

Mullewa Bush Fire Advisory Committee Meeting

Meeting Agenda

Meeting Name	Mullewa Bush Fire Advisory Committee	Meeting No.	1-2024
Meeting Date	4 April 2024		
Meeting Time	2:00pm		
Meeting Location	Chambers Room, Mullewa District Office		
Attendees	Mayor Jerry Clune Cr Aaron Horsman Cr Michael Librizzi Daniel Critch - Deputy Chief Bushfire Control Officer Gerard Rowe - Mullewa South Bushfire Brigade Captain Ryan Hall – CGG, Director of Development Services (Interim Presiding Member – Pending Ballot) Aaron Halliday – CGG, Training Officer Andy Gaze – CGG, Manager Regulatory Services Brendan Weir - Tenindewa Bush Fire Control Officer Craig Moran - Mullewa Central Bush Fire Brigade Julia French – DBCA, District Fire Coordinator Mark Strickland – DFES, A/Coastal District Officer Murray Preston - Casuarinas Bush Fire Brigade Murray Smith - CGG, A/Coordinator Emergency Management Neil Johnstone - Chief Bush Fire Control Officer Peter Barneston - Tenindewa Bush Fire Control Officer Tony Crudeli - Mullewa Volunteer Fire and Rescue Service Zac Grima - Tardun/Pindar Bush Fire Control Officer	By Invitation	
		Apologies	
		Leave of Absence	
		Distribution	
Purpose of Committee	<p>The City of Greater Geraldton Bush Fire Advisory Committees are formally appointed Committees of Council established under section 5.8 of the <i>Local Government Act 1995</i>, and are responsible to that body.</p> <p>The City of Greater Geraldton Bush Fire Advisory Committees provide advice regarding:</p> <ul style="list-style-type: none"> • Matters relating to the preventing, controlling and extinguishing of bush fires; • Planning layout of fire breaks in the district; • Prosecutions for breaches of the <i>Bush Fires Act 1954</i>; • The formation of Brigades; and • Coordination and cooperation between Brigades and Agents. <p>Refer to Committee Book</p>		

All Committee Members, including external members, are subject to the same rules as a Council Meeting concerning confidentiality, public statements, conflicts of interest and behaviours of members, pursuant to the [Local Government \(Model Code of Conduct\) Regulations 2021](#).

The Presiding Member is to refer to the following Policy, Meeting Procedures and Regulations when chairing a meeting.

[Meeting Procedures Local Law 2011](#)

[Council Policy 4.4. Operation of Advisory Committees-V4](#)

[Council Policy 4.2 Code of Conduct for Council Members, Committee Members and Candidates](#)

- 1 Declaration Of Opening**
- 2 Acknowledgement of Country**
- 3 Welcome & Apologies**
- 4 Appointment of Presiding Member and Deputy Presiding Member**
 - 4.1 Election of Presiding Member**
 - 4.2 Election of Deputy Presiding Member**
- 5 Review of Terms of Reference**

---EMBEDDED ATTACHMENT---

DRAFT Bush Fire Advisory Committees - Terms of Reference 2024

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 and relevant Agencies**.

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 **feedback** on ~~input in the preparation and maintenance of the Hazard Plan - Bushfire 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 Coastal North
- 1 x Department of Parks and Wildlife (or representative)
- 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 Area Officer - Midlands ~~Coastal District Officer~~
- 1 x Department of Parks and Wildlife (or representative)
- 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 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

6 Disclosure of Interests

7 Minutes of Previous Meeting

---EMBEDDED ATTACHMENT---

Minutes - Mullewa Bush Fire Advisory Committee Meeting - 14 September 2023

Bush Fire Advisory Committee - Mullewa

Meeting Minutes

Meeting Name	Bush Fire Advisory Committee - Mullewa	Meeting No.	2-2023
Meeting Date	14 September 2023		
Meeting Time	9:30am		
Meeting Location	Chambers Room, Mullewa District Office – City of Greater Geraldton		
Attendees	<p>Deputy Mayor Cr Jerry Clune (Fire Control Officer/Chair) Cr Michael Librizzi Cr Steve Cooper Cr Tarleah Thomas</p> <p>Aaron Halliday – CGG Training Officer Andrew Gaze – CGG Manager Regulatory Services Brendan Weir – Tenindewa Captain/Fire Control Officer (Online) Craig Moran – Mullewa Central Captain Darren Simmons – CGG Mullewa District Office Manager Gerard Rowe – Mullewa South Captain Julia French – DBCA District Fire Coordinator John Prins – DBCA Regional Leader - Fire Neil Johnstone – CGG Emergency Operations Officer/ Chief Bush Fire Control Officer Peter Barneston – Tenindewa Fire Control Officer Phil Melling – Director Development Services</p> <p>Moana Wilson–Minutes</p>		
Apologies	<p>Anita Kirkbright - DFES A/Volunteer Management Support Officer Anthony Crudelli - Mullewa VFRS Captain Brett Steele – Mullewa South Fire Control Officer Daniel Critch – Deputy Chief Bush Fire Control Officer Murray Preston – Casuarinas Captain Matt Dadd - DFES Acting Area Officer (Fire Midwest) Zac Grima – Tardun/Pindar Captain/Fire Control Officer</p>		
Leave of Absence	Nil.		
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1 Welcome & Apologies

The Chair welcomed the members and each gave a short introduction. Apologies were noted as per page one.

2 Acknowledgement of Country

I would like to respectfully acknowledge the Yamatji people who are the Traditional Owners and First People of the land on which we meet/stand. I would like to pay my respects to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of Yamatji people.

3 Disclosure of Interests

Nil.

4 Applications for Leave of Absence

Nil.

5 Minutes of Previous Meeting

Committee Recommendation:

RECOMMENDED that the minutes of the Mullewa Bush Fire Advisory Committee meeting held on 8 February 2023 as previously circulated, be adopted as a true and correct record of proceedings.

COMMITTEE DECISION:

MOVED CR LIBRIZZI, SECONDED CR COOPER

RECOMMEND that the minutes of the Mullewa Bush Fire Advisory Committee held on 2 February 2023 as previously circulated, be adopted as a true and correct record of proceedings.

CARRIED 4/4

Not Voted: 0

No Votes: 0

Yes Votes: 4

Name	Vote
Deputy Mayor Clune	YES
Cr. Cooper	YES
Cr. Librizzi	YES
Cr. Thomas	YES

6 Voting Members

The Council members present expressed a commitment to extending the voting rights to the local brigade representatives at the reformation of Council committees after the October 2023 elections. It was acknowledged that the expertise and experience of brigade members needs to be represented as voting members of the Bush Fire Advisory Committee.

7 Agency and Brigade Updates

7.1 Chief Bush Fire Control Officer

Neil Johnstone provided update and highlights were as follows:

- New team at the City, thank you for your patience and understanding;
- Training in Mullewa next week for half a dozen new members;
- AVL in all appliances are being replaced with 4G devices as 3G is being closed out;
- City received \$285K MAF funding, 7x works zones – work are underway and acquittal due June 2024;
- City mitigation works are 80% complete and should be finished in a few weeks;

SIGNED: _____ DATE: _____

- Firebreak inspections start 5 October 2023;
- New infringement process will mean property owners who were infringed last year will receive infringement at first inspection rather than at failure of a second, however these property owners will be email reminded this fortnight to advise same; and
- **REMINDER:** Fire reports to be submitted in a timely manner as these reports also assist in the application for new appliances.

QUESTION FROM THE GROUP: If a property owner is inspected on the 5th and received a reminder last year will that property owner be infringed straight away?

ANSWER: Yes, though those that could potentially be infringed at first inspection will receive an email reminder the fortnight prior on top of the already issued and gazetted Fire Hazard Reduction Notice 23/24.

7.2 City of Greater Geraldton Emergency Operations Officer

Andy Gaze addressed and thanked the group for their presence and dedication advising that he is looking forward to working with everyone and appreciates the experience with special thanks to his City team.

NOTED: Coordinator Emergency Services position is still vacant however interviews are this week and there is hope that a successful candidate will be determined within the fortnight.

7.3 Department of Fire and Emergency Services

Apology – please see emailed update.

7.4 Department of Biodiversity, Conservation & Attraction

Julia French and John Prins provided update and highlights were as follows:

- Mark Teale, Fire Operations Officer starts next Monday to assist with fire duties – new position;
- Water bomber reloader training coming up 29/10/2023 at 12PM and participants welcome - will continue to liaise with Neil and the SES for participants;
- Water bombers aren't confirmed for Geraldton but it is highly likely – hoping they'll be located in Geraldton and Narrogin;
- Crew member and crew leader training will be undertaken shortly;
- 23/24 prescribed burn options for Autumn are in preparation now to improve performance;
- Map circulated and attached for mitigation works detail; and
- Will provide a program update at the next BFAC.

7.5 Mullewa Central Bush Fire Brigade

Nil to report.

7.6 Mullewa South Bush Fire Brigade

Neil is already actioning a truck pump issue.

NOTED: The inside of the pump air intake wasn't sealed and got dusty meaning the pump required replacement.

7.7 Tenindewa Bush Fire Brigade

The DFES training structure was queried for content and it was remarked as being too demanding for the employers and not relevant to the Mullewa farmer brigades. Completion of the four day course including ladder and axe training should not be a requirement.

NOTED: Local brigades believe the training required is not moulded to or relevant to the area which may result in a lack of volunteers. It is important that farmer and town brigades be differentiated and training times reduced for the Mullewa brigades.

A motion was proposed.

Committee Recommendation:

RECOMMENDED that the City review the brigade training policy to ensure that training is tailored to specific requirements and the varying regions they cover.

COMMITTEE DECISION

MOVED CR THOMAS, SECONDED CR LIBRIZZI

The Committee RESOLVES to recommend that the City review the brigade training policy to ensure that training is tailored to specific requirements and the varying regions they cover. A Council Policy item relating to brigade training is to be delivered at a future Council meeting for determination.

CARRIED 4/4

Not Voted: 0

No Votes: 0

Yes Votes: 4

Name	Vote
Deputy Mayor Clune	YES
Cr. Cooper	YES
Cr. Librizzi	YES
Cr. Thomas	YES

7.8 Pindar/Tardun Bush Fire Brigade

No present, no update submitted.

7.9 Casuarina Bush Fire Brigade

No present, no update submitted.

8 General Business

8.1 Water Tank

The new tank install was queried and the group was advised the tank was proposed for Depot Hill Road. Neil Johnstone will be following up the application but it is not likely to be here for this season.

8.2 Training

The DFES training structure was queried again and an additional recommendation proposed:

Committee Recommendation:

RECOMMENDED that an investigation into the application of Recognised Prior Learning be undertaken for the types of training required by the brigades.

COMMITTEE DECISION

MOVED CR LIBRIZZI, SECONDED CR COOPER

The Committee RESOLVES to recommend that the City investigate the application of Recognised Prior Learning for DFES approved training to limit the classroom time that is currently required for BFB members to be compliant with City training requirements.

CARRIED 4/4

Not Voted: 0

No Votes: 0

Yes Votes: 4

Name	Vote
Deputy Mayor Clune	YES
Cr. Cooper	YES
Cr. Librizzi	YES
Cr. Thomas	YES

9 Date of next meeting

The next meeting is scheduled for 21 March 2024 (Recommended).

10 Close

There being no further business the Chair closed the meeting at 10:11am.

8 Chief Bush Fire Control Officer Update – N Johnstone

9 CGG A/Coordinator Emergency Management Update – M Smith

10 Date of next meeting

11 Close