

# Bush Fire Advisory Committee – Greenough

## Meeting Agenda

<b>Meeting Name</b>	Bush Fire Advisory Committee – Greenough	<b>Meeting No.</b>	2/2022
<b>Meeting Date</b>	24 March 2022		
<b>Meeting Time</b>	3:30pm		
<b>Meeting Location</b>	Function Room, Civic Centre, 63 Cathedral Avenue		
<b>Attendees</b>	Cr Jerry Clune – Councillor - Moonyoonooka FCO Cr Steve Cooper – Councillor Cr Kim Parker - Councillor Brendan McCann – Walkaway Captain/FCO Rob Roffey – Cape Burney Captain/FCO Neil Johnstone – Moonyoonooka Captain/FCO Mark Teale – Waggrakine Captain Ian Grant – Eradu Captain/FCO Peter Freeman – Eradu FCO Bruce Garratt – Walkaway FCO Trevor Morrison – Waggrakine FCO Daryl Hamersley – Walkaway FCO Daniel Treasure – Moonyoonooka FCO Len Hamersley – Walkaway FCO Nic Defries – Cape Burney FCO Warren Treasure – Moonyoonooka FCO Kieran Mussen – DFES District Officer – Coastal Guy Isbister – Geraldton VFRS Captain Richard Boykett – DBCA Regional Leader Fire Management Brodie Selby – DBCA District Fire Coordinator Wayne Ellis - CGG Coordinator Emergency Management Murray Smith - CGG Emergency Operations Officer Chris Lee – CGG Director Infrastructure Services Selina Boryczewski - Secretariat	<b>By Invitation</b>	District Officer, Dept. Fire & Emergency Services
		<b>Apologies</b>	
		<b>Distribution</b>	All

### 1. WELCOME AND APOLOGIES

1.1. Introductions and announcement of visitors (If applicable)

### 2. MINUTES OF PREVIOUS MEETING

### 3. ACTIONS FROM PREVIOUS MEETING

### 4. AGENDA ITEMS

4.1. WHS Legislation

4.2. Draft Terms of Reference

4.3. Draft Recognition of Competency Training Schedule

4.4. Bushfire Brigade Newsletter

## **5. AGENCY AND BRIGADE REPORTS**

5.1. Chief Bush Fire Control Officer's Report

5.2. Coordinator Emergency Management

5.3. Department of Fire and Emergency Services

5.4. Department of Biodiversity, Conservation and Attractions

5.5. Cape Burney Bush Fire Brigade

5.6. Eradu Bush Fire Brigade

5.7. Moonyoonooka Bush Fire Brigade

5.8. Waggrakine Bush Fire Brigade

5.9. Walkaway Bush Fire Brigade

## **6. GENERAL BUSINESS**

## **7. NEXT MEETINGS:**

SEPTEMBER 2022 – To be scheduled

## **8. CLOSE OF MEETING**

# Terms of Reference

City of Greater Geraldton

Bush Fire Advisory Committees (BFAC)

Greenough || Mullewa



# Table of Contents

1	Introduction.....	2
2	Purpose.....	2
3	Advisory Body .....	2
4	Delegated Authority .....	2
5	Functions .....	2
6	Membership.....	3
6.1	Greenough Bush Fire Advisory Committee.....	3
6.1.1	Committee Members .....	3
6.1.2	Other Attendees/ Observers .....	3
6.1.3	City Officers and Support Staff .....	3
6.2	Mullewa Bush Fire Advisory Committee .....	3
6.2.1	Committee Members .....	3
6.2.2	Other Attendees / Observers.....	3
6.2.3	City Officers and Support Staff .....	3
6.3	Tenure.....	4
6.4	Chairperson.....	4
7	City Support Staff .....	4
8	Other Attendees .....	4
9	Conduct.....	4
10	Meetings .....	4
10.1	Quorum.....	4
10.2	Meeting Schedule .....	5
10.3	Recommendations.....	5
10.4	Decision Making .....	5
10.5	Amendments to the Terms of Reference.....	5

## 1 Introduction

The City of Greater Geraldton Bush Fire Advisory Committees are formally appointed Committees of Council established under section 5.8 of the *Local Government Act 1995*, and are responsible to that body.

## 2 Purpose

The City of Greater Geraldton Bush Fire Advisory Committees provide advice regarding:

- Matters relating to the preventing, controlling and extinguishing of bush fires;
- Planning layout of fire breaks in the district;
- Prosecutions for breaches of the *Bush Fires Act 1954*;
- The formation of Brigades; and
- Coordination and cooperation between Brigades and Agents.

## 3 Advisory Body

The Bush Fire Advisory Committees do not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committees do not have any management functions and cannot involve themselves in management processes or procedures.

## 4 Delegated Authority

Nil

## 5 Functions

Each Bush Fire Advisory Committee will be responsible for the reporting to and making recommendations as required to Council on:

- The financial affairs of the Brigade/s.
- The general management of the affairs of the Brigade/s.
- The planning, setting of standards and works programs for fire prevention within the Local Government area of responsibility.
- Activities of Brigade/s.
- Subject to any direction of the Advisory Committee as a whole:
  - a. Ensuring that the equipment in the possession or control of the Brigade/s in the Local Government area is inspected on a regular basis.
  - b. Making representation and recommendations to Local Government in relation to the fire-fighting equipment that should be reviewed in accordance with the Risk to Resource documentation as submitted to DFES.
  - c. Taking steps to ensure the appropriate distribution of fire equipment amongst brigade/s in the Local Government Area of Responsibility.
  - d. Co-ordinating training within the Brigade/s in the City to ensure they work together efficiently.
  - e. Reviewing and providing input in the preparation and maintenance of an Incident Response Plan for the bushfire district and ensuring that a communication plan is developed and functions across the Local Government area.
  - f. Selecting members of the Committee to represent the Local Government area on a regional basis.
  - g. Carrying out other functions assigned to the committee by the Council.

## 6 Membership

Each Bush Fire Advisory Committee consists of members appointed by the local government in accordance with section 5.10 of the *Local Government Act 1995*.

### 6.1 Greenough Bush Fire Advisory Committee

#### 6.1.1 Committee Members

The Greenough Bush Fire Advisory Committee will consist of:

- Three (3) elected members

#### 6.1.2 Other Attendees/ Observers

- 1 x Chief Bush Fire Control Officer
- 1 x Bush Fire Control Officer (or proxy) nominated from brigade members; and
- 1 x Brigade Captain, or an office bearer of the Brigade nominated by the Captain, for each of the brigade areas listed below:
  - a. Cape Burney Bush Fire Brigade;
  - b. Eradu Bush Fire Brigade;
  - c. Moonyoonooka Bush Fire Brigade;
  - d. Waggrakine Bush Fire Brigade;
  - e. Walkaway Bush Fire Brigade.
- 1 x Department of Fire and Emergency Services Coastal District Officer
- 1 x Department of Parks and Wildlife
- 1 x Geraldton Volunteer Fire and Rescue Service (or representative)
- 1 x Deputy Bush Fire Control Officer

#### 6.1.3 City Officers and Support Staff

- 1 x Chief Executive Officer (or Representative)
- 1 x Coordinator Emergency Management
- 1 x Administrative Support Officer

### 6.2 Mullewa Bush Fire Advisory Committee

#### 6.2.1 Committee Members

The Mullewa Bush Fire Advisory Committee will consist of:

- Four (4) elected members

#### 6.2.2 Other Attendees / Observers

- 1 x Chief Bush Fire Control Officer
- 1 x Bush Fire Control Officer (or proxy) nominated from brigade members; and
- 1 x Brigade Captain, or an office bearer of the Brigade nominated by the Captain, for each of the brigade areas listed below:
  - a. Casuarinas Bush Fire Brigade;
  - b. Mullewa Central Bush Fire Brigade;
  - c. Mullewa South Bush Fire Brigade;
  - d. Pindar/Tardun Bush Fire Brigade;
  - e. Tenindewa Bush Fire Brigade.
- 1 x Department of Fire and Emergency Services Coastal District Officer
- 1 x Department of Parks and Wildlife
- 1 x Mullewa Volunteer Fire and Rescue Service (or representative)
- 1 x Deputy Bush Fire Control Officer

#### 6.2.3 City Officers and Support Staff

- 1 x Chief Executive Officer (or Representative)
- 1 x Coordinator Emergency Management
- 1 x Administrative Support Officer

## 6.3 Tenure

The tenure of committee membership shall be per section 5.11 of the *Local Government Act 1995*.

## 6.4 Chairperson

The Chairperson of the Committee, and Proxy Chairperson of the Committee, will be an elected member of Council, appointed by Committee resolution. The positions will be determined by the elected members assigned to the committee.

The roles of a Chair are prescribed in Council Policy 4.4 Operation of Advisory Committees.

## 7 City Support Staff

The role of Support staff, and procedures to be followed are prescribed within Council Policy 4.4 Operation of Advisory Committees.

## 8 Other Attendees

Meeting attendance is by invitation only unless deemed otherwise by the CEO, relevant Director and/or Chair.

Invitations can be extended to internal City representatives, external organisations and service providers to guide and advise on specific topics as identified and agreed on by the Committee.

## 9 Conduct

All committee members are subject to the same rules concerning confidentiality, public statements and conflicts of interest as member of Council pursuant to Council Policy 4.2 Code of Conduct for Council Members, Committee Members and Candidates.

The role of a committee member, including the requirement to disclosure financial (or other) interests under the *Local Government Act 1995*, is detailed in Council Policy 4.4 Operation of Advisory Committees.

Committee members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- Provide apologies in advance if attendance is not possible;
- Seek to obtain and represent the views of the broader community and / or the specific organisation / group represented;
- Disseminate authorised information with the community in an unbiased manner;
- Respect the ideas and beliefs of all members and endeavour to create a positive working environment;
- Agree not to make any media comment on behalf of the Committee in relation to the work of the group unless approved by Council.

## 10 Meetings

Council Policy 4.4 Operation of Advisory Committees provides the relevant procedures when convening a meeting, agenda preparation, conducting a meeting, recording minutes and actions following a meeting.

### 10.1 Quorum

The quorum for a committee meeting is in accordance with section 5.19 of the *Local Government Act 1995*, at least 50% of the number of offices (whether vacant or not) member of the committee.

## 10.2 Meeting Schedule

Meetings will be held biannually or as required. Urgent meetings may be called by the Presiding Member or Committee by request to the CEO.

## 10.3 Recommendations

Recommendations listed in the committee's minutes shall be presented to Council in accordance with clause 8.3 of Council Policy 4.4 Operation of Advisory Committees.

## 10.4 Decision Making

Decisions of committees shall be in accordance with section 5.20 of the *Local Government Act 1995*.

Voting shall be in accordance with section 5.21 of the *Local Government Act 1995*.

Each member of a committee (appointed by Council) who is present at a meeting of the committee is entitled to one vote. If votes are equally divided, the Presiding Member is to cast a second vote.

## 10.5 Amendments to the Terms of Reference

The Terms of Reference may be amended, varied or modified by resolution of Committee. Any change to the membership of the committee requires a council decision per the *Local Government Act 1995*.

Draft 18 March 2022

# SMOKE SIGNALS

BUSHFIRE BRIGADE NEWSLETTER

FEBRUARY 2022

## WHAT'S HOT

Hi everybody and welcome to our first edition of what we are currently calling "Smoke Signals". The main focus of this monthly publication is to share information and happenings that influence with all our tireless brigade members.

First and foremost this publication is all about you, the BFB volunteers of the City, so let us know of any suggestions or comments to make it better for you.

## COVID-19 UPDATE

As I am sure you are all aware, the 31 January deadline for double vaccination has come and gone. This is just a friendly reminder that, as per the current mandate by the State, volunteers who are not double vaccinated are not allowed to enter the Sheds or respond as a volunteer to any incident.

As a reminder, proof of vaccinations need to be uploaded via the DFES volunteer portal.

Should the portal option not work for any reason attach your Vaccination Certificate with information about your first dose or first and second dose, or booster dose and send to: covidcert@dfes.wa.gov.au

Please include your full name, Volunteer ID, brigade, group or unit location and best contact number. If you do not include this information your certificate will not be uploaded.

For further enquiries with an upload please contact DFES at covid19@dfes.wa.gov.au

## SPECIAL MENTIONS

We would like to take this opportunity to say a big thank you to all the crews that were involved extinguishing the multiple lightning strikes throughout the greater City in February as well as the crews that had to deal with seven suspicious fires that occurred in a 24 hour period around the Walkaway town.



## CAPTAINS CORNER

Although empty for this issue, we would love to hear from our fearless Captains with any information/article/message that you are happy to share with all the brigades.

## TRAINING OPPORTUNITIES

For those of us out there that need or want to do some training.

***The following training opportunities are available this month:***

Date	Course	Location
Mar 12	AIMS	Geraldton
Mar 12-13	Bushfire Safety Awareness	Geraldton
Mar 15-16	Bushfire Safety Awareness	Wiluna
Mar 19-20	Firefighting Skills	Geraldton
Mar 26	Recognition of Competence	Geraldton
Mar 26-27	Firefighting skills	Cue

Courses in Geraldton are being run by the City of Greater Geraldton. Other courses are being run by the Department of Fire and Emergency Services.

You can enrol on any of the training through the DFES Volunteer Hub, or through your Chief Bushfire Control Officer

## Recognition of Competency (ROC)

### Training Calendar (Midwest)

Month	Date	Days	Course	Location	Coordination
Mar	12-13	Sat/Sun	AIIMS & Bushfire Safety Awareness	Geraldton	CGG
Mar	15-16	Tue/Wed	Bushfire Safety Awareness	Wiluna	DFES
Mar	19-20	Sat/Sun	Firefighting Skills	Geraldton	CGG
Mar	26	Sat	Recognition of Prior Learning (ROC)	Geraldton	CGG
Mar	26-27	Sat/Sun	Firefighting Skills	Cue	DFES
May	4	Wed	Bushfire Safety Awareness Part 1	Geraldton	CGG
May	11	Wed	Bushfire Safety Awareness Part 2	Geraldton	CGG
May	14	Sat	Recognition of Prior Learning (ROC)	Mullewa	CGG
May	18	Wed	Firefighting Skills Part 1	Geraldton	CGG
May	25	Wed	Firefighting Skills Part 2	Geraldton	CGG
July	13	Wed	Recognition of Prior Learning (ROC)	Geraldton	CGG
July	23	Sat	Bushfire Safety Awareness	Geraldton	DFES
July	23-24	Sat/Sun	Bushfire Safety Awareness	Jurien Bay	DFES
July	30-31	Sat/Sun	Firefighting Skills	Jurien Bay	DFES
Aug	4	Thu	Bushfire Safety Awareness Part 1	Geraldton	CGG
Aug	11	Thu	Bushfire Safety Awareness Part 2	Geraldton	CGG
Aug	18	Thu	Firefighting Skills Part 1	Geraldton	CGG
Aug	25	Thu	Firefighting Skills Part 2	Geraldton	CGG
Sep	TBC	TBC	AIIMS & Bushfire Safety Awareness	Geraldton	CGG
Sep	TBC	TBC	Firefighting Skills	Geraldton	CGG
Nov	20-21	Sun/Mon	Bushfire Safety Awareness	Moora	DFES
Nov	27-28	Sun/Mon	Firefighting Skills	Moora	DFES

Notes: Additional opportunity to run course in June depending on prior uptake / BFB request.

Notes: Days in May and Aug to be confirmed with BFB preference.