



# BUSH FIRE ADVISORY COMMITTEE MEETING

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## Minutes

Thursday 8 October 2020

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 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

The Chairperson, Cr Des Hickey opened the meeting at 4.10pm.

## 2. ATTENDANCE AND APOLOGIES

Steven Bolt, Tim George, Greg Evans, Craig Poultney, Andrew Szczecinski, Natalie Manton, Des Hickey, Tony Guinness, Bruce Talbot, Rick Gilmore, Braden Grylls, Kirsten Biglin.

### Apologies

Paul Dennison, Greg Doyle, Paul McBeath, Kim Courboules, Sandow Jacobs

## 3. CONFIRMATION OF PREVIOUS MINUTES –

**Moved: Tim George                      Seconded: Greg Evans**

Held on 24 March 2020 via email due to COVID-19 restrictions.

**Carried**

## 4. BUSINESS ARISING FROM PREVIOUS MINUTES

**Dual Bush Fire Control Officers** - Notification of the Shire of Corrigin Dual Bush Fire Control Officers were sent to neighbouring shires on 21 May 2020.

The Shire of Corrigin has received notification and endorsed Dual Bush Fire Control Officers from neighbouring shires of Kulin and Pingelly. The ESO will follow up with surrounding Shires.

**Fuel Cards** – all funds for the 2019/2020 period were expended by 30 June 2020. New cards for the 2020/2021 period have been received and will be available at the fuel depot by 1 October 2020.

ESO will contact DFES and ask them to resend user names/passwords.

## 5. GENERAL BUSINESS

### 1. Season Briefing

A discussion was held the weather outlook and fuel loading in the district.

- A very dry season will mean water is priority and will need to heavily rely on water tanks as dams are empty.
- The BFCO's will work on updating their brigade members list.
- The GPS in each fire truck needs to be checked and updated quarterly.

### 2. Checking Firebreaks

Property owners received a flyer with the rates notices that they have until 31 October to ensure that their fire breaks are done.

The ranger will inspect fire breaks in Corrigin and Bullaring townsites prior to the end of October and warnings will be issued advising that firebreaks need to be done by 31 October 2020.

A further warning will be sent out to any residents who have not completed firebreaks by 31 October and giving a further 14 days to comply. Any property

owners who still have non-compliant firebreaks after the 14 day extension will be issued with a fine. In 2019 five fines were issued.

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

- Ranger advised of 40 properties that still need to clear their firebreaks. ESO to write letters.
- Discussed the need for a Firebreak Notice fridge magnet as another reminder to households. ESO will look into options.
- Request for more visible emergency fire water signs at the standpipes.
- Greg Evans and Natalie Manton gave an overview and de-brief of the stimulated exercise conducted by DFES.
- Shire to inspect Rockview firebreaks.

### **3. Retirement of Fire Control Officer**

Ray Hathaway has resigned as a Fire Control Officer for the Bulyee/Kunjin Brigade.

Letter to be sent to Ray to thank him for his service over the past 21 years. Members to discuss need for replacement of new Fire Control Officer.

**Moved: Braden Grylls**

**Seconded: Bruce Talbot**

Braden Grylls nominates Craig Poultney as a Fire Control Officer for the Bulyee/Kunjin Brigade.

Carried

### **4. Bush Fire Radios**

Fire Control Officers are to advise if there are issues with radios. Some radios were serviced in November 2019 and the remaining radios were to be serviced in April 2020.

All radios that were to be serviced in April will need to be serviced before end of October 2020. ESO is organising with PK Technology.

- Radio from Ray Hathaway is in shire office. Craig Poultney to pick up radio and have Neutech install it.

### **5. Equipment**

First aid kits in fire trucks need to be updated. Brigade captains are to make arrangements for them to be replenished at Corrigin Pharmacy.

Shire to purchase water hose fittings to enable filling from water tankers such as the shire truck.

GPS locator is still not working in Bulyee Fire Truck. Natalie has advised DFES. Report on battery on Bilbarin Truck.

Repairs and servicing requirements

### **6. PPE**

Brigades are to advise the ESO if there is any PPE that needs replacing in the trucks and whether there is any new equipment necessary eg: face masks.

- Reportedly all up-to-date.

## 7. Vehicle Identification Stickers

New stickers have been given out for the 2020-2022 period.

## 8. Fire Standpipe Keys

- Dickinson Road – issued to ...
- Bilbarin Road – issued to ...
- Corrigin Narembeen Road – issued to ...
- Bruce Rock Corrigin Road – issued to ...
  
- Suggested to install lock boxes. ESO will look into it.

## 9. Training

It is pleasing to see that 52 new members have joined brigades in the Shire of Corrigin in the past three years. The latest report from DFES shows that these new members as well as many of the existing members have not had any training. It is important that brigade members are prepared for the task of firefighting in order to be an effective fire fighter and ensure their own safety.



Bush Fire Training  
2020.xlsx

Intro to Firefighting and Bush Firefighting training courses were held in Kulin on:

Friday 11 September 2020 and Saturday 12 September 2020

Friday 16 October 2020 and Saturday 17 October 2020

- Training courses will be further looked into when the Community Emergency Services Manager (CESM) position is filled.
- Captains to promote training opportunities to members and advise new members to attend.
- Suggestions to organise training for both men and women early next year.

## 10. Harvest Weather Radio Calls

Harvest weather calls to be made on Monday's.

Test run Harvest Weather Radio to be conducted on 19 October 2020 at 8am.

ESO to send email/text reminders.

### *Fire Weather Officers*

*Chief Bush Fire Control Officer, the two Deputy Chief Bush Fire Control Officers and Sandow Jacobs.*

### *Harvest Ban Officers*

*Natalie Manton, Adam Rendell, Garrick Connelly (if Adam Rendell unavailable), Sandow Jacobs, Steven Bolt (if Sandow Jacobs unavailable), Paul Baker, Andrew Szczecinski (if Paul Baker unavailable), Greg Evans, Braden Grylls (if Greg Evans is unavailable).*

### **11. Text Messages**

Shire staff will continue to maintain the Telstra SMS messaging service and will encourage recipients to opt out if the service is no longer required.

Brigades to set up and maintain their own What's App messaging groups.

### **12. Harvest Ban Messages**

The following text messages will be used during the Christmas and Easter period:

The Shire of Corrigin has imposed a harvest and movement of vehicles ban on Christmas Day 25 December 2020, Boxing Day 26 December 2020 and New Year's Day 1 January 2021.

The Shire of Corrigin wishes to advise that no burning is permitted during the Easter period commencing Good Friday 2 April 2021 until Easter Monday 5 April 2021 inclusive.

### **13. Pre Harvest BBQ**

The Corrigin CRC has been successful with the application for Mental Health Week Community Grants 2020 grant funding support. The CRC will be holding four Pre-Harvest Community BBQ's, in partnership with Rural Men's Health and held at the bushfire sheds on the following dates:

- 12 October Bilbarin
- 13 October Bullaring
- 14 October Bulyee and
- 15 October Gorge Rock camping area.

### **14. OTHER BUSINESS**

### **15. MEETING CLOSURE**

There being no further business, the Chairperson thanked everybody for their attendance and closed the meeting at 5.23pm.