



MINUTES

**BUSH FIRE ADVISORY
COMMITTEE MEETING
Thursday 3 October 2024**

4.30pm

Venue: Community Resource Centre, 55 Larke Crescent, Corrigin

CORRIGIN BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE

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 March or April and September or October 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 4:34pm.

2. ATTENDANCE/APOLOGIES

Shire President

Cr D Hickey

Chief Executive Officer

N Manton

Executive Support Officer

J Filinski

Chief Bushfire Control Officer

G Evans

Fire Control Officers (FCO)

P McBeath

S Jacobs

J Hewett

C Jespersen

A Rendell

K Courboules

T George

B Talbot

G Connelly

K Mussen

DFES Superintendent

APOLOGIES

Deputy Chief Bushfire Control Officer

S Bolt

FCO's

B Grylls

C Poultney

K Sturges

J Bell

3. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the Bush Fire Committee meeting held on Thursday 7 March 2024
(Attachment 3.1).

COMMITTEES RESOLUTION

Moved: G Evans

Seconded: T George

*Minutes of the Bush Fire Advisory Committee meeting held on Thursday 7 March 2024
(Attachment 3.1) be confirmed as a true and correct.*

Carried

4. GENERAL BUSINESS

4.1. SEASON BRIEFING

Chief Bush Fire Control Officer G Evans reported that the recent Forum facilitated by DFES was highly beneficial. The sessions provided valuable insight, and all attendees likely gained a lot from the experience.

G Evans highlighted concerns regarding large fuel loads in the area and it is still a lot greener than last year. While there is currently significant greenery, this will dry out, potentially increasing fire risks as the season progresses.

D Hickey noted regrowth of grasses in the area burnt in February 2022 and more broadly across town. He emphasised the need for caution when considering harvest bans due to this.

T George suggested controlled burns in areas with particularly high fuel loads, including private properties and reserves. This practise could serve as effective training for the brigades in preparation for the fire season as well as aiding in removing some risk.

4.2. DFES UPDATE

K Mussen invited anyone interested to join the upcoming sessions in Narrogin and Lake Grace to ensure BFB are aware of resources available to them and how to use them effectively.

There are a number of staffing changes at this time and the aim is to have positions filled before the high threat period begins. K Mussen noted that the Shire of Corrigin's Community Emergency Services Manager (CESM) is currently off sick. DFES is aware of the support gaps and encourages the Shire to reach out to the regional office for assistance as needed.

Training and information materials have been distributed, and additional resources can be provided upon request. This includes Australian Warning System (AWS), preparation toolkits and emergency information.

4.3. THE AUSTRALIAN WARNING SYSTEM (AWS)

Western Australia has adopted the AWS for consistent emergency warnings (Advice, Watch and Act, Emergency Warning) with corresponding colours and action statements so the community knows how to respond to each level.

Awareness campaigns are being used to help communities understand AWS, supported by online training. More information can be provided by contacting DFES Publish Information Branch (statepublicinfo@dfes.wa.gov.au).

4.4. INCIDENT REPORT FORMS

Reminder to Incident and Attendance Forms to eso@corrigin.wa.gov.au and Jason.Carrall@dfes.wa.gov.au for every incident.

New books available at shire administration office.

4.5. RESTRICTED AND PROHIBITED BURNING PERIOD

Restricted and prohibited dates are noted below

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

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

Check fire danger index at www.emergencywa.gov.au

Action: Permit Book - Yellow copies to shire for record keeping.

4.6. HARVEST WEATHER RADIO CALLS

Harvest weather calls to be made on Mondays at 8:00am after initial call on 21 October 2024.

Test Harvest Weather Radio to be conducted on Monday 21 October 2024 at 8:00am.

Action: ESO to set up Calendar invitation as a reminder for initial Harvest Weather Call for all FCO's (Monday 21 October) and then every Monday weekly from then until first week of January (Harvest Ban Officers only).

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)

4.7. FIRE WEATHER OFFICER PROCESS CHECKLIST

A checklist has been provided as attachment 4.7 for Fire Weather Officers to complete when fulfilling duties within the role.

- Greg Evans - is responsible for Town Centre and Southwest quadrant of Corrigin
- Steven Bolt - is responsible for the Northwest quadrant of Corrigin
- Sandow Jacobs - is responsible for the Northeast quadrant of Corrigin
- Adam Rendell - is responsible for the Southeast quadrant of Corrigin.

4.8. FIREBREAKS

Property owners were advised in brochure with rates notices that fire breaks are to be completed by 31 October each year.

The Ranger will conduct preliminary checks of town properties in mid October and a reminder will be sent following the inspection for properties that are not yet compliant.

Properties will be inspected on, or just after, 1 November and non-compliant property owners will be issued with a \$250 fine (no extensions will be given).

Action: FCO's to inspect rural properties and notify shire of any non compliance so that reminders and fines can be issued. Reports of non-compliant fire breaks on rural properties are to be accompanied with photographic evidence and details of the exact location as well as a record of the date, time of the inspection.

Action: Ranger to check Knight Court.

4.9. BUSHFIRE MITIGATION FUNDING

Bushfire Risk Mitigation Funding of \$141,170 approved for the following treatments:

Primary Asset Name	Treatment Objective
Corrigin South Road 28182	Firebreak maintenance road reserve south of CBH
Rifle Range	Firebreak maintenance to go over firebreak to make mineral earth 4m wide and removal of overhanging branches
Corrigin Transfer Station	Firebreak maintenance to go over firebreak to make mineral earth 4m wide and removal of overhanging branches
Corrigin Golf Club	Spray Treatment to control weed growth after control burn last year.
Spanney Street- Green Waste	Spray Treatment to control weed growth after control burn last year.

4.10. BUSHFIRE BRIGADE POLICIES AND PROCEDURES

Following the recommendation from the Bush fire Advisory Committee the *Shire of Corrigin Bush Fire Brigades Local Law 2024* was adopted by Council in March 2024 and gazetted on 31 May 2024. The local law provides the legal means of governing the operations of bush fire brigades in the Shire of Corrigin.

Following the adoption of the *Shire of Corrigin Bush Fire Brigades Local Law 2024* it is recommended that Council adopt a new set of procedures for the effective management of Bush Fire Brigades.

The draft Shire of Corrigin Bushfire Brigades Policies and Procedures is provided at Attachment 5.1 and includes the following topics:

1. Operation of Bush Fire Brigades
2. Bush Fire Brigades
3. Bush Fire Brigade Officers
4. Bush Fire Advisory Committee
5. Standard Operating Procedures
 - Bushfire Brigade Member Training
 - Harvest, Vehicle Movement and Hot Works Bans
 - Permits to Burn
 - Detection of Fires, Shire Response and Mobilisation of Brigades
 - Communications
 - Personal Protective Equipment
 - Use and Crew of Brigade Fire Trucks
 - Driving Guidelines
 - Use of Private Equipment
 - Use of Trailers at Fires
 - Welfare
 - Alcohol and Drug Consumption
 - Smoke Affected Roads & Road Closure
 - Back Burning During Bushfire Incidents
 - Vehicle Fires Outside of Gazetted Townsite
 - Structure Fires Outside of Gazetted Town Site
 - Shire Staff Attending Bushfires
 - Use of Foam

- Red Flag Warnings
- Mutual – Between Shires and Regions
- Incident Notification Management Procedures
- Accident Reporting
- First Aid
- Deceased Person / Preservation of Scene
- Automatic Vehicle Locator (AVL) Testing
- Inspection of Fire Breaks
- Burning Road Verge
- Drip torches

COMMITTEES RESOLUTION

Moved: G Evans

Seconded: P McBeath

That the Bush Fire Advisory Committee recommend to Council that the Shire of Corrigin Bushfire Brigades Policies and Procedures be endorsed.

Carried

4.11. BRIGADE MEMBERSHIP

Updated brigade lists for review, and application forms to be provided to volunteers not on the DFES register. Send new and completed applications to Jarrad at eso@corrigin.wa.gov.au

Brigade Captain to review brigade membership list and advise ESO of any changes.

Each membership list has a section at the bottom that includes people that were on the Shire register but have not completed a DFES application form. New application forms provided.

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

4.12. TRAINING

The shire will advertise new training dates on the Shire website, newsletter and Facebook. Brigade Captain or Training Officer to promote training to brigades and advertise in local WhatsApp groups so every brigade member receives the training dates.

Action: all volunteer firefighters to complete Rural Fire Awareness online via [Volunteer Hub](#)

Action: Brigades to indicate best time to complete training in the new year.

4.13. MEDALS

List on nominations for service medals to be provided to DFES by 31 October.

Action: Captains to consult with brigades to determine who should be recognised for service honours.

4.14. PERSONAL PROTECTIVE EQUIPMENT

Uniforms are available at the Shire office. Boots will need to be ordered. Samples are available to try on at the Shire.

Action: Brigade Secretary to provide uniform order form to brigade members.

Action: Equipment Officer to advise CESM or ESO if any PPE needs replacing in the trucks.

Action: CESM to order helmets with different colours for CBFCO, DCBFCO and FCO's as per policy and procedures.

4.15. TRUCK SERVICING

Brigade Equipment Officer to ensure truck servicing is up to date.

Truck serving to be done by CJS Agri Mechanics (Curtis Szczecinski): 0457 827 777)

Pumps, hoses and equipment to be checked as per checklist.

Action: Contact Jo Fawkes, Depot Admin, Work Health and Safety Officer for purchase order 0429 632 203.

4.16. CONFIRMATION OF BRIGADE CAPTAINS AND SECRETARIES

Confirm brigade captains and secretaries and advise the Shire of any updates to the following positions.

Bilbarin

Captain: Steven Bolt

Secretary: Sandow Jacobs

Bullaring

Captain: Juan Baker

Secretary: (please confirm)

Bulyee

Captain: Kim Sturges

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

4.17. RADIO SERVICING

Earth 2 Ocean will be conducting radio servicing and change overs soon.

4.18. TRUCK DEFIBRILLATORS

Central Brigade defibrillator ordered

Other brigade trucks have pads and batteries on order.

Once the orders have arrived the Shire Work Health and Safety Officer will be in touch to organise replacement.

The defibrillator batteries need to be replaced every 5 years and pads every 2 years. A visual check of the defibrillator should take place at least every 6 months to ensure they are still effective (defibrillators can be opened and should have a flashing green light in the corner, this indicates the weekly self-check the defibrillators complete has been successful and is functioning correctly. Check manual if unsure.

4.19. AUTOMATIC VEHICLE LOCATOR TESTING

Automatic Vehicle Locator (AVL) tests to be done regularly and monthly testing from October to April is recommended.

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

K. Mussen explained the process for conducting the test and the importance of completing regularly. Procedure is press the AVL button 4 times over 4 seconds when truck would have line of sight of satellites, not to hold the button for 4 seconds as that triggers an emergency alarm.

Action: CESM to add AVL testing instructions to fire truck.

4.20. FUEL ALLOCATION

Captains can either set up the account and add a pin or remove the need for a pin (ESO can provide a procedure to navigate the website) or send the login credentials once received to eso@corrigin.wa.gov.au so they can be activated and monitored in the Shire. Emails should have come through towards the end of September.

NOTE: cards will not work without first adding a pin code or removing the need for a pin code.

ESO will advise FCO's when fuel cards arrive. Volunteer fuel cards will expire in June 2025. See Shire to confirm allocated limit and to collect fuel cards.

Funds to be allocated to each card are as follows:

Bilbarin BFB - \$1,000

Bullaring BFB - \$1,000

Corrigin Central BFB - \$1,000

Bulyee/Kunjin BFB - \$1,000

Corrigin East - \$1,000

Bushfire Control Officers - 2024/2025

Volunteer Fuel Card Distribution List

Name	Amount
Greg Evans	\$ 750.00
Steven Bolt	\$ 500.00
Sadow Jacobs	\$ 250.00
Paul McBeath	\$ 250.00
Juan Baker	\$ 250.00
Craig Jespersen	\$ 250.00
Joel Bell	\$ 250.00
Kim Sturges	\$ 250.00
John Hewett	\$ 250.00
Braden Grylls	\$ 250.00
Craig Poultney	\$ 250.00
Tim George	\$ 250.00
Kim Courboules	\$ 250.00
Bruce Talbot	\$ 250.00
Garrick Connelly	\$ 250.00
Adam Rendell	\$ 250.00
Left Over	\$ 250.00
	\$ 5,000.00

4.21. 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 2024, Boxing Day 26 December 2024 and New Year's Day 1 January 2025.

5. MEETING CLOSURE

The Chairperson, Shire President Cr. D Hickey closed the meeting at 5:58pm.