

Shire of Denmark Minutes



BUSH FIRE ADVISORY COMMITTEE AGM

BUSH FIRE ADVISORY COMMITTEE AGM HELD IN COUNCIL'S RECEPTION ROOM, 953 SOUTH COAST HIGHWAY, DENMARK, THURSDAY, 2nd JUNE 2016, COMMENCING 6.30PM

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TERMS OF REFERENCE

To recommend and regularly review Council's Policies relating to delivery of fire prevention. Preparedness, response and recovery.

To provide support and guidance to all Bush Fire Brigades within the Shire of Denmark and to assist those Brigades to fulfil their objectives.

To establish and maintain an operational command and control structure by developing procedures to enhance the ability of the Brigades to carry out operations, activities and training efficiently and effectively.

To ensure co-operation and co-ordination between all Fire Brigades within the Shire of Denmark and between all other Fire Brigades and stakeholders in their efforts and activities.

To advise Council regarding all matters relating to prosecutions for breaches of the Bush Fires Act 1954.

To advise Regional Officers in the area and any other relevant person or organization on matters referred to the committee.

To report to Council on matters referred to the committee by Council.

To perform any other function assigned to the committee under section 67 of the Bush Fires Act, regulations or Council policy.

VISION

Our vision is to make the Shire of Denmark a safe community by managing the risk of fire through the delivery and implementation of fire prevention, preparedness, response and recovery strategies.

QUESTION TIME FOR THE PUBLIC

In accordance with Section 5.24 of the Local Government Act 1995, Council conducts a public question time at the commencement of every ordinary meeting, every special meeting and every meeting of a Committee to which Council has delegated a power or duty.

The procedure for public question time is as follows:

A minimum time of 15 minutes is allocated for public question time. Council does not set a maximum time, however to enable all speakers to address Council or ask questions Council does restrict each speaker to 5 minutes. A buzzer will sound at 4 minutes to indicate to the speaker that they have one minute to conclude their address.

A member of the public who raises a question or wishes to address Council is to state his/her name and address.

A question may be taken on notice for later response.

When a question is taken on notice a response is to be given to the member of the public in writing by the CEO and a copy is to be included in the agenda for the next ordinary meeting.

Every question and every address shall relate to the business of Council and be submitted as briefly and concisely as possible. If more than one question/issue is to be raised by a member of the public, the questions/issues are to be asked individually to allow the presiding person to respond.

In responding to issues/questions raised the presiding person may invite other Councillors and the CEO to make comment.

PLEASE NOTE:

Questions are not restricted to items on the Agenda, any matter that relates to the business of Council may be raised.

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
<input type="checkbox"/>	Mr Patrick McConigely	East Denmark Proxy
<input type="checkbox"/>	Mr Mike Hills	Harewood FCO
<input type="checkbox"/>	Mr Bruce Pringle	Kordabup FCO
<input type="checkbox"/>	Mr Malcolm Hick	Mt Lindesay FCO
<input type="checkbox"/>	Mr Jean-Marc Merat	Nornalup FCO
<input type="checkbox"/>	Mr Joe Baker	Ocean Beach FCO
<input type="checkbox"/>	Mr Peter Mildwaters	Mt Shadforth FCO
<input type="checkbox"/>	Mr Sid Marshall	Scotsdale 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 Roger Seeney	Council Representative
<input type="checkbox"/>	Ms Ann Howard	Parryville Proxy
<input type="checkbox"/>	Mr Craig Hughes	Carmarthen Proxy

MEMBERS: (Non-voting)

<input type="checkbox"/>	Mr John Tonkin	DFES Area Officer
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STAFF: (Non-voting)

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

ATTENDEES: (Non-voting)

<input type="checkbox"/>	Mr Brian Humphries
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APOLOGIES:

<input type="checkbox"/>	Mr Chris Hoare	East Denmark FCO
<input type="checkbox"/>	Ms Sam Blythe	Owingup FCO
<input type="checkbox"/>	Mr Colin Tindale	Mehniup FCO
<input type="checkbox"/>	Mr Alex Williams	Hazelvale FCO
<input type="checkbox"/>	Mr Callum Baxter	Somerset Hill FCO
<input type="checkbox"/>	Mr Ivars Sulcs	Peaceful Bay FCO
<input type="checkbox"/>	Mr Brian Vigus	Tingledale FCO
<input type="checkbox"/>	Mr Wes Bailey	DPaW Fire Coordinator

ABSENT:

DECLARATIONS OF INTEREST: Nil

3 ANNOUNCEMENTS BY THE PERSON PRESIDING

The Chairman, Cr Roger Seeney 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.

On behalf of the Shire President and Shire Councillors, Cr Seeney thanked all Fire control Officers and brigades for their efforts throughout the 2015/16 fire season.

Cr Seeney publically thanked Ross McDougall Chief Fire Control Officer for his efforts.

Cr Seeney also publically thanked Fire 2, Fire 3 and the 2015-2016 Fire Control Officers for their efforts.

4. PUBLIC QUESTION TIME

Nil

5. CONFIRMATION OF MINUTES

5.1 MINUTES OF ANNUAL GENERAL MEETING 4th JUNE 2015

OFFICER RECOMMENDATION & COMMITTEE DECISION

ITEM 5.1

Moved: Lez Baines

Seconded: Joan Merrifield

That the minutes of the Bush Fire Advisory Committee Annual General Meeting held on the 4th June 2015 be confirmed as a true and correct record of the proceedings.

Carried: Unanimously

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 Roger Seeney 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.

6.1 CHAIRMAN (Must be a member of the BFAC Committee)

Nominated: Cr Roger Seeney

Moved: Lez Baines

Seconded: Joan Merrifield

Carried: Unanimously

6.2 DEPUTY CHAIRMAN (Must be a member of the BFAC Committee)

Nominated: Don Atkinson

Moved: Cr Roger Seeney

Seconded: Adrian Kranendonk

Carried: Unanimously

6.3 CHIEF BUSH FIRE CONTROL OFFICER

(To be recommended for appointment by Council)

Nominated: Ross McDougall

Moved: Adrian Kranendonk

Seconded: Mike Hill

Carried: Unanimously

6.4 DEPUTY CHIEF BUSH FIRE CONTROL OFFICER

(To be recommended for appointment by Council)

Nominated: Lez Baines

Moved: Gary Stanway

Seconded: Peter Mildwaters

Carried: Unanimously

6.5 FIRE WEATHER OFFICER/FIRE CONTROL OFFICER

(To be recommended for appointment by Council)

Nominated: Adrian Kranendonk

Moved: Joan Merrifield

Seconded: Don Atkinson

Carried: Unanimously

7. APPOINTMENT OF FIRE CONTROL OFFICERS**7.1 Creation 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 an Auxiliary Fire Control Officer (FCO) designation be created 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.

OFFICER RECOMMENDATION & COMMITTEE DECISION	ITEM 7.1
That Council appoint the Graeme Thallon as an Auxiliary Fire Control Officer, for the Shire of Denmark, for 2016/2017.	
Moved: Mike Hills	Seconded: Lez Baines
Carried: Carried 12/5	

7.2 Fire Control Officers 2016/2017**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 2016/2017 via each of the individual brigade's AGM.

SHIRE OF DENMARK	OFFICER
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
BRIGADE	OFFICER
Carmarthen	Leslie (Lez) Bains
Denmark East	Christopher (Chris) Hoare
Harewood	Michael (Mike) Hills
Hazelvale/Tingledale	Alex Williams & Brian Vigus
Kordabup/Owingup	Bruce Pringle & Sam Blythe
Mehniup	Rob Young
Mt Lindesay	Malcolm Hick

Nornalup	Jean-Marc Merat
Ocean Beach	Joe Baker
Parryville	Nomination not yet provided (Presume Kevin Hard)
Peaceful Bay	Ivars Sulks
Scotsdale/ Shadforth	Sid Marshall & Adrian Kranendonk
Somerset Hill	Callum Baxter
Town	Nomination not yet provided (Presume Don Atkinson)
William Bay	Joan Merrifield
V.F.R.S.	Nomination not yet provided (Presume Gary Stanway)

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 & COMMITTEE DECISION		ITEM 7.2
That Council appoint the following people as Fire Control Officers, in their respective brigade boundaries, for 2016/2017.		
SHIRE OF DENMARK	OFFICER (recommended)	
Chief Fire Control Officer	Ross McDougall	
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 FCO	Graeme Thallon	
BRIGADE	OFFICER (recommended)	
Carmarthen	Leslie(Lez) Bains	
Denmark East	Christopher (Chris) Hoare	
Harewood	Michael (Mike) Hills	
Hazelvale/Tingledale	Alex Williams & Brian Vigus	
Kordabup/Owingup	Bruce Pringle & Sam Blythe	
Mehniup	Colin Tindale	
Mt Lindesay	Malcolm Hick	
Nornalup	Jean-Marc Merat	
Ocean Beach	Joe Baker	
Parryville	Nomination not yet provided (Presume Kevin Hard)	
Peaceful Bay	Ivars Sulks	
Scotsdale/ Shadforth	Sid Marshall & Adrian Kranendonk	
Somerset Hill	Callum Baxter	
Tingledale	Brian Vigus	

Town	Nomination not yet provided (Presume Don Atkinson)
William Bay	Joan Merrifield
V.F.R.S.	Nomination not yet provided (Presume Gary Stanway)
Moved: Lez Baines Carried: Unanimously	Seconded: Jean-Marc Merat

8. NEXT MEETING

It is recommended that the next AGM of the Bush Fire Advisory Committee be held on Thursday the 1st June 2017 at 6.30pm.

9. CLOSURE OF MEETING

There being no further business to discuss the Presiding Person closed the meeting at 7.16pm

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

Signed: _____
Cliff Frewing – Chief Executive Officer

Date: 9th June 2016

These minutes were confirmed at the meeting of the

Signed: _____

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