



MINUTES
FIRE CONTROL OFFICERS' MEETING
10 September 2019

The Chief Executive Officer recommends the endorsement of these minutes at the next Meeting of the Committee.

Signed:
(CEO)

A handwritten signature in black ink, appearing to be 'M. ...', is written over the signature line.

Date 11 September 2019

These minutes were confirmed at the FCO Meeting held on 17 June 2020

Signed:
(Presiding Person at the meeting at which minutes were confirmed)

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FIRE CONTROL OFFICERS' MEETING MINUTES

10 SEPTEMBER 2019

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 5:08 pm.

2. RECORD OF ATTENDANCE/APOLOGIES

Elected Members Present

Mr Leigh Ballard – Shire President (Presiding Member)
Cr Nathan Walker

CBFCO

Richard Chadwick

DCBFCO

Pip Porter

FCO's

Alastair McDougall
John Eckersley
David Hayes
Daryl Kilpatrick
Bernie Rhodes
Jon Rick
Tim Shepherd
Bill Warren

Staff

Mr Azhar Awang – Executive Manager Development & Regulatory Services
Mr Guy Maley – Senior Ranger
Mrs Wendy Russell – Executive Support Officer

Other

Simon Vogel – DFES

Apologies

Russell Ashley
Vern Gibson

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICERS' RECOMMENDATION AND MEETING RESOLUTION

Moved: Richard Chadwick Seconded: Cr Nathan Walker

That the minutes of the Fire Control Officers' Meeting held on 17 April 2019 be confirmed as an accurate record of the proceedings.

CARRIED

4. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

5. MATTERS WHICH REQUIRE DECISIONS

5.1. DELIVERY OF EMERGENCY SERVICES VOLUNTEER FUEL CARDS TO BUSH FIRE BRIGADES

The Fuel Cards are currently being delivered to the officers-in-charge of participating Bush Fire Brigades around Western Australia.

If anyone requires further information the DFES website provides information regarding the Scheme. Information can be found in the Volunteering menu. This information includes:

- Frequently Asked Questions (FAQs)
- Terms and Conditions
- WEX Motorpass Web Self Service Quick Start Guide
- Tally sheet (required to be updated and tabled at the brigade AGM)

For Information and discussion.

Discussion:

There was some discussion on how Brigade Captains use the fuel cards. Tim Shepherd advised that he divides the \$1000 by the number of "active family" groups and then makes arrangements with BP to convert the \$1000 card to a card of that value for each family.

5.2. CHANGES TO THE APPOINTMENT OF AUTHORISED OFFICERS

Recent amendments to the Local Government Act 1995 introduces a change to the appointment process so that when a local government appoints an authorised person under the LG Act, they must issue an identity card with the following:

- the official insignia of the local government;
- the name of the person;
- a recent photograph; and
- a list of each law that the person's appointment relates (on the rear of the card).

As a result of this change, photo's of all FCO's will be required prior to the issue of new Authorisation Cards.

Action: Wendy took photos of FCO's present and to chase up photos of other FCO's.

5.3. AMENDMENTS TO THE BUSH FIRES REGULATIONS 1954 - TOTAL FIRE BAN EXEMPTIONS

Attachment 1- Letter from DFES Amendments to the Bush Fires Regulations 1954 - total fire ban exemptions.

For Information and discussion.

Discussion:

Simon Vogel reiterated that the amendments were made to reduce the amount of paperwork involved when exemptions are required.

5.4. TRAINING COURSES AVAILABLE

Attachment 2 – Upper Great Southern - Training Course Flyers September

For Information.

Discussion:

Simon advised that the Ground Controller course scheduled for 17 September was not going ahead.

Tim Shepherd asked about the possibility of getting a radio for Robert Lange who has done his Ground Control training.

There was also discussion about radios being made available for the backup weather committee.

Action: Guy to liaise with Simon Vogel for additional radios.

5.5. APPOINTMENT OF BUSHFIRE RISK PLANNING OFFICER

Peter Cupitt has been appointed by the Shire of Narrogin as the Bushfire Risk Planning Coordinator to prepare and develop a Bushfire Risk Management Plan for the Shires of Williams, Cuballing and Narrogin for a three (3) year contract as part of a funding agreement with the Department of Fire and Emergency Services (DFES).

Peter provided a brief overview of his role and responsibilities.

5.6. INFORMATION FROM DFES ON THE OPERATIONAL FLEET PROJECT

Attachment 3 – DFES Operational Fleet Project flyer

For Information.

6. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

- President Ballard asked whether all of the WAERN radios had been fixed and are functioning read for the beginning of the fire season. Tim Advised that his radio was still not working.

Action: Guy to follow up with DFES

- Radio call ups will continue to be daily during the peak harvest season.
- Updated fire maps are available for anyone who has not yet got them.
- The stickers on vehicles are the same as last year, and new stickers will be issued for the following year. The stickers are only valid for two years.

7. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 6:00 pm



Government of Western Australia
Department of Fire & Emergency Services



Town of Narrogin
Attn: Chief Executive Officer
PO Box 188
NARROGIN WA 6312

Shire of Narrogin RECEIVED	
Directed to	<u>Azhar/Guy/Noel</u>
31 JUL 2019	
Ref No	<u>ICR1917962</u>
Property File	
Subject File	<u>9.8.1</u>
Ref	

Our Ref: 19/110284
Your Ref: LG TFB Update

Dear Chief Executive Officer

AMENDMENTS TO THE *BUSH FIRES REGULATIONS 1954* – TOTAL FIRE BAN EXEMPTIONS

On 30 August 2018, the Minister for Emergency Services approved the drafting of amendments to the *Bush Fires Regulations 1954* (BF Regulations). In essence some of the activities which required a total fire ban (TFB) exemption will be moved into regulations, so that they can be undertaken on a TFB day as long as prescribed conditions are followed. This means that the applicant will not have to formally complete an application form as previously required. The process will mirror that of other states and will reduce red tape.

Importantly the proposed amendments will not affect the existing local government functions and powers, and existing notification requirements, under the *Bush Fires Act 1954* and the BF Regulations.

It is anticipated that amendments to the *Bush Fire Regulations 1954* (BF Regulations) will come into effect before the coming bush fire season to prescribe activities to which an automatic exception will apply.

The Department of Fire and Emergency Services is finalising the BF Regulations with Parliamentary Counsel and would like to take the opportunity to ensure that we have considered any implications, or unintended consequences that these changes may have on local government.

To that effect a process document outlining the anticipated changes is attached. I encourage you to review this information and to contact Michelle Marchese, Senior Regulation and Compliance Officer on 9395 9553 or email regulation.compliance@dfes.wa.gov.au to discuss any concerns or issues you may have.

Yours sincerely

TERRI KURTIS
DIRECTOR, LEGAL POLICY AND COMPLIANCE

26 July 2019



AMENDMENTS TO THE *BUSH FIRES REGULATIONS 1954* – TOTAL FIRE BAN EXEMPTIONS

Total Fire Ban Exemptions not required

Currently, an application for an exemption to carry out an activity on a total fire ban (TFB) day must be made to the Department of Fire and Emergency Services (DFES) at least one month prior to commencing the activity. Once an exemption is granted, the applicant must advise both DFES and the relevant local government before carrying out the activity.

It is anticipated that amendments to the *Bush Fire Regulations 1954* (BF Regulations) will come into effect before the coming bush fire season to prescribe activities to which an automatic exception will apply.

The amendments mean that organisations that would normally have applied for a TFB exemption to carry out most activities will be allowed to carry out those activities without applying for an exemption, providing they comply with the conditions set out for each activity in the BF Regulations.

The activities **not requiring an exemption** application are listed below:

- Activities to prevent risks to the health and safety of a person or livestock
- Hot work
- Blasting
- Fireworks
- Gas flaring
- Grading and bituminising activity
- Off-road activity
- Essential services activity
- Catering activity

The mandatory conditions specified in the BF Regulations for each excepted activity must be met. These conditions will be similar to the conditions currently attached to approved exemptions.

Notification remains as follows:

- DFES must be advised of the excepted activity to be carried out between 24 hours and 30 minutes before the activity commences. Such notification will be given via an online portal on the DFES website
- The relevant local government must be advised of the excepted activity to be carried out between 24 hours and 30 minutes before the activity commences. Such notification will automatically be provided to local government upon DFES being notified
- The Department for Biodiversity, Conservation and Attractions (DBCA) must be advised between 24 hours and 30 minutes before the activity commences if the excepted activity is within 3km of any land managed by the Parks and Wildlife Service. It will be incumbent on the organisation carrying out the activity to notify DBCA

Failure of an organisation to make the required notifications will result in a breach of the *Bush Fires Act 1954* and compliance action may be taken.



Total Fire Ban Exemptions required

An application for an exemption from a TFB is still required for the following activities due to the nature and risk associated:

- Programmed Hot Fire Training
- Rail Grinding
- Religious and/or Cultural Ceremonies

Any organisation that intends to conduct the above activities during a TFB day will need to apply for a TFB Exemption via the DFES website. The application will be processed and considered as per DFES TFB guidelines.

Exemptions under 25A of *the Bush Fires Act 1954*

There will be no change to the existing provisions relating to applying to DFES for an exemption under section 25A of the BF Act in relation to restricted and prohibited burning times declared by local governments.

Organisations holding current TFB exemptions that are due to expire prior to the coming fire season will be contacted and granted extensions to enable them to continue currently exempted activities until the BF Regulations amendments take effect.

DFES will deliver an extensive Education program to the community and stakeholders and undertake a compliance regime to manage the changes.



Government of Western Australia
Department of Fire & Emergency Services



Ground Controller

- WHAT:** Training to explain the roles and responsibilities of Ground Controller from Level 1 to more complex Level 3 type of incidents. It explores the varying types of fire-bombing operations within WA and the vital part the Ground Controller plays. It will provide an understanding of fire-bombing operations from types of aircraft, strategies and tactics, terminology, command and control structure, communications, reporting and safety systems.
- Course covers:** Roles of the Ground Controller
Aircraft type and capabilities
Fire-bombing strategies and tactics for Ground Controller
Aerial suppressants
Aircraft Safety / Ground Crew Safety
Activating fire bombers: fixed wing and helitacs
Radio procedures
- WHO FOR:** Bushfire, VFES and VFRS Brigade members
- WHO BY:** Paul Blechynden
- WHEN:** 8 am to 4 pm, Tuesday 17 September 2019 (lunch provided)
- WHERE:** DFES Narrogin, 10 Williams Road Narrogin
- PREREQUISITES:** Prior to nominating you must be a registered volunteer and have completed Volunteer Firefighter 2 (VFF2) pathway.
- NOMINATIONS:** Via DFES eAcademy
See attached notes for accessing eAcademy.
If you need help, or for further information please contact:
Paul Blechynden 0427 580 481 or Anika Keeling – 0429 662 904
- CLOSING DATE:** 10 September 2019





Fire Control Officer

WHAT: This training provides potential or appointed Fire Control Officers with the knowledge and skills required to undertake their role in a local government.

Course covers:

- Legislation, powers and authority
- The role of the FCO
- Permits
- Bush fire incident arrangements
- Occupational Health and Safety

WHO FOR: Bushfire Brigade members & Local Government staff involved in issuing permits to burn

WHO BY: Paul Blechynden

WHY: Provides potential or appointed FCOs with the knowledge and skills required to undertake their role in a local government.

WHEN: 8:00 am – 4 pm, Thursday 26 September 2019 (lunch provided)

WHERE: DFES Narrogin, 10 Williams Road Narrogin

PREREQUISITES: Prior to nominating you must be a registered brigade member

NOMINATIONS: Via DFES eAcademy

See attached notes for accessing eAcademy.

If you need help, or for further information please contact:

Paul Blechynden 0427 580 481 or Anika Keeling – 0429 662 904

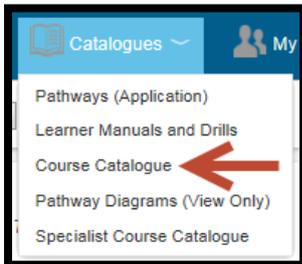
CLOSING DATE: 20 September 2019



You can apply for training occurrences from the Course Catalogue.

How to apply for a Training Occurrence from the Course Catalogue.

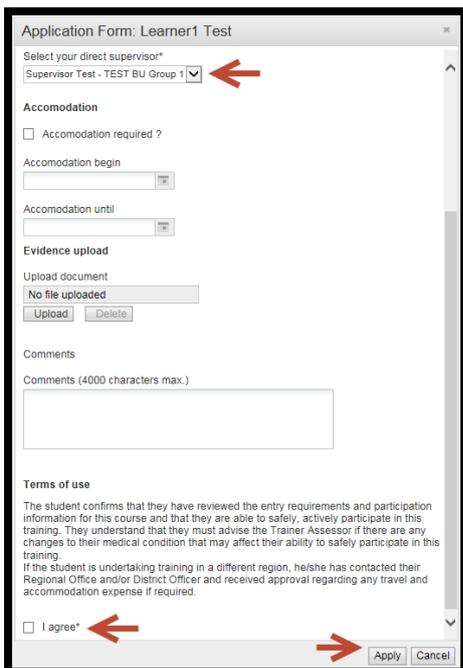
1. On the eAcademy, select Catalogues>Course Catalogue.



2. Search for the course by selecting and expanding the catalogue folders. Select the course, view the training occurrence details on the right, and then select Apply on the desired training occurrence.



3. Complete the Application Form, and ensure that you select your direct supervisor to approve the application, tick the 'I agree' box, and then select Apply. Your application will be forwarded to your selected supervisor for approval.



Operational Fleet Project

Delivering a Fit for Purpose Fleet Together



ATTACHMENT 3

UPDATE | August 2019

What has been happening?

- Following a number of workshops designed to refine the 'Operational Design & Delivery Model' and incorporate our learnings the revised Model is now available on the [DFES Intranet](#) and [Volunteer Portal](#). End User involvement was a key focus of discussions.
- We welcome Andrew Spry as replacement for Ron Swatek as Chair for the Light Tanker PAT.
- New to Service Evaluations for the 3.4 Urban Tankers recently delivered into the field have generated valuable feedback. Thank you to all the BGUs that have participated. A number of design items will now be addressed before the next order is placed for builds due this financial year. We will also be making some changes to the DORM.
- Light Tanker and 1.4 Tanker Vehicle Concepts have been endorsed by the Operational Service Delivery Committee.

What is next?

- CAPA Request to Market is closing early this month, with Evaluation to commence soon thereafter.
- Flood Rescue Boat PAT will kick off early this month to assist with evaluation activities.
- Preparations for Operational Fleet participation at WAFES Conference are underway, with plans to display 3 new trucks.

What's next for our priority fleet?

- General Rescue Utility (GRU): Evaluation activities are still in progress, with PAT members being included as observers.
- Light Tanker: Still under Tender Evaluation, with PAT members being included as observers.
- 1.4 Tanker: Project Board will be asked to approve Fleet Concept, after which we will finalise Functional Specification and engage the market.
- Road Crash Rescue Tender: Tender evaluation is expected to conclude early this month, followed by First of Type build commencing.
- General Rescue Truck: Tender responses are currently under evaluation.
- 4.4 Broadacre Tanker: Tender responses are currently under evaluation.
- 2.4 Broadacre Tanker: First of type build activities are underway. Design review with the PAT is planned for mid September.
- Country and Urban Pumpers: Both are now in build. Practical end user validations with both PATs and the supplier are planned for later this month.
- HAZMAT Structural Rescue: Preparations underway for delivery of First Build.
- 12.2: Final works being completed following First of Type Build end user validation, in readiness for delivery.



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Department of Fire & Emergency Services

For further details or feedback on this update, please contact the project team OperationalFleetProject@dfes.wa.gov.au or visit us at the [DFES Intranet](#) or the [Volunteer Portal](#).

DFES
Department of Fire & Emergency Services

Operational Fleet Project

Delivering a Fit for Purpose Fleet Together



August HIGHLIGHT – 12.2 First of Type End User Validation

In July the 12.2 PAT met for the End User Validation session at the WA FES Academy. It was a great step forward in improving its operability:

- Ability to fill the tank from static water supplies has been introduced
- Removal of collar tank is now safer
- Improvements to scene lighting, which was informed from the Hazmat Structural Rescue PAT, allowing us to share improvements across different fleet streams.

The success of this session again demonstrates the value of involving our end users and SMEs in this important process. We also identified some minor safety concerns, giving us the opportunity to correct them prior to the 12.2s going into service. A review of the Driver Operator Reference Manual (DORM), has resulted in enhancements that will improve operator familiarisation. Thanks to all those who contributed.



Government of Western Australia
Department of Fire & Emergency Services

For full status update on all Fleet Project Streams
click here for [DFES Intranet](#) or click here for
[Volunteer Portal](#).

