



MINUTES

**BUSH FIRE ADVISORY
COMMITTEE MEETING
Thursday 26 March 2026**

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 President Cr. S Jacobs opened the meeting at 4:05pm.

2. ATTENDANCE/APOLOGIES

Shire 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
Acting Community Emergency Services Manager (CESM)	R Northey
Fire Control Officers (FCOs)	S Jacobs
	K Courboules
	K Sturges
	B Talbot
	J Bell
	P McBeath
	J Baker
	B Talbot
	C Jespersen
	T George

APOLOGIES

DFES Area Officer Narrogin West	B Davies
FCO's	G Connelly
	J Hewett
	A Rendell
	C Poultney

3. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the Bush Fire Committee meeting held on Thursday 2 October 2025 (Attachment 3.1).

COMMITTEE RESOLUTION

Moved: G Evans

Seconded: K Courboules

Minutes of the Bush Fire Advisory Committee meeting held on Thursday 2 October 2025 (Attachment 3.1) be confirmed as a true and correct.

Carried

3.1. Receipt of Volunteer Bush Fire Brigade Minutes

COMMITTEE RESOLUTION

Moved: T George

Seconded: S Jacobs

Minutes of the Corrigin Central Bush Fire Brigade meeting held on 18 February 2026 (Attachment 3.1.1) be received and noted.

Minutes of the Bilbarin Bush Fire Brigade meeting held on 16 October 2025 (Attachment 3.1.2) be received and noted.

Minutes of the Bulyee/Kunjin Bush Fire Brigade meeting held on 9 October 2025 (Attachment 3.1.3) be received and noted.

Minutes of the Bullaring Bush Fire Brigade meeting held on 31 October 2025 (Attachment 3.1.4) and 6 March 2026 (Attachment 3.1.5) be received and noted.

Corrigin East Bush Fire Brigade - no meeting held

Carried

4. ELECTION OF OFFICERS

A Fire Control Officer as described in the *Bushfires Act 1954* and Bush Fire Brigade Standard Operating Procedures (SOP) recognise that if a FCO is in attendance at the fire they are to become the Incident Controller as described below.

Bush Fires Act 1954 section 44

*(3) Subject to the provisions of sections 13(6) and 45, where the bush fire brigade of a local government is present at a fire which is burning within the district of the local government, **if a bush fire control officer of the local government is not present, the captain or in his absence the next senior officer of the bush fire brigade of the local government**, or in the absence of the captain and all other officers of that bush fire brigade, any other member of that bush fire brigade has and shall take supreme control and charge of all operations and the officers and members of another bush fire brigade if present are subject to and shall act under his orders and directions.*

*(4) Subject to the provisions of sections 13(6) and 45, **where a bush fire control officer of a local government is present at a fire** which is burning in the district of the local government, he **has supreme control and charge of all operations, and the officers and members of all bush fire brigades present at the fire** are subject to and shall act under his orders and directions.*

**Chief Bush Fire Control Officer
COMMITTEE RESOLUTION**

Moved: S Jacobs

Seconded: P McBeath

That Greg Evans be appointed Chief Bush Fire Control Officer for 2026/27.

Carried

**Deputy Chief Bush Fire Control Officer
COMMITTEE RESOLUTION**

Moved: T George

Seconded: S Jacobs

That Steven Bolt be appointed Deputy Chief Bush Fire Control Officer for 2026/27.

Carried

Fire Control Officers

Fire Control Officers nominated by Bilbarin, Bullaring, Bulyee and Central brigades.
Corey Weguelin nominated as a new FCO by Central Brigade

COMMITTEE RESOLUTION

Moved: G Evans

Seconded: B Talbot

That the following people be appointed as Bush Fire Control Officers for 2026/27:

Bilbarin Brigade

Sadow Jacobs	0427 652 042
Steven Bolt	0427 652 043
Paul McBeath	0427 629 024

Bullaring Brigade

Greg Evans	0429 657 021
Craig Jespersen	0427 887 075
Juan Baker	0427 378 970
Joel Bell	0429 657 097

Bulyee/Kunjin Brigade

John Hewett	0427 632 480
Braden Grylls	0428 658 048
Craig Poultney	0427 454 002
Kim Sturges	0488 658 040

Central Brigade

Garrick Connelly	0488 632 107
Adam Rendell	0427 632 291
Corey Weguelin	0427 312 448
Natalie Manton	0427 425 727
Roger Northey	0448 494 027

Corrigin East Brigade

Tim George	0427 655 045
Kim Courboules	0427 632 624
Bruce Talbot	0427 632 224

Carried

COMMITTEE RESOLUTION

Harvest Ban Officers

Moved: C Jespersen

Seconded: J Bell

That the following people be authorised Harvest Ban Officers for 2026/27:

- *Natalie Manton*
- *Adam Rendell, Garrick Connelly (proxy),*
- *Sadow Jacobs, Steven Bolt (proxy),*
- *Paul Baker, Juan Baker (proxy),*
- *Greg Evans, Braden Grylls (proxy)*

Carried

Fire Weather Officers

A checklist has been provided as attachment 4.0.1 for Fire Weather Officers to complete when fulfilling duties within the role.

Instructions for accessing BOM Registered user for Fire Weather Officers/Fire Control Officers has been provided as attachment 4.0.2

COMMITTEE RESOLUTION

Moved: J Baker

Seconded: K Courboules

That the following Fire Control Officers are appointed as Fire Weather Officers for 2026/27

- *Greg Evans responsible for Town Centre and Southwest Quarter,*
- *Steven Bolt responsible for Northwest Quarter*
- *Sadow Jacobs responsible for Northeast Quarter*
- *Adam Rendell responsible for Southeast Quarter.*

Carried

Training Officer

COMMITTEE RESOLUTION

Moved: S Bolt

Seconded: G Evans

That Roger Northey, CESM, be appointed as Training Officer for 2026/27.

Carried

Dual Fire Control Officers

COMMITTEE RESOLUTION

Moved: B Talbot

Seconded: J Baker

That the following people be appointed as Dual Fire Control Officers for 2026/27

Shire of Brookton	Greg Evans, Braden Grylls
Shire of Bruce Rock	Sadow Jacobs, Tim George
Shire of Kondinin	Bruce Talbot, Tim George
Shire of Kulin	Bruce Talbot
Shire of Narembeen	Tim George
Shire of Pingelly	Greg Evans, Braden Grylls
Shire of Quairading	Craig Poultney
Shire of Wickepin	Craig Jespersen, Joel Bell

Carried

4.1. Confirmation of Brigade Office Bearers

Brigades have confirmed the following positions.

Bilbarin

Captain: *Steven Bolt*

Secretary: *Sadow Jacobs*

Equipment Officer: *Sadow Jacobs*

Training Officer: *Steven Bolt*

Bullaring

Captain: *Juan Baker*

Secretary: *Callum Evans*

Equipment Officer: *Juan Baker*

Training Officer: *Juan Baker*

Bulyee

Captain: *Kim Sturges*

Secretary: *Amy Lee*

Equipment Officer: *Kim Sturges, Lyndon Baker & Clancy Baker*

Training Officer: *Lyndon Baker*

Corrigin Central

Captain: *Garrick Connelly*

Secretary: *Liam Shaw*

Equipment Officer: *Justin Downing Grose*

Training Officer: *Darian Smith*

Corrigin East

Captain: *Tim George*

Secretary: *Kim Courboules*

Training Officer: *Kim Courboules*

5. REPORTS

5.1. Incident Reports

19 November 2025	Yealering lightning
13 December 2025	CBH Corrigin woodchips
24 December 2025	Bendering Reserve – shire water tanker
6 January 2026	Bulyee - Brookton Highway truck fire
16 January 2026	Dangin Mears Road, South Caroling Shire of Quairading
27 January 2026	Bin on fire, Walton Street
29 January 2026	Babakin Corrigin Wogerlin Road stubble crunching
31 January 2026	Pole top fire Larke's
10 February 2026	Bartlett Road
27 February 2026	Lomos North Road
9 March 2026	Power line hit CBH

Brigades supported multiple fires outside of the region.

See attached Incident Notification Management Procedures (Attachment 5.1).

FCO's 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.

Confirmed BFB brigades are responsible for managing fires outside of the gazetted Corrigin townsite. BFB are not trained for electric vehicle fires so should call VFRS to handle the electric vehicle fire whilst the BFB manages the perimeter. An awareness day will be planned for the future.

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

5.2. DFES Report

DFES Area Officer report is provided as an additional attachment with the minutes.

6. FIREBREAK ORDER 2026/2027

Firebreak Order for 2026/2027 provided as Attachment 6.0.

COMMITTEE RESOLUTION

Moved: G Evans

Seconded: S Jacobs

That the Bush Fire Advisory Committee recommend to Council that the Firebreak Order 2026/27 be endorsed.

Carried

7. GENERAL BUSINESS

7.1. 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.

Remind permit holder to notify DFES COMMS number on permit on the day of burning to avoid 000 calls from public.

7.2. Easter SMS Message

The following text message will be used during Easter:

No burning is permitted on Good Friday 3 April 2026 and Easter Sunday 5 April 2026 in the Shire of Corrigin

7.3. Brigade Lists

Membership information was sent to all brigade members on 31 July 2025 including:

- Bush Fire Local Law
- Bush Fires Act 1954
- Bushfire Policies and Procedures
- Insurance Information
- DFES Guidelines for Operating Private Equipment at Fires
- Training Information & eAcademy Access Instructions
- Details Update Form
- PPE Order form.

Brigade Captain/Secretary to sign all applications for new 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

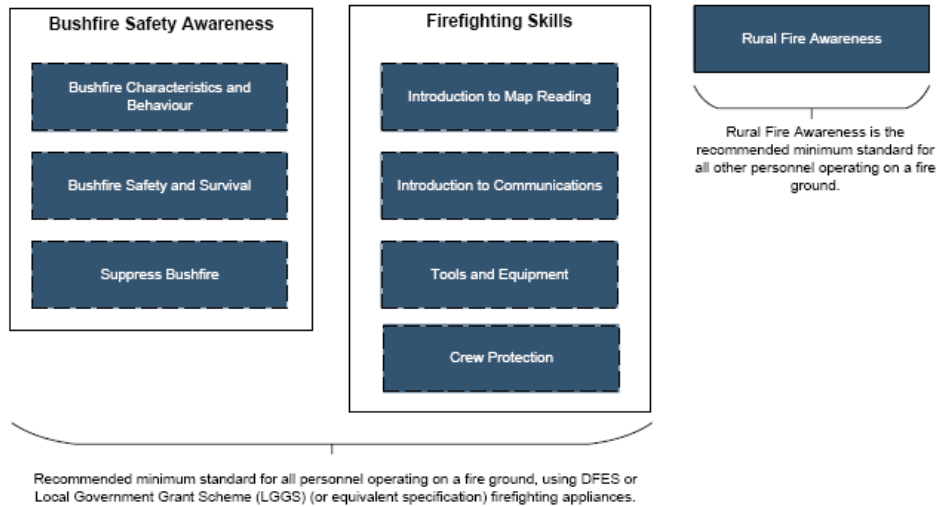
eso@corrigin.wa.gov.au

Action:

Brigade Captain to review brigade membership list and advise ESO of any changes.
Update What's app group to include new members.

7.4. Training

Minimum training requirements as per Bushfire Policies and Procedures Manual and recommended by DFES in attachment 7.4 is summarised below:



Rural Fire Awareness Training is available online for brigade members and farm workers. All members will need to complete Rural Fire Awareness by October 2026.

Current completion of Rural Fire Awareness:

- Bilbarin Brigade – 36%
- Bullaring Brigade – 48%
- Bulyee Brigade – 45%
- Corrigin Central Brigade – 46%
- Corrigin East Brigade – 16%

Aiming for 100% of members to have completed Rural Fire Awareness by October 2026.

Firefighting Skills

- 31 March 2026 – East Brookton
- 13 April 2026 – Corrigin CRC

Fire Safety Awareness

- 24 March 2026 – East Brookton
- 7 April 2026 – Corrigin CRC

Leadership, communication and incident management was identified as a priority for FCO's

7.5. Personal Protective Equipment

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

7.6. Radio Maintenance

Brigades to send radio maintenance requests to CESM R Northey 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/swap requests to be sent to roger.northey@dfes.wa.gov.au

7.7. Fuel Allocation

Volunteer fuel cards will expire in June 2026. Funds remaining on each card are as follows:

Bilbarin BFB - \$1,000
Bullaring BFB - \$1,000
Corrigin Central BFB - \$1,000
Bulyee/Kunjin 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
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
Extra	\$ 250.00
	<hr/>
	\$ 5,000.00
	<hr/>

7.8. Aboriginal Heritage and Fire Management

The Department of Fire and Emergency Services (DFES) has released Aboriginal Heritage and Fire Management – Interim Guidance 2025/26. The guidance outlines practical measures to minimise harm to Aboriginal heritage during bushfire mitigation and suppression activities, while recognising that life and property protection remains the overriding priority during emergencies. It is relevant to local governments, contractors, and Volunteer Bush Fire Brigades, and should be considered during both planning and operational activities.

A link to the full guidance is provided for members' information.

[Aboriginal Heritage and Fire Management – Interim Guidance 2025/26.](#)

8. MEETING CLOSURE

The Chairperson, Shire President Cr. S Jacobs closed the meeting at 5:28pm and thanked everyone for their attendance.