



Shire of Cunderdin

Bushfire Advisory Committee Meeting Minutes

Dear Committee Member,

A Bushfire Advisory Committee Meeting was held on **Wednesday 9 September 2026** in the Cunderdin Shire Council Chambers, WA, 6407 **commencing at 5:01pm.**

Stuart Hobley
Chief Executive Officer

9 September 2026

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1 Declaration of Opening

The Shire President declared the meeting open at 5.01pm.

2 Record of Attendance, Apologies and Approved Leave of Absence

2.1 Record of attendance

Nick Jenzen	Captain – Ygnattering
Todd Harris	Fire Control Officer – Cunderdin
Jeff Snooke	Fire Control Officer – Meckering
Norm Jenzen	Fire Control Officer – Ygnattering
David Beard	Fire Control Officer – Ygnattering
Cr A Harris	Shire President – Shire of Cunderdin (Chairperson)
Mr S Hobley	Chief Executive Officer – Shire of Cunderdin
Mr A Mills-Heath	Community Emergency Services Manager – Shire of Cunderdin
Ms K Squibb	Deputy Chief Executive Officer – Shire of Cunderdin

2.2 Invited Guests / Observers

Mr Kris Lee	Department of Fire and Emergency Services (via Teams)
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2.3 Apologies

Ashley Burges	Chief Bush Fire Control Officer
Tim Ford	Captain – Volunteer Fire & Rescue Service
Darren Jasper	Fire Control Officer – Cunderdin
Digby Willmott	Fire Control Officer – Ygnattering

3 Deputations / Presentations / Submissions

Nil.

4 Confirmation of Minutes

4.1 Minutes of the Bushfire Advisory Committee Meeting held 20 April 2026

Attachment 4.1.1 - Unconfirmed Minutes BFAC – 20 April 2026

Resolution 4.1

Moved David Beard Seconded Norm Jenzen

That the Minutes of the of the Bushfire Advisory Committee Meeting held on 20 April 2026 be confirmed as a true and correct record of that meeting.

CARRIED

5 Business Arising

5.1 Local Government Grants Scheme

At the Meeting held 20 April 2026, discussion point 7.1, a query was raised as to what the LGGS funding is spent on, and if a breakdown could be presented to the next meeting for information.

SHIRE OF CUNDERDIN LOCAL GOVERNMENT GRANTS SCHEME (LGGS)	Actual 2025/26	Budget 2026/27
INCOME		
LGGS Allocation	49,815	49,490
EXPENSE		
Purchase of plant & equip (<\$1500)	2,111	3,000
Maintenance of plant & equip	1,438	2,000
Maintenance of vehicles/trailers/boats	17,025	15,000
Maintenance of land & buildings	1,251	1,000
Clothing & accessories (PPE)	16,707	15,000
Utilities, rates & taxes	4,691	4,000
Other good & services	8,933	10,000
Insurances	16,072	16,000
	68,228	66,000
Overspend	18,413	16,510

Where overspends occur, a request is submitted to DFES outlining the reasons for the additional expenditure and seeking reimbursement. In previous years, once annual acquittals have been reviewed, DFES has supported these requests and reimbursement of the overspend has been received.

Discussion over the potential in the future to engage a mobile mechanic based in Toodyay, who is DFES approved, that may be able to assist with maintenance and repair of the fire trucks if required.

5.2 Remote Controlled Water Cannons

At the Meeting held 20 April 2026, it was resolved:

That a motion be put forward to the District Operations Advisory Committee (DOAC) requesting that the Department of Fire and Emergency Services investigate installation of remote-controlled water cannons on the back of fire trucks to improve safety of volunteers and better distribution of water on the fire ground.

The CEO reported that DFES will be fitting new fire trucks with remote controlled water cannons, however it is not planned at present to retro-fit them to fire trucks already in operation.

5.3 Period of notice to notify neighbours

At the Meeting held 20 April 2026, it was resolved:

That a motion be put forward to the District Operations Advisory Committee (DOAC) requesting that they advocate to amend Regulation 15B(3)(b) of the Bush Fires Regulations 1954 to change the period of notice from 4 days to 1 day.

The CEO reported that there is no appetite within DFES to advocate for or progress a change to legislation. DFES has consulted legal advisors on local governments positions to modify the notice period by Gazetting the change from 4 days to 1, however the legalities are unclear.

The meeting agreed the best course of action is for permit holders to notify their neighbours of their intent to burn sometime in the next 28 days, and then a follow up message the day before. This will ensure compliance by permit holders. This is to be communicated via the WhatsApp group prior to commencement of the burning period.

6 Reports

6.1 Chief BFCO Report

No report provided.

6.2 Deputy BFCO Report (Allan Mills)

- Thank you to everyone for their support during my time as Deputy Chief.
- We are looking at introducing regular training/maintenance days for Cunderdin BFB.
- Around October/November, we will look at holding pre-season training. I will discuss this further with Trevor.
- We are currently looking for a replacement Deputy Chief.
- Ash and I have discussed the possibility of having two Deputy Chiefs — one based in Cunderdin and one in Meckering. Happy to have further discussions around this.
- Ash and I have also discussed potentially introducing two-year terms for the Chief and Deputy Chief positions. Again, happy to discuss this further.
- At the Cunderdin/Ygnattering meeting, there was discussion around whether BART is still applicable/relevant to the brigades. Happy to open this up for further discussion.
- I spoke with Phil Arnold regarding an FCO position. Unfortunately, he is unable to take on the role as he will not be in the area during the fire season.

It was suggested that the pre-season training be conducted during October as most will be harvesting by November.

6.3 Community Emergency Services Manager Report (Allan Mills)

- I will be away from 28 September to 9 October and back on deck from 12 October.
- I am looking for someone who would be happy to monitor the CESM phone while I am away.
- Western Power grants open soon, it was suggested that an application be submitted to purchase blower vac's for each brigade for cleaning out the fire trucks.

6.4 Fire Control Officer's Reports

Nil.

6.5 Shire Councillor / Staff Report(s)

Congratulations and welcome to Allan Mills-Heath who has recently commenced as Community Emergency Services Manager (CESM).

6.6 Other Agency Reports

Kris Lee – District Officer, DFES

- Discussions are still ongoing in DFES as to whether the harvest air fleet will be mobilised for the season and where they will be located.
- Reminder to volunteers to complete fire reports for any damage incurred during a fire. Insurance companies have declined some claims where reports haven't been submitted.
- Water bomber training is scheduled for 9 October, Allan will organise promotion on the Shire's social media and website.

7 Correspondence

7.1 Incoming Correspondence

Nil.

7.2 Outgoing Correspondence

Nil.

8 Standing Items

8.1 Update of Contacts

Attachment 8.1.1 - Contact List for the BFAC updated 09 September 2026.

9 Discussion Points

9.1 Pre-Season Debrief

Allan will organise a date with each brigade to go over the trucks ahead of the fire season.

9.2 Restricted Burning Period / Prohibited Burning Period (RBT/PBT)

At the Meeting held 20 April 2026, it was included and agreed upon as part of the CESM report that the following dates apply for the 2026-2027 fire season:

Restricted Burning	1 to 31 October 2026
Prohibited Burning	1 November 2026 to 28 February 2027
Restricted Burning	1 to 15 March 2027
Open burning	16 March 2027 to 30 September 2027

Noted, and no changes proposed.

9.3 Burning Restrictions

At the Meeting held 20 April 2026, it was included and agreed upon as part of the CESM report that the following Burning Restrictions apply for the 2026-2027 fire season:

Sundays:	No restriction on burning (with a permit)
Easter	Prohibited Burning Good Friday (26 March 2027) & Easter Sunday (29 March 2027). Permits are required for Easter Saturday. The committee elected not to prohibit burning on Easter Monday.

Harvest and Vehicle Movement Bans imposed on Christmas Day, Boxing Day and New Years Day.

Noted, and no changes proposed.

9.4 Bushfire Exercise / Training

Fire Control Officer training is being held on 23 September from 8am to 4pm in Quairading. The CESM will promote this to the brigades.

10 Election of Office Bearers

Discussion was held regarding succession planning for the positions of Chief Fire Control Officer and Deputy Chief Fire Control Officer. It was agreed that two Deputy Chief Fire Control Officers be appointed for a two-year term. At the end of the two-year term, one of the Deputies will be appointed Chief Fire Control Officer, with a new Deputy appointed to fill the resulting vacancy. This rotation will continue every two years, providing for an ongoing succession pathway to the position of Chief Fire Control Officer.

10.1 Chief Bush Fire Control Officer

Ashley Burges was nominated by Jeff Snooke and seconded by Tim Ford. Prior to the meeting Ashley advised the CESM he would accept the nomination.

10.2 Deputy Chief Bush Fire Control Officer

Norm Jenzen was nominated by Nick Jenzen and seconded by Jeff Snooke. Norm accepted the nomination. Jeff Snooke was nominated by Norm Jenzen and seconded by Nick Jenzen. Jeff accepted the nomination.

10.3 Fire Control Officers

Nominations to be received for the positions of Fire Control Officers for 26/27.

Philip Arnold has indicated that he does not wish to be re-nominated as a Fire Control Officer for 26/27.

Todd Harris and David Beard indicated their intention not to renominate.

Resolution 10.1

Moved Todd Harris Seconded Nick Jenzen

That the Bush Fire Advisory Committee recommend to Council that;

1. Ashley Burges be appointed as Chief Bush Fire Control Officer;
2. Norm Jenzen and Jeff Snooke be appointed as Deputy Chief Bush Fire Control Officers; and
3. The following persons, subject to their acceptance, be elected as Fire Control Officers for the Shire of Cunderdin for the forthcoming year:

Name	Brigade	Position
Trevor Diver	Cunderdin	Captain / FCO
David Smith	Meckering	FCO
Darren Jasper	Cunderdin	FCO
Jeff Snooke	Meckering	Captain / FCO
David Fisher	Meckering	FCO
Malcolm Patton	Meckering	FCO
Steve Smith	Meckering	FCO
Cameron Snooke	Meckering	FCO
Nick Jenzen	Ygnattering	Captain / FCO
Digby Willmott	Ygnattering	FCO
Norm Jenzen	Ygnattering	FCO
Stuart Hobley	Shire of Cunderdin	CEO
Kay Squibb	Shire of Cunderdin	DCEO
Allan Mills-Heath	Shire of Cunderdin	CESM

CARRIED

The Shire President extended thanks to Todd Harris and David Beard for their many years of volunteering as Fire Control Officers.

11 Further Matters for Discussion

11.1 Origo Weather Stations

Query whether the Shire planned to go ahead with installation of an Origo Weather Station in the Shire, following the presentation from Origo Ag at the April 2026 BFAC meeting. The CEO advised that a formal decision or request was not made at the last BFAC to proceed with installation of a weather station, or the preferred location.

Resolution 11.1

Moved Todd Harris Seconded Jeff Snooke

That the Bush Fire Advisory Committee recommend to the Council:

1. That the use of Origo Weather Stations is trialled for the calling of harvest and vehicle movement bans;
2. That the Shire investigate installation of a new Origo Weather Station in the north-western section of the Shire;
3. That the Shire investigate use of water tank monitors in tanks used for fire fighting around the Shire.

CARRIED

It was agreed that the CESM, CBFCO and DCBFCO's will discuss preferred locations for a new Origo Weather Station with Origo Ag.

12 Urgent Business

Nil.

13 Next Meeting Date

13.1 Next Meeting Date

The next meeting is scheduled to take place on **Tuesday, 23 March 2027** commencing at 5:00pm at the Cunderdin Shire Council Chambers, Cunderdin, WA 6407

14 Closure of Meetings

There being no further business the Shire President declared the meeting closed at 6.51pm.