Annual General Meeting
Minutes

Bush Fire Advisory Committee Annual General Meeting held
Monday 3 August 2026

Commencing at 7.00pm Nannup (SES)

Sexton Way, Nannup

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Bush Fire Advisory Committee Meeting Minutes
Monday 3 August 2026

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS/ACKNOWLEDGEMENT OF COUNTRY:

Cheryle Brown (Presiding Member) declared the meeting open at 7.01pm.

Welcome to country acknowledged by presiding member:

I would like to acknowledge the traditional custodians of the land we are meeting on, the Wardandi and Bibbulmun people. I acknowledge and respect their continuing culture and their contribution they make to the life of this region.

Presiding Member advised that the meeting is being recorded for minute purposes only.

2. ATTENDANCE/APOLOGIES:

Councillors	Staff
Cr Cheryle Brown (Presiding Member)	David Taylor, Chief Executive Officer
	Geoff Allam – Community Emergency Services Manager (CESM)
	Anthea Monger – Executive Support Officer

Members (Full Voting rights)
John Patman, Chief Bush Fire Control Officer (CBFCO)
Mark Scott – Deputy Chief Bush Fire Control Officer and Balingup Road FCO (DCBFCO)
Robert Marshall – Carlotta, Bush Fire Control Officer
Gerald Brown – Cundinup, Bush Fire Control Officer
Mike Vasey – Deputy Chief Bush Fire Control Officer and North Nannup FCO (DCBFCO)
Andrew McNab – Scott River/Lake Jasper, Bush Fire Control Officer

Other Attendees (Non-Voting rights)
Peter Sim – Darradup Captain
Jess Cooper - DFES
Ed Hatherley - DBCA
David Cole –Carlotta Captain
James Scott – Balingup Captain

Apologies
Cr Lynette Curtis (Deputy Presiding Member)
John Jonker – Peerabeelup Coastal FCO
John Thompson – Captain, North Nannup

Jesse Francis – Darradup FCO
Alison Raper FPC

PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil.

4. CONFIRMATION OF MINUTES

4.1 Bush Fire Advisory Committee meeting – Monday 4 May 2026

That the Minutes from the Bush Fire Advisory Committee held Monday 4 May 2026 be confirmed as a true and correct record (Attachment 4.1).

Moved: Gerald Brown **Seconded: Robert Marshall**

Voted For: All **Carried**

4.2 Bush Fire Advisory Committee Annual General Meeting – 1 September 2025

That the Minutes from the Bush Fire Advisory Committee AGM held 1 September 2025 be confirmed as a true and correct record (Attachment 4.2)

Moved: Mike Vasey **Seconded: Robert Marshall**

Voted For: All **Carried**

5. BUSH FIRE BRIGADE TERMS OF REFERENCE REQUIREMENT

5.1 Council Representative/s

One (1) Elected Member (Shire of Nannup) to be Presiding Member.
One (1) Elected Member (Shire of Nannup) to act as Deputy to Presiding Member**.**

The current Presiding member is Cr Cheryle Brown.
The current Deputy Presiding member is Cr Lynette Curtis.

5.2 Members with full voting rights -

Chief Bushfire Control Officer;
Deputy Chief Fire Control Officer/s x 2 if applicable
Balingup Road Fire Control Officer;
Carlotta Fire Control Officer;
Cundinup Fire Control Officer;
Darradup Fire Control Officer;
East Nannup Fire Control Officer;
Nannup Brook Fire Control Officer;
North Nannup Fire Control Officer;
Peerabeelup Fire Control Officer;
Peerabeelup Coastal Fire Control Officer;
Scott River/Jasper Fire Control Officer;

5.3 Other Attendees, as required (non-voting) -

Community Emergency Services Manager (CESM) – Shire of Nannup
Deputy Chief Executive Officer (DCEO) – Shire of Nannup
Ranger – Shire of Nannup
Department of Fire & Emergency Services Representative/s
Department of Biodiversity, Conservation & Attractions Representative/s
Other Agencies and strategic organisations or business such as Timber Industry representatives.

5.4 Members Brigades / Members of the Public –

Members of Brigades are encouraged to attend.

Members of the public attending meetings are by invitation only.

Input into the meeting by members of Brigades and/or the public will be at the discretion of the Presiding Member."

6. RECOMMENDED APPOINTMENT OF CHIEF BUSH FIRE CONTROL OFFICER, DEPUTY CHIEF BUSH FIRE CONTROL OFFICER/S AND BRIGADE FIRE CONTROL OFFICERS:

The Presiding Member called for nominations for Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers.

COMMITTEE RECOMMENDATION:

The Bush Fire Advisory Committee recommends the appointment of John Patman as Chief Bush Fire Control Officer for the Shire of Nannup.

Moved: Mark Scott **Seconded: Robert Marshall**

Voted For: All **Carried**

COMMITTEE RECOMMENDATION:

The Bush Fire Advisory Committee recommends the appointment of Mark Scott as Deputy Chief Bush Fire Control Officer for the Shire of Nannup.

Moved: John Patman **Seconded: Gerald Brown**

Voted For: All **Carried**

COMMITTEE RECOMMENDATION:

The Bush Fire Advisory Committee recommends the appointment of Mike Vasey as Deputy Chief Bush Fire Control Officer for the Shire of Nannup.

Moved: John Patman **Seconded: Mark Scott**

Voted For: All **Carried**

Acknowledgement of Honorarium Payment

Mark Scott and Mike Vasey declared financial interest in relation to the honorarium payment and left the room at 7:10pm. They returned at 7:11pm.

COMMITTEE ACKNOWLEDGEMENT:

The Bush Fire Advisory Committee acknowledges that the Chief Bush Fire Control Officer receives an honorarium payment of $5,000 and that each Deputy Chief Bush Fire Control Officer receives an honorarium payment of $3,000.

Moved: Gerald Brown **Seconder: Robert Marshall**

Voted For: All **Carried**

The Presiding Member called for nominations for Fire Control Officers.

Current Fire Control Officers:

- Balingup Road (Mark Scott)
- Carlotta (Robert Marshall)
- Cundinup (Gerald Brown)
- Darradup (John Patman)
- East Nannup (Victor Lorkiewicz)
- Scott River/Lake Jasper (Andrew McNab)
- North Nannup (Mike Vasey)
- Nannup Townsite (Geoff Allam)
- Nannup Brook – (Leigh Fletcher)

- Peerabeelup – (N/A)
- Peerabeelup Coastal – (John Jonker)

COMMITTEE RECOMMENDATION:

The Bush Fire Advisory Committee recommends the appointment of Mark Scott as Fire Control Officer for the Balingup Road Volunteer Bush Fire Brigade.

Moved: John Patman **Seconded: Gerald Brown**

Voted For: All **Carried**

COMMITTEE RECOMMENDATION:

The Bush Fire Advisory Committee recommends the appointment of Robert Marshall as Fire Control Officer for the Carlotta Volunteer Bush Fire Brigade.

Moved: John Patman **Seconded: Gerald Brown**

Voted For: All **Carried**

COMMITTEE RECOMMENDATION:

The Bush Fire Advisory Committee recommends the appointment of Gerald Brown as Fire Control Officer for the Cundinup Volunteer Bush Fire Brigade.

Moved: Robert Marshall **Seconded: John Patman**

Voted For: All **Carried**

COMMITTEE RECOMMENDATION

The Bush Fire Advisory Committee recommends the appointment of Jesse Francis as Fire Control Officer for the Darradup Volunteer Bush Fire Brigade

Moved: John Patman **Seconded: Robert Marshall**

Voted For: All **Carried**

COMMITTEE RECOMMENDATION

The Bush Fire Advisory Committee recommends the appointment of Vic Lorkiewicz as Fire Control Officer for the East Nannup Volunteer Bush Fire Brigade.

Moved: Robert Marshall **Seconded: Mike Vasey**

Voted For: All **Carried**

COMMITTEE RECOMMENDATION:

The Bush Fire Advisory Committee recommends the appointment of Andrew McNab as Fire Control Officer for the Scott River/Lake Jasper Volunteer Bush Fire Brigade.

Moved: Gerald Brown **Seconded**: **John Patman**

Voted For: All **Carried**

COMMITTEE RECOMMENDATION:

The Bush Fire Advisory Committee recommends the appointment of Mike Vasey as Fire Control Officer for the North Nannup Volunteer Bush Fire Brigade.

Moved: Gerald Brown **Seconded: Robert Marshall**

Voted For: All **Carried**

COMMITTEE RECOMMENDATION:

The Bush Fire Advisory Committee recommends the appointment of Leigh Fletcher as Fire Control Officer for the Nannup Brook Volunteer Bush Fire Brigade.

Moved: John Patman **Seconded: Mike Vasey**

Voted For: All **Carried**

COMMIITTEE RECOMMENDATION:

The Bush Fire Advisory Committee recommend the appointment of __N/A_____ as Fire Control Officer for the Peerabeelup Volunteer Bush Fire Brigade

Moved: **Seconded:**

Voted For: **Carried**

COMMITTEE RECOMMENDATION:

The Bush Fire Advisory Committee recommends the appointment of John Jonker as Fire Control Officer for the Peerabeelup Coastal Area.

Moved: Mike Vasey **Seconded**: **Mark Scott.**

Voted For: All **Carried**

7. DISCLOSURE OF INTEREST:

Item 7– Honorarium Payment

Mike Vasey declared a Financial Interest as he is the recipient of the honorarium.

Mark Scott declared a Financial Interest as Deputy Chief Bush Fire Control Officer and recipient of the honorarium.
Acknowledgement of Honorarium Payment
Mike Vasey and Mark Scott declared a Financial Interest in relation to the honorarium payment and left the room at 7:10pm. They returned at 7:11pm.

8. BUSINESS ARISING FROM THE PREVIOUS MINUTES:

Nil

9. REPORTS OF COMMITTEE MEMBERS:

9.1 Chief Bush Fire Control Officer

John Patman reported that the season had been quiet. He noted the strong attendance at the end-of-year catch-up, which provided an opportunity for brigades to share experiences and learn from each other. He commended Geoff Allam for organising the event and thanked Donna Virgo from DFES for her advice regarding training.
John Patman advised that he attended several brigade AGMs during the year, including Scott River, Darradup, East Nannup and Cundinup. He thanked members for their efforts and noted that incident responses during the season had been pleasing.

9.2 Deputy Chief Bush Fire Control Officers Report

Mark Scott reported that the season was mostly quiet. Balingup Road Brigade attended two callouts: one in the pines near Reveley Bridge and one at the Balingup Road clinic gate. Both fires were noted as concerning because no apparent cause was identified.

9.3 Bush Fire Control Officers Report

9.3.1 Balingup Road Bush Fire Control Officer

Mark Scott reported the following matters from the Balingup Road Brigade meeting:

A large truck turn-around is required near Revelly Bridge and Maidment Bridge.
The brigade requested earlier roadside verge spraying, preferably in August or September, to reduce fuel loads before October.
The brigade requested that storm-fallen trees be removed rather than pushed off the road, to reduce fire risk.
The brigade requested access to a light tanker during the high-risk season.

9.3.2 Carlotta Bush Fire Control Officer

Carlotta Brigade held its AGM in May 2026, with good attendance recorded. Joe Ducass has taken on the role of Training Officer. The brigade raised concern that the paraffin drum and pump previously used to fill drip torches had been removed without consultation. Training has also been shared with East Nannup Brigade.
It was noted that the CESM's role is to support the brigade and that the fuel was removed for safety reasons. Members agreed on the importance of working together to strengthen training and operational readiness.
David Taylor emphasised the importance of regular training so volunteers remain competent with equipment and maintain safe operating practices.

9.3.3 Cundinup Bush Fire Control Officer

Gerald Brown reported that all major positions remain unchanged. He noted ongoing difficulty

encouraging volunteers to attend training and acknowledged the need for continued training participation.

9.3.4 Darradup Bush Fire Control Officer

Please see attached report – 9.2.4

9.3.5 East Nannup Bush Fire Control Officer

No report was received.

9.3.6 Nannup Brook Bush Fire Control Officer

No report was received.

9.3.7 North Nannup Bush Fire Control Officer

North Nannup Brigade held its AGM in March. Senior volunteer resignations were received and three new members joined the brigade.

9.3.8 Peerabeelup Fire Control Officer

No report was received.

9.3.9 Peerabeelup Coastal Fire Control Officer

No report was received.

9.3.10 Scott River/Lake Jasper Bush Fire Control Officer

No report was received**.**

10. REPORTS OF OFFICERS:

10.1 Community Emergency Services Manager

Please refer to attachment - 10.1

10.2 CESM Agenda Items

Please refer to attachment – 10.2

10.3 Bush Fire Brigades Standard Operating Procedures

Please refer to attachment 10.3

10.4 Brigade Volunteer Induction Checklist

Please refer to attachment 10.4

10.5 Bushfire Volunteer Induction Acknowledgement Form

Please refer to attachment 10.5

11. REPORTS OF OTHER ATTENDEES:

11.1 Department of Fire and Emergency Services

Jess Cooper provided a DFES update and advised that several staffing changes had occurred.
Jon Broomhall has been appointed Deputy Commissioner, replacing Craig Waters. Phil Brandrett is expected to commence as Chief Superintendent Country South, with Nathan Hall acting in the position in the interim.
Peter Thomas is now the Superintendent in Narrogin. Craig Beswick is acting in the role until 4 September. Eddy Thompson has returned from leave and Paul Denison is retiring.
Rob Brogan, Bush Fire Mitigation Officer, is acting in the position until September.
Matt DePlessis, currently the CESM in Busselton, is also acting in the position until September.
All fire districts were under review, and Nannup is now included in the Capes Fire District.
The Lower South West Leaders Forum will be held in Donnybrook on 20 September.

11.2 Department of Biodiversity Conservation and Attractions

Ed Hatherley reported that 96 fires had been recorded in the Blackwood District for the year to date, with 41 identified as deliberate. Most fires were one hectare or smaller, which was attributed to rapid response by fire crews. He thanked the Shire of Nannup for its support and response times. Lightning had also caused several fires, and arson had been an issue in the Balingup area. A person had been arrested and charged and is due to appear in court.
Autumn prescribed burns were completed from Vasse Highway to Stewart Road, Carlotta and Kirup. Aerial assessment covered 820 km, with burn severity recorded as 50% unburnt, 22% low, 11% moderate, 13% high and 1% very high. The outcome was considered positive for the forest area near Nannup.
Black Point Road and Stewart Road were last burnt in 2020, and Gold Gully Road to East Nannup Road has been burnt. Carlotta Tower is scheduled for burning, while Ellis Creek will be undertaken in Autumn due to its complexity. Further burns are to be scheduled around Nannup. A new fire tower has been fitted with cameras but still requires staffing.

11.3 Forest Products Commission

Please see attachment – 11.3

11.4 Shire of Nannup Ranger – Simon Millington

Please see attachment 11.4

12. STANDING ITEMS:

12.1 Emergency Services Levy (ESL)

Please see attachment - 12.1
An attendee commented on the variety of fire trucks available. The Shire has two large 4 x 4 trucks at Darradup and North Nannup; however, smaller, more mobile vehicles may be more suitable for bush tracks. Other dual-cab vehicles are being considered to improve firefighter access without causing damage.

13. GENERAL BUSINESS:

A question was raised about whether brigade members can obtain truck driver licenses at the Shire's expense. Geoff Allam advised that this would depend on the needs of the brigade and who holds suitable licenses.
The succession plan for when volunteers decide to retire needs to be considered before the next AGM.

14. PROPOSED DATE FOR NEXT MEETING:

Monday 2 November - 2026 starting at 7pm at the Nannup SES.

15. CLOSURE OF MEETING:

The Presiding Member declared the meeting closed at 8:38pm.