



# Minutes

Bush Fire Advisory Committee

Tuesday 10 September 2024

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## MINUTES

**Minutes of a meeting of the Bush Fire Advisory Committee held in the Council Chambers, Administration Building, Southern Drive, Busselton, on Tuesday 10 September 2024 at 6:32pm.**

### **I Acknowledgement of Country**

The Chair welcomed Councillors, staff, guests and members of the public to the Bush Fire Advisory Committee meeting of 10 September 2024.

The Chair acknowledged the Wadandi and Bibbulmun people as the traditional custodians of this region and paid respects to Elders past and present.

### **2 Attendance and Apologies**

#### **2.1 Present**

Todd Johnson	Deputy Chief & Fire Control Officer, Hithergreen (Chairperson)
Kate Cox	Councillor
Ken Sue	Fire Control Officer, Ambergate
Mark Fisher	Fire Control Officer, Yallingup Rural
Matt Muir	Fire Control Officer, Yallingup Rural
Mark Jolliffe	Fire Control Officer, Wilyabrup
Annette Batley	Fire Control Officer, Yoongarillup
Colin Sanderson	Fire Control Officer, Eagle Bay
Ian McGregor	Fire Control Officer, Acton Park
Mal Ballard	Fire Control Officer, Dunsborough
Andrew Hunt	Fire Control Officer, Dunsborough
Peter Dawson	Fire Control Officer, Vasse
Paul Blight	Fire Control Officer, Yallingup Coastal
Ian McGregor	Fire Control Officer, Acton Park
Doug Walters	Fire Control Officer, Acton Park
Ray Fokkema	Fire Control Officer, Metricup
Jamie Oates	Fire Control Officer, Hithergreen

#### **2.2 In Attendance**

Rachel Runco	City of Busselton, Manager Community Safety
Matt du Plessis	CESM Busselton (Executive Officer)
Andy Thompson	Acting DFES, District Officer Capes – LSW
Neil McKay	City of Busselton, Bushfire Mitigation Officer
Phoebe Buntain	City of Busselton, Senior Administration Officer (Minute Taker)
Kate Willott	Compliance Officer/upcoming Acting CESM
Moritz Kurys-Romer	Captain, Wilyabrup
Steve Hunt	Captain, Metricup
Helen Holzheuer	DBCA, Blackwood District Fire Coordinator

## 2.3 Apologies

Phill Cronin	Mayor, City of Busselton
Allan Guthrie	Chief Bush Fire Control Officer
Oscar Negus	Chief & Fire Control Officer, Hithergreen
Peter Thomas	DFES, District Officer Capes – LSW
Neville Haddon	Fire Control Officer, Yoongarillup
Peter Stark	Lead Trainer, Brigades

## 3 Disclosures of Interest

Nil

## 4 Confirmation and receipt of minutes

That the minutes of the Bush Fire Advisory Committee meeting held 11 June 2024 be confirmed as a true and correct record.

**Moved: Ken Sue**

**Seconder: Mark Smith**

**CARRIED**



## **5 Presentations**

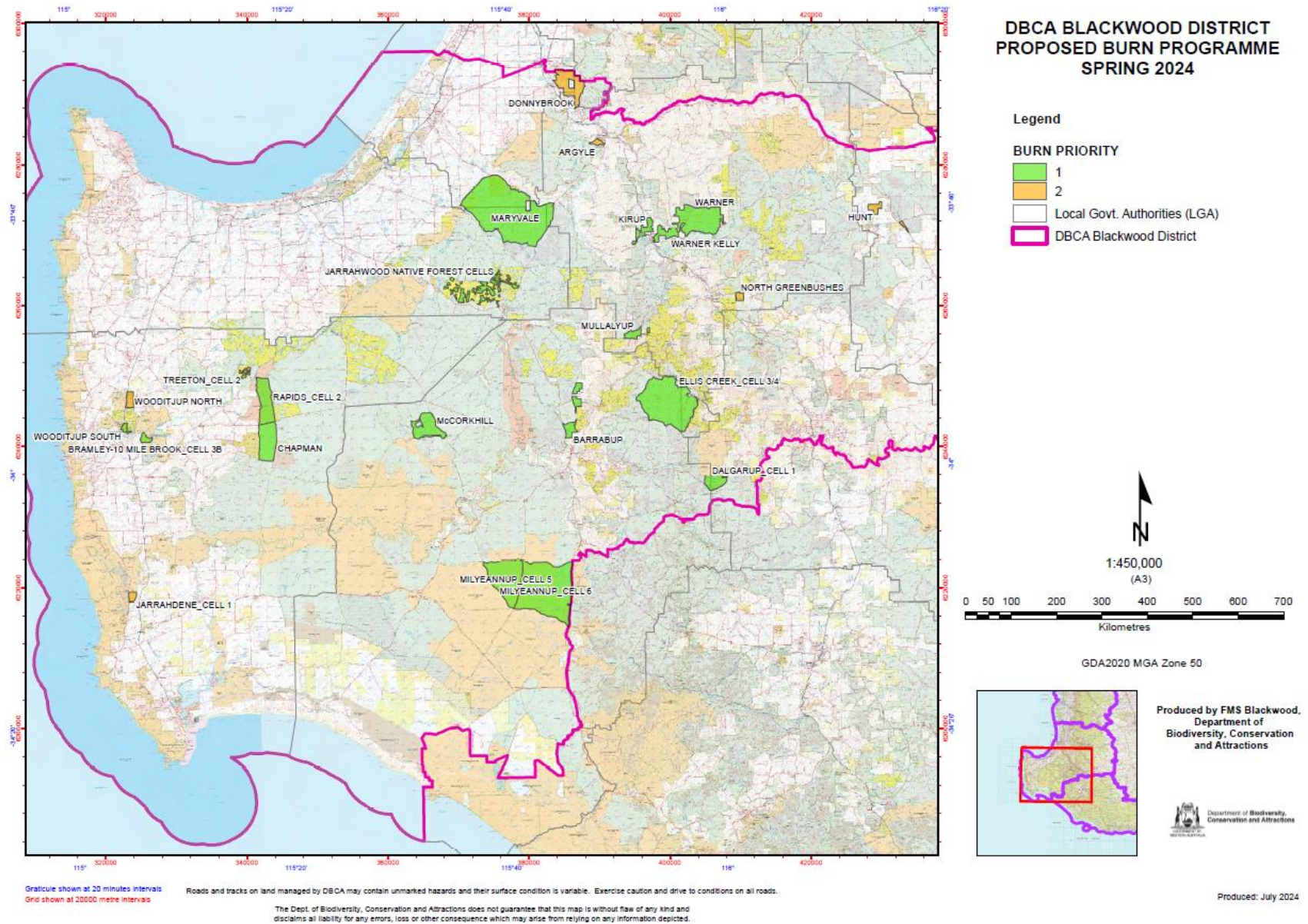
### **5.1 Presentation**

DBCA Presentation

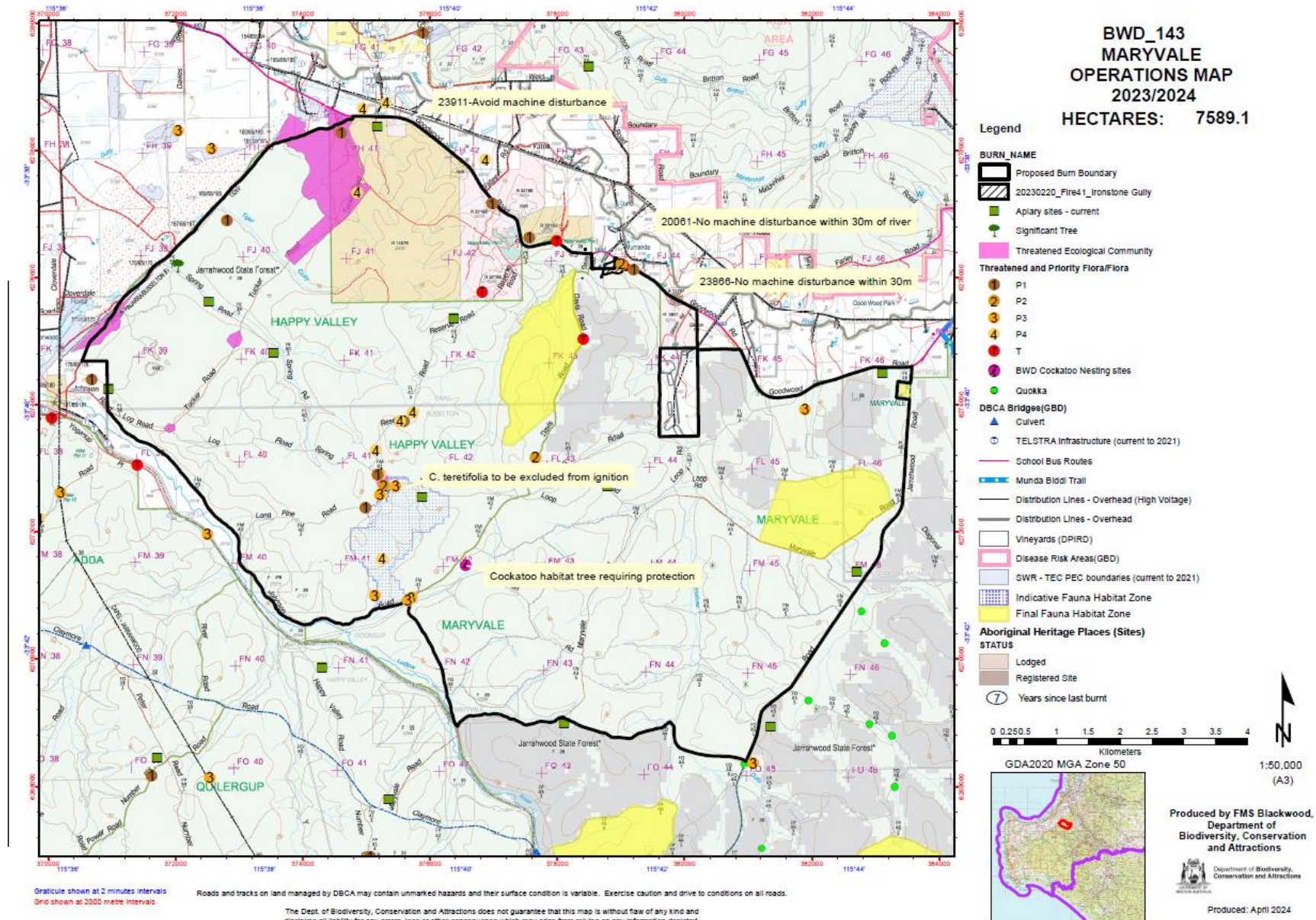
As at Attachment 5.1.1



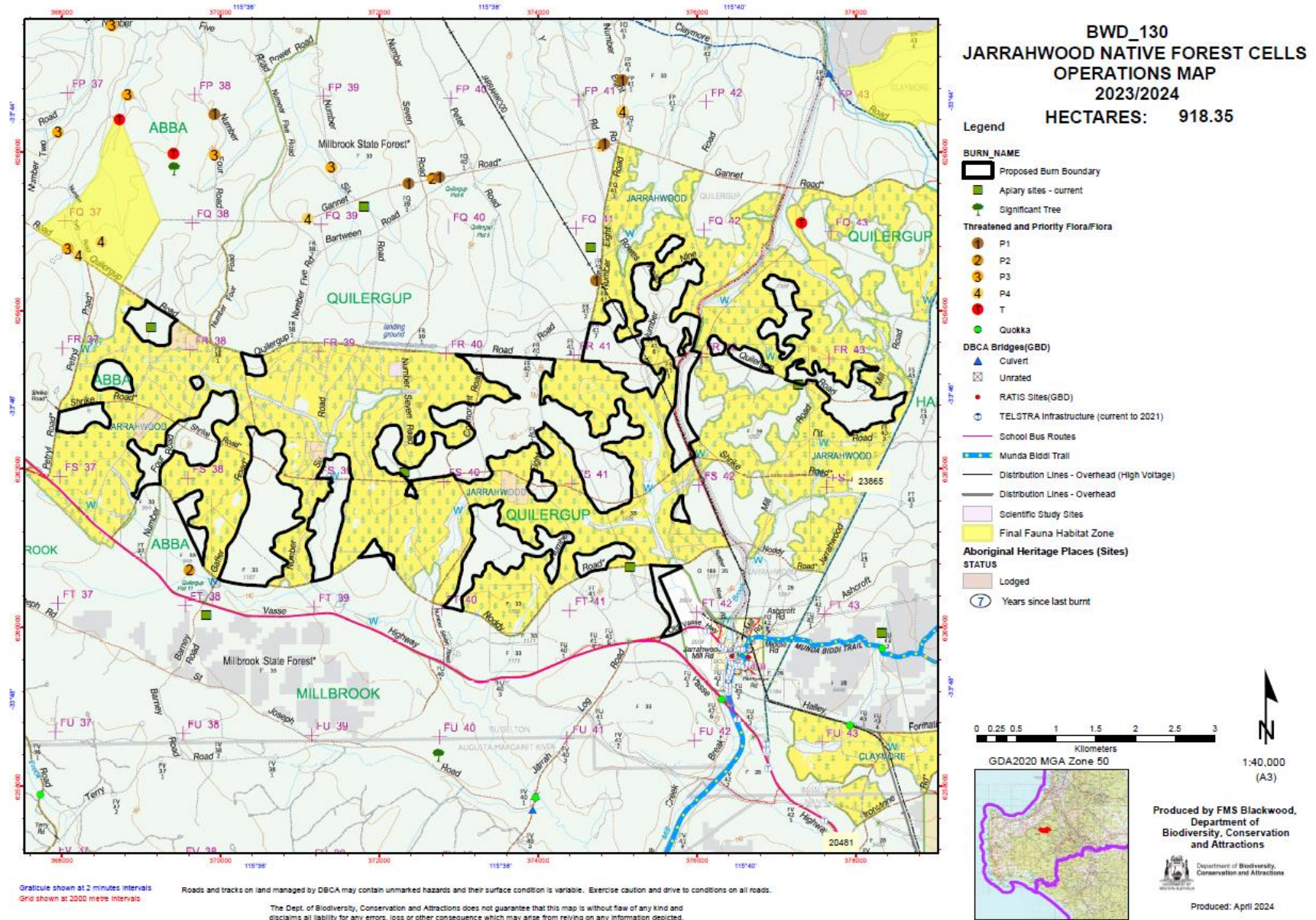
## DBCA Spring 2024 – CoB BFAC







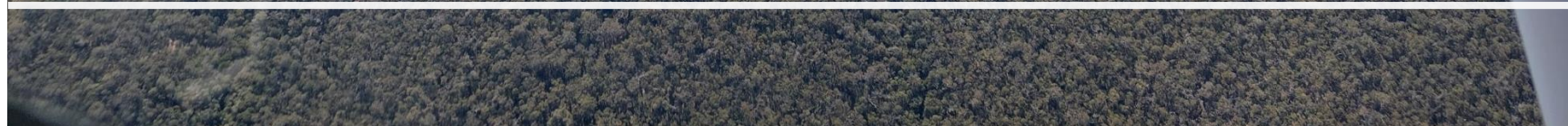




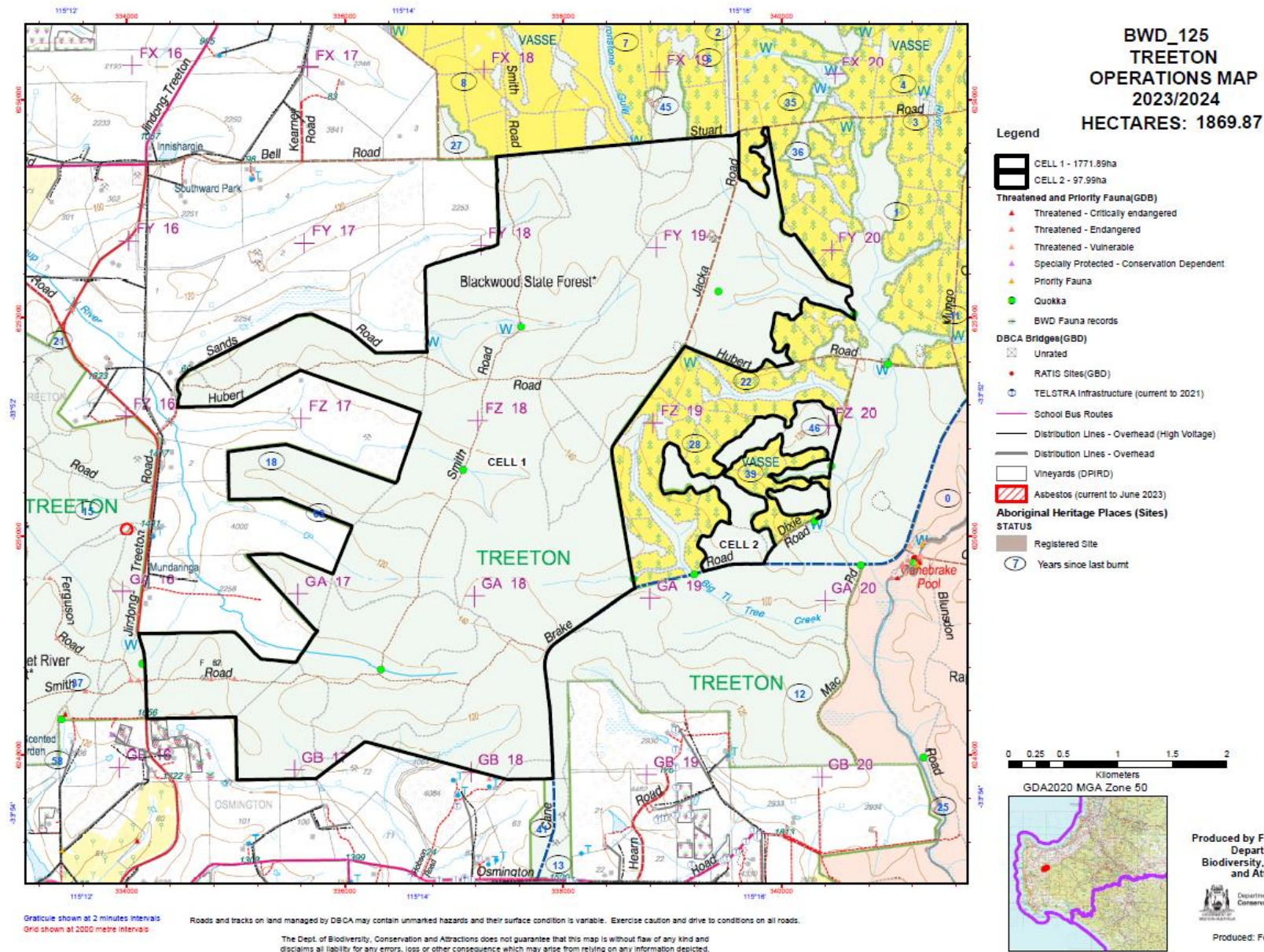




## Neighbour engagement



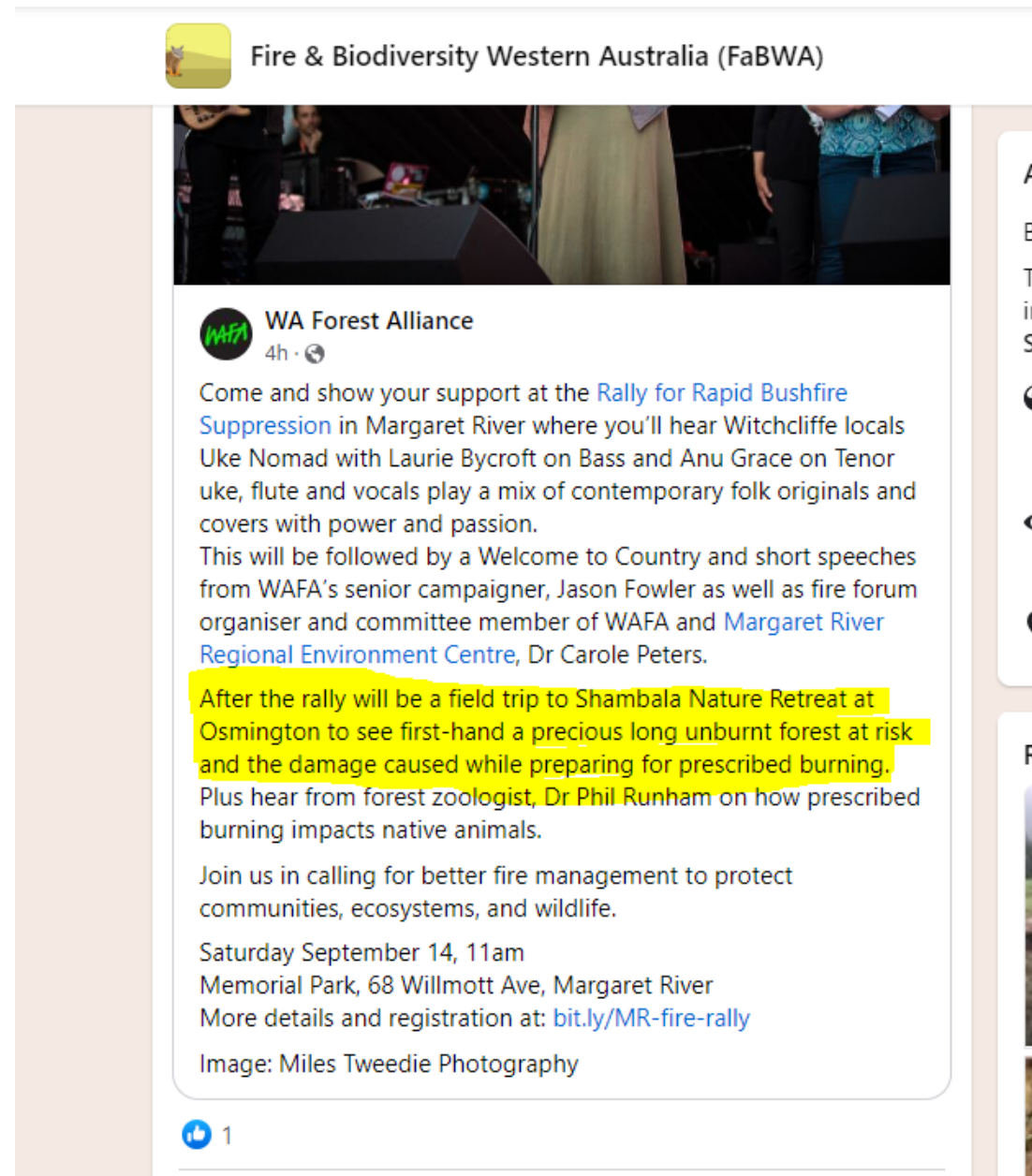












What can  
we do  
better?



- Provide timely notification to the right people
- Engage early & prevent mis-information
- Invest in education

# Questions?

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## 6 Officer/ Delegate Reports

### 6.1 Adoption of Bush Fire Brigade Operating Procedures

<b>Strategic Theme:</b>	Key Theme 2: Lifestyle 2.2 Work with key partners to facilitate a safe, healthy and capable community. Key Theme 4: Leadership 4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
<b>Directorate:</b>	Community Planning
<b>Reporting Officer:</b>	Manager Community Safety – Rachel Runco
<b>Authorised By:</b>	Director Community Planning - Gary Barbour
<b>Nature of Decision:</b>	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations.
<b>Voting Requirements:</b>	Simple Majority
<b>Disclosures of Interest:</b>	No officers preparing this item have an interest to declare.
<b>Attachments:</b>	Draft City of Busselton Bush Fire Operating Procedures

#### COMMITTEE RECOMMENDATION

That the Council adopts the Bush Fire Operating Procedures as shown in Attachment 1.

Moved: Matt Muir

Seconder: Mark Jolliffe

CARRIED

#### OFFICER RECOMMENDATION

That the Council adopts the Bush Fire Operating Procedures as shown in Attachment 1.

#### **EXECUTIVE SUMMARY**

At the Ordinary Council Meeting 18 October 2023, Council resolved to make the *City of Busselton Bushfire Brigades Local Law 2023 (BFBLL)*. This local law was gazetted on 31 October 2023 and came into operation on 14 November 2023.

Under the BFBLL the local government can adopt Bush Fire Operating Procedures (BFOP) to formalise the governance and operational and strategic procedures applied for administration and maintenance of Bush Fire Brigades (BFB) within the City of Busselton.

The BFOP will be annually reviewed, to ensure on-going alignment with the City of Busselton objectives of bush fire operations, remain consistent with legislative changes, Department of Fire and Emergency Services guidelines and any other relevant considerations.



## STRATEGIC CONTEXT

Adoption of the operating procedures supports transparent governance of the district. With formalisation of a consistent strategic and operational management framework for the administration of BFB contributing to facilitation of a safe community.

## BACKGROUND

It is widely recognised that the legislative framework which establishes the broad policy architecture for the establishment and regulation of BFB matters in Western Australia, being the *Bush Fires Act 1954 (BF Act)* is well overdue for renewal.

The BF Act is 70 years old and reflects the ideological practices at the time of establishment, now inconsistent with contemporary emergency service practice. A hindrance of the legislation is the power of delegation for the local government to delegate its functions are limited. The powers within the BF Act that provide for the establishment of BFB and the applicable administration framework cannot be delegated by the local government.

As such, the BFOP in attachment 1 outlining the governance and operations guidelines for BFB within the district requires the formal adoption by the Council. This requirement for formal adoption of the BFOP by the Council is unusual, and is inconsistent with the *Local Government Act 1995 and Regulations*, which clearly delineate that strategic functions of a local government are the responsibility of the Council, with operational implementation the responsibility CEO. Nevertheless, until such time as the power to delegate functions of the local government under the BF Act is modernised, or replaced by the introduction of the proposed *Consolidated Emergency Services Act* adoption of the BFOP requires a decision of the Council.

## OFFICER COMMENT

The City of Busselton BFBLL is based on the WALGA model, and is local law is divided into the following parts:

- Establishment of Bush Fire Brigades
- Organisation and maintenance of Bush Fire Brigades
- Types of Bush Fire Brigade Membership
- Appointment Dismissal and Management of Members
- Equipment of Bush Fire Brigades
- The Rules under which the brigades are to operate.

Under the BFBLL the City can adopt Bush Fire Operating Procedures to formalise the operational and strategic procedures applied for administration and maintenance of Bush Fire Brigade.

The BFOP were initially drafted by the City of Busselton Community Emergency Services Manager then finalised in consultation with a BFB member working group, prior to review and feedback by Bush Fire Advisory Committee (BFAC) members. The document has been informed and developed with consideration to relevant DFES operational Guidelines, manuals, standard operating procedures, combined with a review of adopted BFOP in place in other local government districts across Western Australia.

The resulting BFOP is structured into 10 sections, each addressing key strategic and operational aspects of brigade operations:

1. **Introduction:** Provides an overview of the purpose of the procedures and the context in which they are applied. It includes definitions of key terms and mentions that the procedures will be reviewed every three years or as needed.
2. **Objectives of Bush Fire Brigades:** Describes the primary objectives of the brigades, which include carrying out normal brigade activities and fulfilling functions as specified in relevant legislation and local laws.
3. **Membership:** Details the requirements for membership in a bush fire brigade, including age restrictions and the need for parental approval for members under 18. It also references additional information available in the City of Busselton's Bush Fire Brigade Local Law 2023 and Bush Fire Brigade Management Policy V1.0.
4. **Roles and Responsibilities:** Outlines the reporting structure and specific roles and responsibilities within the brigades and the City of Busselton staff.
5. **Brigade Management:** Covers topics related to work health and safety, accident and injury reporting, code of conduct, wellness, first aid, and insurance claims.
6. **Brigade Training:** Discusses training information, record-keeping, expenses, trainer/assessor roles, and annual skills maintenance.
7. **Equipment and Appliances:** Addresses repair and recovery, appliance checks, fault reporting, breakdowns, road accidents, and radio communication equipment defects.
8. **Personal Protective Equipment (PPE):** Provides guidelines on PPE personal issue, laundering, and ordering equipment.
9. **Brigade Information Systems:** Includes information on email access, DFES Volunteer Hub access, station notice boards, and expenses related to mobile phones, internet, and tablets.
10. **Brigade Security:** Discusses station security, alarm and door codes, and loss of uniform.

## **Statutory Environment**

### ***Bush Fires Act 1954***

Pursuant to section 41(1) of the BF Act, where a local government elects to establish a bushfire brigade, it must do so in accordance with local laws it has made for that purpose.

Section 62 of the BF Act provides a general power to make local laws relating to –

*(a) the appointment, employment, payment, dismissal, and duties of bush fire control officers; and (b) the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and (c) any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.*

**Local Government Act 1995** – Section 3.5 of the Act provides Council with the head of power for making local laws, which stipulates:

*A local government may make Local Laws under this Act prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.*

The procedure for making local laws is set out in sections 3.12 to 3.17 of the Act and regulation 3 of the Local Government (Functions and General) Regulations 1996 (WA).

## **Relevant Plans and Policies**

The officer recommendation aligns to the following adopted plan or policy:

Plan:

Not applicable.

Policy:  
Bushfire Brigade Management Policy

### **Financial Implications**

Nil – adoption of the BFOP will simply formalise the existing management framework applied for the governance of BFB. As such there will be no financial implications to the adopted 2024-25 Annual Budget as a result.

### **External Stakeholder Consultation**

The BFOP have been developed in consultation with a working group comprised of BFB volunteers from a variety of Brigades across the district including Eagle Bay, Yallingup Rural, Yallingup Coastal, Metricup, Dunsborough, Vasse and Wilyabrup.

At the Committee meeting 11 June 2024 BFAC supported the distribution of the draft BFOP to the committee following a review and incorporation of any feedback from the Chief and Deputy Chief Bush Fire Control Officers.

The Committee received the draft documentation via email 23 July 2024 for review and discussion with their respective BFB.

The BFOP in attachment 1 incorporate provided feedback.

### **Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

### **Options**

1. As an alternative to the proposed recommendation, the Committee could vary the provisions of the Proposed BFOP in many ways.

### **CONCLUSION**

It is recommended that the Council adopt the BFOP at attachment 1.

### **TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The officer recommendation will be implemented in full, or in stages as per the following table:

Milestone	Completion Date
Update City of Busselton website to include the BFOP	30 October 2024
Communicate the adoption of BFOP and provide an induction and training as part of the pre fire season refresher processes to all active firefighting BFB volunteers	30 November 2024

**CITY OF BUSSELTON**

**BUSH FIRE BRIGADE OPERATING  
PROCEDURES**

**Version 1.0 July 2024**



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## 1. INTRODUCTION

The City of Busselton Bush Fire Brigade Operating Procedures (BFBOPS) are approved by the City of Busselton (the City) for the good governance of bush fire brigades in the district.

These procedures will help Office Bearers have a greater understanding of their roles and responsibilities within the Brigades and how to manage their day-to-day duties.

### 1.1 Interpretation

In these Procedures, unless the context otherwise requires:

Term	Definition
Act	<i>Bush Fires Act 1954</i>
Chief Bush Fire Control Officer	The Chief Bush Fire Control Officer appointed in accordance with the Act.
CEO	Chief Executive Officer of the local government
City	City of Busselton
Committee	The Committee of the bush fire brigade
Council	The Council of the local government
Department	Defined in section 3 of the <i>Fire and Emergency Services Act 1998</i>
District	The district of the local government.
IC / ICC	Incident Controller / Incident Control Centre
Interest	means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having an interest;
Local government	The City of Busselton
Local law	The <i>City of Busselton Bush Fire Brigades Local Law 2023</i>
Normal brigade activities	As defined in section 35A of the Act.
RDC	Regional Duty Coordinator (DFES)
Regulations	Bush Fires Regulations 1954
Procedures	City of Busselton Bush Fire Brigade Procedures
SCC	Supervisor Communications Centre (DFES)
WAPOL	Western Australia Police

### 1.2 Review

The Procedures will be reviewed every 3 years by the City. They may also be reviewed, if required, at any time due to changes in operations and/or legislation.

## 2. OBJECTIVES OF BUSH FIRE BRIGADES

The objectives of a bush fire brigade are to carry out —

- (a) normal brigade activities under the Act; and
- (b) the functions of the bush fire brigade as specified in the Act, the Regulations and the Local Law.

### **Links:**

Act: [WALW - Bush Fires Act 1954 - Home Page \(legislation.wa.gov.au\)](https://legislation.wa.gov.au/legislation/homePage.nsf/0/00000000000000000000000000000000?open)

Regulations: [WALW - Bush Fires Regulations 1954 - Home Page \(legislation.wa.gov.au\)](https://legislation.wa.gov.au/legislation/homePage.nsf/0/00000000000000000000000000000000?open)

Local Law: [bush-fire-brigades-local-law-2023 \(busselton.wa.gov.au\)](https://busselton.wa.gov.au/bush-fire-brigades-local-law-2023)

### 3. MEMBERSHIP

#### 3.1 Membership of a bush fire brigade

- (1) Membership for each established brigade should be based on the capability requirements of the brigade.
- (2) A person, other than a cadet, must be 16 years or older to be a member of a bush fire brigade.
- (3) Written parental/guardian approval required for under 18 applications.

Further information on Brigade memberships can be found in the City of Busselton's:

- (1) the Bush Fire Brigade Local Law 2023 and
- (2) Bush Fire Brigade Management Policy V1.0

#### 3.2 Brigade Competency Profile

Brigades are required to maintain a minimum number of qualified individuals to meet service levels established against the Brigade profile.

The below following outlines the recommended minimum number of qualified firefighters required to cover a three-shift roster (12 hr):

Based on the driver turnout rate of 75% and firefighter turnout of 50%, brigades should ensure sufficient trained volunteers are available in the brigade to cover these shifts. E.G. a brigade requires **four trained drivers to cover three shifts** in an appliance, based on 75% availability.

The table details the recommended minimum number of volunteers that should be qualified at a brigade to maintain capability based on the above turnout ratios. This is only a **guideline** and is noted that some brigades may not have the memberships to achieve the numbers. Members can hold multiple awards to be included in minimum guidelines.

Minimum Firefighters Per Brigade				
Number of Appliances	1	2	3	4
Fire Control Officer	1	1	1	1
Incident Controller L1	3	3	3	3
Sector Commander	3	3	3	3
Ground Controller	3	3	3	3
First Aider	6	6	6	6
Appliance Drivers* (Heavy only)	4	7	11	15
Firefighter	12	24	30	36

\* Drivers hold pump operators' course and signed off by Captain. Other requirements include "PUAVEH001 Driving under operational conditions"



## 4. ROLES AND RESPONSIBILITIES

### 4.1 Brigade Reporting Structure

The brigade reporting structure has been developed to ensure volunteers have a method of contacting relevant City of Busselton staff to ensure the requirements of the brigade are met.

The Brigade reporting structure withing the City of Busselton is as follows:



The captain is the main point of contact for Brigade requests and issues. This ensures the City of Busselton (City) has one identifiable point of contact who has been elected by the volunteers and who accurately represents the volunteer's views.

If the specific matter cannot be resolved by the Captain or Chief, then the Community Emergency Services Manager (CESM) will be brought in to assist. If the CESM is not able to resolve the issue, the appropriate person in the City chain of command will be asked to intervene and provide advice.

**Brigades need to have as a minimum, the following position holders:**

- (1) Fire Control Officer
- (2) Captain
- (3) Lieutenant
- (4) Training Officer
- (5) Secretary/Treasurer

There are other position holders the Brigade may deem appropriate for their operations, detailed in **4.2 Brigade Roles and Responsibilities**.

## 4.2 Brigade Roles and Responsibilities

(1) Fire Control Officer

**The functions of** the Fire Control Officer include –

- Leadership and support to all brigade members
- Represent the Brigade at the Bush Fire Advisory Committee
- Incident Control
- Incident reporting
- Permits to Burn

(2) Captain

**The functions of** the Captain include –

- Leadership and support to all brigade members
- Management of the brigade
- Incident Control
- Member Welfare
- Maintaining Brigade operations
- Overseeing orders
- Preside at all brigade meetings or elect a proxy

(3) Lieutenant/s

**The functions of** the Lieutenant/s include –

- Supporting the Captain
- In absence of Captain, exercise functions and duties of Captain.
- Hierarchy order of roles commencing with 1<sup>st</sup> Lieutenant as senior officer
  - 1<sup>st</sup> Lieutenant
  - 2<sup>nd</sup> Lieutenant
  - 3<sup>rd</sup> Lieutenant
- Brigades may have a 4<sup>th</sup> Lieutenant depending on need and may have few in these roles due to brigade size.

(4) Firefighter

**The functions of** the Firefighter include –

- Firefighting
- Emergency Responding
- Deployments
- Planned Burns
- General brigade duties

(5) Equipment Officer

**The functions of** the Equipment Officer include –

- Maintenance of gear and equipment
- Maintaining and ordering Personal Protective Equipment/Clothing
- Ensuring appliances are operational and appliance operational/safety checks are completed.
- Storage areas of the brigade facility are maintained and kept tidy in accordance with Work Health and Safety (WHS) standards.
- Conduct annual stocktakes of brigade equipment, including maintain stock/equipment to ensure appliances are operational.

(6) Training Officer

**The functions of** the Training Officer include –

- Skills maintenance of brigade members
  - Regular training sessions are conducted.
  - Ensuring annual skills assessments are completed by all active members by 1 December every year.
- Reviewing and updating training plans
- Maintaining training records and ensuring records are current as per both City of Busselton and DFES requirements.
  - Provide Captain update of members currencies to ensure only current and qualified firefighters access fireground.
- Mentoring and providing skills development for brigade members
- Providing an annual training needs analysis for future training requirements

(7) Incident Control Support / Scribes

**The functions of** the Incident Control Support / Scribe include –

- Scribing for the Incident Controller or other officer at the Incident Control or Operations Point.
- Providing administration support including
  - Catering support
  - Communications support
    - WebEOC
    - Radios

(8) Auxiliary

**The functions of** the Auxiliary include –

- Setting up water points at/outside the fireground
- Providing transport to the incident for replacement crews
- Assist with setting up the staging area.
- Operate Base radio at fire station during incidents if required

(9) Secretary

**The functions of** the Secretary include –

- Attendance at all brigade meetings
- Compiling minutes of meetings, including Annual General Meeting
- Records maintenance including following up with Captain/FCO to ensure the following documentation is completed and sent to the City for processing:
  - Incident Logs
  - Insurance Claims
  - Member injuries
- Communications from the City and DFES are provided to all members through:
  - Emails
  - Notice boards.
  - BART
  - Other messaging technology
  - Meetings
- Ensuring membership records are kept and maintained.
- Prepare and send out notices of meetings.
- Answer and direct all correspondence appropriately.
- Ensuring compliance with requirements under incorporated / unincorporated associations
- Receive donations, grants and other moneys, and remit them to Treasurer.

(10) Treasurer

**The functions of** the Treasurer include –

- Management of financial accounts of the brigade including
  - Monies receivable
  - Accounts payable
  - Prepare balance sheet
- Providing financial reports
- Receiving donations and Grants and crediting to the brigade bank account

(11) Chairperson

**The functions of** the Chairperson include –

- Chairing of brigade meetings including AGMs
- Plan agenda with other committee members
- Facilitate open and constructive communications
- Ensure all decisions are documented and motioned

(12) Deployment Coordinator

**The functions of** the Deployment Coordinator include –

- Providing the Chief or delegated officer with names and contact details of brigade volunteers been deployed.
- Ensuring dietary and health requirements are documented.
- Assisting with rostering of members for deployment
  - Maintaining records of members on deployment



- Ensuring transportation to / from deployment point have been arranged for volunteers.

(13) Bus Logistics Officer

**The functions of** the Bus Logistics Officer include –

- Maintaining the deployment list:
  - Ensuring all volunteers on deployment list are signed off and on the bus prior to departure.
  - Ensuring all volunteers returning from deployment are accounted for.
  - Ensuring no volunteer is left behind.
- Provide advice to crews on what appliances they will be allocated to
- Ensuring food and welfare is arranged for volunteers on arrival / departure of fireground.
- Assist with ensuring Incident Controller is aware of arriving task force.
- Travel with the crew on the bus

**See [APPENDIX 1](#) - Roles and Responsibilities**

### 4.3 City of Busselton Staff Roles and Responsibilities

(1) Community Emergency Services Manager

**The functions of** the Community Emergency Services Manager include –

- Management of City's Bush Fire Brigades (BFB) & State Emergency Service (SES)
- administration, financial and resourcing processes
- Prepare, submit and acquit the City's Local Government Grant Scheme BFB & SES Grants.
- Manage the BFB and SES fleet, plant and equipment maintenance and replacement programme.
- Coordinate and oversee training requirements for brigades.
- Respond and support emergency incidents.
- Volunteer Support and Wellbeing.

(2) Ranger & Emergency Services Administration Officer

**The functions of** the Ranger & Emergency Services Administrator include –

- Administrative support to
  - Local Emergency Management Arrangements
  - Incident Support Group
  - Brigades
    - BART
    - Volunteer Applications
    - Correspondence
    - Contacts Directory
    - Expense claims
    - AGM Election of Officers
- Public / Volunteer queries
  - Public Information – Level 1 Incidents
- PPC and PPE
  - Record management
  - Servicing
  - Supply / Deliveries
  - Orders
  - Catering - Incidents (office hours)
- Facilities
  - Maintenance/ repairs
  - Pest/Vermin
  - Alarms / CCTV
- Permits to Burn
- Ranger tasking

(3) Bushfire Mitigation Officer

**The functions of** the Bushfire Mitigation Officer include –

- Bushfire Risk Mitigation Planning
- Mitigation Works
- Emergency Access Ways / Firebreaks
- Prescribed Burns
- Permits to Burn

## 5. BRIGADE MANAGEMENT

Managing a brigade involves maintaining an appropriate level of operational preparedness through the readiness of appliances, equipment, personnel, and station. The Brigade Captain has the overall responsibility of maintaining the brigade.

All Volunteers are provided a DFES Volunteer number which gains them access to the DFES Volunteer Hub. This provides volunteers with full suite of tools to manage the brigades and responding to emergencies, including:

- Training courses / Awards
- Incident Management Toolbox
- Wellbeing and Conduct
- Directives and
- Standard Operating Procedures.

**Directives** - provide guidance to leaders in their decision-making and set the minimum standard.

**Standard Operating Procedures** outline the normal practise that should be adopted for a range of situations.

Understanding these documents will help make you a more efficient emergency responder and assist crew leaders in their decision-making process. See [Bushfire \(dfes.wa.gov.au\)](https://dfes.wa.gov.au) and [Doctrine \(dfes.wa.gov.au\)](https://dfes.wa.gov.au)

### 5.1 Work Health and Safety

The City is committed to establishing and maintaining, safe standards of work safety and health for all employees and volunteers.

This is achieved by ensuring that the appropriate resources and effort are effectively utilized in the areas of accident and injury prevention.

Managers and supervisors at all levels regard safety and health at the workplace as one of their highest priorities and are responsible for ensuring that volunteers are given instruction on correct techniques for performing the job. This incorporates instruction in safe working practises and procedures, and an awareness of all hazards associated with their work.

Volunteers are responsible in accident and injury prevention; and will be encouraged to participate in improving standards of workplace health and safety.

Volunteers are responsible for:

- (1) Maintaining work practises that are safe and minimise risk to health and safety.
- (2) Encourage others to work in a safe and healthy manner.
- (3) Supporting and promoting WHS in the workplace.
- (4) Reporting and rectifying unsafe conditions that comes to their notice.
- (5) Their own health and safety, and the health and safety of others affected by their actions within the brigade and the community.

### 5.2 Accident and Injury Reporting

- (1) The City has a dedicated Safety and Injury Management team to provide support and assist volunteers.
- (2) The aim is to maintain a safe working environment through the development and implementation of a Workplace Health and Safety system that promotes and supports a strong safety culture.
- (3) Brigade members are responsible for the welfare of themselves and their teams. Any workplace Health and Safety concerns must be reported to the Captain as soon as possible and actions taken to ensure that safety is maintained.
- (4) This is particularly important where there has been exposure to any hazardous or potentially dangerous materials e.g. asbestos. An Incident Report form must be completed and forwarded to the CESM.
  - See [Appendix 2 - Incident Report form](#).



### 5.3 Code of Conduct

Brigade members are to always act in a professional manner, whether they are on a fire ground or representing the brigade at any time e.g., school fete, or static display.

Brigade members are always to show courtesy to members of the public and staff and members of the Local Government.

The Brigades must comply with both the DFES Code of Conduct and City of Busselton Code of Conduct. The current document can be found on the following links:

DFES Code of Conduct: [Conduct \(dfes.wa.gov.au\)](https://www.dfes.wa.gov.au/Conduct)

### 5.4 Wellness

Brigades have access to DFES Employee Assistance Program (EAP).

DFES provides welfare assistance and support to volunteers through Chaplaincy, Peer Support, and an Employee Assistance Program (EAP) as follows:

(1) **Chaplaincy**

Immediate chaplain support can be requested through the ComCen, more discreetly through the CESM, or directly through contact numbers available through the Wellness Branch (08 9485 7800 pager service).

(2) **Peer Support**

The Wellness Program Coordinator oversees the DFES Peer Support Program. Peer Supporters are specially trained to assist DFES personnel affected by emergency incidents or who experience personal or family issues.

(3) **EAP**

The DFES Employee Assistance Program (EAP) is provided free of charge to DFES employees, volunteers, and their immediate families. This service will ensure that confidentiality is maintained, and NO details or issues will be released to your employer or any other agency without your written consent. Reports are provided to the employer citing statistical data only; no individual identifying data is released.

### 5.5 First Aid

Designated brigade members must complete and maintain DFES approved First Aid competencies as per their brigade capability requirement.

All supplied first aid kits are to be maintained and replenished.

### 5.6 Insurance Claims

The City maintains insurance policies designed to provide volunteers with an appropriate level of cover during involvement in operations, operational support, and training activities.

The Brigade Captain must inform the CESM of any claimable incidents and complete the appropriate forms for the type of insurance claim being lodged.

These forms can be requested via the Ranger and Emergency Services Administration Officer.

## 6. BRIGADE TRAINING

The DFES Bushfire Centre of Excellence (BCoE) training team is focused on the development and delivery of bushfire and planned burning training and support material for the bushfire sector. Training is developed and delivered collaboratively with a range of relevant stakeholders.

The City Brigade members are required to follow the DFES Training requirements in addition of any City requirements. DFES eAcademy provides Bush Fire Brigade Volunteer pathways and required competencies for the fire ground and other roles. All members must complete the minimum requirements determined by the City and DFES.

Minimum qualifications to operate on a fire ground are:

- (1) Bushfire Safety Awareness
- (2) Bush Fire Fighting Skills
- (3) AIIMS Awareness

Capability is achieved through maintaining qualification against the brigade profile. Each brigade needs to ensure their members have relevant qualifications and skills to ensure the capability of brigade is maintained.

The CESM in consultation with the Brigade Captain and Brigade Trainer is to monitor training needs against the brigade profile to identify and/or anticipate specific skill shortfalls. Where gaps are identified, the CESM will arrange or request for delivery of the required training if not available on the Volunteer Hub.

### 6.1 Training Information

Guidance for the administration of training is as follows:

	DESCRIPTION	LINK
<b>Training Information</b>	<p>The DFES Extranet provides links to training information:</p> <ul style="list-style-type: none"> <li>• Volunteer Training Programs</li> <li>• Training Pathways</li> <li>• Training Calendars</li> <li>• State Training</li> <li>• Skills Recognition</li> <li>• Contact Information</li> <li>• Course Content</li> <li>• Learning Manuals</li> <li>• Competency Levels</li> </ul>	<a href="#">Volunteer Hub</a>
<b>Application</b>	<ul style="list-style-type: none"> <li>• Qualification training requires the prior approval of Brigade Captain.</li> <li>• Courses to be applied online through the DFES eAcademy via the Volunteer Hub.</li> <li>• Courses that are not provided by DFES need approval from both the Captain and CESM.</li> <li>• Courses outside of the region will need to have approval from both the CESM and DFES Training Coordinator (LSW)</li> <li>• Confirmation of attendance and training materials are provided directly from the training provider to the individual</li> </ul>	<a href="#">Volunteer Hub</a>

### 6.2 Training Records

Qualifications will be recorded by DFES, and records held at the following locations:

- (1) DFES eAcademy
- (2) DFES Resource Management System (RMS)
- (3) Brigade Training Records
- (4) Annual Skills Refresher – Scanned and saved at the City of Busselton records management system.

### 6.3 Training Expenses

Training expenses are covered by the Local Government Grant Scheme (LGGs) this includes fuel and accommodation for attending training courses outside of the local area. Application for training and expense approvals must be approved by the CESM prior to course commencement. Receipts are to be presented to the City within 14 working days of course completion.

Contact City Emergency Services Administration team for Claim Form.

### 6.4 Trainer / Assessors

The City's CESM is the Training Coordinator for Brigade accredited training. This is actioned through the City's Bush Fire Brigade training team who are accredited DFES trainer/assessors.

The trainers are responsible for basic training for bushfire personnel utilising program content and training resources developed by the Department of Fire and Emergency Service and other training agencies.

### 6.5 Annual Skills Maintenance

Brigades are to ensure all active volunteers complete their Annual Skills Maintenance for the year commencing 1 July and concluding on 1 December each respective year.

The skills maintenance is required to ensure that all firefighters of Brigades, within the City of Busselton, have achieved a minimum standard of skills, prior to the fire season.

Skills maintenance may be completed over a period and members signed off after each training session or brigades may complete a training day prior to 1 December to ensure members are deemed competent.

- Members who have not completed the skills maintenance by 1 December, will become **inactive** Firefighters until such a time that endorsement of all skills refresher tasks is obtained.
- **Inactive Members** are unable to attend any Brigade incident.

Each Brigade will keep an accurate record of the status of each member and a copy of these records shall be forwarded to the City of Busselton Emergency Services Administration team.

The following form must be used for completion of the Skills Maintenance:

- Annual Skills Maintenance Assessment – Bush Fire Brigades (Current Version)



## 7. EQUIPMENT AND APPLIANCES

### 7.1 Repair and Recovery

- (1) Breakdown or recovery tasks represent a risk to the firefighters and loss of operational capability for both the City and DFES. Clear procedures and mutual understanding will ensure the impact of breakdowns on the provision of emergency response is minimised.

### 7.2 Appliance Checks

- (1) Appliances, including all items of minor equipment that are assigned to the appliance, are to be checked monthly. This is done through the VPower Checks:  
**See [Appendix 3 - VPower Checks](#)**
- (2) VPower checks can be conducted via **paper form or electronically via the Safety Culture App**
- (3) Vehicles and vehicle-based equipment are to be inspected monthly.
- (4) The aim of operational inspection routines is to identify faults and defects in order to minimise failure events during response.
- (5) Visual tyre inspections to be completed prior to using appliance.
- (6) Tyre Inflation:
  - Light vehicle tyre inflation can be undertaken by emergency responders providing suitable compressor and equipment is available, or at any service station.
  - Heavy vehicle tyres to be inflated by Fleet team as most service stations do not have the required pressures.

### 7.3 Fault Reporting

- (1) Defects are to be reported as soon as they are detected (whether on or off station) to ensure prompt rectification or a replacement is provided without delay
- (2) All Appliances have an allocated Vehicle Fault Report book. The book is unique to the appliance and acts as an historical mechanical record for technicians. All appliance and **appliance- based equipment** faults are reported on a VFR or via the Safety Culture App.
- (3) VFR books are stored on the corresponding appliance in case of faults occurring when mobile.
- (4) During business hours faults are reported directly to Fleet Team via app, email and/or phone. If reported via email/ app, a phone call must be made to confirm receipt of request.
- (5) After hours the on-duty mechanic is contacted via the City After Hours Mechanic mobile.
- (6) The priority of repairs is determined by workshop technicians.
- (7) City Fleet team will send a BART message to brigades to notify when the appliance will be offline and a separate message for when it will return online.

### 7.4 Following Equipment Failure.

- (1) Procedures to be followed in the event of vehicle/equipment damage or failure resulting in an **injury or near miss**, (providing that operational priorities allow it), are as follows:
  - Immediately cease operations
  - Ensure personnel are unharmed and treat injuries as required
  - Isolate and tag equipment at fault (e.g. attach Out of Service tag)
  - Debrief crews
  - Notify CESM within 24 hours. CESM to provide Incident Report Form.
  - Complete Incident Report

### 7.5 Appliance Breakdowns

- (1) **General:**
  - Operational vehicle breakdowns are a risk to both crews and the public and must be repaired or recovered expediently. Procedures in the event of a breakdown/recovery are detailed in the below table:

<b>Immediate Actions</b>	<b>Ensure crew safety:</b> <ul style="list-style-type: none"> <li>• Incident hazards (separate from breakdown hazards)</li> <li>• Situational hazards (traffic, unstable vehicle position)</li> </ul>
--------------------------	---

	<b>Reduce obstruction hazard to others:</b> <ul style="list-style-type: none"> <li>• Move if possible.</li> <li>• Alert presence - Activate hazard warning lights and set out road cones</li> </ul>
<b>Driver Notify COMCEN/Chief/IC</b>	<b>Alert:</b> <ul style="list-style-type: none"> <li>• If a loss of resource at incident/in district to arrange replacement</li> </ul>
<b>Driver to Notify Fleet</b>	<b>Provide details:</b> <ul style="list-style-type: none"> <li>• Location</li> <li>• Describe breakdown or recovery need (describe recovery task)</li> </ul>
<b>COMCEN Mobilisation</b>	<b>Resourcing:</b> <ul style="list-style-type: none"> <li>• The SCC is to ensure ongoing adequate resourcing of the incident/district through liaison with the IC/RDC</li> </ul>
<b>Fleet / Local Service Provider</b>	<b>Repair/Recover or assess</b> and report to Driver and CESM
<b>Replacement Action</b>	In the event of <b>major irreparable failure</b> of a vehicle or major equipment item, replacement is to be arranged through the DFES Lower South West (LSW) management hierarchy. There is a very limited standby fleet available for country regions. Regional Officers will negotiate a solution with the Fleet Maintenance Coordinator – Country during normal business hours. In an afterhours situation the Regional Officer will contact the Duty Manager who shall coordinate the necessary action.

- (2) **Safe Movement to Place of Repair**
  - Under no circumstances are operational crews to drive vehicles under their own power to the place of repair if there is suspected damage to vital safety components such as brakes, transmission, or suspension. Such breakdowns are to be deemed recovery tasks.
- (3) **Authority to Self-Drive a Recovered Vehicle**
  - Vehicles are not to be self-driven where there are suspicions of structural damage until assessed for drivability by the attending City mechanic or Local Service Provider. It is the role of the attending City mechanic or Local Service Provider to assess the drivability of a recovered vehicle and authorise self-movement or assisted recovery. In cases where vehicles have been involved in accidents which have resulted in death or serious injury, the vehicle is not to be moved until released by the WAPOL investigating officer.

## 7.6 Road Accidents

- (1) If you are a driver of a vehicle involved in a traffic crash, you must immediately stop and supply your name and address to any other involved party in the crash unless you have been injured and unable to do so, due to the crash.
- (2) The driver of a vehicle must report a traffic crash when the incident occurred on a road or any place commonly used by the public, e.g. carparks; and
  - the incident resulted in bodily harm to any person; or
  - the total value of property damaged to all involved parties exceeds \$3000; or
  - the owner or representative of any damaged property is not present.
- (3) Accidents must be reported as soon as practically possible to the CESM (within 24 hours).

## 7.7 Radio Communication Equipment Defects

- (1) Damage and defects to Communications equipment including radios (both **handheld** and vehicle mounted), data cards, etc. are to be reported **to the CESM** and CESM complete the appropriate DFES Information and Communication Technology (ICT) Service Request form.
- (2) ComCen must also be informed if turnout may be delayed and/or an alternate communications plan is in place.

## 8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

### 8.1 PPE Personal Issue

The purpose of PPE is to protect the wearer from injury. When PPE is damaged because of a near miss or exposure to a hazard, it does not necessarily indicate a failure of the PPE, in fact it may indicate that the PPE has served its purpose (providing the wearer was un-injured). It does however warrant a review of the task being undertaken. PPE MUST be worn

Where PPE has been has failed to protect the wearer, an investigation is required to identify weaknesses and rectify appropriately.

For firefighters, the below table outlines the level of PPE necessary to provide protection against the hazards encountered:

Type	Qty	Replacement	Type	Qty	Replacement
<b>Tunic (L1)</b>	1	8 years / wear & tear	<b>Full Face Mask</b>	1	Visible wear & tear / damaged
<b>Trousers (L1)</b>	1	8 years / wear & tear	<b>Mask Filters</b>	1 set	6 months / 8 hours use
<b>Gloves</b>	1 Pair	Visible wear & tear	<b>Helmet</b>	1	10 - 15 years / excessive blow / damaged
<b>Boots</b>	1 pair	Visible wear & tear	<b>Helmet Neck Flap</b>	1	2 years / 50 washes
<b>Goggles</b>	1	Visible wear & tear	<b>Helmet Face Shield</b>	1	3 years / wear & tear
			<b>Helmet Head Band &amp; Cradle</b>	1	5 years / wear & tear

Volunteers are responsible for their own safety and need to ensure they replace their PPE as required. Full PPE must be worn at the fireground.

Further information is found at DFES Standard Operating Procedure **3.2.1 Personal Protective Equipment (PPE) on the DFES Volunteer Hub: [Doctrine \(dfes.wa.gov.au\)](https://www.dfes.wa.gov.au)**

### 8.2 PPE Laundering

Firefighters' uniforms are complex garments that provide specific thermal protection. PPE must be laundered in accordance with **DFES SAP 1.3.A - Specialised Cleaning of Operational Garments**. PPE inspection should be carried out quarterly. PPE items that can be laundered consists of the following:

- (1) Level 1 Tunic
- (2) Level 1 Trousers
- (3) Helmet Neck Flaps
- (4) Facemask Bags
- (5) Gloves

The following Laundromat is the approved supplier for laundering of PPE:

- (1) **Dunsborough – The Laundry Room**

Firefighters can drop off their PPE directly at the laundromat and provide name and brigade in which they belong to.

### 8.3 Ordering Equipment/PPC

- (1) **Appliance equipment replacement** orders are to be emailed to the Ranger & Emergency Services Administrator for processing.
- (2) **PPC orders** are to be emailed to the Ranger & Emergency Services Administrator for processing.



- (3) **First Aid orders** are to be completed online via the City's approved supplier's online order form. Only approved items on the specific appliance / station first aid kit are to be ordered. The online order form details minimum requirements for the specific kit. Other items such as defibrillators need CESM approval prior to ordering.

Brigades are issued usernames and passwords by the City to access the order.  
Use following link for all first aid orders: [1st Aid Online Order](#)

## 9. BRIGADE INFORMATION SYSTEMS

Office Bearers must accept responsibility for maintaining operational records and information flows to their members.

### 9.1 Email Access

- (1) Access to the email account should be restricted to the Brigade Office Bearers who shall utilise it for the management of brigade activities.
- (2) Brigades should utilise a generic email address for the various office bearers. EG [yrbfb.secretary@xxx](mailto:yrbfb.secretary@xxx) This will allow for business continuity if the office bearer changes.

### 9.2 DFES Volunteer Hub Access

- (1) The Hub supports Brigades by providing operational, non-operational and information resources.
- (2) Volunteers are provided access to the Volunteer Hub.
- (3) It is particularly important for Brigade Office Bearers to have access to the volunteer hub to maintain an awareness of current operational and safety information:  
[Volunteer Hub](#)

### 9.3 Station Notice Boards

- (1) Station notice boards are accessible to all Brigade members and are to display the following information:

City/DFES Operations Correspondence – Operational and Safety Circulars	City/DFES Memorandums/Documentation
Meeting Agenda Items	City/DFES WHS Correspondence
Local media clippings	Letters of appreciation from the public
Training Calendar	

### 9.4 Mobile Phone, Internet, and Tablet Expenses

The annual rental and call costs on each approved brigade mobile phone and internet connection will be paid by Council through the ESL Operating grant.

**Tablets** are currently **not eligible** under the ESL. The running cost and maintenance of these devices must be paid for by the Brigade or as budgeted through the Council's budget by the CESM.

## 10. BRIGADE SECURITY

Appliances, minor equipment, PPC and other items held within BFB stations are considered attractive. All members are to take an active interest in the security of their station.

### 10.1 Station Security

- (1) Station security is the responsibility of the Captain or delegated Office Bearer. Equipment held is important for operational capability and must be protected through basic security procedures.
- (2) All stations are to be secured as part of a routine complied with when attending incidents, training, meetings, and other station duties.

### 10.2 Brigade Alarm and Door Code

- (1) Alarms and Door Codes held on stations are entrusted to Brigades to enable afterhours access to buildings.
- (2) The codes are confidential and must not share with non-brigade members.
- (3) Alarms are monitored and call outs will be activated if a multi area is activated.

### 10.3 Loss of Uniform

- (1) The loss of badged uniform items represents a fraud risk to the organisation and possible compromise of the good standing of local Brigades.
- (2) The Brigade Captain must report as a priority, to the CESM, any uniform (or part) that has been identified as missing.
- (3) Local WA Police are to be notified when instances of theft are suspected.

APPENDIX 1  
Roles and Responsibilities Chart

ROLES & RESPONSIBILITIES (BRIGADES)							
Fire Control Officer	Captain	Lieutenant	Firefighter	Equipment Officer	Training Officer	Treasurer	Secretary
Leadership	Leadership	Support / Proxy to Captain	Fire Fighting	Maintenance	Skills Maintenance	Accounts Payable	Minutes
Incident Control	Incident Control		Emergency Response	PPE/PPC	Training Plans	Monies Recievable	Communications
Incident Reporting	Member Welfare		Deployments	Appliances	Training records	Balance Sheet	Memberships
Permits to Burn	Brigade Operations		Planned Burns	Facilities Storage	Mentoring	Receipt of Donations	Donations/Grants
BFAC	Orders		General Duties	Audit / Stocktake	Training Needs Analysis	Financial reports	Reporting / Compliance
Other Roles							
Chief Bush Fire Control Officer	Leadership	HVMB	Prohib/Restricted Burning	Permits to Burn	Resourcing/ Training	Advice to LG	Chair BFAC
Deputy Chief Bush Fire Control Officer	Support / Proxy to CBFCO						
Chairperson BFBs	Annual General Meetings	Committee Meetings					


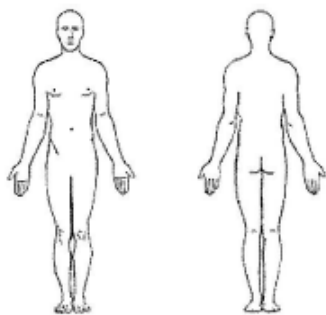


## APPENDIX 2

### Incident Report Form

#### Example of Incident Report Form

For current version, request form from Ranger and Emergency Services Administration Officer.

INCIDENT REPORT FORM		
<b>PART A - Worker</b> Worker to complete as soon as practicable following an incident or near miss		
		<b>WHS Team to Complete</b> Incident # Doc Set ID #
<b>1. Incident type</b>		
<input type="checkbox"/> WHS incident <input type="checkbox"/> Near Miss <input type="checkbox"/> Injury <input type="checkbox"/> Motor Vehicle Incident		
Incident Date:	Time:	Location / Address:
Date reported:	Time:	
Reported to:		
<b>2. Who was involved</b>		
Name:		Contact No:
<input type="checkbox"/> CoB Staff Member Position:	<input type="checkbox"/> Volunteer Company Name:	<input type="checkbox"/> Contractor <input type="checkbox"/> Labour Hire
Was anybody else involved?		
Name:	Position:	Contact No:
Name:	Position:	Contact No:
<b>3. Witnesses</b>		
Name:		Contact No:
Name:		Contact No:
<b>4. Injury/illness</b>		
Describe any injury or illness sustained:		
Location of injury (describe and indicate on diagram):		
<input type="checkbox"/> First Aid <input type="checkbox"/> Medical treatment <input type="checkbox"/> No treatment required (report only)		

## APPENDIX 3

### VPower Checks



Government of Western Australia  
Department of Fire & Emergency Services  
Operations



#### VPOWER CHECKLIST

Vehicle Number:	Station/Unit:
Checked By:	Member Number:
Signature:	Date:

VEHICLE FAULT	S	US	N/A
Any outstanding faults			
PETROL/FUEL	S	US	N/A
Main and Sub Tank			
Generators			
Auxiliary motors (chainsaws)			
Spare fuel containers			
OILS	S	US	N/A
Sump level – vehicle			
Sump level auxiliary motors			
Brake Fluid			
Clutch Fluid			
Power Steering Fluid			
Water	S	US	N/A
Radiator cap condition			
Radiator coolant level			
Windscreen washer fluid			
Water containers			
Bottled Water & Refreshments			
EQUIPMENT	S	US	N/A
All equipment present & operating correctly (cabin, locker and external of vehicle)			
External equipment secure			
Lockers/doors closed			
Vehicle or body damage			
Vehicle clean inside and out			
Windscreen damage			
Windscreen clean			
Engage PTO			
Return to idle function operating (in cab)			

ELECTRICAL	S	US	N/A
Condition of batteries			
State of Charge			
Condition of terminals			
Lights - low/high beam			
- fog lights			
- park			
- indicators			
- hazards			
- registration plate			
- brake			
- reverse			
- beacons (all)			
- work/area			
- cabin			
- locker			
RUBBER	S	US	N/A
Tyre pressure			
Tyre condition (tread, sidewall)			
Objects between tyres/tread			
Wheel nuts tight			
Condition of hoses			
Fan Belts			
Wiper Blades			
Comments:			

Note:	S=Serviceable, US=Unserviceable, N/A=Not Applicable
Administrative Actions	<ul style="list-style-type: none"> <li>All US items, issues or concerns must be noted in the comments box</li> <li>Raise a VFR for all items, or report to management</li> <li>File in Equipment Check File</li> </ul>

VPOWER Check V1.2 July 2023

Review July 2024

*Uncontrolled When Printed*

## 6.2 DFES

DFES LSW Region Report – 10 September 2024

As at Attachment 6.2.1



Government of **Western Australia**  
Department of **Fire & Emergency Services**



## City of Busselton BFAC Meeting

DFES LSW Region Report – 10<sup>th</sup> September 2024

- **Kings Birthday Honours**

Congratulations to David Holland AFSM for his well deserved recognition for the many years of dedication he has given to the communities of Western Australia.

- **Community meetings during incidents**

The region is identifying local government representatives who would be the point of contact during incidents to support community meetings. We plan to test new live streaming equipment (regional) and relevant local platform intended to be used prior to the HTP. This will be to ensure the process and equipment is working correctly prior to any incident should a meeting be requested.

- **Firewise Garden Launch**

On the 5th of June CoE launched the WA Firewise booklet. The LSW region will be supporting a number of firewise garden workshops in July / August using these session to also support communities with their Fireplans.

- 18th May - Dunsborough
- 26th July - Manjimup
- 9th Aug - Pemberton
- 11th Aug - Northcliffe
- 16th Aug - Walpole

- **Australian Warning System (AWS)**

As of the 15<sup>th</sup> of July, the wet weather hazards join bushfire and heatwave in using the AWS colours, icons and warning levels. Warnings also feature an action statement in the headline, giving clear advice to the community about how to stay safe.

The All Clear and Take Care warning levels will no longer be used under AWS and are replaced with an Advice – Threat Is Reduced. This warning will advise the community that no further updates will be issued for that event.

All staff and volunteers should complete **AWS Awareness** which provides an overview of the AWS and how it is applied in Western Australia.

Staff and volunteers who perform roles that assist with the management of public information during incidents should complete **Applying the AWS**. This online scenario-based module will help you learn how to determine appropriate AWS levels and action statements for incidents.

Both training packages are available on EAcademy via the volunteer Hub.





Government of **Western Australia**  
Department of **Fire & Emergency Services**



Where can you find resources or more information?

**Doctrine**

- Updated doctrine including SAPs, SOPs, Bushfire Talking Points and AWS Warnings Triggers will be available on the IM Toolbox.

**Promotional resources**

- Information for the public including posters and an explainer video can be found on Emergency WA or the DFES website
- A handy toolkit including a flyer, posters, email signature and social media tiles will be on the Intranet and Volunteer Hub

Peter Thomas

**District Officer Capes - LSW**

## 6.3 COB/ DFES

*Reporting Officer: Matt du Plessis – Community Emergency Services Manager*

### **Recommendation**

**That the Committee:**

- 1. Receives and notes the Emergency Services Update Report**

### **SUMMARY**

This report provides the overview of the operations and activities of City's Volunteer Bush Fire Brigades for the region.

### **BACKGROUND**

Under the Bush Fires Act 1954, the City is responsible to make provisions about the organisation, establishment, maintenance, and equipment of bush fire brigades. The City achieves this through the provision of Prevention, Preparedness, Response and Recovery functions to provide a comprehensive approach to emergency management within the City. This is delivered by:

**Prevention:** The City administers and enforces the appropriate fire prevention provisions of the Bush Fires Act 1954. The City promotes and participates in appropriate community safety programs in consultation with DFES (Department of Fire and Emergency Services).

**Preparedness:** In addition to the applicable community safety programs identified against prevention, the City, through their staff and infrastructure, supports the emergency services preparedness programs developed and implemented by DFES. The City ensures that their bush fire brigade volunteers are trained to the appropriate levels.

**Response:** The City responds to day-to-day incidents through the turnout of the Bush Fire Brigades. City support, including access to volunteers, appliances and other resources as required, is extended to DFES controlled incidents when requested by the Incident Controller.

**Recovery:** The City undertakes recovery actions in accordance with its role as documented in the Emergency Management Act 2005.

**Management and Administration:** The City provides leadership and support to the development and management of their local emergency management arrangements. The City appoints a Community Emergency Services Manager to deliver the emergency services within the City. In addition to this, the City appoints a Bushfire Mitigation Officer and a Ranger and Emergency Services Administration Officer to support service delivery.

## OFFICER COMMENT

### Significant Incidents in the City of Busselton region

Nil

### Deployments

Nil

### Statistics update

The incident summary details all incidents responded by both DFES Volunteer Fire & Rescue Services and the City of Busselton Bush Fire Brigades up until 1 August 2024.

During the winter months, the likelihood of bushfires is low due to the wet conditions and the statistics reflect this.

### Incidents: Year to Date Comparison: July 1 to August 1

Incident Type	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	Average Excluding 2024/2025	% TREND this year
Called Off - No Attendance	1	1	0	1	1	0.8	0.00%
False Alarm - System Initiated	4	3	9	5	9	5.3	71.43%
False Call - Good Intent	10	4	4	6	8	6.0	33.33%
Fire - Bushfire (sml)	1	1	2	0	1	1.0	0.00%
Fire - Other/Rubbish/Vehicle	2	1	2	2	1	1.8	-42.86%
Fire - Structure	1	1	3	1	0	1.3	-20.00%
General Service Calls	1	1	1	1	0	0.8	0.00%
Hazardous Situation	1	0	1	0	1	0.5	0.00%
Natural Hazard	3	20	0	14	2	9.3	-78.38%
Rescue & Medical	5	3	3	2	1	3.3	-69.23%
Road Crash & Rescue	7	2	2	10	7	5.3	33.33%
Search	2	0	0	1	0	0.5	0.00%
<b>Totals:</b>	<b>38</b>	<b>37</b>	<b>27</b>	<b>43</b>	<b>31</b>	<b>35.5</b>	<b>-4.23%</b>

% TREND compares this FY to the Average.

## Hectares lost

There have been zero hectares lost over the winter period.

Size of fires is not always available; fires less than 1 hectare are not included.

Hectares Lost	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
All Bushfires	53	427	32	34	0

## Bush Fire Brigade Memberships

The below chart shows the summary of the City's Bush Fire Brigades memberships up until 31 July 2024. Membership has seen an increase of **9 new** members from May 2024. This is a 2% increase of membership across the brigades.

Volunteer Summary for LGIS	Age Group					
Volunteer Position	<=18	<=55	56-65	66-70	71+	Total
Junior or Cadet Rank	1	0	0	0	0	1
Active Operational	0	232	67	48	51	398
Non-Operational	0	10	7	5	10	32
Vol Leave of Absence	0	3	0	0	0	3
<b>Total</b>	<b>1</b>	<b>245</b>	<b>74</b>	<b>53</b>	<b>61</b>	<b>434</b>

## Training/ Workshops

The following courses/workshops have been delivered/attended:

- o Trainers Workshop
  - o 22 June
    - 11 persons attended
- o Prohibited and Restricted Burning Review Workshop
  - o 10 July
    - 7 persons attended
- o Fire Fighting Skills
  - o 3 – 4 August
    - 14 persons attended
- o Regional Operations Advisory Committee (ROAC)
  - o 8 August
    - Chief Bush Fire Control Officers – Various
- o Annual All Agency Burn Plan Meeting 2024
  - o 15 August
    - All agencies
- o Lower Southwest Trainers Workshop
  - o 23 August
    - DFES led workshop
- o Spontaneous Volunteers (NDRR Grant Funded Regional Training Session)
  - o 30 August
    - Volunteering WA

Courses to be completed throughout Spring are:

- o Incident Controller Refresher
  - o 12 October
- o Ground Controller
  - o 20 October
  - o 2 November
- o WAERN Refresher – on request



## Grants:

### Local Government Grants Scheme:

#### LGGGS 2023 - 2024

Last season the City of Busselton applied for \$427,200 in operational funding for the Bush Fire Brigades to enable service delivery requirements.

The City was granted \$390,000 for the Operational Funding for the Bush Fire Brigades which was \$37,200 short of what was required to manage the service. The City have since had an overspend of \$31,600. Below highlights the areas of expenditure for the Brigades:

EXPENDITURE ITEM	
Purchase of Plant & Equipment <\$1,500 per item	17,648
Maintenance of Plant and Equipment	5,395
Maintenance of Vehicles/Trailers/Boats	155,142
Maintenance of Land and Buildings	49,701
Clothing and Accessories (PPE/PPC)	93,581
Utilities, Rates and Taxes	16,846
Other Goods and Services	40,629
Insurances	42,663
<b>Total</b>	<b>\$421,603</b>

A major readjustment in operational spending had to occur throughout the year address the above expenditure. In June 2024, an additional \$20,000 was granted by DFES LGGGS Grants team. The below table details the overspend:

Factors contributing to Overspend:	2023-24 Actual	2022-23 Actual	Difference
Brigade Facilities – Introduced planned maintenance to ensure facilities maintained under WHS requirements	\$49,700.00	\$22,992.00	\$26,708.00
Appliances: Replacement of tyres (DFES A/B/C Servicing requirements)	\$42,000.00	\$1,168.00	\$40,832.00
<b>Total</b>	<b>\$91,700.00</b>	<b>\$24,160.00</b>	<b>\$67,540.00</b>
Additional expenses 23-24	\$67,540.00		

#### LGGGS 2024 - 2025

The City of Busselton applied for \$436,500 in operational funding for the Bush Fire Brigades to the enable service delivery of all the City's Bush Fire Brigades for 2024-25.

The City was granted \$390,000 for the Operational Funding for the Bush Fire Brigades 2024-25.

We have been successful with an additional **\$234,321** in the LGGGS Capital Funding and DFES Asset Maintenance Fund. We have also received **\$66,000** for the Disaster Ready Fund (DRF):

**Operational Funding:** \$390,000

<b>Capital Funding:</b>	\$64,006
<b>DFES Asset Maintenance Fund:</b>	\$170,315
<b>Disaster Ready Fund (DRF):</b>	\$66,000 (plus an additional \$66k CoB contribution)
<b>Total Funding Received:</b>	<b>\$684,321</b>

See below for further details on the breakdown of the additional funding received:

**CAPITAL FUNDING:**

**Water Tanks (132,000L & pump):**

1. Metricup BFB: \$16,722  
Siteworks to be completed/funded by the City of Busselton.
2. Yoongarillup BFB: \$16,722  
Siteworks to be completed/funded by the City of Busselton.

**High Flow Diesel Pump:**

1. Yallingup Coastal BFB: \$16,722

**CCTV Systems:**

1. Eagle Bay BFB: \$4,628 - CCTV Camera Installation: 3 x HANWHA Vision A Series, 1 x HANWHA Vision Q Series - plus connections and hard drive and installation costs
2. Hithergreen BFB: \$4,628 - CCTV Camera Installation: 3 x HANWHA Vision A Series, 1 x HANWHA Vision Q Series - plus connections and hard drive and installation costs
3. Kaloorup BFB: \$4,628 - CCTV Camera Installation: 3 x HANWHA Vision A Series, 1 x HANWHA Vision Q Series - plus connections and hard drive and installation costs

**Installation of Ceiling Cladding/insulation:**

1. Eagle Bay BFB: \$27,000

**Yallingup Rural Facility Extension:**

1. Yallingup Rural BFB: \$143,315

Yallingup Rural BFB was originally granted funding for the extension, however three weeks later, the City was informed that due to an error, the funding was no longer going to be received.

The City of Busselton had then written to the Western Australian Minister for Emergency Services Stephen Dawson, and the Department of Fire and Emergency Services (DFES) Commissioner Darren Klemm, calling for an immediate review of the local government grant scheme (LGGS) application processes, and the subsequent associated communication and administration processes deployed by DFES in processing the grant.

At the recent South West WALGA Zone Meeting, CEO Tony Nottle, raised concerns in relation to the inadequacy of the LGGS model and application processes.

After further consultation, the City received funding for Yallingup Rural BFB.

**Disaster Ready Fund (DRF) 2024/25**

1. 5 x Electronic Fire Danger Rating Signs: \$132,000 (includes 50% CoB contribution)  
Locations:

- 2259 Caves Rd, Yallingup ( Yallingup Hall Intersection)
- Moses Rock Road x Caves Road (100m North on Caves Road)
- Cornerstone Way x Commonage Road (100m South of intersection on Commonage Rd)
- Wildwood Rd x Bussell HWY Carburnup River Store (200m Northeast on Busselton Highway)
- Vasse Hwy x Neville Hyder Dr near Airport (200m North of intersection Vasse Hwy x Neville Hyder Drive)

#### **JOINT AGENCY GRANT FUNDING:**

**WA Disaster Ready Fund (DRF) 2024/25** joint submission with the Australian Red Cross (ARC) ,Department of Fire and Emergency Services and the City of Busselton to implement a disaster resilience program known as RediCommunities within the local government area. The ARC will be the lead agency in this program which will run over 24 months.

The City is awaiting further details from the ARC.

**WA Disaster Ready Fund (DRF) 2024/25** Department of Fire and Emergency Services Community Preparedness Directorate has been successful in the grant for DRF to support the delivery of several Disability Inclusive Emergency Planning forums across the state.

#### **Project/s:**

##### **Bushfire Risk Reduction Notice 2024 - 2025**

Pamphlets have been developed for the Guidelines for preparing and maintaining your property to reduce the risk of bushfire. These will be distributed in September.

For more information, see attached:

- Cat 1 – Bushfire Risk Reduction Notice 2024 – 2025
- Cat 2 – Bushfire Risk Reduction Notice 2024 - 2025
- Cat 3 – Bushfire Risk Reduction Notice 2024 - 2025

#### **Prohibited and Restricted Burning Review**

A review of the **Prohibited and Restricted Burning** controls to investigate the risk and subsequent recommendations for lighting fires during restricted and prohibited burning has been completed.

The outcomes will be gazetted and published in the Bushfire Risk Reduction Notice Pamphlet and the City of Busselton Website. For more information, see attachments in the above project, Bushfire Risk Reduction Notice 2024 – 2025.

#### **Bush Fire Brigade Operating Procedures**

The Bush Fire Brigade Operating Procedures have been completed and distributed to the BFAC for endorsement.

#### **Dunsborough Bush Fire Brigade Facility**

Consultations have been completed with City of Busselton Planning department and next steps are to go to market to develop engineering designs, apply for building approval then Tender for Building works.

**Statutory Environment**

Bushfires Act 1954  
Bush Fire Regulations 1954  
Emergency Management Act  
2005 Work Health and Safety  
Act 2020 Local Government  
Act 1995  
Bush Fire Brigade Local Law 2023  
Fire and Emergency Services Legislation

**TIMELINE**

Milestone	Completion Date
NIL	

Item Noted





For more information scan the QR code or visit the *Bushfire Risk Reduction Notice* page on the City of Busselton website:

[busselton.wa.gov.au/bushfire-risk-reduction-notice](https://busselton.wa.gov.au/bushfire-risk-reduction-notice)

Should you require assistance or clarification of the requirements of this notice, please contact the City's **Ranger Services** on **9781 0444**.

Guidelines for preparing and maintaining your property to reduce the risk of bushfire.

CATEGORY  
**1**

## ***Bushfire Risk Reduction Notice 2024-2025***

Your property falls under:

**Category 1**

All lots 1,100m<sup>2</sup> or less

Alternative formats may be sourced through contacting the City of Busselton as per the contact details below.

If you require an interpreter, contact us via the Translating and Interpreting Services (TIS National) on 13 14 50.

Property Maintenance Period

**15 November 2024 - 30 April 2025**

Most land in the City of Busselton whether in a built up or rural area, is considered Bushfire Prone. There is a legal requirement to comply with the Bushfire Risk Reduction Notice requirements applicable to your property size.



T (08) 9781 0444  
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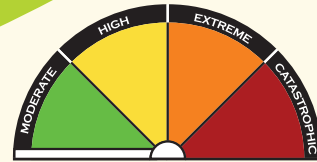


**EXAMPLE ONLY**  
WASTE PASS NOT FOR USE

**Green Waste  
FREE PASS**



**All Lots 1,100m<sup>2</sup> or less**



### For properties with habitable buildings\*



**Grasses and weeds to be kept under 10cm.**



**House gutters to be kept clear of materials.**



**Flammable material to be managed or moved 5m from buildings.**

#### What is flammable material?

Dead vegetation, piles of firewood that are stored against the buildings and fuels. Living vegetation is excluded from this definition.



\* *Habitable buildings are structures people live or work in.*

### Vacant Lots

#### Maintain grasses and weeds

*Under 10cm. Material from slashing must be removed from the block.*

*If there is a Current Bushfire Management Plan that applies to your property you are required to also ensure that the requirements of that plan are implemented in addition to your responsibilities under this notice.*

**EXAMPLE ONLY  
WASTE PASS NOT FOR USE**

14 October 2024 – 30 November 2024

#### **Restricted Burning Period**

*A Permit to Burn is required during Restricted Burning Period. Permits obtained via your local Fire Control Officer (details on the City's website).*



PERMITTED

Pizza ovens, enclosed BBQs (Kettle/Egg style), smokers, braziers, chimineas, open BBQs, fire pits, camping fires, cooking fires when the Fire Danger Rating is Moderate or No Rating

1 December 2024 - 28 February 2025

#### **Prohibited Burning Period**

***DURING THE PROHIBITED PERIOD, YOU ARE NOT ALLOWED TO BURN.** Certain activities are exempt from permits subject to the conditions below. Any item not listed is prohibited.*



PERMITTED

Pizza ovens, enclosed BBQs (Kettle/Egg style) and smokers for cooking when the Fire Danger Rating is Moderate or No Rating



NOT PERMITTED

**DO NOT USE** Braziers, chimineas, open BBQs, fire pits, camping fires, cooking fires or any other open flame appliance.

1 March 2025 – 30 April 2025

#### **Restricted Burning Period**

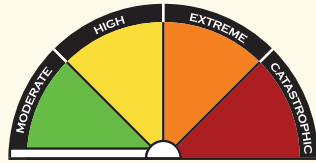
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PERMITTED

Pizza ovens, enclosed BBQs (Kettle/Egg style), smokers, braziers, chimineas, open BBQs, fire pits, camping fires, cooking fires when the Fire Danger Rating is Moderate or No Rating

*Note: Dates may vary dependant on weather conditions.  
Gas cooking appliances are permitted at all times.  
Scan QR code for updates and more information.*



14 October 2024 – 30 November 2024

**Restricted Burning Period**

A Permit to Burn is required during Restricted Burning Period. Permits obtained via your local Fire Control Officer (details on the City's website).



PERMITTED

Pizza ovens, enclosed BBQs (Kettle/Egg style), smokers, braziers, chimineas, open BBQs, fire pits, camping fires, cooking fires when the Fire Danger Rating is Moderate or No Rating

1 December 2024 - 28 February 2025

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PERMITTED

Pizza ovens, enclosed BBQs (Kettle/Egg style) and smokers for cooking when the Fire Danger Rating is Moderate or No Rating



NOT PERMITTED

**DO NOT USE** Braziers, chimineas, open BBQs, fire pits, camping fires, cooking fires or any other open flame appliance.

1 March 2025 – 30 April 2025

**Restricted Burning Period**

A Permit to Burn is required during Restricted Burning Period. Permits obtained via your local Fire Control Officer (details on the City's website).



PERMITTED

Pizza ovens, enclosed BBQs (Kettle/Egg style), smokers, braziers, chimineas, open BBQs, fire pits, camping fires, cooking fires when the Fire Danger Rating is Moderate or No Rating

Note: Dates may vary dependant on weather conditions.  
Gas cooking appliances are permitted at all times.  
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Should you require assistance or clarification of the requirements of this notice, please contact the City's **Ranger Services** on **9781 0444**.

Guidelines for preparing and maintaining your property to reduce the risk of bushfire.

CATEGORY

**2**

## Bushfire Risk Reduction Notice 2024-2025

Your property falls under:

**Category 2**

All lots greater than 1,100m<sup>2</sup> but less than 5ha (50,000m<sup>2</sup>)

Property Maintenance Period

**15 November 2024 - 30 April 2025**

Most land in the City of Busselton whether in a built up or rural area, is considered Bushfire Prone. There is a legal requirement to comply with the Bushfire Risk Reduction Notice requirements applicable to your property size.



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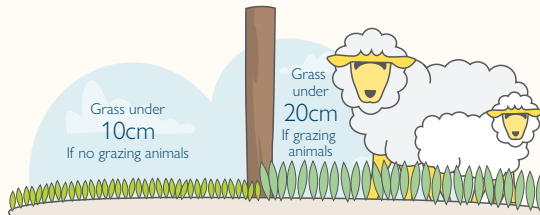
**Green Waste  
FREE PASS**

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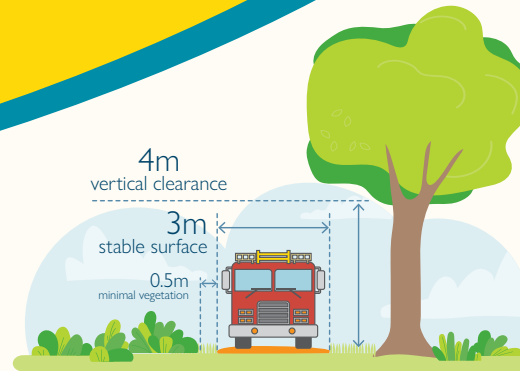
**All lots greater than 1,100m<sup>2</sup> but less than 5ha (50,000m<sup>2</sup>)**

### For properties with habitable buildings\*



#### Maintain grasses

Under 10cm if no grazing animals, or under 20cm if there are actively grazing animals on the property.



#### Driveways/Accessways

If the building is further than 20m from the road then a driveway/accessway must:

- Have a 3m wide firm and stable surface that can support a fire vehicle
- Have a 4m vertical clearance
- Each side of the driveway should have as minimal vegetation within half a metre each side for as far as practically possible to allow for working space for fire crews.



#### Turnaround area

**If the building is further than 50m from the road**

and there is only one access in and out, then a turn around area within 20m of the habitable buildings is to be installed and maintained. The turn around area can be any material (grass, dirt, gravel etc), if it is able to support the weight of a fire truck. This area should have the same vegetation set backs as the driveway/accessway.

\* Habitable buildings are structures people live or work in.

### Vacant Lots

#### Maintain grasses and weeds

Under 10cm if no grazing animals, or under 20cm if there are grazing animals on the property.

*If there is a Current Bushfire Management Plan that applies to your property you are required to also ensure that the requirements of that plan are implemented in addition to your responsibilities under this notice.*

EXAMPLE ONLY  
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**House gutters to be kept clear of materials.**



**Flammable material to be managed or moved 5m from buildings.**



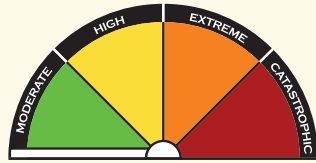
**Vegetation within 20m of buildings to be actively maintained and/or reticulated.**



**Trees within 2m of buildings to have branches pruned away from building.**  
**Any branches overhanging must be at least 5m higher than the roof.**

Landowners/occupiers who would like an early inspection by appointment, for reasons including dangerous animals, biosecurity, locked gates, or for an explanation on requirements of this notice, should contact Rangers by **15 October 2024**.

To book an inspection by appointment or **apply for a variation** to the requirements for your property please submit a written application by **15 October 2024**.



14 October 2024 – 30 November 2024

**Restricted Burning Period**

A Permit to Burn is required during Restricted Burning Period. Permits obtained via your local Fire Control Officer (details on the City's website).



PERMITTED

Pizza ovens, enclosed BBQs (Kettle/Egg style), smokers, braziers, chimineas, open BBQs, fire pits, camping fires, cooking fires when the Fire Danger Rating is Moderate or No Rating

1 December 2024 - 28 February 2025

**Prohibited Burning Period**

**DURING THE PROHIBITED PERIOD, YOU ARE NOT ALLOWED TO BURN.** Certain activities are exempt from permits subject to the conditions below. Any item not listed is prohibited.



PERMITTED

Pizza ovens, enclosed BBQs (Kettle/Egg style) and smokers for cooking when the Fire Danger Rating is Moderate or No Rating



NOT PERMITTED

**DO NOT USE** Braziers, chimineas, open BBQs, fire pits, camping fires, cooking fires or any other open flame appliance.

1 March 2025 – 30 April 2025

**Restricted Burning Period**

A Permit to Burn is required during Restricted Burning Period. Permits obtained via your local Fire Control Officer (details on the City's website).



PERMITTED

Pizza ovens, enclosed BBQs (Kettle/Egg style), smokers, braziers, chimineas, open BBQs, fire pits, camping fires, cooking fires when the Fire Danger Rating is Moderate or No Rating

Note: Dates may vary dependant on weather conditions.  
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Locked Bag 1 Busselton WA 6280

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Guidelines for preparing and maintaining your property to reduce the risk of bushfire.

CATEGORY

**3**

## Bushfire Risk Reduction Notice 2024-2025

Your property falls under:

**Category 3**

All lots 5ha (50,000m<sup>2</sup>) or greater

Property Maintenance Period

**15 November 2024 - 30 April 2025**

Most land in the City of Busselton whether in a built up or rural area, is considered Bushfire Prone. There is a legal requirement to comply with the Bushfire Risk Reduction Notice requirements applicable to your property size.



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EXAMPLE ONLY  
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**Green Waste  
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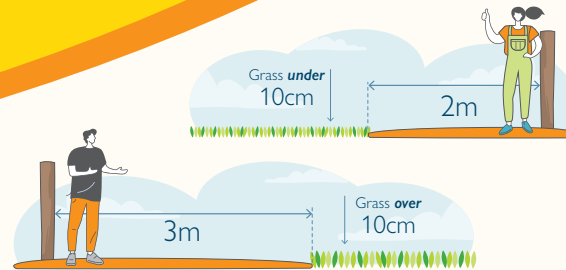
**All lots 5ha (50,000m<sup>2</sup>) or greater**

**For all lots**



### Maintain grasses

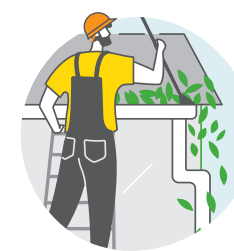
Under 10cm if not actively farmed or grazed.



### Firebreaks

Firebreak to be installed as close as practicable within 100m of all property boundaries. Where grasses are maintained under 10cm the firebreak should be 2m in width. Where grasses are over 10cm the firebreak should be 3m in width.

If property is over 120ha an additional firebreak is required separating land parcels.



**House gutters to be kept clear of materials.**



**Flammable material to be managed or moved 5m from buildings.**



**Vegetation within 20m of buildings to be actively maintained and/or reticulated.**



**Trees within 2m of buildings to have branches pruned away from building. Any branches overhanging must be at least 5m higher than the roof.**

**For properties with habitable buildings\***



### Turnaround area

**If the building is further than 50m from the road** and there is only one access in and out, then a turn around area is to be installed and maintained within 20m of the habitable buildings.

The turn around area can be any material, (grass, dirt, gravel etc.), if it is able to support the weight of a fire truck. This area should have the same vegetation set backs as the driveway/accessway.

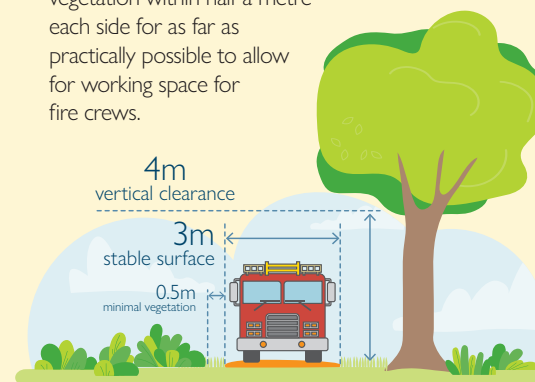
\* *Habitable buildings are structures people live or work in.*

*If there is a Current Bushfire Management Plan that applies to your property you are required to also ensure that the requirements of that plan are implemented in addition to your responsibilities under this notice.*

### Driveways/Accessways

If the building is further than 20m from the road then a driveway/accessway must:

- Have a 3m wide firm and stable surface that can support a fire vehicle
- Have a 4m vertical clearance.
- Each side of the driveway should have as minimal vegetation within half a metre each side for as far as practically possible to allow for working space for fire crews.



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WASTE PASS NOT FOR USE

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Landowners/occupiers who would like an early inspection by appointment, for reasons including dangerous animals, biosecurity, locked gates, or for an explanation on requirements of this notice, should contact Rangers by **15 October 2024**.

To book an inspection by appointment or **apply for a variation** to the requirements for your property please submit a written application by **15 October 2024**.

## 6.4 Bush Fire Mitigation Update Report

*Reporting Officer: Neil McKay - Bushfire Mitigation Officer*

### **Status update of currently approved and funded mitigation activity works**

The City applied for 46 mitigation treatments valued at \$500,000 to be funded under 2024/2025 Round 1 of MAFG. 26 Treatments to a total value of \$295,500.00 were approved with a further 3 variances currently being considered for inclusion in this program. Additional variances are also being considered for this round. Work has already commenced and is expected to be completed by November/December 2024.

Treatment Type	Applied	Approved
Follow up Chemical Treatments	12	3
Fire Access Roads / Tracks	21	20
Mechanical Work	9	2(+3)
Prescribed Burns	4	1
<b>Grand Total</b>	<b>46</b>	<b>26(29)</b>

### **Mitigation works completed from general revenue:**

- Broken gate in Reinscourt repaired
- Broken gate in Cowrang Lang repaired

### **Future mitigation activity works - MAFG**

The City is in the process of preparing an application for 2024/2025 Round 2 of MAFG.

43 Treatments are currently being considered to a value of \$417,931.00.

This will be finalised and submitted by 25<sup>th</sup> September.

Treatment Type	Count
Chemical Works - Boom spraying	2
Chemical Works - Hand spraying	11
Create Fire Access Road / Track(s)	9
Install Culvert	1
Mechanical Works	19
Tree Removed	1
<b>Grand Total</b>	<b>43</b>

A significant portion of this application is to improve the surface condition of some of our fire access tracks. Water damage and erosion has made some sections of these tracks difficult or impassable for vehicles particularly 2wds in some cases. This work is to resolve this.

A summary of the application can be found in attachment one.

Changes to the Mitigation Activity Fund Grant program in 2025 will mean that there will only be one application round per year. At this time the City will have the option to apply for a 1 year or 3 year program.

## TIMELINE

Milestone	Commence Date	Completion Date	Progress
2024/2025 Mitigation Activity Fund Grant Round 1 Application – Application has been submitted and is being reviewed by DFES.	NA	25 April 2024	Completed
2023/2024 Mitigation Activity Fund Grant Round 2 Acquittal – Finalise treatments for current round. All treatments to be completed or closed by 21 <sup>st</sup> to allow time to process final payments.	1 <sup>st</sup> May 2024	30 June 2024	Completed
2024/2025 Mitigation Activity Fund Grant Round 1. Receive notification of approved treatments. Raise purchase orders and/or send out request for quotes for contractors to begin work.	1 July 2024	31 December 2024	In Progress
2024/2025 Mitigation Activity Fund Grant Round 2 Application – Begin preparations for the next round application. Identify and prepare treatments.	Now	September 2024	In Progress
2024/2025 Mitigation Activity Fund Grant Round 1 Acquittal - Finalise treatments.	~ November 2024		Yet to commence
2024/2025 Mitigation Activity Fund Grant Round 2 Receive notification of approved treatments. Raise purchase orders and/or send out request for quotes for contractors to begin work.	~ January 2025		Yet to commence

## **Bushfire Risk Management Plan Review**

The Bushfire Risk Management Plan is due for renewal by May 2025. The City will be seeking nominations from BFAC for participation in a working group to support officers with this review shortly through an EOI process.

BFAC will be provided updates on the status of this project as it progresses, and the revised plan will be presented to BFAC for endorsement prior to adoption by Council.

**Item Noted**

**6.5            Chief Bush Fire Control Officer Report**

Chief Bush Fire Control Officer Report – 10 September 2024

*Todd Johnson, Deputy Chief Bush Fire Control Officer*

**Item Noted**

**Chiefs Report (from the Deputy) 2023/2024 season**

With a dry winter and an early start to summer, we all braced for a busy fire season and with the Brash Road Fire requiring 6 brigades while we were still in permit season, I thought this was going to be a hectic summer. I think the general public also recognised the risk and behaved themselves for what turned into the longest/driest summer I can remember. With a total of 159 jobs of which most were under control within an hour and blacked out within 2 or 3 hrs, this is a credit to the entire City team from the CESM all the Fire Fighters and the City's Earthmoving team.

Number of jobs = 159

**Brigade Turn Outs**

Dunsborough	26	Mal Ballard turned out to all 26 Jobs
Yallingup Rural	25	Mark Fisher turned out for 20
12.2	24	Geoff Callow turned out for 17
Vasse	21	Scott Thompson and Peter Dawson
Sussex	12	
Metricup	11	
Hithergreen	11	
Kaloorup	9	
Wilyabrup	8	
Yallingup Coastal	6	
Eagle Bay	6	
Yoongarillup	6	
Ambergate	5	
Acton Park	0	

**Stand Downs**

Vasse 6 Stand Downs

Dunsborough 5 Stand Downs

Yallingup Rural 3 Stand Downs



### **Information from ROAC 8 of August 2024**

Fire Season predicted to start one month early

High season fleet being brought forward where possible (some of this fleet will still be on fire grounds in the States North) also the high season fleet will be mostly new trucks as DFES phase out all the old high season fleet

Telstra 3g being turned off October: Some Wheatbelt brigades are unsure if they will have 4G and are concerned they will have no communications this season, many of these brigades don't have an effective WAERN radio system like we have. If we are deployed to these areas the Chief and CESM will endeavour to have a Comms plan before we leave.

Across the lower part of the State sections of forest and plantations have died (some plantations every 4<sup>th</sup> tree has died) leaving an increased fuel load

Wheat Belt brigades are saying their dams are still empty

Aircraft will be harder to get as we will be competing with other regions who are experiencing dryer conditions and less available water, Lower Southwest Superintendent Phill Brandrett said the best tool for maintaining or getting aircraft is regular good quality PAFTACS

### **From the Crisis Media Training**

8 x 100-year events in the past 2 years, Floods, Storms, Fires, Heat. Emergency services are now talking about 400-year events

### **What we need from you guys**

Keep up the quick turn outs

**Battle Readiness:** After 2 years with no large fires, one of the disadvantages of having such well organised crews with fast turn outs is the guys start to lose the battle skills. (Always thinking about the Wind direction, having an escape plan, being ultra-aware of where you are in the Dead Man Zone,) please emphasise this to your guys during training.

Allan has retired from farming and will be available to attend more fires but will also will be on holidays often I will let you know when he's away, and while he is away, I need everyone to step up/speak up during the Group calls if you know the area or the fuel load etc. To help myself or whoever is leading the Group Call as not many of us have the same knowledge of the entire City area that Allan Has

**Please do your IRS Reports** when new trucks or equipment are requested it looks better when the City and DFES can see how many jobs have been done.

Dunsborough	26
Yallingup Rural	25 (10/25 reports completed)
Vasse	21 (18/21 reports completed)
Sussex	12 (4/12 reports completed)
Metricup	11 (6/11 reports completed)
Hithergreen	11
Kaloorup	9 (5/9 reports completed)
Wilyabrup	8 (5/8 reports completed)
Yallingup Coastal	6 (2/6 reports completed)
Eagle Bay	6 (0/6 reports completed)
Yoongarillup	6
Ambergate	5 (1/5 reports completed)
Acton Park	0

The only reason Dunsborough, Hithergreen and Yoongarillup have completed all there IRS reports is that Fiona Slee Does them for us (Thanks Fiona).

## 7 Other Business Before the Committee

### 7.1 Fire Control Officer – Yallingup Coastal Brigade

Endorsement of nomination: Ross McNab

**Moved: Paul Blight**

**Seconded: Mark Jolliffe**

**CARRIED**

### 7.2 DFES – Yallingup Coastal

On behalf of DFES, the committee thanked Paul Blight for his role as a Fire Control Officer for Yallingup Coastal.

**Item noted**

### 7.3 FIRS Reporting

Yallingup Rural raised the FIRS reporting records to be reviewed and confirmed.

Matt du Plessis to begin preliminary investigations.

**Item noted**

### 7.4 Request for Tutunup Reserve mitigation burn

Oscar Negus requested Tutunup Reserve to be considered for a mitigation burn.

Rachel Runco noted that the reserve is 'Rail Reserve' and required permission from the responsible landowner. Neil McKay (Mitigation Officer) to investigate.

**Item noted**

## 8 Closure

The Bush Fire Advisory Committee meeting closed at 7:45pm.

## 9 Next Meeting Date

The next meeting of the Bush Fire Advisory Committee will be held on 10 December 2024.