



# MINUTES

BUSH FIRE ADVISORY  
COMMITTEE MEETING  
**Tuesday 6 September 2022**

Commencing at 4.30pm

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, Shire President Cr. D Hickey opened the meeting at 4:38pm.

## 2. ATTENDANCE/APOLOGIES

Shire President

Chief Executive Officer

Executive Support Officer

CESM

DFES Area Manager

Bushfire Control Officers

Cr D Hickey

N Manton

K Biglin

J Carrall

A Whitford

J Hewett

S Bolt

B Talbot

G Evans

G Connelly

T George

S Jacobs

A Rendell (4.44pm)

G Doyle

K Courboules

B Mills

C Poultney

P McBeath

### APOLOGIES

C Jespersen

T Cook

B Grylls

## 3. CONFIRMATION PREVIOUS MINUTES

### 3.1. BUSH FIRE COMMITTEE MEETING

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

*Minutes of the Bush Fire Committee meeting held on Thursday 7 April 2022 (Attachment 3.1) be confirmed as a true and correct.*

***Carried***

## 4. COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

## 5. GENERAL BUSINESS

### 5.1. SEASON BRIEFING

Greg Evans reported on the expected similar heavy fuel load as last year.

FCO's will be weary will issuing permits coming into the warmer weather and if in doubt, will consult with the Chief FCO and CEO.

### 5.2. DFES UPDATE

Change of Area Officer for the Shire of Corrigin from Grant Hanson to Adam Whitford.

- Various FCO courses and Bushfire Awareness training courses have been held in recent months, with an impressive attendance from the Corrigin brigades.
- Continuous upgrades to technology make fire awareness information/apps readily available and easier to access.
- Area Officers will share knowledge and work on communication between zones in case of future incidences.

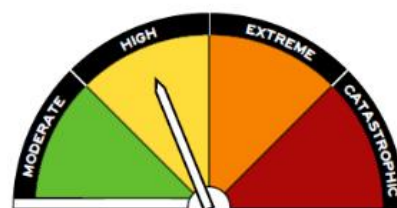
### 5.3. CHANGES TO THE AUSTRALIAN FIRE DANGER RATINGS (AFDRS) LEVELS

From 1 September 2022, the Fire Danger Rating System will be improved and simplified, to make it easier to make decisions to stay safe on days of fire danger risk.

The new system has been reduced to four ratings. There is also the ability to provide 'no rating' on days when no proactive action is required. This isn't to say that fires can't or won't start, but that the community doesn't need to actively anticipate a fire spreading in a fast or threatening way.

The new ratings are:

<b>MODERATE:</b> Plan and prepare	<b>HIGH:</b> Be ready to act
<b>EXTREME:</b> Take action now to protect life and property	<b>CATASTROPHIC:</b> For your survival, leave bushfire risk areas



To accompany the new design, jurisdictions have also agreed to a set of high-level key messages:

- **Moderate:** Plan and prepare.
- **High:** Be ready to act.
- **Extreme:** Take action now to protect life and property.
- **Catastrophic:** For your survival, leave bushfire risk areas.

Each jurisdiction will have its own supporting messages, including localised information, to clearly explain what communities need to do at each level.

### 5.4. RESTRICTED AND PROHIBITED BURNING PERIOD

DFES has identified an inconsistency in the gazetted and advertised restricted burning period dates for the Shire of Corrigin.

Under Section 17 of the Bush Fires Act 1954 the Minister is responsible for gazetted the prohibited period.

Section 18 of the Act requires the Fire and Emergency Services Commissioner to set the dates for restricted burning period by publishing notice in the Gazette.

The current gazetted dates are included in Govt Gazette 2012\_3\_2\_No16 for the Prohibited Burn dates and Govt Gazette 2020\_6\_24\_No125 for the Restricted Burning dates as shown below:

	Restricted Start	Prohibited Start	Prohibited End	Restricted End
Gazetted	19 September	1 November	1 March	15 April
Advertised	19 September	1 November	15 February	15 April

The Shire of Corrigin has been advertising the restricted and prohibited dates and gazetted then annually as part of the fire break notice. Although the Fire Break Notice contains the Prohibited dates they have not been gazetted by the Minister in accordance with Section 17 of the Bush Fires Act 1954.

Refer to Bush Fires Act 1954 Division 2 — Prohibited burning times Section 17. Prohibited burning times may be declared by Minister

#### Advertised Restricted Burning Period

Shire	Permit Required	
	From	To

Bruce Rock	1-Feb	15-Mar
Kellerberrin	1-Feb	30-Mar
Narembeen	1-Feb	15-Apr
Nungarin	1-Feb	30-Apr
Trayning	8-Feb	31-Mar
Wickepin	8-Feb	14-Apr
Kondinin	15-Feb	31-Mar
Pingelly	15-Feb	29-Mar
Westonia	15-Feb	31-Mar
Kondinin	15-Feb	31-Mar
Corrigin	15-Feb	15-Apr
Kulin	16-Feb	15-Mar
Merredin	18-Feb	16-Mar
Quairading	28-Feb	29-Mar
Brookton	1-Mar	14-Apr

**OFFICER'S RECOMMENDATION**

**Moved: Garrick Connelly Seconded: Greg Evans**

*That the Bush Fire Advisory Committee recommend that Council advise the Minister for Emergency Services that the Shire of Corrigin wishes to set the preferred end date of the prohibited period as 15 February.*

*Carried*

**5.5. FIREBREAK ORDER 2022/2023 CHANGES**

The firebreak notice was endorsed by at the March meeting and adopted by Council in April 2022.

The notice was sent to all property owners with the rates in July 2022.

An amendment to the Fire Break Notice is required following the changes to the Australian Fire Danger Rating.

**OFFICER'S RECOMMENDATION**

**Moved: Greg Evans Seconded: Garrick Connelly**

*That the Bush Fire Advisory Committee recommend to Council that the amended Firebreak Order 2022/23 including updated details of the new fire danger ratings be endorsed.*

**Carried**

## **5.6. FIREBREAK CHECKING**

Property owners received a flyer with the rates notices advising that fire breaks will need to be done by 31 October.

The Ranger will conduct the first round of firebreak inspections in Corrigin mid in September and reminder letters will be sent.

The Ranger will conduct a second inspection in mid-October and a second reminder sent if necessary.

Properties will be inspected again by the ESO or Ranger on 1 November and any property owners who are still non-compliant will be issued with a \$250 fine (no extensions before fines will apply).

Property owners will then have a further 14 days to comply with the firebreak order and complete the works, or the shire works team will be sent in to clean up the property and the residents will be charged private works.

FCO's will advise ESO of any non-compliant rural firebreaks (including exact paddock location, photos, etc) so reminder letters can be sent ASAP.

## **5.7. CONFIRMATION OF BRIGADE CAPTAINS AND SECRETARIES**

Brigades confirmed Captains and Secretaries of each Brigades at this current time. Brigades will be holding meetings in the months and will advise the ESO of any updates to the following positions.

### **Bilbarin:**

Captain: Steven Bolt

Secretary: Sandow Jacobs

### **Bullaring:**

Captain: Juan Baker

Secretary: (confirm required)

### **Bulyee:**

Captain: Michael Cousins

Secretary: Amy Lee

### **Corrigin East:**

Captain: Tim George

Secretary: Kim Courboules

### **Corrigin Central:**

Captain: Adam Rendell

Secretary: Garrick Connelly

## **5.8. BRIGADE LISTS AND WHATSAPP GROUPS**

Updated brigade membership lists provided to brigade captains/secretaries.

ESO will create WhatsApp group for Bushfire Control Officers, with the addition of the ESO. FCO's will be able to use this group to:

- communicate with each other and update the shire during an emergency

- post a photo of all fire permits issued (this counts as an official record) – this will better the communication in the shire office, knowing if a permit has been issued to ease the community phone calls asking where smoke is coming from.
- Bushfire Brigades to set up their own individual brigade groups.

Contact ESO for assistance

## 5.9. TRAINING

Approximately 75 bushfire volunteers attended the Rural Fire Awareness and Fire Safety training recently.

All new members will need to complete Rural Fire Awareness training (as a minimum) within 12 months of joining a brigade to be covered by the Shire of Corrigin volunteer insurance.

More course to be held next year between March and May.

A Firefighting skills course to be added to the program next year.

## 5.10. RADIO SERVICING

Bush fire radio servicing was carried out in August of approximately half of the radios. Advise Jason Carroll if radio needs to be serviced.

## 5.11. HARVEST WEATHER RADIO CALLS

Harvest weather calls to be made on **Monday 24 October 2022**.

Test run Harvest Weather Radio to be conducted on **24 October 2022 at 8am**.

Fire Weather Officers

*Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer, Sandow Jacobs and Adam Rendell.*

Harvest Ban Officers

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

## 5.12. PERMIT BOOKS AND INCIDENT REPORT FORMS

New Permit books, Incident Report Bushfire Forms, and Incident Attendance Forms have been ordered and will be distributed on arrival.

## 5.13. VEHICLE IDENTIFIER STICKERS

In regional Western Australia, bushfire response is often supplemented by local farmers and landowners in private vehicles who may not be members of an established fire brigade. In order to provide timely identification of private vehicles and persons that are suitable for access on the incident ground, DFES recommends the use of Vehicle Identifier stickers.



Local Governments are responsible to order, keep a register and issue vehicle identifiers to local personnel and Bush Fire Brigade members who may need to enter an incident area to provide support to the operation.



The current stickers (blue) will expire on 30 September 2022. An order has been placed for the new stickers (purple), which are valid from 1 October 2022 to 30 September 2024.

#### **5.14. AUTOMATIC VEHICLE LOCATOR TESTING**

Automatic Vehicle Locator (AVL) tests will need to be carried out regularly and monthly testing from October to April is recommended. Instruction sheet is included in the attachments.

A reminder that the trucks have to be out of the shed for the test to be carried out.

#### **5.15. FUEL ALLOCATION**

##### **Fuel Cards**

All funds for the 2021/2022 period were expended by 30 June 2022, with majority of the funds being used this year.

New cards for the 2022/2023 period have been ordered, but not received. Allocations for 2022/2023 are as below:

<b>Bushfire Control Officers -2022/2023</b>	
<b>Volunteer Fuel Card Distribution List</b>	
<b>Name</b>	<b>Amount</b>
Greg Evans	\$ 750.00
Steven Bolt	\$ 500.00
Sadow Jacobs	\$ 250.00
Bruce Mills	\$ 250.00
Paul McBeath	\$ 250.00
Greg Doyle	\$ 250.00
Craig Jespersen	\$ 250.00
Bryce Nicholls	\$ 250.00
Craig Poultney	\$ 250.00
Juan Baker	\$ 250.00
John Hewett	\$ 250.00
Braden Grylls	\$ 250.00
Tim George	\$ 250.00
Kim Courboules	\$ 250.00
Bruce Talbot	\$ 250.00
Garrick Connelly	\$ 250.00
Adam Rendell	\$ 250.00
	<hr/>
	<b>\$ 5,000.00</b>

#### **5.16. NEW FIRE TRUCK - BILBARIN**

The Volvo fire truck for Bilbarin Brigade has been approved.

Bruce Talbot enquired about whether the Corrigin East Brigade could get a fire truck in the future. A discussion took place over possible locations for a shed as the truck needs to be located on shire managed land.

Need to take into account main escape routes from townsite to identify gaps.

Jason will look into locations and an application for Corrigin East truck in the future.

### **5.17. CHRISTMAS SMS MESSAGES**

The following text messages will be used during the Christmas:

The Shire of Corrigin has imposed a harvest and movement of vehicles ban on Christmas Day 25 December 2022, Boxing Day 26 December 2022 and New Year's Day 1 January 2023.

Adam left meeting at 6.20pm.

### **6. OTHER BUSINESS AND REPORTS**

Adam Rendell – looking like CBH will be opening for longer hours Monday – Saturday and closing on Sundays.

Sandow – Fast fill trailer shed was damaged in the fire – any chance in getting funding to build a shed in Bilbarin to put trailer in.

Reminder of the Pre-harvest Breakfast will be held on

BILBARIN | 19 SEPT 7.30am - 9.30am

BULLARING | 20 SEPT 7.30am - 9.30am

BULYEE | 21 SEPT 7.30am - 9.30am

MISS B's PARK | 22 SEPT 7.30am - 9.30am

GORGE ROCK | 23 SEPT 7.30am - 9.30am

A guest speaker from The Regional Men's Health Initiative will hold a casual Men's Health and Wellbeing Session.

FCO's are encouraged to offer firefighters a change to debrief and offer feedback on the February fires.

### **7. MEETING CLOSURE**

The Chairperson, Shire President Cr. D Hickey closed the meeting at 6.30pm.

**BBQ and refreshments will be provided following the meeting.**