



Minutes of Bush Fire Advisory Committee Meeting

Held on 9 October 2025 and commenced at 6:00pm
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:

13 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.

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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	Bevan Dix
Argyle Irishtown Bush Fire Brigade	Jayden Hitchcock
Balingup Bush Fire Brigade	Paul Davis
Beelerup Bush Fire Brigade	Stuart Simmonds
Donnybrook Town Bush Fire Brigade	Apology
Stirling Park Bush Fire Brigade	Max Walker
Ferndale Bush Fire Brigade	Apology
Kirup Bush Fire Brigade	Chris Wringe
Lowden Bush Fire Brigade	Michael Anderson / Andrew Rohrbach
Mullalyup Bush Fire Brigade	Andrew Scott
Mumballup Bush Fire Brigade	Garth Fitzpatrick / Brendon Giudici
Munro Bush Fire Brigade	Tosh Thamo
Brookhampton Bush Fire Brigade	Tim McNab
Thomson Brook Bush Fire Brigade	Graham Foan
Elected Member	Apology

Guests

Dept. Fire & Emergency Services	Chris Sousa
Volunteer Fire & Rescue Service	Ben Anderson
Forest Products Commission	-
Dept. Biodiversity Conservation & Attractions	Apology

Shire Staff

Community Emergency Services Manager	Conor McGregor
Chief Executive Officer	Apology
Director Operations	Ross Marshall (Rosco)
Senior Ranger	Apology

2.1. Apologies

Grant Patrick, David Tooke, Nicholas O’Connor, Jamie Thomson, Ange Browne, Mick Zwart, Steve Ward, Jewell Crossberg

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.

Declaration made by the following:

1. Paul Davis – Staff
2. Andrew Rohrbach – Staff
3. Michael Anderson – Contractor

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: S Simmonds	SECONDED BY: P Davis
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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
Outstanding Fire reports	Brigade Leaders to complete and submit outstanding incident Fire Reports	Ongoing. Training was conducted on the 15 th of June, CESM to arrange/promote additional training courses to provide brigades assistance in completing these reports.
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. DO request to remain as item.
In-Cab Air units and Blankets have a 10-year expiry	All Brigades Check in cab air and blankets for expiry – if expired report to CESM to arrange replacement	
Fire pit at Balingup	CESM to request Shire to remove	
Audit of brigade's financial expenditure	Recommended all brigades hold special meetings and appoint an auditor prior to next AGM as per local law.	
Non-life-threatening/Emergency calls being made to 000 resulting in brigades turning out	Request DFES to get more information from callers before engaging brigades.	

Call signs	CBFCO and Weather Officer to update call signs.	
WAERN Radios now have scan as a function button and GPS in menu	CESM to find avenue to put complaints to DFES.	
Generator Servicing	Who is responsible for the servicing of generators on station? – Shire to find out.	

7. Reports

7.1. Committee Members

NIL

7.2. Staff

1. CESM Report (Verbal – Report in Attachment 7.2 (1))
2. Ranger Report (Apology - Report in Attachment 7.2 (2))
3. Director Operations (Verbal)

7.3. Chief Bush Fire Control Officer Report

(Verbal - Report in Attachment 7.3)

7.4. Guests

1. VFRS (Verbal – Report in Attachment 7.4.1)
2. DFES (Verbal)

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 Vinyl 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.”

After conversation regarding concerns, a Unanimous decision was made to request Shire to remove fire pit from transit park.

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.

After conversation regarding possible implications, it was **Recommended** that brigades hold a special meeting to elect a Auditor as per the Shire of Donnybrook Balingup Local Law, allowing sufficient time for the audit to take place not less than 7 days prior to the next AGM.

10.3. Beelerup FCO

Please clarify if flammable liquids may be stored on station i.e. Beelerup has a Generator may they store diesel in a jerry can.

Response: The Shire does not support any storage of any flammable liquids on station the exemption is 5L of Unleaded fuel and 5L of Drip torch fuel, these are to be stored on the appliance in an approved container.

Who is responsible for the maintenance of the station generator?

Response: Taken on Notice

Weed spraying has not been occurring as frequently around the road verges etc, why is this?

Response: Across the Shire there has been a reduction in these works, it is requested that an online Works request is submitted to the Shire for areas of concern.

10.4. Mullalyup FCO

Noted that Mullalyup Brigade is getting Vinyl not Carpet installed in headquarters.

10.5. Brookhampton FCO

Advised that other Shires appoint a permit officer instead of having multiple FCO's could our Shire consider this?

Response: the powers given to write permits is that of an FCO, a permit officer would still be required to be appointed as a FCO by council.

10.6. Lowden FCO

What is the process for calling CommCen?

Response: All calls to CommCen should be made by the IC. If you are turning out to a job let the CBFCO know or in their absence the DCBFCO/CESM, if you cannot turn out for whatever reason let the IC know ASAP to call another brigade.

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 19:17 PM.