



Committees, Working Groups and Delegates

Version: 28 August 2025

Copies of Council Committee Charters and Working Group Terms of Reference can be found
on
Shire's website at <http://www.denmark.wa.gov.au/our-council/council-committees.aspx>.

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ADVISORY COMMITTEES OF COUNCIL

Audit Advisory Committee

6 x Councillors

Cr Kingsley Gibson
Cr Donna Carman
Cr Claire Campbell
Cr Aaron Wiggins
Cr Jackie Ormsby
Cr Nathan Devenport

Behaviour Complaints Committee

5 x Councillor

Cr Dominic Youel
Cr Janine Phillips
Cr Aaron Wiggins
Cr Jacky Ormsby
Cr Nathan Devenport

Bush Fire Advisory Committee

Voting Members

Councillor Delegates

Cr Kingsley Gibson
Cr Clare Campbell

Fire Weather Officer

Les Baines

Chief Bush Fire Control Officer

Mark Guerin

Deputy Chief Bush Fire Control Officer

Chris Hoare

Up to 4 Fire Control Officers

Murray Brooker
Graham Dixon
Gavin Butler
Geoff Bowley

Denmark Volunteer Fire & Rescue Service Representative

Cameron Famlonga

Attendees (Non-Voting)

Community Emergency Services Manager

Mark Guerin

Department of Fire & Emergency Services Representative

Wes Bailye (Area Officer)

Department of Biodiversity, Conservation and Attractions – Parks & Wildlife Service Representative

Tristan Farmer (Fire Co-ordinator)

Other Agencies and strategic organisations or businesses such as major tree plantations as required.

Local Emergency Management Committee

POSITION.....	ORGANISATION
<i>Voting Members</i>	
Cr Kingsley Gibson, Shire President / Chairperson	Shire of Denmark
Cr Clare Campbell.....	Shire of Denmark
Officer in Charge	Denmark Police Service
Officer in Charge	Walpole Police Service
Chief Bush Fire Control Officer	Bushfire Advisory Committee
Director of Nursing.....	Denmark District Hospital
Centre Manager.....	Walpole Silver Chain
Unit Manager	Denmark State Emergency Service
Unit Manager	Walpole State Emergency Service
Officer in Charge	Denmark St John Ambulance
Officer in Charge	Walpole St John Ambulance
Commander	Denmark Volunteer Marine Sea Rescue
Commander	Peaceful Bay Vol. Marine Sea Rescue
Commander	Walpole Volunteer Marine Sea Rescue
Captain	Denmark Fire & Rescue Service
District Operations Officer.....	Dept. of Parks & Wildlife
District Officer	Dept. of Child Protection
President	Denmark Surf Life Saving Club
<i>Non Voting Members</i>	
Community Emergency Services Manager.....	Shire of Denmark / DFES

With the exception of the Shire President (as this is covered by the Local Government Act 1995), each position holder is entitled to nominate a Deputy Delegate from their organisation for an individual meeting.

WORKING GROUPS

Accessibility Working Group

- 1 x Councillor
 - Cr Donna Carman
- 1 x National Disability Insurance Agency
 - To be nominated
- 2 x Community Professional (Private Sector)
 - To be appointed
 - To be appointed
- 5 x Community Members
 - To be appointed
 - To be appointed
 - To be appointed
 - To be appointed
 - To be appointed

Officer Secretary: Manager Community Services or nominee

Terms of Reference Adopted: 12 December 2023 / Resolution No. 121223

Denmark Bushfire Mitigation Working Group

- 3 x Councillor;
 - Cr Clare Campbell
 - Cr Donna Carman
 - Cr Jackie Ormsby
- 1 x Department Biodiversity Conservation and attractions
- 1 x Department Fire and Emergency Services
- 1 x Water Corporation
- 1 x Western power
- 1 x Denmark Environment centre
- 1 x Denmark Weed Action Group
- 1 x Wilson Inlet Catchment Group
- 1 x Wagyl Kaip Group delegate
- 1 x Central Zone Brigade Representative (Appointed by BFAC)
- 1 x East Zone Brigade Representative (Appointed by BFAC)
- 1 x West Zone Brigade Representative (Appointed by BFAC)
- 1 x Chief Bush Fire control Officer (CBFCO) or delegate

Invited staff members

- Bushfire Risk Mitigation Officer
- Community Emergency Services Manager
- Shire of Denmark Ranger
- Sustainability Officer
- The Director Infrastructure & Assets and / or that Officer's nominee
- The Executive Manager Corporate Services and / or that Officer's nominee

Officer Secretary: Bushfire Risk Mitigation Officer or nominee

Terms of Reference Adopted: 12 December 2023 / Resolution No. 151223

Sustainable Projects Working Group

4 x Councillors

Cr Kingsley Gibson
Cr Jan Lewis
Cr Clare Campbell
Cr Janine Phillips

Officer Secretary: Director Infrastructure & Assets or nominee

Terms of Reference Adopted: 12 December 2023 / Resolution No. 141223

Trails Advisory Group

3 x Councillors;

Cr Donna Carman
Cr Nathan Devenport
Cr Jan Lewis

Officer Secretary: Chief Executive Officer or nominee

Terms of Reference Adopted: 12 December 2023 / Resolution No. 171223

Bushfire Operations Group

Purpose

The Bush Fire Advisory Committee (BFAC) has undergone a restructuring with the creation of the Bushfire Operations Group (BOG). This adjustment aims to streamline operations by enabling Fire Control Officers (FCOs) to oversee brigade readiness efficiently, minimising bureaucratic hurdles.

The group is committed to fostering open dialogue and collaboration among its members as a key part of its operations. Members are encouraged to work together to resolve issues and enhance operational readiness.

Meetings will maintain an informal atmosphere to promote inclusivity and adaptability, ensuring that all voices are heard. While topics for discussion may be included on the agenda, it is not mandatory for every conversation to adhere to predefined points. This approach allows for greater flexibility and encourages the sharing of ideas or concerns as they arise.

Membership

- Chief Bush Fire Control Officer (CBFCO)
- Deputy Chief Bush Fire Control Officer
- Fire Control Officers (FCO)
- Fire Weather Officers (FWO)
- Brigade Captains (or Proxy)
- VFRS Representative
- Community Emergency Services Manager (CESM)
- Department of Fire & Emergency Services (DFES)
- Department of Biodiversity Conservation and Attractions (DBCA)
- Other agencies, strategic organisations, or businesses, such as major tree plantations, as required

Presiding Person

The Presiding Person shall be the CBFCO. In the absence of the CBFCO, the Deputy CBFCO will preside. If the CBFCO and Deputy are unavailable, members will decide amongst themselves who will preside.

Responsibilities

- Provide support and guidance to all bushfire brigades to enhance operational preparedness.
- Deliver briefings to FCOs and brigades on anticipated operational activities from other agencies, including DBCA and corporate plantation properties.
- Ensure familiarisation with DFES Standard Operational Procedures (SOPs) related to fire brigade operations.
- Ensure familiarisation with relevant Council policies and procedures.
- Promote cooperation and coordination among all fire brigades within the Shire of Denmark, including VFRS, DBCA, and private plantation crews.
- Refer unresolved issues to BFAC for formal resolution through Council policies or SOPs.
- Receive briefings from DBCA, corporate plantation companies, and DFES.

Record Keeping

Before each meeting, an agenda will be distributed outlining key items for discussion, ensuring all participants are informed and prepared.

During the meeting, actionable points will be identified and recorded in an action list, which will serve as a guide for follow-ups and responsibilities.

The Chief Bushfire Control Officer will be responsible for record-keeping.

*Officer Secretary: Chief Executive Officer or nominee
Terms of Reference endorsed by the CEO: 28 August 2025*

APPOINTED DELEGATES TO EXTERNAL AGENCIES, ADVISORY GROUPS, ORGANISATIONS AND COMMITTEES

Shire Officer Appointments (no Elected Member Delegate)

A Smart Start Community Committee

Senior Librarian

Great Southern Trails Reference Group

Facilitator: Outdoors Great Southern
Manager Community Services

South Coast Sustainable Waste Alliance

Facilitator: City of Albany
Director Assets and Sustainable Development
Waste & Compliance Officer

Project Advisory Group – Regional Drought Resilience Plan (implementation phase)

Facilitator: Great Southern Development Commission
Chief Executive Officer or nominee

Timber Roads Operations Group (TROG) – Great Southern

Facilitator: Main Roads WA
Director infrastructure and Assets or nominee

External agencies or organisations that require an Elected Member Delegate due to legislation, their charter / constitution or in accordance with a contract or agreement.

Great Southern Regional Road Group

Director Assets and Sustainable Development (non-voting)
Cr Aaron Wiggins
Cr Dominic Youel (Proxy)

South Coast Alliance Inc. Committee (SCA)

Shire President, Cr Kingsley Gibson
Deputy Shire President, Cr Jan Lewis
Cr Clare Campbell

Shire President and Deputy Shire President automatic members pursuant to the Rules of Association.

One additional Council delegate to be appointed annually and put forward for appointment to the Committee at the South Coast Alliance Annual General Meeting.

Joint Development Assessment Panel

Note: Appointments are subject to the approval of the Minister for Planning. Current membership approved by the Minister 14 February 2022. Appoints valid until 26 January 2024.

Cr Donna Carman (Member 1)
Cr Nathan Devenport (Member 2)
Cr Dominic Youel (Alternate Member 1)

Cr Janine Phillips (Alternate Member 2)

WA Local Government Association (WALGA) – Great Southern Zone

Cr Dominic Youel

Cr Jackie Ormsby

Cr Donna Carman (proxy)

Cr Janine Phillips (proxy)

External organisations or committees that seek an Elected Member Delegate or the Council has determined that it should have ongoing representation with.

Denmark Arts Inc.

Cr Clare Campbell

Denmark Chamber of Commerce Inc.

Cr Kinglsey Gibson

Denmark Community Resource Centre Inc.

Cr Donna Carman

Denmark Historical Society Inc.

Cr Dominic Youel

Denmark Pardelup Working Group

Cr Janine Phillips

Great Southern Recreation Advisory Group

Manager of Community Services

Cr Nathan Devenport

Nornalup Ratepayers & Residents Association Inc. (NRRA)

Cr Janine Phillips

Cr Jacky Ormsby (proxy)

Peaceful Bay Progress Association Inc. (PBPA)

Cr Janine Phillips

Cr Aaron Wiggins (proxy)

Wilson Inlet Catchment Committee Inc. (WICC)

Cr Aaron Wiggins