



Shire of Cunderdin

Bushfire Advisory Committee Meeting Minutes

The Bushfire Advisory Committee Meeting was held at the Shire of Cunderdin Administration Office 37 Lundy Ave, Cunderdin, WA on Thursday 4th September 2025 commencing at 5pm.

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire of Cunderdin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Cunderdin. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

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SHIRE OF CUNDERDIN

ITEM 1 ATTENDANCE AND APOLOGIES

1.1 Members

David Beard	Deputy Chief Fire Control Officer
Todd Harris	Fire Control Officer
Digby Wilmott	Fire Control Officer
Jeff Snooke	Fire Control Officer
Malcom Patton	Fire Control Officer

1.2 Administration

Alison Harris	Shire President
John Idland	Community Emergency Services Manager
Samantha Pimlott	Governance & Administration Officer

1.3 Invited Observers/Guests

Alan Mills

1.4 Apologies

Ashley Burges	Chief Bush Fire Control Officer (Chairperson)
Darren Jasper	Fire Control Officer
David Fisher	Fire Control Officer
Tim Ford	Fire Control Officer
Stuart Hobley	Chief Executive Officer

DEPUTATIONS / PRESENTATIONS / SUBMISSIONS ITEM

Nil.

ITEM 2 CONFIRMATION OF MINUTES AND BUSINESS ARISING

2.1 Confirmation of Minutes – 7th April 2025 (Copy attached)

Recommendation 3.1

MOVED: Jeff Snooke

SECONDED: David Beard

That the minutes of the Bush Fire Advisory Committee Meeting Held on 7th April 2025 be confirmed as a true and correct record of that Meeting.

2.2 Business Arising

ESL reporting

Allocated	2025/2026	\$48,600
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Allocated	2024/2025	\$44,860
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Received	2024/2025	\$64,507.30
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REPORTS

2.3 CBFCO Report - Nil.

2.4 DBFCO Report – No incidents to report on since last meeting.

2.5 CESM Report

Thank members for helping John get on his feet in the initial first few months of starting employment as the CESM.

Had the first tri-Shire Chief and Deputy Chief BFCO's meeting between Cunderdin, Tammin and Quairading.

BFB Trucks are having all servicing requirements taken care of at the Shire's Depot by the Shire's mechanic. Appliance will be having upgrades to the lights with LED lights to be fitted.

Shire has opted in with Northam to for engagement of a Bush Fire Risk Mitigation Coordinator. This appointment is funded with Mitigation Action Funding.

Vehicle stickers are on order. Members will be advised when they have arrived and what the distribution process will be.

Discussions have been held on reporting requirements and measures that it is noted what members have attended fire incidents. Evidencing of attendance is required to assist with any presumptive cancer occurrences volunteers may be subject to later in life.

David Beard has been assisting with a clean up of the names registered on the volunteer BFB lists.

On completion of training events the Shire will have 10 members trained to use BFB Trucks.

The new Ygnattering shed has been erected and new signage.

Grant applications being submitted to Western Power and Shire Community Grants for white goods appliances for the stations. This is so that PPE can be washed at the station as they are not the jackets etc can absorb carcinogenic ingredients and these should not be taken into people's homes.

2.6 FCO's Reports

Darren Jasper while submitting his apologies that he is willing to continue as an FCO of Cunderdin. Darren also advised that he needs to be provided with a standpipe key.

2.7 Shire Councillor/Staff Report(s)

Cr TE (Todd) Harris advised that water has now been connected to the Cunderdin BFB shed.

2.8 Other Agency Reports

Nil.

ITEM 3 CORRESPONDENCE

3.1 **Incoming**

Received 2025/26 local government grants scheme – capital & operating grant allocations.

3.2 **Outgoing**

Nil.

ITEM 4 DISCUSSION POINTS

4.1 **Burning Restrictions**

Moved David Beard.

Burning to be restricted on Friday 3rd April, Saturday 4th April and Sunday 5th April 2026.

Seconded: Jeff Snooke.

Carried.

4.2 **Bush Fire Exercise/Training**

Training will be held in Meckering on Thursday 18th September and Friday 19th September on Bush Fire Safety and Awareness and Firefighting Skills.

Advised that volunteers are not allowed to drive the under emergency conditions (lights and sirens) unless they have completed the driving course. Volunteers without the qualification but hold the relevant truck licences they are permitted to drive the trucks to the fire where they can then turn the lights on for safety purposes. We have two volunteers that currently hold relevant qualification to drive trucks under emergency conditions.

Pre season truck refresher to be held.

John and Digby will arrange a time to go through the Ygnattering members list and review training qualifications and requirements.

4.3 **Use of “Cunderdin Fire Alerts” WhatsApp messages**

At the BFAC meeting held in April 2025 the following notice of motion was put and carried:

The WhatsApp “Cunderdin Fire Alerts” group can be used to notify an intention to burn under permit during the permit season.

Moved: David Beard

Seconded: Jeff Snooke

FCO's from the Meckering BFB advised that that at Meckering's AGM held 25th August 2025 this notice of motion was discussed and voted on. Results of this vote were that the Meckering BFB were not in favour of the WhatsApp message service being used to communicate when burns are being conducted under permit.

As Cunderdin and Ynattering BFB AGM's have not yet been held and their members have not had an opportunity to discuss the notice of motion, this motion was put on hold until the other BFB's have had an opportunity to vote on the motion.

FURTHER MATTERS FOR DISCUSSION

4.4 Recommendation that Captains of Bush Fire Brigades to also be appointed as Bush Fire Control Officers.

This will be presented to Council as a policy. This will help bridge communication gaps between the brigades and BFAC ensuring functions and systems of the brigades are consistent throughout the Shire.

4.5 Policy for use of BFB trucks for community events.

Policy presented to the meeting to implement guidelines surrounding use of truck for community events ie busy bees. Policy attached.

Meeting in agreeance with contents of the policy. Policy will be presented at the next Ordinary Council Meeting Wednesday 24 September 2025 for consideration and endorsement.

4.6 Applications for permits to burn

Permits are currently issued for a period of 7 days. Discussions at the Meckering BFB AGM have resulted in a motion to extend burning permits to 28 days.

Jeff Snooke, as an FCO from the Meckering BFB presented this to the BFAC.

Motion

That we recommend to the Shire that burning permits can be issued to a maximum of 28 days.

Moved: Jeff Snooke

Seconded: Mal Patton

Carried: 5/1

4.7 Wind Strength on Permits

Motion that wind strength on permits to be a maximum of 20 km/hr.

Moved: Jeff Snooke

Seconded: Todd Harris

Carried: 6/0

4.8 Restricted burning periods

Discussions were held surrounding gazetted Restricted Burning Periods. As a result of this conversation BFAC request Council to consider the following recommendation:

BFAC recommend to the Shire to change end of restricted burning to 15th

March of each year and that an application to be presented to the commissioner.

4.9 Harvest Bans

Reiterated as per the Shire of Cunderdin Policy Manual Item 5.3 Harvest & Movement of Vehicles Bans. A harvest vehicle movement ban (HVMB) will be called when an FBI reading of 40 has been recorded anywhere within the Shire of Cunderdin.

To alleviate controversy Norm Jenzen has spoken to Origo Ag for information on collecting data from any local weather stations within the Shire. This platform will allow BFCO's to make informed and transparent decisions on that are in the best interests of all community members within the Shire.

Contact will be made with Origo to begin the process of setting up a weather monitoring dashboard at the Shire.

4.10 Deputy Chief Bush Fire Control Officer

David Beard advised that he will be resigning from the position of Deputy Chief Bush Fire Control Officer.

An expression of interest was received from Alan Mills to fill the vacated DCBCO position.

As a result of this the meeting made the following recommendation:

BFAC recommend to the Shire that Alan Mills be appointed as the Deputy Chief Bush Fire Control Officer.

The meeting thanked to David Beard for his dedicated service and contribution to the position and always

David Beard, thanked the BFAC for supporting him in during the time that he has held the position.

ITEM 5 NEXT MEETING DATE

The next Bush Fire Advisory Committee Meeting will be scheduled to take place post the 2025/2026 Spring/Summer Bushfire Risk Season in 2026.

ITEM 6 CLOSURE

There being no further business, the Chairperson closed the Meeting at 7.20pm.