



MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING **Thursday 3 April 2025**

4.00pm

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 4:10pm.

2. ATTENDANCE/APOLOGIES

Shire President	Cr D Hickey
Councillor	M Dickinson
Chief Executive Officer	N Manton
Executive Support Officer	J Filinski
Community Emergency Services Manager (CESM)	J Carrall
Chief Bushfire Control Officer	G Evans
Fire Control Officers (FCOs)	S Jacobs
	T George
	C Poultney
	B Talbot
	K Courboulos

APOLOGIES

FCOs	G Connelly
	B Grylls
	J Hewett
	A Rendell
Deputy Chief Bushfire Control Officer	S Bolt
DFES Area Officer Narrogin West	B Davies

3. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the Bush Fire Committee meeting held on Thursday 3 October 2024 (Attachment 3.1).

COMMITTEES RESOLUTION

Moved: T George

Seconded: G Evans

Minutes of the Bush Fire Advisory Committee meeting held on Thursday 3 October 2024 (Attachment 3.1) be confirmed as a true and correct.

Carried

3.1. Receipt of Volunteer Bush Fire Brigade Minutes

COMMITTEES RESOLUTION

Moved: T George

Seconded: B Talbot

- 1. Minutes of the Bilbarin Bush Fire Brigade meeting held on 17 October 2024 (Attachment 3.1.1) be received and noted.*
- 2. Minutes of the Bulyee/Kunjin Bush Fire Brigade meeting held on 19 October 2024 (Attachment 3.1.2) be received and noted.*
- 3. Minutes of the Corrigin Central Bush Fire Brigade meeting held on 10 October 2024 (Attachment 3.1.3) be received and noted.*

Carried

4. ELECTION OF OFFICERS

Chief Bush Fire Control Officer

COMMITTEE RESOLUTION

Moved: S Jacobs

Seconded: B Talbot

That Greg Evans be appointed Chief Bush Fire Control Officer for 2025/26.

Carried

Deputy Chief Bush Fire Control Officer

COMMITTEE RESOLUTION

Moved: G Evans

Seconded: S Jacobs

That Steven Bolt be appointed Deputy Chief Bush Fire Control Officer for 2025/26.

Carried

Fire Control Officers

COMMITTEE RESOLUTION

Moved: G Evans

Seconded: T George

That the following people be appointed as Bush Fire Control Officers for 2025/26:

Bilbarin Brigade

Steven Bolt	PO Box 226 Corrigin	0427 652 043
Sadow Jacobs	PO Box 37 Corrigin	0427 652 042
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

Kim Sturges	PO Box 130 Corrigin	0488 658 040
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

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		0427 425 727
Jason Carrall		0448 494 027

Carried

Fire Weather Officers

COMMITTEE RESOLUTION

Moved: G Evans

Seconded: K Courboules

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 2025/26. Greg Evans is responsible for Town Centre and Southwest Quarter, Steven Bolt responsible for Northwest Quarter, Sandow Jacobs responsible for Northeast Quarter and Adam Rendell responsible for Southeast Quarter.

Carried

Harvest Ban Officers

COMMITTEE RESOLUTION

Moved: G Evans

Seconded: B Talbot

That Council appoint the following people as authorised Harvest Ban Officers for 2025/26:

- *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

Training Officer

COMMITTEE RESOLUTION

Moved: G Evans

Seconded: S Jacobs

That Jason Carrall, CESM, be appointed as Training Officer for 2025/26.

Carried

Dual Fire Control Officers

COMMITTEE RESOLUTION

Moved: G Evans

Seconded: S Jacobs

That the following people be appointed as Dual Fire Control Officers for 2025/26

Dual Fire Control Officers

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

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

4.1. Confirmation of Brigade Office Bearers

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

Bilbarin

Captain: *Steven Bolt*

Secretary: *Sadow Jacobs*

Equipment Officer: *Sadow Jacobs*

Training Officer: *Steven Bolt*

Bullaring

Captain: *Juan Baker*

Secretary: (please confirm)

Equipment Officer: (please confirm)

Training Officer: (please confirm)

Bulyee

Captain: *Kim Sturges*

Secretary: *Amy Lee*

Equipment Officer: *Lyndon Baker, Clancy Baker*

Training Officer: *Lyndon Baker*

Corrigin East

Captain: *Tim George*

Secretary: *Kim Courboulos*

Equipment Officer: N/A

Training Officer: (please confirm)

Corrigin Central

Captain: *Garrick Connelly*

Secretary: *Liam Shaw*

Equipment Officer: *Justin Downing Grose*

Training Officer: *Garrick Connelly*

Action: Minutes of brigade meetings to be forwarded to eso@corrigin.wa.gov.au

4.2. Brigade Member Medals

Brigade Captains to confirm medal recipients.

5. GENERAL BUSINESS

5.1. Fire Reports

G. Evans provided an overview of the fire season, noting that it was better than most. There were only a few incidents, including pole-top fires and lightning strikes, but no major fires occurred.

5.2. DFES Report

DFES have provided a detailed report (Attachment 5.2) with some points summarised below:

The Upper Great Southern region has experienced a busy fire season, with many incidents quickly controlled by Local Government Bushfire Brigades and farm response teams, while some required DFES intervention. Key takeaways from recent after-action reviews emphasise improving operational information flow, ensuring PPE compliance, strengthening IMT structures, enhancing training, and addressing communication challenges.

Fire mapping tools and cross-border arrangements are encouraged, and reminders were issued regarding firebreak notices, restricted burning periods, and the Local Government Grant Scheme. Preparedness efforts continue with training opportunities, PPE enforcement, and the use of Emergency WA for real-time updates. The DFES Regional Duty Coordinator remains available for support, and all fires should be reported to 000 for proper resourcing and incident management.

5.3. Incident Reports

Reminder that FCO's / Incident Controllers need to respond to DFES COMMS as soon as job is active and update throughout until the job is closed. Important for good communication and insurance for volunteers.

Send all incident and attendance forms to Jason.Carrall@dfes.wa.gov.au as soon as possible after every incident.

Action: CESM to review outstanding reports on DFES monthly report and coordinate completion of report forms with brigades to clear all outstanding incidents.

5.4. Text Messages

Shire staff will continue to maintain the Telstra SMS messaging service if required. There are now 1200 people on the list.

Brigade Secretaries to add new members to What's App groups and update as required.

5.5. Bushfire Volunteer Insurance

The Shire of Corrigin volunteer bush fire brigade members willingly turn out to an emergency and are often required to work in high risk environments to protect our community assets and private property.

The Shire of Corrigin recognises the vital service provided by our volunteer bush fire brigades and takes out comprehensive insurance to protect volunteer bush fire brigade members who are fighting fires under the direction of the Chief Bush Fire Control Officer.

What's covered?

Personal Injury Protection

Applies when a volunteer firefighter (or anyone acting under the control of the local government's Bushfire Control Officer) suffers an injury caused by undertaking normal brigade activities. The entitlements mirror the Workers' Compensation and Injury Management Act (1981) and follow the prescribed amounts as gazetted by WorkCover WA every year. If a volunteer is injured, priority should be given to seeking medical treatment. Once the volunteer or their representatives are able to, they can lodge a personal injury claim with the Shire, which is then forward to our insurer, LGIS, for processing.

Motor Vehicle and Plant Damage

Insurance protection applies when there is loss or damage to appliances, equipment and apparatus owned by a bushfire brigade or privately owned.

Personal Property

Volunteers who are members of a local brigade may sustain accidental damage to or loss of their personal property whilst they are actively engaged in duties designated to them and deemed "normal brigade activities". Personal property is generally

considered to be clothing and items normally worn or carried on or kept with the person. This includes items such as glasses and mobile phones which can be lost or damaged whilst the volunteer is performing their duties. The Shire of Corrigin insurer will consider claims for personal property under these terms and should loss or damage occur volunteers should report the matter to their supervisor, CEO or Bushfire Control Officer for advice around submitting a claim to LGIS.

Third Party Liability

Whilst conducting activities during fire control and fire control management practices there may be instances where volunteers need to act decisively to reduce or mitigate risk of the spread of fire. There may be occasions where damage to property or injury to third parties could occur and a volunteer may be considered personally responsible.

There are immunities under relevant and appropriate legislation available and the Shire of Corrigin insurance will also provide cover for volunteers who are acting in accordance with the duties assigned to them and in accordance with the Bush Fires Act 1954 (as amended). Should any volunteer be made aware of any likely action against them personally, they should report the matter to their supervisor, CEO or Bushfire Control Officer regarding any claims.

To ensure our volunteer fire fighters are covered by the Shire of Corrigin bush fire insurance they must be:

- Register as a member of a bush fire brigade,
- Be over 16 years of age,
- Acting under the direction of a Bush Fire Control Officer.

5.6. Equipment & Damage Claims

Plant and equipment required at fire to be noted in incident report.
DFES Duty Officer to be contacted for approval if required.

Shire insurance will cover damages to private equipment so long as the incident occurs during a fire incident, is reported to the Incident Controller on the day it occurs and is then reported to the Shire within 48 hours.

5.7. Personal Protective Equipment

Please advise CESM if any PPE needs replacing in the trucks and pass on uniform order forms to members who need PPE.

5.8. Harvest Ban Declaration Templates

FCO's to confirm optional harvest ban conditions depending on whether a total fire ban is in place or not, to act as a generic template to the declaration of harvest bans. (Attachments 5.8.1 & 5.8.2)

5.9. Burning Permits

FCO's were advised to tick box on permit requiring landholder to notify DFES on the day they are burning to save calls from COMMS. This is very helpful when we receive calls from members of the public asking if help is required at a fire.

Reminder that permits are not valid during days of forecast HIGH fire danger.

5.10.Firebreak Order 2025/2026

Please review the firebreak order attached (Attachment 5.10) for 2025/2026.

COMMITTEE RESOLUTION

Moved: G Evans

Seconded: B Talbot

That the Bush Fire Advisory Committee recommend to Council that the Firebreak Order 2025/26 be endorsed.

Carried

C Poultney left the meeting at 5:38pm

5.11.Corrigin Bush Fire Brigade Policies and Procedures

Shire of Corrigin Local Laws and Bushfire Policies and Procedures will be sent to all members.

5.12.Training

Many brigade 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.

Rural Fire Awareness Training is available online for brigade members and farm workers. Step by step guidance on how to access the training in Attachment 5.12

The following training was identified as a priority

Course

1. Fire Safety Awareness (Fire truck drivers)
2. Firefighting Skills (all active brigade members within 12 months of joining)
3. Ground Controller
4. Leadership for FCO's
- 5 Structural Firefighting Skills

Date

Corrigin 5- 6 August
Brookton 12-13 August
Corrigin 19-20 August
Pingelly 26-27 August
Aldersyde 9 September
Brookton 24 September
Brookton 2-3 October

Action: CESM to provide dates for training.

The shire will advertise 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.

5.13.Fuel Allocation

Volunteer fuel cards will expire in June 2025. See Shire to confirm allocated limit and to collect fuel cards.

Funds remaining on each card are as follows:

Bilbarin BFB - \$1,000
Bullaring BFB - \$1,000
Corrigin Central BFB - \$750
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
	\$ 4,750.00

5.14. Radio Maintenance

Brigades to send radio maintenance requests to CESM to ensure work orders are produced prior to the next round of servicing.

This includes broken radios, radios moving from one vehicle to another, etc.

Action: Radio repair and swap requests to be sent to Jason.Carrall@dfes.wa.gov.au

5.15. Aurora Fire Behaviour Calculator

The Aurora Fire Behaviour Calculator provides enhanced situational awareness for planned burns and bushfire response. Outputs include graphed fire weather and behaviour metrics. Until now, these outputs have been based on the Bureau of Meteorology's (BoM) Australian Digital Forecast Database (ADFD) gridded weather. An enhancement released this week allows Bureau of Meteorology Registered Users to now also select the current Incident Weather Forecasts (IWF) for outputs. (Attachment 5.15)

5.16. Easter SMS Message

The message regarding burning at Easter will be reviewed before the end of the permit period and will dependant on whether the restricted period is extended. If the restricted period is not extended, then the message is not required as Easter is outside the permit period.

6. MEETING CLOSURE

The Chairperson, Shire President Cr. D Hickey closed the meeting at 5:49pm.