



MINUTES

Bush Fire Advisory Committee Meeting

GENERAL MEETING

held on Tuesday 30th September 2025
commencing at 7:12 pm at the Frankland CRC

Bush Fires Act 1954 – Advisory Committees

A Local Government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purposes of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires.

A committee appointed under this section may:

- from time to time meet and adjourn as the committee thinks fits,
- shall not transact business at a meeting unless the quorum fixed by the local government is present,
- is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

Bush Fire Brigades Local Law states; “the Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.”

Linda Gray
Chief Executive Officer

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**MINUTES OF THE CRANBROOK BUSHFIRE ADVISORY
COMMITTEE MEETING
HELD ON 30th September 2025
COMMENCING AT 7:12pm**

The Chairperson, G Marshall declared the meeting open at 7.10 pm.

• **ATTENDANCE**

Chief Bush Fire Control Officer (CBFCO) and Fire Weather Officer	Graeme Marshall
1 st Deputy CBFCO and Frankland River Captain	Peter Ettridge
2 nd Deputy CBFCO and Kybellup Captain	Simon Hilder
Kybellup	Sam Beech
Kybellup	Ben Beech
Bokerup	Charles Russell
Cranbrook Central Captain	Jamie Climie
Cranbrook Central	Michael Walsh
Tenterden Captain	Jason Watterson
Tenterden	Martin House
Tenterden	Steve King
Tunney Captain	Sean Morgan
Tunney	Adam Hearn
Tunney	Nathan Waldron
Frankland River Town	Matt Reed
Frankland River Town	Dave Brayshaw

1.1 Observers

Chief Executive Officer	Linda Gray
A/DFES District Officer (via Teams)	Roy Parsons
A/CESM	Phill Gunn (Minute Taker)

1.2 Apologies

Frankland Town Captain	Andrew Murray
Cranbrook Town / Shire Ranger	Wes Andrews
Gordon Captain	Jonathon Egerton-Warburton
DBCA	Ali Benson

- **CONFIRMATION OF MINUTES**

Recommendation

Moved: Sean Morgan, Seconded: Jamie Climie, that the Minutes of the Cranbrook Bushfire Advisory Committee Meeting held on **17th April, 2025**, be confirmed as a true and correct record.

- **PUBLIC QUESTION TIME**

3.1 Response to Previous Public Questions Taken On Notice

Nil

3.2 Public Question Time

Nil

- **BUSINESS ARISING FROM THE PREVIOUS MINUTES**

Water Tank for Frankland River.

Question from **Simon Hilder**: Where is the Shire on installing a Water Tank for Frankland River?

Answer from **Linda Gray**: Due to Aboriginal Cultural Heritage concerns, installation has stalled, Linda to prioritise location of the tank site and approvals.

- **REPORTS**

Chief Bush Fire Control Officer

Unicup truck has been relocated to Bruce Kerr's property on Yarnup Road.

Removal of the WAERN radio in Robert Crosby private vehicle to be undertaken.

Fast fill trailer for Bokerup has been ordered, expected delivery for the end of October.

MOTION TO COUNCIL:

"That the Shire of Cranbrook allow Permits to Burn the Bush be issued to vineyards during the Prohibited Fire Period during November for the purpose of Frost Mitigation. Fires must be managed as per permits and be fully extinguished by 9AM the following day"

Moved: Graeme Marshall, Seconded: Peter Ettridge

A/District Officer Roy Parsons

Spoke to his report (see attached)

Reiterated that DFES managers are available to assist during Fire Incidents and have no intention of taking over unless requested to do so.

Bureau of Meteorology (BOM) Website in the process of being updated, Cosmetic and useability updates, to be rolled out mid-November.

Training Officer A/CESM Phill Gunn

Fire Weather 1 October 30-31 for officers wishing to progress into Chief/Deputy positions in the future.

Water bomber reloader training, 8th November to be undertaken at the Frankland Airstrip by DBCA, expression of interest to CESM.

Roy Parsons: Can help to facilitate connection to DBCA to allow the allow the water bombers to use the Cranbrook Airstrip for reloading.

Graeme Marshall: Can we have an FCO course run in our region before the season commences?

Phill Gunn: I will get the process begun.

Rural Fire Awareness (recommended minimum training for farmer response) training to roll out, hoping to present to smaller groups, keeps the presentation down to about 2 ½ - 3 hours. Happy to deliver this training after hours in homes to groups of 5-6, just need access to a TV to give the presentation.

A/CESM Phill Gunn

Spoke to his report (see attached)

Reiterated the importance of volunteer membership lists and keeping them up to date for insurance purposes.

Shire of Cranbrook CEO Linda Gray

Spoke to her report (see attached)

Proposed a Resolution:

That -

- 1. Western Power be asked to review their new methodology and assess all their drop fuse power poles as high risk, and that*
- 2. Western Power conduct risk mitigation work on each high risk pole. This may include the spraying below each pole or placing gravel or alternatively simply replacing the drop fuse with the new model.*

Moved: Charlie Russell, Seconded: Steve King

Proposed a Resolution:

That-

“The water stored at the Cranbrook Airstrip and the Cranbrook Works Depot is set aside for emergency management only, and can only be accessed for that purpose.”

Moved: Jamie Climie, Seconded: Matt Reed

DBCA report not tendered.

6. GENERAL BUSINESS

Jamie Climie: Refreshments being brought to incident sites, are the people transporting covered by insurance?

Phill Gunn: Should be conducted by volunteers who have completed Rural Fire Awareness, otherwise by groups providing the services, will be covered by that organisations insurance.

Graeme Marshall: Any volunteer tasked by the Incident Controller is covered by the Bush Fires Act.

Jamie Climie: Sceds and Sced checks to begin soon?

Graeme Marshall: With the season expected to start later, will send a message to brigades when Sceds will begin.

Matt Reed: Announced his resignation from the Frankland River Brigade, beginning employment with DBCA next week, based in the Manjimup/Warren region in fire coordination.

7. OTHER BUSINESS

nil

8. NEXT MEETING

The next meeting of the Bush Fire Advisory Committee will be held in Cranbrook, Date April 2026

9. CLOSURE

There being no further business to discuss, the Chairperson G Marshall thanked everyone for their attendance and declared the meeting closed at 820PM.

Department of Fire & Emergency Services

REGIONAL REPORT – SEPTEMBER 2025

- Staffing – Supt. Wayne Green has resigned from DFES, Diarmuid Kinsella will cover the Supt. position until such time a process has been completed to fill the position full time. Expecting Diarmuid to be in the role through the High Threat period. This will cause other staff movements within the DFES office. However, all positions will be filled over summer.
- State Hazard Plan – Fire, has undergone a comprehensive review. The Plan was approved by SEMC on 7 August 2025 and published on 21 August 2025. The revised Plan is now available via the SEMC website.
- AFDRS – Continual review and improvements to build the data set – Observations and recommendations are welcomed. Submit through the region.
- DFES has held onto 1x LT & 1x HD (3.4) from the SOSF (State Operational Support Fleet) for mitigation activities during the off-season. For regional use, dependent on availability.
- Grain Harvest Aerial Support Program has been approved for the 25/26 Season.
- Pre-Season Preparedness Forums – these are being planned, to be held around the region. Please let the relevant CESM know if you are keen to be involved. Aimed at first responders at incidents that are gradually escalating.
- 2025 DFES Annual Regional Exercise to be held in Ravensthorpe – October. Testing the Local Government facility as an Incident Control Centre, and regional staff and volunteer’s incident management skillset.
- Please ensure timely submission of incident information, including PAFTACS and SITREPs. Early engagement with CESM and the RDC helps DFES provide effective support to volunteers and operational teams.

Shire of Cranbrook Report

BFAC Meeting:

The Fire Shed is nearly completed, and the Shire will have to resolve the access points and drainage. Laing O'Rourke have offered us the entire furniture from their base as they move on (multiloading facility for CBH) so first pick is to go to the Fire Shed.

The Frankland River tank got to be quite complicated as the grant funding body wanted a full ACH assessment just to change the standpipe to swipe cards. Everyone changed the location of the tank and the use for it. It is still important for emergency management and for stock water, and more importantly for a quick fill option, so I will get back to State Government and sort, or go back to Council.

1. DROP FUSE POLE FIRES

The following resolution went to the Local Emergency Management Committee meeting in March and was then progressed to the District Emergency Management Committee Meeting. I have asked for an update on it but the Executive Officer is on leave.

I think that we now need to progress it to the Minister (of Western Power) and I would like to ask BFAC to vote on it so that the Shire can write formally to the Minister and local politicians, and the Western Power CEO.

That -

1. Western Power be asked to review their new methodology and assess all their drop fuse power poles as high risk, and that
2. Western Power conduct risk mitigation work on each high risk pole. This may include the spraying below each pole or placing gravel or alternatively simply replacing the drop fuse with the new model.

2. VOLUNTEER NUMBERS

A check of numbers by Phill Gunn, our acting CESM, has identified approximately 100 volunteers who have for various reasons not attended the fire ground for at least two years. The insurance paid by the Shire covers these volunteers but for that reason, we need to come up with a plan for the volunteers who move away, suffer ill-health or even die, and most importantly, haven't attended any training.

A suggestion would be that we change their status to "support" which is a non-operational position. I think it is important that we don't disregard a volunteer who may have spent a lifetime with the Brigade who may not want this to happen, even though they can't attend a fire any more.

So any change should be made after verification from the Brigade Captain and based on information that one of the above conditions has occurred.

A resolution would be:

1. If a Brigade Captain advises the Shire that a volunteer member has been absent from the Fire Ground for at least 2 years, has not attended any training, and there is evidence that they will not be able to attend in an operational capacity as a firefighter for various reasons, their status with the Brigade should be changed to “support”, and
2. a letter forwarded to them from the Shire of Cranbrook’s Chief Executive Officer to advise of the change.

3. STORAGE TANKS – CRANBROOK AIRPORT & DEPOT

I have been receiving requests to utilise the water in these tanks (230,000 litres at the airport) and 290,000 litres (not salty) at the Depot from farmers for spraying etc. The grant was for emergency management and stock water during a dry season. I know that that is definitely not the case at the moment but I worry that if we use it when there is rain about, there is a risk it won’t be full when we really need it as someone will take it, and we won’t know.

Therefore, can we do a resolution that:

BFAC approves:

“The water stored at the Cranbrook Airstrip and the Cranbrook Works Depot is set aside for emergency management and stock water only, and can only be accessed for that purpose.”

CESM CRANBROOK BFAC REPORT

DATE: 30th September 2025

1. Fire Permits

- Importance of permit issuing for insurance purposes

2. 000 Calls Incident reporting

- If calls come in via normal channels such as radio or phone, we need to log the job with DFES COMCEN (This keeps a track of Incidents, records and Insurance both Volunteer and Legal)

3. Training

- Fire Weather 1 30-31 October – Minimum training and experience requirements
- RFA training will happen as normal
- Which other courses do the brigades want?
- Water Bomber Reloader Training, Saturday the 8th November at Frankland Airstrip

4. Update Volunteer register

- Updating Volunteer Membership
- Please see membership lists and make amendments as required

5. Fire appliance outstanding works/faults

- Are there any outstanding items on the appliances which need fixing?

6. Aboriginal Cultural Heritage

- Darren Prior from DFES regional office is offering an information session on working around Aboriginal cultural heritage in both Emergency and Mitigation settings. Straight forward session with questions after. I am happy to arrange if the committee wants me to.

7. PPE/C

- Find out from brigade members what PPC is required before the season begins and have the forms emailed to me so I can issue them.

8. Wearing PPC at Incidents.

- Any incident that BFB Brigade members are called out to require members to wear PPC provided. That is LVL1 Tunic, Trousers/Pants and boots.

9. Driving to Incidents

- Unless you are in a BFB appliance under lights and sirens with the appropriate training, members must always obey the road rules, this includes obeying the speed limit and driving manner.

10. Fast Fill for Bokerup/Unicup

- The Shire has ordered a fast fill unit from Great Aussie Stock Aids in West Arthur, due for delivery mid-late October. I will confer with Tom Ettridge as to where that unit will be located and offering the training and walk through of the unit.

11. Radio Works

- Let me know what works are required and if Radios need to be transferred between vehicles.

Phill Gunn

Acting CESM Shire of Cranbrook