



MINUTES

BUSH FIRE ADVISORY
COMMITTEE MEETING
Thursday 7 September 2023

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
- 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.
- 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 04:09pm.

2. ATTENDANCE/APOLOGIES

Shire President
Chief Executive Officer
CESM
DFES Area Manager
Bushfire Control Officers

Cr D Hickey
N Manton
J Carrall
A Whitford
G Evans
T George
A Rendell
T Di Fulvio
B Talbot
K Courboules
B Grylls
S Bolt
B Mills
S Jacobs

APOLOGIES

M Dickinson
C Jespersen
C Poultney
G Connelly
J Hewett

3. PREVIOUS BUSH FIRE ADVISORY COMMITTEE MEETING AND BUSINESS ARISING FROM MINUTES

3.1. BUSH FIRE COMMITTEE MEETING

Moved: S Bolt

Seconded: G Evans

Minutes of the Bush Fire Committee meeting held on Thursday 2 March 2023 (Attachment 3.1) be confirmed as a true and correct.

4. COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

5. GENERAL BUSINESS

5.1. SEASON BRIEFING

To discuss weather outlook and fuel loads.

Greg Evans CBFEO mentioned the state has been informed this year is likely to dry off earlier and be a bad fire season. He also mentioned the need to guide bushfire volunteers towards training opportunities when they arise and suggests it might be easier now to get key training courses complete before it is mandated, and everyone is forced to do so.

5.2. INCIDENT REPORT FORMS

Fire at Doyle's 22 March 2023 Official Incident report forms still required.

The FDI on that day was High so permits on that day were not valid.

All FCO's were advised in What's App group that permits were not valid on that day but went ahead and authorised burns while there was an active fire in the district.

Advice received from Doyle that fire was under control but several angry phone calls that more assistance was required in afternoon and into night.

5.3. DFES UPDATE

Update from DFES

Incident report forms are extremely important to record work being completed and cover members if they are sick or injured from a fire incident.

DFES advised that 21 cancers are now covered by insurance, with all medical costs being covered, so long as the evidence exists.

It is a dryer year this year and there is potential for this year to have a worse fire season than normal.

FCO's need to contact DFES early when expecting there is a chance a fire incident may get out of control so they can come and make an assessment.

DFES cannot take over control of an incident until they have assessed it on the ground first, which is why it is important to call early so further support can be provided quickly and if necessary will allow escalation to a state level.

Shire admin building having satellite internet and so does the CREC. Brigade members encouraged to practise WiFi calling as an alternative means of communication for when other means of communication are down.

CESM vehicle to be upgraded with satellite and other equipment that will prove useful for improved communication and conducting business on the ground at an incident.

5.4. RESTRICTED AND PROHIBITED BURNING PERIOD

DFES to confirm advertised / gazetted dates are as per Council Resolution 105/2022 September 2022

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.

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

Shire of Corrigin Firebreak Order Gazetted on 4 August 2023 including Fire Weather Officers.

A reminder that burning permits are not valid during days of high fire danger or above.

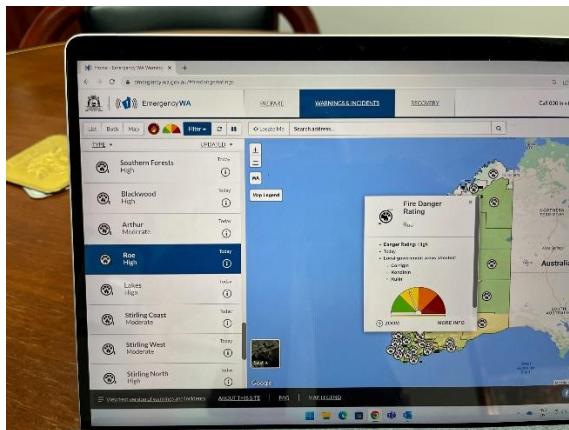
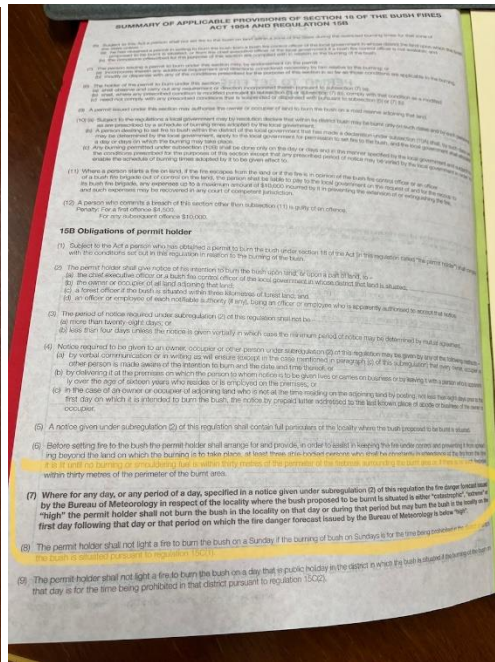
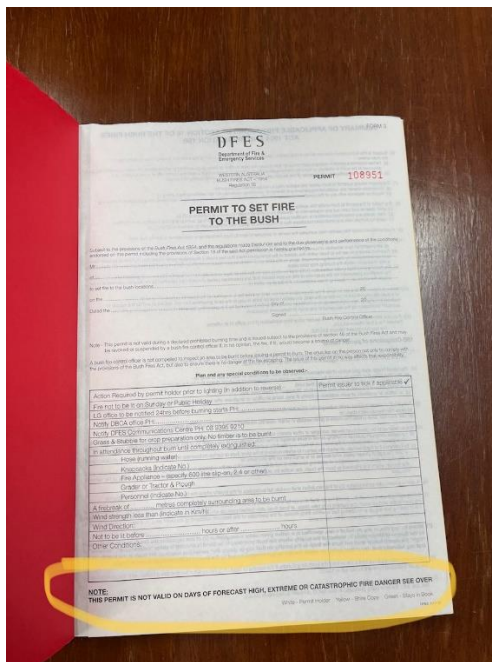
FCO's cannot issue a permit to burn on a day where the fire danger is high or above and will need to contact the permit holder to confirm the permit is not valid.

Permit holders are also required to check the fire danger index and must not light a fire on a day when the rating is high or above.

There are serious penalties and insurance implications of breaching the Bush Fires Act.

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Screenshots below of relevant sections of the Bush Fire Permit and where to find fire danger index on Emergency WA. BOM also has fire danger index for today and next 2 days.



5.5. 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 inspect firebreaks in town in September and reminder letters will be sent. A second inspection and a second reminder sent in mid-October.

Properties will be inspected on 1 November and non-compliant property owners 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.

CESM explained that all radios will give coordinate locations using the F2 function, in case that can aid identifying exact locations.

5.6. BUSHFIRE MITIGATION FUNDING

Bushfire Risk Mitigation Funding \$316,939 approved for the following treatments:

Primary Asset Name	Treatment Objective
Brookton- Corrigin Rd	Reduce fuel load to protect residential asset on adjoining property.
Talbot St	Forestry mulch road verge
Brookton- Corrigin Rd	Chemical spray treatment to be completed 3 months after forestry mulching
Brookton- Corrigin Rd	Create firebreak for better access for fire suppression operations
Brookton- Corrigin Rd	Control burn to reduce fuel loads
Brookton- Corrigin Rd	Create new fire break for access for fire suppression requirements.
Brookton- Corrigin Rd	Chemical spray treatment to be carried out 3 months after control burn.
Rendell Street (2-10), Boyd Street (40), Walton Street	Create new fire break for fire suppression access.
Rendell Street (2-10), Boyd Street (40), Walton Street	Control burn to reduce fuel loads
Rendell Street (2-10), Boyd Street (40), Walton Street	Chemical spray 3 months after control burn
Corrigin South Road	Create fire break for fire suppression access
Corrigin South Road	Forestry mulching to reduce fuel loads throughout reserve
Corrigin South Road	Spray treatment to be carried out 3 months after control burn
Corrigin Golf Club (Evacuation Centre)	Control burn to reduce fuel loads
Corrigin Golf Club (Evacuation Centre)	Spray treatment to be carried out 3 months after control burn
Spanney Street	Spray treatment to control weed growth

5.7. CONFIRMATION OF BRIGADE CAPTAINS AND SECRETARIES

Please advise the Shire of any updates to the following positions.

Bilbarin

Captain: Steven Bolt

Secretary: Sandow Jacobs

Bullaring

Captain: Juan Baker

Secretary: (Still Need Confirmation)

Bulyee

Captain: Michael Cousins

Secretary: Amy Lee

Corrigin East

Captain: Tim George

Secretary: Kim Courboules

Corrigin Central

Captain: Garrick Connelly

Secretary: Liam Shaw

Minutes of brigade meetings to be forwarded to eso@corrigin.wa.gov.au

Shed Code - 1978

5.8. BUSHFIRE LOCAL LAW

The Department Fire and Emergency Services (DFES) and WA Local Government Association (WALGA) have advised that the local government is to adopt a Bush Fire Brigades Local Law to establish a Bush Fire Brigade.

The Issues

1. The Shire of Corrigin has received advice from DFES and WALGA about the establishment of Bush Fire Brigades (BFB) by Local Governments under s.41 of the *Bush Fires Act 1954* (BF Act).
2. A Local Government, having exercised discretion to establish a BFB, must do so by making a Local Law – ref s.41(1) of the BF Act.
3. The head of power to make a BFB Local Law is under s.62 of the BF Act.
4. The Parliamentary Joint Standing Committee on Delegated Legislation has reported a similar requirement: '*Where a local government elects to establish a bush fire brigade it must do so in accordance with local laws it has made for that purpose*' (Ref: Report 16, June 2019 at 2.2).

Relevant Consequences

5. Where a BFB has been established in the absence of a Local Law, WALGA's legal advice indicates that the registration of the Brigade and Brigade membership under s.41(2) is likely to be invalid.
6. In the absence of a Local Law, the election and duties of BFB officers under s.43 is likely to be invalid.
7. In the absence of a Local Law, the powers of BFB officers relevant to preventing, controlling and extinguishing a bush fire under s.44 is likely to be invalid.

Committee members to review Bushfire Local Law Discussion Paper

5.9. BRIGADE MEMBERSHIP

Updated brigade lists for review and application forms to be provided to volunteers not on the DFES register. Please send any new and completed applications to the ESO for processing.

Please also advise if anyone is on the DFES list and is no longer a member of the brigade. Lists updated as of September 2023 were provided to Brigade Captains

Brigades to update What's app group to include new members.

Brigades to add CESM to all WhatsApp groups

Brigade to add CEO to Bilbarin WhatsApp Group

5.10. TRAINING

Jason Carrall, CESM will conduct the following training:

Firefighting Skills 19, 20 September 2023

For all bush fire brigade volunteers.

Rural Fire Awareness training 10 October 2023

Minimum requirement for all bush fire brigade volunteers to be completed within one year of joining the brigade.

Preparation for bush fire season – preparing to stay or leave

ROAC meeting 28 September 2023 Narrogin Training Facility

CEO fire weather training 14 September 2023

5.11. PERSONAL PROTECTIVE EQUIPMENT

Uniforms, goggles, gloves and boots available at shire office for brigade members. Please advise the CESM if there is any PPE or equipment that needs replacing in the trucks.

Boots need to be ordered in after determining correct size, Shire has 1 pair for each size to try on, then an order can be made.

5.12. PRE HARVEST BREAKFASTS

Pre-harvest Breakfasts to be held on
BILBARIN | 19 SEPT 7.30am - 9.30am
BULLARING | 20 SEPT 7.30am - 9.30am
BULYEE | 21 SEPT 7.30am - 9.30am
GORGE ROCK | 22 SEPT 7.30am - 9.30am

Regional Men's Health Initiative will attend to give a brief presentation.

5.13. RADIO SERVICING

Radio servicing was completed over 6 and 7 September 2023.

5.14. AUTOMATIC VEHICLE LOCATOR TESTING

Automatic Vehicle Locator (AVL) tests to be done regularly and monthly testing from October to April is recommended. Instruction sheet is included in the attachments (Attachment 5.14).

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

5.15.HARVEST WEATHER RADIO CALLS

Harvest weather calls to be made on Tuesday 24 October at 08:00am. Thereafter, every Monday for the Harvest Weather Officers.

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)

5.16.CHRISTMAS SMS MESSAGE

The following text messages will be used during Christmas:

The Shire of Corrigin has imposed a harvest and movement of vehicles ban on Christmas Day 25 December 2023, Boxing Day 26 December 2023 and New Year's Day 1 January 2024.

5.17.FUEL ALLOCATION

Fuel Cards

All funds for the 2022/2023 period were expended by 30 June 2023.

New cards for the 2023/2024 period have been ordered, but not received.

Allocations for 2023/2024 are as below:

Bilbarin BFB - \$1,000
Bullaring BFB - \$1,000
Corrigin Central BFB - \$1,000
Bulyee/Kunjjin BFB - \$1,000
Corrigin East - \$1,000

Bushfire Control Officers - 2023/2024 Volunteer Fuel Card Distribution List

Name	Amount
Greg Evans	\$ 750.00
Steven Bolt	\$ 500.00
Sandow 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
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	\$	5,000.00
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5.18. BILBARIN FIRE SHED EXTENSION

Application for funding for extension to Bilbarin Fire Shed was not approved, however further applications will be made for funding in the future.

6. MEETING CLOSURE

The Chairperson, Shire President Cr. D Hickey closed the meeting at 05:31pm.