

MINUTES

BUSH FIRE ADVISORY COMMITTEE GENERAL MEETING

Held via
TEAMS
Monday, 20 July 2026
Commencing at 6:00pm

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BUSH FIRE ADVISORY COMMITTEE MEETING

MINUTES

1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened at 6.07pm by the Chief Bush Fire Control Officer.

2.0 RECORD OF ATTENDANCE

2.1 ATTENDANCE

Alex Jones	Chief Bushfire Control Officer / Gairdner BFB
Martin Cuthbert	Chief Executive Officer
Charmaine Wisewould	Deputy Chief Executive Officer
Janna Cheshire	Community Emergency Services Manager
Dan Biddulph	Bushfire Risk Mitigation Coordinator
Anthony Thomas	Deputy Chief Bushfire Control Officer / Boxwood BFB
Wade Brown	Deputy Chief Bushfire Control Officer / Needilup BFB
Brad Shelton	Gairdner BFB
Mark Lester	Jacup BFB
Craig Hall	Gairdner BFB
Pete Buckenara	Bremer Bay VFES
Matt Foster	Jerramungup VFES
Paul Hislop	Jerramungup VFES

2.2 APOLOGIES

Stuart Hocking	Boxwood BFB
Michael Lester	Jacup BFB

3.0 GENERAL BUSINESS

3.1 ADOPTION OF SHIRE OF JERRAMUNGUP SECTION 33 NOTICE 2026-27

Location/Address:	Shire of Jerramungup
Name of Applicant:	Shire of Jerramungup
File Reference:	LE.IN.4
Author:	Charmaine Wisewould, Deputy Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 July 2026
Attachments:	a) Shire of Jerramungup Section 33 Notice 2026-27
Authority/Discretion:	Legislative

SUMMARY:

This item seeks the Jerramungup Bushfire Advisory Committee's adoption of the proposed Shire of Jerramungup Section 33 Notice 2026-27 (the Notice) and its recommendation that Council adopt the Notice pursuant to section 33 of the *Bush Fires Act 1954*. Subject to Council adoption, the Chief Executive Officer will arrange publication and distribution of the Notice in accordance with legislative requirements.

The proposed Notice assists in reducing bushfire risk by establishing clear and enforceable minimum requirements for landowners and occupiers. If the Notice is not adopted, the Shire may have reduced clarity and consistency in its fire prevention requirements for the 2026-27 fire season.

BACKGROUND:

The Shire of Jerramungup issues an annual Fire Control Notice to landowners and occupiers within the district. The Fire Control Notice sets out the fire prevention works required to reduce the risk of bushfire ignition, spread and extension across different land use zones and property types. The 2026-27 Fire Control Notice has been reviewed to improve clarity, consistency and enforceability, and to better align with contemporary guidance for local government firebreak and hazard reduction notices.

CONSULTATION:

The review has been informed by operational experience, internal review and consideration of relevant sector guidance. Consultation has occurred with the Shire's Chief Bush Fire Control Officer, Brigade Captains and an Emergency Management Consultant to ensure the Fire Control Notice is practical, clear and aligned with bushfire risk management and compliance requirements. Consideration by the Jerramungup Bush Fire Advisory Committee provides an additional opportunity for operational review before the Fire Control Notice is presented to Council for adoption.

COMMENT:

The 2026 review has resulted in a substantially updated Fire Control Notice. The proposed changes improve readability, align terminology across the document, clarify property owner and occupier obligations, and better reflect current bushfire risk management expectations. Key changes include a clearer definition of fire break, revised treatment of Point Henry Peninsula requirements, updated rural and plantation requirements, expanded vehicle and machinery restrictions, and new or amended definitions to support consistent interpretation.

The proposed Fire Control Notice provides a clearer and more consistent framework for landowners and occupiers, while supporting effective compliance and enforcement by Shire officers and Fire Control Officers. Adoption of the Fire Control Notice will assist in reducing bushfire risk across the district and ensure requirements are in place ahead of the 2026-27 fire season.

The following table summarises the major changes proposed through the review.

Section	Previous	New	Comment
General Notice text			Alignment with WALGA template, Inclusion of fees and fines, update of dates notice is in place to align with zones
1 (b)	2 metre wide fire break	3 metre wide fire break	Achieve consistency throughout the document
2 (a) (i)	Bare earth	Fire break	New definition of fire break
2 (a) (ii)	Bare earth break around all buildings		Removal of firebreak around buildings as double up with boundary break on smaller scale properties
3	Rural Residential – specific to Point Henry	Rural Residential and Rural – Specific to Point Henry	Inclusion of Rural properties within the Point Henry Peninsula
3 (a)	Unrestricted vehicular access, strategic fire break	Unimpeded vehicular access, strategic fire break	Clarity to include physical obstructions such as fences, new definition of strategic fire break
3 (b)	Phasing in of conditions	Mandatory conditions	Timeframe for phasing in additional conditions ended in 2019

4	Rural Zone	Rural Zone (Excluding designated plantations and Point Henry Peninsula)	Change to exclude zones with special requirements elsewhere
4 (b)	Within 100 metres of all buildings	Within 20 metres of all buildings	Minimise distance between firebreaks and buildings
5 (a-e)	Plantations		Complete rewrite to simplify and align with DFES Guidelines for plantations
Asset Protection Zone	Building Protection Zone	Asset Protection Zone	Align terminology across legislation
Appendix 1 1.	Zone 1-4, 1 st October to 18 th April	Zone 1-4, 1 st October to 30 th April	Extension of restricted burning time to simplify dates to remember
			Additionally, dates for zone 5 have remained as per 2016 gazetted notice. However, dates were changed in other Shire info over the years. Chosen to keep dates as per original notice and control any burning in zone 5 between February and May with permits. Opens opportunity for prescribed burning if the conditions allow for it.
Appendix 1 2.	Additional requirements for plantation owners		Change to include equipment requirements for all plantations, irrespective of their location from a BFB
Appendix 1 4.	Vehicles		
(a) (i-iii)			Inclusion of table in written form for ease of access to information
(c)			Inclusion of track raking, track chaining and track renovating activities

(d)			New clause to include ground engaging machinery
(e) (ii)	Inspections by CBFCO	Inspections by FCO	Allow for FCOs to inspect and approve subject to conditions and process
Definitions			Now arranged in alphabetical order
Approved fire extinguisher	7.5 litre water	9kg or 9l	Allow for multiple options of fire extinguishers (eg water and powder)
Developed land			New definition relating to additional requirements for Point Henry Peninsula
Fire Break	Bare earth	Area with specified width and with grass maintained at maximum height of 5cm and being devoid of all flammable matter	Change from bare earth to maximum vegetation height to allow for environmental and erosion control
Flammable matter			New definition
Ground engaging machinery			New definition
Licensed storage and out loading areas	Licensed storage and outloading areas		New definition
Plantation			Updated definition to align with DFES Guidelines and clarify at what point a plantation ceases to exist
Roadway			New definition relating to licensed storage and outloading areas
Secondary water supply			New definition relating to harvesting operations
Site constraints			New definition relating to variations

Strategic Fire Break			New definition and inclusion of no fences
Track raking, track chaining and/or track renovating			New definition
Vehicle turn arounds			Updated definition with clearer requirements

STATUTORY ENVIRONMENT:

Section 33 of the *Bush Fires Act 1954* enables a local government to require owners and occupiers of land within its district to install and maintain firebreaks and undertake specified actions to prevent the outbreak, spread or extension of a bushfire. A notice may be given to all owners or occupiers of land by publication in the Government Gazette and in a newspaper circulating in the district.

STRATEGIC IMPLICATIONS:

Adoption of the Shire of Jerramungup Section 33 Notice 2026-27 contributes to community safety, emergency preparedness, asset protection and responsible land management across the district.

This item relates to the following components from the Shire of Jerramungup Community Plan 2021 – 2031:

Provide informed and transparent decision making that meets our legal obligations, and the needs of our diverse community.

FINANCIAL IMPLICATIONS:

There are no direct financial implications associated with adoption of the Notice. Costs associated with publication, administration and compliance activities are provided for within existing operational budgets.

WORKFORCE IMPLICATIONS:

There are no additional workforce resourcing implications arising from adoption of the Shire of Jerramungup Section 33 Notice 2026-27. Administration, publication, community enquiries, variation requests and compliance activities will be managed within existing staff resources. The updated Notice may support improved operational efficiency by providing clearer requirements for landowners, occupiers, Fire Control Officers and Shire officers involved in implementation and compliance.

POLICY IMPLICATIONS:

The Fire Control Notice supports the Shire's broader bushfire risk management and community safety objectives. The review has considered relevant sector guidance, including WALGA and DFES guidance for clear, consistent and enforceable firebreak and hazard reduction notices, and DFES plantation fire protection guidance.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That the Jerramungup Bushfire Advisory Committee:

- 1. Adopts the Shire of Jerramungup Section 33 Notice 2026-27 as attached; and**
- 2. Recommends that Council adopt the Shire of Jerramungup Section 33 Notice 2026-27 pursuant to section 33 of the *Bush Fires Act 1954* and authorise the Chief Executive Officer to arrange publication and distribution of the Notice in accordance with legislative requirements.**

MOVED: Anthony Thomas

SECONDED: Peter Buckenara

That the Jerramungup Bushfire Advisory Committee:

- 1. Adopts the Shire of Jerramungup Section 33 Notice 2026-27 as attached with amendment to the prohibited burning time for Zone 5 from 5 Feb to 5 March; and**
- 2. Recommends that Council adopt the Shire of Jerramungup Section 33 Notice 2026-27 pursuant to section 33 of the *Bush Fires Act 1954* and authorise the Chief Executive Officer to arrange publication and distribution of the Notice in accordance with legislative requirements.**

Carried

3.2 SHIRE OF JERRAMUNGUP 2026/2027 FIRE CONTROL OFFICERS

SUMMARY:

This item seeks the Jerramungup Bush Fire Advisory Committee's endorsement of the 2026/2027 Shire of Jerramungup Fire Control Officers, Fire Weather Officers and Dual Fire Control Officers. Subject to Council adoption, the Chief Executive Officer will arrange gazettal and publication in accordance with legislative requirements.

COMMENT:

At the Jerramungup Bushfire Advisory Committee AGM in April 2026, the Committee endorsed the 2026/2027 Fire Control Officers, Fire Weather Officers and Dual Fire Control Officers. At that time, the Jerramungup and Bremer Bay VFES units had not held their AGMs and were unable to confirm their nominated FCOs and Captains. Both units have now confirmed their nominations, and the updated list is presented for BFAC endorsement and Council adoption.

2026/27 SHIRE OF JERRAMUNGUP FIRE CONTROL OFFICERS, FIRE WEATHER OFFICERS AND

DUAL FIRE CONTROL OFFICERS

NAME	POSITION	BRIGADE	PHONE	CALL SIGN
Stuart Hocking	FCO / FWO / Captain	Boxwood BFB	0438 287 280	Boxwood 1
Rohan Murdoch	FCO	Boxwood BFB	0448 166 065	Boxwood 2
Michael Campbell	FCO	Boxwood BFB	0428 366 044	Boxwood 3
Anthony Thomas	FCO	Boxwood BFB	0429 366 021	Boxwood 4
Steve Booth	(Permits only)	Boxwood BFB	0400 653 753	
Brad Shelton	FCO / Captain	Gairdner BFB	0457 679 413	Gairdner 1
Craig Hall	FCO / FWO	Gairdner BFB	0427 086 011	Gairdner 2
Bruce Hill	FCO	Gairdner BFB	0447 140 079	Gairdner 3
Daniel Smart	FCO	Gairdner BFB	0427 366 058	Gairdner 4
Michael Lester	FCO / Captain	Jacup BFB	0429 374 268	Jacup 1
Brad Bailey	FCO/FWO	Jacup BFB	0427 291 078	Jacup 2
Trevor Ross	FCO	Jacup BFB	0427 355 023	Jacup 3
Peter Wisewould	FCO	Jacup BFB	0427 356 086	Jacup 4
James Lyall	FCO	Jacup BFB	0428 960 488	Jacup 5
Wade Brown	FCO / Captain	Needilup BFB	0427 549 850	Needilup 1
Jye Duggan	FCO / FWO	Needilup BFB	0427 532 094	Needilup 2
Alex Baum	FCO	Needilup BFB	0429 471 048	Needilup 3
Clint Pocock	FCO	Needilup BFB	0400 746 523	Needilup 4
Peter Buckenara	FCO / 1 st LT Fire	Bremer Bay VFES	0429 371 003	Bremer 1
Terry Anderson	FCO / FWO	Bremer Bay VFES	0437 953 020	Bremer 2
Stacey Francis	FCO	Bremer Bay VFES	0437 611 759	Bremer 3
Ruairi Sinnott	FCO	Bremer Bay VFES	0467 052 365	Bremer 4
Siwel Solomon	FCO/Captain	Jerramungup VFES	0457 124 370	Jerry 6
Matt Foster	FCO/ 1 st LT Fire	Jerramungup VFES	0498 137 395	Jerry 1
Paul Hislop	FCO / FWO	Jerramungup VFES	0427 354 037	Jerry 2
Jeremy Wisewould	FCO	Jerramungup VFES	0428 351 171	Jerry 3
Paul Barrett	FCO	Jerramungup VFES	0428 362 014	Jerry 4
Trenton Parsons	FCO	Jerramungup VFES	0428 551 979	Jerry 5
Dual FCO				
Peter Wisewould	FCO	Jerramungup/ Ravensthorpe	0427 356 086	Jacup 4
Paul Hislop	FCO	Jerramungup/ Lake Grace	0427 354 037	Jerry 2
Alex Baum	FCO	Jerramungup/ Gnowangerup	0429 471 048	Needilup 3
Stuart Hocking	FCO	Jerramungup/ Albany	0438 287 280	Boxwood 1
Clint Pocock	FCO	Jerramungup/ Kent	0400 746 523	Needilup 4
Shire FCOs				
Alex Jones	FCO/CBFCO	Shire of Jerramungup	0429 361 034	Jerry Chief
Dan Biddulph	FCO	Shire of Jerramungup	0499 351 232	Shire BRMC
Janna Cheshire	FCO	Shire of Jerramungup	0499 351 368	Shire CESM
Derek Jones	FCO	Shire of Jerramungup	0428 351 171	Shire EMS

OFFICER RECOMMENDATION:

That the Jerramungup Bushfire Advisory Committee:

- 1. Endorses the 2026/2027 Shire of Jerramungup Fire Control Officers, Fire Weather Officers and Dual Fire Control Officers, as attached, and recommends their adoption by Council.**

MOVED: Peter Buckenara

SECONDED: Anthony Thomas

That the Jerramungup Bushfire Advisory Committee:

- 1. Endorses the 2026/2027 Shire of Jerramungup Fire Control Officers, Fire Weather Officers and Dual Fire Control Officers, as attached, and recommends their adoption by Council.**

Carried

4.0 CLOSURE

The Chief Bush Fire Control Officer closed the meeting at 6.20pm