



SHIRE OF
MANJIMUP

AGENDA

Bush Fire Advisory Committee

17 April 2024

Notice of Meeting

Please be advised that a meeting of the Shire of Manjimup Bush Fire Advisory Committee will be held on Wednesday, 17 April 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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Ben Rose

Chief Executive Officer

26.03.2024

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 for the Bush Fire Advisory Committee 2023-2025 Membership appointments 2 year term from October 2023 to October 2025 were accepted at Council Meeting dated 23 October 2023, Resolution 29285.
5. **Confirmation of the Minutes of the General Meeting held Wednesday 12 July 2023.**
6. **Council's Response to Minutes of the General Meeting held Wednesday 12 July 2023.**

COUNCIL RESOLUTION:

MOVED: Skoss, K SECONDED: Buegge, D

29219

That Council:

1. **Receive and note the unconfirmed minutes of the Bush Fire Advisory Committee meeting held Wednesday 12 July 2023 as contained in Attachment: 9.16.4 (1);**
2. **Approve the increase to the honorarium payment for Chief Bush Fire Control Officer from \$3,000 to \$4,000 for the 2023/2024 Budget year;**
3. **Approve the increase to the honorarium payment for Deputy Chief Bush Fire Control Officer from \$2,500 to \$3,500 for the 2023/2024 Budget year; and**
4. **Approve the increase to the Volunteer Training Officers Honorarium Payment Budget by \$500.00 for the 2023/2024 Budget year.**

CARRIED: 11/0

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**

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10. General Business

- 10.1 SOP BFB 3.11 - Spontaneous Volunteers Engagement - Draft**
- 10.2 SOP BFB 3.3 - Riding on Fire Appliances – Amendment**
- 10.3 SOP BFB 3.5 - Personal Protective Clothing – Amendment**
- 10.4 General Matters from Members without Notice**
- 10.5 Long Service Medal Presentations**

11. Next Meeting to be held 24 July 2024.

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>Northcliffe Shed Construct a new facility for brigade</p>	<ul style="list-style-type: none"> • Shire of Manjimup successful in obtaining grant. • DFES proposal to co-locate 2015. • Brigade met to discuss, in favour of co-location. • DFES submitted proposal, awaiting response. • Council approved DFES proposal. • \$30,000 in proposed Council budget for site works, budget being adopted 10th August 2017. • DFES Funding available December 2017 • 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. • Work has currently ceased, waiting on paperwork from builder then should be able to recommence. • 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 • June 2020, 90% completion of the Bushfire Brigade shed. Stage two construction underway. • 90% of stage two complete. Shire to meet with BFB and FRS to discuss final completion of works. • 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. <p>22/03/23: 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>12/07/23: Electrician engaged for charging plugs. Double hydrant received awaiting availability from plumber.</p> <p>17/04/24: Ongoing.</p>	In progress	Todd Ridley

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<p>29/08/2018</p>	<p>Link all Radio Repeaters Channels 251, 292, 142, 293 and 252 be linked together</p>	<ul style="list-style-type: none"> • T Ridley wrote to DFES in October • LSW ROAC moved motion for State to respond (28th March 2019). • Survey received from DFES re the Mid Band Network July 2019. • Survey completed by BFAC and returned to LSW DFES. • Karri Valley Blackspot issue. • Awaiting a response from DFES and Karri Valley Blackspot issue. • 252, 293 and 142 digital links installed. • Trial system throughout the fire season. • Report for Meeting. • Write to DFES regarding issues with trial period. <p>07/12/22: Correspondence sent to DFES on the 3 November 2021. Still no response.</p> <p>22/03/23: Still awaiting response from DFES, Todd will lodge a ICT request every time a fault occurs.</p> <p>12/07/23: Still no response from DFES. Shire administration on behalf of BFAC to write to DFES.</p> <p>17/04/24: Shire administration emailed DFES.</p>	<p>In progress</p>	<p>Todd Ridley</p>
<p>22/07/2020</p>	<p>Mobile Phone Reception West Manjimup Letters tabled from Seven Day Rd & Yanmah BFB</p>	<ul style="list-style-type: none"> • Todd to forward letter to CEO • Contact made with TELSTRA. DCBFCO in contact and working through issues. • Ongoing. Complaints received from Ringbarkers Captain in regard to coverage in the area. • Brad Wren – another call to Deborah, SW Manager Telstra two weeks ago who advised that the Tech actually was in town last year and to now go back to individual complaints to an email address that she was going to provide but hasn't yet. • Would like to look at going to the Ombudsman and advise Brigades to make individual complaints. • Todd to discuss with the CEO and convey the above information. <p>05/10/22: Brad Tabled Interim Report from Telstra</p> <p>22/03/23: Brad Wren advised that Kevin was in district two months ago to look into it and was going to get back, but still nothing heard.</p> <p>12/07/23: Brad advised had another conversation with Deb and she advised Michael Hutchinson working with the Shire. Still ongoing.</p> <p>17/04/24: This is now progressing through both LEMC and Council level so complete.</p>	<p>Completed</p>	<p>Todd Ridley</p>

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<p>03/23 22/03/2023</p>	<p>Shire of Manjimup Bush Fire Brigade Local Laws</p>	<p>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</p> <p>12/07/23: Presented at Council meetingCOUNCIL 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.</p> <p>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.</p>	<p>In progress</p>	<p>Todd Ridley</p>
<p>04/23 22/03/2023</p>	<p>Brigade/Shire owned Slip On Units</p>	<p>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</p> <p>12/07/23: 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>17/04/24: Work in progress.</p>	<p>In progress</p>	<p>Todd Ridley</p>
<p>06/23 12/07/2023</p>	<p>Pemberton North Zone – FCO succession plan</p>	<p>12/07/23: 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>17/04/24: Work in progress</p>	<p>In progress</p>	<p>Todd Ridley</p>
<p>07/23 12/07/2023</p>	<p>Australian Fire Danger Rating System – BFAC Submission</p>	<p>12/07/23: Shire administration, on behalf of the Bush Fire Advisory Committee, write to the Australian Fire Danger Rating System and the Department of Fire and Emergency Services Rural Fire Division with concerns raised on the new Fire Danger Ratings and the impact during the fire season with an invitation to attend a BFAC Meeting to address these concerns.</p> <p>17/04/24: Invitation sent and Agnes Kristina from DFES attended the FCO and Captains Meeting October 2023 providing an overview and answering any questions received.</p>	<p>Completed</p>	<p>Todd Ridley</p>
<p>08/23 12/07/2023</p>	<p>Number of Days a Permit is Valid</p>	<p>12/07/23: Shire Administration to send a Memo to FCO's advising that unless extenuating circumstances, they can only write a permit suitable for the burn.</p> <p>17/04/24: This was addressed at FCO & Captains Meeting and CESM will email prior to Restricted opening. Completed</p>	<p>Completed</p>	<p>Todd Ridley</p>
<p>09/23 12/07/2023</p>	<p>Crewing of Appliances</p>	<p>12/07/23:</p> <ol style="list-style-type: none"> 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: 	<p>In progress</p>	<p>Todd Ridley</p>

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		<p>a. The number of trained members with the appropriate class of Drivers Licence; and</p> <p>b. If their Brigade has the means to crew their allocated appliance outside of the Brigade area but within Shire Boundaries.</p> <p>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.</p> <p>17/04/24: Only received lists from Northcliffe, Walpole and Springfield. May need to go back to the Brigades?</p>		
<p>10/23 12/07/2023</p>	<p>FCO & Captain's Meeting</p>	<p>12/07/23: Shire Administration to set date and book venue for FCO & Captain Meeting in October then send invite.</p> <p>17/04/24: The FCO and Captains Meeting was held in October 2023 at the Pemberton Golf Club which was well attended and received with the presentation of Long Service Medals.</p>	<p>Completed</p>	<p>Todd Ridley</p>
<p>11/23 12/07/2023</p>	<p>Contingency Plan for Chief & Deputy CBFCO's</p>	<p>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.</p> <p>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.</p>	<p>Ongoing</p>	<p>Todd Ridley</p>

5. Confirmation of the Minutes of the General Meeting held Wednesday 12 July 2023.

RECOMMENDATION/BFAC DECISION 2024/XX

"That the unconfirmed minutes of the Bush Fire Advisory Committee Meeting held Wednesday, 12 July 2023 be confirmed as a true and correct record."

Moved: TBA

Seconded: TBA

CARRIED: XX/0

11.1 SOP BFB 3.11 - Spontaneous Volunteers Engagement - Draft

Report tabled, see Item 11.1 Attachment.

RECOMMENDATION/BFAC DECISION 2024/XX

"That the Bush Fire Advisory Committee authorise and accept the new Safe Operation Procedures *SOP BFB 3.11 – Spontaneous Volunteers Engagement.*"

Moved: XX

Seconded: XX

CARRIED:XX/0

11.2 SOP BFB 3.3 - Riding on Fire Appliances – Amendment

Report tabled, see Item 11.2 Attachment.

RECOMMENDATION/BFAC DECISION 2024/XX

"That the Bush Fire Advisory Committee authorise and accept the amended Safe Operation Procedures *SOP BFB 3.3 – Riding of Fire Appliances.*"

Moved: XX

Seconded: XX

CARRIED:XX/0

11.3 SOP BFB 3.5 - Personal Protective Clothing – Amendment??

Report tabled, see Item 11.3 Attachment.

RECOMMENDATION/BFAC DECISION 2024/XX

"That the Bush Fire Advisory Committee authorise and accept the amended Safe Operation Procedures *SOP BFB 3.5 – Personal Protective Clothing.*"

Moved: XX

Seconded: XX

CARRIED:XX/0

