



UNCONFIRMED MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING

22 AUGUST 2018

I certify that the minutes of the meeting of the Bush Fire
Advisory Committee held on Wednesday, 22 August 2018 were
confirmed on Wednesday, 24 October 2018.

Presiding Person

**UNCONFIRMED MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING
22 AUGUST 2018**

ATTENTION/DISCLAIMER

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions, which are binding on the Council or the Shire of Mundaring unless specific delegation of authority has been granted by Council. No person should rely on or act on the basis of any advice or information provided by a Member or Employee, or on the content of any discussion occurring, during the course of the Committee Meeting.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Employee, or the content of any discussion occurring during the course of the Committee Meeting.

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**BUSH FIRE ADVISORY COMMITTEE
CIVIC AREA, SHIRE OF MUNDARING ADMINISTRATION CENTRE – 7.30PM**

1.0 OPENING PROCEDURES

The Presiding Person declared the meeting open at 7.32.

1.1 Announcement of Visitors

1.2 Attendance/Apologies

Members	Cr Stephen Fox	Presiding Person East Ward
	Cr Toni Burbidge	Central Ward
	Brett Davies	Captain Chidlow VBFB
	Ricky Harvey	Captain Darlington VBFB
	Rod Teale	Captain Darling Range VBFB
	Mark Jeans	Captain Glen Forrest VBFB
	Brenden Scott	Captain Mt Helena VBFB
	Greg Walsh	Captain Parkerville VBFB
	Adrian Woodley	Captain Sawyers Valley VBFB
	Jeff Bromilow	Captain Stoneville VBFB
	Neil Hawkins	Mundaring Fire School
	Gary Rowles	Acting CESM/Chief Bush Fire Control Officer
	Nigel Morgan	Deputy Chief Bush Fire Control Officer
	Ian Zlatnik	Deputy Chief Bush Fire Control Officer
	Daniel Heptinstall	Deputy Chief Bush Fire Control Officer
	Cameron Greaves	Deputy Chief Bush Fire Control Officer
Staff	Adrian Dyson	Manager Com Safety & Emergency Management
	Craig Cuthbert	Coordinator Com Safety & Emergency Management
	Jenine Banks	Minute Secretary
Apologies	Mark Luzi	Director Statutory Services
Apologies	Micheal Logan	Captain Wooroloo VBFB
Guests	George Watkins	1 st Lt Chidlow VBFB
	Gerry Starr	1 st Lt Darlington VBFB
	Rod Reed	1 st Lt Darling Range VBFB
	Daniel Carapina	1 st Lt Mt Helena VBFB
	Peter Weis	1 st Lt Parkerville VBFB
	Ross Cook	1 st Lt Stoneville VBFB
	Jamie O'Neill	A/DO North East
Members of the Public		
Members of the Press		

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Elected Members must disclose the nature of their interest in matters to be discussed at the meeting (*Part 5 Division 6 of the Local Government Act 1995*).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (*Sections 5.70 and 5.71 of the Local Government Act 1995*).

Nil

3.2 Declaration of Interest Affecting Impartiality

An Elected Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (*Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C*).

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE DECISION RECOMMENDATION	BFAC1.08.18
Moved by Gary Rowles	Seconded by Nigel Morgan

That the Minutes of the Bush Fire Advisory Committee Meeting held 23 May 2018 be confirmed.

CARRIED 17/0

For: Presiding Person Fox, Cr Burbidge, Captain Davies, Captain Harvey, Captain Teale, Captain Jeans, Captain Scott, Captain Walsh, Captain Woodley, Captain Bromilow, Neil Hawkins, Deputy Chief Bush Fire Control Officer Morgan, Deputy Chief Bush Fire Control Officer Zlatnik, Adrian Dyson, A/CESM/Chief Bush Fire Control Officer Gary Rowles, Deputy Chief Bush Fire Control Officer Greaves and Deputy Chief Bush Fire Control Officer Daniel Heptinstall

Against: Nil

5.0 PRESENTATIONS

5.1 Acting CESM Mundaring/Chief Bush Fire Control Officer

Jamie O'Neill will return as CESM next week. Thank you for your support and cooperation during my time as A/CESM.

Craig Garrett has moved to Rural Fire as District Officer (DO) Rural Fire. At the time of this report, a replacement DO NE has not yet been appointed.

The Incident Control Vehicle (ICV) has had some IT/printer upgrades and other modifications with some ongoing issues being worked through by DFES ICT and Workshops.

Firebreak upgrades and burn planning continuing on UCL/UMR lands. Burning to commence in Spring depending on conditions.

The new State Hazard Plan (formerly Westplan) for FIRE is currently in the consultation phase with stakeholders.

Mundaring, Chittering and Swan CESMs are currently planning for a joint Rural Urban Interface (RUI) exercise in October. Date to be confirmed. The purpose of a joint RUI is so that we can establish divisions using an ICV for each one.

The new PC 1 Computer Aided Despatch (CAD) system was launched on 8 August 2018.

DO Allan Daw attended the Mundaring Fire School July meeting and did an information session on the Rural Fire Training Modules.

5.2 Mundaring Fire School/Training Officers Committee

Formal training run at the school since the last Bush Fire Advisory Committee (BFAC) includes:

- Initial Control at Wildfires (26 May) – 5 attendees, 1 Withdrawal;
- IC Level 1 (9/10 June) – 5 applicants;
- Advanced Bushfire (17/18 June) – 1 applicant, **course cancelled**;
- Crew Leader Bushfire (18 June) – 1 applicant, **course cancelled**;
- Pump Operations (23/24 June) – 6 attendees, 1 no-show (Bakers Hill BFB);
- Sector Commander (30 June – 01 July) – 5 applicants, **course cancelled**;

Upcoming courses include:

- Leadership Fundamentals (21/22 July) – 1 applicant, **course cancelled**;
- Mundaring Prescription Burning (28 July) – 16 applicants;
- Pump Operations (04/05 August) – 9 applicants;
- AIIMS 2017 (11/12 August) – 5 applicants, **course cancelled**;
- Advanced Bushfire (18/19 August) – 10 applicants;
- Crew Leader Bushfire (18 August) – 1 applicant;
- Applied First Aid (8/9 September) – 17 applicants;
- Applied First Aid (15/16 September) – 8 applicants;
- Mundaring Practical Crew Leader (15 September) – 1 applicant;
- Intro to Firefighting (6/7 October) – 2 applicants;
- Bush Firefighting (13/14 October) – 1 applicant;

Disappointingly, Mundaring Fire School (MFS) has had to cancel eight courses so far this year, seven due to lack of numbers. As the number of applications is still down for upcoming courses, please remind all brigades to get their nominations in so we do not have to cancel more courses.

The Mundaring Fire School had its Annual General Meeting (AGM) and is currently working on a rationalisation of some of its positions and the integration of the Brigade Training Officers (BTO's) into the school.

Due to the number of training courses that have so far been cancelled this year due to lack of numbers, as shown in the Mundaring Fire School report, Adrian Dyson asked Neil Hawkins if the lack of people attending courses was due the quiet fire seasons that has been experienced in the past few years.

A discussion was held around how difficult brigades were finding it to recruit and/or retain members.

Jamie O'Neill said that this was not a Shire of Mundaring problem but a state wide problem with students from UWA currently doing research on this very topic.

It was noted that some flexibility may be required (around brigade training sessions etc) not always being held on a Saturday mornings/weekends as some people may have family sporting commitment etc on weekends which can clash with brigade activities.

5.3 Attachments for Information

5.3.1 Brigade Fire Reports

5.3.2 Community Engagement

5.3.3 Infringements/Prosecutions

5.3.4 Schedule of Pending Items

Adrian Dyson gave the meeting a brief update on the combined Stoneville VBFB/Mundaring Fire School advising that DFES is preparing business cases in relation to possible locations for the Centre of Excellence in that regard.

6.0 REPORTS OF EMPLOYEES

6.1 Memorandum of Understanding (MOU) - Between the Department of Fire and Emergency Services (DFES) and Shire of Mundaring

File Code	EM.SER 1
Author	Adrian Dyson, Manager Community Safety and Emergency Management
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil
Attachments	1. DFES MOU Existing 2. DFES MOU New

SUMMARY

The existing *Memorandum of Understanding Between The Fire and Emergency Services Authority of Western Australia and The Shire of Mundaring For The Provision of Emergency Services Within the Shire of Mundaring*, (the existing MOU) (**Attachment 1**) has expired. DFES have conducted a review of the existing MOU and presented a draft MOU, (**Attachment 2**) for review by Shire of Mundaring.

This report recommends that the Bush Fire Advisory Committee endorses a recommendation to Council to approve the signing of the draft new MOU with amendments listed in the Recommendation section of this report.

BACKGROUND

The existing MOU under the clause "Duration and Amendments" stated that the MOU will remain in force until 17 July 2018 with an option to extend for a period to be determined by agreement of all parties.

The draft MOU as supplied by DFES has been reviewed by Shire staff.

STATUTORY / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are costs to the Shire associated with the Community Emergency Services Manager position principally relating to the sharing of salary and vehicle purchase and running costs. Those costs have been included within 2018/19 budget.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 2 - Community

Objective 2.1 – A community that is prepared for bush fire and other natural disasters

Strategy 2.1.4 – Plan in place for mitigating the effects of natural disasters

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Reputational: A reputational risk is foreseeable if the Shire did not have in place adequate and effective arrangements such as an MOU in place with DFES given the Shire's statutory obligations in emergency management for the district		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
Continue support of the CESM program and appropriate liaison with DFES through being party to an MOU		
Risk: Interruption to Service: A risk of interruption to service is foreseeable if the Shire did not have adequate arrangements in place with DFES in the event of an emergency incident where DFES and SOM must operate collaboratively.		
Likelihood	Consequence	Rating
Unlikely	Insignificant	Low
Action / Strategy		
As above		

EXTERNAL CONSULTATION

This matter has been the subject of consultation between relevant Shire employees and DFES officers and is presented to BFAC as part of the consultative process with the Shire's volunteer bush fire brigades.

COMMENT

The draft MOU as attached to this report contains a number of amendments to the existing MOU. Those amendments and Shire staff comment on same is detailed as follows:

Clause (substantially altered/amended/removed from that within existing MOU or added within draft MOU)	Comment
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<p>Title: the words,</p> <p>1.) <i>THE PROVISION OF EMERGENCY SERVICES AND A</i>, and;</p> <p>2.) <i>WITHIN THE SHIRE OF MUNDARING</i> removed from existing MOU</p>	<p>1.) Supported as DFES supplied emergency services exist as part of legislative requirements</p> <p>2.) Supported as is superfluous as the MOU is stated as being between DFES and Shire of Mundaring (SOM)</p>
<p>1. PURPOSE: the words, <i>as considered necessary to manage the Shire's Bush Fire Services and Emergency Management Responsibilities</i> removed from existing MOU</p>	<p>Supported as the roles and responsibilities of DFES and SOM in that regard exist as part of legislative requirements</p>
<p>2. 3. DFES mission, vision and values, SOM ORGANISATIONAL VALUES removed from existing MOU</p>	<p>Supported as the DFES mission, vision and values and the SOM Organisational Values stand alone in their development, adoption and responsibilities for observance</p>
<p>4. DEFINITIONS</p> <p>1.) within the definition of Emergency Services the word <i>Shire</i> is amended to <i>Shire of Mundaring</i></p> <p>2.) the definition of Shire amended from, <i>means the Shire of Mundaring in its individual right to means the Shire of Mundaring</i></p> <p>3.) the definition, <i>Local Government Grants Scheme</i> removed</p>	<p>1.) Supported</p> <p>2.) Supported</p> <p>3.) Supported as the Local Government Grants Scheme (LGGS) exists as part of legislative requirements and its definition is obvious from its title</p>
<p>5. MOU OBJECTIVES</p> <p>In the main the subclauses in the existing MOU have been retained or slightly amended covering matters such as:</p> <ul style="list-style-type: none"> • Coordinated prevention programs to reduce the incidence of emergencies and to improve levels of community safety • A best practice partnership approach to emergency management • Enhanced community ownership of fire prevention and preparedness programs and activities <p>New clauses addressing the following</p>	<p>Supported as the draft MOU provides a more comprehensive, specific and measurable suite of objectives.</p> <p>Removal of the clause containing references to specific DFES and SOM obligations under the <i>Fire and Emergency Services Act 1998</i> is supported as such obligations stand alone.</p>

<p>matters have been added:</p> <ol style="list-style-type: none"> 1.) consistency of protocols and standards, 2.) efficient organisational standards of communication at all levels to improve service delivery outcomes, 3.) promotion of volunteer organisational arrangements to attract and retain members, 4.) provision and coordination of training to personnel <p>Clause containing references to specific DFES and SOM obligations under the <i>Fire and Emergency Services Act 1998</i> have been removed.</p>	
<p>6. ACKNOWLEDGEMENTS AND UNDERTAKINGS BY DFES</p> <ol style="list-style-type: none"> 1) Prevention: changes to the specific community safety programs listed. Winter Burning and Natural Hazards removed. Fire Ready Schools and Fire Inside Out added 2) Preparedness: specific reference to partnership with the Mundaring Fire School (MFS) removed 3) Response: in relation to provision regarding assistance to SOM via the Comm Centre, <i>and DFES Region</i> added. The word <i>coordination</i> added to sentence in relation to the provision of management and leadership 4) Management and Administration: provisions in relation to the following matters have been removed: <ul style="list-style-type: none"> o DFES meeting 50% of costs incurred for the CESM position, and 	<ol style="list-style-type: none"> 1) Supported 2) Shire staff do not support this due to the essential role of the MFS in the training of SOM VBFB members 3) Supported 4) It is noted that the 50% cost share arrangement is covered within the <i>Financial Provisions</i> section of the draft MOU. <p>It is noted that the requirement for a Business Plan is covered within the <i>Reporting</i> section of the draft MOU.</p>

<ul style="list-style-type: none"> ○ Listing of CESM activities within a business plan 	
<p>7. ACKNOWLEDGEMENTS AND UNDERTAKINGS BY THE SHIRE OF MUNDARING</p> <p>1) Preparedness:</p> <p>1.1) The existing provision in relation to support of preparedness programs developed in partnership with DFES has been amended to state that SOM <u>will</u> support the emergency services preparedness programs developed and implemented by DFES.</p> <p>1.2) Provision in relation to SOM hazard mitigation on Shire land has been removed</p> <p>2) Response: this has been amended in relation to SOM brigades support to DFES controlled incidents stating that such support <u>will</u> be extended when requested by the Incident Controller. Existing MOU states such support when available via DFES commcen or through the CESM. In addition, the existing MOU provides for SOM brigade participation in regional task forces as required.</p> <p>3) Other numbered clauses within this section, as follows:</p> <p>3.1) Clause 7.2 has been amended by removing the sentence, <i>These expenses will not include the overtime associated with incidents.</i></p> <p>3.2) The draft MOU contains a new clause (5.2) stating, <i>The Shire of Mundaring will amend, at a mutually agreed time, any applicable local laws to reflect the arrangements set out in the MOU</i></p>	<p>1.1) Shire staff do not support this. This needs to be qualified to reflect support “where appropriate</p> <p>1.2) Supported</p> <p>2. Shire staff do not support this as while SOM support could generally be counted on for incidents within the Shire, the situation in relation to incidents outside of the Shire will depend on bushfire activity or danger rating within the Shire at any particular time.</p> <p>3.1) It is noted that overtime is addressed within section 6., CONDITIONS OF EMPLOYMENT within the draft MOU.</p> <p>3.2 Shire staff do not support this clause. The existing SOM Local Laws including the <i>Shire of Mundaring Bush Fire Brigades Local Law</i> bear no conflicts with the MOU and in the event of any proposed changes to those Local Laws DFES would have right to provide comment as part of the Local Law making process.</p>
<p>8. COMMUNITY EMERGENCY SERVICES</p>	<p>Supported</p>

<p>MANAGER (CESM) ACKNOWLEDGEMENTS</p> <p>This section has been removed within the draft MOU noting that the provisions concerned have been include within sections entitled, CONDITIONS OF EMPLOYMENT and REPORTING</p>	
<p>9.CONDITIONS OF EMPLOYMENT</p> <p>The draft MOU section 6. <i>CONDITIONS OF EMPLOYMENT</i> covers the same matters as the so named section within the existing MOU. Amendments or additions in relation to the following matters/subclauses are however noted:</p> <ol style="list-style-type: none"> 1.) Overtime: clause 6.5 within the draft MOU states, <i>Overtime for authorised attendance at Shire of Mundaring controlled operational incidents and any other authorised Shire of Mundaring matters will be approved by the appointed Shire of Mundaring Officer and paid by the Shire of Mundaring</i> 2.) CESM annual performance review: clause 6.8 within the draft MOU states: <i>It is desirable for a joint DFES/Shire of Mundaring annual performance review</i> 3.) Appointment of CESM as the CBFCO: the draft MOU within clause 6.10 states, <i>The CESM must be appointed as the Chief Bush Fire Control Officer by the Shire of Mundaring</i> 	<ol style="list-style-type: none"> 1.) Shire staff do not support this clause. SOM has no capacity to directly pay overtime to the CESM, (a DFES employee). In addition further clarification as to what constitutes overtime in this regard is required noting the general CESM condition hours being 320 hours over an eight week period. 2.) Shire staff do not support this clause. The requirement for a joint annual performance review should be a firm or mandated requirement. 3.) This clause differs slightly to clause 5.1, 5th bullet point within the draft MOU, <i>Management and Administration</i> which states: <i>The FES Commissioner, upon request from the Shire, will appoint the officer as the Chief Bush Fire Control Officer in accordance with section 38 of the Bush Fires Act 1954.</i>
<p>10. FINANCIAL PROVISIONS</p> <p>Clauses 10.2 and 10.3 within the existing MOU relating to DFES invoicing to SOM in relation to the cost share for the CESM position and overtime have been removed.</p>	<p>In relation to the draft MOU it is noted that DFES invoicing to SOM for the cost share of the CESM position is covered within the document, <i>Indicative CESM Cost Sharing Arrangement between DFES and the Local Government</i> and overtime is covered within clause 6.5</p>
<p>11. HUMAN RESOURCE</p>	<p>1.) Shire staff do not support this as</p>

<p>ARRANGEMENTS</p> <p>1.) Selection process for CESM. Clause 11.1 within the existing MOU requires an SOM member within the recruitment panel. The draft MOU states <i>The selection process for the position of CESM will be managed by the DFES, with the support of the Shire of Mundaring</i></p> <p>2.) The existing MOU within clause 11.3 states, <i>the officer (CESM) will be based within the Local Government. The CESM will also work from the local DFES office as negotiated between the Shire of Mundaring and DFES. The draft MOU states The CESM will operate from this facility (DFES North East Regional Office) as agreed.</i></p>	<p>“with the support” is vague, unclear and does not guarantee that SOM will be able to satisfy itself that the best candidate has been selected.</p> <p>2.) Shire staff do not support this and request that the words, <i>as agreed</i>, be replaced by the words, as negotiated between the Shire of Mundaring and DFES.</p>
<p>14. TERMINATION</p> <p>The existing and draft MOU both provide for the termination (of the MOU) by mutual agreement of the parties concerned in writing at any time. The draft MOU includes provision for either party to terminate the MOU by giving three month notice in writing to the other party at any time</p>	<p>Supported</p>

In view of the information presented in the above table it is considered appropriate that BFAC: endorse the draft MOU, subject to DFES amending clauses (within the draft MOU) listed within the comments section of the above table noted as “Shire staff do not support this” to the satisfaction of the CEO of the Shire.

VOTING REQUIREMENT

Simple Majority

<p>COMMITTEE RECOMMENDATION</p>	<p>BFAC2.08.18</p>
<p>Moved by Captain Harvey</p>	<p>Seconded by Captain Davies</p>

That Council endorses the draft Memorandum of Understanding between the Department of Fire and Emergency Services and the Shire of Mundaring for the Provision of a Community Emergency Services Manager, (the draft MOU) subject to the following clauses (within the draft MOU) being amended to the satisfaction of the Chief Executive

Officer:

- a. 6. Acknowledgements and undertakings by DFES
- b. 7. Acknowledgements and undertakings by the Shire of Mundaring
- c. 9. Conditions of employment
- d. 11. Human Resource arrangements

CARRIED 17/0

For: Presiding Person Fox, Cr Burbidge, Captain Davies, Captain Harvey, Captain Teale, Captain Jeans, Captain Scott, Captain Walsh, Captain Woodley, Captain Bromilow, Neil Hawkins, Deputy Chief Bush Fire Control Officer Morgan, Deputy Chief Bush Fire Control Officer Zlatnik, Adrian Dyson, A/CESM/Chief Bush Fire Control Officer Gary Rowles, Deputy Chief Bush Fire Control Officer Greaves and Deputy Chief Bush Fire Control Officer Daniel Heptinstall

Against: Nil



MEMORANDUM OF UNDERSTANDING

BETWEEN

**DEPARTMENT OF
FIRE AND EMERGENCY SERVICES**

AND

THE SHIRE OF MUNDARING

FOR

**THE PROVISION OF EMERGENCY SERVICES AND A
COMMUNITY EMERGENCY SERVICES MANAGER
WITHIN THE SHIRE OF MUNDARING**

1. PURPOSE

This Memorandum of Understanding (MOU) is intended to identify and document the respective roles and responsibilities of the Shire of Mundaring (the Shire), the Department of Fire and Emergency Services (DFES) and the Community Emergency Services Manager (CESM) as considered necessary to manage the Shire's Bush Fire Services and Emergency Management responsibilities.

This MOU recognises the responsibilities and undertakings of the parties of this agreement for the delivery of Fire & Emergency Management Services to the Shire in accordance with DFES' best practices.

This MOU does not constitute or create and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of any party.

2. DFES

This MOU will support DFES's mission, vision and values:

Mission: To improve community safety practices and provide timely, quality and effective emergency services, in partnership with local communities and emergency service providers.

Vision: Resilient Western Australian communities that work together to build capacity and capability to prevent, prepare for, respond and recover from emergencies.

Values: Put the community first;
Work together as a committed team;
Respect and value each other;
Continuously improve our service;
Act with integrity and honesty;
Have open and honest two-way communications, and
Strive to keep ourselves and others safe.

3. SHIRE OF MUNDARING ORGANISATIONAL VALUES

All employees are expected to work within the Shire of Mundaring values and display the following behaviours.

Our Vision

Connecting community and environment.

Our Values

Shire of Mundaring takes pride in providing a workplace of choice where all employees demonstrate behaviour consistent with our values.

Core Values:

Respect – Taking care of yourself and others whilst honouring and supporting diversity of skills, backgrounds and perspectives.

Excellence in Customer Service – Total commitment to informing, educating, consulting and responding to customer needs in a respectful and professional way.
Integrity – Being who you say you are, telling the truth and being consistent and reliable.

Driving Values:

Innovation – A willingness to seek ideas, share knowledge and remain flexible to new ways of doing things. It also means taking risks, making mistakes and creating time to reflect on issues to allow new solutions to surface.

Team Spirit – Helping others, regularly sharing thoughts and knowledge, celebrating milestones, having fun and working towards a common goal.

Continuous Improvement – A continual openness to learning, sharing, reflecting, challenging and improving the ways things are done.

4. DEFINITIONS

Emergency Services: means the provision of Prevention, Preparedness, Response and Recovery functions in order to provide a comprehensive approach to emergency services within the Shire.

Shire: means the Shire of Mundaring in its individual right.

Local Government Grants Scheme: State Government Grants Scheme to support Local Government Emergency Management

5. MOU OBJECTIVES

5.1 To establish and agree upon specific responsibilities with respect to the delivery of emergency services within the Shire in particular to:

- Reduce the number and impact of fire and emergencies in the community and surrounding areas;
- Support the management of bush fire services;
- Develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shire and DFES; and
- Enhance community ownership of fire prevention and preparedness programs and activities.

5.2 To establish an a mutual understanding between the Shire and DFES between the Shire and DFES, under Part 2 Section 12(2)(e) and (f) of the *Fire and Emergency Services Act 1998*, to ensure the Shire's Volunteer Bush Fire Brigades, Shire's Emergency Management staff and other Emergency Service volunteers are supported, trained, equipped and capable of providing appropriate services to the community.

6. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES

6.1 DFES will deliver the following services:

- **Prevention:** The development and supply of community safety programs and services, to the Shire's staff and emergency service volunteers as required and mutually agreed. Programs and services include (but are not limited to) Bush Fire Ready, Winter Burning, Home Fire Safety and Natural Hazards.
- **Preparedness:** In addition to the programs described for prevention the training of volunteers will be managed, in partnership with the volunteer training network and the

Mundaring Fire School, cognisant of the increased risks faced by the emergency services and resourcing profile required. Access to specific courses that align with increased roles will be provided.

- **Response:** DFES will assist with the day to day incidents via the Communications Centre. Management and leadership will be provided by DFES at fire incidents, when requested by the Shire and agreed to by DFES.
 - **Recovery:** DFES will provide strategic assistance and advice to the Shire concerning the development and implementation of recovery management plans and recovery management.
 - **Management and Administration:** DFES will meet 50% of the costs incurred for the position of a CESM within the Shire. Activities undertaken by this position will be listed as part of an annual business plan which will be approved by both DFES and the Shire. The plan will be reviewed annually.
- 6.2 DFES will provide strategic advice and access to programs and/or services in order to support services delivered by the Shire.

7. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRE OF MUNDARING

7.1 The Shire will deliver the following services:

- **Prevention:** The Shire will administer and enforce the fire prevention provisions of the *Bush Fires Act 1954*. The Shire will also promote and participate in appropriate community safety programs in consultation with DFES.
- **Preparedness:**..In addition to the applicable community safety programs identified against prevention, the Shire will, through their staff and infrastructure, support the emergency services preparedness programs developed, in partnership with, and implemented by DFES, including hazard mitigation on Shire Land.
- **Response:** The Shire will respond to fire incidents through the turnout of their Bush Fire Brigades. The Shire support will be extended to DFES controlled incidents when available, requested by the DFES communications centre or an authorised DFES Officer through the CESM (in the absence of the CESM the Shire will delegate a responsible person to act on the CESM's behalf).
- The Shire, at the request of DFES during periods of impending fire danger, agrees to participate in the formation of a Regional Task Force of volunteer fire fighters and / or equipment for activation anywhere in the state.
- **Recovery:** The Shire will undertake recovery actions in accordance with its role as documented in the *Emergency Management Act 2005*.
- **Management and Administration:** The Shire will provide leadership and support to the development and management of its local Emergency Management arrangements. The FES Commissioner, upon request from the Shire, will designate a DFES employed person as the Chief Bush Fire Control Officer for the Shire. This person shall also be the appointed CESM for the Shire in accordance with s38 of the *Bushfires Act*.

- 7.2 The Shire will have input into the development of their emergency services operating and capital budget, to ensure sufficient funds are requested through the Local Government Grants Scheme (LGGS) funding process to maintain emergency services buildings, appliances and associated operational infrastructure. The Shire will make provision within its annual budget of those agreed funds to meet 50% of the expenses associated with the CESM position. These expenses will not include the overtime associated with incidents.
- 7.3 The Shire will maintain their existing emergency services buildings, appliances and operational infrastructure and provide access to DFES through normal mobilising arrangements.

8. COMMUNITY EMERGENCY SERVICES MANAGER (CESM) ACKNOWLEDGMENTS

- 8.1 The CESM will undertake the role as per the agreed business plan between the Shire and DFES and provide a written report on performance indicators every six months. Please see the attached relevant business plan.
- 8.2 The CESM will operate under the supervision of a designated DFES District Officer and the Shire's Director of Statutory Services. Any disputes or inconsistencies between the two parties will need to be settled as per the dispute resolution procedure contained in this document, and will be settled as quickly as practicable.

9. CONDITIONS OF EMPLOYMENT

- 9.1 The CESM will be an employee of DFES under the United Fire Fighters Award. Special allowances will be paid according to this award.
- 9.2 The hours of duty will generally be 40 hours per week including after-hours training and meetings as required in line with WA Fire Service EBA 2014 Schedule 6 Working Arrangements – Non Rostered Shift Workers. These hours of duty do not include overtime and call-outs.
- 9.3 The CESM uniform will be blue, with shoulder patches displaying Fire and Emergency Services insignia and the appropriate epaulettes representative of a Local Government CESM.
- 9.4 For attendance at operational incidents any overtime will be paid by DFES. Overtime incurred on behalf of DFES will require approval by the DFES Authorised Officer prior to being worked.
- 9.5 No overtime will be approved on behalf of the Shire or paid for by the Shire
- 9.6 Any performance based issue or grievance will be addressed by DFES in consultation with the Shire.
- 9.7 The vehicle used by the CESM will be by agreement between the Shire and DFES, preference to the pod style used by DFES. The vehicle will be supplied by the Shire of Mundaring and cost shared as per attachment 2 indicative CESM cost document. POD Vehicle example - refer to appendix 1 & 2.
- 9.8 The CESM will be required to perform operational bush fire duties as required and must be appointed as a Chief Bush Fire Control Officer.

- 9.9 The CESM will be available to fulfil designated roles on the DFES State Duty Roster as required (SDR). This may require the CESM to be On-Call after hours.

10. FINANCIAL PROVISIONS

- 10.1 DFES (50%) and the Shire (50%) will be responsible for all costs associated with the CESM position including costs associated with salaries and the provision of a vehicle.
- 10.2 DFES will invoice the Shire on a quarterly basis for the CESM position.
- 10.3 Sanctioned incident overtime/on-call and availability allowance will be paid by DFES (as approved by the Authorised DFES officer) in line with the Firefighter EBA.

11. HUMAN RESOURCE ARRANGEMENTS

- 11.1 The selection process for the position of the CESM will be managed by an officer from DFES, supported by the Shire as a member of the recruitment panel and an independent party, as agreed between DFES and the Shire.
- 11.2 The CESM will be required to work to an agreed business plan, which will be developed by the Shire and DFES and reviewed yearly. Business plan reports will be supplied to DFES and the Shire by the CESM in January and July every year.
- 11.3 The Shire of Mundaring will provide office space and associated ICT equipment for the CESM, and the officer will be based within the Local Government. The CESM will also work from the local DFES office as negotiated between the Shire of Mundaring and DFES.
- 11.4 DFES will provide a laptop computer, data card and access to DFES applications for operational requirements.

12. DURATION AND AMENDMENTS

- 12.1 This MOU will take effect from 18 July 2015 and will remain in force until 17 July 2018 with an option to extend for a period to be determined by agreement of all parties.
- 12.2 This MOU shall not be altered, varied or modified in any respect except by agreement in writing.

13. DISPUTE RESOLUTION

- 13.1 The parties must first attempt to resolve any dispute arising between them in relation to any matter the subject of this MOU by way of conference and negotiation. The parties must confer and negotiate within 7 days of receiving a notice from the other party setting out the nature of the dispute.
- 13.2 If the issue cannot be resolved by negotiation then the matter of dispute is to be conferred, deliberated and resolved by the DFES Commissioner or a nominated delegate and the Shire's CEO or their nominated delegate.

14. TERMINATION

This MOU may be terminated by mutual agreement of all parties in writing at any time.

15. NOTICES

Notices or other communications by each party to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

FES Commissioner
Emergency Services Complex,
20 Stockton Bend,
COCKBURN CENTRAL WA 6164
PO Box P1174 - Postal
PERTH WA 6844

Chief Executive Officer
Shire of Mundaring
7000 Great Eastern Hwy
MUNDARING WA 6073

16. ASCENDANCY OF LEGISLATION

The parties recognise that the relevant legislation of or applicable in Western Australia (including subsidiary legislation) prevails over this MOU to the extent of any inconsistency.



This Memorandum of Understanding is made

BETWEEN THE

**Department of Fire and Emergency Services
20 Stockton Bend
COCKBURN CENTRAL WA 6164**

and the

**Shire of Mundaring
7000 Great Eastern Highway
MUNDARING WA 6073**

and will take effect from 18 July 2016 and will remain in force until 17 July 2018.

SIGNED for and on behalf of the Department of Fire and Emergency Services by:

**WAYNE GREGSON APM
COMMISSIONER**


Signature

20/1/16
Date

SIGNED for and on behalf of the Shire of Mundaring by:

**MARK LUZI
A/CHIEF EXECUTIVE OFFICER**


Signature

21/12/2015
Date

BUSINESS PLAN 2015/18

**An agreement between the Shire of Mundaring and the Department of Fire and Emergency Services (DFES)
All parties agree that the BP is a guide and outcomes may not be achieved in a twelve months period.**

Business Plan Priorities:

- *Provision of assistance with the management of Bushfire Risk*
- *Emergency Risk Management of critical infrastructure and vulnerable communities*
- *Assist DFES with Bushfire Risk Management Programs for UCLUMR*
- *Operational Response and Emergency Management Duties*
- *Management of Capability and Training of Volunteer Emergency Services*
- *Assist in the development and monitoring of Shire Fire and Emergency Management projects, procedures and plans.*

PREVENTION					
To provide a range of prevention services to increase community awareness of hazards and their involvement in minimising impact.					
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS	
Assist with the development of plans for bushfire risk management on local government bush lands in the Shire.	Assist the LG to develop & implement mitigation pre-plans for all council vested reserves. Assist the LG to develop bushfire management plans.	CESM & LG CESM & LG	High Moderate	Plans in place. Number of hazard reduction burns/other Treatment options. Volunteer & CESM man hours spent on programs.	
Management of Bushfire Risk on UCL and UMR within the Shire of Mundaring ESL 3 Category Areas.	Develop & implement risk management and mitigation plans. Maintain agreed management system.	CESM	Ongoing	Plans in place, system Maintained.	
Engage BFB, DFES staff and other agencies to assist with HR Burns and other treatment options.	Manage and assist BFB brigades to develop hazard reduction burning programs within their local areas.	CESM	Ongoing	Volunteer & CESM man hours spent on programs, including prescriptions. Number of HR burns/other treatment options.	
Education programs for the community and schools to build knowledge & understanding of fire management practices.	Review & identify suitable programs for the community. Coordinate the provision of public information & develop media contacts with Shire and DFES Community Engagement. Coordinate the implementation of the DFES school education program including the use of volunteers for delivery of programs.	CESM	Moderate	Number of programs delivered to the community.	

OUTCOME	STRATEGY	WHO	Priority	PERFORMANCE INDICATORS
Assist with the provision of strategic advice on Sub-divisional planning.	Provide advice to the shire planning section when specialist assistance is required.	CESM	High	The number of subdivisions where advice is provided to the shires planning section.

PREPAREDNESS				
To provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies. Provide support to the community in its preparation for emergencies and mitigation of risks.				
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS
<p>Manage ongoing capability and training of emergency service volunteers and Shire staff in the Shire of Mundaring</p>	<p>In consultation with Brigades and Training Committee, develop a program of appropriate courses for BFBs & Council staff.</p> <p>Liaise with the DFES Administration Officer to maintain a record of courses and attendees on the DFES Training data base.</p> <p>Coordinate LG staff or Volunteer instructors to establish and maintain a local training data base.</p> <p>Ensure BFBs have the appropriate level of training to be operationally effective, with a preference to be aligned with DFES training Pathways.</p> <p>Ensure capacity to provide adequate training for BFB Captains/FCO to ensure they can provide initial incident management at Level 1 incidents.</p>	<p>CESM</p>	<p>High</p>	<p>The number of courses programmed.</p> <p>No of volunteers trained.</p> <p>No of hours CESM commits to training delivery & preparation.</p> <p>Number of volunteers on Pathway.</p>
<p>Assist the Shire to identify, establish and maintain Relocation Centres in Shire of Mundaring to support the community in times of need.</p>	<p>Liaise with LEMC to assist in identifying & maintaining centres.</p>	<p>CESM</p>	<p>Moderate</p>	<p>Number of Centres in place.</p> <p>Number of hours committed to RC projects by CESM.</p>

PREPAREDNESS					
To provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies. Provide support to the community in its preparation for emergencies and mitigation of risks.					
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS	
Provide advice to Bush Fire Ready Groups.	Liaise with DFES CE to assist with supporting BF Ready Groups. Provide key advice to bushfire ready groups, facilitators and leaders, as required.	CESM	Moderate	Number of BFRG's. Number of contacts/meetings with BFRG Coordinators.	
Establish and Manage Emergency Coordination Centres to ensure they are in a state of readiness.	Assist the Shire to establish & maintain ECC and develop Standard Operating Procedures.	CESM LEMC	Moderate	Number of prepared ECC.	
Participate in key Bush Fire meetings & Committees	Provide reports to meetings where applicable. Attend meetings where applicable. (BFAC, DOAC & brigade meetings.) Provide advice to council when required.	CESM	Ongoing	No of meetings attended. Briefings provided to Shire.	
Coordinate EM exercise in Shire of Mundaring	Coordinate exercise & provide guidance to LEMC for additional exercises. Attend (external) EM Exercises.	CESM	Annually	Number and type of exercise.	
Support for Local Emergency Management Committee.	Attend LEMC meetings. Provide advice and assistance to the committee and executive officer to update LEMC arrangements.	CESM	Ongoing	Number of exercises attended. LEMC compliance with SEMC policy. No of meetings attended.	

PREPAREDNESS					
To provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies. Provide support to the community in its preparation for emergencies and mitigation of risks.					
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS	
	Provide advice to LG for the development & / updates to the LG Recovery Plan.			Recovery plan updated.	
	Provide advice to LG on the establishment of relocation plans capable of removing people at risk where identified.				
Support to the District Emergency Management Committee (DEMC).	Attend DEMC meetings as required by LG/DFES Rep.	CESM	Quarterly	Meetings attended.	
Develop and maintain response plans for priority areas and infrastructure.	Develop response pre-plans (bushfire) for critical infrastructure.	CESM	High	Number of Plans.	
	Develop response pre-plans (bushfire) for geographic areas of increased risk.	CESM		Number of Plans.	
Identify, establish and maintain Incident Control Centres within the Shire of Mundaring	Coordinate and assist the LG to prepare facilities for use as an ICC.	CESM	High	Number of Facilities Operational.	
	Develop SOP's for the activation and use of ICC's.	CESM		Number of Plans/SOP's.	

RESPONSE (Internal)					
Ensure rapid and comprehensive response to emergencies, to contain and minimise the impact of emergencies. To support the community in its own response to emergencies.					
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS	
Respond to emergency incidents that impact on the community in Shire of Mundaring	Respond to emergencies as a member of an IMT, Liaison Officer or Representative of the Shire. Maintain & review mobilisation procedures for BFBs to ensure their effectiveness. All mobilisations to be monitored in line with DFES Doctrine. Enhance the capability of volunteer emergency services in response to emergency incidents (interoperability.)	CESM	High	Number of incidents attended by brigades. Number of incidents attended by CESM. The number of hours spent at incidents by BFBs and CESM.	
Assist the Shire to develop operational pre-plans for the activation of Shire resources during emergencies.	Assist the Shire to develop pre-plans for the activation of Shire resources in the event of an emergency requiring assistance.	CESM	High	Number of hours assisting. Number of plans.	

RESPONSE (External)					
To ensure rapid and comprehensive response to emergencies, to contain and minimise the impact of emergencies. To support the community in its own response to emergencies.					
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS	
Respond to incidents outside the Shire of Mundaring when requested.	Respond to incidents when requested by DFES. Perform an IMT role when required at incidents. Maintain situational awareness of incidents & provide support with resources when required or requested. Support DFES and other Local Governments as per the Mutual Aid Agreement.	CESM	High	Number of requests for assistance. No of incidents attended by CESM & man hours spent at incidents. No of incidents attended by Shire of Mundaring BFB's.	
Provide Liaison during natural hazard incidents.	Liaise between Shire and SES to assist / provide operational & administrative support during emergencies within the Shire.	CESM	Ongoing	Incidents where support provided.	

RECOVERY				
To assist the community, employees and volunteers affected by major emergencies to recover effectively and efficiently.				
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS
Counselling Service & Peer Support for volunteers in place for all volunteers & Shire of Murrumbidgee staff.	Encourage BFB/ SES to utilise services. Attend all major incidents involving Shire volunteers, where there are serious injuries, trauma or fatalities (to be reported to the DFES ComCen).	CESM	Ongoing	Peer support group formed and maintained, where possible. Counselling offered to volunteers and staff.
Manage OHS&W of all volunteer emergency services.	Liaise with Brigade and Shire to identify risks, hazards, accidents and injuries. Ensure ongoing reporting of OHS&W hazards, incidents and injuries. Conduct investigations of OHS&W issues as required.	CESM	Routine	Number of OHS&W issues identified, treated and investigated by CESM.
Provide support to the Incident Recovery team.	Provide advice on the activation and implementation of the LG recovery plan. Monitor & review recovery plan with LEMC & LG. Attend Recovery Coordination meetings as required.	CESM	Ongoing	Recovery plan activated. Meetings attended.

SPECIAL PROJECTS					
To assist local government and DFES with special projects that mitigates the impact of incidents on the community					
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS	
Special Projects.	Coordinate & manage projects for DFES & LG in regard to fire and Emergency management.	CESM	Ongoing	Completion according to timelines. Project reports/Hours spent.	
Assist with the development of Shire Emergency Service Stakeholder Contacts List.	Develop & maintain a directory for emergency service contacts and critical infrastructure stakeholders as part of LEMA's.	CESM	Ongoing	Annual directory completed by due date.	
Develop BFB Membership Records.	Develop, audit and update existing BFB memberships.	CESM	High	BFB list accurate and up to date.	
Resources to Risk (R2R) Model established as required.	Review & analyse the regional resources utilising the current R2R model as per R2R protocols.	CESM	Moderate	Table R2R Review as required.	
The establishment of a PPE & other equipment monitoring & replacement system.	Develop & coordinate the maintenance of a data base system for Shire of Mundaring and BFBs to manage all PPE.	CESM	Ongoing	Systems implemented.	
The establishment and maintenance of an incident records system for the LG.	Develop and coordinate the maintenance of a localised database for record management of incidents.	CESM	Ongoing	Systems implemented.	

ADMINISTRATIVE DUTIES					
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS	
Monitor and Respond to customer and stakeholder enquiries in a timely manner.	Answer phone calls, emails and face to face enquiries as required.	CESM	Ongoing	Time spent managing enquiries and administrative duties.	
Monitor and respond to issues raised via shire & DFES correspondence systems.	Respond to tasks on shire & DFES correspondence systems in a timely manner.	CESM	Ongoing	Tasks managed by CESM and respond to in a timely manner.	
Provide advice to the Shire regarding Operational LGGS Allocations for Bush Fire Brigade & State Emergency Service.	Coordinate & play a lead role in drafting the LGGS budget for BFB & SES on behalf of the COS. Manage the distribution and expenditure of LGGS Funds.	CESM Shire of Munderaring to acquit LGGS budget	Ongoing	Time spent on LGGS Draft and submission submitted within scheduled time frames LGGS accounts within budget & compliant	
Oversee the Bush Fire Brigade fleet maintenance program.	Liaise with LG and coordinate the LG maintenance of vehicles & equipment including communication systems.	CESM	Ongoing	Maintain annual program	



MEMORANDUM OF UNDERSTANDING

between the

**DEPARTMENT OF FIRE AND EMERGENCY
SERVICES**

AND

THE SHIRE OF MUNDARING

FOR

**THE PROVISION OF A COMMUNITY EMERGENCY
SERVICES MANAGER**

1. PURPOSE

- 1.1 This Memorandum of Understanding (MOU) is intended to identify and document the respective roles and responsibilities of the Shire of Mundaring (Shire) and the Department of Fire and Emergency Services (DFES) as considered necessary to manage the position of a Community Emergency Services Manager (CESM) for the Shire of Mundaring.
- 1.2 This MOU outlines the responsibilities and undertakings of the Shire of Mundaring and DFES (the Parties) to this arrangement, for the delivery of fire and emergency services to the Shire of Mundaring in accordance with DFES' best practices.
- 1.3 This MOU does not constitute or create, and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of either party.

2. DEFINITIONS

Emergency Services: means the provision of Prevention, Preparedness, Response and Recovery functions in order to provide a comprehensive approach to emergency services within the Shire of Mundaring.

Shire: means the Shire of Mundaring.

3. MOU OBJECTIVES

- 3.1 To establish and agree upon specific responsibilities with respect to the delivery of emergency services within the Shire of Mundaring, in particular to:
 - deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community
 - operate to a consistent set of protocols and equipment standards
 - provide efficient systems of communication between organisations at all levels to improve service delivery outcomes
 - promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract and retain members
 - provide and or coordinate the level of training to personnel, to ensure the competencies are appropriate to the risk level of emergencies to which volunteers will be required to respond
 - develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shire of Mundaring and DFES
 - enhance community ownership of fire prevention and preparedness programs and activities.

4. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES

DFES will deliver the following services:

- **Prevention:** The development and supply of community safety programs and services, to the Shire's staff and emergency service volunteers as required and mutually agreed. Programs and services include (but are not limited to) Bush Fire Ready, Home Fire Safety, Storm and cyclone season awareness, Fire Ready Schools and Fire Inside Out.
- **Preparedness:** In addition to the programs described for prevention, the training of volunteers will be managed, in partnership with the volunteer training network, cognisant of the increased risks faced by the emergency services and resourcing profile required. Access to specific courses that align with increased roles will be provided.
- **Response:** DFES will assist with the day to day incidents via the Communications Centre and DFES Region. Management, coordination, support and leadership will be provided by DFES at fire incidents, when requested by the Shire of Mundaring and agreed to by DFES.
- **Recovery:** DFES will provide strategic assistance and advice to the Shire of Mundaring concerning the development and implementation of recovery management plans and recovery management.
- **Management and Administration:** DFES will provide day to day and strategic management services, including vehicle and equipment standards, guidance on Local Governments Grant Scheme (LGGS) budgeting, standards of operation, rosters, brigade training maintenance, community liaison and administrative returns such as incident reports and activity statements.

DFES will provide strategic advice and access to programs and/or services in order to support services delivered by the Shire of Mundaring.

5. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRE OF MUNDARING

5.1 The Shire of Mundaring will deliver the following services:

- **Prevention:** The Shire of Mundaring will administer and enforce the appropriate fire prevention provisions of the *Bush Fires Act 1954*. The Shire of Mundaring will also promote and participate in appropriate community safety programs in consultation with DFES.
- **Preparedness:** In addition to the applicable community safety programs identified against prevention, the Shire of Mundaring will, through their staff and infrastructure support the emergency services preparedness programs developed and implemented by DFES.
- **Response:** The Shire of Mundaring will respond to day to day incidents through the turnout of their Bush Fire Brigades. Shire of Mundaring support

will be extended to DFES controlled incidents when requested by the Incident Controller.

- **Recovery:** The Shire of Mundaring will undertake recovery actions in accordance with its role as documented in the *Emergency Management Act 2005*.
 - **Management and Administration:** The Shire of Mundaring will provide leadership and support to the development and management of their community emergency risk management arrangements. The FES Commissioner, upon request from the Shire, will appoint the officer as the Chief Bush Fire Control Officer in accordance with section 38 of the *Bush Fires Act 1954*.
- 5.2 The Shire of Mundaring will have input into developing their emergency services operating and capital budget, to ensure sufficient funds are requested through the LGGS funding process to maintain emergency services buildings, appliances and associated operational infrastructure. The Shire of Mundaring will make provision within their annual budget of those agreed funds to match the DFES provided funds associated with the position of the CESM.
- 5.3 The Shire of Mundaring will maintain their existing emergency services buildings, appliances and operational infrastructure as agreed by the Shire, in line with the LGGS funding provided for in accordance with clause 5.2 and provide access to DFES through normal mobilising arrangements.
- 5.4 The Shire of Mundaring will amend, at a mutually agreed time, any applicable local laws to reflect the arrangements set out in this MOU.

6. CONDITIONS OF EMPLOYMENT

- 6.1 The CESM will be employed by DFES under the Western Australian Fire Service Enterprise Bargaining Agreement (FS EBA), at classification of Station Officer 2. Special allowances will be paid according to this MOU.
- 6.2 The hours of duty will be as per FS EBA section 14(4) and Schedule 6 for non-rostered shift work staff, being 320 hours over an eight week cycle (320/8).
- 6.3 The CESM will operate under the supervision of a designated DFES District Officer and the Shire's Manager Community Safety & Emergency Management. Any disputes or inconsistencies between the two parties will need to be settled as per the dispute resolution procedure contained in this document, and will be settled as quickly as practicable.
- 6.4 The CESM uniform will be blue, with DFES shoulder patches and the appropriate epaulettes representative of a local government CESM.
- 6.5 Overtime for attendance at DFES controlled operational incidents, on-call allowance and any other authorised DFES matters will be approved by the DFES District Officer and paid by DFES. Overtime for authorised attendance at Shire of Mundaring controlled operational incidents and any other authorised

Shire of Mundaring matters will be approved by the appointed Shire of Mundaring Officer and paid by the Shire of Mundaring. All overtime will be paid in accordance with WA Fire Service EBA conditions.

- 6.6 The CESM will be provided with Availability Allowance for meeting conditions of being available for recall when off duty. Availability Allowance will be fully funded by DFES being 4 hours full pay per week at rate of Station Officer L2.
- 6.7 A CESM who is authorised by the DFES Regional Duty Coordinator to meet the conditions required of being "on call" during periods off duty, will be paid an allowance equivalent to 9 hours full pay per week at his/her classification. On call allowance for DFES authorised requirements will be fully funded by DFES.
- 6.8 Any performance based issue or grievance will be addressed by the use of the appropriate DFES internal policies. It is desirable for a joint DFES/Shire of Mundaring annual performance review. CESM personal training and development programs will be consistent with DFES Pathway for CESMs.
- 6.9 The vehicle used by the CESM will be by agreement between the Shire of Mundaring and DFES, within specifications of attachment 2. The CESM will have commuting access, home garaging and private use within the DFES Region whilst on call. The CESM will not have use of the vehicle during periods of leave. Vehicle configurations above standard specifications will be funded by the Shire of Mundaring.
- 6.10 The CESM will be required to perform operational duties as required, including provision of support to DFES Regional Duty Coordinator and Duty roster. The CESM must be appointed as the Chief Bush Fire Control Officer by the Shire of Mundaring.

7. FINANCIAL PROVISIONS

- 7.1 DFES (50%) and the Shire of Mundaring (50%) will be responsible for sharing of costs associated with the CESM position except where indicated otherwise in the appended document 'Indicative CESM Cost Sharing Arrangement between DFES and the Local Government'.

8. HUMAN RESOURCE ARRANGEMENTS

- 8.1 The selection process for the position of the CESM will be managed by the DFES, with the support of the Shire of Mundaring.
- 8.2 The CESM will be required to work to an agreed business plan which will be developed by DFES and the Shire of Mundaring and reviewed annually. Refer to appended document 'Business Plan'.
- 8.3 DFES will provide office facilities for the CESM at North East Regional Office. The CESM will operate from this facility as agreed. The Shire will also allocate office facilities for the CESM to be based within the local government.

- 8.4 The CESM will be released through discussion with the Shire of Mundaring to act in DFES operational positions when successful through expression of interest opportunities, or as required to provide development opportunities for the CESM. Release duration not to exceed 6 weeks per annum.

9. REPORTING

- 9.1 The CESM will provide a written report to the DFES District Officer and the Shire's Manager Community Safety & Emergency Management twice per annum with outcomes on performance indicators from the agreed business plan. Refer to appended document 'Business Plan'.

10. DURATION AND AMENDMENTS

- 10.1 This MOU will take effect from the date of the last signature on page 8 and will remain in force for a period of three years with an option to extend for a further three years by agreement of all parties.
- 10.2 This MOU shall not be altered, varied or modified in any respect except by agreement in writing between the parties.

11. DISPUTE RESOLUTION

- 11.1 The parties must first attempt to resolve any dispute arising between them in relation to any matter the subject of this MOU, by way of conference and negotiation. The parties must confer and negotiate within 7 days of receiving a notice from the other party setting out the nature of the dispute.
- 11.2 If the issue cannot be resolved by negotiation then the matter of dispute is to be conferred, deliberated and resolved by the FES Commissioner or a nominated delegate and the Shire of Mundaring CEO or their nominated delegate.

12. TERMINATION

- 12.1 This MOU may be terminated by:
- a. mutual agreement of all parties in writing at any time; or
 - b. either party by giving three months' notice in writing to the other party at any time.

13. NOTICES

Notices or other communications by each party to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

FES Commissioner
Department of Fire and Emergency Services

Emergency Services Complex
20 Stockton Bend
Cockburn Central WA 6164

Chief Executive Officer
Shire of Mundaring
7000 Great Eastern Highway
MUNDARING WA 6073

14. ASCENDANCY OF LEGISLATION

The parties recognise that the relevant legislation of or applicable in Western Australia (including subsidiary legislation) prevails over this MOU to the extent of any inconsistency.



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made

BETWEEN THE

Department of Fire and Emergency Services
20 Stockton Bend
COCKBURN CENTRAL WA 6164

AND THE

Shire of Mundaring
7000 Great Eastern Highway
MUNDARING WA 6073

and will take effect from the date of the last signature.

SIGNED for and on behalf of the Department of Fire and Emergency Services by:

DARREN KLEMM
COMMISSIONER

Signature

Date

SIGNED for and on behalf of the Local Government by:

JONATHAN THROSSELL
CHIEF EXECUTIVE OFFICER

Signature

Date

BUSINESS PLAN 2018/21

**An agreement between the Shire of Mundaring and the Department of Fire and Emergency Services (DFES)
All parties agree that the BP is a guide and outcomes may not be achieved in a twelve months period.**

Business Plan Priorities:

- *Provision of assistance with the management of Bushfire Risk*
- *Emergency Risk Management of critical infrastructure and vulnerable communities*
- *Assist DFES with Bushfire Risk Management Programs for UCL/JMR*
- *Operational Response and Emergency Management Duties*
- *Management of Capability and Training of Volunteer Emergency Services*
- *Assist in the development and monitoring of Shire Fire and Emergency Management projects, procedures and plans.*

PREVENTION				
To provide a range of prevention services to increase community awareness of hazards and their involvement in minimising impact.				
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS
Assist with the development of plans for bushfire risk management on local government bush lands in the Shire.	Assist the LG to develop & implement mitigation pre-plans for all council vested reserves. Assist the LG to develop bushfire management plans.	CESM & LG CESM & LG	High Moderate	Plans in place. Number of hazard reduction burns/other Treatment options. Volunteer & CESM man hours spent on programs.
Management of Bushfire Risk on UCL and UMR within the Shire of Mundaring ESL 3 Category Areas.	Develop & implement risk management and mitigation plans. Maintain agreed management system.	CESM	Ongoing	Plans in place, system Maintained.
Engage BFB, DFES staff and other agencies to assist with HR Burns and other treatment options.	Manage and assist BFB brigades to develop hazard reduction burning programs within their local areas.	CESM	Ongoing	Volunteer & CESM man hours spent on programs, including prescriptions. Number of HR burns/other treatment options.
Education programs for the community and schools to build knowledge & understanding of fire management practices.	Review & identify suitable programs for the community. Coordinate the provision of public information & develop media contacts with Shire and DFES Community Engagement. Coordinate the implementation of the DFES school education program including the use of volunteers for delivery of programs.	CESM	Moderate	Number of programs delivered to the community.

OUTCOME	STRATEGY	WHO	Priority	PERFORMANCE INDICATORS
Assist with the provision of strategic advice on Sub-divisional planning.	Provide advice to the shire planning section when specialist assistance is required.	CESM	High	The number of subdivisions where advice is provided to the shires planning section.

PREPAREDNESS				
To provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies. Provide support to the community in its preparation for emergencies and mitigation of risks.				
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS
Manage ongoing capability and training of emergency service volunteers and Shire staff in the Shire of Mundaring	<p>In consultation with Brigades and Training Committee, develop a program of appropriate courses for BFBs & Council staff.</p> <p>Liaise with the DFES Administration Officer to maintain a record of courses and attendees on the DFES Training data base.</p> <p>Coordinate LG staff or Volunteer instructors to establish and maintain a local training data base.</p> <p>Ensure BFBs have the appropriate level of training to be operationally effective, with a preference to be aligned with DFES training Pathways.</p> <p>Ensure capacity to provide adequate training for BFB Captains/FCO to ensure they can provide initial incident management at Level 1 Incidents.</p>	CESM	High	<p>The number of courses programmed.</p> <p>No of volunteers trained.</p> <p>No of hours CESM commits to training delivery & preparation.</p> <p>Number of volunteers on Pathway.</p>
Assist the Shire to identify, establish and maintain Relocation Centres in Shire of Mundaring to support the community in times of need.	<p>Liaise with LEMC to assist in identifying & maintaining centres.</p>	CESM	Moderate	<p>Number of Centres in place.</p> <p>Number of hours committed to RC projects by CESM.</p>

PREPAREDNESS					
To provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies. Provide support to the community in its preparation for emergencies and mitigation of risks.					
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS	
Provide advice to Bush Fire Ready Groups.	Liaise with DFES CE to assist with supporting BF Ready Groups. Provide key advice to bushfire ready groups, facilitators and leaders, as required.	CESM	Moderate	Number of BFRGs.	Number of contacts/meetings with BFRG Coordinators.
Establish and Manage Emergency Coordination Centres to ensure they are in a state of readiness.	Assist the Shire to establish & maintain ECC and develop Standard Operating Procedures.	CESM LEMC	Moderate	Number of prepared ECC.	
Participate in key Bush Fire meetings & Committees	Provide reports to meetings where applicable. Attend meetings where applicable. (BFAC, DOAC & brigade meetings.) Provide advice to council when required.	CESM	Ongoing	No of meetings attended. Briefings provided to Shire.	
Coordinate EM exercise in Shire of Murrumbidgee	Coordinate exercise & provide guidance to LEMC for additional exercises. Attend (external) EM Exercises.	CESM	Annually	Number and type of exercise.	
Support for Local Emergency Management Committee.	Attend LEMC meetings. Provide advice and assistance to the committee and executive officer to update LEMC arrangements.	CESM	Ongoing	Number of exercises attended. LEMC compliance with SEMC policy. No of meetings attended.	

PREPAREDNESS					
To provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies. Provide support to the community in its preparation for emergencies and mitigation of risks.					
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS	
	Provide advice to LG for the development & / updates to the LG Recovery Plan. Provide advice to LG on the establishment of relocation plans capable of removing people at risk where identified.				Recovery plan updated.
Support to the District Emergency Management Committee (DEMC).	Attend DEMC meetings as required by LG/DFES Rep.	CESM	Quarterly		Meetings attended.
Develop and maintain response plans for priority areas and infrastructure.	Develop response pre-plans (bushfire) for critical Infrastructure. Develop response pre-plans (bushfire) for geographic areas of increased risk.	CESM CESM	High		Number of Plans. Number of Plans.
Identify, establish and maintain Incident Control Centres within the Shire of Mundaring	Coordinate and assist the LG to prepare facilities for use as an ICC. Develop SOP's for the activation and use of ICC's.	CESM CESM	High		Number of Facilities Operational. Number of Plans/SOP's.

RESPONSE (Internal)				
Ensure rapid and comprehensive response to emergencies, to contain and minimise the impact of emergencies. To support the community in its own response to emergencies.				
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS
Respond to emergency incidents that impact on the community in Shire of Mundaring	Respond to emergencies as a member of an IMT, Liaison Officer or Representative of the Shire. Maintain & review mobilisation procedures for BFBs to ensure their effectiveness. All mobilisations to be monitored in line with DFES Doctrine. Enhance the capability of volunteer emergency services in response to emergency incidents (interoperability.)	CESM	High	Number of incidents attended by brigades. Number of incidents attended by CESH. The number of hours spent at incidents by BFBs and CESH.
Assist the Shire to develop operational pre-plans for the activation of Shire resources during emergencies.	Assist the Shire to develop pre-plans for the activation of Shire resources in the event of an emergency requiring assistance.	CESH	High	Number of hours assisting. Number of plans.

RESPONSE (External) To ensure rapid and comprehensive response to emergencies, to contain and minimise the impact of emergencies. To support the community in its own response to emergencies.				
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS
Respond to incidents outside the Shire of Mundaring when requested.	Respond to incidents when requested by DFES. Perform an IMT role when required at incidents. Maintain situational awareness of incidents & provide support with resources when required or requested. Support DFES and other Local Governments as per the Mutual Aid Agreement.	CESM	High	Number of requests for assistance. No of incidents attended by CESH & man hours spent at incidents. No of incidents attended by Shire of Mundaring BFB's.
Provide Liaison during natural hazard incidents.	Liaise between Shire and SES to assist / provide operational & administrative support during emergencies within the Shire.	CESH	Ongoing	Incidents where support provided.

RECOVERY				
To assist the community, employees and volunteers affected by major emergencies to recover effectively and efficiently.				
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS
Counselling Service & Peer Support for volunteers in place for all volunteers & Shire of Murrumbidgee staff.	Encourage BFB/ SES to utilise services. Attend all major incidents involving Shire volunteers, where there are serious injuries, trauma or fatalities (to be reported to the DFES ComCar).	CESM	Ongoing	Peer support group formed and maintained, where possible. Counselling offered to volunteers and staff.
Manage OHS&W of all volunteer emergency services.	Liaise with Brigade and Shire to identify risks, hazards, accidents and injuries. Ensure ongoing reporting of OHS&W hazards, incidents and injuries. Conduct investigations of OHS&W issues as required.	CESM	Routine	Number of OHS&W issues identified, treated and investigated by CESH.
Provide support to the Incident Recovery team.	Provide advice on the activation and implementation of the LG recovery plan. Monitor & review recovery plan with LEMC & LG. Attend Recovery Coordination meetings as required.	CESM	Ongoing	Recovery plan activated. Meetings attended.

SPECIAL PROJECTS					
To assist local government and DFES with special projects that mitigates the impact of incidents on the community					
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS	
Special Projects.	Coordinate & manage projects for DFES & LG in regard to fire and Emergency management.	CESM	Ongoing	Completion according to timelines. Project reports/Hours spent.	
Assist with the development of Shire Emergency Service Stakeholder Contacts List.	Develop & maintain a directory for emergency service contacts and critical infrastructure stakeholders as part of LEMA's.	CESM	Ongoing	Annual directory completed by due date.	
Develop BFB Membership Records.	Develop, audit and update existing BFB memberships.	CESM	High	BFB list accurate and up to date.	
Resources to Risk (R2R) Model established as required.	Review & analyse the regional resources utilising the current R2R model as per R2R protocols.	CESM	Moderate	Table R2R Review as required.	
The establishment of a PPE & other equipment monitoring & replacement system.	Develop & coordinate the maintenance of a data base system for Shire of Mundaring and BFBs to manage all PPE.	CESM	Ongoing	Systems implemented.	
The establishment and maintenance of an incident records system for the LG.	Develop and coordinate the maintenance of a localised database for record management of incidents.	CESM	Ongoing	Systems implemented.	

ADMINISTRATIVE DUTIES					
OUTCOME	STRATEGY	WHO	PRIORITY	PERFORMANCE INDICATORS	
Monitor and Respond to customer and stakeholder enquiries in a timely manner.	Answer phone calls, emails and face to face enquiries as required.	CESM	Ongoing	Time spent managing enquiries and administrative duties.	
Monitor and respond to issues raised via shire & DFES correspondence systems.	Respond to tasks on shire & DFES correspondence systems in a timely manner.	CESM	Ongoing	Tasks managed by CEMM and respond to in a timely manner.	
Provide advice to the Shire regarding Operational LGGS Allocations for Bush Fire Brigade & State Emergency Service.	Coordinate & play a lead role in drafting the LGGS budget for BFB & SES on behalf of the COS. Manage the distribution and expenditure of LGGS Funds.	CESM Shire of Murrumbidgee to acquire LGGS budget	Ongoing	Time spent on LGGS Draft and submission submitted within scheduled time frames LGGS accounts within budget & compliant	
Oversee the Bush Fire Brigade fleet maintenance program.	Liaise with LG and coordinate the LG maintenance of vehicles & equipment including communication systems.	CESM	Ongoing	Maintain annual program	

6.2 Appointment of Fire Control Officers

File Code	EM.VNT 1.3
Author	Adrian Dyson, Manager Community Safety and Emergency Management
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

This report recommends that the committee note the appointment of new brigade Fire Control Officers by the Shire following brigade elections.

BACKGROUND

As part of the last round of Shire of Mundaring volunteer bush fire brigade annual general meetings 1 new Fire Control Officer (FCO) was elected as follows:

Darlington Ricky Harvey (outgoing FCO Eric Baldock)

In accordance with the Bush Fires Act 1954 and Council's delegated authority CE-138 Shire of Mundaring Chief Executive Officer, confirmed the appointment of Ricky Harvey on 15 June 2018.

STATUTORY / LEGAL IMPLICATIONS

Section 38, *Bush Fires Act 1954*, *Local government may appoint bush fire control officers*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Costs associated with giving public notice of appointments

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 2 - Community

Objective 2.1 – A community that is prepared for bush fire and other natural disasters

Strategy 2.1.2 – Support local volunteer bush fire brigades to do their job effectively and efficiently

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Reputation: A risk to reputation is foreseeable if the Shire did not provide for the proper structure of its volunteer bush fire brigades.		
Likelihood	Consequence	Rating
Possible	Insignificant	Low
Action / Strategy		
Appoint Fire Control Officers in accordance with the <i>Bush Fires Act 1954</i>		
Risk: Compliance; A compliance risk is foreseeable if the Shire does not give notice of its appointment of Fire Control Officers		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
Appoint Fire Control Officers in accordance with the <i>Bush Fires Act 1954</i>		

EXTERNAL CONSULTATION

This report facilitates consultation with the Shire's Volunteer Bush Fire Brigades. The broader community is consulted on an inform basis by publishing of the appointments within a newspaper circulating in the district as required under the *Bush Fires Act 1954*.

COMMENT

In noting the appointment of new brigade FCO the contributions of the outgoing FCO should be recognised. Eric Baldock who provided sound leadership contributing to the ongoing effectiveness of his brigade and the Shire of Mundaring volunteer bush fire brigade service as a whole.

In conclusion the new FCO appointment and the contribution of the outgoing FCO should be noted and acknowledged accordingly.

VOTING REQUIREMENT

Simple Majority

**COMMITTEE DECISION
RECOMMENDATION**

BFAC3.08.18

Moved by Neil Hawkins Seconded by Captain Scott

That the Committee:

1. Acknowledges the efforts of outgoing FCO Eric Baldock and thanks him for his valued contribution to the brigade and the Shire of Mundaring volunteer bush fire service,
2. Notes the appointment of Ricky Harvey and congratulates him accordingly.

CARRIED 17/0

For: Presiding Person Fox, Cr Burbidge, Captain Davies, Captain Harvey, Captain Teale, Captain Jeans, Captain Scott, Captain Walsh, Captain Woodley, Captain Bromilow, Neil Hawkins, Deputy Chief Bush Fire Control Officer Morgan, Deputy Chief Bush Fire Control Officer Zlatnik, Adrian Dyson, A/CESM/Chief Bush Fire Control Officer Gary Rowles, Deputy Chief Bush Fire Control Officer Greaves and Deputy Chief Bush Fire Control Officer Daniel Heptinstall

Against: Nil

7.0 URGENT BUSINESS (LATE REPORTS)

Brenden Scott asked if the Shire would consider posting out the Fire and Burning Information Booklet (with magnets attached) and the Firebreak and Fuel Load Notice out to ratepayers/residents separately, rather than at the same time as the Shire's rates notice as he believes this to be a more effective way of making residents aware of important dates and telephone numbers.

A discussion was held where the meeting was reminded that the Shire had mailed out all fire information separately in recent years past but received a huge amount of complaints from ratepayers regarding the cost of a separate mail out.

Adrian Dyson said that every single rateable property in the Shire (approx 14,000) have always received the Fire and Burning Information booklet and the Firebreak and Fuel Load Notice, saying that this is not the case with some neighbouring Local Governments, who only post fire information out to rural properties.

Craig Cuthbert said that any Captain who believes they are receiving too many phone calls or enquires from the public can be referred back to the Shire.

Emergency Management Staff will arrange with Shires media to have a release around fire preparedness etc before firebreak inspections commence.

Jeff Bromilow said that there had been several BART issues experienced. Craig Cuthbert said that he believed BART issues had been resolved but any brigade who experiences any problems with BART to report these so that they can be followed up with BART Administration.

Adrian Dyson advised that the sub-committees of the Brigade Operating Procedures, and Code of Conduct and Dispute Resolution have had several meetings since the last BFAC and it is anticipated that both documents will be ready for implementation by the next BFAC meeting.

8.0 CLOSING PROCEDURES

8.1 Date, Time and Place of the Next Meeting

The next Bush Fire Advisory Committee will be held on 24 October 2018 at 7.30pm in the Civic Area, Shire of Mundaring Administration Centre.

8.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 8.28pm.

**ATTACHMENT 5.5.1
BUSH FIRE ADVISORY COMMITTEE MEETING - 22 AUGUST 2018
BRIGADE PRIMARY REPORTS**

REPORT NUMBER	DATE & TIME	LOCATION	CAUSE	AREA	BRIGADE ATTENDING	REPORTING OFFICER	RECOMMENDATION/OUTCOME
053/18 389149	04/05/2018 04.54	Glenburn Rd Glen Forrest	Re-ignition (HR Burn)	N/A	Darlington	E Baldock	NFA
054/18 389384	05/05/2018 17.52	Osborne/Traylen Stoneville	Result of Planned Burn	1 sqm	Stoneville	G Jones	Extinguished by Owner
055/18 389294	05/05/2018 09.35	Military x Adelaide Helena Valley (City of Swan)	N/A	N/A	Darlington	D Eves	Advised to Extinguish
056/18 389393	05/05/2018 18.18	750 Wildberry Drive Stoneville	Result of Planned Burn	1 sqm	Stoneville	G Jones	Extinguished by Owner
057/18 389149	06/05/2018 07.23	Glenburn Rd Glen Forrest	Re-ignition (HR Burn)	< 1 Hectare	Darlington	R Harvey	Mop Up
058/18 390036	12/05/2018 12.57	1465 Falls Rd Hovea	Illegal Burn	2 sqm	Parkerville	M Bush	Extinguished - Educated by Brigade Member
059/18 390071	12/05/2018 18.05	140 Skinner Grove Parkerville	Accidental	3 sqm	Parkerville	J Pinkard	Extinguished - Educated by Brigade Member
060/18 390008	12/05/2018 08.52	270 Bunning Rd Mt Helena	Result of Planned Burn	2 sqm	Mt Helena	P Pampling	Extinguished by Owner
061/18 390144	13/05/2018 13.45	Kilburn Rd Parkerville	Illegal Burn	N/A	Parkerville	T Silveira	Extinguished - Educated by Brigade Member
063/18 390280	15/05/2018 08.26	Stephenson St Sawyers Valley	Re-ignition (HR Burn)	100 sqm	Sawyers Valley	K Woodley	Extinguished - NFA
064/18 390275	15/05/2018 07.15	655 Steven St Mundaring	Result of Planned Burn	2 sqm	Stoneville	J Bromilow	Extinguished
065/18 390318	15/05/2018 15.34	655 Kilburn Rd Parkerville	Deliberate	20 sqm	Stoneville	J Bromilow	Extinguished

066/18 390488	17/05/2018 12.20	Harley Rd/GEH Glen Forrest	Deliberate	150 sqm	Glen Forrest	M Hare	Extinguished - Police Arson Notified
067/18 390703	19/05/2018 18.31	Dickson Court Mt Helena	Result of Planned Burn	N/A	Mt Helena	P Pampling	Investigation Only
068/18 390712	19/05/2018 17.51	36 Dreghorn Rd Darlington	Result of Planned Burn	< 1 Hectare	Darlington	M Rogers	Extinguished
069/18 390642	19/05/2018 10.02	15 Craven Rd Mahogany Creek	Re-ignition (HR Burn)	2 sqm	Glen Forrest	J Gilbert	Extinguished
070/18 390697	19/05/2018 18.02	3 Gladys Rd Darlington	Result of Planned Burn	1 sqm	Darlington	S Sharp	Called Off
071/18 390828	20/05/2018 23.16	1150 Progress Drive Chidlow	Re-ignition (HR Burn)	1/2 Hectare	Chidlow	M Hodder	Extinguished
072/18 390840	21/05/2018 05.49	450 Lapoinya Place Stoneville	Accidental	0.25 Hectare	Stoneville	G Jones	Extinguished
073/18 391129	23/05/2018 14.06	3 White St Mt Helena	Deliberate	N/A	Mt Helena	P Costall	Extinguished by Owner
074/18 391376	24/05/2018 17.32	445 Laypoinya Place Stoneville	Result of Planned Burn	0.1 Hectare	Stoneville	G Jones	Extinguished
075/18 391406	24/05/2018 6.39	895 Millis Rd Glen Forrest	Deliberate	3 sqm	Glen Forrest	D Griffin	Extinguished
076/18 391395	24/05/2018 18.05	815 Traylen Rd Stoneville	Deliberate	1 sqm	Sawyers Valley	J Lorantas	Extinguished - Educated by Brigade Member
077/18 391381	24/05/2018 17.42	Giffellon x Kevin Stoneville	Deliberate	0.01 Hectare	Stoneville	J Robertson	Extinguished - Educated by Brigade Member
178/18 391410	24/05/2018 18.25	175 Osborne St Mt Helena	Deliberate	400 sqm	Sawyers Valley	J Lorantas	Extinguished - Educated by Brigade Member
179/18 391363	24/05/2018 17.17	1570 Sexton St Sawyers Valley	Deliberate	16 sqm	Sawyers Valley	J Lorantas	Extinguished - Educated by Brigade Member
180/18 391371	24/05/2018 17.33	145 Hummerston Mt Helena	Result of Planned Burn	N/A	Mt Helena	C Greaves	Extinguished - Educated by Brigade Member
181/18 391419	24/05/2018 19.00	White x Cook St Mt Helena	Result of Planned Burn	N/A	Mt Helena	C Greaves	Extinguished - Educated by Brigade Member

182/18 391399	24/05/2018 19.00	195 Homestead Rd Mahogany Creek	Deliberate (fire pit)	1 sqm	Parkerville	P Weis	Extinguished by Resident
183/18 391297	24/05/2018 14.24	270 Bunning Rd Mt Helena	Deliberate	N/A	Mt Helena	D Carapina	Extinguished - Educated by Brigade Member
184/18 391367	24/05/2018 17.14	3705 Roland Rd Parkerville	Deliberate	5 sqm	Parkerville	D Casparis	Extinguished - Educated by Brigade Member
185/18 391303	24/05/2018 14.43	7 Towle Way Parkerville	Accidental	3 sqm	Parkerville	M Clarke	Extinguished - Educated by Brigade Member
186/18 391903	30/05/2018 15.30	1255 Brooking Rd Parkerville	Deliberate	2 sqm	Parkerville	A Ohman	Extinguished - Educated by Brigade Member
187/18 391931	30/05/2018 19.45	9 Wilson St Wooroloo	Result of Planned Burn	5 sqm	Wooroloo	D Burgess	Extinguished
188/18 391967	31/05/2018 09.11	R23981 Glen Forrest	Deliberate	1 sqm	SOM FPC	G Rowles	Extinguished
189/18 391967	31/05/2018 09.11	Moola X Glenburn Glen Forrest	Deliberate	2 sqm	Glen Forrest	A Griffin	Extinguished - NFA
190/18 392332	04/06/2018 15.32	Whitlam St Mt Helena	Result of Planned Burn	2 sqm	Mt Helena	A Bothe	Extinguished by Resident
191/18 392587	07/06/2018 21.59	Flynn Rd The Lakes	N/A	N/A	Chidlow	D Martin	No Fire Found
192/18 393192	16/06/2018 15.35	Whitlam x Baldock Mt Helena	Suspicious	0.01 Hectare	Mt Helena	A Thredgold	Extinguished
193/18 393411	19/06/2018 15.56	595 Dibble St Mt Helena	N/A	N/A	Mt Helena	N Parry	WAPOL Notified
194/18 393578	21/06/2018 17.51	Weir Village Rd Sawyers Valley	Legal Burn	2 sqm	Sawyers Valley	K Woodley	Extinguished
195/18 393714	23/06/2018 17.39	993 Dinsdale Rd Wooroloo	Result of Planned Burn	Bonfire	Wooroloo	M Logan	NFA
196/18 393711	23/06/2018 17.25	Whitlam St Mt Helena	Suspicious	0.5 Hectare	Mt Helena	P Costall	Extinguished
197/18 393910	26/06/2018 18.55	Coppin Rd x GEH Mundaring	JFA	N/A	Parkerville	J Pinkard	JFA
198/18 394180	30/06/2018 19.23	15 Parkland Rd Stoneville	Deliberate	0.003 Hectare	Stoneville	G Rankine	Extinguished by Resident

199/18 394180	30/06/2018 19.00	9 Parkland Rd Stoneville	Accidental	N/A	Parkerville	N/A	N/A
200/18 394432	03/07/2018 14.57	Thomas x Shepherd Glen Forrest	Deliberate	1 sqm	Glen Forrest	P Talbot	Extinguished
201/18 394754	08/07/2018 13.51	13 Hillcrest Drive Darlington	Legal Burn	N/A	Darlington	N Morgan	NFA
202/18 394937	10/07/2018 22.34	Riley x Sexton Mt Helena	Legal Burn	N/A	Mt Helena	M Castaldini	NFA
203/18 395691	22/07/18 03.45	4330 Alice Rd Stoneville	Result of Planned Burn	N/A	Stoneville	R Cook	NFA
204/18 395979	26/07/18 17.46	2 Campbell Way Parkerville	N/A	N/A	Parkerville	J Pinkard	JFA

**ATTACHMENT 5.3.1
BUSH FIRE ADVISORY COMMITTEE MEETING - 22 AUGUST 2018
BRIGADE SUPPORT REPORTS**

INCIDENT NUMBER	DATE & TIME OF FIRE	LOCATION	BRIGADE ATTENDING	REPORTING OFFICER	COMMENTS
389255	04/05/2018 22.00	25 Allpike Rd Darlington	Darlington	M Rogers	Assist Midland
389360	05/05/2018 02.57	Kitcliffe Way Aveley	Darlington	T Duncan	Assist Wangara
389268	05/05/2018 00.40	25 Allpike Rd Darlington	Darlington	M Rogers	Assist Midland
389727	09/05/2018 14.30	Helena Valley Rd Helena Valley	Darlington	I Bannister	Assist Midland
390095	12/05/2018 22.45	Leithdale Rd Darlington	Darlington	N Morgan	Assist Midland
390488	17/05/2018 12.26	23 Hardey Rd Glen Forrest	SOM	M Logan	Assist Glen Forrest
390598	18/05/2018 17.56	41 Jinda Rd Koongamia	Darlington	E Baldock	Assist Midland
390749	20/05/2018 06.04	Dryandra x Burton Darlington	Darlington	R Guyan	Assist Midland
390873	21/05/2018 12.06	Darlington Rd x Hillisden Darlington	Darlington	J Mackowick	Assist Midland
390840	21/05/2018 09.43	450 Lapoinya Way Stoneville	Mt Helena	P Phampling	Assist Stoneville
391327	24/05/2018 17.20	575 Golf Links Rd Morangarup	Darlington	D Burgess	Assist Bakers Hill
391327	24/05/2018 15.05	575 Golf Links Rd Morangarup	Chidlow	G Watkins	Assist Northam
391376	24/05/2018 17.50	445 Lapoinya Place Stoneville	Mt Helena	C Greaves	Assist Stoneville
391396	24/05/2018 18.24	33 Saw Drive Darlington	Darlington	S Sharp	Assist Midland
391434	25/05/2018 07.20	Redmond Rd Redmond	Darlington	E Baldock	Assist Redmond
391902	30/05/2018 15.40	11 Robinson Rd Darlington	Darlington	A Sandler	Assist Midland
392339	04/06/2018 17.07	17 Bulkira Place Helena Valley	Parkerville	D Screen	Assist Midland

393702	23/06/2018 14.58	Chidlow Rd Sawyers Valley	Mt Helena	P Costall	Assist Mundaring
394432	03/07/2018 15.05	220 Thomas Rd Glen Forrest	Parkerville	S Wilde	Assist Midland
394754	08/07/2018 13.54	13 Hillcrest Drive Darlington	Darlington	E Baldock	Assist Midland

**ATTACHMENT 5.3.2
BUSH FIRE ADVISORY COMMITTEE - 22 AUGUST 2018**

COMMUNITY ENGAGEMENT

Date	Brigade	Event	Location
April	Chidlow	Anzac Day Gunfire Breakfast	Chidlow Village Green
May	Chidlow	Spit in the Hills BBQ Judging	Chidlow Tavern
May	Darlington	Sausage Sizzle	Bunnings Midland

HAZARD REDUCTION BURNS

Date	Event	Brigade	Location
May 2018	HR Burn	Chidlow, Darlington, Darling Range, Glen Forrest, Woololoo	R22835 - Moola Rd Glen Forrest
May 2018	HR Burn	Parkerville	Private Residence
May 2018	HR Burn	Parkerville	Private Residence
May 2018	HR Burn	Mt Helena	Private Residence
July 2018	HR Burn	Woololoo	Harper Rd Reserve, Woololoo

**ATTACHMENT 5.3.3
INFRINGEMENTS/CAUTIONS/PROSECUTIONS - 22 AUGUST 2018**

INFRINGEMENTS

OFFENCE DATE	PLACE OF OFFENCE	OFFENCE	PENALTY
10/05/2018	Hovea	24(g) Burning garden refuse contrary to Ministerial or LG Prohibition or Restriction	\$250
31/05/2018	Stoneville	24D Burning Garden Refuse when FDR is Very High or Extreme	\$250

CAUTIONS

OFFENCE DATE	PLACE OF OFFENCE	OFFENCE	PENALTY
21/05/2018	Darlington	18 - Offences relating to burning of bush	-
23/05/2018	Stoneville	24F - Burning Garden Refuse During Limited Burning Times	-
24/05/2018	Stoneville	24D - Burning Garden Refuse when Fire Danger is Extreme or Very High	-
24/05/2018	Swan View	24D - Burning Garden Refuse when Fire Danger is Extreme or Very High	-
31/05/2018	Stoneville	18 - Offences relating to burning of bush	-
31/05/2018	Darlington	24D - Burning Garden Refuse when Fire Danger is Extreme or Very High	-

PROSECUTIONS

OFFENCE DATE	PLACE OF OFFENCE	OFFENCE	HEARING DATE/OUTCOME
13/02/2018	Stoneville	Failure to maintain Firebreak	February 2019

ATTACHMENT 5.3.4
BUSH FIRE ADVISORY COMMITTEE MEETING – 22 AUGUST 2018
SCHEDULE OF ITEMS PENDING

SUMMARY:

This report item includes a range of actions identified by the BFAC for future action and report.

BACKGROUND:

Pending actions are discussed at each meeting and relate to matters being investigated by committee members of officers prior to final consideration.

COMMENT:

REF NO.	ACTION	BY WHOM	TIME FRAME
(i)	Combined Stoneville Volunteer Bush Fire Brigade/MFS Facility Proposal	Adrian Dyson	Ongoing