



BUSH FIRE ADVISORY COMMITTEE MEETING

Minutes

Thursday 10 October 2019

commencing at 4.00pm

Venue: Community Resource Centre, 55 Larke Crescent, Corrigin



CORRIGIN BUSH FIRE ADVISORY COMMITTEE

TERMS OF REFERENCE

Instrument of Appointment and Delegation

1.0 NAME

The Committee shall be known as the Corrigin Bush Fire Advisory Committee ('Committee').

2.0 ROLE OF THE ADVISORY COMMITTEE

To formulate for Council's consideration, recommendations and policy on matters relating to bush fire prevention, control and extinguishment.

3.0 OBJECTIVES OF THE ADVISORY COMMITTEE

- To advise Council on all matters relating to the operations of the Bush Fires Act 1954.
- To advise Council on the best and most efficient means of maximising fire control resources in the district.

4.0 MEMBERSHIP

The Council appoints to the Committee those ex officio representatives listed in the categories of membership outlined below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

Council may dismiss members who miss two consecutive meetings without reasonable cause. Membership of the Committee shall be:

- The President of the Shire of Corrigin.
- The Chief Bush Fire Control Officer (CBFCO).
- The Deputy Chief Bush Fire Control Officer (DBFCO).
- One Bush Fire Control Officer (appointed by the Shire in accordance with the Bush Fires Act 1954) from each Brigade.
- One Councillor nominated by the Council.

Chief Executive Officer and other Shire staff members will provide advice and administrative support to the Committee.

A Representative from Department of Fire and Emergency Services (DFES) Great Southern Region and any other agency as determined by the Presiding Member will be invited to attend and provide reports on their respective agencies.

5.0 PRESIDING MEMBER

The President takes the role of Presiding Member. The members of the Committee shall elect a Deputy Presiding Member to chair in the absence of the Presiding Member.

The election of the Presiding Member and the Deputy shall also be required to be repeated at the first meeting after the local government election to satisfy the requirements of the

Local Government Act.

This can be facilitated by the CEO or the CEO's representative conducting the election calling for a motion to confirm the election of the CBFCO and the Deputy Chief Bush Fire Control Officer.

The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders.

The minutes of the Committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation. The Local Government Act 1995 (LGA) places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member if not the Shire President as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

6.0 CONDUCT OF MEETINGS

Ordinary meetings of the Committee shall be held on a day as determined by the Presiding Member generally in April or May and October or November each year. Written notice shall be given to all Committee members, at least 14 days prior to the meeting. Special meetings of the Committee may be convened:

- By the Presiding Member
- By written notice to all Committee members, such notice being signed by at least four members of the Committee, giving not less than 7 days notice and stating purpose of the meeting.
- By the Council

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

The Committee is established by the Council of the Shire of Corrigin under the powers and given in section 5.8 of the Local Government Act 1995 and under section 67 (Advisory Committees) of the Bush Fires Act 1954. Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

7.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of committees meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

1. DECLARATION OF OPENING

In the absence of the President or Deputy President, the CEO Natalie Manton assumed the chair and opened the meeting at 4.05pm.

2. ATTENDANCE AND APOLOGIES

Attendance

Chief Executive Officer	Natalie Manton
Executive Support Officer	Kirsten Biglin
Chief Bush Fire Control Officer	Greg Evans
Bush Fire Control Officers (BFCO)	Sandow Jacobs
	Bruce Talbot
	Garrick Connelly
	Adam Rendell
	Tim George
	Ray Hathaway
	Paul McBeath
	Kim Courboules
	Paul Baker
	Tony Guinness
	Rick Gilmore

Apologies

President	Cr Lynette Baker
Deputy President	Cr Des Hickey
Dept Fires and Emergency Services (DFES)	Grant Hansen
Deputy Chief Bush Fire Control Officer	Andrew Szczecinski
Bush Fire Control Officers	John Hewett
	Craig Jespersen
	Bruce Mills
	Greg Doyle
	Braden Grylls
	Steven Bolt
	Bryce Nicholls
	Greg Tomlinson

3. CONFIRMATION OF PREVIOUS MINUTES

Moved – Greg Evans Seconded – Bruce Talbot

That the minutes of the Shire of Corrigin Bush Fire Advisory Committee meeting held on 11 April 2019 be accepted as a true and correct record.

Carried

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Fire weather training and ladies training day

Action: still to be scheduled.

5. GENERAL BUSINESS

5.1. Season Briefing

Bush Fire Control Officers discussed lighter pastures and lower stubble due to lower than average rainfall.

5.2. Equipment and Radios

Report on radio communication exercise conducted by Local Emergency Management Committee in June with shire, fire brigade, Police and St John Ambulance.

Radio servicing and testing - Discuss the need for radio checks testing, channel pre-set.

Action: Base station radio from Wes Baker has been returned – Bulyee CBFCO. This radio will be installed in the Shire building as soon as possible.

In the April meeting BFCO's are to bring their vehicles and there will be a testing of radios. Greg Evans and Tony Guinness have had issues with their radios.

Uniforms, gloves, goggles etc. are available to brigade members at the shire office. The BFCO's may wish to come in and try on some uniforms and more will be ordered to keep stock up.

5.3. Fire Trucks

Central Brigade Truck - was in DFES budget for 2017-18 but has been deferred and is not going to be available in the 2019-20 year. Actual build date to be advised.

Bulyee Brigade Truck - problems with the vehicle location device were noted when it attended a fire in the Shire of Quairading on Thursday 21 March 2019. Details emailed to zoe.thayre@dfes.wa.gov.au for actioning.

Truck Name: Bulyee BFB 4.4B
Tracker ID: 17971
Vehicle ID: E773
Vehicle Rego: 1EBZ108

Action: At the next Bulyee meeting, the vehicle location device will be checked.

Bilbarin Brigade Truck - Problem with truck not starting when required in summer.

Action: The Shire will ask Curtis Szczecinski to look at this issue.

5.4. Harvest Weather Radio Calls

Harvest weather calls to be made Mondays and a test run to be conducted on 28 October 2019 at 8am. Additionally the BFCO's will do test runs as required. A group email will be sent out as a reminder to standby. Adam Rendell to coordinate and instrument check.

5.5. Harvest Ban Messages

The following text messages will be used during the Christmas period.

The Shire of Corrigin has imposed a harvest and movement of vehicles ban on Christmas Day 25 December YEAR, Boxing Day 26 December YEAR and New Year's Day 1 January YEAR.

The BFCO's agreed that over the Easter period they will correspond according to seasonal conditions as to whether a harvest ban will be put in place. If it is a high fuel loading year, the BCFO's may agree to extend the restricted burning period by two weeks. Subject to further discussions at the brigade meetings.

There discussions around promoting the use of the Emergency+ App and the use of a GPS to track the exact location of fires.

Action: The Shire will send the text message around the Christmas Period and at the next meeting the BFCO's will decide the restrictions around the Easter Period.

5.6. Fuel Cards

Volunteer fuel cards for the 2019/2020 financial year will be available at the Great Southern Fuels Corrigin Office by 31 October 2019. This allocation has changed due to the amalgamation of the Bulyee and Kunjin brigades. Each Bushfire Control Officer's allocation is as follows:.

Bushfire Control Officers -2019/2020 Volunteer Fuel Card Distribution List

Name	Amount
Greg Evans	\$ 950.00
Andrew Szczecinski	\$ 450.00
Steven Bolt	\$ 450.00
Sadow Jacobs	\$ 210.00
Bruce Mills	\$ 210.00
Paul McBeath	\$ 210.00
Greg Doyle	\$ 210.00
Craig Jespersen	\$ 210.00
Bryce Nicholls	\$ 210.00
Ray Hathaway	\$ 210.00
Tony Guinness	\$ 210.00
John Hewett	\$ 210.00
Braden Grylls	\$ 210.00
Tim George	\$ 210.00
Kim Courboules	\$ 210.00
Bruce Talbot	\$ 210.00
Garrick Connelly	\$ 210.00
Adam Rendell	\$ 210.00
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	\$ 5,000.00

The preferences for collection are as follows:

1. Bulk pick up using personal fuel trailer/jerry cans/vehicles/boats
2. As part of a bulk delivery – please note that Great Southern Fuels will not be offering special deliveries for the allocated amount as it's not financially viable for them for such a small amount
3. Bulk drop – Great Southern Fuels are willing to do a 'drop' to the most central farm in each brigade where BFCO's can meet and collect their allocated amount. This is to cater for those BFCO's that do not have road worthy/licenced fuel trailers to collect their allocated amount in Corrigin.

The fuels cards will expire in June 2020.

Action: BFCO's are to collect their fuel allocation by June 2020.

5.7. Checking Firebreaks

Property owners were notified in the Bush Fire Notice that went out with the rates that they have until 31 October to ensure that their fire breaks are done.

The Shire of Corrigin ranger conducted an inspection of town properties in early October 2019 and followed up on 15 October 2019.

Bush Fire Control Officers to advise the CEO of any known non-compliance with the Bush Fire Notice for rural properties so that the Shire can inform the land owners.

Action: Letters will be sent to property owners to let them know that fire breaks will need to be completed by 31 October 2019. The Shire will also advertise a reminder by Facebook.

5.8. Reports

5.9. Memorandum of Understanding for Recovery

The Shire of Corrigin has endorsed a Memorandum of Understanding (MOU) between councils in the Central Country Zone to provide aid during emergencies and in the post incident recovery phase.

The MOU clarifies expectations and payment arrangements.

Action: BFCO's to remind brigade members that only BCFO's are to contact the Shire during a fire for assistance and to request additional resources so that any costs and insurance can be covered by the Shire.

6. OTHER BUSINESS

Each Brigade has been given a copy of the members involved according to DFES.

Action: The head of each brigade is update brigade list to remove inactive members.

7. MEETING CLOSURE

There being no further business the Chairperson thanked everybody for their attendance and closed the meeting at 4.54pm.