Vigus	
Town	Don Atkinson	
William Bay	Joan Merrifield	
V.F.R.S.	Gary Stanway	
Moved: Don Atkinson	Seconded: Adrian Kranendonk	
Carried: Unanimous		

**8. NEXT MEETING**

It is recommended that the next AGM of the Bush Fire Advisory Committee be held on Thursday the 7<sup>th</sup> June 2018 at 6.30pm.

**9. CLOSURE OF MEETING**

There being no further business to discuss the Presiding Person closed the meeting at 6.55pm.

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

Signed: \_\_\_\_\_  
Gregg Harwood – Director Community & Regulatory Services

Date: 3 July 2017

These minutes were confirmed at the meeting of the

Signed: \_\_\_\_\_

*(Presiding Person at the meeting at which the minutes were confirmed.)*