



SHIRE OF JERRAMUNGUP

GENERAL MEETING – JERRAMUNGUP BUSHFIRE ADVISORY COMMITTEE

Held at the Council Chambers
Jerramungup
Monday, 28 April 2025

MINUTES

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Jerramungup Bushfire Advisory Committee

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General Meeting

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JERRAMUNGUP BUSHFIRE ADVISORY COMMITTEE GENERAL MEETING MINUTES

1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

Alex Jones, Chief Bush Fire Control Officer, declared the meeting open at 6.42pm and welcomed Donna O'Brian, Nowanup Ranger Coordinator, to the meeting.

2.0 RECORD OF ATTENDANCE

2.1 ATTENDANCE

Alex Jones	CBFCO/Gairdner BFB	Anthony Thomas	DCBFCO/Boxwood Hill BFB
Craig Hall	Gairdner BFB	Stuart Hocking	Boxwood Hill BFB
Brad Shelton	Gairdner BFB	Peter Buckenara	Bremer Bay VFES
Michael Lester	Jacup BFB	Stacey Francis	Bremer Bay VFES
Brad Bailey	Jacup BFB	Paul Hislop	DCBFCO/Jerramungup VFES
Dan Biddulph	Shire of Jerramungup	Wade Brown	Needilup BFB
Janna Cheshire	Shire of Jerramungup	Jye Duggan	Needilup BFB
Martin Cuthbert	Shire of Jerramungup	Andrew Benton	DBCA
Donna O'Brien	Nowanup (guest)	Glenda Forbes	Shire of Jerramungup (Minute Taker)

2.2 APOLOGIES

Stephen Petersen	DFES	Charmaine Wisewould	Shire of Jerramungup
Derek Jones	DFES	Anthony Armstrong	Jerramungup VFES
Ali Benson	DBCA	James Lyall	Jacup BFB

3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Jerramungup Bushfire Advisory Committee General Meeting held 14 October 2024.

MOVED: Peter Buckenara	SECONDED: Paul Hislop
That the Minutes of the Jerramungup Bushfire Advisory Committee General Meeting held at the Council Chambers, Jerramungup on 14 October 2024 be CONFIRMED.	
CARRIED	

4.0 BUSINESS ARISING FROM MINUTES

4.1 BATTERY PAD-PAK IN DEFIBRILLATOR – CHARMAINE W.

Have been replaced in trucks that had them. Completed.

4.2 TRAINING – JANNA C.

Ongoing.

4.3 PPE – JANNA C.

All items have now been distributed. Completed.

4.4 FIRELINE CONSTRUCTION TRAINING FOR BRIGADE MEMBERS – DAN B.

This training will be available in Perth and over a couple of days. Not available locally. Completed.

4.5 LOCATION OF MISSING RADIOS- ANTHONY A.

In progress.

4.6 DROPBOX ACCESS FOR STEVE BOOTH AND SOJ RANGER – CHARMAINE C.

Completed.

4.7 INCIDENT REPORTING – ANTHONY T. / CHARMAINE W.

Completed.

5.0 CORRESPONDENCE

Nil.

6.0 REPORTS

6.1 CHIEF BUSHFIRE CONTROL OFFICER *Attachment 6.1 a)*

6.2 DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS *Attachment 6.2 a)*

6.3 COMMUNITY EMERGENCY SERVICES MANAGER *Attachment 6.3 a)*

6.4 DEPARTMENT OF FIRE EMERGENCY SERVICES *Attachment 6.4 a)*

6.5 BUSHFIRE RISK MITIGATION COORDINATOR *Attachment 6.5 a)*

6.6 NOWANUP RANGER COORDINATOR *Attachment 6.6 a)*

6.7 OTHER REPORTS *Attachment 6.7 a)*

7.0 GENERAL BUSINESS

7.1 PROPOSED SPLIT OF FIRE ZONE 1

Discussion on the pros and cons of splitting Zone 1 into Zone 1 East and Zone 1 West. Review of community survey results and voting on decision to split Zone 1 or keep as is. Consolidated survey responses included in Agenda attachment 7.1

The meeting discussed capability, response, weather conditions and fire management.

Decision: Zones to stay as they are. The onus is on FCOs to advise the CBFCO of resource requirements at the earliest opportunity.

7.2 REVIEW OF LOCAL LAW

Bush Fire Brigades Local Law Purpose – to revoke the Shire of Jerramungup Bylaws Relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades published in the Government Gazette on 13 July 1990, and make provisions for establishment, management and administration of Bush Fire Brigades in accordance with the Bush Fires Act 1954. Effect – to align the requirements for bush fire brigades with legislation and local practice. Draft Bush Fire Brigades Local Law document included in Agenda attachment 7.2

The Shire is going through the process of reviewing Local Laws including a new Bush Fire Brigades Local Law which is fairly standard. They are currently advertised for public comment and submissions are welcome.

7.3 ORIGO WEATHER STATIONS

Proposal to link private weather stations and make data available to Shire to inform Harvest and Vehicle Movement Ban decisions.

Origo weather stations can be linked together in one Dashboard, which can calculate FBI. A number of farmers have these installed already. An agreement between the Shire, Bush Fire Brigades and private property owners would be required. Would be a useful tool and require an annual budget provision of \$100 per opted in station. The costs to purchase additional stations to fill gaps in coverage varies between \$3,000-\$6,000.

Decision: Supportive of proposal. CESM to investigate further. CESM also to send details to Andrew at DBCA.

7.4 REVIEW OF FIRE CONTROL POLICY 7 - CAMPING AND COOKING FIRES

The Shire is seeking feedback from BFAC on the existing Fire Control Policy 7 “Camping and Cooking Fires, particularly regarding operations of registered fire pits during prohibited burning times.

Development approval conditions do not permit fire pits at AirBnBs, however the Policy conflicts with this.

Discussion regarding number of fire pits registered, number with expired registration, property locations, rules during prohibited burning period.

Decision: List of registered fire pits to be reviewed and annual inspections arranged. Consider how to restructure the Policy to reduce the risk of uncontrolled fires. Further discussions to be held with a revised proposal to be brought to the October 2025 BFAC meeting. CESM to draft changes while taking into account feedback from the CBFCO and BFAC members.

7.5 REVIEW OF FIRE CONTROL INFORMATION BROCHURE, INCLUDING DATES

Shire to review and update brochure, focussing on required information only. Proposal to distribute draft brochure to BFAC for decision in June.

Dates for Restricted and Prohibited burning seasons were agreed during the AGM earlier.

Decision: That the CBFCO, CESM, BRMC and others as required be endorsed to make necessary and appropriate changes to scale back the 2025/2026 Fire Control Information brochure to the key information.

7.6 000 ARRANGEMENT VS GROUP CALL

Shire proposes to trial Group Call to receive 000 calls instead of current 000 arrangement. Proposed Group Call members: CBFCO, DCBFCO, BFB Captains, CESM

CURRENT: 000 – CBFCO – DCBFCO1 – DCBFCO2 – RDC who will mobilise resources.

PROPOSED: 000 – Multiple numbers CBFCO, DBFCO1, DBFCO2, Captains and CESM on an open line. Line stays open after 000 hangs up.

Proposed method used by VFES and St John Ambulance volunteers.

Decision: CESM to implement the Proposed Group Call system with call takers as outlined above. Once set up, establish protocols for use and distribute to group call members.

7.7 VOLUNTEER TRAINING

Proposing dates for skill sign off training (1 or two dates/locations?) and full courses (for new volunteers) to fit in and around farming activities, school holidays and sport fixtures.

Decision: CESM to organise training for full day entry level courses on Tuesday/Wednesdays in July (not in school holidays) and catch-up training on two separate dates in July commencing late afternoon/evening.

7.8 DISTRICT MAPS

Shire is seeking feedback on whether printed district maps are still relevant for operations or redundant due to available technology.

Decision: Keep one printed district map book in each fire truck. CESM to investigate the Avenza app which DBCA uses for mapping and seek assistance from DBCA.

Noted: I pads will be provided in all fire trucks during 2025/26 and firemapper will be available on these. May be funded by a grant, however, if not the Shire has committed to funding these.

8.0 ROUND TABLE

Janna Cheshire

DFES is hosting an Australia-wide Conference in Perth -it is a 3-day event commencing 28 August 2025 and is a really good opportunity if any volunteers are interested. It is shared around the States, so not often in WA. There is a nomination process – accepted nominees have travel and accommodation paid for. Let Janna know if you are interested.

Brad Shelton

Requested that a Shire text message be sent out at the start of the Restricted Burning period.

Action: Janna to note.

Andrew Benton

Thank you to crews that helped out at National Park fire and held the paddocks. Brigades who gave a hand were greatly appreciated. If resources are needed from the FNP crew please ask as they are always willing to help.

Paul Hislop

Questioned whether very large stretches of road verge can be divided up.

BRMC advised that under the Bush Fires Act a landowner can burn a road verge adjacent to their property, however there are a lot of checks which must be gone through first.

Action: BRMC to investigate further.

Anthony Thomas

Requested good quality UHF handheld radios for Boxwood Hill fire trucks.

Action: CESM to arrange.

9.0 CLOSURE OF MEETING

The CBFCO closed the meeting at 8.48pm.

Attachment 6.1 a)

Chief Bushfire Control Officer Report for BFAC

Alex Jones

April 28th 2025

Thank you for coming tonight it's good to see everyone here.

Since our last meeting on the 14th October 2024 we have welcomed Janna Cheshire to the role of CESM. She has hit the ground running and contributes enormously to all aspects of Emergency Management. Thank you Janna.

We have had a very dry summer with above average temperatures. We have declared 17 Harvest and Vehicle Movement bans, probably the most for a summer here. On that subject...thanks to both Deputies Paul and Ants who did a few of them while I was away. Thanks to everyone for contributing to the weather reports. I have tried to limit the need for weather reports as much as possible, but some days are borderline and updates are necessary, especially if we are harvesting...so thanks again.

There have been about a dozen incidents in the Shire over summer:

- Crop fires at Needilup – November 18 and 23.
- Pole top fire – December 18.
- Two trucks from Boxwood attended Greenrange – January 2.
- Jacup lightning strike – January 2.
- Needilup lightning strike – January 7.
- Warramurrup fire – January 24 for about 10 days – during which time a caravan also caught on fire in Bremer Bay.
- Pole top fire Gairdner South Road – February 1 – brought the powerlines down across the road and volunteers had to traffic manage.
- Pole top fire Bremer Bay – February 2.

I would like to thank the surrounding Shires for their assistance, along with DFES and DBCA, during the Warramurrup Fire. This was a great team effort. Leadership is the key to an effective incident management team. We had Derek Jones come out from DFES Albany, Janna's mapping and people skills, Dan Biddulph with his on ground experience, Peter Buckenara's operational skills, Mick Batchelor and others running the VFES and the assistance of other Shire staff and Councillors.

We also had FCO's step up into Sector Commander roles and they did a fantastic job. Ants Thomas again took on the Ground Controller role, but also took a young volunteer with him on two occasions to learn.

So for a fire on the Friday of a long weekend in January, one of the most inconvenient times, we did well and I was pleased to be part of that group.

Stemming from the coastal fire at Warramurrup a discussion has commenced to draft an Operational Pre Plan for Bremer Bay and Point Henry in the event of future fires.

Mitigation work will be commencing soon thanks to Dan Biddulph.

Once again thank you to Marni for supporting me in the role as Chief.

The priority during the Winter months will be training.

Attachment 6.2 a)

DBCA Report for BFAC

Andrew Benton

28 April 2025

- Ali Benson took over from Vince as Albany District Fire Coordinator on 2 January 2025 and is looking forward to catching up and working with everyone.
- Bulldozer and float to be based in Albany by 30 June.
- Two new machine operator positions – one has been filled, one very close to being filled.
- A tractor has been working in western FRNP slashing verges and firebreaks.
- MAF grading completed Gordon Inlet Road, Doubtful Island Road, Quaalup Road.
- Point Anne Road grading was completed before it rained.
- Peniup grading to commence next week.
- Burn plans are a carryover from last year. Priority for Jerry Shire ALB_037 Jacup UCL and ALB_073 Bremer Beach. Will work in conjunction with Dan Biddulph for Bremer burn.
- Matt Prophet has left to join Queensland Parks and Wildlife, his position is currently vacant.

Attachment 6.3 a)

CESM Report for BFAC

Janna Cheshire

28 April 2025

Firstly, I would like to sincerely thank you all for the warm welcome I've received since joining the team. It's certainly been a busy introduction to the role, with Baum's fire occurring just days after my official start date and the Warramurrup fire following in January — all while getting to grips with new IT systems, procedures, protocols, and, most importantly, meeting so many new faces locally and across different agencies. It's been an incredible learning experience, and I'm truly grateful for the support and encouragement you've shown me.

Since December, we've made great progress on a number of outstanding tasks. One of the biggest achievements has been the review of the Shire's Local Emergency Management Arrangement. After years in the making, the document was successfully updated, endorsed by Council, and has recently been tabled and acknowledged by the State Emergency Management Committee. A huge thank you to everyone who contributed to bringing this important project across the line.

We've also managed to catch up on PPE and PPC back orders, with new equipment now issued to all brigades and more on the way.

On a personal note, I've undertaken several DFES-led training courses, one of which has now qualified me as a trainer and assessor for our region. This means, once endorsed, I can directly support brigades in achieving and maintaining the necessary training standards and qualifications.

Over the past few months, we've conducted a thorough review of volunteer training records, identified a number of gaps, and are now planning a strong training push across all brigades. Our goal is to ensure that every volunteer has the skills and knowledge they need to operate safely and confidently.

Working together with DFES, St John Ambulance, and WA Police, we've also been reviewing our local emergency response capacity. We are currently developing a standardised response plan for the harder-to-reach parts of the Shire, with a particular focus on the coastal areas. I'll continue to keep you updated as this important project moves forward.

A special mention must go to the Bremer Bay VFES, who have played a key role in opening up discussions with the Shire and DFES around emergency planning for the Point Henry Peninsula. The aim is to develop an Operational Pre-Plan (OPP) for likely bushfire scenarios, including pre-determined messaging, evacuation procedures, crew tasks, and regional support strategies, so we can deliver a fast and effective response during critical weather conditions.

Finally, and most importantly, I want to sincerely thank each and every one of you for your dedication and commitment to keeping our community safe. None of what we achieve would be possible without your support, your time, and your passion.

My goal is to assist you and your brigades in any way I can, and to make the necessary administrative processes as simple and stress-free as possible. If there is ever anything you need — whether it's help with training, ordering PPE, servicing equipment, completing paperwork, or anything else — please don't hesitate to reach out. You can contact me by email, phone call, text message, or voicemail — whichever is easiest for you. My phone is always on, my door is always open, and I'm more than happy to come out to visit you and your teams whenever needed.

Thanks again for everything you do.

Attachment 6.4 a)

DFES Report for BFAC

Roy Parsons

28 April 2025

1. Out Season Update:

Soil moisture levels remain low.

Curing rates remain high (90%-100%)

Fuel loads set at 2.7t/ha

Number of LGs have delayed onset of burning in response to conditions putting extra restrictions on permit burning ie. Time (later in day for falling fire hazard, wind, temperature, personnel, water requirements, etc.

DFES high threat period ends 8:00 Thursday 17 April.

2. Aboriginal Heritage Act:

Call all jobs early with location.

Enables background checks to be made.

Checks can be done by regional office to support LG incidents.

3. Online Training Available for those interested:

AFDRS X (3 Modules)

Australian Warning System (2 Modules)

Tree Hazard Awareness (1 Module)

4. Training F2F:

Sector Commander – Albany, April 5&6

Casualty Transfer Systems & Manage Injuries – Bremer, June 6-8

Incident Controller Level 1 – Bremer, July 28-31

Advanced Bush Firefighting – Bremer, August 23

Crew Leader – Bremer, August 24

Attachment 6.5 a)

Bushfire Risk Mitigation Coordinator Report for BFAC

Dan Biddulph

28 April 2025

Shire of Jerramungup Bushfire Mitigation Grant application 2024/25 round 2 received a sum of \$190,500 for prescribed burning, mechanical, chemical works on crown reserves vested with the Shire.

A further \$125,010 was sought and approved through MAF Supplementary funding. This will continue the great work that has been done on Point Henry over the past few years.

Total of \$315,510 for 2024/25 funding round.

Two contractors have been awarded this work, and commencement has occurred.

Mechanical

Only new treatments were funded this year. Majority of these are in Jerramungup.

Supp funded Mechanical

- Native Dog, Gneiss and Gully Roads
- Point Gordan and Horse Hill Roads
- Little Boat Harbour Road

Chemical

All Chemical treatments applied for were awarded. These treatments are targeting regrowth of peppermint and mallee, on already established, strategic low fuel zones.

Prescribed Burning

1. Needilup Townsite
2. Boxwood Hill Townsite
3. Millers Point pile burn
4. West of Wellstead/Bremer Bay LIA pile burns X 65
5. North of Beaches Caravan Park
6. Frantom Way/Progress Drive
7. Old Dump/ Water Corp block
8. North of White Trail Rd
9. Point H- pending approvals and joint delivery with DBCA
10. Bog Arm- pending approvals and joint delivery with DBCA
11. Point Henry Road Pile burn- Tea Tree piles.

MAF 3 Year 2025-2028

Jerramungup Shire expressed our interest and was successful in getting onto the next round of MAF 3-year funding. Majority of treatment already established, expected expenditure of approximately \$660K over three years.

Attachment 6.6 a)

Nowanup Ranger Coordinator Report for BFAC

28 April 2025

- Nowanup is north of Boxwood Hill.
- Six Rangers and some part time.
- Property has been handed over to the Eades family.
- Trying to establish a structure and build a corporation.
- Cultural fire program to last a few years.
- Project with DBCA Peniup for cultural burning and contemporary burning practices.
- Putting together a mosaic plan for next 10 years.
- Additional land in the Shire may go back to Wagul Kaip, which will expand the area being worked in.
- Staff are joining Boxwood Hill Brigade and intend to help with mitigation works.

Attachment 6.7 a)

Bremer Bay VFES Report for BFAC

Peter Buckanara

28 April 2025

- Pre-planning for Point Henry peninsula has commenced.
- Specifically noted that messaging needs to be clear, preplanned and drafted rather than creating in the first hour of the incident.
- Fast tracking resources that we get.
- Concern is not assets but mostly people management.
- Beaches are not a feasible option for evacuation points.
- There is no official “safe zone” on Point Henry.
- Shelter in place could be the better option.
- There is so much to do in the first 30-40 minutes.
- Takes time to get an aerial response, and the large air tanker may not always be available.
- Having a pre-plan will give the Brigade more control and better response capabilities when a catastrophic event occurs.