

# Greenough Bush Fire Advisory Committee Meeting

## Meeting Minutes

<b>Meeting Name</b>	Greenough Bush Fire Advisory Committee	<b>Meeting No.</b>	1-2024
<b>Meeting Date</b>	5 April 2024		
<b>Meeting Time</b>	2:00pm		
<b>Meeting Location</b>	City of Greater Geraldton, Function Room		
<b>Members</b>	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 <b>(Interim Presiding Member – Pending Ballot)</b>	<b>By Invitation</b>	
<b>Attendees</b>	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	<b>Leave of Absence</b>	NIL
		<b>Distribution</b>	ALL
<b>Apologies</b>	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		
<b>Purpose of Committee</b>	<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"> <li>• Matters relating to the preventing, controlling and extinguishing of bush fires;</li> <li>• Planning layout of fire breaks in the district;</li> <li>• Prosecutions for breaches of the <i>Bush Fires Act 1954</i>;</li> <li>• The formation of Brigades; and</li> <li>• Coordination and cooperation between Brigades and Agents.</li> </ul> <p>Refer to <a href="#">Committee Book</a></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, 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**

# PRESIDING AND DEPUTY MEMBER NOMINATION FORM

## Nomination of

Presiding Member

Deputy Presiding Member

*(Please tick one or both)*

**Council Committee:** Greenough Bush Fire Advisory Committee

Election Date: 5 APRIL 2024  
*(Date of Committee Meeting)*

I ERRY CLUNE

wish to nominate the following person:

Full Name: JEREMIAH BERNARD CLUNE

*(you may nominate yourself)*

Signed: 

**Note** If a Committee Member is nominated by another person, the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office (Local Government Act Schedule 2.3 subclause 4(4)).

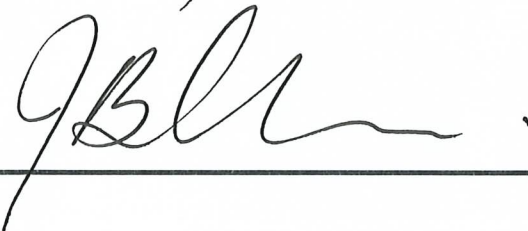
# PRESIDING AND DEPUTY MEMBER NOMINATION FORM

<b>Nomination of</b>	
Presiding Member	<input type="checkbox"/>
Deputy Presiding Member	<input checked="" type="checkbox"/>
<small>(Please tick one or both)</small>	

<b>Council Committee:</b> Greenough Bush Fire Advisory Committee
Election Date: <u>5 APRIL 2024</u>
<small>(Date of Committee Meeting)</small>

I JERRY CLUNE wish to nominate the following person:

Full Name: (BUTCH) KIM. PARKER  
(you may nominate yourself)

Signed: 

**Note** If a Committee Member is nominated by another person, the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office (Local Government Act Schedule 2.3 subclause 4(4)).

**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**

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

--- EMBEDDED ATTACHMENT---

**Bush Fire Advisory Committees - Terms of Reference 2024**

# 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 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 the Hazard Plan - Bushfire for the bushfire district.
  - 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 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 Director (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:

- Three (3) 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
- 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 Director (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 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*.

**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

# Bush Fire Advisory Committee - Greenough Meeting Minutes

<b>Meeting Name</b>	Bush Fire Advisory Committee - Greenough	<b>Meeting No.</b>	2-2023
<b>Meeting Date</b>	14 September 2023		
<b>Meeting Time</b>	3:00pm		
<b>Meeting Location</b>	Function Room, Civic Centre – City of Greater Geraldton		
<b>Attendees</b>	<p>Deputy Mayor Cr Jerry Clune (Fire Control Officer/Chair) Cr Steve Cooper Cr Kim Parker</p> <p>Aaron Halliday – CGG Training Officer Andrew Gaze – CGG Manager Regulatory Services Daniel Treasure – Moonyoonooka Fire Control Officer Jaymie Knight – Waggrakine Captain John Prins – DBCA Regional Leader - Fire Julia French – DBCA District Fire Coordinator Kieran Mussen - DFES District Officer Moana Wilson–Minutes Neil Johnstone – CGG Emergency Operations Officer/ Chief Bush Fire Control Officer Phil Melling – Director Development Services Warren Treasure - Moonyoonooka Fire Control Officer William McKay – Moonyoonooka Captain</p>		
<b>Apologies</b>	<p>Anita Kirkbright - DFES A/Volunteer Management Support Officer Brendan McCann – Walkaway Captain Ian Grant – Eradu Captain Matt Dadd - DFES Acting Area Officer (Fire Midwest) Murray Smith – DFES A/Bushfire Risk Management Officer Rob Roffey – Cape Burney Captain/Fire Control Officer Shane Karatti – Geraldton VFRS Captain</p>		
<b>Leave of Absence</b>	Nil		
<b>Purpose of Committee</b>	<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"> <li>• Matters relating to the preventing, controlling and extinguishing of bush fires;</li> <li>• Planning layout of fire breaks in the district;</li> <li>• Prosecutions for breaches of the <i>Bush Fires Act 1954</i>;</li> <li>• The formation of Brigades; and</li> <li>• Coordination and cooperation between Brigades and Agents.</li> </ul> <p>Refer to <a href="#">Committee Book</a></p>		

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[Meeting Procedures Local Law 2011](#)

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

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

## 1 Welcome & Apologies

The Chair welcomed 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 Greenough 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 COOPER, SECONDED CR PARKER

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

CARRIED 3/3

Not Voted: 0

No Votes: 0

Yes Votes: 3

Name	Vote
Deputy Mayor Clune	YES
Cr. Cooper	YES
Cr. Parker	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 Actions From Previous

### Item 3.5 – Fire Weather Boundaries

Fire boundaries will operate under state legislation, traction has been lost on this issue due to recent officer shortages as part of industrial action.

**NOTED:** At the DOAC Wednesday, 13 September 2023 that fire weather boundaries are going to stick to shire boundaries to avoid confusion. No action taken or official communications received on same.

**ACTION: Kieran Mussen will continue to provide update to the committee on this topic.**

### Item 4.2 Glengarry Debrief Results

It was stated that the City was not capable of completing the report. No report with recommendations was received. The group hopes that in future any major incidents will come to the Bush Fire Advisory Committee with actions and recommendations.

The group was assured that large fires requiring debrief will receive same in future. It was additionally suggested that a debrief with the brigade crews happen as soon as possible post incident to capture everything learnt during the incident and for the accurate reporting of same.

**NOTED:** The second debrief template document provided to the City by DFES is the best to use.

### **5.3 DFES – Water Corp Hydrant Maintenance**

Response received from Water Corp was not favourable - funding could not be agreed upon. Kieran Mussen will provide the Chair Water Corp's response.

### **6.2 Drones**

The City have investigated drone options, diagrams, required training and creation of a drone policy for the purpose of Emergency Services – watch this space as more investigation is needed.

**NOTED:** Can refer to DFES for advice on training and providers of same and Water Corp have excellent drone program – the group was encouraged to reach out as part of their investigation.

### **6.3 Roadside Numbers**

The cost of replacement was prohibitive however the City has agreed to printing and making the numbers available on request and at the landowners expense.

**NOTED:** Visible roadside numbers are essential to assisting people in reporting fires but also for Emergency Services attendance.

**QUESTION FROM THE GROUP:** Was the State Government funding the signs?

**RESPONSE:** Yes, initially it was state funded however not anymore and the onus is again on the landowner.

**QUESTION FROM THE GROUP:** Are the new vehicle supplied to Mullewa South and Cape Burney fit for purpose?

**RESPONSE:** Yes, all are fit for purpose.

### **6.5 Crew Relief Vehicles**

A request was submitted for crew relief vehicle to be supplied but this was unsuccessful for submission. **NOTED:** DFES crew relief vehicle replacements are slow, they currently have 2000 vehicles but these are being distributed at 100 per year.

**NOTED:** With notice DFES can assist with crew relief transfers via the SES vehicles and the teams have the resources for same with adequate notice.

## **8 Agency and Brigade Updates**

### **8.1 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;
- **REMINDER:** Please submit vehicle fault issues ASAP to allow the City to resolve;
- 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;
- 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;
- **REMINDER:** during permit season is the fire rating is at HIGH+ any permits provided become invalid so please ensure you're educating community members on this as you write up permits;
- Unsuccessful in gaining shed and appliance funding this year but will continue trying;
- Water bomber reloader training is running 29/10/2023 and looking for interested participants; and
- There will be two assisted burns in Waggrakine between now and 15 October 2023 so will be looking for Waggrakine Brigade assistance.

### **8.2 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. The group was advised that if the City's help is needed please ask and don't hesitate to bring forward any issues – the City is committed to helping you as best as possible. The updated infringement

process is an attempt to have more grass cut on time and is only targeting property owners who have been infringed previously.

**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.

**QUESTION FROM THE GROUP:** Slashing contractors have previously provided information confirming that they have been contracted to complete slashing and that the delay in same is an operational issue there end – will this still be acceptable evidence to withdraw and infringement?

**RESPONSE:** Yes and no, it would still be assessed on a case by case and would really depend on when the contractor was engaged. If the contractor was only engaged a couple of days before the deadline then this is not likely to be accepted.

### 8.3 Department of Fire and Emergency Services

Kieran Mussen provided update and highlights are below (emailed update also attached):

- Grain harvest aerial support is not 100% confirmed but hoping this will commence on 1 November 2023 – per collaborated advice from DPIRD, DBCA & DFES.
- **NOTED:** Harvest may start as early as 1 October 2023 – advice taken on notice but DPIRD has currently advised a 1 November 2023 commencement date would be appropriate;
- Midwest Volunteers Leader Forum please RSVP by tomorrow 15 September 2023;
- This forum is limited to Chief Fire Control Officers or their Deputy should they be absent – Brigade Captains and members are not currently eligible;
- WAPOL have wide drone resources and DFES can call on them for incidents as necessary;
- Lithium fires in vehicles and devices continue to be a concern – no EV fires in Geraldton as yet;
- Heavy rescue cache and trucks for large vehicle incidents are available including 40-180T lifts;
- Regional exercise to be undertaken on 27-28 December 2023; and
- AFDRS – see state fuel editor for predictions across the state.

### 8.4 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 created under the Planning Parks initiative;
- 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;
- As a region we have reported on the Canadian fires deployment;
- No spring burning planned but we are supporting requests outside the district and region, the group is encouraged to reach out if in need of an extra truck. The team are available through the week and have good experience;
- 23/24 prescribed burn options for Autumn are in preparation now to improve performance;
- Intention is to provide strategic protection for larger blocks and will kick off mid-March to early April 2024 and continue into late May 2024;
- Map circulated and attached for mitigation works detail; and
- Will provide a program update at the next BFAC.

**NOTED:** Water Corp have an amazing drone set up. They have 4-5 drones with multiple settings being raised for prescribed burns and have the ability for remote viewing. Discussions regarding use for fire monitoring has been had and they will look at providing same.

**QUESTION FROM THE GROUP:** Are these drones based in Geraldton?

**RESPONSE:** No but the fire team are happy to travel and go anywhere.

**QUESTION FROM THE GROUP:** Is drone use permitted during fires?

**RESPONSE:** Drone use will prevent water bombing aircraft from operating therefore, drones would have to be grounded prior to calling water bombers.

### 8.5 Cape Burney Bush Fire Brigade

Not present, no update provided.

### 8.6 Eradu Bush Fire Brigade

Not present, no update provided.



## 8.7 Moonyoonooka Bush Fire Brigade

William McKay provided update and the highlights were as follows:

- 35 incidents attended since last meeting;
- Members: 32 total / 17 active
- Off road training coming up shortly – searching for one more person to participate;
- Emergency team equipment is now in the Emergency Management building – the team and Moonyoonooka have exclusive use of the Emergency Management building until the new building happens; and
- Nothing else to report, vehicles are ready to go for incidents.

## 8.8 Waggrakine Bush Fire Brigade

- 31 members - In process of updating member records to determine active members;
- 15 incidents attended some of which have been in the Shire of Chapman Valley;
- Betterment of communication with Shire of Chapman Valley is needed in relation to response areas;
- **NOTED:** Manager Regulatory Services has been trying to speak with the Shire of Chapman Valley CEO and working on fostering this relationship. Chief Fire Control Officer (CFCO) Neil Johnstone has spoken with Shire of Chapman Valley's CFCO who is happy to collaborate but need to confirm same with CEO; and
- 9 planned burn assists, some more to come including the box thorns for the City.

## 8.9 Walkaway Bush Fire Brigade

Not present, no update provided.

# 9 General Business

### 9.1 Availability of City Equipment for Incidents

This issue was raised at a Concept Forum with all Councillors and the City but the request was unsuccessful - City preference remains to use contractors. Acknowledged by the group that it's frustrating to be declined equipment when City workers are 3km from an incident and contractors are uncontactable or unavailable.

**NOTED:** Manager Regulatory Services is investigating the specific reasons why this request has been refused to see if they are reasons that can be overcome or if the reasons are steadfast.

### 9.2 Water Tank Fittings

Half of the available water tanks brigades have attempted to use during the last season don't have the correct fittings to adapt to the trucks. Changes to the fittings would result in better turn around in logistics.

**QUESTION FROM THE GROUP:** Can the contractors on the list make sure they have 10M lay flat hose with a BIC fitting?

**RESPONSE:** All the trucks are different and a consistent fitting change may not be possible but Emergency Operations Officer will investigate with irrigation contractor.

### 9.3 Bulk Water Cart from DFES

Operations have approved this application but the request is now sitting with fleet and there is only 1x 12.2 water cart available. 4x heavies and 6x light tankers have also been requested but fleet have not yet approved and is unlikely to be approved given the needs across the state.

### 9.4 Waggrakine Captain Queries

Waggrakine Brigade Captain Jaymie Knight posed the following questions and provided the following feedback to the group:

**QUESTION FROM THE GROUP:** With the upcoming election changes will there be a review of the Fire Control Officer list?

**RESPONSE:** No this is not relevant to the election.

**QUESTION FROM THE GROUP:** Waggrakine Fire Control Officer was not invited to today's meeting (Trevor Morrison).

**RESPONSE:** The City will ensure he is invited to the next meeting and that his contact details are correct.

- No access to the channel at the station – advised that there should be 1x hand held for same.

**ACTION: Emergency Operations Officer – Neil Johnstone will investigate and remedy.**

**QUESTION FROM THE GROUP:** DFES training calendar cancellations were disappointing. Can we pre-register for courses next year?

**RESPONSE:** DRAFT Calendar is coming out at the end of October 2023 and brigades will be issued with this information. The current industrial action has also had an impact in this space however if there is an operational need please let DFES know and they can run a stand-alone course.

**NOTED:** Waggrakine Trainer Assessors are happy to assist DFES with delivery of training. The City will review this information and feedback to review needs. The City Training Officer role has been filled and Aaron Halliday is looking forward to championing training.

**QUESTION FROM THE GROUP:** Is there any plan to update the Bushfire Response Plan on City website? Last update was in 2017 and the wording and context is out of date.

**RESPONSE:** Andy will review and action update whatever necessary.

#### **9.5 Thank You**

Moonyoonooka Brigade gave thanks relating to the provision of the truck driver licensing for two of their brigade members.

#### **9.6 Tank Repairs**

Neil has spoken with the City irrigation team and actioned the tank repair on Giles Road.

#### **9.7 Training**

The Council members present expressed that the same recommendations as put forward at the Mullewa BFAC may also be relevant to the Greenough BFAC group.

### **10 Date of next meeting**

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

### **11 Close**

There being no further business the Chair closed the meeting at 4:09pm.

## **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

# Chief Bush Fire Control Officer Report

Neil Johnstone

- Thanks for the efforts of all brigades over this fire season.
- We had a very busy fire season up until Christmas, then thankfully it has been relatively quiet for the second half of the season.
- Some of the main incidents include:
  - Wicherina/Peter Road
  - Mullewa complex of fires - 6 fires in total started by an arsonist.
  - Brand Highway / Rudds Gully
  - Sand Springs
  - Howatharra in Chapman Valley shire
  - One night in February 12 pole top fires
- This fire season saw a total of 91 incidents that have been attended by City brigades.
- Reminder to complete all incident reports within 14 days.
- All AVLs have now been upgraded to 4g.
- Can all members that are giving a report at future BFACs please send a written copy into Moana Wilson prior to BFAC.
- The City fire break inspections were very successful this year with non-compliance down by more than half.
- The City have several training courses coming up over the next few months. If you have members that need some training, please let Aaron Halliday know.
- The DFES training requirements are for crewing a City fire appliance.
- AIIMS Awareness, Bushfire Safety, Bushfire skills are for farmer response units.
- Rural fire awareness available online or face to face - **face to face is preferred.**
- The replacement LT for Moonyoonooka should be later this year or early next year.
- The Emergency management team is currently putting together this year's MAF funding submission along with this years City mitigation works.

## **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

## Cape Burneys report april 2024

Since July 1<sup>st</sup> we have attended 10 calls , the last being a structural call to the greenough river resort.

Once we have our 2 new members trained ,which should be completed by the end of may , we will have 15 active members.

Later this month we have been asked to do a prescribed burn down in greenough subject to weather.

With the weather cooling down Cape Burney will be starting there hydrant servicing program at their next training day and will gave it finished shortly after.

## **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

# Moonyoonooka Bush Fire Brigade

## BFAC Report

### April 2024

So far this financial year we have attended approximately 40 incidents, attended these incidents have taken up over 550 man hours.

In one particular busy 24 hour period we attended 9 incidents , which taxed our volunteer resource's, other incidents of note that stretched our resources were the multiple deliberately lit fires in Wicherina and Ambania during December and the Howatharra fire where we supplied crews over three days.

Whilst our overall membership numbers are high (approximately 30), we have a core group of members that are available to attend incidents in the vital first 15 minutes , we have a second wave of dedicated volunteers that make themselves available should the incident escalate or an additional incident require our attendance.

Having a proportion of our members residing and working in town fits well into this second wave as the severity of the incident becomes apparent and more information becomes available we can regulate our response

Bearing this in mind there needs to be a concerted effort to get employers on side to enable the release of employees at short notice to attend incidents.



### 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:

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

**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.