



MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING **Thursday 2 October 2025**

Commenced at 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 Deputy President Cr. S Jacobs opened the meeting at 4:09pm.

2. ATTENDANCE/APOLOGIES

Shire Deputy President	Cr S Jacobs
Chief Executive Officer	N Manton
Executive Support Officer	J Filinski
Chief Bushfire Control Officer	G Evans
Deputy Chief Bushfire Control Officer	S Bolt
DFES Area Officer Narrogin West	B Davies
Acting Community Emergency Services Manager (CESM)	R Northey
Fire Control Officers (FCOs)	S Jacobs
	T George
	K Courboules
	J Hewett
	C Jespersen
	J Bell (4:19pm)

APOLOGIES

FCO's	B Talbot
	A Rendell
	C Poultney
	B Grylls
	B Talbot
	G Connelly

3. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the Bush Fire Committee meeting held on Thursday 3 April 2025
(Attachment 3.1).

COMMITTEES RESOLUTION

Moved: G Evans

Seconded: K Courboules

*Minutes of the Bush Fire Advisory Committee meeting held on Thursday 3 April 2025
(Attachment 3.1) be confirmed as a true and correct record.*

Carried

4. GENERAL BUSINESS

4.1. SEASON BRIEFING

Chief Bush Fire Control Officer gave an overview on weather outlook and fuel loads.

4.2. DFES UPDATE – B DAVIES

B Davies gave an overview of the DFES Pre Season Report

Three pre-season planning forums will be held across the region in October (Brookton, Woodanilling, and Hyden), covering the seasonal outlook, RDC role, transfer of control processes, aviation services, communications, and warning systems. Members were reminded of the importance of calling Comcen as soon as possible upon arrival at incidents and ensuring timely submission of Sitreps to assist with coordination and support.

The “Two Tank Rule” for establishing control at incidents was discussed, along with the correct use of Emergency WA for public information and the need for timely alerts and warnings. Guidance was also provided on transfer of control procedures under the *Bush Fires Act 1954*, asset protection requests, and accessing additional capabilities such as air

support or machinery through the Regional Duty Coordinator (RDC). The State Hazard Plan – Fire has been updated (August 2025), and operational support fleet allocations for the upcoming season will be confirmed soon.

Full report will be provided to BFAC members as an attachment to the minutes.

4.3. CESM UPDATE

R. Northey provided an update on training completed and outlined plans to work with brigades to identify priority training needs for next season so sessions can be booked early.

A new on-road driving course is being introduced and is expected to be a high priority for members who drive fire appliances. There will be a strong focus on ensuring incident response forms are completed and submitted promptly as fires occur, rather than delayed or omitted. Members were also reminded to use the PAFTACS format when calling in incidents or requesting water bombers, to ensure clear and consistent communication with Comcen and DFES.

4.4. REVIEW OF STATE HAZARD PLAN – FIRE

The attached letter from the Department of Fire and Emergency Services (Attachment 4.3.1) advises that the State Hazard Plan – Fire has been reviewed and formally approved by the State Emergency Management Committee. DFES has highlighted key changes, including clarification of roles and responsibilities, improved operational coordination, and the introduction of minimum training standards for fire ground operations.

The new Plan (provided as attachment 4.3.2) was published on 21 August 2025 and took effect immediately, replacing the previous version, which has now been revoked. The Plan has undergone a comprehensive review to strengthen fire management arrangements and ensure alignment with supporting legislative instruments, including the *Work Health and Safety Act 2020*. A key amendment to the Plan is the introduction of Hazard Management Agency (HMA) recommended minimum training standards for fire ground operations. These standards are now incorporated into the Plan and will have implications for local governments involved in fire response and coordination.

The minimum training standards are attached (Attachment 4.3.3).

4.5. CORRIGIN AIRSTRIP – POTENTIAL WATER BOMBER REFUELLING AND REFILLING STATION

Discussion took place on the potential use of the Shire airstrip as a location for water bombing refuelling and refilling during bushfire operations. Initial advice indicates that if Corrigin was deemed a viable site, Department Biosecurity, Conservation and Attractions (DBCA) would supply and maintain a pump station, with a requirement for six to ten local personnel to undertake annual training. The nearest existing landing and refuelling points are currently at Quairading, Beverley and Narrogin. It is assumed that approximately 120,000 litres of onsite water storage would be required. Input from a DBCA representative has been sought to confirm requirements, assess feasibility, and outline possible next steps.

4.6. 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.
Permit holders to contact Comcen to advise of burning.

4.7. FIREBREAKS

Property owners were advised in a brochure with their 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). Discussion on higher fines.

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 and time of the inspection.

4.8. HARVEST WEATHER RADIO CALLS

Harvest weather calls to be made on Mondays at 8:00am starting on 20 October 2025.

Test Harvest Weather Radio to be conducted on Monday 13 October 2025 at 8:00am.

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)

Action: ESO to set up automatic text message reminder for 7:00am 13 October for the initial harvest ban radio check.

4.9. FIRE WEATHER OFFICER PROCESS CHECKLIST

A checklist has been provided as attachment 4.9 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.

4.10. INCIDENT REPORT FORMS

Reminder to send Incident and Attendance Forms to roger.northey@dfes.wa.gov.au for every incident.

New books available at shire administration office.

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 eso@corrigin.wa.gov.au

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

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

4.12. TRAINING

The following training has been conducted:

Fire Safety Awareness
Firefighting Skills
Ground Controller

An FCO Course is being held in Brookton on 7 October 2025.

4.13. 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

4.14. DUAL FCO'S

Council has endorsed Dual Fire Control Officer's that were appointed by the Shires listed below:

Shire of Brookton:

- Bevan Walters
- Darrell Turner
- Travis Eva

Shire of Pingelly:

- Rodney Leonard Shaddick
- Brodie Cunningham
- Jeffrey Bernard Edwards
- Robert John Lee
- Sam Macnamara

Shire of Wickpin:

- David Stacey
- Jim Hamilton
- Matt Pockran

Shire of Kulin:

- Don Bradford
- David Lewis

4.15. MEDALS

Captains to advise who will receive medals.

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

4.16. 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.

4.17. 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.

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

4.18. RADIO SERVICING

Radios were serviced in July/August by Communications, Security & Energy Solutions Australia.

4.19. TRUCK DEFIBRILLATORS

Defibrillators were professionally checked in August

4.20. 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

4.21. FUEL ALLOCATION

Captains to send login credentials to eso@corrigin.wa.gov.au once received so the cards can be activated and monitored in the Shire.

NOTE: cards may not work without being activated. If login credentials aren't received, we can't activate the cards or monitor how much is left on each card.

ESO will advise FCO's via email when fuel cards arrive. Volunteer fuel cards will expire in June 2026. 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/Kunjia BFB - \$1,000

Corrigin East - \$1,000

Bushfire Control Officers - 2025/2026

Volunteer Fuel Card Distribution List

Name	Amount
Greg Evans	\$ 750.00
Steven Bolt	\$ 500.00
Sandow 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 Poultny	\$ 250.00
Tim George	\$ 250.00
Kim Courboulos	\$ 250.00
Bruce Talbot	\$ 250.00
Garrick Connelly	\$ 250.00
Adam Rendell	\$ 250.00
Extra	\$ 250.00
	\$ 5,000.00

4.22. CHRISTMAS SMS MESSAGE

The following text message will be used during Christmas:

The Shire of Corrigin has imposed a harvest and movement of vehicles ban on Christmas Day 25 December 2025, Boxing Day 26 December 2025 and New Year's Day 1 January 2026.

Note there are approximately 1200 people on the shire SMS message list.

4.23. GENERAL BUSINESS

S Bolt discussed having an overall Shire brigades WhatsApp and suggested Corrigin could use a similar system to Bruce Rock which seems to work well. Agreed that a whole shire What's App could be beneficial. S Bolt is going to look at setting up a new WhatsApp group prior to the fire season.

5. MEETING CLOSURE

The Chairperson, Shire Deputy President Cr. S Jacobs closed the meeting at 5:32pm.