

SHIRE OF DALWALLINU

AGENDA for the Bush Fire Advisory Committee Meeting to be held in the Dalwallinu Shire Council Chambers, on Wednesday 9 September 2026 commencing at 6pm.

1 OPENING & ANNOUNCEMENT OF VISITORS

The Chairperson opened the meeting at 0.00pm.

2 ATTENDANCE RECORD

2.1 Present

Aaron Mills (Chairperson)
Paul Burrridge
Shannon Fry
Shaun Fitzsimons
Mike Dodd
Michael Cail
Hanna Jolly
Gareth Barnes
Bryce Hathway
Gary Butcher
Melissa Harms
Jemma Counsel

2.2 Apologies

Jean Knight
Rowan McCreery

3 MINUTES OF PREVIOUS COMMITTEE MEETING

3.1 Bush Fire Advisory Committee Meeting 18 March 2026

MOTION

Moved
Seconded

That the Minutes of the Bush Fire Advisory Committee Meeting of Council held on Wednesday 18 March 2026 be confirmed.

CARRIED

4 CHIEF BUSH FIRE CONTROL OFFICER'S REPORT

The CBFCO presented his report (verbally) at the meeting.

5 MATTERS FOR CONSIDERATION

Chief Fire Control Officer	Aaron Mills	Expiry 15 September 2028
Deputy Chief Fire Control Officer	Gareth Barnes	Expiry 15 September 2028
Deputy Chief Fire Control Officer	Paul Burrridge	Expiry 15 September 2028

Appointments done as per policy for three (3) year term. No new appointments required.

Current appointments for bush fire control officers:

Michael Dodd, Shaun Fitzsimons, Gary Butcher, Shannon Fry, Rowan McCreery, Bryce Hathway and Michael Cail. All appointments are current.

5.1 Fire Control Officers (FCO) – Appointments (if applicable)

MOTION

Moved

Seconded

That the following people be appointed as Bush Fire Control Officers:

CARRIED

Please note: All FCO's must, as a minimum, complete the FCO's training course within the first 12 months of being appointed.

6 GENERAL BUSINESS

6.1 Council Policy – Bush Fire Brigades Management, WHS and DFES training requirements

FCO training requirements and other brigade members training

Out of 186 currently registered volunteers, 105 are fully compliant, 60 are part compliant and 21 volunteers have done no training at all. We have been actively following these trainings up for last 3 months with some response. Action:

- Keep following up 60 volunteers with missing requirements
- Issue a letter for 21 volunteers with no training that they will be removed and not allowed to access incidents outside of their own property
- Shire will advise all FCO's of the 21 volunteers to ensure they are not responding to incidents

FCO training 10-year refresher course needed for Shannon Fry, Shaun Fitzsimons, Gary Butcher and Gareth Barnes. Last course was completed May 2016.

DFES has added an online 'Fire Control Officer Refresher' course to their training options. H Jolly has enrolled all above FCO's to the course to be completed. Estimated time to complete the training is one hour.

6.2 Fire Vehicle Locations during peak season

Discussion was held with Council and there were supportive of the recommendation from LGIS (Local Government Insurance Scheme) it was decided that all Shire owned bushfire trucks will need to be stored in the dedicated bushfire sheds.

6.3 Application for Community Emergency Services Manager (CESM) funding

The State Government has announced the allocation of CESMs and unfortunately Shire of Dalwallinu was not successful. The CESMs will be allocated to Shire of Bruce Rock, Merredin & Narmbeen, Shire of Boddington & Wandering, Shire of Koorda, Mount Marshall & Mukinbudin and Shire of Dandaragan.

WALGA will continue to call for the CESM program to be expanded to all Local Governments and Shire will lobby for this whenever possible.

6.4 Draft Standard Operating Procedures (SOPs) (attachment)

Currently the bushfire brigades have no standard operating procedures in place. MCS has developed a draft plan that is open for comment from the members.

6.5 Recognition of Long Service of Bushfire volunteers

The following criteria was established to recognise long service of bushfire volunteers in the meeting held 15 September 2025:

- Minimum 25 years of service as a bushfire volunteer
- Must have been a Fire Control Officer at some stage of their volunteer career
- Fire Control Officers Group to approve recipients in the annual meeting commencing 2026
- DFES Medal to be ordered and CEO to write a letter of appreciation for any approved recipients

Following criteria was applied against the current volunteer database and following volunteers were established to be eligible for the long service recognition.

First Name	Surname	Date joined	Comments
Colin	Cail	1/01/1990	Can be found FCO from 2011 to 2021
Gary	Butcher	No record in file	CBFCO and FCO still current
Don	Nankivell	28/02/2001	Can be found FCO from 2011 to 2017
Steve	Wasmann	First Course record 1998	Can be found FCO from 2011 to 2017
Michael	Dodd	First Course record 1999	FCO still current
Michael	Cail	First Course record 1999	FCO still current

MOTION

Moved

Seconded

That the recipients be approved:

CARRIED

6.6 Bush Fire Appliances

Any further equipment and service requirements?

6.7 Other Matters

- Western Power Grant – Closing date 2 October 2026. Brigades may apply for funding to purchase essential tools, services, and equipment that can't be accessed through the State Government Emergency Services Levy (ESL), Local Government Grants Scheme (LGGS), or other funding sources. \$70,000 available and will be shared to a minimum of 10 volunteer brigades.
- Any thoughts for equipment we need and could apply through the grant?
- Council approved Honorary payments for CBFCO (\$2,000) and DCBFCO (\$800 per position) as part of 2026/27 budget. These will be paid in October 2026.
- Other General Business

7 CLOSURE

There being no further business, the Chairperson closed the meeting at 0.00pm.