

# Shire of Denmark

# Minutes



## BUSH FIRE ADVISORY COMMITTEE

### ANNUAL GENERAL MEETING

HELD IN COUNCIL RECEPTION ROOM  
953 SOUTH COAST HIGHWAY, DENMARK  
THURSDAY 17<sup>th</sup> JUNE 2021

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

The Chair opened the meeting at 6:15 pm.

*Cr Allen acknowledged the land on which this meeting is being held on and the traditional custodians of the land, the Bibbulmun and Minang people and paid his respects to Elders past, present and emerging.*

**2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE****MEMBERS:** *(Voting)*

Cr Mark Allen (Council Delegate / Chairman)  
 Mr Nigel Marsh (DCBFCO)  
 Mr Craig Lilley (Kordabup FCO)  
 Mr Kevin Hard (Parryville FCO)  
 Mr Murray Brooker (Mt Lindesay FCO)  
 Mr Hank Williams (Ocean Beach FCO)  
 Mr Callum Baxter (Somerset Hill FCO)  
 Mr Lee Shelley (VFRS Captain)  
 Mr Neville Brass (Nornalup FCO)  
 Mr Paul Moncrief (Mehniup FCO)  
 Mr Simon Coppock (William Bay FCO)  
 Mr Craig Hughes (Carmarthen FCO) *arrived 6:30pm*  
 Mr Carl Wesley (Mt Shadforth FCO)  
 Mr Will Miller (East Denmark FCO)  
 Mr Paul Harbron (Denmark VFRS / Town FCO)

**ATTENDEES:** *(Non-Voting)*

Cr Roger Seeney (Deputy Council Delegate)  
 Mr Wes Bailye (DFES Area Officer)  
 Mr Paul Ashton (Australian Bluegum Plantations)

**STAFF:** *(Non-Voting)*

Mr Lee Shelley (Acting Community Emergency Services Manager)  
*Please note: Mr Shelley is also noted above as a voting member in his capacity as the FCO for the Volunteer Fire and Rescue Service (VFRS).*  
 Ms Renee Wiggins (Acting Manager of Community Services)  
 Mrs Charmaine Shelley (Senior Ranger)  
 Ms Melanie Haymont (Bushfire Risk Planning Coordinator)

**VISITORS:**

Mr Richard Stanley (Denmark Support)  
 Mr Ian Thompson (Harewood Bushfire Brigade (incoming FCO))  
 Francis Amess (Parryville (incoming Captain))  
 Cr Geoff Bowley (Denmark Shire Councillor)

**APOLOGIES:**

Mr Brian Vigus (Tingledale FCO)  
 Alex Williams (Hazelvale FCO)  
 Mr Adrian Kranendonk (Fire Weather Officer)  
 Mr Lez Baines (CBFCO)  
 Mr Bryce Edwards (DCBFCO)  
 Mr Mike Hills (Harewood FCO)  
 MS Nikki Rouse (DBCA)

**ABSENT:**

Nil

**DECLARATIONS OF INTEREST:**

Nil

### 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 members to be Chair. 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 Chair also.

<b>COMMITTEE RECOMMENDATION</b>	<b>ITEM 3.1</b>
MOVED: MURRAY BROOKER	SECONDED: NEVILLE BRASS
That Councillor Mark Allen be appointed as Chair of Bushfire Advisory Committee for the 2021/22 financial year.	
CARRIED UNANIMOUSLY	

<b>COMMITTEE RECOMMENDATION</b>	<b>ITEM 3.2</b>
MOVED: SIMON COPPOCK	SECONDED: MURRAY BROOKER
That Councillor Roger Seeney be appointed as Deputy Chair of Bushfire Advisory Committee for the 2021/22 financial year.	
CARRIED UNANIMOUSLY	

### 4. ANNOUNCEMENTS BY THE CHAIR

Cr Mark Allen noted his 5 yrs. as Chair and thanked the BFAC committee, Council, DFES, DBCA, Australian Plantations and Shire staff for their support.

The Minister for Emergencies Services Hon. Reece Whitby and DFES Commissioner Darren Klemm visited Denmark on the 10<sup>th</sup> June to view the Fire Wise Garden and a BRIGS presentation by Melanie Haymont both were impressed with their visit and thanked the shire and volunteers for their efforts.

## 5. CONFIRMATION OF MINUTES

### 5.1 MINUTES OF ANNUAL GENERAL MEETING - 23 JULY 2020

<b>COMMITTEE RECOMMENDATION</b>	ITEM 5.1
MOVED: MURRAY BROOKER	SECONDED: CR ALLEN
That the minutes of the Bush Fire Advisory Committee Annual General Meeting held on the 23 <sup>th</sup> July 2020 be confirmed as a true and correct record of the proceedings.	
CARRIED UNANIMOUSLY	

## 6. GENERAL BUSINESS

### 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."*

*POST SCRIPT: This item was dealt with as part of Item 7.1 below.*

## 7. REPORTS FROM OFFICERS

### 7.1 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO)

The incumbent Chief Bush Fire Control Officer, Lez Baines, provided the following brief report which was tabled and read as follows:

*"Thank you all for your support over the last 12 months I feel that Denmark Brigades are improving each year and we need to keep going along that pathway. Kranny [Adrian Kranendonk] and Alex [Alex Williams], special thank you for allowing me to bend your ears and offering your opinions to assist me with decision making.*

*A few changes looking forward to the next year. A couple of new faces also which means new idea's (Hopefully!). Mike Hills (Harewood BFB) and Kevin Hard (Parryville BFB) are both stepping aside as FCO's this year so many thanks for the roles you have had in the past years. Bryce is stepping down as Deputy Chief this year due to work commitments, so a big thank you to Bryce who I dare say we will still see a lot of him*

*Thank you to, Fire Management Notice Working Group, Shire Officers for their work and support with enforcement and works for MAF."*

*The Chair called for nominations for the positions of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers.*

<b>COMMITTEE NOMINATION</b>	ITEM 7.1
MOVED: CR ALLEN	SECONDED: NIGEL MARSH
That Lez Baines be appointed as Chief Bush Fire Control Officer for the 2021/22 financial year.	
CARRIED UNANIMOUSLY	

<b>COMMITTEE NOMINATION</b>	ITEM 7.1
MOVED: CARL WESLEY	SECONDED: MURRAY BROOKER
That Nigel Marsh be appointed as Deputy Chief Bush Fire Control Officer for the 2021/22 financial year.	
CARRIED UNANIMOUSLY	

<b>COMMITTEE NOMINATION</b>	ITEM 7.1
MOVED: HANKS WILLIAMS	SECONDED: CARL WESLEY
That Shane Howlett be elected as Deputy Chief Bush Fire Control Officer for the 2021/22 financial year.	
CARRIED UNANIMOUSLY	

<b>COMMITTEE RECOMMENDATION</b>	ITEM 7.1
MOVED: CR ALLEN	SECONDED: NIGEL MARSH
That, pursuant to Section 38 (1) of the Bush Fires Act 1954, Council APPOINT the following persons for the financial year 2021/2022 and that the appointments be advertised in the Denmark Bulletin and Council's Delegation (Appointments) D050109 be updated accordingly;	
<u>Bush Fire Control Officers authorised within the entire Shire of Denmark</u>	
Senior Ranger	Charmaine Shelley
Ranger	David Lonie
Ranger	Emma Holliday
Fire Control Officer	Melanie Haymont
Fire Control Officer & Chief Fire Control Officer	Les Baines
Fire Control Officer & Deputy Chief Fire Control Officer	Shane Howlett
Fire Control Officer & Deputy Chief Fire Control Officer	Nigel Marsh
<u>Bush Fire Control Officers authorised within the entire Shire of Denmark area on behalf of their respective Brigades</u>	
Carmarthen Volunteer Bush Fire Brigade	Craig Hughes
Denmark East Volunteer Bush Fire Brigade	Will Miller
Harewood Volunteer Bush Fire Brigade	Ian Thompson
Hazelvale Volunteer Bush Fire Brigade	Alex Williams
Tingledale Volunteer Bush Fire Brigade	Brian Vigus
Kordabup Volunteer Bush Fire Brigade	Craig Lilley
Owingup Volunteer Bush Fire Brigade	Bryce Edwards
Mehniup Volunteer Bush Fire Brigade	Paul Moncrieff
Mt Lindesay Volunteer Bush Fire Brigade	Murray Brooker
Nornalup Volunteer Bush Fire Brigade	Neville Brass
Ocean Beach Volunteer Bush Fire Brigade	Hank Alberts
Parryville Volunteer Bush Fire Brigade	TBA
Peaceful Bay Volunteer Bush Fire Brigade	TBA
Scotsdale/Shadforth Volunteer Bush Fire Brigade	Carl 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 and Rescue Service (Volunteer Brigade) Lee Shelley  
Denmark Fire and Rescue Service (Volunteer Brigade) Paul Harbron

CARRIED UNANIMOUSLY

## 7.2 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 7.2

MOVED: LEE SHELLEY

SECONDED: MURRAY BROOKER

That, pursuant to Section 38 (8) of the Bush Fires Act 1954, Council APPOINT Adrian Kranendonk for the financial year 2021/2022 as a Fire Control Officer and Fire Weather Officer to be authorised within the entire Shire of Denmark;

CARRIED: UNANIMOUSLY

## 7.3 MEETING DATES OF THE BFAC COMMITTEE

Section 67(4)(a) of the Bush Fires Act 1954 states that the Bush Fire Advisory Committee may from time to time meet and adjourn as the committee sees fit.

**COMMITTEE RECOMMENDATION**

ITEM 7.3

MOVED: LEE SHELLEY

SECONDED: MURRAY BROOKER

That Bush Fire Advisory Committee meet four (4) times a year, commencing on the first Thursday in September and then at an equal time across that period plus one annual general meeting aligned to the meeting closest to the financial year start/end.

CARRIED: UNANIMOUSLY

## NEXT MEETING

It is recommended that the next AGM of the Bush Fire Advisory Committee be held on Thursday the 3<sup>rd</sup> June 2022 at 6.00pm.

## 8. CLOSURE OF MEETING

There being no further business to discuss the Presiding Person closed the meeting at 6.33pm.

These minutes were confirmed at the meeting of the

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

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