



# MINUTES

## Bush Fire Advisory Committee Meeting

### ANNUAL GENERAL MEETING (AGM)

held on Tuesday 28 April 2026  
commencing at 7 pm

#### **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 AGM COMMITTEE MEETING

HELD ON  
COMMENCING AT 7pm

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

- **ATTENDANCE**

Chief Bush Fire Control Officer (CBFCO)

and Fire Weather Officer

1<sup>st</sup> Deputy CBFCO

Balicup

Bokerup

Bokerup

Cranbrook Central Captain

Cranbrook Central

Cranbrook East Captain

Cranbrook Town Captain

Frankland Town

Kybellup

Nunijup

Tenterden Captain

Tenterden

Tenterden

Tunney Captain

Tunney

Woolonga

Graeme Marshall

Simon Hilder

Phil Horrocks

Charles Russell

Nathan Waterman

Jamie Climie

Michael Walsh

Harley Smith

Ricky Pearton

Andrew Murray

Kieron Haynes

Lindsay Watterson

Jason Watterson

Martin House

Steve King

Sean Morgan

Adam Hearn

Brett Smith

## 1.1 Observers

Chief Executive Officer

A/DFES District Officer

CESM

Cranbrook Duty Officer

Linda Gray

Darren Prior

Phill Gunn (Minute Taker)

Teresa Jones

## 1.2 Apologies

Cranbrook Town / Shire Ranger

DBCA

Cranbrook Shire President

Cranbrook Shire Councillor

Frankland River Captain 1<sup>st</sup> Deputy CBFCO

Bokerup/Unicup Captain

Wes Andrews

Ali Benson

Perin Mulcahy

Chelsea Lange

Peter Ettridge

Tom Ettridge

- **CONFIRMATION OF MINUTES**

- Recommendation**

- Moved:** Phil Horrocks, **Seconded:** Sean Morgan, that the Minutes of the Cranbrook Bushfire Advisory Committee Meeting held on **18th April, 2024**, 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**

- Nil

- **REPORTS**

- .1 Chief Bush Fire Control Officer**

- We had a really good year for fires, with only 14 to respond to. 2 header fires, a few lightening strikes and 5 permitted burns escaping being the most causes of fire this year. As Butch used to say, permit burns are good training.

- We implemented the Cranbrook Shire Fire Info whatsapp group, thanks to Ben Beech for getting it up and running. I think this will be a great tool for fire ground responders and for fire ban updates.

- I would like to thank Tom and Peter Ettridge for all their work with the fire brigades, both at brigade level and with their support as deputies. They have helped my job be a lot easier, backing and helping me along the way. I wish them and their families all the best for their future and they will be sorely missed.

- I would also like to thank Teresa Jones for looking after our text messaging as she is standing down from the Duty officer position. She has been a great help to me as I knew she was always there, and mostly able to decipher the messages I was relaying to her! I think we had a good understanding and worked well together, so when Teresa and Adam do leave Cranbrook, I wish them all the best for their future, they will be sorely missed as well! Thanks again Teresa.

- I would also like to thank Linda for all the work and support she has given me and the BFAC over her years as CEO of the Shire as we think this will be her last meeting. I have been through a couple CEO's as 2IC and now as Chief and she has been the best so far! I have come to realise that without a supportive CEO, it makes our job as volunteers so much harder. Thanks a lot Linda. So while on that topic, I implore you all to talk to councillors about the importance of our next CEO being onboard with our volunteer brigades and not going down the DFES structure of running fires and volunteers the way they do. If we haven't got a good supportive CEO, we could lose all our good volunteers.

- And while on good volunteers, a big thank you from me to all you Captains and Lieutenants for the great job you do, it makes my job easier! Thanks a lot.

## **6. ELECTION OF OFFICE BEARERS**

Nominations of all Officers in their respective positions for the 2026/2027 season are subject to formal appointment by Council.

Section 3.12 for the Shire's Bush Fire Brigade Local Law states "When considering persons for the position of a Bush Fire Control Officer, the Local Government is to have regard to those persons nominated by the Bush Fire Advisory Committee but is not bound to appoint the person/s nominated."

### **6.1 Committee Chairperson**

Section 67(2) of the Bush Fires Act 1954 states that "the Committee shall elect one of their number to be Chairperson".

The Committee Chairperson is a member who is elected by the Bush Fire Advisory Committee and does not necessarily have to be the Chief Bush Fire Control Officer (BFCO). The role of the Chairperson is to ensure meetings are conducted in an orderly manner.

#### **2026/2027 Nominations:**

**1. Nominee:** G Marshall

**Nominated by:** A Murray

**Seconded:** B Smith

### **6.2 Chief Bush Fire Control Officer (CBFCO) & Deputy Chief Bush Fire Control Officers**

Section 38(1) of the Bush Fires Act 1954 states that "A Local Government may from time to time appoint such persons as it thinks necessary to be its Bush Fire Control Officers under and for the purposes of this Act". It also states that "the CBFCO and the Deputy CBFCO who shall be first and second in seniority of those officers.

The duties of the CBFCO and Deputy CBFCO (in the CBFCO's absence) include:

- provide leadership and guidance to the Shire's volunteer Bush Fire Brigades;
- ensure that the needs of the Bush Fire Brigades' resources including equipment, protective clothing and training levels are reported to the Shire on a yearly basis so that they can be considered in the annual budget and ESL funding;
- discuss matters with the Shire concerning fire prevention / suppression and relay information issued by the Shire to Captains, Lieutenants and BFCOs;
- ensure that each Bush Fire Brigade's list of members, including contact details, are provided to the Shire and updated on a regular basis; and,
- attend Regional Operational Advisory Committee (ROAC) meetings.

#### **2026/2027 Nominations:**

##### **Chief Bush Fire Control Officer (CBFCO) & Fire Weather Officer**

**1. Nominee:** G Marshall

**Nominated by:** A Murray

**Seconded:** S King

### **6.3 First Deputy Chief Bush Fire Control Officer**

**2026/2027 Nominations:**

**1. Nominee:** S Hilder

**Nominated by:** A Murray

**Seconded:** B Smith

### **6.4 Second Deputy Chief Bush Fire Control Officer**

**2026/2027 Nominations:**

**1. Nominee:** J Climie

**Nominated by:** A Murray

**Seconded:** S Hilder

### **6.5 Base Radio Operator**

**2026/2027 Nominations:**

**1. Nominee:** Nil (Position Vacant)

**Nominated by:**

**Seconded:**

### **6.6 Volunteer Training Officer**

**2026/2027 Nominations:**

**1. Nominee:** P Gunn

**Nominated by:** G Marshall

**Seconded:** S Hilder

### **RECOMMENDATION**

**Moved:** J Climie

**Seconded:** S Hilder

**That the Bush Fire Advisory Committee recommends to the Council the appointment of the following Officers to the respective positions for the 2026/2027 fire season in accordance with the Bush Fires Act 1954:**

**Chief Bush Fire Control Officer:** Graeme Marshall

**1<sup>st</sup> Deputy Chief Bush Fire Control Officer:** Simon Hilder

**2<sup>nd</sup> Deputy Chief Bush Fire Control Officer:** Jamie Climie

**Base Radio Operator: (Vacant)**

**Volunteer Training Officer:** Phill Gunn

### **6.7 Bush Fire Control Officers**

The role of a Bush Fire Control Officer is to ensure that a high standard of fire protection is maintained, to assume control at fires and to encourage compliance with the requirements of the Bush Fires Act 1954 (Section 38) and the Council's Bush Fire Brigades Local Laws. Responsibilities of this position include:

- Issuing permits to burn as authorised under the Bush Fires Act
- Fire Break inspections and reporting to the Council
- Community education, inspection and reporting on fire hazards and safety
- Developing response plans for Council and brigade areas
- Imposing harvest bans and total fire bans.

As stated in the Shire's Local Laws (section 3.11) "As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee

is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.”

In accordance with Section 38 (1) of the Bush Fires Act, the Council is required to formally appoint Fire Control Officers within the district.

Pursuant to Policy 6.0 sub section 15 of the Shire of Cranbrook: Policy Manual, Code of Conduct, Delegations and Authorisations Registers:

**Fire Control Officer Requirements:**

- 1. All Fire Control Officers appointed within the Shire of Cranbrook are required to undertake the DFES Fire Control Officer training prior to, or within 12 months, of their appointment. All Fire Control Officers must be registered members with a Bush Fire Brigade.**

*(BRIGADES PLEASE NOTE: Nomination of Fire Control Officers must be submitted at this meeting for recommendation to Council.)*

**RECOMMENDATION**

**Moved:** M Walsh

**Seconded:** H Smith

**That the Bush Fire Advisory Committee recommends to Council the appointment of the following persons as Fire Control Officers for the 2026/2027 fire season, in accordance with Section 38(1) of the Bush Fires Act 1954:**

<b>Bokerup:</b>	Nathan Waterman
<b>Unicup:</b>	Charlie Russell
<b>Cranbrook Central:</b>	Jamie Climie
<b>East Cranbrook:</b>	Harley Smith
<b>Cranbrook Town:</b>	Ricky Pearton
<b>Gordon:</b>	Jon Egerton-Warburton
<b>Kybellup:</b>	Keiron Haynes
<b>Nunijup:</b>	Lindsey Watterson
<b>Tenterden:</b>	Jason Watterson
<b>Tunney:</b>	Sean Morgan
<b>Frankland River:</b>	Simon Hilder
<b>Frankland River Town:</b>	Andrew Murray
<b>Woolonga:</b>	Brett Smith
<b>Shire:</b>	Phill Gunn Wes Andrews

**6.8 Fire Weather Officer and Fire Weather Advisory Group**

In accordance with Section 38(8) (c) of the Bush Fires Act, Council may appoint such number of Fire Control Officers to the position of Fire Weather Officers as it considers appropriate.

**RECOMMENDATION**

**Moved:** C Tomlinson

**Seconded:** D Preston

- 1. That this Committee recommends to the Council the appointment of the Chief Bushfire Control Officer, Graeme Marshall, as Fire Weather Officer for the 2026/2027 fire season in accordance with Section 38(6)(c) of the Bush Fires Act, and that Sam Lehmann, John Egerton-Warburton, Simon Hilder, Harley Smith, Lindsay Watterson and Sean Morgan be appointed to the Fire Weather Advisory Group.**

**6.9 Clover Burning Officers**

In accordance with Section 24 of the Bush Fires Act, burning to collect clover burr must be done with a special permit. Council must appoint Authorised Officers to issue these special permits as Bush Fire Control Officers do not have the authority to do so.

**RECOMMENDATION**

**Moved:** M Walsh

**Seconded:** R Pearton

**That the Bush Fire Advisory Committee recommends to the Council the appointment of the following person: Graeme Marshall, as Clover Burning Officer for the 2026/2027 fire season, in accordance with Section 24 of the Bush Fires Act 1954.**

**7. OTHER BUSINESS**

- 1. From Wes Andrews:** Can we make an addition to the Fire Break Notice to include a height restriction of grasses in the asset protection zone of rural properties to 100mm please?

**RECOMMENDATION**

**Moved:** A Hearn

**Seconded:** S Morgan

**That the Shire make an addition to the Fire Break Notice to include Grass Height in the Asset Protection Zone be managed to a height of no more than 100 mm.**

**8. NEXT MEETING**

The next meeting of the Bush Fire Advisory Committee will be held in Frankland River, Date TBA

**9. CLOSURE**

There being no further business to discuss, the Chairperson G Marshall thanked everyone for their attendance and declared the meeting closed at 7:21pm.