

Bush Fire Advisory Committee – Mullewa

Meeting Minutes

Meeting Name	Bush Fire Advisory Committee - Mullewa	Meeting No.	2/2022
Meeting Date	24 March 2022		
Meeting Time	09:30 am		
Meeting Location	Chambers Room, Mullewa District Office		
Attendees	Cr Jerry Clune – Councillor - Chair Cr Steve Cooper – Councillor Cr Michael Librizzi – Councillor –(Teams) Brett Steele – Mullewa South Captain/FCO Daniel Critch – DCFCO Mullewa Vacant – Mullewa Central Captain/FCO Tony Crudeli – Mullewa VFRS Captain Brodie Selby – DBCA District Fire Coordinator – (Teams) Chris Lee – CGG Director Infrastructure Services- (Teams) Wayne Ellis – CGG Coordinator Emergency Management- (Teams) Murray Smith – CGG Emergency Operations Officer Neil Johnstone- Moonyoonooka Captain/FCO Elle Woinar – Minutes	By Invitation	DBCA, DFES, VFRS
		Apologies	Cr Tarleah Thomas – Councillor Peter Barnetson – Tenindewa FCO Kieran Mussen – DFES Area Officer Brendan Weir – Tenindewa FCO
		Distribution	Attendees, CGG Council
		No Attendance	Zac Grima – Tardun/Pindar Captain/FCO Murray Preston – Casuarinas Captain/FCO

1. WELCOME & APOLOGIES

1.1 The chair opened the meeting at 9.33 am, welcomed attendees, and announced apologies.

2. MINUTES OF PREVIOUS MEETING

Minutes from the previous meeting were read and accepted.

3. ACTIONS FROM PREVIOUS MEETING

3.1. The burning permit end date went out as an email in July, was included with rates notices and is on the City website. Wayne advised Permit is required until 7 April 2022.

Discussion arising;

- 15 March Community has been burning without permits as they were unaware. Need better communication closer to the dates as they don't want to be scrolling through a website.

- Why have the dates of the burning permit changed? The City has been speaking to shires to get continuity. Fire Control Officers had no knowledge.
- Where does the community stand if they are all burning without a permit? They all received their rates notice which had the dates.
- Need better communication.
- The City apologies for the past communication isn't a strong point. Dealing with own restriction dates can be done through the committee.
- Can City amend the dates? Can we use text messages as a tool of communication like the harvest ban?
- We need to look at burning dates before September as the publication comes out in July with the rates notice so need to lock in burning dates before that so we can review.

Recommendation – The City to send out reminders to Fire Control Officers prior, the preferred method being emailed.

Recommendation – The City send out a text message group regarding burning dates.

4. AGENDA ITEMS

4.1. WHS Legislation

- Update will come into effect 31 March 2022.
- Training program update; shorten program for the more experienced.
- There will still be requirements of Verification of Competency (VCO). We will also be adopting DFES standards of training where appropriate.

Daniel Critch arrived at the meeting at 10: 32 am.

- The City is going through a competency list for each individual.
- Where does the City stand for community volunteers? They fit under the Good Samaritan.
- Encourage community volunteers to attend the Basic Awareness Training.
- The City can hold Training Sessions for the Community volunteers.
- Chris Lee asked for priority to get Brigade officers trained for this fire season.

Recommendation - The City can hold Training Sessions in Mullewa for Community volunteers that may attend fires - Late September preferred weekdays.

4.2. Draft Terms of Reference

- The Chair proposed a change to the wording of Item 6.1.2 second point to read
- “Bush Fire Control Officer”. Members accepted the proposed change and the Terms of Reference were adopted.
- Quorum will be made up of Councillors. We need 50% of Councillors at the meeting to make a Quorum. They are the only voting members at the meeting.

4.3. Draft Recognition of Competency Training Schedule

4.4. Bushfire Brigade Newsletter

- Improve communication to brigades, monthly flyer topics of interest, training programs and changes in legislation.
- Mullewa District has a WhatsApp page. Suggested to post it on there.
- Committee is interested in this as a form of communication.

5. AGENCY AND BRIGADE REPORTS

5.1. Chief Bush Fire Control Officer's Report – **Murray Smith**

- Strongly encourage everyone to register to burn.
- Quiet fire season.
- Mitigation Activity Funding (MAF) complete.
- Identified key areas in Geraldton and Mullewa. Then completed slashing vegetation and fire breaks.
- Received new Mullewa South Truck - Will do training sessions for the truck.

Recommendation: The City to provide a phone number for registering a burn.

5.2. Coordinator Emergency Management - **Wayne Ellis**

- Nothing additional to note.

5.3. Department of Fire and Emergency Services

- Nil as no representative present.

5.4. Department of Biodiversity, Conservation and Attractions – **Brodie Selby**

- Busy fire season - Carnarvon, Kalbarri and Exmouth. The majority of burns were in Northampton shire.
- Yamatji Nation and Ranger Program funding received two additional trucks for five a year term.

5.5. Mullewa Central Bush Fire Brigade

- No representative replacement as of yet.
- Murray advised influx of new members next few months will have some members trained.

5.6. Mullewa South Bush Fire Brigade - **Tony Crudeli**

- Caravan Park kids lighting fires. Fires are deliberately lit –caregivers are working with children to help.
- Tenindewa and Mullewa Central assisted. No proof of who lit the fires.
- Called out to Peters Road Fire – Hazmat incident.

5.7. Mullewa South Bush Fire Brigade - **Brett Steele**

- Three incidents.
- Needs request done if required to use a truck in another shire for insurance purposes.

Recommendation: The City to follow up using machinery in Mullewa for fires.

Brodie Selby left Meeting at 10:32 am

5.8. Tenindewa Bush Fire Brigade – **Daniel Critch**

- Small fire road side – deliberately lit but controlled.

5.9. Pindar/Tardun Bush Fire Brigade

- Nil as no representative present.

5.10. Casuarinas Bush Fire Brigade

- Nil as no representative present.

6. GENERAL BUSINESS

- Nil.

7. NEXT MEETING

SEPTEMBER 2022 – To be scheduled.

8. CLOSE OF MEETING

The Chair closed the meeting at 10:42 am.

Terms of Reference

City of Greater Geraldton

Bush Fire Advisory Committees (BFAC)

Greenough || Mullewa



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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; 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 Chief 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; 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 Chief 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 disclose 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

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.



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 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.