SHIRE OF MANJIMUP

AGENDA

Bush Fire Advisory Committee

16 July 2025

Notice of Meeting

Please be advised that a meeting of the Shire of Manjimup Bush Fire Advisory Committee will be held on Wednesday, 16 July 2025 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, Emergency Services Officer:

P: 08 9771 7777
E: nicole.favero@manjimup.wa.gov.au.

Greg Lockwood
Acting Chief Executive Officer
25 June 2025

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**
5. **Confirmation of the Minutes of the General Meeting held Wednesday 30 October 2024.**
6. **Council's Response to Minutes of the General Meeting held Wednesday 30 October 2024.**

COUNCIL RESOLUTION

MOVED: CR OMODEI SECONDED: CR MIOLIN

29601

That Council:

1. **Receive and note the unconfirmed minutes of the Bush Fire Advisory Committee meeting held Wednesday 30 October 2024 as shown in Attachment: 9.16.1(1).**
2. **Amend the Terms of Reference as recommended by the Bush Fire Advisory Committee to reflect a change of Appointments for the two year period commencing 18 October 2023 being, Anthony Thompson - Walpole Zone and Glen Burton – Walpole Zone proxy in accordance with Attachment: 9.16.1(2).**
3. **That Council approve the amalgamation of the Yanmah and Glenoran Bush Fire Brigades and name that brigade Yanmah.**

ADOPTED BY EN BLOC RESOLUTION: 9/0

7. **Business Arising from Previous Minutes**
   - **7.1 Action List**
8. **Correspondence**
9. **Members Reports**
   - **9.1 Chief Bush Fire Control Officer**
   - **9.2 CESM 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 Shire of Manjimup Firebreak & Fuel Hazard Reduction Notice 2025-2026**
    - **10.2 FCO & Captains Meeting**
    - **10.3 Policy 5.3.2 Chief & Deputy Chief Bush Fire Control Officer Honorarium & Volunteer Training Officer**
    - **10.4 Policy 5.3.16 Resource to Risk Fire Fighting**
    - **10.5 Policy 5.3.25 Fire Protection Shire Brigade Owned Appliances**

10.6 Shire of Manjimup Bushfire Risk Management Plan 2025-2027
10.7 Bush Fire Brigade Amalgamation – Upper Warren, Quinninup & Quinninup Town
10.8 General Matters from Members without Notice

11. Next Meeting to be held in November with date TBA.

12. Declaration of Close of Meeting

7. Business Arising from Previous Minutes

7.1 Action List

Action & Meeting Date	Action	Update	Status	Person Responsible
23/03 **22/03/2023**	**Shire of Manjimup Bush Fire Brigade Local Laws**	**22/03/23:** Recommendation that Council accept and proceed with the legal requirements of the Local government Act 1995 in implementation. **BFAC DECISION 2023/04** **12/07/23:** Presented at Council meeting ……..**COUNCIL RESOLUTION 29098**, Advised Ministers and went to advertising as per agenda item, now waiting on Ministers comments and then it goes to Joint Standing Committee. **17/04/24:** Joint Standing Committee commented and amendments were required in regard to Appointment of Members. Draft being submitted to Council at meeting 11 April 2024. **24/07/24:** 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. **30/10/24:** Local Laws Gazetted, waiting on a response/comment from Joint Standing Committee. Ongoing ***Update: Ongoing***	In progress	Todd Ridley
23/04 **22/03/2023**	**Brigade/Shire owned Slip On Units**	**22/03/23:** In Item 10.3 BFAC recommendation for CESM to inspect all Brigade/Shire owned slip on units and report to BFAC in July. **BFAC DECISION 2023/05** **12/07/23:** Commenced work, designed new *Form 5.3.24 Appliance – Brigade Owned Slip-ons and Fast Fill Trailers – Report* and currently still compiling these together with photos for report which will present at next BFAC meeting. **17/04/24:** Work in progress. **24/07/24:** Slowly building a list. Ongoing. **30/10/24:** The list is gradually being completed. Ongoing ***Update: Ongoing***	In progress	Todd Ridley

23/09 **12/07/2023**	**Crewing of Appliances**	**12/07/23:** **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: a. The number of trained members with the appropriate class of Drivers Licence; and b. If their Brigade has the means to crew their allocated appliance outside of the Brigade area but within Shire Boundaries. **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. **17/04/24:** Only received lists from Northcliffe, Mordalup, Walpole and Springfield. May need to go back to the Brigades, nothing further raised at meeting. Ongoing. **24/07/24:** Request for Brigades to bring this up at AGMs for action. Ongoing. **30/10/24:** CESM reviewed list received to date from Brigades. BFAC will revisit at next meeting. Ongoing ***Update: There seems to be ample members with Truck licence in the Network, this item can be completed.***	In progress	Todd Ridley
23/11 **12/07/2023**	**Contingency Plan for Chief & Deputy CBFCO's**	**12/07/23:** Shire Administration to add this to FCO & 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. **17/04/24:** This was part of the FCO and Captains Meeting presentation that was held in October 2023 with no clear direction received from members. Ongoing. **24/07/24:** 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. ***ACTION: CESM to prepare a recommendation on this for next BFAC Meeting.*** **30/10/24:** CESM requested BFAC Members to give more thought to this and also see what the new Act says when it comes out. Ongoing ***Update: Ongoing***	In Progress	Todd Ridley

24/03 **24/07/2024**	**Amalgamation of Yanmah & Glenoran BFBs**	**24/07/24:** 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. **30/10/24:** Advertising completed on 21 August with no submissions received. Discussed in General Business for Report and Recommendation where it was voted and accepted with Recommendation "That Council approve the amalgamation of Yanmah and Glenoran Bush Fire Brigades and name that brigade Yanmah. **BFAC RECOMMENDATION 2024/09** ***Update: Went to Council on 12 December and was adopted COUNCIL RESOLUTION 29601. Now needs to be lodged with DFES to complete amalgamation.***	In Progress	Todd Ridley
24/04 **30/10/2024**	**Mordalup BFB - Mark Muir regarding Brigade being more aligned with Cranbrook Shire**	**30/10/24:** That Shire Administration write to Mordalup BFBs FCO Mark Muir with a response to his query of the Brigade being more aligned with Cranbrook Shire. ***Update:***	In Progress	Todd Ridley

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

RECOMMENDATION/BFAC DECISION 2025/XX

"That Council confirm and accept the amendments to appointments of the Bush Fire Advisory Committee Terms of Reference being, resignation of Eric R Beckett – Coastal Zone with the position now vacant."
Moved: **TBA**
Seconded: **TBA**

CARRIED: XX/0

5. Confirmation of the Minutes of the General Meeting held Wednesday 30 October 2024.

RECOMMENDATION/BFAC DECISION 2025/XX

"That the unconfirmed minutes of the Bush Fire Advisory Committee Meeting held Wednesday, 30 October 2024 be confirmed as a true and correct record."
Moved: **TBA**
Seconded: **TBA**

CARRIED: XX/0

10.1 Shire of Manjimup Firebreak & Fuel Hazard Reduction Notice 2025-2026

RECOMMENDATION/BFAC DECISION 2025/XX

"That Council endorse the *Shire of Manjimup Firebreak and Fuel Hazard Reduction Notice 2025-2026*."
Moved: **TBA**
Seconded: **TBA**

CARRIED:XX/0

10.3 Policy 5.3.2 Chief & Deputy Chief Bush Fire Control Honorarium & Volunteer Training Officer

RECOMMENDATION/BFAC DECISION 2025/XX

"That Council confirm and accept the amendments to *Policy 5.3.2 Chief & Deputy Chief Bush Fire Control Honorarium & Volunteer Training Officer*."
Moved: **TBA**
Seconded: **TBA**

CARRIED: XX/0

10.4 Policy 5.3.16 Resource to Risk Fire Fighting

RECOMMENDATION/BFAC DECISION 2025/XX

"That Council confirm and accept the amendments to *Policy 5.3.16 Resource to Risk Fire Fighting*."
Moved: **TBA**
Seconded: **TBA**

CARRIED: XX/0

10.5 Policy 5.3.25 Fire Protection Shire Brigade Owned Appliances

RECOMMENDATION/BFAC DECISION 2025/XX

"That Council confirm and accept the amendments to *Policy 5.3.25 Fire Protection Shire Brigade Owned Appliances*."
Moved: **TBA**
Seconded: **TBA**

CARRIED: XX/0

10.6 Shire of Manjimup Bushfire Risk Management Plan 2025-2027

RECOMMENDATION/BFAC DECISION 2025/XX

"That Council endorse the *Shire of Manjimup Bushfire Risk Management Plan 2025-2027*."
Moved: **TBA**
Seconded: **TBA**

CARRIED:XX/0