



BUSH FIRE ADVISORY COMMITTEE MEETING

Minutes

Tuesday 30 March 2021

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, President Des Hickey opened the meeting at 4.05pm

2. ATTENDANCE AND APOLOGIES

President	Cr Des Hickey
Chief Executive Officer	Natalie Manton
Councillor	Rick Gilmore
CESM	Jason Carrall
Chief Bush Fire Control Officer	Greg Evans (4.07pm)
Bush Fire Control Officers	Sandow Jacobs
	Craig Jespersen (4.07pm)
	John Hewett
	Tim George
	Craig Poultney
	Paul McBeath
	Kim Courboules
	Braden Grylls
	Garrick Connelly
	Andrew Szczecinski
	Tony Guinness (4.07pm)
	Adam Rendell
	Steven Bolt

Apologies

Bruce Talbot, Bruce Mills, Greg Doyle

3. CONFIRMATION OF PREVIOUS MINUTES – 8 October 2020

Moved: Braden Grylls Seconded: Rick Gilmore

That the minutes of the Shire of Corrigin Bush Fire Advisory Committee meeting held on 8 October 2020 be accepted as a true and correct record.

Carried

4. BUSINESS ARISING FROM PREVIOUS MINUTES NIL

5. ELECTION OF OFFICERS

Chief Fire Control Officer

Recommendation 1

Moved: Garrick Connelly Seconded: Steven Bolt

That Greg Evans be appointed Chief Bush Fire Control Officer for 2021/22.

Carried

Deputy Chief Fire Control Officer

Recommendation 2

Moved: Sandow Jacobs Seconded: John Hewett

That Steven Bolt be appointed Deputy Chief Bush Fire Control Officer for 2021/22.

Carried

Fire Control Officers

Recommendation 3

Moved: Adam Rendell Seconded: Greg Evans

That the following people be appointed as Bush Fire Control Officers for 2021/22:

Bilbarin Brigade

Sadow Jacobs	PO Box 37, Corrigin	9065 2042	0427 652 042
Bruce Mills	Post Office, Corrigin	9062 9012	0428 956 779
Steven Bolt	PO Box 226, Corrigin	9065 2043	0427 652 043
Paul McBeath	PO Box 87, Corrigin	9062 9024	0427 629 024

Bullaring Brigade

Andrew Szczecinski	PO Box 124, Corrigin	9065 7014	0429 657 014
Greg Evans	Post Office, Bullaring	9065 7021	0429 657 021
Greg Doyle	PO Box 109, Corrigin	9880 9048	0427 809 044
Craig Jespersen	PO Box 18, Yealering	9888 7075	0427 887 075
Bryce Nicholls	PO Box 71, Corrigin	9063 7014	0429 883 799

Bulyee/Kunjil Brigade

Tony Guinness	PO Box 35, Corrigin	9065 7079	0429 657 004
John Hewett	PO Box 239, Corrigin	9063 2480	0427 632 480
Braden Grylls	PO Box 115, Corrigin	9065 8006	0428 658 048
Craig Poultney	PO Box 267, Corrigin	9062 9130	0427 454 002

Corrigin East Brigade

Tim George	PO Box 159, Corrigin	9065 5045	0427 655 045
Kim Courboules	PO Box 79, Corrigin		0427 632 624
Bruce Talbot	PO Box 75, Corrigin	9063 2132	0427 632 224

Central Brigade

Garrick Connelly	PO Box 26, Corrigin	9063 2956	0488 632 107
Adam Rendell	PO Box 200, Corrigin	9063 2291	0427 632 291
Natalie Manton	PO Box 221, Corrigin	9063 2203	0427 425 727
Jason Carrall			0448 494 027

Carried

Fire Weather Officers

Recommendation 4

Moved: Tim George Seconded: Andrew Szczecinski

That the Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer and Sadow Jacobs be appointed as Fire Weather Officers for 2021/22.

Carried

Harvest Ban Officers

Recommendation 5

Moved: Garrick Connelly Seconded: Kim Courboules

That Council appoint Natalie Manton, Adam Rendell, Garrick Connelly (if Adam Rendell unavailable), Sadow Jacobs, Steven Bolt (if Sadow Jacobs unavailable), Paul Baker, Andrew Szczecinski (if Paul Baker unavailable), Greg Evans, Braden Grylls (if Greg Evans is unavailable) as authorised Harvest Ban Officers for 2021/22.

Carried

Training Officer

Recommendation 6

Moved: John Hewett Seconded: Andrew Szczecinski

That that Jason Carrall be appointed as Training Officer for 2021/22.

Carried

Dual Fire Control Officers

Recommendation 7

Moved: Steven Bolt

Seconded: Tony Guinness

That the following people be appointed as Dual Fire Control Officers for 2021/22:

Dual Fire Control Officers

Quairading Shire	Bruce Mills, Craig Poultney
Wickepin Shire	Craig Jespersen, Greg Doyle
Bruce Rock Shire	Sadow Jacobs, Tim George
Narembeen Shire	Tim George
Kondinin Shire	Bruce Talbot, Tim George
Kulin Shire	Greg Doyle, Bryce Nicholls
Pingelly Shire	Greg Evans, Braden Grylls
Brookton Shire	Braden Grylls, Greg Evans

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. GENERAL BUSINESS

1. Fire Reports

Good season all around. Most incidences minor and were able to be controlled in a timely manner.

Hay fire on Bruce Rock Road.

Support provided to Beverly fire.

Brigade members reminded that in the event of a fire that the shire administration and Jason are on call to help and provide anything they need on site.

2. Fire Brigade Lists

Currently being updated by Community Emergency Services Manager, Jason Carrall.

All new members must fill out membership form and undertake basic training.

3. Training

It is pleasing to see that 12 new members have joined brigades in the Shire of Corrigin in the past year. Many of these new members have not had any training and it is important that they are as prepared for the task of firefighting as possible to be an effective fire fighter and ensure their own safety.

It was pleasing to see that 15 people attended Fire Control Officer training in Corrigin on 9 February 2021.

The course in Kondinin was cancelled due to lack of numbers.

Future training requirements

Training Topic

1. Basic Fire Fighting – Rural
2. Hay fires
3. Fire weather
4. Ladies Day

4. Personal Protective Equipment

Bilbarin brigade requires additional goggles and gloves.

5. Fuel Cards

The fuel cards will expire in June 2021 so if you haven't already, please try to collect your allocation as soon as possible.

Reminder that fuel cards are no longer allowed to be kept on site at the fuel depot. Please call ahead to the shire office to make arrangements to collect the cards or have them temporarily dropped off at the depot

Bushfire Control Officers -2020/2021

Volunteer Fuel Card Distribution List

Name	Amount
Greg Evans	\$ 950.00
Andrew Szczecinski	\$ 450.00
Steven Bolt	\$ 450.00
Sadow Jacobs	\$ 210.00
Bruce Mills	\$ 210.00
Paul McBeath	\$ 210.00
Greg Doyle	\$ 210.00
Craig Jespersen	\$ 210.00
Bryce Nicholls	\$ 210.00
Craig Poultney	\$ 210.00
Tony Guinness	\$ 210.00
John Hewett	\$ 210.00
Braden Grylls	\$ 210.00
Tim George	\$ 210.00
Kim Courboules	\$ 210.00
Bruce Talbot	\$ 210.00
Garrick Connelly	\$ 210.00
Adam Rendell	\$ 210.00
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	\$ 5,000.00

6. Bush Fire Radios

Most radios have now been serviced to fix problems identified during the November call up.

Servicing of radios to be carried out prior to the beginning of October 2021.

Stocktake of bush fire radios within the shire. Please refer to the attached report and notify Jason Carrall at Jason.Carrall@dfes.wa.gov.au if any details need updating.

7. Firebreak Order 2021/2022

The firebreak order was reviewed.
Jason Carrall to be added.
Remove Andrew Szczecinski as Deputy.

Moved: Greg Evans Seconded: Garrick Connelly

That the Bush Fire Advisory Committee recommend to Council that the Firebreak Order 2021/22 be endorsed.

Carried

Process for issuing reminders and infringements for breaches of fire break order was discussed. Members were asked to provide detailed information such as date, time, location and photos in order to substantiate a breach of the fire break order.

8. Burning Permits

Members were reminded to tick box on permits issued early in the season requiring landholders to notify shire on the day they are burning. This is very helpful when we receive calls from members of the public asking if help is required at a fire.

Following questions raised at the Fire Control Officer's Course and by community members the relevant section of the Bush Fires Regulations 1954 were discussed including the obligations of permit holders.

15B. Permit to burn holder, duties of

- (1) Subject to the Act a person who has obtained a permit to burn the bush under section 18 of the Act (in this regulation called the **permit holder**) shall comply with the conditions set out in this regulation in relation to the burning of the bush.
- (2) The permit holder shall give notice of his intention to burn the bush upon land, or upon a part of land, to —
 - (a) the chief executive officer or a **bush fire control officer** of the local government in whose district that land is situated; and
 - (b) the **owner or occupier of all land adjoining that land**; and
 - (c) a **forest officer** if the bush is situated within **3 km of forest land**; and
 - (d) an officer or employee of each notifiable authority (if any), being an officer or employee who is apparently authorised to accept that notice.
- (3) The period of notice required under subregulation (2) shall **not be**—
 - (a) **more than 28 days**; or
 - (b) **less than 4 days unless the notice is given verbally** in which case the minimum period of notice may be determined by mutual agreement.
- (4) Notice required to be given to an owner, occupier or other person under subregulation (2) may be given by any of the following methods—
 - (a) by verbal communication or in writing as will ensure (except in the case mentioned in paragraph (c)) that every owner, occupier or other person is made aware of the intention to burn and the date and time thereof; or
 - (b) by delivering it at the premises on which the person to whom notice is to be given lives or carries on business or by leaving it with a person who is apparently over the age of 16 years who resides or is employed on the premises; or
 - (c) in the case of an owner or occupier of adjoining land who is not at the time residing on the adjoining land by posting, not less than 8 days prior to the first day on which it is intended to burn the bush, the notice by prepaid letter

addressed to the last known place of abode or business of the owner or occupier.

(5) A notice given under subregulation (2) shall contain full particulars of the locality where the bush proposed to be burnt is situated.

(6) Before setting fire to the bush the permit holder shall arrange for and provide, in order to assist in keeping the fire under control and preventing it from spreading beyond the land on which the burning is to take place, **at least 3 able-bodied persons** who shall be constantly in attendance at the fire from the time it is lit until no burning or smouldering fuel is within 30 m of the perimeter of the firebreak surrounding the burnt area or, if there is no such firebreak, within 30 m of the perimeter of the burnt area.

(7) Where for any day, or any period of a day, specified in a notice given under subregulation (2) the fire danger forecast issued by the Bureau of Meteorology in Perth in respect of the locality where the bush proposed to be burnt is situated is either "catastrophic", "extreme", "severe" or "very high" the permit holder shall not burn the bush in the locality on that day or during that period but may burn the bush in the locality on the first day next following that day or that period on which the fire danger forecast issued by the Bureau of Meteorology is below "very high".

(8) The permit holder shall not light a fire to burn the bush on a Sunday if the burning of bush on Sundays is for the time being prohibited in the district in which the bush is situated pursuant to regulation 15C(1).

(9) The permit holder shall not light a fire to burn the bush on a day that is a public holiday in the district in which the bush is situated if the burning of the bush on that day is for the time being prohibited in that district pursuant to regulation 15C(2).

46. General offence

A person who —

(a) commits a breach of any regulation for which a penalty is not expressly provided; or

(b) fails to comply with any condition on which a permit to burn is granted, is guilty of an offence.

Penalty: \$1 000.

9. Easter SMS Messages

The meeting resolved that the following message will be sent out prior to the Easter break

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.

10. Amendments to the Bush Fires Regulations 1954 – Total Fire Ban Prescribed Activities

The Department of Fire and Emergency Services (DFES) has informed all Local Governments of recent amendments to the Bush Fires Regulations 1954 (the Regulations), that impact business, industry and public authorities, in relation to Total Fire Ban (TFB) prescribed activity conditions.

Initial changes to the Regulations came into effect in November 2019 and after review and feedback from stakeholders further amendments have been made and are now in effect.

A summary of the changes you need to be aware of are as follows:

- Fire extinguisher requirements have been amended for all prescribed activities to be specific for the activity being carried out i.e. can be water or dry powder etc, (see fact sheets for new definition).
- Rubbish collection or disposal services have been added as an essential service.
- Rail grinding is excluded from hot work and an exemption is required, (see hot work fact sheet for rail grinding definition).
- Welding screen requirements for hot work have been amended.
- Road work has been amended to include road work being carried out on a private road (see road work fact sheet for private road definition).
- Off-road spark arrester requirements have been amended.
- Catering conditions have been amended in relation to the fire hose requirements (a standard hose can be used in some cases), approved storage tank definition has been added, and the spark arrester requirements for cooking appliances has changed.
- Fireworks are no longer a prescribed activity and an exemption to conduct fireworks during a TFB is required.

The updated factsheets for each prescribed activity will be sent out with the minutes for your reference.

11. OTHER BUSINESS AND REPORTS

Discussion was held about recognition of service and awards for volunteers. Once Kirsten and Jason have reconciled the list of volunteers and membership dates we will have a better idea of the length of services milestones.

12. MEETING CLOSURE

There being no further business the Chairperson thanked everybody for their attendance and closed the meeting at 5.12pm.

BBQ and refreshments will be provided following the meeting.
