



Notice of Bush Fire Advisory Committee Annual General Meeting

To be held on 9 October 2025 and commence at 6:00pm
To be held at the Donnybrook Incident Control Centre SES Headquarters
(80 Bentley Street, Donnybrook WA 6239)

Authorised:

A handwritten signature in blue ink, appearing to read "Ross Marshall", is positioned above the name of the authorized person.

Ross (Rosco) Marshall, Director operations

Prepared:

6 October 2025

Disclaimer:

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Contents

1.	Declaration of Opening / Announcement of Visitors.....	3
2.	Attendance	3
2.1.	Apologies.....	4
3.	Declarations of Financial/Impartiality Interest.....	4
4.	Confirmation of Minutes – Previous Bush Fire Advisory Committee Meeting	4
4.1.	Bush Fire Advisory Committee Annual General Meeting held on 10 April 2025	4
5.	Correspondence.....	4
5.1.	Correspondence In.....	4
5.2.	Correspondence Out.....	4
6.	Business Arising from Previous Meetings	5
7.	Reports.....	6
7.1.	Committee Members.....	6
7.2.	Staff.....	6
7.3.	Guests	6
8.	Funding	7
8.1.	Local Governments Grants Scheme	7
9.	Circulars	8
9.1.	HeartSine AED Recall.....	8
9.2.	LT Front Hose Basket Removal.....	8
9.3.	State Hazard Plan - Fire.....	8
10.	General Business.....	8
10.1.	Fire pits on Shire Managed Land.....	8
10.2.	Shire of Donnybrook Balingup Bush Fire Brigades Local Law – Section 5.6	8
11.	Closure	9

1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

The Chairperson to acknowledge the continuing connection of Aboriginal people to Country, culture and community, including traditional custodians of this land, the Wardandi and Kaneang People of the Noongar Nation, paying respects to Elders, past and present.

The Chairperson to declare the meeting open at ##:##pm and welcome the public gallery.

2. Attendance

Committee members

Chairperson & Upper Capel Bush Fire Brigade	
Argyle Irishtown Bush Fire Brigade	
Balingup Bush Fire Brigade	
Beelerup Bush Fire Brigade	
Donnybrook Town Bush Fire Brigade	
Stirling Park Bush Fire Brigade	
Ferndale Bush Fire Brigade	
Kirup Bush Fire Brigade	
Lowden Bush Fire Brigade	
Mullalyup Bush Fire Brigade	
Mumballup Bush Fire Brigade	
Munro Bush Fire Brigade	
Brookhampton Bush Fire Brigade	
Thomson Brook Bush Fire Brigade	
Elected Member	

Guests

Dept. Fire & Emergency Services	
Volunteer Fire & Rescue Service	
Forest Products Commission	
Dept. Biodiversity Conservation & Attractions	

Shire Staff

Community Emergency Services Manager	
Chief Executive Officer	
Director Operations	
Senior Ranger	

2.1. Apologies

3. Declarations of Financial/Impartiality Interest

Division 6: Sub-Division 1 of the Local Government Act 1995. Care should be taken by all Committee members to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

4. Confirmation of Minutes – Previous Bush Fire Advisory Committee Meeting

4.1. Bush Fire Advisory Committee Annual General Meeting held on 10 April 2025

Minutes of the Bush Fire Advisory Committee Meeting held 10 April 2025 are attached as (Attachment 4.1)

That the Minutes from the Bush Fire Advisory Meeting held on 10 April 2025 be confirmed as a true and accurate record.

MOVED BY:	Choose an item.	SECONDED BY:	Choose an item.
------------------	-----------------	---------------------	-----------------

5. Correspondence

5.1. Correspondence In

From	To	Topic	Date
Balingup FCO	CESM	Item 1 - Firepits on Shire managed land Item 2 - SoDB Bush Fire Brigades Local Law – Section 5.6	30/09/2025

5.2. Correspondence Out

From	To	Topic	Date
CESM	SoDB BFAC	Notification of BFAC Meeting	9/9/2025

6. Business Arising from Previous Meetings

Topic	Agreed Action	Outcome
Poor WAERN Radio Reception	CESM to investigate grant funding to upgrade tower DO Nelson advised that fault reports need to be logged via CESM to DFES.	Ongoing. Issue has been acknowledged by DFES and funding has been sourced advice is this will be a 24-month project.
Outstanding Fire reports	Brigade Leaders to complete and submit outstanding incident Fire Reports	Ongoing. Training was conducted on the 15 th of June to provide brigades assistance in completing these reports.
Structured Recruitment	To review forms and “Application Pack”	Ongoing. Correct forms distributed to brigade members – review of Operational Procedures to include new forms
Longterm asset management planning	Brigades submit to Shire their ideas on long term planning	Ongoing. CESM has created an online form to capture maintenance issues this can be built on to capture trends on where issues may be.
Annual Firebreak Order Review	Adopted by Council, printed and distributed	Complete. (Remove)
Authorisation of Endorsed FCOs	Adopted by Council, Authorised until 1 July 2026	Complete. (Remove)
Endorsement of BFAC Office Bearers	Adopted by Council	Complete. (Remove)
40 kph speed zones	To discuss with Communications team and Local Police to push message.	Complete. DO engaged with WAPOL and ran media promoting SLOMO campaign (Remove)
Rail Corridor Maintenance	ARC to provide mitigation program to Shire once approval process complete.	Complete. ARC requested firebreak variation forms/s.33 more detail requested by CESM from ARC (Remove).

7. Reports

7.1. Committee Members

1. Argyle/Irishtown Fire Control Officer
2. Balingup Fire Control Officer
3. Beelerup Fire Control Officer
4. Brookhampton Fire Control Officer
5. Donnybrook Town and Deputy Chief Bush Fire Control Officer
6. Ferndale/Stirling Park and Chief Bush Fire Control Officer
7. Kirup Fire Control Officer
8. Lowden Fire Control Officer
9. Mullalyup Fire Control Officer
10. Mumballup Fire Control Officer
11. Thomson Brook Fire Control Officer
12. Munro Fire Control Officer
13. Upper Capel Fire Control Officer
14. Deputy Chief Bush Fire Control Officer
15. Elected Member – Cr G Patrick

7.2. Staff

1. CESM Report (Conor) [Attachment 7.2 \(1\)](#)
2. Ranger Report (Ange) [Attachment 7.2 \(2\)](#)
3. Chief Executive Officer (Nicholas O'Connor)
4. Director Operations (Rosco)

7.3. Guests

1. DBCA
2. DFES
3. VFRS
4. FPC

8. Funding

8.1. Local Governments Grants Scheme

The LGGs acquittal was submitted in August 2025 with a total overspend of \$56,717.96

Expenditure Category	Amount
Purchase Plant & Equipment <\$1,000 per item	\$ 4,368.40
Maintenance of Plant & Equipment	\$ 18,825.10
Vehicle Maintenance	\$ 68,111.37
Maintenance of Land & Buildings	\$ 7,129.27
Clothing & Accessories	\$ 27,674.43
Utilities, Rates & Taxes	\$ 15,055.61
Other Goods & Services	\$ 29,441.93
Insurance	\$ 121,451.85
Total	\$ 292057.96
Amount Overspent	\$ 56,717.96

Funding for the 2025/26 Period includes \$243,980 operational funds and \$14,980 in funds for:

- Meeting room carpet upgrades to Mullalyup BFB
- Thermal Imaging Camera for Mumballup BFB
- Driver Training for various brigades (needs basis)
- Solar system Replacement – Balingup BFB (considering options for funds as facility is on grid).

The Shire has received three new appliances to replace its existing fleet including:

2x Toyota Landcruiser LT's for Argyle/Irishtown BFB and Mullalyup BFB

1x Iveco 1.4 for Upper Capel

In addition, the Shire has received funding of \$1.6M for a new facility for Argyle/Irishtown BFB this is to replace the brigades existing buildings and construction is expected to begin during the current financial year.

Consultation is on-going for a solution to the Upper Capel BFB facility in that it does not house the new 1.4 appliance, the Shire anticipates it will have an application for submission prior to the 2026/27 Period.

9. Circulars

9.1. HeartSine AED Recall

(Attachment 9.1)

9.2. LT Front Hose Basket Removal

(Attachment 9.2)

9.3. State Hazard Plan - Fire

(Attachment 9.3)

The State Hazard Plan – Fire has undergone a comprehensive review, the attached summary outlines key changes the Plan itself can also be found by following this link - [State Hazard Plan – Fire](#)

10. General Business

10.1. Fire pits on Shire Managed Land

Item 1 - Balingup FCO

There is a Fire Pit at the Balingup Transit Park with no information sign posted at or nearby, see attached images. It is located approx. 20m from unmanaged vegetation in the Balingup Brook and a traffic bridge.

My question is, is this fireplace situated in an authorised area (point 7 in the Fire Prevention Order Summary of the Bush Fires Act 1954), by whom is it authorised and are there any other such fire pits in the SoDB.

The concern is, during fire restrictions, someone will see a properly constructed fire pit in a camping area and assume they can have a fire, we all know where that can head on a hot windy summer day.

There is already a gas or electric BBQ at the Balingup Transit Park and therefore I think the fire pit be removed or signage be put in place regarding its use and even locked out/covered over during prohibited burning period.

10.2. Shire of Donnybrook Balingup Bush Fire Brigades Local Law – Section 5.6

Item 2 - Balingup FCO

From the SoDB Local Law

5.6 Auditor

(1) At the annual general meeting a person, not being a brigade member, is to be appointed as the

Auditor of the bush fire brigade for the ensuing financial year.

(2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

Do any SoDB Brigades do an annual audit and if so what format/template is used. This item I will like to discuss at the BFAC meeting.

11. Closure

The Chairperson to advise that the next Bush Fire Advisory Committee Meeting will be advised.

The Chairperson to declare the meeting closed at ##:##AM/PM.