

Greenough Bush Fire Advisory Committee Meeting

Meeting Agenda

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|-----------------------------|--|-------------------------|--------|
| Meeting Name | Greenough Bush Fire Advisory Committee | Meeting No. | 2-2024 |
| Meeting Date | 20 September 2024 | | |
| Meeting Time | 2:00pm | | |
| Meeting Location | City of Greater Geraldton, Function Room | | |
| Attendees | Mayor Jerry Clune Cr Aaron Horsman Cr Kim Parker Rob Roffey - Cape Burney Bushfire Brigade Captain Warren Treasure - Fire Control Officer Aaron Halliday – CGG, Training Officer Andy Gaze – CGG, Manager Regulatory Services Bill McKay - Moonyoonooka Bush Fire Brigade Brendan McCann - Walkaway Bush Fire Brigade Bruce Garratt - Walkaway Fire Control Officer Daryl Hamersley - Walkaway Fire Control Officer David Hoare - Waggrakine Bush Fire Brigade Ian Grant - Eradu Bush Fire Brigade Julia French – DBCA, District Fire Coordinator Kieran Mussen – Department of Fire and Emergency Services Murray Smith – CGG, Coordinator Emergency Management & Deputy Chief Bush Fire Control Officer Neil Johnstone - Chief Bush Fire Control Officer Ryan Hall – CGG, Director of Development Services Tristan Penny - Geraldton Volunteer Fire and Rescue Service | By Invitation | |
| | | Apologies | |
| | | Leave of Absence | |
| | | Distribution | |
| Purpose of Committee | <p>The City of Greater Geraldton Bush Fire Advisory Committees are formally appointed Committees of Council established under section 5.8 of the <i>Local Government Act 1995</i>, and are responsible to that body.</p> <p>The City of Greater Geraldton Bush Fire Advisory Committees provide advice regarding:</p> <ul style="list-style-type: none"> • Matters relating to the preventing, controlling and extinguishing of bush fires; • Planning layout of fire breaks in the district; • Prosecutions for breaches of the <i>Bush Fires Act 1954</i>; • The formation of Brigades; and • Coordination and cooperation between Brigades and Agents. <p>Refer to Committee Book</p> | | |

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

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

[Meeting Procedures Local Law 2011](#)

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

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

- 1 Declaration Of Opening**
- 2 Acknowledgement of Country**
- 3 Welcome & Apologies**
- 4 Disclosure of Interests**
- 5 Minutes of Previous Meeting**

---EMBEDDED ATTACHMENT---

Minutes - Greenough Bush Fire Advisory Committee 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 (Interim Presiding Member – Pending Ballot) | 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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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.

- 6 Paddock Fire Appliances at Harvest – N Johnstone**
- 7 Agency and Brigade Updates**
 - 7.1 Chief Bush Fire Control Officer – N Johnstone**
 - 7.2 CGG A/Coordinator Emergency Management – M Smith**
 - 7.3 Department of Fire and Emergency Services**
 - 7.4 Department of Biodiversity, Conservation & Attraction**
 - 7.5 Cape Burney Bush Fire Brigade**
 - 7.6 Eradu Bush Fire Brigade**
 - 7.7 Moonyoonooka Bush Fire Brigade**
 - 7.8 Waggrakine Bush Fire Brigade**
 - 7.9 Walkaway Bush Fire Brigade**
- 8 General Business**
- 9 Date of next meeting**
- 10 Close**