

Mullewa Bushfire Advisory Committee

Meeting Minutes – 01 February 2018

Meeting Name	Mullewa BFAC meeting	Meeting No.	1 / 2018 – D-18-010298
Meeting Date	Thursday, 1 February 2018		
Meeting Time	11:00 AM		
Meeting Location	Boardroom, Mullewa District Office		
Attendees	Cr. J. Clune (Councillor, CGG, Chair) Cr. J. Critch (Councillor, CGG) Brett Steele (FCO, Mullewa South) Daniel Critch (FCO, Tenindewa South) Darrin Fulker (FCO, Mullewa Central) Murray Preston (FCO, Casuarinas) Zac Grima (FCO, Pindar/Tardun) Murray Smith (Chief Bush Fire Control Offr) Craig Wing (Deputy CBFCO) Brendan Wilson (Emergency Management)	By Invitation	Tony Crudeli (Captain, Mullewa Volunteer Fire & Rescue Service)
		Apologies	Cr. N. Colliver (Councillor, CGG) Cr. T. Thomas (Councillor, CGG) Brendan Weir (FCO, Tenindewa Nth) Peter Barnetson (FCO, Ambania) Gordon Purvis (District Officer, DFES) Michael Raykos (Ops Officer, DBCA)
		Distribution	Attendees & invited guests Mullewa Brigade Captains & FCO's Council - CGG

Terms of Reference:

To act as an advisory body to Council on matters of Bush Fire for the Mullewa Ward.

1. Welcome & Apologies

Cr Clune welcomed all to the first meeting of 2018 and explained the recent restructuring of Committees of Council – including requiring a Councillor to chair meetings. Cr Critch & Clune determined that Cr Clune would chair the Mullewa Bush Fire Advisory Committee meetings. Apologies were noted per above attendance record.

2. Confirmation of minutes

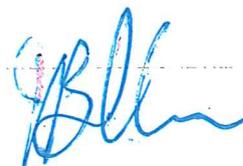
Attendees reviewed the minutes of the meeting on 26 September 2017, which were noted as a true and accurate account. Moved by Darrin Fulker, seconded by Cr Critch.

3. Terms of Reference

The Terms of Reference were discussed, and the revised, proposed terms of reference were presented and explained to the committee by Murray Smith (attached). The committee discussed the proposed terms of reference. Cr Clune noted that the committee is to act in an advisory capacity, not providing direction or tasking to the City.

Murray Smith explained the rationale for having the Dept. of Fire & Emergency Services, the Dept. of Biodiversity, Conservation & Attractions & the Mullewa Volunteer Fire & Rescue Service as invited guests to the committee meetings, noting they are fire management agencies and stakeholders. Cr Clune sought Western Power to be included as invited guests of the committee where necessary.

All members agreed to the revised Terms of Reference



4. Reports

From Captains' & Fire Control Officers:

- Brett Steele (Mullewa South) – Nil
- Daniel Critch (Tenindewa South) – Nil
- Darrin Fulker (Mullewa Central) – 4 x incidents (structure fire, scrub fire x 2, vehicle fire)
- Murray Preston (Casuarinas) – Nil
- Zac Grima (Pindar / Tardun) – Nil

From Chief Bush Fire Control Officer

- Bushfire Mitigation Strategy - multiple land holdings, land needs to be mitigated, developing a burn program (particularly around town area), but is proposed to expand to include nature reserves around Tenindewa and other rural settlement areas.
- Fire Control Officers - All should have received letters of appointment and ID cards. Refresher training has been arranged for Tuesday, 13 March 2018 at the Mullewa office (owing to changes in legislation, significant time since last training, and review burning permits and conditions). Cr Clune advised more consultation is required when setting dates for training courses in the future, Murray Smith noted that the City is somewhat confined by the DFES Training Calendar – with needing to fit courses in around all other Midwest-Gascoyne courses. FCO Refresher Training will also be occurring in Geraldton on Friday, 16 March 2018.
- Prohibited & restricted burning times – Current dates enable burning to commence from 28 February 2018. The committee discussed potential start dates, and determined that seasonal conditions were satisfactory to commence burning on 14 February 2018, all agreed. Committee members discussed that vigilance is still required in relation to actual weather conditions, ploughs, fire tenders etc. Murray Preston requested a SMS be sent to HVMB stakeholders noting the community can burn from 14 Feb.
- Emergency Services Levy – Murray Smith explained the ESL is an annual grant administered by DFES to provide appliances, equipment, and PPE for Bush Fire Brigades. Changes to the ESL conditions for FY2018/19 will see portable pumps, helmet torches and kit bags be eligible for ESL spending. Murray also noted the Mullewa South 3.4R appliance is due for replacement through the ESL, but the DFES Heavy Fleet Replacement program has not been completed, and therefore, no new appliances are being delivered yet.
- DFES have noted that new facilities will be prioritised in situations where ESL assets are housed on private land. In the future this affects the Mullewa South truck, Tenindewa truck and Eradu truck.
Brett Steele noted that there would be a phenomenal cost and be impractical to construct facilities for each of these appliances.
Murray Smith noted that the Local Government contribution to each project is relatively small, as the Emergency Services Levy makes up a majority of the contribution. For the planning of facilities, LG-owned land would first be considered, then if no suitable land existed in an area central to the Brigades' response area, other options such as easements/agreements from land-owners to provide suitable land could be considered.
Daniel Critch noted that if new facilities were constructed in rural areas they would likely be broken into.
Murray Smith noted that this is a concern, so co-location of facilities near members or residents that can monitor the facility would be desirable, which may also be achievable through an easement or subsuming an area of private land for the purpose of building an ESL facility to house the fire appliance.



Cr Critch noted this was a concern of Cr Thomas' when this issue was originally discussed at the Mullewa BFAC meeting on 01 March 2017, as being a waste of money, as members are happy with where the appliances are currently located.

Murray Smith advised all to keep this issue in mind, as it will re-present in 12 months when the Mullewa South appliance is replaced.

5. General business

Brett Steele enquired about 3.10 keys for access to water storage tanks. Murray Smith advised 3.10 keys were available at the front counter of the Mullewa office, along with FCO ID cards & letters of appointment for all FCO's.

Murray Smith reminded all about FCO Refresher training in Mullewa on 13 March 2018. Cr Clune enquired about whether new/aspiring FCO's could attend this training. Murray Smith advised that these courses were specifically for existing FCO's, and that members seeking to complete the FCO training (for the first time) should nominate for an FCO course via the Midwest-Gascoyne training calendar.

Murray Smith asked all attendees to review their own, and their members' PPE holdings, such that replacement equipment can be ordered from the City's 2017/18 ESL provision if necessary.

Murray Preston asked if Fire Appliances were able to travel across shire/LGA boundaries. Murray Smith advised this was permissible, but the CBFCO or Deputy CBFCO were to be advised prior, for their awareness of the appliances' location and capacity to respond to subsequent incidents.

Darrin Fulker advised he has 5 x new members which need to undertake the 'Introduction to Fire Fighting' course, and sought to have a course conducted at Mullewa. Darrin advised attendees that their new members would be welcome also.

6. Date of next meeting

The next meeting was agreed for Thursday, 20th September 2018 at 11am. Noting the time until the next meeting, attendees will be sent a meeting request and text message prior.

7. Close

Meeting closed 11:54 AM.



TERMS OF REFERENCE

CITY OF GREATER GERALDTON BUSH FIRE ADVISORY COMMITTEE (MULLEWA)

1. Objectives of Bush Fire Advisory Committee

The City of Greater Geraldton Bush Fire Advisory Committee (Mullewa) is established pursuant to *Section 5.8* of the *Local Government Act 1995* and *Section 67* of the *Bush Fires Act 1954* within the local government boundaries of the City of Greater Geraldton. The committee's objective is to provide efficient and responsive fire services and as a Committee to advise the Council on matters relating to bush fire, make recommendations and advise Council on all matters relating to bush fire planning, control, management and rehabilitation.

To liaise with other emergency organisations and relevant bodies with regard to Fire Management within the City of Greater Geraldton.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

2. Powers of the Bush Fire Advisory Committee

The committee is a formally appointed committee of Council and is responsible to that body. The committee does 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 committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

3. Membership

Full voting members

- Elected members as determined by Council;
- Chief Bush Fire Control Officer;
- Deputy Chief Bush Fire Control Officer;
- One Captain (or proxy) and one Fire Control Officer (or proxy) or nominated representative from each of the registered City of Greater Geraldton Volunteer Bush Fire Brigades listed below:
 - Casuarinas Bush Fire Brigade;
 - Mullewa Central Bush Fire Brigade;
 - Mullewa South Bush Fire Brigade; and
 - Pindar / Tardun Bush Fire Brigade.
 - Tenindewa North Bush Fire Brigade;
 - Tenindewa South Bush Fire Brigade;

Non-voting

- Emergency Management Coordinator;
- One (1) delegate or proxy representative from Mullewa Volunteer Fire and Rescue Service.



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- Department of Fire and Emergency Service Coastal District Officer; and
- Department of Parks and Wildlife Manager.

4. Meetings

The committee shall meet at least twice annually.
Additional meetings shall be convened at the discretion of the presiding person.

5. Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

6. Duties and Responsibilities

The committee is to facilitate:

- Preventing, controlling and extinguishing of bush fires
- The planning of the layout of fire-breaks in the district
- Prosecutions for breaches of the *Bush Fire Act 1954*
- The formation of bush fire brigades within the City of Greater Geraldton;
- The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities;
- Provide guidance and advice to Council to the carrying out the functions of the local government in relation to bush fires;
- Develop and recommend to Council appropriate processes for bush fires.

7. Tenure of Membership

Shall be in accordance with the *Local Government Act 1995, Section 5.11.*

8. Authority

Bushfires Act 1954

Section 67, Advisory committees

A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

9. Committee

Chairperson

The committee shall elect one of their number to be chairman thereof in accordance with the *Local Government Act 1995, section 5.12.*

Quorum

The quorum at any meeting shall be half plus one of the number of officers.

Voting

Shall be in accordance with the *Local Government Act 1995, Section 5.21.*

Minutes

Shall be in accordance with the Local Government Act, Section 5.22.

A copy of the unconfirmed minutes shall be forwarded to all members within fourteen (14) days of the meeting for endorsement at the next meeting.

Members are given at least five (5) working days after the minutes of a BFAC meeting



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are circulated to comment or raise issues associated with the wording of the minutes, before the BFAC minutes are included in a Council agenda; and

Each draft document considered by BFAC is amended in accordance with BFAC resolutions and the amended version is circulated to BFAC members for at least five (5) working days for comment before it is included in the Council agenda.

Recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

Who Acts If No Presiding Member

Shall be in accordance with the *Local Government Act 1995, Section 5.14*.

Meetings

Meetings shall be generally open to the public pursuant to *Section 5.23* of the *Local Government Act 1995* and include question time for members of the pursuant to *Section 5.24* of the *Local Government Act 1995*.

Members Interests to be Disclosed

Members of the Committee are bound by the provisions of the *Local Government Act Section 5.65* with respect to disclosure of financial, impartiality or proximity interests.

Brigade Reports

Each member brigade shall provide a brigade report to the meeting.

Working Groups

A working group can be established to carry out specific tasks. A working group will undertake only those duties specified by the committee.

Deputations

A person or organisation maybe invited to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

