



# MINUTES

**BUSH FIRE ADVISORY  
COMMITTEE MEETING  
Thursday 7 March 2024**

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) Upper 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 4:36pm.

## 2. ATTENDANCE/APOLOGIES

Shire President	Cr D Hickey
Chief Executive Officer	N Manton
Councillor	M Dickinson
Community Emergency Services Manager (CESM)	J Carrall 4:55pm
Chief Bushfire Control Officer	G Evans
Deputy Chief Bushfire Control Officer	S Bolt
Bulyee/Kunjin Captain	K Sturges
Fire Control Officers (FCO)	S Jacobs
	A Rendell
	K Courboules
	T George
	C Poultney
	J Hewett
	B Nicholls
	B Mills
	P McBeath 4:44pm
Volunteer Fire and Rescue (VFRS) Captain	T Di Fulvio

### APOLOGIES

DFES Area Manager	A Whitford
FCO's	G Connelly
	B Talbot
	C Jespersen
	B Grylls
	G Doyle

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

### 3.1. BUSH FIRE COMMITTEE MEETING

Minutes of the Bush Fire Committee meeting held on Thursday 7 September 2023 (Attachment 3.1).

**Moved:** S Bolt

**Seconded:** G Evans

#### COMMITTEES RESOLUTION

*Minutes of the Bush Fire Committee meeting held on Thursday 7 September 2023 (Attachment 3.1) be confirmed as a true and correct.*

**Carried**

## 4. COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

Prior to the election of Officers the CEO N Manton provided an overview of the role of a Fire Control Officer as described in the *Bushfires Act 1954* and Bush Fire Brigade Standard Operating Procedures (SOP) which recognise that if a FCO is in attendance at the fire they are to become the Incident Controller as described below.

*Bush Fires Act 1954 section 44*

*(3) Subject to the provisions of sections 13(6) and 45, where the bush fire brigade of a local government is present at a fire which is burning within the district of the local government, **if a bush fire control officer of the local government is not present, the captain or in his absence the next senior officer of the bush fire brigade of the local government**, or in the absence of the captain and all other officers of that bush fire brigade, any other member of that bush fire brigade has and shall take supreme control and charge of all operations and the officers and members of another bush fire brigade if present are subject to and shall act under his orders and directions.*

*(4) Subject to the provisions of sections 13(6) and 45, **where a bush fire control officer of a local government is present at a fire** which is burning in the district of the local government, he **has supreme control and charge of all operations, and the officers and members of all bush fire brigades present at the fire are subject to and shall act under his orders and directions.***

If the situation escalates then the Incident Controller will be nominated by the respective Hazard Management Agency.

Further discussion of communication at a bushfire was held in General Business

## 5. ELECTION OF OFFICERS

Attachment 5.1 was provided with the Agenda outlining the Fire Control Officer role during an incident

Paul McBeath joined the meeting at 4:44pm.

### Chief Fire Control Officer

#### COMMITTEE RESOLUTION

*Moved: S Bolt*

*Seconded: S Jacobs*

*That Greg Evans be appointed Chief Bush Fire Control Officer for 2024/25.*

**Carried**

### Deputy Chief Fire Control Officer

#### COMMITTEE RESOLUTION

*Moved: G Evans*

*Seconded: A Rendell*

*That Steven Bolt be appointed Deputy Chief Bush Fire Control Officer for 2024/25.*

**Carried**

## Fire Control Officers

### COMMITTEE RESOLUTION

**Moved:** J Hewett

**Seconded:** T George

*That the following people be appointed as Bush Fire Control Officers for 2024/25:*

#### **Bilbarin Brigade**

Sadow Jacobs	PO Box 37	Corrigin	0427 652 042
Bruce Mills	Post Office	Corrigin	0428 956 779
Steven Bolt	PO Box 226	Corrigin	0427 652 043
Paul McBeath	PO Box 87	Corrigin	0427 629 024

#### **Bullaring Brigade**

Juan Baker	PO Box 305	Corrigin	0427 378 970
Greg Evans	Post Office	Bullaring	0429 657 021
Craig Jespersen	PO Box 18	Yealering	0427 887 075
Joel Bell	PO Box 45	Corrigin	0429 657 097

#### **Bulyee/Kunjil Brigade**

John Hewett	PO Box 239	Corrigin	0427 632 480
Braden Grylls	PO Box 115	Corrigin	0428 658 048
Craig Poultney	PO Box 267	Corrigin	0427 454 002
Kim Sturges	PO Box 130	Corrigin	0488 658 040

#### **Corrigin East Brigade**

Tim George	PO Box 159	Corrigin	0427 655 045
Kim Courboules	PO Box 79	Corrigin	0427 632 624
Bruce Talbot	PO Box 75	Corrigin	0427 632 224

#### **Central Brigade**

Garrick Connelly	PO Box 26	Corrigin	0488 632 107
Adam Rendell	PO Box 200	Corrigin	0427 632 291
Natalie Manton	PO Box 221	Corrigin	0427 425 727
Jason Carrall			0448 494 027

**Carried**

Greg Doyle previously advised that he planned to retire as a FCO after 37 years of service.

Bryce Nicholls also advised of his retirement as a FCO after 19 years of service.

Bruce Mills advised that he planned to resign from the FCO role before the next bushfire season.

The President thanked the retiring FCO's for their years of service.

Discussion of designating VFRS Captain as FCO. Meeting resolved that there were adequate FCO's so this was not required. Given that VFRS is responsible for firefighting in Corrigin townsite it was agreed that T Di Fulvio (VFRS Captain) be advised of Permits to Burn in Corrigin townsite and added to FCO WhatsApp Group.

Jason Carrall joined the meeting at 4:55pm.

**Action:** WAERN Radio from retiring FCO's to be transferred to Kim Sturges and Joes Bell

**Action:** VFRS Captain to be notified of permits issued in Corrigin townsite.

## Fire Weather Officers

### COMMITTEE RESOLUTION

**Moved:** P McBeath

**Seconded:** C Poultney

*That the Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer, Sandow Jacobs and Adam Rendell be appointed as Fire Weather Officers for 2024/25.*

**Carried**

## Harvest Ban Officers

### COMMITTEE RESOLUTION

**Moved:** S Jacobs

**Seconded:** B Mills

*That Council appoint the following people as authorised Harvest Ban Officers for 2024/25:*

- 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)

**Carried**

**Action:** G Evans to contact Paul Baker to confirm his willingness to accept the role.

## Training Officer

### COMMITTEE RESOLUTION

**Moved:** K Courboules

**Seconded:** B Nicholls

*That Jason Carrall, CESM, be appointed as Training Officer for 2024/25.*

**Carried**

## Dual Fire Control Officers

### COMMITTEE RESOLUTION

**Moved:** A Rendell

**Seconded:** B Nicholls

*That the following people be appointed as Dual Fire Control Officers for 2024/25*

### Dual Fire Control Officers

Quairading Shire	Bruce Mills, Craig Poultney
Wickepin Shire	Craig Jespersen, Joel Bell
Bruce Rock Shire	Sandow Jacobs, Tim George
Narembeen Shire	Tim George
Kondinin Shire	Bruce Talbot, Tim George
Kulin Shire	Bruce Talbot
Pingelly Shire	Greg Evans, Braden Grylls
Brookton Shire	Greg Evans, Braden Grylls

*Note: Bruce Rock does not appoint Dual Fire Control Officers. The Shire of Corrigin Bush Fire Advisory Committee (BFAC) considers it appropriate to continue to recommend to Council that Dual Fire Control Officers be appointed to all neighbouring local governments.*

**Carried**

## 6. BUSHFIRE LOCAL LAW

CEO N Manton gave an overview of what will be incorporated in the Bushfire Local Law once the draft has been complete.

Bush Fire Local Law will be sent out to the committee as soon as the draft is ready so the committee can provide input if they have recommended changes.

## 7. GENERAL BUSINESS

### 7.1. FIRE REPORTS

#### Incident Reports

Incident Controller/ FCO's are to complete an Incident Report and forward to the Executive Support Officer and CESM within 7 days of attendance. The CESM will ensure the incident is entered onto the DFES data base.

B Nicholls Left the meeting at 5:36pm

Summary of local fire incidents during the season:

- 17/10/2023, Corrigin Reserve/Brookton-Corrigin Road (Large Fire)\*\*
- 19/10/2023, Babakin Corrigin Road (Small Fire)\*\*
- 7/11/2023, Lawton Way (Small Fire)\*\*
- 14/11/2023, Bendering Road (Large Fire)\*\*
- 17/11/2023, Corrigin-Quairading Road (Called Off, No Attendance)
- 20/11/2023, Brookton Highway
- 25/12/2023, Brookton-Corrigin Road, Kunjin (Large Fire)\*\*
- 2/1/2024, Jose Road (Small Fire)\*\*
- 2/1/2024, Vivian Road (Large Fire)\*\*
- 14/1/2024, Wogerlin Road/Corrigin-Babakin Road (Large Fire)
- 14/2/2024, Diamond Block Road (Large Fire)\*\*
- 16/1/2024, Bilbarin East Road\*\*
- 17/1/2024, Bruce Rock- Corrigin Road (Large Fire)\*\*
- 21/1/2024, Bendering/Pontifex Road (Called off – No Attendance)

**Action:** Incident Controller to submit Incident Reports marked with \*\*

#### CESM Update

Jason Carrall will be Acting DFES Area Officer in Narrogin for a couple of weeks and Trent Di Fulvio (VFRS Captain) has been contracted to fill the CESM role. Trent will be conducted controlled burns around the shire depot and golf course in next few weeks.



## 7.2.FUEL ALLOCATION

The fuels cards will expire in June 2024 so collect your allocation as soon as possible. Any card can be used by an officer. See Shire to confirm allocated limit and to collect fuel cards.

As at 26/02/2024, the remaining funds on the fuel cards are as follows:

**Bilbarin BFB** - \$1,000  
**Bullaring BFB** - \$1,000  
**Corrigin Central BFB** - \$1,000  
**Bulyee/Kunjin BFB** - \$1,000  
**Corrigin East** - \$750

### Bushfire Control Officers - 2023/2024

#### Volunteer Fuel Card Distribution List

Name	Amount	
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	
<del>Kim Courboules</del>	<del>\$ 250.00</del>	Claimed
Bruce Talbot	\$ 250.00	
Garrick Connelly	\$ 250.00	
Adam Rendell	\$ 250.00	
	<hr/>	
	<b>\$ 4,750.00</b>	
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### **7.3. FIREBREAK ORDER 2024/2025**

The 2024/2025 Firebreak Order was provided as an attachment (Attachment 7.3) for.

#### **COMMITTEE RESOLUTION**

**Moved:** *K Courboules*

**Seconded:** *J Hewett*

That the Bush Fire Advisory Committee recommend to Council that the Firebreak Order 2024/25 be endorsed with changes to FCO's as elected.

**Carried**

**Action:** Fire Break Order to be sent out with rates and advertised in Government Gazette.

**Action:** Notify DFES of Fire Weather Officers for inclusion in Government Gazette by Fire and Emergency Services Commissioner.

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

Bush fire brigades advised the Shire of Corrigin of the following brigade captain and secretary positions:

#### **Bilbarin Bush Fire Brigade**

Captain: Steven Bolt

Secretary: Sandow Jacobs

#### **Bullaring Bush Fire Brigade**

Captain: Juan Baker

Secretary: (To be confirmed)

#### **Bulyee Kunjin Bush Fire Brigade**

Captain: Kim Sturges

Secretary: Amy Lee

#### **Corrigin East Bush Fire Brigade**

Captain: Tim George

Secretary: Kim Courboules

#### **Corrigin Central Bush Fire Brigade**

Captain: Garrick Connelly

Secretary: Liam Shaw

**Action:** Minutes of brigade meetings to be forwarded to [eso@corrigin.wa.gov.au](mailto:eso@corrigin.wa.gov.au)

**Action:** Juan Baker to advise when Bullaring Secretary position is filled.

## 7.5. BRIGADE MEMBERSHIP

Updated brigade lists for review and application forms to be provided to volunteers not on the DFES register.

**Action:** Brigade Captains to ensure any new and completed applications are sent to the ESO for processing [eso@corrigin.wa.gov.au](mailto:eso@corrigin.wa.gov.au)

**Action:** Brigade Captains to advise if anyone is on the DFES list and is no longer a member of the brigade.

**Action:** Brigade Captains to update What's App group to add or remove brigade members.

## 7.6. TRAINING

Rural Fire Awareness and AIIMS Awareness is a minimum requirement for all volunteers to have completed within a year of joining a brigade to maintain brigade membership and insurance coverage.

Jason Carrall gave an overview of upcoming training for the year and asked when the best time would be for everyone. Group consensus was August and September during weekdays was best.

Key focus for training will be on Bushfire Awareness and Rural Fire Awareness. Rural Fire Awareness is now available online through DFES Volunteer Hub. FCO's or brigade members are encouraged to attend Ground Controller training after completion of prerequisite training.

**Action:** J Carrall to organise the following minimum training for new FCO's Joel Bell and Kim Sturges:

- AIIMS Awareness
- Rural Fire Awareness,
- Bushfire Safety Awareness, and
- Fire Fighting Skills

**Action:** J Carrall and brigade Captains to promote training to local brigades including Ground Controller course.

**Action:** J Carroll to send out the training calendar to brigade Captains and to members via What's App groups once it has been completed.

## 7.7. PERSONAL PROTECTIVE EQUIPMENT

The shire office has supplies of protective clothing and equipment to ensure that all brigade members are well protected during a fire.

One size of all boots is available at the Shire to try on before placing an order.

**Action:** Brigade Captains advise Jason if any PPE needs replacing in the fire trucks and pass on uniform order forms to members who need PPE.

### **7.8. EASTER SMS MESSAGE**

The following text message will be used during Easter:

No burning is permitted on Good Friday 29 March 2024 and Easter Sunday 31 March 2024 in the Shire of Corrigin.

### **7.9. HARVEST BAN PROCEDURE**

The current procedure for Harvest and Movement of Vehicle ban is to notify people using the following channels:

- SMS message
- ABC Radio
- Email to neighbouring shires
- Harvest ban hotline recorded message.

The Harvest ban hotline is not being well used and many shires are now using Facebook to communicate messages about Harvest and Movement of Vehicle Bans.

Committee resolved that Harvest and Movement of Vehicle Bans be published on Shire of Corrigin Facebook page and the landline message be removed.

**Action:** ESO to advise finance team that landline can be cancelled and update procedures for notifying of a Harvest and Movement of Vehicle Ban to include Shire of Corrigin Facebook page.

### **7.10. FIRE DANGER INDEX/BURNING PERMITS**

FCO's were reminded that permits are not valid during a day that is forecast to be a HIGH fire danger or above. FCO's and permit holders need to be aware of their responsibility to ensure this is enforced.

Last year there were several FCO's that ignored this requirement and there may be serious legal and insurance consequences if a fire was to escape of these days.

DFES have recently advised that the State Solicitor has advised that the interpretation of Locality in relation to Fire Danger Index is now regarded as the local government area.

An overview of the Bureau of Meteorology (BOM) registered users website was discussed.

**Action:** J Carrall to email login details for an accurate fire danger index forecast that can be broken down to the local region. Currently this information isn't available to the public, but the system is being worked on so it will be available for everyone in the future.

### **7.11. COMMUNICATION AND CONTACTING COMCEN**

T George asked if the requirement for Incident Controller to contact DFES Communication Centre (COMCEN) was a new requirement.

CEO advised that there has been an increased focus on all incidents being reported to 000 and updates provided to COMCEN. Previously the Chief Bushfire Control Officer or shire provided updates to COMCEN.

The new text message system for notification of incidents goes to all FCO's so the Incident Controller needs to respond to COMCEN and provide updates. Within 15 minutes of arrival the Incident Controller will provide a verbal Situation Report to COMCEN detailing the situation.

The following additional information was provided in the agenda attachment

### **COMCEN**

The Incident Controller will notify COMCEN, or request the CESM, another FCO or CEO, of the following:

- That SMS message requiring turn out to bushfire has been received
- When mobile to the incident.
- When the incident is under control.
- When leaving incident scene.

Incident Controller will remain in contact with COMCEN for duration of incident reporting regularly on the situation.

### **Fire Control Officers and Shire**

The Incident Controller will notify FCO's and Shire of Corrigin senior officers using FCO What's App group, or request the CESM, another FCO or CEO, of the following:

- That SMS message requiring turn out to bushfire has been received
- When mobile to the incident.
- Upon arrival at the incident confirming firefighters in attendance and if additional resources are required (PAFTACS).
- When the incident is under control.
- When leaving incident scene.

### **Brigade Members**

The Brigade Captain or Brigade FCO will notify volunteer bushfire brigade members using Brigade What's App group, or request the CESM, another FCO, of the following:

- Advising of the incident and name of Incident Controller.
- Upon arrival at the incident confirming firefighters in attendance and if additional resources are required (PAFTACS).
- Actions required for the control or extinguishment or for the prevention of the spread or extension of the fire, or take or give directions for taking such apparatus required
- When the incident is under control.
- When leaving incident scene.

FCO's reminded to use call signs and not to use nick names especially when managing volunteers from neighbouring shires to improve communication.

## **7.12. ROADSIDE SPRAYING**

B Mills asked about roadside spraying to reduce fire hazard.

CEO advised that current policy is that property owners are not to spray road verge without permission of CEO.

Discussion regarding spraying of road verges around the shire to reduce fire hazard.

**Action:** CEO to work with committee to refine policy to permit land holders to spray weeds on road verge to reduce fire hazard while protecting native vegetation.

## **8. MEETING CLOSURE**

The Chairperson, Shire President Cr. D Hickey closed the meeting at 6:28pm.