



*Shire of*  
**Koorda**

*Drive in, stay awhile*

# MINUTES

## **Bushfire Advisory Committee Meeting**

To be held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Thursday 3 September 2026

Commencing 4.30pm

## NOTICE OF MEETING

Dear Bushfire Advisory Committee Members,

Notice is hereby given that a Bushfire Advisory Management Committee of the Shire of Koorda will be held on Thursday 3 September 2026 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 4.30pm.

Zac Donovan  
Chief Executive Officer  
1 September 2026

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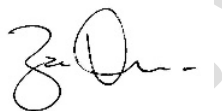
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The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda must obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Koorda in respect of the application.

To be read aloud if any member of the public is present.

Signed



Zac Donovan  
Chief Executive Officer

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UNCONFIRMED

## Shire of Koorda Bushfire Advisory Committee Meeting 4.30pm, Thursday, 3 September 2026



Microsoft Teams Meeting Link - [Shire of Koorda BFAC Meeting | Meeting-Join | Microsoft Teams](#)  
Meeting ID: 494 509 488 945 213 Passcode: RS2qS32H

### 1. Declaration of Opening

Shire of Koorda CEO, Zac Donovan, declared the meeting open at 4.32pm

#### 1.1 Election of Presiding and Deputy Presiding Member

The Committee are to elect a Presiding Member and, if desired, Deputy Presiding Member from amongst themselves in accordance with s5.12 of the Local Government Act 1995:

*(1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule—*

- (a) to “office” were references to “office of presiding member”; and*
- (b) to “council” were references to “committee”; and*
- (c) to “councillors” were references to “committee members”.*

*(2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule—*

- (a) to “office” were references to “office of deputy presiding member”; and*
- (b) to “council” were references to “committee”; and*
- (c) to “councillors” were references to “committee members”; and*
- (d) to “mayor or president” were references to “presiding member”.*

George Storer was nominated in writing by Gary Greaves as Presiding Member, with George indicating consent to the nomination. As no other nomination was received, George was declared elected to the office of Presiding person.

The Presiding Person assumed the Chair.

### 2. Record of Attendance and Apologies

**Attendance:** George Storer, Chief Bushfire Control Officer - Chairperson  
Carl Fuchsbichler, Deputy Chief Bushfire Control Officer  
Zac Donovan, CEO, Shire of Koorda  
Gary Greaves, Captain, Kulja Brigade  
Adam Storer, Bushfire Control Officer

**Visitors:** Matt Chomiak, Acting Area Officer Mortlock, DFES  
Charli West, Shire of Koorda  
Brad Harrap, Volunteer, Koorda BFB

**Apologies:** Cr Jannah Stratford, President, Shire of Koorda  
Ryan Greaves, Volunteer, Kulja BFB

### 3. Confirmation of Previous Minutes

[Click here to view.](#)

Moved: Gary Greaves

Seconded: Carl Fuchsbichler

That the minutes of the Koorda Bushfire Advisory Committee meeting held on 4 September 2025 at the Shire of Koorda Council Chambers, as circulated, be confirmed as a true and accurate record.

Carried

FOR: G Storer, C Fuchsbichler, Z Donovan, G Greaves & A Storer

Action Items and Business Arising from Previous Meeting

- N/A

### 4. Correspondence In and Out

#### 4.1. Correspondence In

DOAC Meeting Minutes 10 March 2026 - [Click here to view](#)

#### 4.2 Correspondence Out

#### 4.3 Information Tabled

### 5. Agenda Items

#### 5.1 Adoption of the Bushfire Advisory Committee Terms of Reference

[Click here to view the ToR.](#)

Moved: Gary Greaves

Seconded: Adam Storer

That the Koorda Bushfire Advisory Committee Terms of Reference be adopted with the provision of the adding the CESM role.

Carried

FOR: G Storer, C Fuchsbichler, Z Donovan, G Greaves & A Storer

#### 5.2 Water Tank Locations

Discussion regarding the relocation of the tank from the Emergency Services Building.

Decision: Recommend to Council - Tank at the Recreation Centre to be located in central position near the generator in the western carpark and elevated on a base of limestone blocks. The tank from Emergency Service Building to be relocated from Shire Depot to Koorda air strip and to be connected to water with meter and card reader.

#### 5.3 Application for Western Power Grant for Appliance Starlink Funding

For discussion. The Shire will apply for a grant to install Starlink on brigade appliances with the Shire covering the operating costs.

#### 5.4 Shared CESM Commencing 7 September

For discussion. We have secured a new CESM, Trent, who will begin down in Northam on 7 September. This is a joint venture with the Shires of Mt Marshall and Mukinbudin.

## 6. General Business

### 6.1 Code of Conduct

[Click here to view.](#)

To note – At the March Ordinary Council Meeting, Council adopted an updated Code of Conduct for Council Members, Committee Members and Candidates.

### 6.1 Chief Bushfire Control Officer Role

The current CBFCO has only indicated they will continue in the position for 1 more year. The CBFCO and the brigades will bring to the CEO a succession plan and recommendation for a new CBFCO to present to Council for appointment.

### 6.4 Roundtable Discussion

#### Department of Fire and Emergency Services – Matt Chomiak

- CESM will begin on 7 September. Will touch base with Trent.
- New radios have arrived and training will need to be completed on how to use these. How the radios are distributed is up to the brigade.

#### General Discussion

- Adam asked who had the authority to hand over an incident to DFES. It is the CBFCO who will make the assessment of an incident and request handover to DFES.
- Discussion around other agency's Hazard Plans and whether we have access to these.  
Action: Confirm the Shire have a copy of these with the LEMA and if not, to follow up.
- The standards for farmer's PPE and their appliances when entering a fireground.  
Action: Matt to send through information for advertising locally.
- A reminder about how important it is to report fires through 000 for faster response times.  
Action: Advertise locally through the Narkals and Facebook.

## 8. Next Meeting Dates

25 March 2027

## 9. Meeting Closure

The Chairperson thanked those in attendance and declared the meeting closed at 5.22pm

**Signed:** \_\_\_\_\_

**Presiding Person at the meeting at which the minutes were confirmed.**

**Date: 25 March 2027**

## APPENDIX I – Terms of Reference

# Bushfire Advisory Committee

## Terms of Reference

### 1. Name

The name of the committee is the Shire of Koorda Bushfire Advisory Committee (BFAC).

### 2. Head of Power

The committee is established by Council under section 67 of the *Bush Fires Act 1954*.

### 3. Definitions

| TERM                           | DEFINITION                                                                                                            |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>BF Act</b>                  | The <i>Bush Fires Act 1954</i> .                                                                                      |
| <b>Chief Executive Officer</b> | The Chief Executive Officer (CEO) of the Shire of Koorda.                                                             |
| <b>Committee</b>               | Shire of Koorda Bushfire Advisory Committee.                                                                          |
| <b>Council</b>                 | The body consisting of all council members sitting formally as the Council of Shire of Koorda (" <b>the Shire</b> "). |
| <b>Member</b>                  | A person appointed to this committee.                                                                                 |

### 4. Objectives

To provide advice to the local government on matters pertaining to obligations contained within the Bush Fires Act, organising, managing, resourcing and training volunteer bush fire brigades.

This committee provides a very worthwhile role in engaging with brigades and gaining feedback and input on policy and strategy.

- Recommend and regularly review Council's policies relating to the delivery of fire prevention, preparedness, response and recovery.
- Provide support and guidance to all Bush Fire Brigades within the Shire and to assist those brigades to fulfil their objectives.
- Establish and maintain an operational command and control structure by developing procedures to enhance the ability of the brigades to carry out operations, activities and training efficiently and effectively.
- Ensure co-operation and co-ordination between all brigades within the Shire and between all other brigades/units and stakeholders in their efforts and activities.
- Advise Council regarding all matters relating to prosecutions for breaches of the Bush Fires Act 1954.
- Advise regional officers in the area and any other relevant person or organisation on matters referred to the committee.
- Committee to respond to Council on agenda items submitted from council.
- Perform any other function assigned to the Committee under section 67 of the Bush Fires Act, Fire and Emergency Services Act, various Acts and Regulations or Council policy.

### 5. Powers

- The Committee is a formally appointed committee of Council and is responsible to that body.
- The Committee does not have any delegated authority.
- Committee recommendations must be adopted by Council during a formal Council meeting before they can be implemented.
- Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

## **6. Membership**

The committee shall consist of the following members:

- Shire President,
- Shire CEO,
- The Chief Bush Fire Control Officer,
- The Deputy Chief Bush Fire Control Officer,
- Koorda Brigade Captain,
- Kulja Brigade Captain,
- Bush Fire Control Officers, and
- Shire Works Supervisor

## **7. Committee**

### Presiding Person

During the first meeting of the Committee after ordinary Local Government elections, the Committee shall appoint one of their number to be the Presiding Person.

The role of the Presiding Person includes:

- Ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner and;
- Where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put

### Secretary

A Shire employee will fulfil the role of non-voting Secretary.

## **8. Meetings**

The committee shall meet at least two times annually. These meetings are generally prior to the March and August Local Emergency Management Committee (LEMC) meetings.

Additional meetings shall be convened at the discretion of the presiding person.

## **9. Minutes**

The minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of the Act.

The content of the minutes shall be in accordance with regulation 11 of the *Local Government (Administration) Regulations 1996*.

## **10. Reporting**

Recommendations recorded in the minutes arising from the Committee's deliberations shall be presented to the earliest available ordinary meeting of Council.

In the event of a tied vote, where the Presiding Member has exercised a casting vote, the matter will be referred to Council for deliberation.

## **11. Terms of Appointment**

Appointment to the Committee will be determined by the Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections.

If a member of the Committee resigns prior to an ordinary local government election, Council will appoint a replacement.

## **12. Code of Conduct**

The Shire's Code of Conduct for Council Members, Committee Members and Candidates applies to all members of the Committee.

### 13. Voting

Shall be in accordance with section 5.21 of the Act.

Each voting member of the Committee present at a meeting is entitled to one vote and are required to vote, subject to the provisions of the Act regarding interests.

In the event of a tied vote, the Presiding Member will have a casting vote.

### 14. Alterations to Terms of Reference

The Committee is to conduct a review of its terms of reference providing Council with recommendations for any changes, in the first instance after twelve months of operation, with subsequent reviews to be held every two years prior to the local government ordinary election.

### 15. Termination of Committee

Termination of the Committee shall be at the discretion of Council and in accordance with the Act.

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#### Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Part V, Section 67 of the Bush Fire Act 1954

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#### Review History

| Date       | Council Resolution | Description of review/amendment     |
|------------|--------------------|-------------------------------------|
| 17/04/2024 | RES: 040424        | Terms of Reference Adopted          |
| 27/03/2024 |                    | Terms of Reference endorsed by BFAC |
| 23/10/2023 | RES: 191023        | Committee re-established            |