



**City of Busselton**  
*Geographie Bay*

**Bush Fire Advisory Committee  
Minutes**

**10 September 2019**

City of Busselton, Kaloorup Room, 2 Southern Drive, Busselton on Tuesday 10<sup>th</sup> September 2019,  
commencing at 7.30pm

**CITY OF BUSSELTON**

**MINUTES - SEPTEMBER 2019**

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**CITY OF BUSSELTON****MINUTES – 10 SEPTEMBER 2019****1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The Chairperson, Allan Guthrie declared the meeting open at 19:33hrs.

**2. ATTENDANCE AND APOLOGIES****Present**

Allan Guthrie	Chief Bush Fire Control Officer (Chairperson)
Robert Reekie	Councillor, City of Busselton
Chris Payne	Deputy Chief & Fire Control Officer, Kaloorup
Doug Walters	Fire Control Officer, Acton Park North
Ian McGregor	Fire Control Officer, Acton Park South
Andrew Hunt	Fire Control Officer, Dunsborough
Todd Johnson	Fire Control Officer, Ruabon
Mark Smith	Fire Control Officer, Sussex
Peter Dawson	Fire Control Officer, Vasse
Mark Fisher	Fire Control Officer, Yallingup Rural
David Hunt	Fire Control Officer, Yallingup Rural
Neville Haddon	Fire Control Officer, Yoongarillup

**In Attendance**

Blake Moore	CESM Busselton (Executive Officer)
Naomi Dekker	City of Busselton, Administration Officer (Minute Taker)
Tanya Gillett	City of Busselton, Manager Environmental Services
Ed Hatherley	DBCA Parks and Wildlife Service, Blackwood District Fire Coordinator
Mark Moore	DBCA Parks and Wildlife Service, Fire Operations Officer
Mal Ballard	Dunsborough BFB, Captain

**Apologies**

Paul Needham	City of Busselton, Director Planning and Development Services
Oscar Negus	Deputy Chief & Fire Control Officer, Hithergreen
Jeremy Friend	DBCA Parks and Wildlife Service, Fire Operations Officer
Andy Thompson	DFES, A/ District Officer Capes
Nathan Hall	DFES, A/ District Officer Emergency Management
Peter Thomas	DFES, District Officer Capes
Ken Sue	Fire Control Officer, Ambergate
Colin Sanderson	Fire Control Officer, Eagle Bay
Mark Jolliffe	Fire Control Officer, Wilyabrup
Paul Blight	Fire Control Officer, Yallingup Coastal
Matt Muir	Fire Control Officer, Yallingup Rural
Peter Stark	ICV

**3. DISCLOSURE OF INTERESTS**

Nil

**4. CONFIRMATION OF MINUTES**

**Motion:** The Bush Fire Advisory Committee confirm that the minutes recorded for the meeting held on the 25 June 2019 are true and correct.

**Moved:** Chris Payne

**Seconded:** Neville Haddon

Carried 12/0

**5. BUSINESS ARISING****5.1 Catering for Fires - David Hunt**

(Ref. section 8.4 from previous minutes)

David Hunt queried the City's progress this matter.

Blake Moore advised that no progress has been or will be undertaken on this. This was because the two incidents discussed at the previous meeting were not under the City's management and there was no requirement for the City to provide or coordinate catering for these. One incident was managed by DFES and the other incident was managed by DBCA. No issues have been raised regarding catering at City managed incidents.

No objections were raised in regards to this response.

**5.2 Amalgamation of Dunsborough and Yallingup Rural BFBs - Peter Dawson**

(Ref. section 6.4 from previous minutes)

Peter Dawson queried whether the amalgamation of Dunsborough and Yallingup Rural BFBs would be going ahead and any progress on this matter.

Blake Moore advised that it had not progressed any further, however it will still be going ahead in the future. He noted that this matter had been brought to the senior executive at the City of Busselton, who have advised that the brigades are to be amalgamated prior to the new station being constructed.

Tanya Gillet queried whether there were any valid concerns to this proposal, in addition to the loss of name and legacy of each brigade. The following concerns were raised: misunderstanding and loss of brigade centre/base; perception that this proposal was just to increase Dunsborough BFB membership numbers; differences in culture, skill level/competencies and operating environment for each brigade; and that the Yallingup Rural BFB has been amalgamated several times before.

Blake Moore confirmed that this proposal was not just to boost the numbers of the Dunsborough BFB. He acknowledged the work this brigade has undertaken recently, which has resulted in an increase of new members. He also advised that the intention would be to establish the site on Balmoral Drive as the new centre/base, with the existing facilities still being utilised as required.

**6. PRESENTATIONS**

Nil

## 7. BUSINESS BEFORE THE COMMITTEE

### 7.1 Appointment of Todd Johnston as Third DBFCO - Blake Moore

Blake Moore spoke to Todd Johnson's suitability for this role which included his time, availability, skill level and personality. He also noted that this would provide a good opportunity for succession planning and mentoring.

**Motion:** The Bush Fire Advisory Committee make a recommendation to Council that Todd Johnson be appointed as a Deputy Chief Bush Fire Control Officer for the City of Busselton.

**Moved:** Ian McGregor

**Seconded:** Mark Fisher

**Objections:** Chris Payne

Carried 10/1

### 7.2 Update on Bush Fire Risk Management Plan - Andrew Hunt

Andrew Hunt provided an update to the committee on the progress of the Bush Fire Risk Management Plan.

*Refer to Attachment 1*

### 7.3 Traffic Management at Fires - Mark Fisher

This matter was raised in relation some recent incidents where Yallingup Rural BFB spent several hours working in various locations alongside Caves Road, where most cars did not slow down when they were passing the firetrucks and firefighters. Mark Fisher had checked with Police who had advised that it is only traffic in the same lane as emergency vehicles that are required to slow down to 40km/h. Oncoming vehicles in the opposite lane are not required to slow down.

The use of additional signage was queried, including possibly hanging signs on the back of appliances. Blake Moore advised that as volunteers are not trained in traffic management, they are not able to set up signage on the roads. He also noted that as these incidents kept changing locations, within short periods of time, formal traffic management would not have helped or been able to be set up in time. It was recommended that when greater visibility is required, that additional light tankers be requested, parked in fend off positions and the crews of these appliances be communicating with drivers as they pass the incident area. Police can also be requested for additional presence if required. The use of external traffic management contractors was discussed, however it was acknowledged that they have to establish a formal site plan and these are best used in large scale protracted incidents. It was also noted that the City has two variable message boards if ever required.

## 8. OFFICER/DELEGATE REPORTS

Attachment 8.1 - Department of Fire and Emergency Services

Attachment 8.2 - Department of Biodiversity, Conservation and Attractions

Attachment 8.3 - City of Busselton/Department of Fire and Emergency Services

**Officer Recommendation**

The committee receives the following reports and notes the comments therein:

- 1) Department of Fire and Emergency Services
- 2) Department of Biodiversity, Conservation and Attractions
- 3) City of Busselton/Department of Fire and Emergency Services

**9. MATTERS OF URGENCY****9.1 FCO Preseason Refresher - Doug Walters**

Doug Walters queried whether there would be any training for existing Fire Control Officers leading up to the 2019/20 fire season. Nothing had been arranged yet, however it was agreed that this would be very beneficial.

**Action:** Blake Moore to organise a preseason refresher for Fire Control Officers and circulate the details of this once confirmed.

**9.2 Car Fires - Ian McGregor**

Ian McGregor raised car fires for discussion, querying specifically ways of dealing with new cars and changing technology associated with them.

Various suppression strategies were discussed. It was also noted that brigades can request the assistance of VFRS if deemed necessary. Alternately they can also allow cars to burn themselves out, whilst protecting any exposures.

**9.3 Request for Additional 12.2 Volunteers - Peter Dawson**

Peter Dawson advised that Geoff Callow is looking for some additional volunteers to help operate and crew the 12.2. Approximately 4-6 additional volunteers are required.

Brigades were requested to contact any of their members who may be suitable or interested, specifically those who are looking to move into a less active but still operational role.

It was noted that this is a critical appliance, for both deployments and local incidents, and that it is important to have enough members able to operate it.

A HR license is required to drive it.

The appropriate use of this appliance was discussed, including a recent situation when the appliance was put on standby for two weeks for any incidents that may occurred in the Bunbury Prison. Peter Dawson noted that he believed this was quite a big ask for the volunteers (i.e. out of district, length of time). However it was acknowledged that this appliance is a regional resource and as part of the agreement between DFES and the City, it can be requested to be made available as required.

**9.4 David Hunt - Review of Emergency Service Acts**

David Hunt referred to a recent question in Parliament regarding the review of the Emergency Services Acts. He queried whether there was any further information on this.

It was noted that this review has been ongoing since 2013, and it was confirmed that no recent updates have been made publically available. Andrew Hunt advised that a project manager has recently been advertised for this.

**9.5 Firebreak Notice in Electronic Rates - Mark Fisher**

Mark Fisher queried whether property owners who elected to have their rates sent to them electronically would get a copy of the Firebreak and Fuel Hazard Reduction Notice. It was confirmed that there was a link to the notice in the electronic version of the rates.

**9.6 Structure Fire in Ambergate Heights - Allan Guthrie**

Allan Guthrie referred to a recent structure fire he attended in Ambergate Heights. It was noted that thorough extinguishment was quite a challenge, as the crews could not get inside the structure due to an unstable roof. Even though Thermal Imaging Cameras (TIC's) were used, hot spots kept reappearing and reigniting, and crews were kept engaged much longer than expected dealing with these. The cause of this fire and findings from the fire investigation were discussed.

**10. OCCUPATIONAL HEALTH & SAFETY (OH&S)****10.1 Flagging tape - Blake Moore**

Flagging tape is currently available at the City. If brigades require some rolls for their trucks and stations, please contact Blake Moore. The appropriate use of flagging tape on a fire ground was discussed. It was noted that if an area has been flagged for mop up and this has been dealt with, the flagging tape should be removed.

**11. NEXT MEETING**

The next meeting will be held on 10 December 2019 at 7:30pm at the City of Busselton (Kaloorup Meeting Room, 2 Southern Drive, Busselton).

**12. CLOSURE**

The Chairperson, Allan Guthrie declared the meeting closed at 21:17hrs.

## Attachment 8.1 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 10 September 2019

**Agency:** Department of Fire and Emergency Services

**Officer Representing:** Peter Thomas and Andy Thompson

**Matters to be discussed:** Region Report and Lewana Bushfire Debrief Actions



Government of Western Australia  
Department of Fire & Emergency Services



### Busselton Bush Fire Advisory Committee

DFES LSW Region Report – 10<sup>th</sup> September 2019

- **Staff**

Currently Nathan Hall is acting in the District Officer Emergency Management role, this has left his old job as AO Leeuwin vacant. We are hoping to advertise the DOEM job shortly allowing us to get some normality back in the Region. Both myself and Andy Thompson are going on leave soon with Marc Papalia to cover Andy's job whilst he covers mine and then goes on leave.

Marc Papalia will be in the region for a total of 7 weeks from the 2<sup>nd</sup> September and then finishing up on the 18<sup>th</sup> of October. Marc has a history with Volunteers, starting as a junior in the Busselton VFRS and has been a strong competitor in the VFRS running competition. Marc is currently a Station Officer in the metropolitan area and has been a career firefighter for 10 years. Marc brings with him a strong training background and has been heavily involved in the recent upskilling of career firefighters.

- **Core Skills Training for VFRS**

Just recently various fire managers from our office attended some core skills training to update us on skills for internal firefighting. We are now planning on rolling these out to our VFRS crews over the next few months.

- **DFES LSW Incidents**

On the 6<sup>th</sup> June the region recorded 43 bushfire incidents. This was primarily because of the mild autumn where many people conducted hazard reduction burns and then the first strong cold front for winter come through with 70-80km/hr winds causing many of the burns to escape. From this there were three larger fires in DBCA estate that were grouped into the Blackwood complex, with the Jarrahwood townsite impacted but protected by local crews from DBCA, BFB and VFRS. I would like to thank all of the volunteers involved in the fires on the 6<sup>th</sup> of June, it was a very challenging day and everyone performed well in trying conditions.

So far winter has not caused too many issues in relation to storm incidents, with local SES units being able to manage any requests for assistance.

- **Home Fire Safety Campaign Launched**

The Home Fire Safety campaign has been launched to educate Western Australians about the dangers of home fires and how they can reduce their risk. In line with the launch, the new DFES Virtual Reality (VR) Home Fire Experience will be unveiled at the DFES Education and Heritage Centre, giving visitors a first-hand experience of how quickly a fire in the home can take hold when there is no working smoke alarm. A second version of the VR Home Fire Experience will be available soon to book out for events and educational opportunities.

The campaign educates the community on how they can prevent the most common causes of home fire and the need for a home fire escape plan. It also includes information about the importance of working smoke alarms and how to maintain and test them.



Government of Western Australia  
Department of Fire & Emergency Services



- **Revised Community Safety Resources – Storm & Bushfire**

The Bushfire Travellers Checklist publication is targeted at people travelling or staying near bushland. The checklist helps people understand the risk and know what to do if a bushfire starts.

The Storm Smart publication provides preparedness information for storms, including what to do when a storm is forecast, weather warning information and emergency contact details.

Peter Thomas

District Officer Capes

## OPERATIONAL DEBRIEF TEMPLATE

### Lewana Bushfire

Region: Lower South West	Operational Debrief
Incident: Lewana Level 3 Bushfire	Incident No: 423437
Incident Date: 19 February 2019	Location: Shire of Donnybrook/Nannup
Incident Type: Bushfire	Size: 3338ha

#### 1. Incident Overview

- Fire started at approximately 1430 on the 19 February 2019 in Lewana Pine Plantation approximately 8km South West of Balingup
- PSW initially managed the fire with ICC at Kirup and Operations Point at Nannup as Level 2
- Delta State PFT (Delta) mobilised and started at 0600 on 21<sup>st</sup> of Feb and Section 13 enacted for DFES management of fire as it transitioned to Level 3
- Fire size 3338ha
- 1791ha of state owned plantation impacted by fire
- 53ha approx. of private pine plantation impacted by fire
- Two community meetings were held during the fire and one post incident meeting was held at Balingup Recreation Centre
- Balingup Primary School closed for one day on Thursday 21/02/19
- Recovery programme put in place by Shires of Donnybrook and Nannup

#### 2. Sequence of Events

- 19<sup>th</sup> Feb 19, 14:30 -Fire reported in Lewana plantation, DBCA crews and air support mobilised
- 19<sup>th</sup> Feb 19, 15:30 –Donnybrook volunteer brigades despatched to fire
- 19<sup>th</sup> Feb 19, 19:20-Incident declared Level 2
- 19<sup>th</sup> Feb 19, 21:44-Loss of 4 forestry machines reported, Emergency Warning released. Homes under threat at Wrights Bridge
- 20<sup>th</sup> Feb 19, 13:06- Fire reported as 2200ha, 70 firefighters, 31 appliances and 5 machines on scene
- 21<sup>st</sup> Feb 19, 06:00-Incident declared Level 3 and Preformed Team (Delta) assumed control of fire
- 21<sup>st</sup> Feb 19-Balingup Primary School is closed for the day
- 21<sup>st</sup> Feb 19,13:20 Fire downgraded to Level 2, Size is 3377ha and fire contained
- 23<sup>rd</sup> Feb 19, 16:11 Fire downgraded to Level 1
- 23<sup>rd</sup> Feb 19, 17:00 Control of fire is handed back to DBCA
- 8<sup>th</sup> Mar 19, 17:00-Post incident community briefing held at Balingup

### 3. Operational Effectiveness

#### What went well?

- CBFCO initial control and coordination between Local resources and DBCA was very effective
- Local communication across brigades and locals demonstrated good comradery
- Initial coordination between agencies on sector on the first night was effective
- Quick mobilisation of machinery
- Cleared vegetation at Wrights Bridge from previous mitigation works provided good protection for the bridge and crews to operate
- Locals (BFB members) were able to enact their own fire plans due to resources supporting the incident allowing them to leave and check on their own properties
- Community preparedness along Balingup – Nannup Rd was successful as most had effective protection zones around properties

#### What can be improved?

- Use of Local Facilities as divisional command points
  - The eastern and northern resources were requested to attend Nannup Ops point for briefings only to be sent back to the eastern side of the fire to work. A divisional point with check in at Balingup would have addressed numerous issues
- Plantation firebreaks and compliance
  - State of fire breaks around plantations was non compliant when local property owners are required to comply
- Mitigation of river reserve would provide a larger buffer considering this fire and previous crossed the river a number of times
- Community engagement during recovery
  - Locals feel there has been lack of follow up information of what the agencies are doing and how the community are coping. This criticism was more directed at the state agencies then the LG
- Accommodation providers may not have suitable response plan information for guests
  - Cottages / accommodation lets may not have information relating to bushfire and triggers for activating plans etc..
- Improved access to water points and dams
- Evacuation Centres – confusion in Balingup on the first night of the fire when local community members evacuated after receiving the warning to the Balingup Pub (only place open) were confused as to where they should be going. There is also an assumption that the warning area shown on EM WA confused some people thinking it was the fire shape
- Major issues with safe and effective local communications (WAERN)
  - The local repeater 106 is located on the eastern side of the SW Hwy, there is a stand-alone repeater 144 on the western side of the hwy above Balingup. This was again requested to be linked (same issue also reported post 2013 Southampton L3 bushfire)



4. Comments

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5. Recommendations for Follow-up Action

Actions	Person Responsible	Completed
<ul style="list-style-type: none"> <li>LSW will coordinate briefing session with LG,FPC and DBCA to review engagement options to support improved communication flows of updates to affected communities</li> </ul>	P. Brandrett	Ongoing updated July 2019
<ul style="list-style-type: none"> <li>LSW to review warnings during incident and identify potential educational opportunities in ACEF strategy for Balingup</li> </ul>	S. De Bruin	May 2019
<ul style="list-style-type: none"> <li>LSW will inform DFES communications of concerns over repeaters and options to link 144 with 106</li> </ul>	S. Ward	Business Case in progress
<ul style="list-style-type: none"> <li>LG (supported by DFES LSW) will review capacity to support resources unit and divisional command functions for future incident response</li> </ul>	J. Cooper / D. Virgo	Commenced training gap
<ul style="list-style-type: none"> <li>FPC to liaise with DBCA and provide position on plantation fire break status before next season</li> </ul>	G. Hodgson	FPC reviewing
<ul style="list-style-type: none"> <li>Issue raised relating to river reserve to be communicated to incident review team</li> </ul>	P. Brandrett	May 2019
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Fire Services only	
	Date:
	Date:
File #:	

**Attachment 8.2          Report to City of Busselton Bush Fire Advisory Committee meeting to be held on  
10 September 2019**

**Agency:** DBCA, Parks and Wildlife Service

**Officer Representing:** Mark Moore and Ed Hatherley

**Matters to be discussed:** Autumn prescribed burn planning

The Blackwood district has 3 prescribed burns planned within the City of Busselton for Spring 2019 to Autumn 2020. These are -

- BWD\_076 Yallingup 10.5 ha
- BWD\_096 Yallingup 152.31 ha
- BWD\_109 Abba 8455.97 but this burn will be completed over a couple of years to maintain a mosaic of fuel ages. The map shows the first section of burn being targeted for Spring 2019.

*Refer to Attachment 2 for Presentation  
Refer to Attachments 3, 4, 5, 6, 7 and 8 for Maps*

### **Attachment 8.3 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 10 September 2019**

**Agency:** City of Busselton/Department of Fire & Emergency Services

**Officer Representing:** Blake Moore, Community Emergency Service Manager (CESM)

**Matters to be reported:** Incidents, Burning, Training and Operational Circulars

#### **Incidents**

- Hanger fire
- Ambergate Shed fire

#### **Spring Burning**

- Limited opportunity
- Requests to burn may not be approved
- New Biodiversity Conservation Act changes

#### **Training**

- Courses Completed
  - Structural Firefighting 29<sup>th</sup> & 30<sup>th</sup> June **Cancelled**
  - Advanced BFF & CL 13<sup>th</sup> & 14<sup>th</sup> July **Cancelled**
  - Advanced BFF & CL 27<sup>th</sup> & 28<sup>th</sup> July **Cancelled**
  - Leadership Fundamentals 27<sup>th</sup> & 28<sup>th</sup> July
  - AIIMS 2017 10<sup>th</sup> & 11<sup>th</sup> August
  - Introduction to Firefighting 17<sup>th</sup> & 18<sup>th</sup> August
  - Bush Fire Firefighting 24<sup>th</sup> & 25<sup>th</sup> August **Cancelled**
- Upcoming courses
  - Introduction to Firefighting 21<sup>st</sup> September (Manjimup)
  - Introduction to Firefighting 5<sup>th</sup> October (Rosa Brook)
  - Introduction to Firefighting 12<sup>th</sup> & 13<sup>th</sup> October (Balingup)
  - Bush Fire Firefighting 12<sup>th</sup> & 13<sup>th</sup> October (Nannup)
  - Bush Fire Firefighting 26<sup>th</sup> & 27<sup>th</sup> October (Balingup)
  - Bush Fire Firefighting 28<sup>th</sup> & 29<sup>th</sup> October (Ambergate) **Week day course**

#### **Circulars**

- GC 93/2019 - Announcement of Deputy Commissioner Operations
- GC 103/2019 - Assistance Commissioner Promotion and Rotations
- GC 109/2019 - Chief Superintendent Promotions
- GC 111/2019 - First Aid Training for DFES Operational Staff and Volunteers
- GC 138/2019 - Operational Fleet Project September Update
- OC 34/2019 - Incident Communications IRS Response Times
- OC 37/2019 - Pedestrian Protection Systems in New Vehicles
- OC 51/2019 - Rural Urban Interface Structural Triage Changes
- DFES IMT Toolbox RUI Assessment Form
- OC 55/2019 - AVL and Distress Alarm Outage Thursday 12 September
- SC 8/2019 - Cutting Electrical Wires at Incident Sites
- SC 12/2019 - Safety and Security at Incidents



**DFES General Circular No: 93/2019**

**27 June 2019**

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**ANNOUNCEMENT OF DEPUTY COMMISSIONER OPERATIONS**

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I am pleased to announce the promotion and appointment of Craig Waters to Deputy Commissioner Operations, commencing 2 July 2019 for a five-year term.

Craig has been employed at the Department of Fire and Emergency Services for more than 25 years, graduating Dux of recruit firefighter school 39 in 1993.

Craig brings a wealth of operational and emergency management experience to his new appointment, and has been a valuable asset to the senior management team for a number of years.

In 2006, Craig spent 12 months working at the WA Police Counter Terrorism Coordination unit to assist with a major National Investigation and Consequence Management exercise. As an AFAC Certified Level 3 Incident Controller, Craig has overseen many complex, large scale emergencies spanning from major structure fires, cyclones and numerous bushfires including Parkerville, Bullsbrook, Northcliffe, Esperance and Waroona.

Craig has been instrumental in implementing a number of key initiatives across DFES including an upgrade to emergency services Computer Aided Dispatch system and other technologies, the introduction of a heavy rescue cache for aerial deployments to regional road crash incidents and the launch of the Strategic Aerial Intelligence Surveillance and Reconnaissance capability which has significantly improved situational awareness and mapping of landscape fires and flooding.

I would also like to extend my gratitude to Acting Deputy Commissioner Gary Gifford for his exceptional contribution to the Deputy Commissioner Operations role since the retirement of Lloyd Bailey. His leadership and wise counsel has been of great value to me during this interim period.

My congratulations to Deputy Commissioner Waters on his appointment and we all wish him every success in this demanding role.

**DARREN KLEMM AFSM  
COMMISSIONER**



**DFES General Circular No: 103/2019**

File: D08862-02

**9 July 2019**

**ASSISTANT COMMISSIONER PROMOTION AND ROTATIONS**

I am pleased to announce the promotion of Rick Curtis to the rank of Assistant Commissioner (AC) effective immediately. Rick has filled the role of AC Resilience and Recovery for the past 14 months reporting to Deputy Commissioner Mal Cronstedt AFSM - Strategy and Emergency Management Command. Rick has been a valuable asset to the senior management team and was instrumental in establishing the State Recovery Coordinator role within DFES.

The promotion of Rick Curtis will also coincide with a number of AC rotations which will take effect from Monday 29 July 2019. This provides ACs with the chance to further develop key skills and attributes, as well as the opportunity to bring a fresh perspective to their new positions.

The rotations will be managed to minimise disruption and ensure there is appropriate leadership and business continuity during the transition.

Assistant Commissioner Appointments effective 29 July 2019:

Rick Curtis - AC Learning and Development

Graham Swift – AC Resilience & Recovery

Paul Ryan – AC Country Operations

The following ACs will maintain their current portfolios:

Gary Gifford – AC Operations Capability

Brad Stringer – AC Metropolitan Operations

Brad Delavale - AC Asset Management

My congratulations to Rick on his well-earned promotion and I extend my personal thanks to the ACs for the contribution that they continue to make and we all wish them well in their new roles.

**DARREN KLEMM AFSM**  
**COMMISSIONER**



**DFES General Circular No: 109/2019**

File: D08862-02

**22 July 2019**

**CHIEF SUPERINTENDENT PROMOTIONS**

I am pleased to announce the promotion and appointment of Superintendents Peter Curran, Greg Feeney and Stuart Wade to Chief Superintendent (CS).

The three appointments commencing in July 2019 continues to support the Department's new direction and focus on volunteers, culture and community and mitigation across the range of the Department's hazards.

Each CS brings to the position over 25 years of operational experience, knowledge and strong leadership, which will be essential as we continue to reshape and remodel our agency for the future, particularly from a command, control and coordination perspective.

Peter will be taking up the position as CS Learning and Development, which he has proven capable of while acting in this role over the last 12 months. During this time, Peter has secured the re-registration of DFES as a Registered Training Organisation and guided the redevelopment of the Trainee Firefighter School and the District Officer Development Program.

Greg has been appointed to the CS Country South role, after acting in various CS roles for the past two and a half years. Greg has contributed greatly to Country Operations developing and progressing initiatives, providing leadership and support with the creation of the Upper Great Southern region.

Stuart will be appointed to the role of CS Metropolitan Operations, after acting in various CS roles within the Department since 2016, in particular the last 10 months in Metropolitan Operations. Over this time, Stuart has undertaken the development of the Metropolitan Operations Business Plan and has overseen the introduction of the Complex Structural Firefighting Radio into service.

On behalf of DFES staff and all emergency services volunteers, I congratulate Chief Superintendent's Curran, Feeney and Wade on their well-deserved appointments and wish them all the best in their new roles.

**DARREN KLEMM AFSM**  
**COMMISSIONER**



## **GENERAL CIRCULAR 111/2019**

**File: TR29322**

**JULY 2019**

### **FIRST AID TRAINING FOR DFES OPERATIONAL STAFF AND VOLUNTEERS**

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The Department of Fire and Emergency Services (DFES) is committed to continuously improving safety in the workplace and enhancing how we accomplish our vision for a safer State.

Provision of first aid training is now available to all DFES operational personnel and affiliated volunteers. Administration of First Aid training has been delegated to DFES Superintendents. DFES will coordinate BGU funding for all DFES initiated Provide First Aid courses. All DFES personnel and affiliated volunteers will be eligible to receive training in 'Provide First Aid' (HLTAID003); which is valid for a period of three years. The correct application of an Automated External Defibrillator (AED) is covered in this course.

'Cardio Pulmonary Resuscitation (CPR), Oxygen and Cervical Collar training' will be available as a refresher course offered annually on a risk-based foundation. 'Provide First Aid' (HLTAID003) is the pre-requisite for the refresher training.

Training courses vary between one and two-days dependent on the audience's request. Delivery of training will consist of face to face learning, with a pre-learning component to be completed prior to the training date. Course numbers are set at eight minimum and 16 maximum.

Four (4) Training Providers capable of delivering "Provide First Aid' (HLTAID003) have been contracted to DFES for a further two years, with two, one-year extension options. Those eligible to receive First Aid training can engage the approved providers as per the procedure below.

### **BOOKING PROCEDURE**

After a first aid training requirement has been identified, the following process will apply:

1. Region identifies First Aid training requirement.
2. A Course Coordinator (CC) is identified within the region.
3. The appointed CC contacts any of the four (4) DFES contracted Training Providers (TP) to book a course. **Note\*** Only DFES [Contracted Training Providers](#) are permitted to deliver first aid training.
4. The TP will issue a booking form and participants list to the CC. The CC completes these forms and returns to the TP. **Invoicing details must be included to identify where the invoice is to be addressed.**
5. The TP will confirm the booking and course details to the CC, and participants. A course occurrence is created on eAcademy. Pre-course requirements, including submission of Unique Student Identification (USI) details, will need to be provided as per the training provider's instructions.



6. On completion of the course, the TP will issue certificates to the participants. The TP will also provide certificates along with invoice to the CC.
7. Upon receipt of the certificates the CC (or delegate) will conclude the participants in eAcademy. CC (or delegate) to scan and trim certificates to training files in Content Manager.
8. CC (or delegate) to incur invoices as per below, maximum of 2 invoices may be received depending on BGU participants. A maximum of two invoices will be submitted per course dependant on BGU participants.
  - One combined invoice for BFB and SES
  - One combined invoice for CFRS, VFRS, VFES, VMRS and Staff

***Cost Centre / Expenditure Account / Operational Fund / Project***

○ ***Example***

- ***CC / 319 / 10 / 1939 (BFB/SES only)***
- ***CC / 319 / 10 / 2276 (DFES only)***

## **SUMMARY**

In the interest of providing a safer community, DFES is committed to continuously improving first aid skills for operational staff and volunteers. The new administrative process enables a more efficient booking procedure, autonomous management and direct access to First Aid training. Those with the delegated responsibility of managing safety in their workplace now have access to organisational support for First Aid training.

Immediate support or further information can be accessed through Craig Edmonds, District Officer Rescue, First Aid and Driving on [Craig.Edmonds@dfes.wa.gov.au](mailto:Craig.Edmonds@dfes.wa.gov.au)

### **CRITICAL MESSAGE**

First Aid training is endorsed and funded for DFES operational staff and affiliated volunteers. Responsibility for the administration of all first aid training will be managed by the regions.

**PAUL RYAN**  
**ASSISTANT COMMISSIONER LEARNING AND DEVELOPMENT**



## DFES APPROVED TRAINING PROVIDERS

**St John Ambulance (SJA)** - Aarti Parmar, DFES Account Coordinator

[dfes@stjohnambulance.com.au](mailto:dfes@stjohnambulance.com.au)

Tel: 08 9334 6777

**Time Critical** - Susan Vercoe, Office & Compliance Manager

[susan@timecritical.com.au](mailto:susan@timecritical.com.au)

Tel: 08 9207 2900

**Royal Life Saving WA (RLSWA)** – Ryan O’Keefe, Customer Service Officer

[rokeefe@royallifesavingwa.com.au](mailto:rokeefe@royallifesavingwa.com.au)

Tel: 08 9383 8200

**Safety Direct Solutions (SDS)** – Casey Lummis, Manager Training Services

[bookings@sdsaus.com.au](mailto:bookings@sdsaus.com.au)

Tel: 1300 955 097



**DFES General Circular No: 138/2019**

File: D06659

**6 September 2019**

**OPERATIONAL FLEET PROJECT – SEPTEMBER UPDATE**

What has been happening?

- Road Crash Rescue Tender contract has been awarded to Frontline.
- Flood Rescue Boat Project Advisory Team (PAT) is participating in the Tender Evaluation, valuing the opportunity to provide important input.
- We welcome Phil Hay as replacement for Paul Blechynden as PAT Chair for the 4.4 Broadacre Tanker.
- 1.4 Tanker Vehicle Concept is now with the Project Board for approval.
- Urban and Country Pumper PATs met last month, with robust discussions around equipment lists and stowage and vehicle concepts.

What is next?

- WAFES Conference is coming up and we are looking forward to catching up with our volunteers this weekend.
- The Project Board meeting will be held 17<sup>th</sup> September 2019.
- The project close date has been extended, now targeting transition to the business toward the end of December 2019.

What's next for our priority fleet?

- General Rescue Utility (GRU): Tender under Evaluation with PAT members being included as observers.
  - Light Tanker: Tender under Evaluation, with PAT members being included as observers.
  - 1.4 Tanker: Project Board will be asked to approve Fleet Concept, after which we will finalise Functional Specification and engage the market.
  - Road Crash Rescue Tender: Frontline has commenced First of Type build, which will be followed by End User Validation activities.
  - General Rescue Truck: Tender under Evaluation.
- 4.4 Broadacre Tanker: Tender under Evaluation.
- 2.4 Broadacre Tanker: First of type build activities are underway. Design review with the PAT is confirmed for late September.
- Country and Urban Pumpers: Both are now in build. Equipment lists have been reviewed for final acceptance by the PAT.
- HAZMAT Structural Rescue: Preparations underway for delivery of First Build.
- 12.2: Final works being completed following First of Type Build end user validation, in readiness for delivery.



## September Highlight – New 3.4 Urban Tanker Videos Released

As part of our communications program we're keen to keep you updated with the progress of our Fleet Project Streams. Following the 3.4 Urban Tanker User Trial in December last year, we now have over 20 trucks that have been delivered to BGUs around the state.

We've put together a couple of videos to share the outcomes of having end user involvement in finetuning the build and to share key features and enhancements.

Adrian Hamill, PAT Chair of the 3.4, takes you on a tour of the truck in the [3.4 Urban Tanker Walk Around Video](#). Aaron Kain, Captain of Roleystone VFRS and BFB, and Mark Wootton, Manger Fleet and Equipment Services, talk about the benefits of collaboration and consultation with end users in the [3.4 Urban Tanker In Service Follow Up Video](#).



For more information, please contact the Operational Fleet Project on [operationalfleetproject@dfes.wa.gov.au](mailto:operationalfleetproject@dfes.wa.gov.au).

**AC BRAD DELAVALLE**  
**PROJECT DIRECTOR**



**OPERATIONAL CIRCULAR 34/2019**  
**File: D09704**

**JUNE 2019**

**INCIDENT COMMUNICATIONS – INCIDENT REPORTING SYSTEM RESPONSE TIMES**

All Incident Controllers, Station Officers and Officers in Charge are reminded to ensure Turnout Messages, Arrival Messages and Incident Closure Messages are communicated to Comcen as per SOP 3.2.4 – Incident Communications.

Where the radio network is unavailable (some country areas), attempts should be made to contact Comcen using mobile phone to communicate these messages. If this is not possible then the information should be recorded in Personal Incident Diaries, to be transferred into the Incident Reporting System (IRS) when completing the Incident Report.

If Arrival Times are reported to Comcen after actual arrival due to connectivity issues, Comcen will record these times in the Comments Section of IRS to assist to accurately capture this information in the Incident Report in IRS. Personnel can access the Incident CAD comments by using the *Options* menu on the primary report of an incident

Note: P1CAD operators are unable to back-date times entered if the information provided is delayed for any reason. On these occasions in particular, IRS reports should be checked for accuracy.

**Key Message: Accurate recording of information, including Turnout and Arrival Times for appliances, in IRS is important.**

For assistance in using IRS, please contact the OIS Branch on 9395 9406 or at [reports@dfes.wa.gov.au](mailto:reports@dfes.wa.gov.au).

**GARY GIFFORD ESM**  
**ACTING DEPUTY COMMISSIONER OPERATIONS**

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Target Audience: Operational Personnel				
A	B	C	D	Vol
O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year.				
OC-34-19	Issue Date:	Removal Date:	Contact:	Reports
Page 1 of 1	June 2019	June 2020	reports@dfes.wa.gov.au	



**OPERATIONAL CIRCULAR 37/2019**

**File: D10271**

**JULY 2019**

**PEDESTRIAN PROTECTION SYSTEMS IN NEW VEHICLES**

A continual focus on safety and improvements in technology has seen more comprehensive safety systems in new motor vehicles, including the development of Pedestrian Protection Systems. These systems are installed outside the vehicle near the base of the windscreen and bonnet hinges and are designed to protect pedestrians impacted in frontal collisions.

Pedestrian Protection Systems may include Pedestrian Airbags and Bonnet Release Mechanisms that are activated by a series of sensors and a control unit. These are designed to detect an imminent collision and analyse the shape of the object to determine if the vehicle is about to hit a pedestrian.

**Pedestrian Airbags**

The airbag is positioned at the base of the windscreen and covers the lower one-third of the windscreen and the lower part of the A pillars. These are the areas most likely to be hit by an adult pedestrian.

**Bonnet Release Mechanism**

A pyrotechnic mechanism releases the rear part of the bonnet panel near the windscreen, causing it to be raised as the airbag inflates and dampening the impact for the pedestrian.



Rescue personnel must utilise existing safe working practices when working near other gas-driven inflation and propulsion systems, including identification and avoidance of component parts. For Pedestrian Protection Systems, these are located near the bonnet hinges and can be identified by similar markings and inserts to Supplementary Restraint Systems (SRS) located near the windscreen wipers.

Target Audience: All operational personnel involved in road crash rescue.				
A	B	C	D	Vol
O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year.				
OC-37-19	Issue Date:	Removal Date:	Contact:	Rescue Branch
Page 1 of 2	July 2019	July 2020	Rescue@dfes.wa.gov.au	



**Safety Message**

Rescue personnel must utilise existing safe working practises when working near gas-driven inflation and propulsion systems (e.g. SRS, gas struts), particularly when cutting bonnet hinges, A pillars and the base of the windscreen.

[Pedestrian Protection Systems](#) provides a video demonstration of the Pedestrian Protection Systems.

For further information, please contact the Rescue Branch on 0429 049 904 or email - [Rescue@dfes.wa.gov.au](mailto:Rescue@dfes.wa.gov.au).

**CRAIG WATERS**  
**DEPUTY COMMISSIONER OPERATIONS**

Target Audience: All operational personnel involved in road crash rescue.				
A	B	C	D	Vol
O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year.				
OC-XX-19	Issue Date:	Removal Date:	Contact:	Rescue Branch
Page 1 of 2	July 2019	July 2020	Rescue@dfes.wa.gov.au	



**OPERATIONAL CIRCULAR 51/2019**

**File:** D10904

**September 2019**

**RURAL URBAN INTERFACE STRUCTURAL TRIAGE CHANGES**

Following advice from the State Solicitors Office, assessment categories for structural triage have changed to “Un-defendable” and “Possibly Defendable”. [SOP 3.5.6 – Structural Triage](#) and [FG 3.5 – Bushfire](#) have been revised to reflect this.

To assist firefighters with their decision making, a Rural Urban Interface (RUI) Assessment Form has been developed. This form is located in the Operations section of the IM Toolbox and all crews are encouraged to use this form to assist when assessing a property.

Note that this form **is not to be released** to the property owner/s or the public.

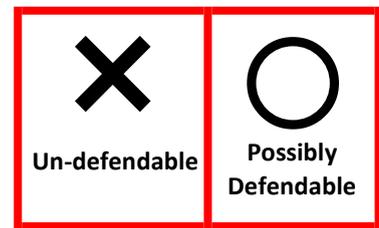
Changes to “Asset Type” in FESMaps are scheduled for November to reflect the new categories. In the interim Asset Type “Defendable – Without Firefighter Assistance” is not to be used.

**Key Message**

All firefighting personal to familiarise themselves with changes to SOP 3.5.6 – Structural Triage, FG 3.5 - Bushfire and the new RUI Assessment Form.

**CRAIG WATERS**  
**DEPUTY COMMISSIONER OPERATIONS**

Target Audience: All firefighters				
A	B	C	D	Vol
O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year.				
OC-51-19	Issue Date:	Valid Until:	Contact:	Country Operations
Page 1 of 1	Sept 2019	Sept 2020	Peter.Saint@dfes.wa.gov.au	



Circle applicable analysis.

**Subject to prevailing conditions**

## RUI Assessment Form

**This form is NOT to be provided to the property owner/s and members of the public**

Property Address: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Use:  Residential  Agricultural  Commercial  Other \_\_\_\_\_

### Building Construction

Roof:  Timber  Steel / Metal  Tile  Other \_\_\_\_\_

Walls:  Timber  Steel / Metal  Brick  Other \_\_\_\_\_

Floor:  Timber  Concrete  Stilts/Pole  Other \_\_\_\_\_

Construction  Timber  Steel / Metal  Brick  Other \_\_\_\_\_

### Defendable Space

Defendable Space:  None  10m  20m  30m+  Other \_\_\_\_\_

Surrounding Vegetation:  Heath  Forrest  Woodland  Grassland  Other \_\_\_\_\_

### Vehicular Access

Access Width & Height:  Light Tanker  Heavy Appliance  Other \_\_\_\_\_

Distance to Roadway:  0 - 10m  10 – 20m  20 – 50m  50m+

Turn Around:  Yes  No Location \_\_\_\_\_

### Water Supply

Supply Type:  Water Tank  Hydrant  Pool  Dam  Other \_\_\_\_\_

Volume:  10,000L  20,000L  50,000L  100,000L+  Other \_\_\_\_\_

Fittings:  Stortz  Camlock  50mm  75mm  100mm  Other \_\_\_\_\_

### Personnel & Resource Requirements

Resources: \_\_\_\_\_ Light Tanker \_\_\_\_\_ Pump \_\_\_\_\_ Tanker (2.4/3.4) Other \_\_\_\_\_

### Resident Preparedness

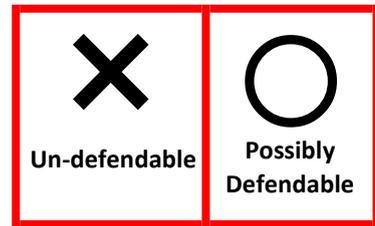
Firefighting Equipment:  Sprinklers  Portable Pumps  Other \_\_\_\_\_

Bushfire Plan:  Leave Early  Stay & Defend No. of people at property \_\_\_\_\_

Comments: \_\_\_\_\_

Assessed by: \_\_\_\_\_ Date and Time: \_\_\_\_\_

**Complete RUI Analysis at the top of the page**



### RUI Assessment Map

Property Address: \_\_\_\_\_

Fire Prediction Map Created / Available: YES  NO



Structural Assessment	Symbol	Definition
<b>Un-defendable</b>		<ul style="list-style-type: none"> <li>It is unsafe for Firefighters to defend this property.</li> <li>Firefighters will not defend this structure.</li> <li>It is determined the structure is unlikely to survive a bushfire even if residents and/or firefighters stay to defend it.</li> <li>This structure does not have sufficient defendable space, access or water supply (or other reason).</li> <li>All who stay face an unacceptable risk of harm.</li> </ul>
<b>Possibly Defendable</b>		<p>Criteria could include some or all of the following:</p> <ul style="list-style-type: none"> <li>The structure has defendable space;</li> <li>The building construction materials appear sound and are non-combustible in nature;</li> <li>There is access and egress, including a turning circle;</li> <li>There is a sufficient water supply available; and</li> <li>There are enough firefighting resources to undertake defensive actions.</li> </ul>



**OPERATIONAL CIRCULAR 55/2019**

**File: D11572**

**September 2019**

**AVL and Distress Alarm Outage – Thursday 12 September 2019**

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As part of an upgrade to ensure continuous improvement of the Automatic Vehicle Location (AVL) system, there will be a planned outage of the system on Thursday 12 September 2019 between 0000hours and 0100hours. This includes any distress alarms and operation of the emergency distress button.

**Key Message**

All crews are to be aware of this planned outage and use alternative communication strategies during this period.

**CRAIG WATERS**  
**DEPUTY COMMISSIONER OPERATIONS**

Target Audience: Operational Personnel				
A	B	C	D	Vol
O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year.				
OC-55-19	Issue Date:	Valid Until:	Contact:	State Operations
Page 1 of 1	Sept 2019	Sept 2020	<a href="mailto:avladmin@dfes.wa.gov.au">avladmin@dfes.wa.gov.au</a>	



**SAFETY CIRCULAR 08/2019**  
**File: D10272**

**JULY 2019**

**CUTTING ELECTRICAL WIRES AT INCIDENT SITES**

Career Fire and Rescue Service crews were recently responded to a vehicle versus structure incident where the vehicle had impacted into the front porch area of a derelict building, ready for demolition. After verifying nil entrapment of occupants assistance was requested from an SES unit with shoring to prevent further collapse.



A reconnaissance of the building was conducted by the SES crews, with the attached photograph indicating the scene upon arrival. Western Power stickers were identified inside the main meter box, indicating that power had been isolated due to pending demolition, but there was no labelling noted to point to the presence of an Alternative Energy System (AES).

Although the crews were unable to view all parts of the roof, notably the northern aspect due to the location of the boundary fence, they informed the SES Team Leader that no solar panels were visible from the ground. The AES Inverter was also not seen, and was later located amongst the brickwork rubble once the vehicle was removed.

Acrow props were used to secure the brick wall to prevent further collapse. It was identified that the numerous wires hanging down had the potential of pulling on these props when the vehicle was removed, and the decision was made to cut them. This action was performed, and resulted in a 'flash' and loud 'bang' sound when the green (twin wire) was cut. No injuries resulted, and crews were withdrawn to reassess the situation.

**Critical Message**

Responding to any incident involving electricity is a high risk activity, and could result in fatality to responders. All personnel are to maintain high levels of situational awareness, and are to ensure a reconnaissance of the total area is conducted to identify if Alternative Energy Systems are present and active. Wires are not to be cut under any circumstance unless approved by relevant electrical authority in attendance at incident site to provide such advice.

**CRAIG WATERS**  
**DEPUTY COMMISSIONER OPERATIONS**

Target Audience: All emergency responders.				
A	B	C	D	Vol:
O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year.				
SC-08-19	Issue Date:	Removal Date:	Contact:	Health & Safety Services
Page 1 of 1	Jul 2019	Jul 2020	Doctrine@dfes.wa.gov.au	



**SAFETY CIRCULAR 12/2019**

**File: D10612**

**AUGUST 2019**

**SAFETY AND SECURITY AT INCIDENTS**

In April this year, a VFRS brigade attended an 'Unknown fire' incident that was reported to involve gunshots. With Police en-route, the VFRS approached the property before locating the fire in the backyard. It was determined that burning aerosol cans were causing sounds similar to gunshots. Whilst attending to the fire, the fire appliance was stolen.

The primary concern is the risk to personnel safety in approaching a potentially dangerous situation, namely approaching a house where gunshots had been reported and with no police presence. The theft of the appliance is an important yet secondary matter to personnel welfare.

All personnel are reminded that their safety at incidents is paramount. Police attendance can be requested through ComCen. Whenever there are reports or concerns about gunshots, the incident is to be treated as an active shooter until confirmed otherwise. Personnel are reminded of SOP 3.3.6 – Active Shooter which requires personnel to immediately withdraw and request police assistance.

It is also an important reminder that personnel need to ensure the security of appliances/vehicles at incidents through undertaking a risk assessment on the best course of action.

Where possible, consideration should be given to one person remaining in/near the vehicle at all times, and if the vehicle is to be shut down the keys are to be removed and given to the Officer in Charge or vehicle operator.

**Key Message**

Personnel to review [SOP 3.3.6 - Active Shooter](#) and ensure if gunshots have been reported that personnel do not approach the scene until Police have arrived.

**CRAIG WATERS**  
**DEPUTY COMMISSIONER OPERATIONS**

Target Audience: All service groups				
A	B	C	D	Vol
O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year.				
SC-12-19	Issue Date:	Removal Date:	Contact:	
Page 1 of 1	AUGUST 2019	AUGUST 2020	<a href="mailto:doctrine@dfes.wa.gov.au">doctrine@dfes.wa.gov.au</a>	