



Shire of
Koorda

Drive in, stay awhile

MINUTES

Bushfire Advisory Committee Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Thursday 04 September 2025

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 04 September 2025 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 4.30pm.

Zac Donovan
Chief Executive Officer
03 September 2025

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No responsibility whatsoever is implied or accepted by the Shire of Koorda for any act, omission or statement or intimation occurring during Council or Committee meetings.

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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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CONFIRMED

Shire of Koorda Bushfire Advisory Committee Meeting 4.30pm, Thursday, 04 September 2025



Microsoft Teams Meeting Link - [Join the meeting now](#)
Meeting ID: 462 583 313 742
Passcode: fS2u3KQ9

1. Declaration of Opening

The Presiding Person declared the meeting open at 4.30pm.

2. Record of Attendance and Apologies

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

Visitors: Matt Chomiak, Acting Area Officer Mortlock, DFES
Lana Foote, Deputy CEO, Shire of Koorda
Charli West, Shire of Koorda

Apologies: Ryan Greaves, Volunteer, Kulja BFB
Matt Stratford, Volunteer, Koorda BFB
Josh Smith, Captain, Koorda BFB

3. Confirmation of Previous Minutes

[Click here to view.](#)

Moved: Gary Greaves

Seconded: Adam Storer

That the minutes of the Koorda Bushfire Advisory Committee meeting held on 27 March 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, Cr JM Stratford, G Greaves & A Storer

Action Items and Business Arising from Previous Meeting

- The tanks will be left in the current locations. They are where there is no water, therefore, will stay as is with water being carted.
- Standpipes – check they are all the same combination locks with the fire code.
- Collier Dam – check cam locks/outlets. Carl to look into and get from Koorda Ag Parts.
- Starlink – to discuss in item 6 General Business.

4. Correspondence In and Out

4.1. Correspondence In

N/A

4.2 Correspondence Out

N/A

4.3 Information Tabled

N/A

5. Agenda Items

5.1 Bushfire Operating Procedures

Draft Bushfire Operating Procedures for the committee to endorse.

Minor updates to be completed as per discussions.

Decision: The committee are to adopt these guidelines with the changes as discussed.
Carried.

5.2 State Hazard Plan Review – Volunteer Training

[Click here to view the Correspondence from the Commissioner.](#)

[Click here to view the Local Government Compliance Summary.](#)

6. General Business

6.1 Starlink in BFB Appliances

Discussion was had regarding whether it would be beneficial to install Starlink in the fire appliances. The committee felt it was important, as at some fires, there is no access to communications with the removal of 3G.

Action: Shire Staff to look into Starlink and whether it is something that can be purchased under the ESL.

6.2 Recreation Centre Preparedness

The water tank at the Recreation Centre is to be moved to a better location. There was a suggestion to put the tank on the stand. Committee members will visit the Recreation Centre after the close of the meeting to confirm location.

6.3 Bushfire Zones Review

George and Zac reviewed and added a few blocks of trees. Will continue to monitor for any additions.

6.4 Roundtable Discussion

Department of Fire and Emergency Services – Matt Chomiak

- New light tanker handed over to the Koorda shire in August 2025 - Koorda LT
- Kulja 4.4B - New single cab Tatra is almost finished build. Frontline have 24/10/25 for delivery to DFES. Normally a 3-4 week process for final fit out and testing appliance before delivery. Expected end November.
- Updated Koorda Communications Plan ([click here to view](#)) - Removal of mid band channels.

General Discussion

- Adam to send an invitation to DFES to attend the Koorda Show. The new Light Tanker will also be taken to the Show for the community to have a look through.

- Discussion around the Kulja truck and it not being viable to undertake major repairs with the new appliance arriving in November. Members will ensure the appliance is in working condition to attend an incident.
- Friendly reminder that fires need to be reported through the correct channels.
- Members to organise a preseason catch up with BFB volunteers in October.
- George to follow up with the brigade bank account and organise to add the Deputy CBFCO as a signatory.
- The AIIMS course is now online.
- [Click here to view the training calendar.](#)
- Below are the Koorda fire hydrants. George to confirm if Water Corp are servicing these.



- A reminder of the below when driving under emergency conditions.

4. Lights and Sirens

Drivers responding under emergency conditions are to display emergency beacons and sirens as follows:

CIRCUMSTANCE	BEACONS/SIRENS
Driving to an Emergency	Both emergency beacons and sirens. Where there is light or non-existent traffic, beacons only are acceptable at the discretion of the OIC/CL. Note. During long-range deployments sirens are to be engaged when traffic is encountered.
Final Approach to an Incident	It is accepted practice to turn sirens off and make final approach to an incident displaying emergency beacons only.
Parked at an Incident	Emergency beacons only.
Operating on a Fire ground	Emergency beacons only.

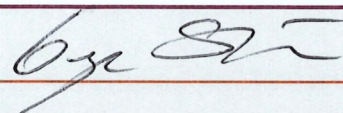
8. Next Meeting Dates

Thursday, 26 March 2026.

9. Meeting Closure

The Chairperson thanked those in attendance and declared the meeting closed at 5.45pm

Signed: _____



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

Date: 3 September 2026

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
BF Act	The <i>Bush Fires Act 1954</i> .
Chief Executive Officer	The Chief Executive Officer (CEO) of the Shire of Koorda.
Committee	Shire of Koorda Bushfire Advisory Committee.
Council	The body consisting of all council members sitting formally as the Council of Shire of Koorda (" the Shire ").
Member	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.

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

Part V, Section 67 of the Bush Fire Act 1954

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