



Shire of
Serpentine
Jarrahdale

Bush Fire Advisory Committee

Minutes

17 November 2022

1900hrs

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In Person

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Open Monday to Friday 8.30am-5pm (closed public holidays)



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Table of Contents

1. Attendances and Apologies (including leave of absence):	3
2. Declaration of Councillors, Officers and Committee Members interest:	4
3. Minutes of Previous Meeting/s:	4
3.1 Bush Fire Advisory Committee Meeting - 21 April 2022	4
3.2 Bush Fire Advisory Special Committee Meeting - 26 May 2022	4
4. Standing Items:	4
4.1 Status Report	4
5. Agency and Brigade Report	5
5.1 Shire Report	5
5.1.1/11/22 - Three year term review of Community Emergency Services Manager Arrangements	5
5.1.1/11/22 BUSH FIRE ADVISORY COMMITTEE RESOLUTION	14
5.2 Chief Bush Fire Control Officer / Emergency Services Department	15
5.3 Department of Fire and Emergency Services	15
5.4 Department of Biodiversity, Conservation and Attractions	15
5.5 Byford Brigade	16
5.6 Mundijong Brigade	16
5.7 Jarrahdale Brigade	16
5.8 Serpentine Brigade	16
5.9 Keysbrook Brigade	16
5.10 Oakford Brigade	16
5.11 Emergency Support Brigade	16
6. Urgent Business:	17
7. General Business:	17
8. Next meeting:	18
9. Closure:	18



Dear Committee Member

Minutes of the Bush Fire Advisory Meeting held on Thursday, 17 November 2022 at the Shire of Serpentine Jarrahdale Civic Centre.

The Chairperson, Chris Burgess, declared the meeting open at 1900hrs and welcomed Councillors, Committee Members, and Staff, and acknowledged that the meeting was being held on the traditional land of the Noongar People and paid his respects to the Traditional Owners, Elders Past, Present and Emerging.

Agenda

1. Attendances and Apologies (including leave of absence):

Voting Delegates

Cr Michelle Rich	Council Delegate
Cr Dave Atwell	Council Delegate
Leigh Mulholland	Chief Bush Fire Control Officer
Chris Burgess	Keysbrook Captain (Chairperson)
Mike Ross	Oakford Captain (Deputy Chairperson)
Jess Gibson	Byford Captain
Nathan Carrall	Emergency Support Brigade Captain
Sarah Davis	Jarrahdale Captain
Scott Jones	Serpentine Captain
Nathan Houweling	Mundijong Captain

Non-Voting Delegates

Andrew Trosic	Director Development Services
Paul Southam	District Officer South East Department Fire and Emergency Services
Ken Elliott	Deputy Chief Bush Fire Control Officer 2
Jason White	Deputy Chief Bush Fire Control Officer 2
Helen Ball	Minute Taker / Administration

Apologies

Dave Richer	Coordinator Emergency Services
Chris Wells	Deputy Chief Bush Fire Control Officer 3
Brodie Selby	Department of Biodiversity, Conservation and Attractions
David Gibson	Deputy Chief Bush Fire Control Officer 4

**2. Declaration of Councilors, Officers and Committee Members interest:**

Mr Leigh Mulholland declared a financial interest in Item 5.1.1.

3. Minutes of Previous Meeting/s:**3.1 Bush Fire Advisory Committee Meeting - 21 April 2022****3.1/11/22 BUSH FIRE ADVISORY COMMITTEE RESOLUTION**

Moved: N Carrall; Seconded M Ross

That the Minutes of the Bush Fire Advisory Committee Meeting held on 21 April 2022 be confirmed (E22/5490).

CARRIED UNANIMOUSLY 10/0

3.2 Bush Fire Advisory Special Committee Meeting - 26 May 2022**3.2/11/22 BUSH FIRE ADVISORY COMMITTEE RESOLUTION**

Moved: S Jones; Seconded S Davis

That the Minutes of the Bush Fire Advisory Special Committee Meeting held on 26 May 2022 be confirmed (E22/6929).

CARRIED UNANIMOUSLY 10/0

4. Standing Items:**4.1 Status Report**

The **status report** provides members with a list of resolutions passed by the Committee and any actions associated with the resolution. This report will be updated as required until resolutions have been completed.

Outstanding Resolution No.	Status
<p>Resolution No. 7.2/11/21</p> <p><i>That the Bush Fire Advisory Committee ENDORSES that the Infrastructure Directorate produce a consolidated road verge management plan that includes:</i></p> <p><i>a. Annual spraying and fuel hazard reduction programme:</i></p> <p><i>b. A transition plan to facilitate the transformation from current state to an annual maintenance steady state:</i></p> <p><i>c. Seek input into the verge treatment plan from the Shire's Emergency Services Department and the Shire's</i></p>	<p>Completed</p> <p><i>OCM227/09/22 COUNCIL RESOLUTION / Officer Recommendation</i></p> <p><i>That Council:</i></p> <p><i>1. ADOPTS the proposed Service Level approach as contained within attachment 1, to address the verge maintenance and fuel load reduction; and</i></p> <p><i>2. REQUESTS the Chief Executive Officer incorporate the Service Level based verge maintenance and fuel load reduction strategy into the Shire's</i></p>



<i>Bush Fire Brigades during development of the plans.</i>	<i>Bushfire Risk Management Plan, subject to a successful 12-month trial of the proposed approach.</i>
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A Trosic provided an update by referring to his email distributed to the Committee Members prior to the meeting, outlining resource challenges and the work currently being undertaken by the Shire's Operations Team. It was also acknowledged that some burning of verges is also being undertaken to assist with the work load.

NOTE: 19:06pm Leigh Mulholland vacated the meeting and room, prior to discussion of Item 5.1, due to declaring a financial interest (refer Item 2 above).

5. Agency and Brigade Report

5.1 Shire Report

5.1.1/11/22 - Three year term review of Community Emergency Services Manager Arrangements	
Responsible Officer:	Coordinator Emergency Services
Senior Officer:	Director Development Services
Disclosure of Officers Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Information	For the Committee to note.
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Report Purpose

The purpose of this report is for the Committee to note and endorse the recommendations of the three year review of the joint Shire of Serpentine Jarrahdale and Department of Fire and Emergency Services ("DFES") Community Emergency Services Manager ("CESM") program.

The report recommends the continuation of the CESM program, including the CESM as the Shire's Chief Bush Fire Control Officer. This is based upon the evidenced key result areas discussed in the report.

Relevant Previous Decisions of Council

<p><i>Ordinary Council Meeting - 17 February 2020 - OCM014/02/20 - COUNCIL RESOLUTION / Officer Recommendation:</i></p> <p><i>That Council:</i></p>



1. *RESOLVES to endorse Memorandum of Understanding between the Shire of Serpentine Jarrahdale and Department of Fire and Emergency Services (“DFES”) in respect of the joint Community Emergency Services Manager (“CESM”) role, as contained in attachment 1 and;*
2. *RESOLVES to endorse the Business Plan which sets out key outcomes and deliverables for the CESM position, as contained in attachment 2.*
3. *REQUESTS the CEO to sign both the Memorandum of Understanding and Business Plan.*

Ordinary Council Meeting - 16 December 2019 - OCM283/12/19 - COUNCIL RESOLUTION / Alternative Officer Recommendation

That Council:

1. *RESOLVES to accept the offer of a joint Shire of Serpentine Jarrahdale and Department of Fire and Emergency Services Community Emergency Services (DFES) Manager;*
2. *REQUESTS DFES to begin the recruitment phase as soon as possible, and requires the recruitment panel to include:*
 - Shire staff as nominated by the Chief Executive Officer;
 - A representative of the Brigades who is a Brigade Captain as decided by all Brigade Captains;
 - DFES.
3. *REQUESTS DFES to place an acting CESM (who is also acting Chief Bush Fire Control Officer) within the Shire in the short term, to assist the Shire and community during the recruitment phase for the permanent CESM;*
4. *REQUESTS the Chief Executive Officer and DFES to jointly engage the current acting chief, deputies and captains to provide input to a draft business plan to set key performance measures for the CESM, with this to be presented back to Council in February 2020 for consideration; and*
5. *Prior to the end of the first three year term of the CESM, REQUESTS the Chief Executive Officer to review the CESM arrangements and report to Council on:*
 - the strategic performance outcomes of the role;
 - the specific level of training, skill development and succession planning that has occurred for the Shire’s brigade volunteers;
 - the potential for a volunteer Chief Bushfire Control Officer to be sourced locally (being a separate role to the CESM) as a result of such training and development which has occurred.

Ordinary Council Meeting - 18 November 2019 OCM253/11/19 - COUNCIL RESOLUTION

That Council:

1. *NOTES the opportunities, and issues, which a Community Emergency Services Manager may provide the Shire, and undertakes engagement to gather feedback from the following stakeholders:*



- a. *The Shire’s Acting Chief Bushfire Control Officer;*
 - b. *Deputy Chief Bushfire Control Officers;*
 - c. *Bushfire brigade captains;*
 - d. *Bushfire brigade volunteers; and*
 - e. *The community.*
2. *SEEKS a report back to the February 2020 Ordinary Council Meeting with a recommendation to Council (having regard for this feedback obtained under 1. on whether to proceed forward with a CESM for the Shire.*

Background

Following an extensive process of engagement and collaboration, the Shire of Serpentine Jarrahdale commenced the Community Emergency Services Manager (“CESM”) program, in partnership with DFES.

In making the decision to commence the program, Council resolved (inter alia) that:

Prior to the end of the first three year term of the CESM, REQUESTS the Chief Executive Officer to review the CESM arrangements and report to Council on:

- the strategic performance outcomes of the role;
- the specific level of training, skill development and succession planning that has occurred for the Shire’s brigade volunteers;
- the potential for a volunteer Chief Bushfire Control Officer to be sourced locally (being a separate role to the CESM) as a result of such training and development which has occurred.

This report presents the findings of the review of the CESM arrangements.

Community / Stakeholder Consultation

Consistent with Council’s request, no specific community or stakeholder consultation has occurred in undertaking the review. Officers however have prepared this report for consideration by BFAC, given their representation of brigades and volunteers and also recognising the role of BFAC defined under s67(1) of the *Bush Fires Act 1954*.

Statutory Environment

s67(1) of the Bush Fires Act 1954 as it relates to Advisory Committees:

A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.



The role of the CESM as Chief Bush Fire Control Officer, in respect of a request made by the Local Government pursuant to section 38A(1) and (2) of the Bush Fires Act 1954:

(1) At the request of a local government the FES Commissioner may designate a person employed in the Department as the Chief Bush Fire Control Officer for the district of that local government.

(2) Where a Chief Bush Fire Control Officer has been designated under subsection (1) for a district the local government is not to appoint a Chief Bush Fire Control Officer under section 38(1).

Responsibilities of the Chief pursuant to the s3.5 and 3.6 of the Bush Fire Brigades Local Law 2021

3.5 Managerial Role of Chief Bush Fire Control Officer

Subject to any directions by the Local Government, the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.6 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include -

- (i) provide leadership to volunteer bush fire brigades;*
- (ii) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the Local Government or as directed by the Chief Executive Officer;*
- (iii) liaise with the Local Government concerning fire prevention/suppression matters generally and directions to be issued by the Local Government to Bush Fire Control Officers (including those who issue permits to burn) bush fire brigades or brigade officers; and*
- (iv) ensure that bush fire brigades are registered and that lists of brigade members are maintained.*

Comment

Council's resolution requests review of the CESM arrangements against the following metrics:

1. the strategic performance outcomes of the role;
2. the specific level of training, skill development and succession planning that has occurred for the Shire's brigade volunteers;
3. the potential for a volunteer Chief Bushfire Control Officer to be sourced locally (being a separate role to the CESM) as a result of such training and development which has occurred.

This is provided following.



1. The strategic performance outcomes of the role

During this first three years of the CESM partnership, there have been a number of measurable outcomes which have resulted in positive impacts on brigades, volunteers and the community. There is evidence to show this having occurred across the full range of prevention, preparedness, response and recovery activities, which was part of the initial expectations for performance of the role and Shire/DFES partnership. Notable examples include:

- a. Rural urban interface exercises performed with Jarrahdale and Serpentine communities;
- b. State level pre-season fire exercises hosted within the Shire in 2022;
- c. Expansion of the Shire's Bushfire Awareness Teams, with community event attendance that has delivered the be bushfire ready and shared responsibility message to residents across the Shire;
- d. Successful planning and delivery of the Shire's first Be Bushfire Ready community event in 2021 at Clem Kentish Reserve, that included a range of demonstration, knowledge and information sharing activities;
- e. Success in obtaining mitigation activity funding from the DFES program, that has led to more than \$750,000 of works during the three year CESM program, to address high and extreme bushfire risks. Funding was also notably allocated towards critical infrastructure hardening to benefit the Shire's capacity to respond and recover;
- f. Ongoing process improvement, especially in respect of introducing the Broadcast/Alert/Respond/Turnout (BART) system for volunteers and brigades, that was a significant priority in supporting brigade volunteer resource management;
- g. A significant expansion of the training and development program for volunteers, evidenced through training outcomes including:
 - (i) SJ Training team growing to 16 volunteer trainer assessors;
 - (ii) Formal courses delivered during 2022 including Machine Supervision, Ground Controller, Bushfire Safety Awareness x two, Structural Firefighting, On Road Driver, Off Road Driver, provide first aid x three, Pump Operations x two, Advanced Bushfire Fighting, Crew leader, Sector Commander, Assist with Planned Burning, Fire Fighting Skills x two;
 - (iii) Leadership team members being assigned mentors and training plans;
 - (iv) From 2019 to 2022, Level 1 Incident Controllers rising from 3 to 20, which represented one of the key risk areas that had emerged due to lack of training and development before the CESM program had begun;
 - (v) Pre-season skills assessment created and rolled out across all Brigades, which has been a first for the Shire. This ensures all members are current with their Brigades' appliances and refreshers many aspects covered in recruit training;
 - (vi) Officer in Charge pre-season refresher training delivered to all Officers in Charge/Crew Leaders;
 - (vii) Mental Health Workshops to help address psycho-social WHS obligations that may arise from traumatic events;



- h. Successful navigation of the Shire’s emergency service function through the COVID-19 global pandemic, that resulted in a risk based approach to resource management so that capability to respond was able to be maintained;
- i. Achievement of key result outcomes of the first three year Business Plan as endorsed by Council at the February 2020 Council meeting, including:
 - (i) Bushfire management and mitigation programs developed and implemented for Unallocated Crown Land & Unmanaged Reserves within the Shire;
 - (ii) Practices for bushfire management on local government lands in the Shire developed;
 - (iii) LGGS Operation and Capital grants management;
 - (iv) Risk to resource review and recommendations implemented (notably high season appliance allocation for the Shire);
 - (v) Response coordination for incidents;
 - (vi) Emergency incidents exercised annually as per local emergency management arrangements.
2. The specific level of training, skill development and succession planning that has occurred for the Shire’s brigade volunteers
3. Potential for a volunteer Chief Bushfire Control Officer to be sourced locally (being a separate role to the CESM) as a result of such training and development which has occurred.

In embarking on the CESM program, it was discussed in reports to Council (refer December 2019 Item 10.1.7) that:

“the Shire at this time sees a priority to build the advanced skill sets of volunteers, particularly in respect of level 1 incident controller and level 2 incident controller attainment. This represents a realistic goal for the first 3 years of the CESM role, which would be then revisited via a new MOU at that time.”

This was also linked to the option to consider, in light of enhanced capabilities, whether a Volunteer Chief Bush Fire Control Officer could be reconsidered in the future.

In respect of training, officers consider there to be measurable outcomes that show achievement of the expressed objective for building advanced skillsets of volunteers. This is measured through outcomes notably being Level 1 Incident Controllers rising from three to 20, and the Shire’s trainer assessor team growing to 16. Level 2 Incident Controller attainment has not however been achieved during this time.

In respect of succession planning, during this time, the Shire also grew the Deputy Chief Bushfire Control Officers from three to four, which helped to protect resource management of the volunteer deputy roles.

In respect of a Volunteer Chief Bushfire Control Officer, Shire Officers do not consider this to be a sustainable option for the Shire. The role of the Chief has been heightened by finalisation of the new 2021 Local Law, which occurred after the Shire and DFES begun the joint CESM program. This Local Law prescribes a number of roles that the Chief must perform, in addition to their other legislative roles defined under the *Bush Fires Act 1954*. This is considered to be a full-time commitment in order to perform it effectively, and assist



the Shire in ensuring it is undertaking statutory responsibilities ranging from incident response right the way through to duty of care.

Officers consider that a Chief is required to be working a full-time equivalent set of hours, and often exceeds this due to weekend and evening tasks associated with brigade training, volunteer management and incident response.

The CESH program has certainly achieved the objective set for building advanced skill sets, which was a significant risk that had emerged due to the lack of training and development before the CESH program was embarked upon. Growing the number of Level 1 Incident Controllers from three to the current 20, has seen incident management capability grow to a more dependable level than what had previously existed. However, for the reasons mentioned above, Officers do not consider that a Volunteer Chief is suitable for the Shire.

The risk that the Shire's landscape poses, and the statutory responsibilities defined under the local law and *Bush Fires Act 1954* requires, in the opinion of Officers, a full-time Chief and this is achieved through the CESH also being appointed as Chief pursuant to s38A(1) of the Act.

Looking forward

It is recommended that the Shire renew its CESH MOU with DFES, in light of the positive outcomes that the first three years has created. The focus of such MOU is considered to remain on the following aspects:

- deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community;
- operate and institutionalise consistent sets of protocols and equipment standards;
- provide efficient systems of communication between organisations at all levels to improve service delivery outcomes;
- promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract and retain members;
- provide and coordinate the level of training to all personnel, to ensure the competencies are appropriate to the risk level of emergencies to which volunteers are required to respond;
- continue to build through partnership with DFES best practice approaches to emergency service delivery;
- enhance shared responsibility of fire prevention and preparedness programs and activities;
- continue to grow and maintain a pool of qualified Level 1 Incident Controllers among volunteers across the bushfire brigades of the Shire;
- create a pathway for Level 2 Incident Controllers to be achieved.

There is also an important set of projects being delivered over the coming three years, notably the new Oakford Bushfire Brigade and the development of the Shire's first Career Fire and Rescue Service in Byford (known as the Cardup Fire Station). Both projects involve a high degree of collaboration between the Shire, brigades and DFES, and this is a key result area for the new CESH arrangements to focus upon.



There is also a significant program and set of projects associated with work, health and safety reform, and brigade enhancement planned. This is central to the role of the CESM / Chief, as a conduit between the Shire and volunteers.

Options and Implications

Option 1

That the Committee:

1. RECOMMENDS that Council requests a new three year Memorandum of Understanding (MoU) and Business Plan with the Department of Fire and Emergency Services, to continue the Community Emergency Services Manager (CESM) partnership;
2. RECOMMENDS that Council supports the CESM also continuing as Chief Bushfire Control Officer pursuant to s38A(1) of the *Bush Fires Act 1954*, noting the full-time responsibilities associated with this position.

Option 2

That the Committee DOES NOT RECOMMEND that Council continue with the CESM program.

Option 1 is recommended.

Conclusion

The purpose of this report is for the Committee to consider the review of the CESM partnership, following the conclusion of the first three years of the program. The review is discussed in this report, and key results documented. In light of the results achieved and the heightened risks the Shire faces as a 97% bushfire prone region, it is recommended that Council continue the joint Shire of Serpentine Jarrahdale and Department of Fire and Emergency Services (“DFES”) Community Emergency Services Manager (“CESM”) partnership for the next three year term.

Attachments

Nil

Alignment with our Strategic Community Plan

Outcome 1.3	A safe place to live
Strategy 1.3.3	Enhance community safety
Outcome 4.2	A strategically focused Council
Strategy 4.2.1	Build and promote strategic relationships in the Shire’s interest.

Financial Implications

The CESM role is 50% funded by the Shire, and 50% funded by DFES. This effectively replaces a 100% Shire funded Manager Emergency Service and Community Safety, representing a cost saving of circa \$60-\$70K for the community.



In terms of operational costs, the following matters should also be noted:

- Overtime for attendance at DFES controlled operational incidents, on-call allowance and any other authorised DFES matters will be approved by the DFES Regional Duty Coordinator and paid by DFES.
- Overtime for authorised attendance at Shire controlled operational incidents and any other authorised Shire matters will be approved by the appointed Shire Officer and paid by the Shire.
- All overtime will be paid in accordance with WA Fire Service EBA conditions.
- The vehicle used by the CESM will be by agreement between the Shire and DFES.
- The CESM will have commuting access, home garaging and private use within the DFES Region whilst on call.
- The CESM will not have use of the vehicle during periods of leave.
- “Vehicle Costs” - DFES to pay \$11,398 to be invoiced quarterly.

The 50% sharing of main operational costs (vehicle), is also a saving for the Shire.

Risk Implications

Risk has been assessed on the basis of the Officer’s Recommendation.

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	Option 1 is considered the lowest risk.						
2	The Committee recommending Council not continue the CESM program, which creates significant risk associated with the strategic planning and response coordination for bush fire within the Shire.	Should the Committee recommend Council not support the CESM program and the CESM as Chief, officers consider that this will represent an extreme risk that is unable to be managed based on the current resources available within the organisation.	Organisational Performance	Almost Certain	Major	HIGH	Additional resource would need to be found to revert back to a full-time Emergency Service Manager and Chief employed as a Shire Officer.



Voting Requirements: Simple Majority

Officer Recommendation

That the Committee:

1. RECOMMENDS that Council requests a new three year Memorandum of Understanding (MoU) and Business Plan with the Department of Fire and Emergency Services, to continue the Community Emergency Services Manager (CESM) partnership;
2. RECOMMENDS that Council supports the CESM also continuing as Chief Bushfire Control Officer pursuant to s38A(1) of the *Bush Fires Act 1954*, noting the full-time responsibilities associated with this position;

S Jones put forward the following alternative motion:

5.1.1/11/22 BUSH FIRE ADVISORY COMMITTEE RESOLUTION

Moved: S Jones; Seconded: J Gibson:

1. **RECOMMENDS that Council requests a new three year Memorandum of Understanding (MoU) and Business Plan with the Department of Fire and Emergency Services, to continue the Community Emergency Services Manager (CESM) partnership subject to:**
 - a. a review of the Business Plan to determine the role and responsibilities and subsequent accountabilities of the CESM to provide greater transparency to the Brigades moving forward by including their input into the review of business plan;
 - b. Incorporation into the Officer's report, to be presented to Council, the consolidated feedback from the Shire's Volunteer Bush Fire Brigades to ensure completeness of the Report with the Brigade Captains to consolidate their feedback to include Minutes from Brigade General Meetings to provide information to be included in the report to the Director Development Services in time for the February 2023 Ordinary Council Meeting.
2. **RECOMMENDS that Council supports the CESM also continuing as Chief Bushfire Control Officer pursuant to s38A(1) of the *Bush Fires Act 1954*, noting the full-time responsibilities associated with this position.**

CARRIED UNANIMOUSLY 10/0

REASON FOR DECISION: S Jones advised the alternative resolution would ensure a complete 360-degree review from the Brigades in support of the CESM Program, and the ongoing appointment of the Chief Bush Fire Control Officer as the CESM.

NOTE: 19:39pm Leigh Mulholland returned to the meeting.

The Chair provided a summary of the Motion passed by the Committee, which was a variation of the Officer Recommendation, to L Mulholland.



5.2 Chief Bush Fire Control Officer / Emergency Services Department

L Mulholland provided an overview Report (refer *Attachment 5.2.1*).

Cr Michelle Rich queried if residents are consulted prior to any verge works being undertaken, with a suggestion that residents at Millbrook be consulted, via a letter drop, prior to works commencing. This request resulted from Councillors previously receiving concerns of residents that they were not consulted prior to works being undertaken.

Cr Dave Atwell queried if verges aren't maintained can this be actioned.

5.3 Department of Fire and Emergency Services

Paul Southam provided an overview Report:

- AFDRS - with the introduction of the new system, experiencing challenges. As it is a national based system, there is a review scheduled to take place early 2023. Certainly receiving a lot of feedback from LGs - DFES are aware of the issues.
- Signs are ready for delivery - anticipate they will be up in the near future.
- Peter Sutton, Superintendent has been promoted - commenced in new role on 7 November. Alan Crossman - now replacement for SW Region. Plan to do 'meet and greet' sessions.
- Paul Southam will be taking leave 1 December 2022 to February 2023 inclusive.
- Paul Postma will be acting in the DO SE position.
- Telephone warning system (SOP) - highly recommending LGs accept the same system.
- s13 incidents. If LG requests DFES to take control of an incident - this includes financial. DFES have advised they can assist financially with machinery etc - just need the approval which can be provided via telephone instantly.
- Aircraft / Aviation Fleet (refer to *Attachment 5.3.1*) for 2022-2023. There will be two Helitaks available, with others to follow in December. Moving into the season, reviews will be taking place. A Large Air Tanker has been secured which will be based at Busselton. Potentially may have a second Air Tanker available - which will be based at Pearce.
- Parks and Wildlife experiencing resourcing issues.
- s95 going well.
- Cardup Fire Station (corner Orton Road and Doley Road) - announcement. Anticipate opening 2024.
- Request all Captains and Deputies to enforce to Brigade members - safety is paramount. Had too many near-misses last year - don't want a repeat.

Question raised by S Jones - have Parks and Wildlife sought assistance? J White responded that they have certain limitations which impact their ability to secure temporary resources and experience requirements.

5.4 Department of Biodiversity, Conservation and Attractions

Apology for meeting.



5.5 Byford Brigade

Captain of Byford Brigade - J Gibson provided Update Report (refer *Attachment 5.5.1*).

5.6 Mundijong Brigade

Captain of Mundijong Brigade - N Houweling provided Update Report (refer *Attachment 5.6.1*).

5.7 Jarrahdale Brigade

Captain of Jarrahdale Brigade - S Davis provided Update Report (refer *Attachment 5.7.1*).

5.8 Serpentine Brigade

Captain of Serpentine Brigade - S Jones provided Update Report (refer *Attachment 5.8.1*).

5.9 Keysbrook Brigade

Captain of Keysbrook Brigade - C Burgess provided Update Report (refer *Attachment 5.9.1*).

5.10 Oakford Brigade

Captain of Oakford Brigade - M Ross provided Update Report (refer *Attachment 5.10.1*).

5.11 Emergency Support Brigade

Captain of Emergency Support Brigade - N Carrall provided Update Report (refer *Attachment 5.11.1*).

Moved: M Ross; Seconded: S Jones

5.2/11/22 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the Bush Fire Advisory Committee recommends Council NOTES the report from the Chief.

5.3/11/22 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the Bush Fire Advisory Committee recommends Council NOTES the report from Department of Fire and Emergency Services.

5.4/11/22 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the Bush Fire Advisory Committee recommends Council NOTES no report was received from Department of Biodiversity, Conservation and Attractions.

**5.5/11/22 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION**

That the Bush Fire Advisory Committee recommends Council NOTES the report from Byford Volunteer Bush Fire Brigade.

5.6/11/22 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the Bush Fire Advisory Committee recommends Council NOTES the report from Mundijong Volunteer Bush Fire Brigade.

5.7/11/22 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the Bush Fire Advisory Committee recommends Council NOTES the report from Jarrahdale Volunteer Bush Fire Brigade.

5.8/11/22 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the Bush Fire Advisory Committee recommends Council NOTES the report from Serpentine Volunteer Bush Fire Brigade.

5.9/11/22 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the Bush Fire Advisory Committee recommends Council NOTES the report from Keysbrook Volunteer Bush Fire Brigade.

5.10/11/22 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the Bush Fire Advisory Committee recommends Council NOTES the report from Oakford Volunteer Bush Fire Brigade.

5.11/11/22 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the Bush Fire Advisory Committee recommends Council NOTES the report from Emergency Support Brigade.

CARRIED EN BLOC BY ABSOLUTE MAJORITY 10/0

6. Urgent Business:

No Urgent Business was raised.

7. General Business:

7.1 M Ross raised two questions regarding the Oakford Fire Station, being:

Q1: What is happening with the Oakford Fire Station?

Q2: Now that funding has been announced - will there be an official announcement?



In response:

Q1:

A Trosic advised that a Report was presented to Council in October following a number of meetings being held with residents. Currently finalising planning application process, with the intent to present this for Council determination in Quarter One, 2023.

Land has been secured and funding has been agreed by Council in-principle.

The project will be progressing in the first quarter of next year. Kaval Pannu is the Manager Major Projects who will put together a project plan and details of stakeholder membership group.

Also, LGGS Manual splits costs, such that the self supporting loan funds the capital build. Shire has reserved funds of \$350k to meet its costs (servicing, planning process, preparing site for building).

Q2:

Cr Rich advised once at Tender Stage for construction, this will likely be a time for the official announcement. This would detail matters like successful tenderer and anticipated work program.

7.2 L Mulholland passed on thanks to all Brigades and members to cover lots of training in a short amount of time - a big thank you to each and all.

8. Next meeting:

1900hrs at:

Shire of Serpentine Jarrahdale Civic Chambers	20 April 2023
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9. Closure:

There being no further business, the Chairperson, Chris Burgess, declared the meeting closed at 20:56hrs.

The Chairperson thanked attendees for participation and for all to keep safe and well.

Chief Bush Fire Control Officer BFAC report November 2022

This report was provided out of session for inclusion in the minutes.

Prevention

- SJ have secured another Mitigation Funding Activity's Grant to the value of \$231,754.00 Officers, Volunteers and Contractors are currently working through numerous projects.
- Recruitment Finalised for the Mitigation officer role well done to Jason White who was recently appointed to the role.
- Fire info cards are in the process of being developed, these will link residents back to the SJ and Emergency WA website's via QR code. The Sires website is being further developed to make it easier to access information and make the existing pages printable for residents who don't have computer access.
- The Shire will be utilising Karnet prisons section 95 program to have verges in Millbrook estate maintained. DFES and SJ staff are delivering training up at the prison this week.
- After being endorsed at the last BFAC the Shire of Serpentine Jarrahdale's 20-year emergency service facilities plan was then adopted by council.
- Fire information sessions have been held by our Bushfire Safety Awareness team. This is being conducted via Community BBQ's, SJ Farmers Market and Street meets and annual RUI exercise.
- The 2022 Spring restricted burning period was pushed back by 14 days, this was done to give residents additional opportunities to prepare their properties, Fire control officers continue to monitor on ground conditions.

Preparedness

- Volunteer Family Day Thankyou event occurred on Sunday the 23rd October, this event was well received by brigade members with approximately 100 people attending.
- Rural Urban Interface (RUI) exercise was held on Sunday 6th November 2022 at the Clem Kentish Oval in Serpentine. The exercise run the brigades through bushfires impacting various parts of the Serpentine area.
- Brigade Preseason was held on Tuesday the 25th October SJ hosted numerous guest speakers who came and provided briefs on Seasonal Preparedness, Air Operations, and Wellness.
- DFES Metro Pre-Season event was held on Saturday the 8th October 2022.
- SJ Training team has grown to 16 volunteer trainer assessors. The following formal courses have/are being run in SJ since the end of fire season, Machine Supervision, Ground Controller, Bushfire Safety Awareness x 2, Structural Firefighting, On Road Driver, Off Road Driver, provide first aid x3, Pump Operations x2, Advanced Bushfire Fighting, Crew leader, Sector Commander, Assist with Planned Burning, Fire Fighting Skills x 2.
- Pre-season skills assessment have been created and rolled out to all brigade members.
- Multiple Captains and Fire Control officer meetings have been held.
- Officer in Charge Sessions that incorporate desk top simulations have been delivered to all OIC's and Crew Leaders with one brigade left to host this session prior to the start of the metro high threat period.
- Leadership team mentoring plans have been developed for all SJ BFB leadership team members.
- SJ brigades currently have 239 Members with 64 Females and 170 Males.

Response

Incidents attended by Brigades in 2022

<p><i>Dates: 01/01/2022 to 16/11/2022</i></p> <p>BYFORD BFB</p> <p>EVENT - Not an Incident 1</p> <p>False Alarm - System Initiated 18</p> <p>False Call - Good Intent 28</p> <p>False Call - Malicious 1</p> <p>Fire - Bushfire (lge) 11</p> <p>Fire - Bushfire (sml) 26</p> <p>Fire - Other/Rubbish/Vehicle 7</p> <p>Fire - Structure 6</p> <p>General Service Calls 1</p> <p>Hazardous Situation 3</p> <p>Rescue & Medical 1</p> <p>Total: 103</p>	<p><i>Dates: 01/01/2022 to 16/11/2022</i></p> <p>EMERGENCY SUPPORT BFB</p> <p>Fire - Bushfire (lge) 2</p> <p>Fire - Other/Rubbish/Vehicle 1</p> <p>Fire - Structure 1</p> <p>Total: 4</p>
<p><i>Dates: 01/01/2022 to 16/11/2022</i></p> <p>JARRAHDAL E BFB</p> <p>Called Off - No Attendance 1</p> <p>EVENT - Not an Incident 1</p> <p>False Call - Good Intent 17</p> <p>Fire - Bushfire (lge) 13</p> <p>Fire - Bushfire (sml) 15</p> <p>Fire - Other/Rubbish/Vehicle 1</p> <p>Fire - Structure 1</p> <p>Total: 49</p>	<p><i>Dates: 01/01/2022 to 16/11/2022</i></p> <p>MUNDIJONG BFB</p> <p>Called Off - No Attendance 1</p> <p>False Call - Good Intent 25</p> <p>Fire - Bushfire (lge) 16</p> <p>Fire - Bushfire (sml) 20</p> <p>Fire - Other/Rubbish/Vehicle 8</p> <p>Fire - Structure 6</p> <p>General Service Calls 1</p> <p>Hazardous Situation 1</p> <p>Road Crash & Rescue 1</p> <p>Total: 79</p>
<p><i>Dates: 01/01/2022 to 16/11/2022</i></p> <p>OAKFORD BFB</p> <p>False Call - Good Intent 16</p> <p>Fire - Bushfire (lge) 19</p> <p>Fire - Bushfire (sml) 16</p> <p>Fire - Other/Rubbish/Vehicle 10</p> <p>Fire - Structure 4</p> <p>Hazardous Situation 3</p> <p>Road Crash & Rescue 2</p> <p>Total: 70</p>	<p><i>Dates: 01/01/2022 to 16/11/2022</i></p> <p>SERPENTINE BFB</p> <p>EVENT - Not an Incident 1</p> <p>False Call - Good Intent 8</p> <p>Fire - Bushfire (lge) 16</p> <p>Fire - Bushfire (sml) 13</p> <p>Fire - Other/Rubbish/Vehicle 2</p> <p>Fire - Structure 3</p> <p>Total: 43</p>

Department of Fire & Emergency Services (DFES)		Department of Biodiversity Conservation & Attractions (DBCA)	
<p>"RAC RESCUE" State Emergency Rescue Helicopter Service 24/7 All-Hazards Rescue Aeromedical, AISR, Transport</p> <p>Jandakot RESCUE 651 Technical Backup Helicopter</p> <p>Bunbury RESCUE 652 Bell 412EP Twin Engine with FLIR, 3D Mapping, Hoist, AVL, Multi-agency Radios, Personnel/Equipment Transport, Night Vision Goggles and Systems</p> <p>Tasking by St John Ambulance</p>		<p>Fire detection surveillance patrol program / Air Observation (Managed by DBCA Parks & Wildlife Service District Offices)</p> <p>Jandakot Spare FIRE SPOTTER Perth Hills FIRE SPOTTER</p> <p>Bunbury Wellington FIRE SPOTTER Manjimup Donnelly FIRE SPOTTER</p> <p>Albany Frankland FIRE SPOTTER Manjimup Blackwood FIRE SPOTTER</p>	
<p>Seasonal Air Attack Supervision and Aerial Intelligence Remote Sensing (AISR)</p> <p>Strategic AISR Jandakot 1 November → (329 days) FIRESCAN 125 King Air B200 Multi-Spectral / IR Linescanner</p> <p>Seasonal Air Attack Supervision / Utility Jandakot 1 Nov – 15 Apr (166 days) FIREBIRD 623 AS355S Twin Squirrel Type 3 Light Utility Helicopter 1,000 litre bucket</p> <p>Fuel Tanker Jandakot 1 Nov – 15 Apr (166 days) FIREBIRD 662 AS365 Dauphin Type 2 Utility (Technical Rescue, USAR, HAZMAT). 1,200 litre bucket</p>		<p>American Champion Scout Light Fixed Wing Observation Aeroplane (Owned, Operated by DBCA P&WS)</p> <p>DBCA Air Attack Supervision Jandakot Bunbury Manjimup Albany BIRDDOG BIRDDOG BIRDDOG BIRDDOG</p> <p>American Champion Scout Light Fixed Wing (Owned, Operated by DBCA P&WS)</p>	
<p>DFES-Managed Aerial Fire Suppression</p> <p>Jandakot 1 Nov – 15 Apr HELITAK 671 HELITAK 672 Fuel Tanker</p> <p>Busselton 15 Dec – 31 Mar HELITAK 676 HELITAK 677 Fuel Tanker</p> <p>Jandakot 1 Dec – 15 Apr HELITAK 673 HELITAK 674 Fuel Tanker</p> <p>6x Bell 214 Big-Lifter Type2 Helitankers 2,650 litre belly tank or 3,000 litre bucket</p>		<p>Year-Round Services</p> <p>All-Hazards Response Tactical AISR Jandakot 1 Nov → (306 days) FIREBIRD 661 AS365 Dauphin Type 2 FLIR & Fire/Flood Mapping / Video</p>	
<p>BIRDDOG 125 Busseton Dec – April</p> <p>132 Busseton Dec – April</p>		<p>Seasonal Term-Contract Services</p> <p>Jandakot 98 days+ BOMBER BOMBER BOMBER BOMBER</p> <p>Bunbury 98 days+ BOMBER BOMBER BOMBER BOMBER</p> <p>Manjimup 98 days+ BOMBER BOMBER BOMBER</p> <p>Albany 98 days+ BOMBER BOMBER BOMBER</p> <p>Surge and Training Aircraft</p> <p>Jet A1 Jet A1 Jet A1</p>	
<p>DFES-Managed Aerial Fire Suppression</p> <p>Serpentine 20 Dec - 3 Apr HELITAK 678 HELITAK 679 UH60 Black Hawk Type 1 Helitankers 4,500 litres Fuel Tanker</p>		<p>Call-When-Needed Bunbury Other light fixed wing and rotary wing aircraft as required</p>	
<p>DBCA-Managed Aerial Fire Suppression¹</p> <p>Jandakot 98 days+ BOMBER BOMBER BOMBER BOMBER</p> <p>Bunbury 98 days+ BOMBER BOMBER BOMBER BOMBER</p> <p>Manjimup 98 days+ BOMBER BOMBER BOMBER</p> <p>Albany 98 days+ BOMBER BOMBER BOMBER</p> <p>Surge and Training Aircraft</p> <p>Jet A1 Jet A1 Jet A1</p>		<p>Aerial Support Bunbury Seasonal Type 3 Light Utility</p> <p>Kimberley Seasonal Type 3 Light Utility</p> <p>Kodiak quest Fixed Wing GA8 Airvan Fixed Wing</p>	
<p>Tasking by DBCA Districts</p> <p>Air Tractor AT802F Single Engine Air Tankers (SEATs) 3,150 litre hopper 10x daily x 98 days + 1x additional SEATs as require d + 1 x AT504 Trainer (1,500 litres)</p>		<p>Tasking by DBCA Districts</p>	

BFAC Report 17th November 2022 – Byford

The purpose of this report is to advise the Shire of Serpentine Jarrahdale Bushfire Advisory Committee of the activities that have occurred over the last reporting period, upcoming activities and any key matters pertaining to the Byford Volunteer Bushfire Brigade.

1. Membership

At present Byford VBFB has 42 members. We currently have two auxiliary and six new recruits. Since last meeting we have had two members resign due to work and family commitments. The six new recruits all have completed Bushfire Safety Awareness and Firefighting Skills.

There have been some changes to the leadership team; these are as follows:

- o Captain – Jessica Gibson
- o 1st Lieutenant – Terry Mallon
- o 2nd Lieutenant - Chris Marsh
- o 3rd Lieutenant – Matt Clark

Since last BFAC the cadet program has been up and running with currently 15 cadet's active each week. They will finish at the beginning of December.

2. Safety

The floor at Byford Station has been reported to the Shire at various times during the winter as it is not level and water is able to leak through the roller doors. This is something that was identified in the facilities plan and hopefully with the Facilities Focus Group it is something that will be addressed. All items from the audit conducted last year have been rectified to the Brigades best capabilities.

Lighting has been installed out the front of the station to ensure safety of members and property. We have had issues with the neighbour across the road regarding the lights being installed as he considers them too bright. An independent contractor was employed to check the lumens register at the boundary and it is all in legal order and specification. The neighbour in question has made various threats to members about the lights and this has been passed onto the CESM. This is still an ongoing issue.

3. Operational Response

Since last BFAC Byford has had a count of 48 callouts. Including:

- 15 Tree Grass Scrub
- 2 Structure Fires
- 1 Vehicle Fire
- 2 Rubbish Fires
- 8 DBAS
- 1 Electrical
- 19 Illegal Burns/Investigation/False Call

We have been able to crew to all incidents except two since last BFAC. The Brigade has a light day crew with most members available after hours.

4. Bushfire Mitigation Activities

Byford has various mitigation activities in works including Briggs Road Bridal Trail, Wungong South Reserve, Bishop Road to Little Place, Oscar Bruns Reserve and various private burns for ratepayers. Roughly 20 permits have been written out for this permit season.

5. Training

To date Byford has seven Level 1 Incident Controllers, 26 Crew Leaders and 17 Sector Commanders. 90% of all members have completed their Shire Preseason Assessment and they are currently been uploaded to J Drive.

We conduct weekly training with attendance around 25 members per week. With the lead up to fire season we have covered appliance familiarisation, burn over and hose drills. We conducted some dual training with Armadale 2nd with more of this training to continue. We have had the shires OIC training and Mental Health First Aid.

6. Equipment and Facilities

All appliances are in working order and monthly maintenance is carried out each month. If there is a fault it is reported immediately when an issue arises.

As stated before, members are now waiting on the facilities plan to see what is in place for station as there is a lot of work to be carried out to make the station comply with the new Work Health and Safety Laws.

Mundijong Brigade Bushfire Advisory Committee Report

November 2022

1. Membership

- Leadership Group:
 - Captain: Nathan Houweling
 - Lieutenants: Martin Spibey, Chris Jones, Paul Firmstone
 - Training Officer: Trevor Jones
 - Secretary: Deb Jones
 - FCO: Stephen Chadwick
- Membership:
 - Total of 40 active members

2. Safety

- No significant safety concerns to report since the last BFAC.
- Safety continues to be an active discussion at Mundijong, with the explicit connections to the implementation of LACES and shared safety responsibilities.

3. Operational Response

- The brigade continues to maintain its operational response by upskilling members
- Regular maintenance each month ensure that the vehicles are maintained, and any faults have been reported.

4. Bushfire Mitigation Activities

- The brigade is working to conduct several mitigations burns this season.
- Appliances have also assisted in some other brigade's mitigation burning.
- Several mitigation burns are being planned for residents in the Mundijong area.

5. Training

- Training continues to occur twice a month on a Tuesday evening.
- Members have been put through pre-season checklists to ensure minimum competency before the oncoming season
- Training continues to cover basic firefighting skills while also upskilling members in incident management and crew leadership.
- Highlights this off-season included a visit to the Murdoch Fire Station and CLP.
- Brigade continues to implement and train with some new gear including battery tools and root soaker spikes.
- The cadet program is not being run and is in the process of review at this stage

6. Equipment and Facilities

- The brigade continues to work through matters raised in the insurance audit with the Shire's assistance.
- Brigade facilities are adequate however future growth of the brigade will see the need for minor improvements

Jarrahdale Volunteer Bush Fire Brigade Report – November 2022

Membership

We have 3 new members this winter and they have now completed the first two courses and are ready to respond to incidents for our brigade.

We currently have 25 active fire fighters, 4/5 Auxiliary members and 4 ESB members.

We have 9 cadets this year also.

Operational Response

Brigade has responded to 26 incidents since last BFAC, being the cooler time of the year most have been illegal burns or vehicle fires with some bushfires also. Since 1st Dec 2021 we responded 52 incidents including deployments around the state.

Bushfire Mitigation Activities

We have undertaken several shire mitigation burns in Jarrahdale this winter and Spring, with help from some other brigades also.

We have also assisted some residents with burns on their private properties.

Training

Training is progressing well, with numbers at training each week increasing.

Our Lieutenants have completed some more advanced courses this winter as have several other members giving them more skills/understanding for seasons ahead.

Equipment and Facilities

Both vehicles are in good condition at this time of year, preparing them and the station for this coming fire season. Many thanks to ESD for responding quickly to any repairs needed over winter.

Serpentine Volunteer Bushfire Brigade – BFAC Report – November 2022	
Author	Scott Jones – Captain
Date of Report	17 November 2022

The purpose of this report is to advise the Shire of Serpentine Jarrahdale Bushfire Advisory Committee of the activities that have occurred over the last reporting period (April 2022 to November 2022), upcoming activities and any key matters pertaining to the Serpentine Volunteer Bushfire Brigade.

1. Safety and COVID-19 Response

- There have been no significant safety concerns or incidents to report this period. Over this period, the brigade has continued to operate under the state government and shire guidelines in relation to COVID-19 and the transition to the new normal ways of working.

2. Management and Administration

- The brigade currently has 37 registered members. Following a recent review of the membership list by the Operational Officers group, the breakdown now sits at:
 - Six (6) Non-Operational Support and Auxiliary Members, including 2 x current Leave of Absence members;
 - Five (5) Probationary / Trainee Members with less than 2 years operational experience.
 - Thirteen (13) Active Fire Fighters; and
 - Twelve (12) Senior / Officer in Charge Fire Fighters.
- In addition, there are also two (2) members looking to transfer to our brigade having recently moved into the shire from other areas. The brigade also currently has six (6) cadet members.
- Over this period, the brigade has supported several community events, including the Serpentine Community BBQ. The brigade also had representatives at the WAFES conference and Metro Pre-Season Forum

3. Operational Response

- The brigade has responded operationally to fifty-eight (58) incidents for the last financial year, a significant increase from thirty six (36) the year prior.
- Primary Response (36 incidents – compared to 18 last year)
 - 1 x Primary Response to an aircraft accident at the Serpentine Airfield;
 - 1 x Primary Response to a structure fire in a chimney on Rangeview Loop
 - 1 x Primary Response to a structure fire in a shed on Butter Gum Close (2nd Alarm)
 - 1 x Primary Response to a structure fire involving multiple properties and assets on Wattle Road (4th Alarm)
 - 3 x minor property fires (Fence, Car, Power Pole)
 - 8 x controlled burns
 - 3 x rubbish fires
 - 1 x 3rd Alarm (level 1) scrub fire on Westcott Road
 - 1 x 2nd Alarm scrub fire hopelands road
 - 1 x 2nd Alarm scrub fire SW Hwy
 - 13 x Minor Vegetation Fires (single brigade only)
- Support Response (22 incidents – compares to 16 last year)
 - 8 x deployments (Chittering, Avon Valley, Bullsbrook, Margaret River, Shark Bay, Denmark, Nambellup, Hilbert)
 - 14 x support responses across the shire.
- To date for the 2022/2023 period, the brigade has responded to seven (7) incidents in total. Most of these have been good intent calls to small, controlled burns. Of concern are the recent spate of arson activities on Scrivener Road.

4. Preparations and Readiness

- It has been clear as a result of not only incidents within the Serpentine area, but the wider shire, that during the summer months we can continue to expect a range of incidents to occur, not just bushfire. As a result, the brigade has expanded its skills based training to include response to all hazards in order to make early assessments of support required and preservation of the scene. This has been received well by the brigade. The brigade would like to thank the shire the team for their efforts in putting together the OIC training that was rolled out to all the brigade prior to the season. This has been well received by our brigade OICs.
- Over the pre season, the brigade has focussed its training towards the completion of mandatory Skills Assessments for all active brigade members. 55% of all active registered members completed their assessments, with the remainder of committed members booked in and targeting completion by 1 December.
- The brigade's ongoing Hydrant and Water Supplies inspections have been completed.

5. Fire Control and Hazard Reduction Burning

- Preparations are underway with the Restricted Burning Season, with the FCO's familiarising themselves with their areas and the falling fire risk. Permits continue to be issued in accordance with normal guidelines.
- A number of planned Shire burns have been supported by the brigade in addition to private burns that the brigade is approached to assist with. Mitigation activities have been completed on McKay Drive and planned next week for Castle Road.

6. Training

- Brigade training over this period following the lifting of COVID restrictions have been focussed on core basic skills for all hazards that the brigade responds to. Training has seen a steady attendance throughout the period we the benefits of training attendance being directly seen on the fire grounds.
- Over this period, a number of brigade members were targeted for courses during the winter months to further increase their skills and ready some members of higher level roles moving forward in the brigade both from an operational and management perspective. These courses include Crew Leader, Advanced Bushfire, Ground Control, Structural Fire and Level 1 IC. In addition, the brigade Captain attended the inaugural Brigade Officers Development Program run by DFES.

7. Equipment and Facilities

- Appliances and Equipment
 - Both the Serpentine 3.4U and LT are fully operational.
 - The brigade would like to acknowledge the support and responsiveness of the shire in addressing issues that have occurred on these appliances
- Station
 - The brigade has commenced input to the planning of the next phase of renovation the building in line with the Enhancement Working Group, noting the increase in brigade members and the need for functional amenities that suit the requirement of the brigade and its members.

If you have any questions at any time, please do not hesitate to contact me.

Scott Jones
Captain

Serpentine Volunteer Bushfire Brigade
Mobile: 0435 324 185

End of Report

Keysbrook VBFB BFAC Report- 17th November 2022Membership and administration

- * The brigade currently has 22 registered members (excluding non-returning members). Of these 22 members, 16 of them are actively engaging in the brigade and associated activities (i.e. call outs, training, auxiliary/admin support).
- * Community engagement in preparation for the 2022/23 fire season will focus on the eastern side of SW Highway (i.e. scarp side of Keysbrook).

Safety

- * Flammable fuel cabinet has now been relocated to the station.
- * No safety issues to report.

Operational Response

- * Since last BFAC have had five incidents where the brigade has been called. Out of these five, one was a secondary support task, one involved being stood down by COMCEN and the remaining three were unable to be attended to due to not having a full crew available.
- * Currently have a limited number of members available for incident call outs during business hours. Outside business hours sufficient number of members are available.
- * Currently have 0 Level 1 Incident Controllers, 1 Crew Leader, 2 Ground Controllers and 1 Sector Commander qualified. As well, have six MR truck drivers with another three awaiting to do driver training through Keen Brothers.

Bushfire Mitigation Activities

- * Currently no mitigation work in the Keysbrook area that has required assistance from the brigade.
- * Only a small amount of permits have been requested this fire season in the Keysbrook district.

Training

- * Monthly training sessions are continuing with approx. six members attending each session.
- * One member has recently completed MR license upgrade and two members completed firefighting skills.
- * Four members attended recent OIC training held at Serpentine BFB.
- * One member attended recent RUI exercise in Serpentine.

Equipment & Facilities

- * Three items from the 2021 facilities audit for the station are outstanding- all of these items require ESD/ SJ Shire actioning.
- * Brigade has been successful in obtaining a grant to have an external garden shed installed at the station to store surplus equipment.
- * All relevant checks have occurred on station, vehicles and equipment to ensure it is prepared for operational purposes.
- * Have been advised that new 2.4 truck won't be ready for the brigade until after the fire season. Brigade members are disappointed as this means it will be a second full fire season using an old, outdated light tanker (previous light tanker was swapped with the Byford light tanker).

Oakford BFB November 2023 BFAC Report

1. Membership

Currently 42 members registered with Oakford, during the off season we recruited 12 people mainly through a Facebook post. Of those twelve, 5 have continued on and now completed both Bush Fire Safety Awareness and Fire Fighting Skills and are now ready for turn outs this summer. Unfortunately, we have lost 9 members over recent months this has been due to moving out of a practical response area or family & work commitments. With Oakford station project going ahead and the future of the brigade secured post fire season we will start another recruitment drive with a plan to really bolster brigade numbers

2. Safety

No safety issues to report, a new electronic post incident debrief form has been created with a separate section for oh&s issues. Along with the appointment of Oakford 2nd Lieutenant as a Safety Officer within the brigade we hope to capture more critical info regarding safety issues at incidents. The Safety Officer will then present the debrief OH&S issues at each monthly meeting.

3. Operational Response

Oakford has a suitable availability of members for incidents during the day or regular work hours when it has been historically for all brigades a difficult time to get crews. As with most brigades there is the usual core group that are available outside business hours.

Currently have 5 Level 1 Incident Controllers, 16 Crew Leader, 12 Ground Controllers and 6 Sector Commanders. As well as 14 truck drivers with another 2 awaiting to do driver training through Keen Brothers.

I have no doubt Oakford brigade will have no issues providing crews when requested throughout the upcoming fire season.

4. Bush Fire Mitigation Works

Currently no mitigation work in the Oakford area that has required assistance from the brigade.

5. Training

Weekly training is continuing with attendance numbers averaging around 20 members. On the lead up to fire season training has been more focused on the basics of hose work and appliance familiarisation. LG directed pre-season assessments have now been completed for all members and evidence uploaded to J drive. OIC training will be completed shortly as well.

6. Facilities and Equipment

All appliances are in working order but given their age we are starting to have frequent breakages due to wear and tear. We are trying to mitigate the impact of this by increased maintenance checks and prompt reporting to ESD when issues arise.

The administration building is starting to fall into a dilapidated state with the ceiling in the meeting room possibly needing attention in the not to distant future. But given the progress on the new Oakford station project this may just have to be monitored.

Equipment wise the appliances are well equipped and the brigade maintains a small stock of replacement hoses and branches should they be needed at short notice.

The announcement of funding for the new station has had a great effect on the brigade and brought about a new sense of belonging and enthusiasm for the brigade and what we do. Members are excited to be a part of the project and see it progress over the coming months and years. Given that our future is now a lot more certain myself and the officers group in consultation with the brigade group are putting together a 5 year plan with goals and direction we want the brigade to go. This will include things like increased membership, increased training profile in particular higher level courses and more permanent appliances.

ESB BFAC Report November 2022 BFAC**1. Membership**

- Current total members 34.
- Of the 34 members 19 are dual members with other brigades.
- Of the 19 dual members 2 are from brigades outside of Serpentine Jarrahdale.
- There are also an additional 3 members from other brigades on the ESB 2nds paging list that have indicated they are willing to help when low on crews but have not taken the option to become a dual member.
- Since the last BFAC meeting we have recruited 7 new members. 2 of those members have not proceeded with their membership. The remaining 5 continue to proceed with training to enhance skills for the season.
- We have had to make a couple of temporary changes to the Management team of the Brigade due to 1 person taking leave of absence for medical reasons and the second reducing their duties for personal reasons. As a result until February 2023 at the earliest the following changes have come into effect. No other positions are affected:
 - i. Jackie Dines – Acting Second Lieutenant
 - ii. Hazel Woodland – Acting Third Lieutenant
 - iii. Roxene Murphy – Acting Training Officer
- ESB are introducing a new level of membership to the Brigade. This will be an ancillary member and is aimed to boost membership numbers with focus on welfare support. This type of membership will be non-operational and ancillary members will not be permitted on the fire ground. The training requirements will be to complete the shire induction to the brigade and an online food handling course. Initially we are hopeful of recruiting partners and family members of current operation firefighters in the shire that have a desire to assist but not interested in being a fire fighter or completing operational training. We will be emailing all Brigades with further information in the very near future.

2. Safety

- Happy to report that the air conditioning in ICV has been repaired after a significant wait to have the repairs completed. At the end of the last fire season working temperatures inside the vehicle we in excess of 40 Deg C, current working temps with the repairs have reduced the conditions to between 18-22 Deg Celsius.
- Currently working through pre season assessments for the Brigade. Approximately 50% complete.
- No safety incidents to report.

3. Operational Response

- Currently have good levels of membership compared to historical levels for the Brigade. Confident of being able to provide operational support throughout the season.
- Has seen a big increase in active members across the Brigade over the last 6 months. Of the 34 Brigade members only 6 are considered as inactive at this time. All others have been active in one way or another withing the brigade.

4. Bush Fire Mitigation Works

- Mitigation is not a primary function of the Brigade.

5. Training

- Currently working with the CBFCO and DBFCO3 to set a formal training path for the development of ESB members and future leaders.
- Training continues on a weekly basis of which we are averaging 20 members per week at training.
- Completing as part of training communication testing throughout various locations around the shire to pre determine weaknesses and issues that exist and have in place plans to mitigate these in the event of an incident in that area.
- Completed a 2 day training course with SES in Dryandra.
- Participated in multiple regional exercises within the shire and also outside of the shire in the SE Metro region.
- Participated in shire training programs and RUI exercises.
- Pre Season WEBEOC (Incident Management DFES Program) training is in the process of being completed tonight.

6. Facilities and Equipment

- Multiple repairs have been completed on the vehicle that will ensure it is operational for the season.
- IT upgrade has been completed to ensure connectivity and operational resources are able to function better.
- All equipment is in good working order with a couple of minor pieces of replacement equipment on back order.
- Looking forward to the planning phase and eventual relocation of the Brigade to the new Oakford Station. This will provide the brigade with a station area, meeting room and storage facilities which we presently do not have.
- Finding it challenging not having a support vehicle to assist with Welfare and support services on the Fire Ground. Actively working with the ES department to look at ways at overcoming this.
- Thanks to Oakford for the recent upgrades of the Support BBQ trailer and making this available for our use which we plan to do in the current season and to SES for making the use of the mobile cool room available to us.

7. Brigade Activities

- Brigade has been extremely active in the off fire season that is traditionally a quiet period for the Bridge. The activities include:
 - i. Providing Welfare support at incidents across the shire.
 - ii. Providing catering services for various shire and DFES training and meetings that have been held.
 - iii. Developing a standardised Welfare plan to enable incident controllers to request refreshments at incidents based on the time the incident will run for and the incident controller knowing what refreshments will be provided. This allows for forward planning for catering purposes.
 - iv. Completed a Bunnings Sausage Sizzle Fundraiser and recruitment drive to boost membership levels with plans to hold another in the new year.
 - v. Assisted Byford in the completion of Hydrant Maintenance within their patch.
 - vi. Attended COMCEN visit to see how the system works and to also gain and understanding of the workings of the ROC, MOC and SOC as this affects the ICV operations.
 - vii. Looking at completing training with other Brigades outside of Serpentine Jarrahdale within the SE Metro region to provide education on the operation of ESB and how we can integrate into the fire ground structure