

# Bush Fire Advisory Committee – Greenough

## Meeting Minutes

<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>	3:30 pm		
<b>Meeting Location</b>	Function Room, Civic Centre, 63 Cathedral Avenue		
<b>Attendees</b>	Cr Jerry Clune – Councillor –Chair - Kojarena FCO Cr Kim Parker - Councillor Kevin White – Cape Burney Member Neil Johnstone – DCFCO/Moonyoonooka Captain/FCO Jaymie Knight – Waggrakine BFB Trevor Morrison – Waggrakine FCO Daniel Treasure – Moonyoonooka FCO Warren Treasure – Moonyoonooka FCO Wayne Ellis - CGG Coordinator Emergency Management Murray Smith – CFCO/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>	Cr Steve Cooper Brendan McCann Rob Roffey Mark Teale Ian Grant Peter Freeman Bruce Garratt Daryl Hamersley Len Hamersley Nic Defries Kieran Mussen Guy Isbister Richard Boykett Brodie Selby
		<b>Distribution</b>	All

### 1. WELCOME AND APOLOGIES

The Chair opened the meeting at 3:32 pm and welcomed all present and announced apologies.

### 2. MINUTES OF PREVIOUS MEETING

Neil Johnstone proposed a change to the wording of the eighth point under Item 7.2 to read “...asked when captains will have access to medical records”.

Members accepted the proposed change and the revised minutes were adopted unanimously.

### 3. ACTIONS FROM PREVIOUS MEETING

3.1. Cr Clune to follow up on whether boundaries can be split.

- Total Fire Bans are controlled by the State. There is currently no way to split the boundaries. There is more flexibility with Harvest Vehicle Movement Bans as they are managed by the City.

- Committee suggests escalating this issue to DOAC or WALGA because it is frustrating for both inland and coastal communities.
- It was noted that an ABC program reported Western Power is being hampered from restoring power to any Local Government, or remote area, due to the current requirements of Total Fire Bans.

3.2. Kieran to follow up about providing the City access to the volunteer hub.

- No attendance. Nil to report.

3.3. Cr Clune advised further research is required to determine who is responsible for insurance for ad hoc volunteers.

*Action – The Committee requests the City to investigate this issue.*

3.4. City to determine and come back with a model to Captains on flexible training schedules with a weekday option.

- Discussed in Item 4.3.

3.5. Chris will attend to WALGA meeting next week to seek clarification on what other brigades are putting in place regarding ad hoc volunteers training and insurance for their equipment.

- Chris attended the WALGA meeting which was largely in regards to upcoming WHS legislation and volunteers.
- Chris met with the Mayor, DFES Commissioner, Darren Klemm and Minister for Emergency Services, Stephen Dawson to discuss what this legislation means to the City. They made it clear that there will not be any forthcoming financial support or additional resources made available. It is up to Local Governments to manage volunteers themselves. Chris has an Item going to Council in April requesting additional support.

3.6. Wayne to check on training for contractors.

- The City's compliance team are satisfied that contractors are given a contract to do works, not fight fires, therefore they do not need to complete the training.

3.7. Wayne to see how to monitor attendees at fires that are/are not vaccinated.

- The City has discussed this issue with DFES and can report to the Committee that, as per DFES recommendations, the requirement for monitoring vaccination status of a volunteer cannot occur on an incident. It is each volunteer's responsibility to ensure that every time their status changes, e.g. receive a further vaccination or booster that this is captured in the DFES volunteer hub.
- Current State directives is that for a volunteer to be "fully vaccinated" they need to have received at least one booster if at least 3 months has passed from receiving their second vaccination.
- Under the direction and recommendation of the State, the City is required to monitor the vaccination status of brigade volunteers. Recommendations from DFES to the City is that due to privacy concerns this responsibility not be passed on to Brigade Captain's.

## **4. AGENDA ITEMS**

4.1. WHS Legislation

- The new WHS legislation will be coming into effect as of 31 March 2022. The legislation requires all volunteers to be managed as if they are a full time employee of the City in regards to Work health and safety requirements.

#### 4.2. Draft Terms of Reference (ToR)

- Streamlining all committees within the Council and complying with the Local Government Act.
- We have had issues making up the quorum in the past. The quorum will be made up of Councillors. Councillors will move motions and vote where required. All other attendees are invitees. Councillors will take heed of what comes from the floor.
- This is an advisory committee only. We cannot instruct Council, we can only advise.
- This is a fluid, guiding document that can be changed.
- The Chair proposed a change to the wording of the second point of Item 6.1.2 to read “1 x Bush Fire Control Officer” and point seven to read “Deputy Chief Bush Fire Control Officer”.
- Members accepted the new ToR unanimously with the proposed change.

#### 4.3. Draft Recognition of Competency Training Schedule

- Concerns were raised by bush fire brigade members over a letter they received stating that they hadn't met the minimum standards set by DFES when they've been fighting fires for 30-40 years.
- The City has considered this concern and has made the decision to offer a verification of Competency (VoC) pathway for a person with significant experience to achieve a City recognised minimum training standard without completing the training courses required to achieve this standard. It's a theory and practical based challenge test that focuses on key components e.g. safety. Should a volunteer pass this VoC, they will be deemed to meet the minimum training requirements and the City will change their volunteer status back to “Fire-fighter”.
- This VoC is only available to those volunteers who received a letter from the City identifying the need for further training to meet minimum standards. New members joining a brigade will be required to do the minimum DFES recognised training standard for that brigade.
- It was noted that this is only a draft schedule starting point and the City is awaiting feedback from members. Members requested that May training be removed from the schedule. August/September would be more suitable for farmers and non-farmers in June/July.
- The City is asking Captains and Brigades to make this training a priority. We don't want to get to the point where members are being deregistered because they have not been signed off.

#### 4.4. Bushfire Brigade Newsletter

- Communications between the City and Brigades has been an issue in the past.
- This brief monthly newsletter contains relevant, specific information including important dates and upcoming training. The City wants to gauge interest from members if this is something they see as useful.
- The newsletter will be emailed to Captains as a PDF attachment. They can then distribute to Brigade members through their WhatsApp groups.

- The City will take on board any suggestions for content.
- Members accepted the new monthly newsletter unanimously.

## 5. AGENCY AND BRIGADE REPORTS

### 5.1. Chief Bush Fire Control Officer's Report

- Non eventful fire season. With fuel on the ground from Cyclone Seroja, it had the potential to be an interesting fire season. There is still some of that material on the ground which could have the potential to affect the next fire season.
- The City has been doing a fair bit of work with fire mitigation. There are two rounds of mitigation funding each year. The City applied for funding last year to mitigate state owned land that is vested in the City. We just completed our first application round and are looking to submit another funding application to include additional blocks.
- The 20 plus year old Mullewa South truck replacement has finally arrived. It is currently at the depot but should be in commission within the next couple of weeks. It requires the installation of some equipment e.g. radio. The truck will then be taken out to the brigade and members will be given training. This crew cab truck can carry six members out to a fire, whereas the previous truck could only carry three.

### 5.2. Coordinator Emergency Management

- Uneventful season, nothing to report.

### 5.3. Department of Fire and Emergency Services

- No attendance. Nil to report.

### 5.4. Department of Biodiversity, Conservation and Attractions (DBCA)

- No attendance. Information is from the Mullewa BFAC.
- They had a large complex fire in Carnarvon and another fire that effected the Cape Range National Park near Exmouth.
- New funding arrangements between DBCA and the Remote Aboriginal Communities / Corporations have seen them able to acquire more heavy appliances.

### 5.5. Cape Burney Bush Fire Brigade

- Since July there have only been four local call outs, however, some members have had commitments outside of the district, some over several days.
- We currently have 14 active members, so having the additional high season light unit has been highly useful, especially when releasing it to go out of the district and retaining our first response unit.
- The fire break and mitigation work in Cape Burney has had excellent results. The locals appreciate the work.

### 5.6. Eradu Bush Fire Brigade

- No attendance. Neil Johnstone reported that since the last meeting Ian mentioned that they attended one incident, otherwise relatively quiet.

### 5.7. Moonyoonooka Bush Fire Brigade

- Three to five incidents since the last meeting, otherwise relatively quiet. Now the burning season is coming in, we will expect a few more fires unless we get a lot of rain.

#### 5.8. Waggrakine Bush Fire Brigade

- Attended only a few incidents. Pretty quiet start to the year. Approximately 30 active members. The Annual General Meeting will be held on 1 May 2022.

#### 5.9. Walkaway Bush Fire Brigade

- No attendance. Nil to report.

### 6. GENERAL BUSINESS

#### 6.1. Emergency Services Levy (ESL) funding.

- How much have we got as ongoing funding this year?
  - Response – As per the normal procedure DFES submitted a preliminary offer to the City in the middle of January. The City has submitted a counteroffer for a higher amount. We are still waiting for a response from DFES, which would normally be by the end of next month.
- Have we put in for some other appliances this year?
  - Response – The City has applied for three vehicles. A light tanker for Cape Burney, a light tanker for Walkaway and the bulk water carrier.
- Have capital works been put in for this year?
  - Response - No capital for this year.
- Why was there no capital funding put in this year? This is the second year in a row that we haven't put in for capital funding. Moonyoonooka has been waiting for a shed for almost three years.
  - Response – The City expected, and experienced, a significant change in its budgets and funding as a direct result of the COVID pandemic. As a measure to manage the expected shortcomings in income and to ensure that the City continues to manage its core functions to the best of its ability, the decision was made to put all new and renewal projects on hold until clarification on the effects could be ascertained. The City is now in a position to restart these processes and as such City officers are now able to put in funding requests for the new financial year. It is expected that these projects will receive the required City funding. Should this occur, the City will be in a position to apply for LGGS assistance at the next round, due beginning 2023. If approved the City will be notified in April or May and construction can then proceed in the last half of 2023.
  - It was noted that Waggrakine expresses their disappointment that their submission was not put through.
- Were preliminary works for a shed in the budget last year?
  - Response - Yes. Due to COVID, the city was put on a \$6M hold so everything was put on standby. We have had a recovery period. COVID was forecast to be a lot greater than it was. We are experiencing some delays in getting up to speed e.g. the fleet renewal program of \$2M per year was on hold and we are just getting back on top of that. We are also experiencing delays with contractors and materials supplies.

- The City suggests that in future years, the City's counter offer be through the BFAC meeting (scheduled for a suitable time) for endorsement before submission. The DFES offer comes in around 20 January.
  - Response – It was agreed that a meeting is held specifically for ESL around 1 February with Captains, FCOs, Councillors and City Officers only, to discuss what the brigades want specifically.
- Neil suggested that we have more BFAC meetings per year, maybe three or four to keep across everything that City officers are proposing.
  - Response - ToR is only a recommendation. The committee can decide how many meetings and when.

#### 6.2. Bushfire Framework Review Working Group.

- Kevin White was engaged by the Bushfire Framework Review Working Group to undertake a visual assessment of fuel hazards within and surrounding the City. It was coordinated by the Department of Planning and Infrastructure for CSIRO.
- The report identified some areas close to residential areas with significantly high fuel loads.
- Suggests that City Officers look at the data for areas requiring action, specifically the area near the cemetery.
- Murray Smith offered to contact Kevin for the table and will review the data once returning from leave.

#### 6.3. Burning Permits

- No Burning Permits will be issued this weekend due to possible bad weather. From Monday, weather permitting, permits will be issued as per normal. Murray will be forwarding this information on to FCOs directly following this meeting.

**7. NEXT MEETING:** SEPTEMBER 2022 – To be scheduled

**8. CLOSE OF MEETING** 4.32 pm



# 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.