



# MINUTES OF THE BUSH FIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING

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held on

**Thursday, 18 April 2024**

Commenced at 6.00pm

At the Donnybrook Incident Control Centre  
SES Headquarters  
80 Bentley St, Donnybrook WA 6239

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**Garry Hunt**  
Chief Executive Officer (Temporary)

**24 April 2024**

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## TABLE OF CONTENTS

<b>1</b>	<b>DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS</b> .....	<b>4</b>
<b>2</b>	<b>ATTENDANCE</b> .....	<b>4</b>
<b>2.1</b>	<b>COMMITTEE MEMBERS</b> .....	<b>4</b>
<b>2.3</b>	<b>APOLOGIES</b> .....	<b>4</b>
<b>3</b>	<b>DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST</b> .....	<b>4</b>
<b>4</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b> .....	<b>5</b>
<b>5</b>	<b>BUSH FIRE BRIGADE AGM MINUTES</b> .....	<b>5</b>
<b>6</b>	<b>REPORTS</b> .....	<b>5</b>
<b>6.1</b>	<b>COMMITTEE MEMBERS</b> .....	<b>5</b>
<b>6.2</b>	<b>STAFF</b> .....	<b>5</b>
<b>6.3</b>	<b>GUESTS</b> .....	<b>6</b>
<b>7</b>	<b>CORRESPONDENCE</b> .....	<b>6</b>
<b>8</b>	<b>GENERAL BUSINES</b> .....	<b>6</b>
<b>8.1</b>	<b>LOCAL GOVERNMENT GRANTS SCHEME</b> .....	<b>6</b>
<b>8.2</b>	<b>ADDITIONAL GRANT FUNDING</b> .....	<b>7</b>
<b>8.3</b>	<b>OUTSTANDING FIRE REPORTS</b> .....	<b>7</b>
<b>8.4</b>	<b>LIGHTWEIGHT PPC</b> .....	<b>7</b>
<b>8.5</b>	<b>MITIGATION FUNDING</b> .....	<b>7</b>
<b>8.6</b>	<b>SOSF FLEET STANDARDS AND FLEET MANAGEMENT</b> .....	<b>9</b>
<b>8.7</b>	<b>ELECTRONIC BRIGADE MANAGEMENT SYSTEMS</b> .....	<b>9</b>
<b>8.8</b>	<b>REGIONAL AND LOCAL TRAINING</b> .....	<b>9</b>
<b>9</b>	<b>BUSINESS ARISING FROM PREVIOUS MEETINGS</b> .....	<b>10</b>
<b>9.1</b>	<b>RAIL CORRIDOR MAINTENANCE</b> .....	<b>10</b>
<b>10</b>	<b>ANNUAL REVIEW OF THE SHIRE OF DONNYBROOK BALINGUP FIRE BREAK ORDER - 2024/2025 FINANCIAL YEAR</b> .....	<b>12</b>
<b>11</b>	<b>ADDITIONAL FIRE CONTROL OFFICER – LOWDEN BUSH FIRE BRIGADE</b> .....	<b>15</b>
<b>12</b>	<b>ENDORSEMENT OF NOMINATED FIRE CONTROL OFFICERS</b> .....	<b>18</b>
<b>13</b>	<b>ELECTION OF BFAC OFFICE BEARERS</b> .....	<b>22</b>
<b>14</b>	<b>CLOSURE OF MEETING</b> .....	<b>24</b>



## **1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chairperson acknowledged the traditional custodians of the land, the Wardandi People of the Noongar Nation, paying respects to Elders past, present and emerging.

The Chairperson declared the meeting open at 6:00pm, welcomed the guests and advised them of the meeting procedures.

## **2 ATTENDANCE**

### **2.1 COMMITTEE MEMBERS**

#### **MEMBERS PRESENT**

<b>Fire Control Officer</b>	<b>Brigade</b>	<b>Guests</b>	<b>Staff</b>
B Dix (Chair)	Upper Capel	G Hodgson (FPC)	J Cooper
J Hitchcock (proxy)	Argyle-Irishtown	B Edwards (FPC)	R Marshall
P Davis	Balingup	P Dowling (DFES)	
D Denholm (proxy)	Beelerup	B Anderson (VFRS)	
D Tooke	Donnybrook Town	S Ward (DBCA)	
M Walker	Ferndale-Stirling Park	M Zwart	
C Wringe	Kirup-Brazier	M Gibbons	
M Anderson	Lowden		
B Kettle	Mumballup		
A Scott	Mullalyup		
I Ralph	Shire of Donnybrook Balingup		
T McNab	Thomson		
G Foan	Brook/Brookhampton		
T Thamo	Munro		
G Patrick	Elected Member		

### **2.3 APOLOGIES**

S Rowe  
M Webb  
A Rohrbach  
S Simmonds  
J Thompson

## **3 DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST**

Paul Davis declared that he is an employee of the Shire of Donnybrook Balingup.

#### **4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

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Minutes from the Bush Fire Advisory Committee Meeting held on 26 October 2023 are attached in Attachment 4.1.

**That the Minutes of the Bushfire Advisory Committee Annual General Meeting held on 26 October 2023 be confirmed as a true and accurate record.**

**Moved:** D Tooke

**Second:** P Davis

#### **5 BUSH FIRE BRIGADE AGM MINUTES**

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Pursuant to Section 3.9 of the *Shire of Donnybrook Balingup Bushfire Brigades Local Law*, minutes of each of the Shire of Donnybrook Balingup Bush Fire Brigade's 2023 Annual General Meetings are attached in Attachments 5.1 - 5.12.

**Officer Recommendation:**

**That the Bush Fire Advisory Committee receives the minutes of each of the Shire of Donnybrook Balingup Bush Fire Brigade's 2024 Annual General Meetings.**

**Moved:** B Dix

**Seconded:** I Ralph

#### **6 REPORTS**

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##### **6.1 COMMITTEE MEMBERS**

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1. Ferndale/Stirling Park and Chief Bush Fire Control Officer (v)
2. Upper Capel Fire Control Officer (v)

The Upper Capel Fire Control Officer, B Dix, raised concerns relating to the lack of general fire awareness and responsibilities that he has observed in the general community. The following motion was put forward for the committee's consideration:

**Motion:**

***"The Bush Fire Advisory Committee request that the Shire of Donnybrook Balingup investigate methods to improve fire awareness with residents and ratepayers"***

**Moved:** B Dix

**Seconded:** T McNab

**All in Favour**

##### **6.2 STAFF**

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1. Community Emergency Services Manager (v)
2. Senior Ranger

### 6.3 GUESTS

1. Forest Products Commission
2. Department of Biodiversity, Conservation and Attractions
3. Department of Fire and Emergency Services
4. Donnybrook Volunteer Fire and Rescue Service

### 7 CORRESPONDENCE

**Out:**

Email Near Miss – handheld spotlight 27/11/2023

**In:**

ROAC Agenda

ROAC Correspondence (via C Sousa) – Communications

ROAC Correspondence (via C Sousa) – Machinery for bushfire response

ROAC Correspondence (via C Sousa) – LGGS Process to assess eligible and ineligible items

SOSF Fleet standards and Management of Fleet – T McNab (item 8.1)

### 8 GENERAL BUSINESS

#### 8.1 LOCAL GOVERNMENT GRANTS SCHEME

The Shire of Donnybrook Balingup Bush Fire Brigades are primarily funded by the Department of Fire and Emergency Services Local Government Grants Scheme. Below is a summary of expenditure as at 2<sup>nd</sup> April 2024:

<b>Expenditure</b>	<b>Amount as at 2<sup>nd</sup> April 2024</b>
Purchase of Plant & Equipment <\$1,000 per item	\$2,829.55
Maintenance Plant & Equipment	\$16,666.46
Maintenance Vehicles/Trailers/Boats	\$89,046.51
Maintenance of Land & Buildings	\$2,160.49
Clothing & Accessories	\$50,056.08
Utilities, Rates & Taxes	\$9,458.51
Other Goods & Services	\$14,750.53
Insurances	\$20,292.20
Purchase Plant & Equipment \$1,000 - \$3,000	\$2,290.86
<b>Total</b>	<b>\$207,551.19</b>

## **8.2 ADDITIONAL GRANT FUNDING**

In February 2024, The Shire of Donnybrook Balingup was successful in its application for additional funding from the Western Power Bushfire Volunteers Grants Program:

<b>Items requested</b>	<b>\$ Requested</b>	<b>\$ Approved</b>
Recovery Board x 10 sets for LT's in the following Argyle Irishtown BFB, Mumballup BFB, Balingup BFB, Lowden BFB, Mullalyup BFB, Munro BFB, Upper Capel BFB, Ferndale BFB	990	990

It is anticipated that this grant will be fully expended and acquitted by 31 May 2024.

## **8.3 OUTSTANDING FIRE REPORTS**

The Department of Fire and Emergency Services provides data to the Shire on a monthly basis that outlines the number of outstanding incident reports by brigade. The Shire has been advised that DFES is currently working through a backlog of reports and is therefore unable to provide a current list as at 2 April 2024.

There has been a significant improvement in incident reporting since this was raised at the last BFAC meeting.

A full list of incident details such as dates, incident descriptions and incident numbers can be obtained upon request from the Shire's Community Emergency Services Manager.

## **8.4 LIGHTWEIGHT PPC**

Currently, there are x3 lightweight Bushfire Service PPC Jackets being trialled by Shire of Donnybrook Balingup Mitigation Staff.

Upon conclusion of the 2024 burning program, Mitigation staff will be invited to provide comment on the garments for consideration for future distribution to the Shire of Donnybrook Balingup Bushfire Brigade Volunteers.

## **8.5 MITIGATION FUNDING**

The Shire of Donnybrook Balingup has been successful in obtaining \$315,180 for 20 mitigation works throughout the Shire of Donnybrook Balingup.

During the application process, efforts were made to ensure each locality within the Shire received benefits of the funding.

It is anticipated that the works will commence in April/May 2024, following consultation with residents and other stakeholders. A summary of the approved Mitigation Works is listed in the attached table:

Treatment Address	Treatment Type	Treatment Objective
Hetherington Rd, Argyle	Fire Access Track	Construct fire access track for emergency vehicles, divide reserve into smaller sections
Campbell St, Balingup	Mechanical Works	Maintain asset protection zone for dwellings and agricultural assets
Bovell St, Balingup	Mechanical Works	Maintain asset protection zone for dwellings and agricultural assets
Grimwade Rd, Balingup	Mechanical Works	Maintain asset protection zone for dwellings and agricultural assets
Langridge Rd, Brookhampton	Mechanical Works	Create asset protection zone for dwellings and agricultural assets
Noggerup Townsite	Mechanical Works	Reduce fuel loads on Shire-managed reserved to less than 8 tonnes per hectare, buffer zone creation
Wade Rd, Brookhampton	Chemical Works	Follow up treatment to target non-native species that may contribute to spread of fire
Wade Rd, Brookhampton	Mechanical Works	Create asset protection zone for dwellings
Airstrip Rd, Balingup	Fire Access Track	Upgrade access and create buffer zone for dwellings. Bridge asset protection zone creation.
Mullalyup Townsite	Mechanical Works	Create asset protection zone for dwellings and critical infrastructure (fire station). Fire break upgrades/maintenance
Castle St, Kirup	Mechanical Works	Create Hazard separation and buffer zone for assets
South Western Highway, Newlands	Mechanical Works	Maintain asset protection zone near infrastructure (Newlands Hall)
Cherrydale Way, Beelerup	Fire Access Track	Maintain/create fire access tracks for emergency vehicles, divide reserve into smaller sections in preparation for future prescribed burning
Cherrydale Way, Beelerup	Planned Burning	Reduce fuel loads in Shire-managed reserves adjacent to commercial businesses, asset protection
Wattle Court, Donnybrook	Planned Burning	Reduce fuel loads in Shire-managed reserve (old trotting track), asset protection for dwellings and critical infrastructure (SES Building)
Balingup Transfer Station	Mechanical Works	Create buffer zone for critical infrastructure – Transfer Station, Highway & Cemetery
Balingup Transfer Station	Planned Burning	Reduce fuel loads to protect critical infrastructure – Transfer Station, Highway & Cemetery
Lowden Fire Station	Mechanical Works	Create asset protection zone for critical infrastructure (Lowden Fire Station, Donnybrook Boyup Brook Road)
Russells Rd, Balingup	Planned Burning	Reduce fuel loads in shire-managed reserves to protect dwellings and critical infrastructure (Highway)

## **8.6 SOSF FLEET STANDARDS AND FLEET MANAGEMENT**

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In March 2024, Brookhampton FCO T McNab outlined concerns relating to the State Operational Special Fleet (SOSF) (previously known as ‘High Season Fleet’) and the lack of equipment provided with these appliances.

These concerns were forwarded to DFES, with the following feedback received from Fleet:

*“In terms of the SOSF appliances, there is an agreed equipment list which was endorsed by operations which fairly well mimics that of a broadacre tanker. The reason for this is that the appliances are provided as additional bushfire support appliances and not with the intention of the appliance being an additional urban firefighting appliance.”*

These concerns were also raised at a regional level, and alternate options are currently being considered, such as maintaining a regional cache of additional equipment.

## **8.7 ELECTRONIC BRIGADE MANAGEMENT SYSTEMS**

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Since mid-2018, Argyle-Irishtown, Lowden and Balingup Bush Fire brigades have trialled an electronic Brigade Management System (BART) with varying levels of success.

This system aides in the management of brigades generally, internal brigade communications, and training schedules.

Initially, this system was established so that the Shire’s CESM was the general administrator of the system including the three abovementioned brigades. Since 2019, there have been numerous access issues reported to the CESM, which have been escalated to the system provider, with inconsistent levels of customer service and poor turnaround times. This has resulted in wasted resources (increased CESM Admin) and frustration experienced by brigades.

Subscription for this service is an LGGS-eligible expense and has cost a total of \$2,687 to date for the 2023/24 financial year.

In an effort to build brigade capacity and reduce unnecessary CESM administrative responsibilities, the Shire intends to transfer control of subscription administration to each respective brigade during the 2024/25 financial year.

The Shire will continue to pay associated fees for this service utilising LGGS funds upon receipt of a valid tax invoice.

## **8.8 REGIONAL AND LOCAL TRAINING**

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Copies of the DFES Lower South West and Shire of Donnybrook Balingup calendars are located in attachment 8.8.1

It is preferred that applicants nominate for these courses via DFES eAcademy.

## **9 BUSINESS ARISING FROM PREVIOUS MEETINGS**

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### **9.1 RAIL CORRIDOR MAINTENANCE**

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At the October 2023 BFAC meeting, the following motion was made by the committee:

*That BFAC Recommends Council:*

- 1. Instructs the CEO to request a schedule of proposed mitigation works within rail corridors in the Shire of Donnybrook Balingup from ARC Infrastructure for distribution to BFAC.*
- 2. Instruct the CEO to provide a written response to the Mumballup/Noggerup Bush fire brigade that outlines the Shire's Firebreak Inspection Process.*

This recommendation was accepted by Council at its December Ordinary Council meeting, with the inclusion of the following:

- 3. Request the CEO to invite ARC Infrastructure to attend a meeting with councillors, Shire Officers including CESM, CBFCA and Mumballup/Noggerup Bush Fire Brigade representatives for the purpose of informing the Shire of ARC's proposed mitigation strategies and responsibilities within rail corridors.*

The meeting outlined in point 3 above was facilitated on Friday 1<sup>st</sup> March 2024, where representatives from ARC infrastructure provided an outline of their mitigation program and participated in a Q&A session. ARC were unable to provide a complete schedule of proposed mitigation works for further distribution to BFAC, as outlined in point 1 as it is still in the development phase.

The Shire wrote to Mumballup/Noggerup Bush Fire Brigade on 13 March 2024 and included a copy of the Shire's Firebreak Inspection Operational Procedure for their information.

<b>Topic</b>	<b>Action Required</b>	<b>Status</b>
2022/23 Debrief Information	Table debrief Information at LEMC	Complete
Chainsaw Operational Guidelines	1.Consultation session 2.Prepare draft Guidelines for BFAC Consideration	Commenced, Consultation date to be set outside of HTP.
Default UHF Channels	CESM to update Performed Comms Plan	Complete
Fatigue Management Guidelines	CESM to draft Fatigue Management Guidelines for BFAC Consideration	Commenced
Rail Corridor Maintenance	Arc to provide information relating to mitigation strategies within the Shire of Donnybrook Balingup.	Meeting held, minutes with ARC for verification
Poor WAERN Radio Reception	J Cooper to investigate grant funding to upgrade tower. C Sousa advised that fault reports need to be logged via CESM with DFES.	Ongoing. No suitable grants identified Officers encouraged to report faults in writing for CESM to escalate via DFES ICT Team.
Succession Planning, Brigade Leadership	CESM to facilitate consultation Session.	Complete
Outstanding Incident Reports 2021-2023	Brigade Leaders to complete and submit outstanding incident reports.	Ongoing

## 10 ANNUAL REVIEW OF THE SHIRE OF DONNYBROOK BALINGUP FIRE BREAK ORDER - 2024/2025 FINANCIAL YEAR

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	FRC 01, FRC 04
<b>Author</b>	Conor McGregor, Senior Ranger
<b>Responsible Manager</b>	Damien Morgan, Manger Works & Services
<b>Attachments</b>	(10.1) Draft 2024/2025 Fire Break Order
<b>Voting Requirements</b>	Simple Majority

Recommended Committee Resolution
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1 Endorse the 2024/2025 Shire of Donnybrook Balingup Fire Break Order as drafted by Ranger Services, with the inclusion of option _____ (insert as required) as the definition of a firebreak.</b></li> <li><b>2 Requests that the Chief Executive Officer facilitate the production and distribution of the 2024/2025 Shire of Donnybrook Balingup Fire Break order in accordance with Section 33 of the <i>Bush Fires Act 1954</i>.</b></li> </ol>

### STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Objective	3.2	Develop community readiness to cope with natural disasters.
Priority Project	3.2.4	Provide support for emergency services volunteers.

### EXECUTIVE SUMMARY

The Shire of Donnybrook Balingup Fire Break Order is a notice that is produced and distributed in accordance with Section 33 of the *Bush Fires Act 1954* and is presented for BFAC endorsement (Attachment 10.1).

### BACKGROUND

The Shire of Donnybrook Balingup Fire Break Order determines the fire prevention requirements of owners or occupiers within the Shire of Donnybrook Balingup, such as the installation of firebreaks or the removal of flammable materials that may contribute to the spread of fire.

The Shire of Donnybrook Balingup Fire Break Order is included with the annual rates notice, which is distributed via post to all ratepayers within the Shire of Donnybrook Balingup. This notice is also available to all residents via advertising in the Preston Press and is published on the Shire website.

Each year, the Shire of Donnybrook Balingup Bush Fire Advisory Committee is provided an opportunity to review the requirements contained within the Shire of Donnybrook Balingup Fire Break Order. Other updates such as dates and contact names are performed by the Shire's Community Emergency Services Manager and Ranger Services.

During the 2023/24 compliance period, Ranger Services received feedback outlining that the language used in the current firebreak order is difficult to interpret and some definitions are unclear. This feedback prompted Ranger Services to perform a detailed review of the Shire of Donnybrook Balingup Firebreak Order, including clearer definitions. The proposed changes are highlighted in yellow in attachment 10.1.

## **FINANCIAL IMPLICATIONS**

The total cost of the production and distribution for the 2023/24 Fire Break Order was \$2,675.00.

## **POLICY COMPLIANCE**

Nil

## **STATUTORY COMPLIANCE**

Section 33, *Bush Fires Act 1954*

## **CONSULTATION**

Shire of Donnybrook Balingup BFAC

## **OFFICER COMMENT/CONCLUSION**

It is recommended that the Shire of Donnybrook Balingup Fire Break Order is updated as follows:

- Change title of order from "FIREBREAK ORDER" to "FIRE PREVENTION ORDER"
- Include wording "FIRST AND FINAL NOTICE"
- Change compliance period from "1 December - 31 March" to "1 November - 31 March"
- Include definition of a Fire break – two options provided.
- Include a height limit of 100mm to grasses as identified in Section 3. Townsite Land.
- Include reminder for Variation Requests.

These changes have been highlighted on the draft firebreak order located in attachment 10.1

**Committee Resolution:**

**That BFAC recommends Council:**

- 1 Endorse the 2024/2025 Shire of Donnybrook Balingup Fire Break Order as drafted by Ranger Services, with the inclusion of the following amendments:**
  - a) Inclusion of the following definition of a fire break :  
*A firebreak is a traversable strip of land cleared of all trees, shrubs, grass and other combustible material. Firebreaks are intended to allow access for firefighting vehicles during bushfire suppression operations and act as a fuel-free area from which planned burns can be undertaken. All firebreaks must be a minimum of 2 metres wide.***
  - b) Amendment of section 1. *Rural Land* part (c):  
*A fire break two metres wide shall be provided within twenty metres of the perimeter of all buildings, hay sheds and fuel storage areas situated on the land.***
  - c) Change name of document from “*Fire Break Order*” to “*Fire Prevention Order*”**
  - d) Include the wording “*First and Final Notice*”**
  - e) Amend compliance period from 1 December – 31 March to 1 December – 30 April annually**
  - f) Amendment of Section 3. *Townsite Land* to include a height limit of 100mm to grasses**
  - g) Include reminder for variation requests**
  - h) Review and Update Fire Control Officer contact details as required**
- 2 Requests that the Chief Executive Officer facilitate the production and distribution of the 2024/2025 Shire of Donnybrook Balingup Fire Break Order in accordance with Section 33 of the *Bush Fires Act 1954*.**

**Moved:** I Ralph

**Seconded:** G Foan

## 11 **ADDITIONAL FIRE CONTROL OFFICER – LOWDEN BUSH FIRE BRIGADE**

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	FRC 01, FRC 04, FRC 10G
<b>Author</b>	Jess Cooper, Community Emergency Services Manager
<b>Responsible Manager</b>	Ross Marshall, Director Operations
<b>Attachments</b>	11.1 Lowden AGM Minutes, 11.2 Written request, 11.3 Brigade Area Maps
<b>Voting Requirements</b>	Simple Majority

<b>Recommended Committee Resolution</b>
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>Request that the Chief Executive Officer facilitate the authorisation of two Fire Control Officers for the Lowden Bush Fire Brigade.</b></li> </ol>

### **STRATEGIC ALIGNMENT**

The following outcomes from the Corporate Business Plan relate to this proposal:

Objective	3.2	Develop community readiness to cope with natural disasters.
Priority Project	3.2.4	Provide support for emergency services volunteers.

### **EXECUTIVE SUMMARY**

The Shire of Donnybrook Balingup has received a request to authorise two Fire Control Officers (FCOs) for the Lowden Bush Fire Brigade area for the purposes of succession planning and improving authorised officer coverage of the Lowden Bush Fire Brigade area.

### **BACKGROUND**

A Fire Control Officer is authorised by the Local Government to perform any function relating to the prevention and control of bush fires, including the protection of life and property. Fire Control Officers are also responsible for the issuing of Permits to Burn within their respective brigade areas.

Pursuant to Section 38 of the *Bush Fires Act 1954*, (The Act) a Local Government may appoint “*such persons as it deems necessary to be its bush fire control officers*”. The Act does not provide determination as to how many persons may be appointed per Local Government or brigade area.

The Shire of Donnybrook Balingup generally authorises one Fire Control Officer in a voluntary capacity per brigade area, with Shire staff such as Rangers and the Community Emergency Services Manager also authorised for the entire Shire of Donnybrook Balingup Local Government area. Shire Staff can assist Fire Control Officers by responding to incidents, issuing permits during periods of leave and providing general assistance and support.

At the Lowden Bush Fire Brigade 2024 Annual General Meeting (AGM) the brigade voted in favour of nominating two persons for the position of Fire Control Officer in a shared capacity, subject to BFAC endorsement and Council approval.

The nominees for this proposal are:

- Michael Anderson, proposed callsign Lowden FCO
- Andrew Rohrbach, proposed callsign Lowden FCO 2

Both nominees hold the relevant experience and qualifications for the proposed joint FCO position as outlined in section 4.2.3 of the Shire of Donnybrook Balingup Volunteer Bush Fire Brigade Operational Procedures.

Following the brigade's motion at the AGM, The Shire received further correspondence to provide rationale and support this proposal, being:

1. Succession Planning  
This proposal has enabled the 1<sup>st</sup> Lieutenant to be promoted to the Captain position.
2. Assist incumbent FCO  
This proposal could provide more capacity within the Lowden Bush Fire Brigade area whilst enabling both proposed Fire Control Officers an opportunity to achieve a more sustainable work/life balance that appropriately utilising their respective skillsets and experience.

Lowden Bush Fire Brigade has also acknowledged that the proposed authorisation will not alter their current BFAC voting rights of 1 vote, as per the BFAC Terms of Reference.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY COMPLIANCE**

Nil

## **STATUTORY COMPLIANCE**

Bush Fires Act 1954

## CONSULTATION

Lowden Bush Fire Brigade

## OFFICER COMMENT/CONCLUSION

It is recommended that the Shire of Donnybrook Balingup Bush Fire Advisory Committee consider this proposal, taking the following into consideration:

- The Shire is not required to authorise a predetermined number of Fire Control Officers for a brigade area.
- This proposal aligns with Council Plan Project 3.2.4 – *Provide Support For Emergency Services Volunteers*
- This proposal has the potential to build capacity within the Lowden Bush Fire Brigade by utilising existing experiences and skillsets within its existing members.
- Should this proposal be successful, The Shire maintains the right to revoke an officer's authorisation at any time.
- Should two Fire Control Officers be authorised for the Lowden area, both are of equal rank, neither is more senior than the other in this capacity.

**That BFAC recommends Council:**

- 1. Request that the Chief Executive Officer facilitate the authorisation of two Fire Control Officers for the Lowden Bush Fire Brigade.**

**Moved:** I Ralph

**Seconded:** T McNab

## 12 ENDORSEMENT OF NOMINATED FIRE CONTROL OFFICERS

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	FRC 01, FRC 10A-FRC10L
<b>Author</b>	Jess Cooper, Community Emergency Services Manager
<b>Responsible Manager</b>	Ross Marshall, Director Operations
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority

### Recommended Committee Resolution:

#### That Council:

1. Endorse the following persons as Fire Control Officers for the period 30/06/2024 until 01/07/2025 pursuant to section 38 of the *Bush Fires Act 1954*, and the persons to be advertised in accordance with the *Bush Fires Act 1954* subject to the following:
  - 1.1 Each endorsed FCO having completed the DFES FCO training prior to the October BFAC Meeting;
  - 1.2 In the event that an FCO has not completed the training by the October BFAC Meeting the Brigade shall be requested to nominate an alternative member who has completed the FCO training for the remainder of the applicable period.
2. Request that the Chief Executive Officer authorise the following persons as Fire Control Officers for their respective brigade areas under Section 38 of *The Bush Fires Act 1956* delegation 3.1.8 *Appoint Bush Fire Control Officer/s and Fire Weather Officer*.

<b>Brigade Area</b>	<b>Officer</b>
Argyle Irishtown	Mr Jayden Hitchcock
Balingup Town	Mr Paul Davis
Beelerup	Mr Stuart Simmonds
Donnybrook Town	Mr David Tooke
Ferndale/Stirling Park	Mr Jamie Thomson (Ferndale) Mr Max Walker (Stirling Park)
Kirup	(to be inserted)
Lowden	Mr Michael Anderson Mr Andrew Rohrbach
Mullalyup	(to be inserted)
Mumballup Noggerup	Mr Brad Kettle
Thomson Brook	Mr Graham Foan (Thomson Brook) Mr Tim McNab (Brookhampton)
Munro	Mr Tas Thamo
Upper Capel	Mr Bevan Dix

## STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Objective	3.2	Develop community readiness to cope with natural disasters.
Priority Project	3.2.4	Provide support for emergency services volunteers.

## EXECUTIVE SUMMARY

The Authorisation of Fire Control Officers is made pursuant to Section 38 of the *Bush Fires Act 1954*.

## BACKGROUND

In Accordance with Sections 3.6 and 3.7 of the *Shire of Donnybrook Balingup Bushfire Brigades Local Law*, Shire of Donnybrook Balingup Bush Fire Brigades are to hold an Annual General Meeting (AGM) during the month of March, where a person is to be nominated to the Bush Fire Advisory Committee (BFAC) for the position of Fire Control Officer (FCO) until the next AGM.

Endorsed nominations for FCO by the BFAC are then submitted to Council for consideration and further endorsement. Upon endorsement from Council, the Chief Executive Officer is then instructed to authorise the nominee for FCO under delegation 3.1.8 *Appoint Bush Fire Control Officer/s and Fire Weather Officer* and Section 3.11 of the *Shire of Donnybrook Balingup Bushfire Brigades Local Law*.

The following nominations for FCO have been received by the Shire of Donnybrook Balingup, for consideration of the BFAC in accordance with the *Shire of Donnybrook Balingup Bush Fire Brigades Local Law*:

<b>Brigade Area</b>	<b>Officer</b>
Argyle Irishtown	Mr Jayden Hitchcock
Balingup Town	Mr Paul Davis
Beelerup	Mr Stuart Simmonds
Donnybrook Town	Mr David Tooke
Ferndale/Stirling Park	Mr Jamie Thomson (Ferndale) Mr Max Walker (Stirling Park)
Lowden	Mr Michael Anderson Mr Andrew Rohrbach
Mumballup Noggerup	Mr Brad Kettle
Thomson Brook	Mr Graham Foan (Thomson Brook) Mr Tim McNab (Brookhampton)
Munro	Mr Tas Thamo
Upper Capel	Mr Bevan Dix

In addition to these nominations, the Shire of Donnybrook Balingup has not received formal nominations for Fire Control Officers or BFAC representation for the following brigades. It is understood that these brigades were unable to facilitate their respective AGMs during the month of March as per the Shire of Donnybrook Balingup Bush Fire Brigades Local Law.

<b>Brigade Area</b>	<b>Previous Authorised Officer</b>	<b>BFAC Nominated Officer</b>
Kirup	Mr Chris Wringe	
Mullalyup	Mr William (Andrew) Scott	

It is requested that BFAC nominate representatives for these brigade areas to enable timely authorisation and production of the Shire's Annual Fire Break Order. In the event that the officer declines the BFAC nomination, the Chief Bush Fire Officer will fulfill the position.

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY COMPLIANCE**

Nil

### **STATUTORY COMPLIANCE**

Section 38, *Bush Fires Act 1954*

Section 3.6, *Shire of Donnybrook Balingup Bushfire Brigades Local Law*

Section 3.7, *Shire of Donnybrook Balingup Bushfire Brigades Local Law*

Section 3.11, *Shire of Donnybrook Balingup Bushfire Brigades Local Law*

### **CONSULTATION**

Nil

### **OFFICER COMMENT/CONCLUSION**

It is recommended that the Shire of Donnybrook Balingup Bush Fire Advisory Committee endorse the received nominations for the positions of FCO for each Bush Fire Brigade within the Shire of Donnybrook Balingup.

**That BFAC recommends Council:**

1. Endorse the following persons as Fire Control Officers for the period 30/06/2024 until 01/07/2025 pursuant to section 38 of the *Bush Fires Act 1954*, and the persons to be advertised in accordance with the *Bush Fires Act 1954* subject to the following:
  - 1.1 Each endorsed FCO having completed the DFES FCO training prior to the October BFAC Meeting;
  - 1.2 In the event that an FCO has not completed the training by the October BFAC Meeting the Brigade shall be requested to nominate an alternative member who has completed the FCO training for the remainder of the applicable period.
2. Request that the Chief Executive Officer authorise the following persons as Fire Control Officers for their respective brigade areas under Section 38 of *The Bush Fires Act 1956* delegation 3.1.8 *Appoint Bush Fire Control Officer/s and Fire Weather Officer*.

Brigade Area	Officer
Argyle Irishtown	Mr Jayden Hitchcock
Balingup Town	Mr Paul Davis
Beelerup	Mr Stuart Simmonds
Donnybrook Town	Mr David Tooke
Ferndale/Stirling Park	Mr Jamie Thomson (Ferndale) Mr Max Walker (Stirling Park)
Kirup	Mr Chris Wringe
Lowden	Mr Michael Anderson Mr Andrew Rohrbach
Mullalyup	Mr William (Andrew) Scott
Mumballup Noggerup	Mr Brad Kettle
Thomson Brook	Mr Graham Foan (Thomson Brook) Mr Tim McNab (Brookhampton)
Munro	Mr Tas Thamo
Upper Capel	Mr Bevan Dix

Moved: B Dix

Seconded: D Tooke

## 13 ELECTION OF BFAC OFFICE BEARERS

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	FRC 01
<b>Author</b>	Jess Cooper, Community Emergency Services Manager
<b>Responsible Manager</b>	Ross Marshall, Director Operations
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority

### Recommended Committee Resolution:

**That Council:**

- Endorse the recommended office bearers of the Bush Fire Advisory Committee.**

### STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Objective	3.2	Develop community readiness to cope with natural disasters.
Priority Project	3.2.4	Provide support for emergency services volunteers.

### EXECUTIVE SUMMARY

The election of Bush Fire Advisory Committee Office Bearers is a process that is undertaken annually as determined by Fire Control Policy 8.2.

### BACKGROUND

Pursuant to section 38 of the *Bush Fires Act 1954*, a Local Government is required to appoint a Chief Bush Fire Control Officer and a Deputy Chief Bush Fire Control Officer. The Bush Fire Advisory Committee nominates suitable persons for these and other office bearing positions for endorsement by Council annually.

The Shire of Donnybrook Balingup generally nominates two Deputy Chief Bush Fire Control Officers, to allow for rest periods during protracted incidents or local delegation of tasks for complex or multiple incidents.

### FINANCIAL IMPLICATIONS

Nil

## POLICY COMPLIANCE

Fire Control Policy 8.2 – *Bush Fire Advisory Committee Meetings*

## STATUTORY COMPLIANCE

Section 38 (1) *Bush Fires Act 1954*

Section 67 *Bush Fires Act 1954*

## CONSULTATION

Nil

## NOMINATIONS OF OFFICER BEARERS OF BFAC

The Chairperson declared all positions vacant and handed the meeting to the Director of Operations.

POSITION	NOMINEE	MOVED	SECONDED
CHAIRPERSON	B Dix	I Ralph	D Tooke

The  
Director of

Operations called for nominations for the position of Chairperson.

B Dix accepted the nomination and was re-elected unopposed.

The Director of Operations handed the meeting back to the Chairperson.

The Chairperson called for nominations for the remaining positions:

POSITION	NOMINEE	MOVED	SECONDED
CHIEF BUSH FIRE CONTROL OFFICER	M Walker	I Ralph	T McNab

M Walker accepted the nomination and was re-elected unopposed.

POSITION	NOMINEE	MOVED	SECONDED
1 <sup>st</sup> DEPUTY CHIEF BUSH FIRE CONTROL OFFICER	I Ralph	G Foan	T McNab
1 <sup>st</sup> DEPUTY CHIEF BUSH FIRE CONTROL OFFICER	B Dix	C Wringe	T Thamo

I Ralph and B Dix accepted the nominations, and a vote was conducted by show of hands:  
I Ralph - 9 votes

B Dix - 5 votes

I Ralph was elected to the position of 1<sup>st</sup> Deputy Chief Bush Fire Control Officer

<b>POSITION</b>	<b>NOMINEE</b>	<b>MOVED</b>	<b>SECONDED</b>
<b>2<sup>nd</sup> DEPUTY CHIEF BUSH FIRE CONTROL OFFICER</b>	B Dix	G Foan	T Thamo
<b>2<sup>nd</sup> DEPUTY CHIEF BUSH FIRE CONTROL OFFICER</b>	P Davis	B Dix	I Ralph

B Dix and P Davis accepted the nominations, and a vote was conducted by show of hands:

B Dix – 9 votes

P Davis – 5 votes

B Dix was elected to the position of 2<sup>nd</sup> Deputy Chief Bush Fire Control Officer.

<b>POSITION</b>	<b>NOMINEE</b>	<b>MOVED</b>	<b>SECONDED</b>
<b>COMMUNICATIONS OFFICER</b>	M Webb	D Tooke	B Dix
<b>FIRE WEATHER OFFICER</b>	M Webb	B Dix	I Ralph

M Webb had advised M Walker prior to the meeting that he would accept re-nomination for these positions and was unanimously re-elected unopposed.

**That BFAC recommends Council:**

1. **Endorse the recommended office bearers of the Bush Fire Advisory Committee:**  
**Chief Bush Fire Control Officer: Mr Max Walker**  
**1<sup>st</sup> Deputy Chief Bush Fire Control Officer: Mr Ian Ralph**  
**2<sup>nd</sup> Deputy Chief Bush Fire Control Officer: Mr Bevan Dix**  
**Communications Officer: Mr Murray Webb**  
**Fire Weather Officer: Mr Murray Webb**
2. **Request that the CEO facilitate authorisation of the endorsed Bush Fire Advisory Committee Office Bearers.**

**Moved:** T McNab

**Seconded:** T Thamo

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## **14 CLOSURE OF MEETING**

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The date of the next Bushfire Advisory Committee Meeting is scheduled for Thursday 10 October 2024.

The Chairperson declared the meeting closed at 8:02pm.