

# Unconfirmed Minutes



Shire of  
Serpentine  
Jarrahdale

## Bush Fire Advisory Committee

### Minutes

20 April 2023

1900hrs

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Dear Committee Member

A Bush Fire Advisory Committee meeting of the Shire of Serpentine Jarrahdale was held on Thursday, 20 April 2023 in person at the Shire of Serpentine Jarrahdale Civic Centre.

Paul Martin  
Chief Executive Officer

## Minutes

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

#### Voting Delegates

Cr Michelle Rich	Council Delegate
Cr Dave Atwell	Council Delegate (arrived at 1940hrs)
Chris Burgess	Keysbrook Captain (Chairperson)
Mike Ross	Oakford Captain (Deputy Chairperson)
Terry Mallon	A / Byford Captain
Jackie Dines	A / Emergency Support Brigade Captain
Sarah Davis	Jarrahdale Captain
Nathan Houweling	Mundijong Captain
Scott Jones	Serpentine Captain

#### Non-Voting Delegates

Brian Oliver	Director Community Engagement
Dave Richer	Coordinator Emergency Services
Luke Mitchinson	Acting Superintendent Department of Fire and Emergency Services
Ken Elliott	Deputy Chief Bush Fire Control Officer 1
Jason White	Deputy Chief Bush Fire Control Officer 2
Tina Bullman	Minute Taker / Administration



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## Apologies

Leigh Mulholland	Chief Bush Fire Control Officer
Jess Gibson	Byford Captain
Nathan Carrall	Emergency Support Brigade Captain
Paul Southam	District Officer Southeast Department Fire and Emergency Services
Brodie Selby	Department of Biodiversity, Conservation and Attractions
David Gibson	Deputy Chief Bush Fire Control Officer 3

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

Nil

## 3. Minutes of Previous Meeting/s:

### 3.1 Bush Fire Advisory Committee Meeting - 17 November 2022

#### 3.1/4/23 BUSHFIRE ADVISORY COMMITTEE RESOLUTION

Moved: Cr M Rich; Seconded: M Ross

That the Minutes of the Bush Fire Advisory Committee Meeting held on 17 November 2022 be confirmed (E22/15148).

**CARRIED UNANIMOUSLY**

## 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><b>Resolution No. 5.1.1/11/22</b></p> <p><i>BUSH FIRE ADVISORY COMMITTEE RESOLUTION:</i></p> <p><i>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:</i></p>	<p><b>Completed</b></p> <p>OCM020/02/23</p> <p><i>COUNCIL RESOLUTION / Officer Recommendation</i></p> <p><i>That Council:</i></p> <p><i>1. ENDORSES the proposed Business Plan which sets out key outcomes and deliverables for the Community Emergency Services Manager position.</i></p>



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<p>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.</p> <p>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.</p> <p>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.</p>	<p>2. REQUESTS that the Department of Fire and Emergency Services endorses the Business Plan.</p> <p>3. REQUESTS an annual report of progress against the Business Plan, via the November 2023 Bushfire Advisory Committee Meeting, at the December meeting of Council.</p>
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## 5. Agency and Brigade Report

### 5.1 Shire of Serpentine Jarrahdale

<b>5.1.1 Cardup Career Fire and Rescue Station – Gazettal and Emergency Services boundary Levy (SJ648)</b>	
<b>Responsible Officer:</b>	Director Community Engagement
<b>Senior Officer:</b>	Chief Executive Officer
<b>Disclosure of Officer's Interest:</b>	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

Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.
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## Report Purpose

The purpose of this report is to present to the Bush Fire Advisory Committee updated information pertaining to the new Cardup Career Fire and Rescue Station (CFRS), that will soon begin development in Byford.

The CFRS is expected to become operational in 2024 and will have associated changes in terms of how incidents are responded to. Specifically, the CFRS will see the gazetted metropolitan fire district extended to cover a response area surrounding the CFRS, changing as a result several Shire bushfire brigade (BFB) response arrangements.

While change will occur, this report highlights the opportunities for establishing a collaborative and cooperative relationship between the CFRS and Shire BFBs, so that the most optimal emergency management arrangements can be secured for the community.

## Relevant Previous Decisions of Council

*Ordinary Council Meeting – 21 November 2019 – OCM274/12/19 – COUNCIL RESOLUTION*

1. *That Council RECEIVES the Unconfirmed Minutes of the Bush Fire Advisory Committee held on 21 November 2019 (E19/15472)*
2. *That Council ADOPTS Bush Fire Advisory Committee Resolution 6.1.3/11/19 and NOTES the Bush Fire Advisory Committee's support for Council seeking State Government consideration for a Career Fire Station for the Mundijong Emergency Services Precinct.*

## Background

The Shire of Serpentine Jarrahdale has been advocating to the State Government for many years for a career fire station to be built in the district.

In November 2022, the State Government announced a new career fire station would be built in Byford, located at 169 (Lot 201) Doley Road, Byford. The Media Statement issued by the State Government is provided at **attachment 1**.

The establishment of a CFRS for the Shire will result in the extension of the Metropolitan Gazetted Fire District (MGFD), corresponding with the time-based response window that is able to be covered by the CFRS. This will see that area changed to be subject to the highest Emergency Services Levy (ESL) of Category 1. Currently, the Shire sits outside the MGFD and volunteer bushfire brigades provide the response arrangements. This is ESL Category 3. Response arrangements within the MGFD are primarily handled by CFRS.

## Community / Stakeholder Consultation

### DFES briefings

DFES provided a briefing on the Cardup Career Fire and Rescue Station – Gazetted and Emergency Services Boundary Levy to the Shire President, Chief Executive Officer and Director Community Engagement on Wednesday, 29 March 2023.

DFES was scheduled to provide a briefing to the Shire's Volunteer Bush Fire Brigades on Wednesday, 5 April 2023, but because of a fire emergency in Oakford on this date and all



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the Shire's volunteer brigades attending this emergency, the briefing was postponed. At the time of writing this report, this briefing was rescheduled to occur on Friday, 14 April 2023.

## Statutory Environment

*Bushfires Act 1954*

*Fire Brigades Act 1942*

*Fire and Emergency Services Act 1998*

## Comment

### Metropolitan Gazetted Fire District boundary

With the construction of the new Cardup CFRS, DFES is proposing to adjust the existing MGFDF that will see it extend past the boundary of the Armadale CRFS to encompass the new Cardup CFRS response area. The briefing document provided by DFES, outlining the proposal and legislative and procedural steps required to implement the changes for the MGFDF boundary and Emergency Services Levy, is provided at **attachment 2**.

DFES have provided two draft maps which identify the proposed response area for the Cardup CFRS, proposed extension of the MGFDF and proposed changes to ESL categorisation. These reveal:

Map 1 – Seven-minute Isochrone Map for the new Cardup CFRS, provided at **attachment 3**.

Map 2 – Proposed extension of the MGFDF and the ESL 1 and ESL 3 boundary changes, provided at **attachment 4**.

### ESL categories

The ESL is an annual charge paid by all property owners in Western Australia, levied by the State Government and collected on its behalf by local government.

The rate used to calculate the ESL on a property is determined by a property's ESL category. All land in WA is classified into one of five ESL categories based on the types of fire and emergency services available in the area as shown in the table below (*source: DFES website*).

ESL Category	Typical Location	Emergency Response	2022-23 ESL Rates
1	Perth Metropolitan Fire District	The Perth metropolitan network of Career Fire and Rescue Service stations and the State Emergency Service	\$0.016213
2	Regional Cities	A Career Fire and Rescue Service station plus a Volunteer Fire and Rescue Service and the State Emergency Service	\$0.012160
3	Perth Metropolitan Fringe	A Volunteer Fire and Rescue Service unit and/or Volunteer Bush Fire Brigade supported by the Perth metropolitan network of Career Fire and Rescue Service stations and the State Emergency Service	\$0.008106
4	Country Towns	A volunteer service with structural firefighting capability and the State Emergency Service	\$0.005675
5	Pastoral / Rural Areas	The State Emergency Service network and volunteer fire services in the vicinity	\$93 fixed charge per rates notice





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Each year, minimum and maximum ESL thresholds are set for each ESL category based on what a property is used for as shown in the table below (*source: DFES website*). The ESL property classifications are used for the levy only, and therefore may be different from other property or zoning classifications used for local governments rates.

ESL Category	MINIMUM		MAXIMUM	
	All property uses	Single-Residential, Vacant Land and Non-Commercial Farming	Multi-Residential (e.g. units/flats/apartments on a single assessment)	Commercial, Industrial and Miscellaneous
1	\$93	\$468	\$468 x the number of dwellings	\$267,000
2	\$93	\$351	\$351 x the number of dwellings	\$200,000
3	\$93	\$234	\$234 x the number of dwellings	\$134,000
4	\$93	\$164	\$164 x the number of dwellings	\$93,000
5	\$93 per assessment			
Mining Tenements	\$93 per assessment			

If the proposed Metropolitan Gazetted Fire District boundary is approved by the Minister, affected property owners will be required to pay ESL category 1 (the maximum amount being \$468) as opposed to the current ESL category 3 (the maximum amount being \$234). The map also shows the southern parts of the Shire being changed from ESL 5 to ESL 3, which could see maximum amounts payable change from \$93 to \$234.

### Impact on Volunteer Bush Fire Brigades

The Shire welcomes the construction of the new Cardup CFRS, which will provide the community with improved response times to emergencies and provide career fire fighters with access to modern and contemporary facilities and equipment.

The new Cardup CFRS will have an impact on the Shire's Volunteer Bush Fire Brigades, with the proposed extension of the MGF and the ESL 1 and ESL 3 boundary changes encompassing the following brigades:

- Byford Volunteer Bush Fire Brigade
- Oakford Volunteer Bush Fire Brigade
- Mundijong Volunteer Bush Fire Brigade

When the new Cardup CFRS is operational, the number of callouts for the Shire's three brigades are expected to be reduced, and most likely significantly. The career fire station will be the first respondent to all emergency call outs within the ESL1 boundary and backed up in the first instance by a secondary career fire station.

DFES and the Shire recognise that the volunteer bush fire brigades will continue to play a pivotal role as part of the Shire's ongoing preparedness, response, management, and mitigation of emergencies in the district. It is important that DFES continues to engage with the Shire and its volunteer bush fire brigades in advance of the new Cardup CFRS being operational, so that the Shire's emergency services volunteers remain a key part of the Shire's response capability.





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The Shire is seeking from DFES an arrangement that ensure a collaborative and cooperative arrangement with affected BFBs, which may include bespoke local arrangements to ensure incidents can be actively responded to and quickly extinguished. For example, local BFBs would be located closer than backup CFRS brigades, meaning some consideration needs to be given to how to use local resources to best deal with an incident and one which could potentially escalate quickly.

This also helps keep the Shire's local BFBs engaged, which is very important given the multiple turnout arrangements that are required during high threat period to quickly deal with incidents no matter where they start on the landscape.

This forms the basis of the recommendation.

## Options and Implications

### Option 1

That the Bush Fire Advisory Committee RECOMMENDS that Council:

1. NOTES the Cardup Career Fire and Rescue Station – Gazettal and Emergency Services boundary Levy proposed changes provided by the Department of Fire and Emergency Services, as per attachments 2 and 3.
2. REQUESTS the Chief Executive Officer write to the Department of Fire and Emergency Services Commissioner to:
  - a) Thank DFES for the briefing on the Cardup Career Fire and Rescue Station – Gazettal and Emergency Services boundary Levy proposed changes.
  - b) Advise DFES the Shire supports the proposed changes to the Metropolitan Gazetted Fire District and Emergency Services Levy boundary.
  - c) Request DFES to continue to work collaboratively with the Shire's Community Emergency Services Manager and Volunteer Bush Fire Brigades in advance of the new Cardup Career Fire and Rescue Station becoming operational so there is a shared agreement and understanding of how the volunteer brigades will operate within the proposed Metropolitan Gazetted Fire District boundary to support them to continue their pivotal role as part of the Shire's ongoing preparedness, response, management and mitigation of emergencies in the district.
3. REQUESTS the Chief Executive Officer to:
  - a) investigate where other local governments have implemented changes to their Volunteer Bushfire Brigades as a result of a new Career Fire Station and work with the brigades to understand the impacts and options available, and
  - b) present a discussion paper to Bush Fire Advisory Committee following the investigations including consideration of a review of the 20 Year Facilities Plan for the Shire's Six Bush Fire Brigades, Emergency Support Brigade and SES Unit.

### Option 2

That the Bush Fire Advisory Committee RECOMMENDS Council:

1. NOTES the Cardup Career Fire and Rescue Station – Gazettal and Emergency Services Levy boundary proposed changes provided by the Department of Fire and Emergency Services, as per attachments 2 and 3.



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Option 1 is recommended.

## Conclusion

In November 2022, the State Government announced a new career fire station would be built at 169 (Lot 201) Doley Road, Byford.

The proposed site for the Cardup CFRS is not currently part of a gazetted fire district and sits adjacent to the MGF. It is located within a current volunteer bushfire brigade response area within the Shire and is designated Emergency Services Levy category 3.

DFES is proposing to adjust the existing MGF that will see it extend past the boundary of the Armadale CRFS to encompass the new Cardup CFRS response area. There will also be flow on impacts to the southern ESL 5 area, becoming ESL 3 as a result.

The Bush Fire Advisory Committee is requested to make a recommendation to Council on the Gazetted and Emergency Services Levy boundary for the Cardup Career Fire and Rescue Station.

## Attachments (available under separate cover)

**5.1.1 - attachment 1** – Media Statements - Cardup Fire Station project (E23/4784)

**5.1.1 - attachment 2** – DFES briefing document - Cardup Career Fire and Rescue Station – Gazetted and Emergency Services Levy boundary (IN23/7452)

**5.1.1 - attachment 3** - Seven-minute Isochrone Map for the new Cardup CFRS (IN23/6784)

**5.1.1 – attachment 4** - Proposed extension of the MGF and the ESL 1 and ESL 3 boundary changes (IN23/6786)

## Alignment with our Strategic Community Plan

<b>Outcome 1.3</b>	A safe place to live
<b>Strategy 1.3.2</b>	Support local emergency services
<b>Outcome 4.2</b>	A strategically focused Council
<b>Strategy 4.2.3</b>	Provide clear strategic direction to the administration

## Financial Implications

There are no financial implications associated with this report.



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## Risk Implications

Risk has been assessed on the Officer Options and Implications:

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	Nil.						
2	There is the risk that providing no comment to DFES could result in a suboptimal arrangement, compared to being proactive.	DFES briefings to Shire and Volunteer Bush Fire Brigades on the Gazettal and Emergency Services boundary Levy proposed changes	Strategic Stakeholder Relationships	Possible	Moderate	MODERATE	Give reason for decision

**Voting Requirements:** Simple Majority

Officer Recommendation

That the Bush Fire Advisory Committee RECOMMENDS that Council:

1. NOTES the Cardup Career Fire and Rescue Station – Gazettal and Emergency Services boundary Levy proposed changes provided by the Department of Fire and Emergency Services, as per attachments 2 and 3.
2. REQUESTS the Chief Executive Officer write to the Department of Fire and Emergency Services Commissioner to:
  - a) Thank DFES for the briefing on the Cardup Career Fire and Rescue Station – Gazettal and Emergency Services boundary Levy proposed changes.
  - b) Advise DFES the Shire supports the proposed changes to the Metropolitan Gazetted Fire District and Emergency Services Levy boundary.
  - c) Request DFES to continue to work collaboratively with the Shire's Community Emergency Services Manager and Volunteer Bush Fire Brigades in advance of the new Cardup Career Fire and Rescue Station becoming operational so there is a shared agreement and understanding of how the volunteer brigades will operate within the proposed Metropolitan Gazetted Fire District boundary to support them to continue their pivotal role as part of the Shire's ongoing preparedness, response, management and mitigation of emergencies in the district.



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3. REQUESTS the Chief Executive Officer to
  - a) investigate where other local governments have implemented changes to their Volunteer Bushfire Brigades as a result of a new Career Fire Station and work with the brigades to understand the impacts and options available, and
  - b) present a discussion paper to Bush Fire Advisory Committee following the investigations including consideration of a review of the 20 Year Facilities Plan for the Shire's Six Bush Fire Brigades, Emergency Support Brigade and SES Unit.

## 5.1.1/4/23 BUSH FIRE ADVISORY COMMITTEE RESOLUTION

Moved: S Jones; Seconded: M Ross

That the Bush Fire Advisory Committee recommends that Council

1. **NOTES the Cardup Career Fire and Rescue Station – Gazettal and Emergency Services boundary Levy proposed changes provided by the Department of Fire and Emergency Services, as per attachments 2 and 3.**
2. **REQUESTS the Chief Executive Officer write to the Department of Fire and Emergency Services Commissioner to:**
  - a) **Thank DFES for the briefing on the Cardup Career Fire and Rescue Station – Gazettal and Emergency Services boundary Levy proposed changes.**
  - b) **Advise DFES the Shire supports the proposed changes to the Metropolitan Gazetted Fire District.**
  - c) **Request DFES to continue to work collaboratively with the Shire's Community Emergency Services Manager and Volunteer Bush Fire Brigades in advance of the new Cardup Career Fire and Rescue Station becoming operational so there is a shared agreement and understanding of how the volunteer brigades will operate within the proposed Metropolitan Gazetted Fire District boundary to support them to continue their pivotal role as part of the Shire's ongoing preparedness, response, management and mitigation of emergencies in the district.**
3. **REQUESTS the Chief Executive Officer to**
  - a) **investigate where other local governments have implemented changes to their Volunteer Bushfire Brigades as a result of a new Career Fire Station and work with the brigades to understand the impacts and options available, and**
  - b) **present a discussion paper to Bush Fire Advisory Committee following the investigations.**

**CARRIED UNANIMOUSLY**

### Reason for difference to Officer Recommendation

*To reflect the view of the BFAC members regarding changes to the ESL boundary and support of the 20 Year Facilities Plan for the Shire's Six Bush Fire Brigades, Emergency Support Brigade and SES Unit in its current form.*



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<b>5.1.2 – Status Update - Audit Findings Corrective Actions (SJ3914)</b>	
<b>Responsible Officer:</b>	Coordinator Emergency Services
<b>Senior Officer:</b>	Director Community Engagement
<b>Disclosure of Officer's Interest:</b>	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 Council / Committee to note.
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## Report Purpose

The purpose of this report is to update BFAC on the progress made against the corrective actions in response to the audits on the management, facilities, and operations of the Volunteer Bushfire Brigades for compliance with the WHS Act and Regulations by 31 March 2023.

## Relevant Previous Decisions of Council

<p>OCM160/07/22 - <i>COUNCIL RESOLUTION</i></p> <p><i>That Council:</i></p> <p><i>RECOMMENDS the Western Australian Local Government Association (WALGA) advocate</i></p> <p><i>for the following position:</i></p> <ol style="list-style-type: none"> <li>1. <i>SUPPORT Option 2 of WALGA's "Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position" paper being "Improvements – continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support"</i></li> <li>2. <i>REQUESTS the Shire President write to the Minister for Emergency Services advocating for continued engagement with the local government sector in the reform of the Bush Fires Act 1954.</i></li> <li>3. <i>REQUESTS the Chief Executive Officer convene a special working group of Shire Officers, the CBFCA and brigade Captain's to develop an enhancement strategy plan for the next 5 years to be presented via BFAC in November and to the OCM December 2022.</i></li> </ol>
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## Background

The Shire proactively undertook audits of the management, facilities and operations of the Volunteer Bushfire Brigades as a gap analysis and to determine what corrective actions for compliance with the WHS Act and Regulations by 31 March 2023.



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As a result of further internal consideration of the audit outcomes, there it was determined there was a need to establish an overall program for this task, with three key projects to achieve the program and minimum compliance.

Consistent with the Project Management Framework of the Shire, these were clearly structured with clear scopes, project sponsorship, project management and project resources allocated to achieve the intended program outcomes.

## Community / Stakeholder Consultation

Nil.

## Statutory Environment

*Bushfires Act 1954*

*Work Health and Safety Act 2020*

## Comment

As a result of further internal consideration of the audit outcomes, there it was determined there was a need to establish an overall program for this task, with three key projects to achieve the program and minimum compliance. The three project teams established are

- Project 1 - Facilities Audit
- Project 2 – Training Corrective Actions
- Project 3 - IT and Procedures Corrective Actions

The table below provides a summary of actions completed, in progress or not started for each of the three projects:

	Completed	In progress	Not started
Project 1 - Facilities Audit	16	11	1
Project 2 – Training	4	N/A	N/A
Project 3 - IT and Procedures	3	4	N/A

The following tables outline the status of the actions taken to date as identified through the audits.

### Project 1 - Facilities Audit Corrective Actions

Issue	Controls	Residual Risk	Status
Byford - block access to mezzanine floor to prevent use as storage	Access Blocked Signage ordered Temporary Sign Installed	Low	Complete
Byford - test & tag of electrical items	Added to shire Test and Tag Programme	Low	Actioned - Purchase Order issued



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Issue	Controls	Residual Risk	Status
Oakford - disconnect switch board circuits and isolate porcelain fuses	To be completed with the install of LED Batton's	Low	Actioned - Purchase Order issued
Mundijong - block access to mezzanine floor to prevent use as storage	Access Blocked Signage ordered Temporary Sign Installed	Low	Complete
Serpentine - arrange test & tag of electrical items	Added to shire Test and Tag Programme	Low	Actioned - Purchase Order issued
Byford - building refurbishment to accommodate new change rooms	Concept Designs being developed Surveyor to be engaged	Low	Submission to LGGS to be completed in 2023/24
Byford - install emergency exit signs	Completed	Low	Complete
Byford - install safe roof access and anchor points	Brigades no longer able to access the building roof – Contractor being sourced to install safe access	Low	Complete
Oakford - install safe roof access and anchor points	Brigades no longer able to access the building roof – Contractor being sourced to install safe access	Low	Complete
Mundijong - install emergency exit signs High	Emergency Exit signs installed	Low	Complete
Mundijong - install cage for LPG cylinders	Spare LPG 9kg Cylinders removed from Station, Secure 45kg Cylinders	Low	Complete
Mundijong - install safe roof access and anchor points	Brigades no longer able to access the building roof – Contractor being sourced to install safe access	Low	Complete
Serpentine - install emergency exit signs	Installed	Low	Complete
Serpentine - modify emergency exit door	New Doors to be ordered and refitted to comply	Low	In progress. Quotes being sourced.





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Issue	Controls	Residual Risk	Status
Serpentine - refurbish building to accommodate new change rooms	New concept design prepared for consultation with the user group.	Low	Submission to LGGS to be completed in 2023/24
Serpentine - structural engineer to assess working load limit of shelving	Structural assessment completed with recommendations being actioned. WLL to be marked on the shelving.	Low	Complete
Serpentine - install safe roof access and anchor points	Brigades no longer able to access the building roof – Contractor being sourced to install safe access	Low	Complete
Serpentine - install cage for LPG cylinders	Spare LPG 9kg Cylinders removed from Station	Low	Complete
Keysbrook - install safe roof access and anchor points	Brigades no longer able to access the building roof – Contractor being sourced to install safe access	Low	Complete
Jarrahdale - install emergency exit signs	Installed	Low	Complete
Jarrahdale - install safe roof access and anchor points	Brigades no longer able to access the building roof – Contractor being sourced to install safe access	Low	Complete
Byford - install lockers for PPE storage	To be installed as a part of the building upgrades	Low	Not commenced
Byford - replace missing fluoro light covers	It is planned to replace all Fluoro lighting with LED Equivalents in 2023/4	Low	Actioned - Purchase Order issued
Oakford - replace missing fluoro light covers	It is planned to replace all Fluoro lighting with LED Equivalents in 2023/4	Low	Actioned - Purchase Order issued
Mundijong - replace missing fluoro light covers Moderate	It is planned to replace all Fluoro lighting with LED Equivalents in 2023/4	Low	Actioned - Purchase Order issued
Serpentine - replace missing fluoro light covers	It is planned to replace all Fluoro lighting with LED Equivalents in 2023/4	Low	Actioned - Purchase Order issued



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Issue	Controls	Residual Risk	Status
Serpentine - install lockers for PPE storage	To be installed as a part of the building upgrades	Low	Actioned - Purchase Order issued
Jarrahdale - install lockers for PPE storage	To be requested as a part of the 2023/24 LGGS round	Low	Actioned - Purchase Order issued

## Project 2 - Training Corrective Actions

Issue	Controls	Residual Risk	Status
Confirming training gap analysis.	A Gap analysis was conducted against the requirements of the existing Brigade operating Procedure which resulted in a training matrix being developed.	Low	Complete
Developing training plans to achieve minimum training compliance.	The Brigade training Matrix was used to create the Brigade Leadership Development Plans which all of the leadership team were required to sign on to. The Training Subgroup developed a revised training plan to establish the role based minimum training standards for SJ Volunteer Fire Fighters	Low	Complete
Developing training modules that will enable effective achievement of minimum training compliance.	The Pre-Season Competency assessments were developed such that individual competency could be verified and documented. Members who were not deemed competent were removed from active response roles.	Low	Complete



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Issue	Controls	Residual Risk	Status
Monitoring progress towards, and achievement by, 31 March 2023.	This goal has been achieved		Complete

## Project 3 - IT and Procedures Corrective Actions

Issue	Activity	Residual Risk	Status
Determination of business requirements by conducting workshops with key staff and volunteers	Ongoing works with the development of the procedures and processes will feed into the development of this business system	Low	Complete
Documentation of business requirements and supporting business processes, which addresses the corrective actions identified by the process and procedure audit.	Initially the Actions have been addressed through strengthening existing Processes and capturing of Evidence and tracking of outcomes. These methods will translate into the One Comm solution following the initial stages of development	Low	Complete
Analysis of business requirements and business processes to assess appropriate IT solutions	IT Has developed a business case for the development of the Fire Brigade Module of OneComm	Low	Complete
Development of the IT solution (using OneComm) including reports, dashboards and associated training materials	Initial build of the test environment to allow for the upload of the volunteer information into OneComm. Work is currently being done on role-based access permissions	Low	Submission to LGGS to be completed in 2023/24
Training staff to use the IT solution and to onboard the new processes and procedures	Change management plan to be developed to assist with the roll out of the new systems including education and training of the brigade trainers to roll the module out to the brigade members.	Low	To be rolled out on completion of the Fire Fighter Module.



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Issue	Activity	Residual Risk	Status
Deployment of the IT solution to Production	Timeline for this will be dependent on progress of the items above		To be rolled out on completion of the Fire Fighter Module.
Monitoring progress towards, and achievement by, 31 March 2023	Processes and procedure are in place to allow for 31 March deadline		Ongoing

## Options and Implications

### Option 1

That the Bush Fire Advisory Committee recommends Council:

1. RECEIVES the update on the progress made against the corrective actions identified the audits on the management, facilities, and operations of the Volunteer Bushfire Brigades.
2. NOTES that of the 39 corrective actions identified, 23 have been completed, 15 are in progress for completion and 1 is not yet started.
3. NOTES that once the outcome of the 2023/2024 Local Government Grant Scheme applications is known, a report will come to Council to consider how the balance of any actions not supported through the 2023/2024 Local Government Grant Scheme are to be funded based on their risk.

### Option 2

That the Bushfire Advisory Committee DOES NOT RECEIVE the update on the progress made against the corrective actions identified the audits on the management, facilities, and operations of the Volunteer Bushfire Brigades.

Option 1 is recommended.

## Conclusion

Over the past six months the Shire has worked collaboratively with its Volunteer Bush Fire Brigades to address the corrective actions for compliance with the WHS Act and Regulations by 31 March 2023.

Three projects were established to address the corrective actions for facilities audit, training and ICT and Procedures. Of the 39 corrective actions identified, 23 have been completed, 15 are in progress for completion and 1 is not yet started.

The Shire will continue its work to complete the 14 in progress actions and 2 outstanding actions. The Bush Fire Advisory Committee is requested to receive the status update of the progress made towards achieving minimum compliance with the WHS Act and Regulations.

## Attachments (available under separate cover)

Nil



# Unconfirmed Minutes

## Alignment with our Strategic Community Plan

<b>Outcome 1.3</b>	A safe place to live
<b>Strategy 1.3.1</b>	Comply with relevant local and state laws, in the interests of the community
<b>Strategy 1.3.2</b>	Support local emergency services
<b>Outcome 4.1</b>	A resilient, efficient and effective organisation
<b>Strategy 4.1.1</b>	Provide efficient, effective, innovative, professional management of Shire operations to deliver the best outcome for the community within allocated resources

## Financial Implications

There are no financial implications associated with this report.

## Risk Implications

Risk has been assessed on the Officer Options and Implications:

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 & 2	Nil.						

**Voting Requirements:** Simple Majority

Officer Recommendation

That the Bush Fire Advisory Committee recommends Council:

1. RECEIVES the update on the progress made against the corrective actions identified the audits on the management, facilities, and operations of the Volunteer Bushfire Brigades.
2. NOTES that of the 39 corrective actions identified, 23 have been completed, 15 are in progress for completion and 1 is not yet started.
3. NOTES that once the outcome of the 2023/2024 Local Government Grant Scheme applications is known, a report will come to Council to consider how the balance of any actions not supported through the 2023/2024 Local Government Grant Scheme are to be funded based on their risk.



# Unconfirmed Minutes

## 5.1.2/4/23 BUSH FIRE ADVISORY COMMITTEE RESOLUTION

Moved: S Jones; Seconded: T Mallon

That the Bushfire Advisory Committee DOES NOT RECEIVE the update on the progress made against the corrective actions identified the audits on the management, facilities, and operations of the Volunteer Bushfire Brigades and that a review to be undertaken in consultation with the brigades for an updated and accurate report to be presented to a special BFAC meeting for endorsement and to be presented to Council.

**CARRIED UNANIMOUSLY**

Reason for difference to Officer Recommendation

*To capture accurate information in the report.*

### 5.2 Chief Bush Fire Control Officer / Emergency Services Department

J White and D Richer provided an overview Report (refer *Attachment 5.2*).

### 5.3 Department of Fire and Emergency Services

L Mitchinson extended thanks on behalf of DFES to all the brigades for their assistance. Although the bushfire season was a quiet one, there were significant jobs statewide.

### 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*).

### 5.6 Mundijong Brigade

Captain of Mundijong Brigade - N Houweling provided Update Report (refer *Attachment 5.6*).

### 5.7 Jarrahdale Brigade

Captain of Jarrahdale Brigade - S Davis provided Update Report (refer *Attachment 5.7*).

### 5.8 Serpentine Brigade

Captain of Serpentine Brigade - S Jones provided Update Report (refer *Attachment 5.8*).



# Unconfirmed Minutes

## 5.9 Keysbrook Brigade

Captain of Keysbrook Brigade - C Burgess provided Update Report (refer *Attachment 5.9*).

## 5.10 Oakford Brigade

Captain of Oakford Brigade - M Ross provided Update Report (refer *Attachment 5.10*).

## 5.11 Emergency Support Brigade

Captain of Emergency Support Brigade - N Carrall provided Update Report (refer *Attachment 5.11*).

**Moved: J Dines: Seconded: M Ross**

### 5.2/4/23 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

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

### 5.3/4/23 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

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

### 5.4/4/23 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.

### 5.5/4/23 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

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

### 5.6/4/23 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

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

### 5.7/4/23 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

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

### 5.8/4/23 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION





# Unconfirmed Minutes

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

## **5.9/4/23 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION**

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

## **5.10/4/23 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION**

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

## **5.11/4/23 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION**

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

**CARRIED UNANIMOUSLY EN BLOC**

## **6. Urgent Business:**

- 6.1 C Burgess requested that unconfirmed minutes be sent to the committee members as soon as possible. D Richer advised this has been discussed and agreed that the unconfirmed minutes will be issued to committee members once they have been reviewed by the Director Community Engagement.

## **7. General Business:**

- 7.1 S Jones announced he will not run for Captain at the next brigade AGM in October 2023.

## **8. Next meeting:**

<p><b>Action:</b> To arrange a special meeting of BFAC to consider the update on the progress made against the corrective actions identified the audits on the management, facilities, and operations of the Volunteer Bushfire Brigades as per item 5.1.2.</p>	<p>David Richer, Coordinator Emergency Services</p>
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Shire of Serpentine Jarrahdale Civic Centre	1900hrs 16 November 2023
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# Unconfirmed Minutes

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**9. Closure:**

There being no further business, the Chairperson, Chris Burgess, declared the meeting closed at 2034hrs.

# Unconfirmed Minutes

## Chief Bush Fire Control Officer BFAC report April 2023

### Prevention

- MAF works continuing across the shire with upcoming works scheduled on Rapids Road in Serpentine, SJ funded mitigation works are being undertaken on Emergency Access Ways across the shire.
- Meetings held with DFES, SJ land care, WA National Trust, Jarrahdale heritage park volunteers, Main Roads WA, and numerous private property owners to discuss mitigation works, and strategies with burns scheduled or undertaken on South West Highway, Jarrahdale Heritage Park, numerous LG road verges, LG unmade made road reserves and state owned UCL/UMR parcels.
- Fire information magnets have been issued to all residents throughout the shire these include a QR code linked to the Emergency services pages on the shire's website.
- Business Card style Fire Danger Rating/Shire Burning information cards have been provided to the brigades to assist in educating residents when attending unauthorised fires particularly in the restricted burning seasons, these have a QR code on one side for the Shires burning info page and on the other a QR code for the DFES's fire danger rating page.
- Brigade and awareness team preventative activities planned for the year including Market visits and Street meets and the be bushfire ready day.
- Oakford/Emergency Support Brigade Facility development application went to council in January and then out to public comment the team are excited to be transitioning into to the design phase of the project.
- Restricted burning period came into effect on the 1<sup>st</sup> of April, with residents now able to apply for permits and under 1x1m piles between 6pm and 11pm.

### Preparedness

- Fire Break inspections completed with a high compliance rate, the shire actioned works on only a dozen properties.
- Recruitment for new fire firefighters underway with a strong take up of new members registering.
- The following courses will be run within SJ this year SJ Training calendar has been developed and has been distributed to brigades.
  - 1) Bushfire Safety Awareness
  - 2) Bushfire Skills
  - 3) Structural Fire fighting
  - 4) Driver Training
  - 5) Provide First aid
  - 6) Pump Operations
  - 7) Ground Controller
  - 8) Machine Supervision
  - 9) Advanced Bushfire
  - 10) Assist with Planned Burning
- Training for LG Machine operators for pre-season 23/24 being planned
- Process for the issuing of Vehicle ID stickers on Farm Response units and local contractors has been revised to ensure holders have a minimum level of training given the risks associated with driving in a bushfire incident area.
- SJ brigades currently have 228 Members with 61 Females and 167 Males.

# Unconfirmed Minutes

BFB	Operational	Non Operational	Cadet / Junior	Absent	Total
BYFORD BFB:	41	11	12	0	64
EMERGENCY SUPPORT BFB:	29	2	0	0	31
JARRAHDALE BFB:	25	8	6	0	39
KEYSBROOK BFB:	14	8	0	0	22
MUNDIJONG BFB:	25	12	0	0	37
OAKFORD BFB:	29	6	0	0	35
SERPENTINE BFB:	26	10	3	2	41

## Response

- Crews have supported other fire agencies and local governments attending the Fitzroy Valley Flood event, Tropical Cyclone Ilsa, Campaign Fires in Donnybrook, Dandaragan, Chittering and Toodyay.
- Response arrangements have been implemented for the 2023/2024 fire season with the Chief bushfire Control Officers from The City of Cockburn, Kwinana and Rockingham this will see incidents along our shires western boundaries attended to by the closes brigades regardless of tenure, given the distance of our brigades from these areas we will also be having 3 brigade turnout over that far western sections of the shire. these plans are almost finalised and will be shared with brigades in the coming months.
- Byford Bushfire brigade have again this year been the busiest BFB in the state, Mundijong and Oakford are also in the top 10 busiest by way of number of turnouts.
- Parts of Oakford were placed under a Bushfire emergency warning in early April due to a fire caused by the escape of a permitted burn, the fire quickly escalated to 50ha and required Thomas Road to be closed for a few hours. All SJ brigades were paged to assist along with numerous Brigades from across the Southeast and South coastal districts came to assist us in making the area safe. The only reported losses were fencing to the affected properties.
- Meeting undertaken with DFES to discuss the implementation of Cardup CFRS in 2024, brigades briefed on the changes we will see once large parts of the north of the shire are within the metropolitan fire district and southern parts of the shire will see CFRS backup. The LG, Shires Brigades and DFES to ensure a collaborative approach to the challenges posed such as minimal reticulated water supply, high risk reserves and 4wd access.

## Incidents attended by SJ Brigades last two financial years.

Dates: 01/07/2020 to 17/04/2023	2020/2021	2021/2022	2022/2023	Dates: 01/07/2020 to 17/04/2023	2020/2021	2021/2022	2022/2023
<b>BYFORD BFB</b>				<b>SERPENTINE BFB</b>			
Called Off - No Attendance	2	0	0	Called Off - No Attendance	2	1	0
EVENT - Not an Incident	0	1	0	EVENT - Not an Incident	0	1	0
False Alarm - System Initiated	31	17	19	False Call - Good Intent	6	11	5
False Call - Good Intent	54	35	24	Fire - Bushfire (lge)	8	21	12
False Call - Malicious	1	1	1	Fire - Bushfire (sml)	11	18	13
Fire - Bushfire (lge)	7	13	11	Fire - Other/Rubbish/Vehicle	3	8	1
Fire - Bushfire (sml)	24	23	28	Fire - Structure	2	5	0
Fire - Other/Rubbish/Vehicle	11	16	20	Hazardous Situation	1	0	0
Fire - Structure	5	10	3	Road Crash & Rescue	0	1	1
General Service Calls	0	1	0	<b>Total:</b>	<b>33</b>	<b>66</b>	<b>32</b>
Hazardous Situation	4	4	2				
Rescue & Medical	0	1	0				
Road Crash & Rescue	1	0	1				
<b>Total:</b>	<b>140</b>	<b>122</b>	<b>109</b>				



# Unconfirmed Minutes

## BFAC Report 20th April 2023 – 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 active members. We currently have two auxiliary and seven new recruits that have signed at the beginning of this month, a lot of these are FIFO workers. Our Cadet membership is at 12 and going to start running at the start of April

### 2. Safety

Byford can report that no major personal safety breaches have occurred since last report.

As stated at last BFAC in November 2022 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. As we are heading into winter this will be a safety issue again and has not been address in the last 12 months since the request.

In March 2023 Byford VBFB was audited again for WHS. These items have been rectified to the brigades' best capabilities. It would be appreciated that the Shire would reciprocate in the requests that are still outstanding regarding WHS.

### 3. Operational Response

Since the last BFAC Byford VBFB has had a count of 67 callouts over the restricted period Including:

42 Fires

17 Good Intent

9 DBA Faults

We have conducted various deployments/strike teams outside the shire with full crew.

### 4. Bushfire Mitigation Activities

Since last reporting period Byford has completed various Shire Mitigation Works including Oscar Bruns Reserve and Briggs Road. To complete Shire works that are still outstanding it requires mitigation works conducted by contactor prior to our intervention. We have been communicated there are more burns to be conducted but since then there has been no maps or extra information regarding this.

There have been numerous ratepayers and stakeholder enquiring about private burns that the brigade can conduct. All these will be accessioned as soon as the restricted period commences.

# Unconfirmed Minutes

## **5. Training**

We conduct weekly training with attendance around 25 members per week. During the fire season we have covered appliance familiarisation, burn over, hose drills and operational response activities.

## **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 in the previous BFAC report in November, 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 April 2023

Author: Nathan Houweling

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 (November 2022 to April 2023), upcoming activities and any key matters pertaining to the Mundijong Volunteer Bushfire Brigade.

### 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:
  - 25 Active
  - 10 Auxiliary

### 2. Safety

- No significant safety concerns to report since the last BFAC.

### 3. Operational Response

- The brigade maintains a good operational response with sufficient crews for each call.
- Regular maintenance each month ensure that the vehicles are maintained, and any faults have been reported. The Shire has been very supportive in getting these matters addressed in a timely manner.
- Incident attendances are reported in the Chief's BFAC report.

### 4. Bushfire Mitigation Activities

- The brigade is working to conduct several mitigations burns this season.
- Several verge burns have been completed around Mundijong and the brigade has also assisted in various Shire burns in the district.
- A couple of private burns are being planned to assist residents manage their bushfire risk.

### 5. Training

- Training continues to occur twice a month on a Tuesday evening. Attendances average between 10-20 members. Attendances do tend to decrease over the winter months.
- Training continues to cover basic firefighting skills while also upskilling members in incident management and crew leadership.
- Training over the past months has worked to include more scenario-based training to encourage leadership development, critical thinking, teamwork, and resilience to pressure situations.
- A number of the brigade members had the opportunity to attend a ground controller refresher training at Serpentine Airfield which was an excellent opportunity.
- Members continue to upskill in firefighting and first aid courses.

### 6. Equipment and Facilities

- The brigade has worked to improve the use of the hardstand area at the back of the station by resurfacing.
- Painting of the station and truck bays has been arranged.

# Unconfirmed Minutes

## Jarrahdale April 2023 BFAC Report

### 1. **Membership**

Currently 40 registered members including cadets of which 21 are active fire fighters.

Cadets are starting 17<sup>th</sup> May with 8/9 cadets; one cadet will be moving up in the adult ranks in August of this year.

We recently did a recruiting drive and have had 3 people come in and they will hopefully become members.

### 2. **Safety**

No safety issues to report.

### 3. **Operational Response**

Jarrahdale has assisted and been primary at 22 incidents since Nov 1 2022, in what was a very quiet season in comparison to previous ones. These included several out of shire deployments/strike team attendances.

### 4. **Bush Fire Mitigation Works**

We have several shire mitigation burns for over the winter/ spring period as well as a number of private residences burns to complete also. We are continuing to identify areas of concern for our area.

We have already been involved on some Autumn mitigation burns around the shire.

### 5. **Training**

Training is continuing weekly, and we continue to upgrade our members skills each winter. We had members attend a ground controller refresher a few weeks ago at serpentine airfield with a Blackhawk helitak, was a great experience for all. We are hoping to upgrade a few members licences so they can drive our 4.4 truck, as this is an area we are lacking in.

### 6. **Facilities and Equipment**

Station is currently being painted inside as well as engine bay floors being done, this is a great improvement station it feels fresh and a lot brighter.

All appliances are in working order, both vehicles scheduled for servicing in the next month, we have been going over the vehicles to pick up anything that might need looking at while they are out for servicing.

<b>Serpentine Volunteer Bushfire Brigade – BFAC Report – April 2023</b>	
Author	Scott Jones – Captain
Date of Report	20 April 2023

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 (November 2022 to April 2023), 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.
- The brigade has continued to support the ongoing actions following the WHS audits and ongoing inspections.

### 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:
  - Ten (10) Non-Operational Support and Auxiliary Members, including 2 x current Leave of Absence members;
  - Two (2) Probationary / Trainee Members with less than 2 years operational experience.
  - Seventeen (17) Active Fire Fighters; and
  - Eight (8) Senior / Officer in Charge Fire Fighters.
- In addition, there are also three (3) members looking to transfer to our brigade having recently moved into the shire from other areas, as well as interest following our recruitment campaign for another six (6) members.

### 3. **Operational Response**

- The brigade has responded operationally to thirty five (35) incidents for this financial year.
- Primary Response
  - One (1) 3<sup>rd</sup> Alarm Scrub Fire occurred on Kingsbury Drive involving all brigades from the shire.
  - A number of other minor scrub, vehicle and illegal burns have occurred.
- Support Response
  - The brigade has deployed to incidents in the Avon Valley, Jurien Bay, Gingin and Goomalling.
  - The brigade has also supported a number of support responses with the Shire, City of Cockburn and Shire of Murray.

### 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.
- The brigade's ongoing Hydrant and Water Supplies inspections have commenced.

## 5. Fire Control and Hazard Reduction Burning

- Preparations are underway with the Restricted Burning Season with the ECO'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.

## 6. Training

- Brigade training over this period has been focussed on core basic skills for all hazards that the brigade responds to. Training has seen a steady attendance throughout the period with the benefits of training attendance being directly seen on the fire grounds.
- Over this period, a number of brigade members are being 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.

## 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*

# Unconfirmed Minutes

## Emergency Support Brigade

### BFAC Report April 2023

The Serpentine Jarrahdale Emergency Support Brigade Bushfire Advisory Committee Report April 2023. Written by Nathan Carrall delivered by Jackie Dines.

#### 1. Membership

The Brigade has recently completed an audit of members registered with the Brigade. It had become evident to the Brigade leadership group the current registered membership list may not have been an accurate as several members had not been active within the Brigade for some time. On investigation it was discovered that some members were not aware they were registered members of the Brigade and there were other active members that were not formally registered through DFES. The cause of the confusion was established to be a result of a clerical error that occurred during the incorporation process of the Brigade transitioning from a group to a stand alone Brigade. All of these matters have now been resolved and the brigade membership currently stands at:

- a. Sole Brigade Members: 14
- b. Dual Brigade Members: 14
- c. Leave of Absence Members: 1
  - i. Total: 29 Members

We have also recruited a new member into the Brigade who has completed their induction training and is ready for enrolment into the initial formal training modules.

The Brigade also sadly lost the services of our Second Lieutenant Amanda Beaverstock who had contributed to volunteering with the Shires Emergency Services for the past 17 years. Unfortunately Amanda has some health issues that she needs to focus on and decided her best direction at this time was to focus on her health. The Brigade wishes Amanda the best for the future.

As a result of Amandas resignation the Brigade has endorsed the following changes to its leadership group for the remaining 2022-2023 term:

- Captain – Nathan Carrall
- 1<sup>st</sup> Lieutenant – Dave Richer
- 2<sup>nd</sup> Lieutenant – Jackie Dines
- 3<sup>rd</sup> Lieutenant – Hazel Woodland

The Brigade has also endorsed the commencement of discussions with the Shire of Kalamunda Support Group with the view of establishing dual memberships of the Support Group in Kalamunda with ESB. The final terms of the agreements with the group are to be established however the view and goal is to establish a relationship of dual membership to enable a larger membership base operationally and cross brigade training opportunities. It is expected discussions to commence in May 2023.

#### 2. Safety

The Brigade is happy to report there were NIL safety matters or incidents to report since the last BFAC meeting of November 2022.

# Unconfirmed Minutes

## Oakford Bush Fire Brigade

1099 Nicholson Road, Oakford WA 6121



**Bush Fire Advisory Committee April Report**  
**Wednesday 20<sup>th</sup> April 2023**  
**Report prepared by Mike Ross, Oakford Captain**

### 1. Membership

Currently Oakford has 30 active members and 2 recruits awaiting courses. Our recent recruitment drive has been very successful with over 20 people making contact with the brigade through our Facebook page and DFES Official page. Of those 20 we have reduced that down to 9 who live within and acceptable response area to the Oakford station. We have now reached out to these people and have started the induction process with them. Unfortunately, we have lost 2 more experienced members due to moving away from Oakfords area.

### 2. Safety

No critical safety issues to report, we are continuing to capture any OH&S topics in our post incident debriefs. These topics while often very minor are recorded then presented to the brigade at each monthly meeting.

### 3. Operational Response

A quiet season has meant a lot of members did not get the opportunity to attend many incidents as we did not have them prolonged incidents where multiple crews are required. Although Oakford did venture across borders a few times to assist neighbouring LGs. A few Oakford members have also assisted with flood and cyclone activities up north.

Over the next 18mths the road works around Nicholson and Thomas Rd is going to have a big impact on not only how members attend the station but also how we respond in an emergency, to date we have been in continual contact with the traffic Management company and site supervisor so hopefully when high threat period returns we have plans in place to allow us access.

### 4. Bushfire Mitigation Activities

There is 2 MAF burns planned within the Oakford area, Myself and FCO Paul Williamson have had discussions with shire staff on how and when these burns will take place. We have also started fielding inquiries from residents for burns on private properties. As is usual these burns will be dictated by the weather.

### 5. Training

Weekly training has been conducted as per normal, attendance numbers have been 15-20 members. Over fire season there has been a focus on basic fire fighting with training sessions mainly being based around hose work, radio use and appliance familiarisation. Training nights over the coming months will primarily be focused on residential burns and burn prep. As the weather becomes less favourable we will start looking at more desk top training and incident management. A number of members have now reached a stage where they want to do the higher end DFES courses. This will further boost are profile with members taking part in Crew leader, Advanced Bush Fire, Sector Commander and Ground Controller courses.

With the new plans for cross border turn outs with neighbouring LGs we have been in contact with Kwinana chief and have organised a joint training exercise with Mandogolup BFB, we have also reached out to Kwinana Sth and Jandakot BFBs to train with them as well. The plan is to start building these relationships now so come high threat period we are familiar with each other in our brigade structures and how we operate.

### 6. Equipment and Facilities

# Unconfirmed Minutes

Once again a quiet season has meant less wear and tear on the appliances but we still continue to mitigate the potential from breakages with continual maintenance and regular service checks. The Oakford station project has made some big progress in recent months and this continual momentum and updates from the shire has boosted the moral amongst the members. Personally, I am looking forward to the creation of the working group and starting to lock down the final concept of what the new station will be.



## 2023 Keysbrook VBFB BFAC Report- 20<sup>th</sup> April 2023

### Membership and administration

- \* The brigade currently has 21 registered members (excluding non-returning members). Of these 21 members, 13 are classified as active firefighters and the remaining eight are BFB auxiliary.
- \* Community engagement for 2023 will continue to focus on the scarp side of Keysbrook (eastern side of South Western Highway).
- \* Have commenced recruitment approach for 2023/24 fire season. We are aiming to recruit at least two active operational firefighters in preparation for the 2023/24 fire season.

### Safety

- \* MSDS folder now completed by SJ Shire ESD and is on station.
- \* No other safety issues to report.

### Operational Response

- \* Since last BFAC have had 12 incidents where the brigade has been called. Out of these 12, one was a primary task, seven were a secondary support task, two involved being stood down by COMCEN/ CBFCO and the remaining two 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.

### Bushfire Mitigation Activities

- \* Assisted with a prescribed burn on UCL within the Keysbrook area (Elliott Rd) on 11<sup>th</sup> April 2023.
- \* 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-eight members attending each session.
- \* One member has recently completed MR license upgrade.
- \* Members attended a visit to DFES COMCEN on 3<sup>rd</sup> April 2023.
- \* Currently trialling monthly training/ meeting session on the first Monday of the month.
- \* A need to increase the number of members who have attended training courses beyond the basic introductory courses will be a focus for the brigade moving forward.

### Equipment & Facilities

- \* All relevant checks have occurred on station, vehicles and equipment to ensure it is prepared for operational purposes.
- \* New BIC connections have been added to static water tank at the station to now allow for easy filling by SJ Shire BFB assets.

# Unconfirmed Minutes

## 3. Operational Response

The brigade fire season started off quite busy providing operational support at the Kingsbury Dr Incident which thankfully due to the efforts of all crews on the ground was brought under control and wrapped up quite quickly as well as providing welfare support at numerous incidents. Following the initial incidents for the season luckily for the community there was a slow down in the requirements of the Brigade with only 3 incidents attended by the Brigade over the high threat period. The Brigade stands prepared to respond as required into the future.

## 4. Bushfire Mitigation

The Brigade has not participated in any mitigation activities.

## 5. Training

The Brigade participated in the Shire RUI training prior to the fire season. Internal Brigade training has been focussing on communications with set modules being developed for future structured training along with practical activities and scenarios. This has assisted with developing the brigades skills and has been received well from the Brigade. Moving forward these modules over different facets of the Brigade will be developed on implemented to allow for expansion of the Brigade skills and also standardisation of the Brigade training into the future.

We have had 2 of our up and coming members seek to be enrolled onto the Leadership Pathway for the Brigade which has been approved and will allow for the development of these members to step up into leadership positions in the future.

Both Dave Richer and Nathan Carrall are also progressing through formal training and assessing qualifications to allow for them obtain the necessary qualifications to deliver formal DFES module training within the SJ Shire Training team in relation to Emergency Support functions. This will position the Brigade well for future for growth and development.

## 6. Equipment and Facilities

The Brigades equipment and facilities remain in good working order. We are looking forward to development and future construction of our new station with Oakford and being part of the working group to see this come to fruition.

Regards,

Nathan Carrall

Captain

Serpentine Jarrahdale Emergency Support Brigade