



SHIRE OF  
**M**ANJIMUP

# AGENDA

**Bush Fire Advisory Committee**

**30 October 2024**

## Notice of Meeting

Please be advised that a meeting of the Shire of Manjimup Bush Fire Advisory Committee will be held on Wednesday, 30 October 2024 commencing at 7.00pm.

Manjimup Emergency Services Collocation Building  
46 Bath Street  
Manjimup WA 6258

If you are unable to attend, please advise Nicole Favero, Ranger and Emergency Services Administration Officer.

P: 08 9771 7777

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Benjamin (Ben) Rose  
**Chief Executive Officer**  
10 October 2024

### Important Matters for the Attention of Meeting Attendees:

- To ensure the proceedings are accurately recorded, this meeting may be electronically recorded in accordance with clause 6.16 of the *Shire of Manjimup's Standing Orders Local Law 2013*; and
- Any recommendations in this meeting are unable to be acted upon until such time as the recommendations are endorsed by Council, with the exception of recommendations that are of an administrative nature.

### Function of Committee

Pursuant to *Section 67 of the Bush Fires Act 1954* the of the Shire of Manjimup Bush Fire Advisory Committee is a committee of Council and reports on strategic matters of fire control and management of the bush fire network. The Bush Fire Advisory Committee is to represent Volunteer Bush Fire Brigades within the Municipality and to make recommendations to Council on the following:

1. Annual bushfire budget and relevant financial matters.
2. General management and communication within the Bushfire organisation.
3. Planning, setting standards and works program for fire prevention within the Shire.
4. Formation, rationalisation or winding up of any Bush Fire Brigades within the Shire.
5. Standards of equipment that should be provided and maintained under Brigade control.
6. Distribution of firefighting equipment and funding between Brigades.
7. Coordination of training to ensure Brigades can work together efficiently.
8. Review of Council's Fire Protection Strategy.
9. Any other matter relating to bushfire control.
10. The committee will establish working groups as necessary.

## AGENDA

**1. Declaration of Opening the Meeting**

**ACKNOWLEDGEMENT OF COUNTRY**

*The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.*

**2. Attendance / Apologies**

**3. Declaration of Financial Interest**

**4. Review of BFAC Terms of Reference, Membership & Contact Details**

Nominations received for Walpole Zone.

**5. Confirmation of the Minutes of the General Meeting held Wednesday 24 July 2024.**

**6. Council's Response to Minutes of the General Meeting held Wednesday 24 July 2024.**

### COUNCIL RESOLUTION

**MOVED: Cr Eiby**

**SECONDED: Cr Miolin**

**29545**

**That Council receive and note the unconfirmed minutes of the Bush Fire Advisory Committee (BFAC) meeting held Wednesday 24 July 2024 as shown in Attachment: 9.16.1(1).**

**ADOPTED BY EN BLOC RESOLUTION: 7/0**

**7. Business Arising from Previous Minutes**

**7.1 Action List**

**8. Correspondence**

**9. Members Reports**

**9.1 Chief Bush Fire Control Officer**

**9.2 CESH and Training Coordinator**

**9.3 Department Fire and Emergency Services**

**9.4 DBCA Parks and Wildlife Services**

**9.5 Zone Delegate Reports**

**10. General Business**

**10.1 Bush Fire Brigade Amalgamation – Yanmah with Glenoran BFB**

**10.2 FCO & Captains Meeting**

**10.3 Brigade Returns & AGM Minutes**

**10.4 Mordalup Bridge Closure**

**10.5 General Matters from Members without Notice**

**11. Next Meeting to be held in March 2025 with date TBA.**

**12. Declaration of Close of Meeting**

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**7. Business Arising from Previous Minutes**

**7.1 Action List**

Action & Meeting Date	Action	Update	Status	Person Responsible
25/05/2016	<p><b>Northcliffe Shed</b> Construct a new facility for brigade</p>	<ul style="list-style-type: none"> <li>• Shire of Manjimup successful in obtaining grant. DFES proposal to co-locate 2015.</li> <li>• Brigade met to discuss, in favour of co-location. DFES submitted proposal, awaiting response. Council approved DFES proposal.</li> <li>• \$30,000 in proposed Council budget for site works, budget adopted 10<sup>th</sup> August 2017.</li> <li>• DFES Funding available December 2017</li> <li>• Construct building in the 2017 / 2018 year, once DFES funding is available. Shire of Manjimup and DFES signed funding agreement July 2018. BFB shed side construction underway.</li> <li>• Work currently ceased, waiting on paperwork from builder, then should recommence.</li> <li>• Purchase Orders have been issued and approved and the issue with builder now resolved. Funding arrangements with DFES resolved as well with a top up to complete the rebuild of Fire and Rescue station to become the Co-Location building. Northcliffe BFB building hoping to get to pretty quickly. Building to commence soon December 2019.</li> <li>• June 2020, 90% completion of the Bushfire Brigade shed. Stage two construction underway.</li> <li>• 90% of stage two complete. Shire to meet with BFB and FRS to discuss final completion of works.</li> <li>• Met with BFB and FRS on the completion of works, Builder to be back on site to complete the list of works required from 6 December 2021.</li> </ul> <p><b>22/03/23:</b> Backup Water Pump and double headed hydrant to be installed, hoses and taps requested, getting plumber is issue and an effective pump to back up. Charging plug and bump stops to be installed.</p> <p><b>12/07/23:</b> Electrician engaged for charging plugs. Double hydrant received awaiting availability from plumber.</p> <p><b>17/04/24:</b> Ongoing. Eric Beckett Coastal Zone advised vehicle battery chargers still sitting on chairs, charger cables still running on floor, twin hydrant, electric refill pump and pump shed not completed. Ongoing.</p> <p><b>24/07/24:</b> Electrician reviewed power tripping, no fault found. If it happens again, leave it as is and we will get them back. He is sending a quote through for chargers when he returns (this is operational). Plumbers quote for the installation of the hydrant and pump accepted</p>	In progress	Todd Ridley

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		<p>and a PO has been issued. This will be a few weeks for pump to arrive, once done the shed build will be complete.</p> <p><b>Update:</b> All works within the DFES building design are now complete. No further action required and can be removed from List.</p>		
<p>23/03 22/03/2023</p>	<p><b>Shire of Manjimup Bush Fire Brigade Local Laws</b></p>	<p><b>22/03/23:</b> Recommendation that Council accept and proceed with the legal requirements of the Local government Act 1995 in implementation. <b>BFAC DECISION 2023/04</b></p> <p><b>12/07/23:</b> Presented at Council meeting .....<b>COUNCIL RESOLUTION 29098</b>, Advised Ministers and went to advertising as per agenda item, now waiting on Ministers comments and then it goes to Joint Standing Committee.</p> <p><b>17/04/24:</b> Joint Standing Committee commented and amendments were required in regard to Appointment of Members. Draft being submitted to Council at meeting 11 April 2024.</p> <p><b>24/07/24:</b> Went to Council for Consideration of Submissions and Final Adoption of Shire of Manjimup Bush Fire Brigade Amendment Local law 2024 and has now gone to be Gazetted and then will go back to State. Ongoing.</p> <p><b>Update:</b> Local Laws Gazetted, waiting on a response/comment from Joint Standing Committee. Ongoing</p>	<p>In progress</p>	<p>Todd Ridley</p>
<p>23/04 22/03/2023</p>	<p><b>Brigade/Shire owned Slip On Units</b></p>	<p><b>22/03/23:</b> In Item 10.3 BFAC recommendation for CESM to inspect all Brigade/Shire owned slip on units and report to BFAC in July. <b>BFAC DECISION 2023/05</b></p> <p><b>12/07/23:</b> Commenced work, designed new <i>Form 5.3.24 Appliance – Brigade Owned Slip-ons and Fast Fill Trailers – Report</i> and currently still compiling these together with photos for report which will present at next BFAC meeting.</p> <p><b>17/04/24:</b> Work in progress.</p> <p><b>24/07/24:</b> Slowly building a list. Ongoing.</p> <p><b>Update:</b> The list is gradually being completed. Ongoing</p>	<p>In progress</p>	<p>Todd Ridley</p>
<p>23/06 12/07/2023</p>	<p><b>Pemberton North Zone – FCO succession plan</b></p>	<p><b>12/07/23:</b> CESM to arrange a meeting with Brigade and Chief's to discuss and work out a succession plan regarding FCO's for Pemberton North Zone</p> <p><b>17/04/24:</b> Work in progress.</p> <p><b>24/07/24:</b> Discussion on two of the FCOs and if they are continuing, CBFCO advised that at this stage he thinks they will, but this still needs to be addressed. Ongoing.</p>	<p>In progress</p>	<p>Todd Ridley</p>

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		<b>Update:</b> The resignation of FCO Dennis Barnsby has now been received so this needs to be addressed. Ongoing		
23/09 12/07/2023	<b>Crewing of Appliances</b>	<p><b>12/07/23:</b></p> <ol style="list-style-type: none"> <li>1. That Shire administration, on behalf of the Bush Fire Advisory Committee, write to all Bush Fire Brigades with ESL appliances and request they provide the following information: <ol style="list-style-type: none"> <li>a. The number of trained members with the appropriate class of Drivers Licence; and</li> <li>b. If their Brigade has the means to crew their allocated appliance outside of the Brigade area but within Shire Boundaries.</li> </ol> </li> <li>2. That Shire Administration report back to BFAC on the findings of that request and supply the Chief's with a list of trained members with truck drivers licences.</li> </ol> <p><b>17/04/24:</b> Only received lists from Northcliffe, Mordalup, Walpole and Springfield. May need to go back to the Brigades, nothing further raised at meeting. Ongoing.</p> <p><b>24/07/24:</b> Request for Brigades to bring this up at AGMs for action. Ongoing.</p> <p><b>Update:</b> CESM reviewed list received to date from Brigades. Ongoing</p>	In progress	Todd Ridley
23/11 12/07/2023	<b>Contingency Plan for Chief &amp; Deputy CBFCO's</b>	<p><b>12/07/23:</b> Shire Administration to add this to FCO &amp; Captain Meeting as an Agenda Item to address if there is a contingency plan for the Chief's or if there is a need to reintroduce Senior FCO or Chief in Training for succession planning.</p> <p><b>17/04/24:</b> This was part of the FCO and Captains Meeting presentation that was held in October 2023 with no clear direction received from members. Ongoing.</p> <p><b>24/07/24:</b> Discussion with some options of looking at a second Deputy but the Act doesn't allow for two, could look at ranking FCOs with a Senior FCO who could learn and assist with skeds and at incidents.</p> <p><b>ACTION: CESM to prepare a recommendation on this for next BFAC Meeting.</b></p> <p><b>Update:</b> This is still being worked on. Ongoing</p>	In Progress	Todd Ridley
24/03 24/07/2024	<b>Amalgamation of Yanmah &amp; Glenoran BFBs</b>	<p><b>24/07/24:</b> Shire Administration to proceed with advertising for the Amalgamation of Yanmah and Glenoran Bush Fire Brigades, with the name to remain as Yanmah Bush Fire Brigade.</p> <p><b>Update:</b> Advertising completed on 21 August with no submissions received. Moved to General Business for Report and Recommendation.</p>	In Progress	Todd Ridley

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#### 4. Review of BFAC Terms of Reference, Membership & Contact Details

##### **RECOMMENDATION/BFAC DECISION 2024/XX**

"That Council confirm and accept the amendments to appointments of the Bush Fire Advisory Committee Terms of Reference being, Anthony Thompson - Walpole Zone and Glen Burton – Walpole Zone proxy."

**Moved: TBA**

**Seconded: TBA**

**CARRIED: XX/0**

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#### 5. Confirmation of the Minutes of the General Meeting held Wednesday 24 July 2024.

##### **RECOMMENDATION/BFAC DECISION 2024/XX**

"That the unconfirmed minutes of the Bush Fire Advisory Committee Meeting held Wednesday, 24 July 2024 be confirmed as a true and correct record."

**Moved: TBA**

**Seconded: TBA**

**CARRIED: XX/0**

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#### 10.1 Bush Fire Brigade Amalgamation – Yanmah with Glenoran BFB

##### **RECOMMENDATION/BFAC DECISION 2024/XX**

"That Council approve the amalgamation of Yanmah and Glenoran Bush Fire Brigades and name that brigade Yanmah."

**Moved: TBA**

**Seconded: TBA**

**CARRIED:XX/0**

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