

Greenough Bush Fire Advisory Committee Meeting

Meeting Minutes

Meeting Name	Greenough Bush Fire Advisory Committee	Meeting No.	2-2024
Meeting Date	20 September 2024		
Meeting Time	4:00pm		
Meeting Location	City of Greater Geraldton, Function Room		
Members	Mayor Jerry Clune Cr Aaron Horsman Cr Kim Parker Rob Roffey - Cape Burney Bushfire Brigade Captain Warren Treasure - Fire Control Officer	By Invitation	
		Leave of Absence	
Attendees	Andy Gaze – CGG, Manager Regulatory Services Bill McKay - Moonyoonooka Bush Fire Brigade David Hoare - Waggrakine Bush Fire Brigade Murray Smith – CGG, Coordinator Emergency Management & Deputy Chief Bush Fire Control Officer Neil Johnstone - Chief Bush Fire Control Officer Jane Humphries – DFES, A/District Officer – Fire North	Distribution	
Apologies	Aaron Halliday – CGG, Training Officer Brendan McCann - Walkaway Bush Fire Brigade Bruce Garratt - Walkaway Fire Control Officer Daryl Hamersley - Walkaway Fire Control Officer Ian Grant - Eradu Bush Fire Brigade Julia French – DBCA, District Fire Coordinator Kieran Mussen – Department of Fire and Emergency Services Ryan Hall – CGG, Director of Development Services Tristan Penny - Geraldton Volunteer Fire and Rescue Service		
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

Presiding Member, Mayor Clune, declared the meeting open at 4:00pm.

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 Welcome & Apologies

The Presiding Member welcomed the members and registered apologies were noted from:

- Aaron Halliday – CGG, Training Officer
- Brendan McCann - Walkaway Bush Fire Brigade
- Bruce Garratt - Walkaway Fire Control Officer
- Daryl Hamersley - Walkaway Fire Control Officer
- Ian Grant - Eradu Bush Fire Brigade
- Julia French – DBCA, District Fire Coordinator
- Kieran Mussen – Department of Fire and Emergency Services
- Ryan Hall – CGG, Director of Development Services
- Tristan Penny - Geraldton Volunteer Fire and Rescue Service

4 Disclosure of Interests

Nil.

5 Minutes of Previous Meeting

Committee Recommendation:

RECOMMENDED that the minutes of the Greenough Bush Fire Advisory Committee meeting held on 5 April 2024 as previously circulated, be adopted as a true and correct record of proceedings.

COMMITTEE DECISION:

MOVED Warren Treasure, **SECONDED** Rob Roffey

RECOMMEND that the minutes of the Greenough Bush Fire Advisory Committee meeting held on 5 April 2024 as previously circulated, be adopted as a true and correct record of proceedings.

CARRIED 5/0

Not Voted: 0

Against Votes: 0

For Votes: 5

Name	Vote (For or Against)
Mayor Clune	FOR
Cr. Horsman	FOR
Cr. Parker	FOR
Rob Roffey Cape Burney Bushfire Brigade Captain	FOR
Warren Treasure Fire Control Officer	FOR

6 Paddock Fire Appliances at Harvest – N Johnstone

Discussion/Topic	Recommendations for in paddock appliances during harvest.
Attachments (x#)	Nil.
Recommendation	Farmers to have a 4WD with 500L of water in the paddocks where harvesting operations are underway, consider having more fire appliances if there is more than one harvester running. Also recommended to consider a tractor with a plough / offset disc being present.
Outcome	CBFCO to issue Community Service Announcement / Mullewa Mail Notice relating to these recommendations.

7 Agency and Brigade Updates

7.1 Chief Bush Fire Control Officer – N Johnstone

See report.

7.2 CGG Coordinator Emergency Management – M Smith

No report.

7.3 Department of Fire and Emergency Services

- Grain harvest aerial support likely to start first week in November 2024;
- Aerial support will be run by 1x Air Attack Platform and 2x water bombers;
- Geraldton-Greenough SES will be completing water bomber refuelling training early November 2024; and
- Redeployment of water bombers will be dependent on harvesting and the amounts received by CBH.
- Consensus from the meeting is that it's a large fuel load season and a large grain harvest, request from the committee is that the air support remain in the Mid West longer this year.

7.4 Department of Biodiversity, Conservation & Attraction

See report.

7.5 Cape Burney Bush Fire Brigade

See report.

7.6 Eradu Bush Fire Brigade

No report.

7.7 Moonyoonooka Bush Fire Brigade

See report.

7.8 Waggrakine Bush Fire Brigade

Verbal update provided by Captain.

7.9 Walkaway Bush Fire Brigade

See report.

8 General Business

Nil.

9 Date of next meeting

Proposed for Friday, 21 March 2025.

10 Close

There being no further business the Presiding Member closed the meeting at 4:45pm.



City of
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GREENOUGH BUSH FIRE ADVISORY COMMITTEE MEETING

TABLED DOCUMENTS

ITEM NO. 5	MINUTES OF PREVIOUS MEETING – 5 APRIL 2024
ITEM NO. 7.1	CHIEF BUSH FIRE CONTROL OFFICER REPORT
ITEM NO. 7.4	DBCA REPORT
ITEM NO. 7.5	CAPE BURNEY BUSH FIRE BRIGADE
ITEM NO. 7.7	MOONYOONOOKA BUSH FIRE BRIGADE
ITEM NO. 7.9	WALKAWAY BUSH FIRE BRIGADE

20 SEPTEMBER 2024

ATTACHMENT :	ITEM NO. 5	MINUTES OF
	PREVIOUS MEETING – 5 APRIL 2024	

Greenough Bush Fire Advisory Committee Meeting

Meeting Minutes

Meeting Name	Greenough Bush Fire Advisory Committee	Meeting No.	1-2024
Meeting Date	5 April 2024		
Meeting Time	2:00pm		
Meeting Location	City of Greater Geraldton, Function Room		
Members	Mayor Jerry Clune Cr Aaron Horsman Cr Kim Parker Rob Roffey - Cape Burney Bushfire Brigade Captain Warren Treasure - Fire Control Officer Ryan Hall – CGG, Director of Development Services <i>(Interim Presiding Member – Pending Ballot)</i>	By Invitation	
		Leave of Absence	NIL
		Distribution	ALL
Attendees	Aaron Halliday – CGG, Training Officer Andy Gaze – CGG, Manager Regulatory Services Bill McKay - Moonyoonooka Bush Fire Brigade Daniel Treasure - Moonyoonooka Bush Fire Control Officer Jaymie Knight - Waggrakine Bush Fire Brigade Mark Strickland – DFES, A/Coastal District Officer (Online) Murray Smith – CGG, A/Coordinator Emergency Management & Deputy Chief Bush Fire Control Officer Neil Johnstone - Chief Bush Fire Control Officer Trevor Morrison - Waggrakine Fire Control Officer		
Apologies	Brendan McCann - Walkaway Bush Fire Brigade Bruce Garratt - Walkaway Fire Control Officer Daryl Hamersley - Walkaway Fire Control Officer Guy Isbister - Geraldton Volunteer Fire and Rescue Service Ian Grant - Eradu Bush Fire Brigade Julia French – DBCA, District Fire Coordinator Kieran Mussen – DFES Superintendent		
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>		

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[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

Presiding Member, Director Ryan Hall declared the meeting open at 2:00pm.

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 Welcome & Apologies

The Presiding Member welcomed the members and registered apologies were noted from:

- Brendan McCann - Walkaway Bush Fire Brigade
- Guy Isbister - Geraldton Volunteer Fire and Rescue Service
- Kieran Mussen – DFES Superintendent

4 Appointment of Presiding Member and Deputy Presiding Member

4.1 Election of Presiding Member

Mayor Clune tabled at the meeting a nomination of Presiding Member on behalf of himself.

The election of Presiding member of the Greenough Bush Fire Advisory Committee was conducted in accordance with the provisions of section 5.12, section 4.55, Schedule 2.3 and Schedule 4.1 of the Local Government Act 1995.

Election result:

**ELECTED: Mayor Jeremiah Clune was elected unopposed as the Presiding Member.
Term of Office: 4 April 2024 – 18 October 2025.**

Director Ryan Hall handed over the meeting to the Presiding Member.

4.2 Election of Deputy Presiding Member

Mayor Clune tabled at the meeting a nomination for Cr Kim Parker to be the Deputy Presiding Member. Cr Kim Parker verbally accepted the nomination of himself as Deputy Presiding Member as tabled by Mayor Clune.

The election of Deputy Presiding member of the Greenough Bush Fire Advisory Committee was conducted in accordance with the provisions of section 5.12, section 4.55, Schedule 2.3 and Schedule 4.1 of the Local Government Act 1995.

Election result:

**ELECTED: Cr Kim Parker was elected unopposed as the Deputy Presiding Member.
Term of Office: 5 April 2024 – 18 October 2025.**

--- EMBEDDED ATTACHMENT---

Nomination Forms – Presiding Member and Deputy Presiding Member

5 Review of Terms of Reference

The Greenough Bush Fire Advisory Committee reviewed the Terms of Reference and agreed changes were made to sections 2, 5, 6.1.2 and 6.2.2 as demonstrated in attachment *Bush Fire Advisory Committees - Terms of Reference 2024*.

Committee Recommendation:

The Committee RESOLVES to adopt the updated Terms of Reference document - *Bush Fire Advisory Committees – Terms of Reference 2024*.

COMMITTEE DECISION:

MOVED CR PARKER, SECONDED CR HORSMAN

The Committee RESOLVE to adopt the updated Terms of Reference document - *Bush Fire Advisory Committees – Terms of Reference 2024*.

CARRIED 5 / 5

Name	Vote (For or Against)
Mayor Clune	For
Cr. Horsman	For
Cr. Parker	For
Rob Roffey Cape Burney Bushfire Brigade Captain	For
Warren Treasure Fire Control Officer	For

--- EMBEDDED ATTACHMENT---

Bush Fire Advisory Committees - Terms of Reference 2024

6 Disclosure of Interests

Nil.

7 Minutes of Previous Meeting

Committee Recommendation:

RECOMMENDED that the minutes of the Greenough Bush Fire Advisory Committee held on 14 September 2023 as previously circulated, be adopted as a true and correct record of proceedings.

COMMITTEE DECISION:

MOVED CR HORSMAN, SECONDED WARREN TREASURE

RECOMMEND that the minutes of the Greenough Bush Fire Advisory Committee held on 14 September 2023 as previously circulated, be adopted as a true and correct record of proceedings.

CARRIED 5 / 5

Name	Vote (For or Against)
Mayor Clune	For
Cr. Horsman	For
Cr. Parker	For
Rob Roffey Cape Burney Bushfire Brigade Captain	For
Warren Treasure Fire Control Officer	For

--- EMBEDDED ATTACHMENT---

Greenough Bush Fire Advisory Committee Meeting Minutes – 14 September 2023

8 Agency and Brigade Updates

8.1 Chief Bush Fire Control Officer – N Johnstone

See tabled report for full details.

NOTED: Previous residents that have not met the Bushfire Mitigation deadline have received an immediate infringement which has been effective in reducing non-compliant properties.

--- EMBEDDED ATTACHMENT---
CBFCO Report - N Johnstone

8.2 CGG A/Coordinator Emergency Management – M Smith

- Administrations Procedures booklet coming shortly;
- Bushfire Operating Procedures reviewed and will be provided to brigades both electronically and hard copy;
- City Hazard Specific Plans will be rolled out over the next 12 months – focusing on heatwave, bush fire, cyclone and flood to begin with;
- Bushfire Plan is outdated (2017) – therefore being reviewed, Brigades will be the most interested in the preparation and response parts; and
- DFES Standard Operating Procedures will be tailored to Local Government context as it will be more relevant to brigades.

8.3 Department of Fire and Emergency Services – M Strickland

- Was a hard and fast start to the season;
- Improvement on liaison between FCO's and DFES on total fire ban days (harvest movement bans) would be ideal; and
- Moving into our training calendar and any bushfire brigades that would like to undertake training, Mark Strickland will be delivering same at the Geraldton Regional Office on 8 June 2024.

8.4 Department of Biodiversity, Conservation & Attraction

- Apology – no report provided.

8.5 Cape Burney Bush Fire Brigade

- See tabled report for full details.

--- EMBEDDED ATTACHMENT---
Cape Burney BFB Report

8.6 Eradu Bush Fire Brigade

- Not present – no report.

8.7 Moonyoonooka Bush Fire Brigade

- See tabled report for full details

The matter of employer engagement for the release of brigade members in an emergency was also raised but discussed as a matter of general business – **see item 9.3.**

--- EMBEDDED ATTACHMENT---
Moonyoonooka BFB Report

8.8 Waggrakine Bush Fire Brigade

- 16 incidents;
- 6 new members; and
- Currently at 34 members.

8.9 Walkaway Bush Fire Brigade

- Not present – no report.

9 General Business

9.1 Restricted and Prohibited Burning Times – N Johnstone

Committee Recommendation:

RECOMMENDED that the restricted and prohibited burning times be changed *from* the below schedule of dates:

RESTRICTED (PERMIT)	OPEN	RESTRICTED (PERMIT)	PROHIBITED
BEGINS: 15 February ENDS: 6 April	BEGINS: 7 April ENDS: 31 August	BEGINS: 1 September ENDS: 14 October	BEGINS: 15 October ENDS: 14 February

To the following schedule of dates:

RESTRICTED (PERMIT)	OPEN	RESTRICTED (PERMIT)	PROHIBITED
BEGINS: 1 March ENDS: 15 March	BEGINS: 16 March ENDS: 14 September	BEGINS: 15 September ENDS: 30 September	BEGINS: 1 October ENDS: 28 February

COMMITTEE DECISION:

MOVED WARREN TREASURE, SECONDED ROB ROFFEY

RECOMMEND that the restricted and prohibited burning times be changed *from* the below schedule of dates:

RESTRICTED (PERMIT)	OPEN	RESTRICTED (PERMIT)	PROHIBITED
BEGINS: 15 February ENDS: 6 April	BEGINS: 7 April ENDS: 31 August	BEGINS: 1 September ENDS: 14 October	BEGINS: 15 October ENDS: 14 February

To the following schedule of dates:

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BEGINS: 1 March ENDS: 15 March	BEGINS: 16 March ENDS: 14 September	BEGINS: 15 September ENDS: 30 September	BEGINS: 1 October ENDS: 28 February

CARRIED 5 / 5

Name	Vote (For or Against)
Mayor Clune	For
Cr. Horsman	For
Cr. Parker	For
Rob Roffey Cape Burney Bushfire Brigade Captain	For
Warren Treasure Fire Control Officer	For

9.2 Western Power Pole Top Fires – Mayor Clune

It was raised at the 4 April 2024 Mullewa Bush Fire Advisory Committee meeting as to whether a contribution from Western Power can be made to brigades for equipment or funding, given that brigade units are assisting in protecting their infrastructure and putting out their fires.

NOTED: As a result of that discussion the City will look to express the need for contribution to the State via WALGA.

NOTED: Grants are available from Western Power – approximately \$50,000.

ACTION: City Officers to determine next steps for escalating the feedback (via WALGA) that Western Power should provide brigade contributions.

9.3 Employer Campaign – Volunteer Release in Emergencies – B McKay

It has been noted that some employers are less approachable about releasing brigade members in case of emergency. Would it be possible to run an employer campaign to encourage employers to release employees to the brigades when there is an emergency/fire?

RESPONSE: The City will look to engage with the Mid West Chamber of Commerce and Industry (MWCCI) to promote the importance of volunteers attendance.

NOTED: DFES have an Employer Recognition Program – employees can nominate employers for recognition that are approachable in releasing employees for emergencies.

Employees can nominate employers via the DFES Volunteer Hub – there are three levels of recognition, those being Bronze, Silver and Gold. The level of recognition is dependent on the number of times an employer has released employees to emergencies.

See link: [The Employers Guide to Employing Emergency Services Volunteers.](#)

ACTION: City Officers to engage with MWCCI to promote volunteers being released from employment in case of emergency.

ACTION: City Officers to distribute *The Employers Guide to Employing Emergency Services Volunteers* to brigade members so they are aware of how to nominate their employers.

9.4 Smoke Signals – B McKay

Can we make this newsletter quarterly until the fire season?

RESPONSE: Yes, and the City would also like to encourage brigades to submit any updates or suggestions of what they'd like published in the newsletter to Aaron Halliday – Training Officer.

ACTION: City Officers to diarise change in frequency of the Smoke Signals newsletter to be quarterly.

10 Date of next meeting

The next meeting is recommended for 6 September 2024.

11 Close

There being no further business the Presiding Member closed the meeting at 2:41pm.

ATTACHMENT :

**ITEM NO. 7.1 CHIEF BUSH FIRE
CONTROL OFFICER REPORT**

CBFCO Report September 2024

Spring has sprung and fire season is coming fast.

Prohibited burning is 1st of October to 28th of February.

We have implemented the revised burning dates as passed at the last BFAC.

We have been busy conducting training.

Rural fire awareness 25 trained.

Course held at Mullewa Wednesday.

Full course FF skills, bush fire safety awareness, AIMS awareness 23 trained.

Implementation of HVMB.

If a total fire ban declared, when FDR reaches 40 a HVMB must be declared.

If no TFB a HVMB should be considered when FDR is 40 but discretion can be used.

Fire prevention needs to be completed by October 4th.

Our inspections will commence 7th October.

The Eradu 4.4 appliance will have a new home at Eradu on the Green property. We have 10 trained people within 10 km of the truck.

Firefighting equipment in paddock at harvest.

Must have a minimum 500 ltr firefighting unit in paddock.

Encourage a offset disc.

City has been rolling out the city code of conduct and Bushfire admin procedure which all volunteers need to acknowledge receiving.

Also distributed is the Bushfire operating procedures.

The city mitigation works is underway. Probably a 1/3 rd way through.

Some blocks will need re slashing because of the growth.

The first round of MAF funding was unsuccessful.

We are in the process of applying for round 2 which looks more promising.

Its looking reasonably certain that the harvest water bomber deployment will base a couple of planes out of Geraldton in November.

There is a water bomber reload course in November but I would rather see SES as the lead agency for this leaving BFB members available for firefighting.

In the last two months City brigades have attended 5 incidents.

Can I suggest those that haven't done so, conduct a good training and refresher at their brigade prior to fire season.

ATTACHMENT :	ITEM NO. 7.4 DBCA REPORT
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Moana Wilson

From: Trevor Jones <trevor.jones@dbca.wa.gov.au>
Sent: Wednesday, 18 September 2024 11:29 AM
To: Moana Wilson
Cc: Julia French
Subject: Mullewa Bush Fire Advisory Committee Meeting Report

This Message Is From an External Sender

This message came from outside your organization.

[Report Suspicious](#)

Hi Moana,

We most likely will not have anyone to attend Mullewa tomorrow as we have a resource request for burning in Perth tomorrow, below is our report. Julia will aim to attend the Geraldton one on Friday however is traveling back from up North, if Julia gets held up feel free to use the below report also.

Staff have been working on the following to prepare for the upcoming fire season:

- Fire equipment servicing is currently underway (vehicles and base)
- DBCA staff have completed pre-season training
- Contractor engagement for suppression response arrangements
- Water bomber reloader equipment servicing and training
- SAR (Search and Rescue) Keeper Training for DBCA radio operators

Any questions let me know.

Trevor Jones

A/District Fire Coordinator

Murchison District

Parks and Wildlife Service

Department of Biodiversity, Conservation and Attractions

1st Floor, The Foreshore Centre, 201 Foreshore Drive, Geraldton WA 6530

PO Box 72, Geraldton, 6531

M: 0439 002 372



Department of Biodiversity,
Conservation and Attractions.



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ATTACHMENT :

**ITEM NO. 7.5 CAPE BURNEY BUSH
FIRE BRIGADE**

Cape Burney BFB Bfac report September 2024

Last financial year Cape Burney attended 16 incidents including the Howathara and McCartney rd fires , since July 1st we have attended 1 incident that we got stood down on route .

At the moment we have 12 active members and 2 support members.

We will be attending the sunshine festival next weekend and are intending to attend the Christmas on the terrace , and have been asked to do some Santa runs for daycares in December subject to operational needs .

This Sunday the brigade will be doing training on the ground monitor and are hoping to do burn over drills in October.

ATTACHMENT :	ITEM NO. 7.7 MOONYOONOOKA BUSH FIRE BRIGADE
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Moonyoonooka Bushfire Brigade - BFAC Sept 24

Membership:

Membership is steady at 34 members with 28 available to attend incidents when work and personal commitments permit.

Incidents:

We have attended two incidents to date in this 24/25 fire season.

Just this week we deployed two of our members to assist at the incident in the northern plantation at Carnarvon.

Equipment:

All vehicles have been serviced and are ready for the upcoming fire season.

Training:

Training has been conducted regularly throughout the off-season, and members are ready to assist when called upon.

ATTACHMENT :

**ITEM NO. 7.9
BRIGADE**

WALKAWAY BUSH FIRE

Captains Report 2023 - 2024
Walkaway Volunteer Bush Fire Brigade

Turn-outs 2023 - 2024

18 Incidents

AGM Held on Thursday 12th September

Positions

Brendan McCann – Captain / FCO

Nigel Duncan – 1st Lieutenant

Hamish Hamersley – 2nd Lieutenant

Jarred Smith – Property Officer

Tina Miller – Secretary / Treasurer

As a result of the meeting, The brigade will be requesting a submission for an Addition 4.4 Appliance for Walkway.

Regards

Brendan McCann

Captain / Fire Control Officer

Walkaway Volunteer Bush Fire Brigade