M I N U T E S

BUSH FIRE ADVISORY COMMITTEE MEETING

Thursday 8 October 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
Councillor	Cr D Smith
Chief Executive Officer	N Manton
Executive Support Officer	J Filinski
Chief Bushfire Control Officer	G Evans
Deputy Chief Bushfire Control Officer	S Bolt
Community Emergency Services Manager (CESM)	M Charles
DFES Area Officer Narrogin West	B Davies
Fire Control Officers (FCOs)	S Jacobs
	P McBeath
	J Baker
	C Weguelin
	K Sturges
	T George
	K Courboules
	B Talbot
	J Bell

APOLOGIES

J Hewett
B Grylls

3. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the Bush Fire Committee meeting held on Thursday 26 March 2026 (Attachment 3.1).

COMMITTEE RESOLUTION
Moved: T George **Seconded: S Bolt**
Minutes of the Bush Fire Advisory Committee meeting held on Thursday 26 March 2026 (Attachment 3.1) be confirmed as a true and correct.

Carried

4. GENERAL BUSINESS

4.1. SEASON BRIEFING

Deputy Chief Bush Fire Control Officer discussed weather outlook, water availability and fuel loads.

4.2. DFES UPDATE

The DFES Pre-Season 2026/27 Report highlighted the potential for an above-average bushfire season across the Upper Great Southern, driven by elevated fuel loads, dry conditions, reduced water availability and earlier crop curing and harvest activity.

Drawing on lessons from the previous season, the report emphasised establishing incident control early, requesting support promptly and delegating responsibilities across the fireground. It also outlined guidance on incident reporting, community warnings, transfer of control and access to specialist resources. The full report is provided as an attachment to the minutes.

4.3. FIREBREAKS

Property owners were advised in a brochure with their rates notices that firebreaks 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).

Action: ESO/CEO to ensure the Firebreak Order item includes discussion on bringing the compliance deadline forward to earlier in October and applying the full infringement penalty for non-compliance rather than a modified penalty where appropriate.

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 firebreaks 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.

4.4. 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.

4.5. HARVEST WEATHER RADIO CALLS

Harvest weather calls to be made on Monday at 8:00am.
All FCO Radio check to be conducted on Monday 12 October 2026 at 8:00am.
Test Harvest Weather Radio to be conducted on Monday 19 October 2026 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: Send reminder on FCO What's app.

4.6. FIRE WEATHER OFFICER PROCESS CHECKLIST

A checklist has been provided as attachment 4.6 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.

4.7. INCIDENT REPORT FORMS

Reminder to send Incident and Attendance Forms to CESM for every incident. Both forms are required to be completed in full, or they won't be accepted by DFES for processing and jobs will remain open indefinitely.

DFES Monthly Report September 2026 provided within brigade information pack outlining open jobs.

New books can be ordered as required, inform CESM when new books are required.

Recent property damage at hay truck fire is a timely reminder of the following requirements to ensure coverage by Shire of Corrigin bushfire insurance for brigade members:

1. Keep brigade membership current.
2. Respond through the brigade and work within the incident command structure.
3. Make sure attendance and private equipment are recorded.
4. Report every injury, incident and equipment loss promptly.
5. Ensure private equipment is safe, maintained and suitable for the task.

4.8. COMMUNICATION AND CONTACTING COMCEN

The text message system for notification of incidents goes to all FCO's and Incident Controller needs to respond to COMCEN and provide updates.

Within 15 minutes of arrival the Incident Controller will provide a verbal Situation Report to COMCEN detailing the situation.

4.9. BRIGADE MEMBERSHIP

Updated brigade lists have been provided for review

New application forms also provided so they can be provided to volunteers not yet registered on the Shire's member list.

Action: Send completed applications to eso@corrigin.wa.gov.au (must use the latest application forms provided in brigade packs)

Action: Brigade Captain to review brigade membership list and return to Shire marked up with members requiring removal

Action: Brigades to update their WhatsApp group to include new members.

4.10. MEDALS

Captains to advise who will receive medals.

Action: Captains to consult with brigades to determine who should be recognised for service honours. See Policies and Procedures Manual for

4.11. 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*
Equipment Officer: *Sandow 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: *Lyndon Baker, Clancy Baker*
Training Officer: *Lyndon Baker*

Corrigin East
Captain: *Tim George*
Secretary: *Kim Courboules*
Equipment Officer: *N/A*
Training Officer: *Kim Courboules*

Corrigin Central
Captain: *Garrick Connelly*
Secretary: *Liam Shaw*
Equipment Officer: *Justin Downing Grose*
Training Officer: *Garrick Connelly*

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

4.12. DUAL FIRE CONROL OFFICERS

Council has endorsed the following Dual Fire Control Officers:

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

Shire of Wickepin
- David Stacey
- Jim Hamilton
- Matt Pockran

Shire of Kulin:
- Don Bradford
- David Lewis

Shire of Kondinin provided the Shire with the following Dual FCO appointments on 1 October 2026:
- Roger Northey
- Glenn Browning

4.13. TRAINING

CESM outlined future training priorities, encouraging all farm response unit members to complete online Rural Fire Awareness training, with after-hours brigade sessions available to assist. More active bushfire volunteers were encouraged to complete the Fire Safety Awareness and Firefighting Skills courses.

4.14. PERSONAL PROTECTIVE EQUIPMENT

Uniforms are available at the Shire office. One pair of boots in each size is available at the Shire office for fitting purposes only. Once the correct size has been confirmed, boots will need to be ordered as part of the uniform order, as the fitting pairs cannot be issued.

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.

4.15. TRUCK SERVICING

Truck servicing to be done by CJS Agri Mechanics (Curtis Szczecinski): 0457 827 777

Action: Brigade Equipment Officer to ensure truck servicing and equipment checks are up to date - Contact Jo Fawkes, Depot Admin, Work Health and Safety Officer for a purchase order once a quote has been received and prior to finalising a booking 0429 632 203.

4.16. RADIO SERVICING

Advise CESM of any radio issues as soon as they arise so repairs can be organised alongside servicing. This includes work orders for moving radios from one vehicle to another.

Action: FCO's to keep CESM updated on state of radios
Action: CESM to organise radio servicing and repairs with DFES contractor.

4.17. TRUCK DEFIBRILLATORS

Defibrillators were professionally checked in September 2026.

4.18. 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

4.19. FUEL VOUCHER ALLOCATION

Cards due to arrive in October.

Action: ESO to notify FCO's when cards arrive at the Shire.
Action: Brigade Captains to forward login credentials to eso@corrigin.wa.gov.au so cards can be activated.

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 - 2026/2027
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 Poultney	$	250.00
Tim George	$	250.00
Kim Courboules	$	250.00
Bruce Talbot	$	250.00
Garrick Connelly	$	250.00
Adam Rendell	$	250.00
Corey Weguelin	$	250.00
	$	**5,000.00**

4.20. 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 2026, Boxing Day 26 December 2026 and New Year's Day 1 January 2027.

Deputy Chief FCO gave an overview of points raised at the Regional Operations Advisory Committee (ROAC) meeting including discussion of Western Power pole insulators.

5. MEETING CLOSURE

The Chairperson, Shire President Cr. S Jacobs closed the meeting at 5:20pm and thanked everyone for their attendance.