



MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING 30 March 2021

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

Signed:
(CEO)

Date 5 April 2021

These minutes were confirmed at the Bush Fire Advisory Committee Meeting held on 23 September 2021

Signed:

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

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyen Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

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BUSH FIRE ADVISORY COMMITTEE MEETING

30 MARCH 2021

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 4.10 pm.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members Present

Mr Leigh Ballard – Shire President (Presiding Member)

CBFCO

Pip Porter

DCBFCO

Vern Gibson

Stuart Moyses

FCO's

Barry Hardie

Bill Warren

Daryl Kilpatrick

Jon Rick

Mark Hoysted

Murray Saunders

Tim Shepherd

Staff

Mr Azhar Awang – Executive Manager Development & Regulatory Services

Mr Guy Maley – Senior Ranger

Mrs Wendy Russell – Executive Support Officer

Mr Peter Cupitt – Bushfire Risk Planning Coordinator

Apologies

Bernie Rhodes

Cameron Hayes

John Eckersley

Nathan Walker

Richard Chadwick

Russell Ashley

Kieran Quartermaine

Mr Dale Stewart – Chief Executive Officer

Blake Halford – DFES

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Stuart Moyses

Seconded: Barry Hardie

That the minutes of the Bush Fire Advisory Committee Meeting held on 29 September 2020 be confirmed as an accurate record of proceedings.

CARRIED

4. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

5. MATTERS WHICH REQUIRE DISCUSSION

5.1 BUSH FIRE MANAGEMENT PLAN (BMP) UPDATE

Chief Bush Fire Control Officer, Pip Porter provided an update on the proposed work to be done this year with monies received from the Mitigation Activity Funds (MAF).

- Contractors will be coming to put firebreaks in the areas requested in our approved MAF application. This includes Foxes Lair, the Refuse Site (White Road) and Highbury.
- There is a controlled burn planned at Foxes Lair, along Felspar Street. This will involve the VFS, the Parks and Wildlife Department, DFES as well as volunteer Fire Control Officers and will be a good training experience. There will be advertising to local residents and the burn will be dependent upon the weather and wind direction. Friends of Foxes Lair have been involved in the discussions and are okay with this proceeding. It is planned for further burns to take place in the coming years.

Peter Cupitt, Bushfire Risk Planning Officer (BRPO) commended Pip, Vern and Stuart as well as the rangers for the way they have taken ownership of the BMP and the enthusiasm with which they are approaching the tasks.

5.2 ANNUAL APPOINTMENT OF FIRE OFFICERS

Attachment 1– List of current appointees

A list of the current CBFCO, DCBFCO, Weather Committee, FCO's, Brigade Captains and Dual FCO's is required to be endorsed by Council annually prior to the fire season.

COMMITTEE RESOLUTION

Moved: Barry Hardie

Seconded: Pip Porter

There be a recommendation to Council to appoint the following with all previous appointments being rescinded.

Chief Bush Fire Control Officer - Pip Porter

First Deputy CBFCO - Vern Gibson

Second Deputy CBFCO - Stuart Moyses

Base Radio Operator - Alastair McDougall

Bush Fire Brigade Fire Control Officer's:

Boundain	Captain	Mark Hoysted
Highbury East	Captain	Pip Porter
	1st Lieutenant	Bernie Rhodes
Highbury South	Captain	Stuart Moyses
	1st Lieutenant	Murray Saunders
	2nd Lieutenant	Bill Warren
Highbury West	Captain	John Eckersley
	1st Lieutenant	Russell Ashley
Minigin	Captain	Barry Hardie
	1st Lieutenant	Clayton Hardie
	2nd Lieutenant	Lewis Hardie
Narrogin Central	Captain	Richard Chadwick
	1st Lieutenant	Cameron Hayes
Narrogin South	Captain	Vern Gibson
	1st Lieutenant	Jon Rick
Narrogin Valley	Captain	Keiran Quartermaine
Nomans Lake	Captain	Nathan Walker
	1st Lieutenant	Daryl Kilpatrick
Ockley	Captain	Tim Shepherd
	1st Lieutenant	Alastair McDougall

Shire of Narrogin Fire Control Officers

Senior Ranger Guy Maley

Ranger Noel White

Weather Committee Alternative Member

Mark Hoysted Keiran Quartermaine

Pip Porter Stuart Moyses

Murray Saunders John Eckersley

Clayton Hardie Lewis Hardie

Richard Chadwick Vern Gibson

Nathan Walker Daryl Kilpatrick

Alastair McDougall Tim Shepherd

Dual Fire Control Officers

Cuballing Richard Chadwick

Barry Hardie

Tim Shepherd

Wagin Nathan Walker

Stuart Moyses

West Arthur Murray Saunders

Wickepin Alastair McDougall

Tim Shepherd

Williams Barry Hardie

Murray Saunders

CARRIED

6. GENERAL BUSINESS

Fire Fighting PPE

Guy Maley informed the committee that over \$48,000 has been spent from the Emergency Services Levy (ESL) on PPE since 2018. There was a lot of PPE that had not been collected, this was brought into the Council Chambers and FCO's were invited to take whatever they needed.

WAERN base radios

Attachment 2 – DFES: SAP 3.1.B - Basis Of Allocation Operational Radios.

Guy Maley advised the committee that he had spoken to DFES regarding the allocation of WAERN radios and he had been provided with the information provided at Attachment 2. Each Local Government is provided with a set number of radios to allocate to their volunteers.

There was some discussion on whether there is a radio at the WA College of Agriculture – Narrogin or at Nepowie that is not being used that could be relocated.

Action – Shire President to follow up.

Volunteer Safety

There was general discussion about attending fires where volunteer safety could be a concern for example when a fire is in a shed containing an unknown variety of chemicals. The CBFCO or the Incident Control Officer should make the determination on the safety of continuing to fight the fire and all of the FCO's/volunteers must abide by that decision.

Bush Fires Act 1954

Attachment 3 – Extracts from Bush Fires Act 1954.

Guy Maley provided FCO's with extracts from the Bush Fires Act 1954 with relevant sections highlighted.

Recognition of FCO's

Attachment 4 – Bushfire volunteers length of service.

After some discussion it was decided that the committee would like the Shire to recognise the efforts of FCO's who have gone above and beyond in their role. It was suggested that perhaps they could be given a special award at the Australia Day ceremony.

Suggested recipients for the awards were:

- Richard Chadwick,
- Alistair McDougall,
- Barry Hardie,
- David Walker and
- Daryl Wiese (posthumous).

Action: Guy to talk to Alistair McDougall to get information each of the above so that recommendations about an appropriate award can be made.

There was general discussion on an annual thank you barbeque/sausage sizzle and a few drinks. The consensus was that this was a good idea, it was suggested that this be held directly after the March/April BFAC meeting.

Burning Permits over Easter

Discussion on whether or not burning permits should be issued over the Easter Period. In the past the Shire has not issued permits over Easter as there are usually a lot of people (FCOs) away during this period. It was decided that there would be no permits issued from midnight Thursday 1 April to midnight Monday 5 April.

Coles Vouchers

Stuart Moses asked if the Coles vouchers for volunteers was organised through the Shire. This is a community project from Coles and the Shire is not involved. Tim Shepherd to supply information to other brigades via WhatsApp.

7. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 5:26 pm.

Bush Fire Appointments 2020/21 Fire Season

		Name
Chief Bush Fire Control Officer		Pip Porter
First Deputy CBFCO		Vern Gibson
Second Deputy CBFCO		Stuart Moyses
Base Radio Operator		Alastair McDougall
Bush Fire Brigade	Brigade Rank	Fire Control Officers
Boundain	Captain	Mark Hoysted
Highbury East	Captain 1st Lieutenant	Pip Porter Bernie Rhodes
Highbury South	Captain 1st Lieutenant 2nd Lieutenant	Stuart Moyses Murray Saunders Bill Warren
Highbury West	Captain 1st Lieutenant	John Eckersley Russell Ashley
Minigin	Captain 1st Lieutenant	Brenton Hardie Barry Hardie
Narrogin Central	Captain 1st Lieutenant	Richard Chadwick Cameron Hayes
Narrogin South	Captain 1st Lieutenant	Vern Gibson Jon Rick
Narrogin Valley	Captain	Keiran Quartermaine
Nomans Lake	Captain 1st Lieutenant	Nathan Walker Daryl Kilpatrick
Ockley	Captain 1st Lieutenant	Tim Shepherd Alastair McDougall
Shire of Narrogin Fire Control Officers		
Senior Ranger Ranger		Guy Maley Noel White
Weather Committee		Alternative member
Boundain	Mark Hoysted	Keiran Quartermaine
Highbury East	Pip Porter	Stuart Moyses
Highbury South	Murray Saunders	John Eckersley
Minigin	Barry Hardie	Brenton Hardie
Narrogin Central	Richard Chadwick	Vern Gibson
Nomans Lake	Nathan Walker	Daryl Kilpatrick
Ockley	Alastair McDougall	Tim Shepherd

Dual Fire Control Officers	
Shire	Fire Control Officers
Cuballing	Richard Chadwick Barry Hardie Tim Shepherd
Wagin	Stuart Moyses Nathan Walker Murray Saunders
West Arthur	Murray Saunders
Wickepin	Tim Shepherd Alastair McDougall
Williams	Barry Hardie Brenton Hardie

	Directive 3.1 - Emergency Management
	SAP 3.1.B - Basis Of Allocation Operational Radios

Introduction

1. **General.** The purpose of this procedure is to define the allocation of radios for all DFES operational areas.
2. **Radio Frequency Types.** There are a range of radio frequencies used within DFES to support capabilities on an all hazards basis. The various types of radio frequencies covered by this procedure are detailed as follows:
 - High Frequency
 - Very High Frequency
 - Ultra High Frequency
3. **Radio Types.** DFES utilises a range of radio types. The type of radio allocated in the DFES Basis of Allocation (BoA) aligns the radio's capabilities with the specific operational role. The various types of radios that are covered by this procedure are detailed as follows:
 - Base Station Radio
 - Mobile Radio
 - Hand Held Radio

Type	Definition	Type	Definition
A	Dual-band VHF High Band/UHF Base Station Radio	J	High Frequency Base Radio – land-based configuration
B	VHF High Band Base Station Radio (may be in portable configuration)	K	High Frequency Mobile Radio – land-based configuration
C	Dual Band VHF High Band and UHF Mobile Radio	L	Marine VHF Radio
D	Dual Band VHF High Band and VHF Mid Band Mobile Radio	M	Marine 27MHz Radio
E	Single Band VHF Mid Band or High Band Mobile Radio	N	High/Medium Frequency Base Radio – marine configuration
F	VHF High Band Hand Held Radio	O	VHF Marine Hand Held Radio
G	UHF Hand Held Radio	P	Airband Hand Held Radio
H	Multi-band Hand Held Radio – UHF & High Band VHF		

4. **Principles.** The principles used to develop the radio allocations as defined in the BoA are as follows:
 - The specific operational requirements undertaken by the various services within DFES areas of operation.
 - The communication capability requirement and operational capability established.
 - This BOA is not to be applied retrospectively.

SAP 3.1.B – Basis of Allocation Operational Radios			
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5. **Allocation Criteria.** Radio allocation criteria are as follows:
- All radios installed/issued under the BoA are to be available for operation 24/7, 365 days per year.
 - Base, mobile and hand held radios are allocated for the purposes of DFES approved Incident Control Centres, units/bases/stations, appliances/vehicles/vessels, and critical Local Government office bearers only.

[Annex A – Basis of Allocation – DFES Radios](#)

6. **Funding.** Approved radio allocations are to be funded as applicable through:
- DFES
 - Volunteer Marine Rescue Services Capital Grant Scheme
 - The Third-Party Agreement holders
 - Contracted service providers for:
 - Aviation services
 - Earth moving and plant services, and
 - Other logistics services

Note: All VMRS rescue vessels are governed by the Australian Maritime Safety Authority (AMSA) and deemed Domestic Commercial Vessels and therefore must comply with the National Standards for Commercial Vessels. A vessel’s particular survey class determines the minimum requirements for radio or communication equipment that must be on-board to be compliant.

7. **Safety - Breathing Apparatus.** Two UHF hand-held radios are required for internal firefighting and breathing apparatus operations due to the frequency characteristics of the allocated radios which enable internal to external communications. A minimum of two UHF hand-held radios will enable communications between the BA team and the Entry Control Officer.

8. **Additional Allocation.** Any requests for radios in addition to this BoA will require justification, based on operational requirements. Requests for additional radios are to be submitted utilising the ICT Service Request to the DFES District Officer, Operational Communications Via OpsComms@dfes.wa.gov.au

9. **Third Party Agreements.** DFES’s licencing agreement with the Australian Communication and Media Authority (ACMA) allows Third Party Access to be granted where channels are used to assist DFES in conducting emergency operations.

The ACMA has approved DFES authorising access to third parties including Local Government, industry and private contractors. The procedure is outlined in Annex B.

[Annex B – Third Party Agreement \(TPA\)](#)

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SERVICE	RADIO ALLOCATION									
	BASE STATION RADIO(S)			MOBILE RADIO(S)			HAND HELD RADIO(S)			
	LOCATION	TYPE	No.	POSITION / LOCATION	TYPE	No.	LOCATION	TYPE	No.	
Bush Fire Brigade / Local Government	Approved Local Government Office ¹	A	1	CESM/CBFCO Vehicle	C	1	CESM	F	1	
					E ²	1				
	Brigade/Station	A	1	1 x DCBFCO Vehicle (DFES approved)	C	1	CBFCO	F	1	
					E ²	1				
	Approved Local Government ICC	A	2	BFS FCO <i>or</i> Captain Vehicle (max 2 per unit)	C	1	DCBFCO <i>or</i> Captain	F	1	
					BFS Appliances	C	1	BFS Appliances	F	2
						E ²	1			
				Approved Support Vehicle ³	C	1	Approved Support Vehicle	F	2	
					E ²	1				
				Private Vehicles, LG Plant/Machinery ⁴		FES funded BA Operations	G	2		

SERVICE	RADIO ALLOCATION									
	BASE STATION RADIO(S)			MOBILE RADIO(S)			HAND HELD RADIO(S)			
	LOCATION	TYPE	No.	POSITION / LOCATION	TYPE	No.	LOCATION	TYPE	No.	
Volunteer Fire and Rescue Service	Brigade/Station	B	1	VFRS Appliance Country	C	1	VFRS Appliance. BA Operations	G	2	
					D/E ⁵	1				
					VFRS Appliance Metropolitan	C	1	VFRS Appliance (grouped Light Tankers share hand held allocation)	G	2
						E	1		F	2
				Support Appliance Country	C	1				

SAP 3.1.B – Basis of Allocation Operational Radios

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SERVICE	RADIO ALLOCATION								
	BASE STATION RADIO(S)			MOBILE RADIO(S)			HAND HELD RADIO(S)		
	LOCATION	TYPE	No.	POSITION / LOCATION	TYPE	No.	LOCATION	TYPE	No.
State Emergency Service and Volunteer Fire and Emergency Service	SES (HF with DFES approval)	A	1	Vehicle	C	1	METRO		
		J	1		K	1		SES Primary Vehicles	F
	VFES Station	A	1	DFES Approved Support Vehicle ³	C	1		G	1
							Unit reallocation as required (Spares)	F	2
							SES Unit Manager	F	1
							SES Flood Boat	F	2
							Vertical Rescue	G	8
							All-Terrain Unit	F	1
							Search Team Operations	G	3
							COUNTRY		
							SES Primary Vehicles	F	1
								G	2
							Unit reallocation as required (Spares)	G	3
							SES Unit Manager	F	1
								G	1
							SES Flood Boat	F	1
								G	2
							Vertical Rescue	G	5
							SES Search Team	G	3
							All-Terrain Unit	F	1
						G		1	
						VFES			
						VFES BA Operations	G	2	

SAP 3.1.B – Basis of Allocation Operational Radios				
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SERVICE	RADIO ALLOCATION								
	BASE STATION RADIO(S)			MOBILE RADIO(S)			HAND HELD RADIO(S)		
	LOCATION	TYPE	No.	POSITION / LOCATION	TYPE	No.	LOCATION	TYPE	No.
Career Fire and Rescue Service				CFRS Appliance Country	C	1	CFRS Appliance	H	Note 6
					D/E ⁵	1			
				CFRS Appliance Metropolitan	C	1	CFRS Appliance	H	Note 7
					E	1			
				CFRS ICV	C	2	For changeover to Standby Appliance	H	4
					E	2			
				Specialised Equipment Tender	C	2	North and South	H	4
E					2				
			Support Appliance (includes Additional LTs)	C	1	Support Appliance (includes Additional LTs)	H	Note 7	

SERVICE	RADIO ALLOCATION								
	BASE STATION RADIO(S)			MOBILE RADIO(S)			HAND HELD RADIO(S)		
	LOCATION	TYPE	No.	POSITION / LOCATION	TYPE	No.	LOCATION	TYPE	No.
Volunteer Marine Rescue	Base	L	1	Vessel	L	1	Vessel: VHF Marine Radio as DFES Approved	O	1
		M	1		M	1			
		N ⁷	1		N ⁷	1	Rescue Jet Ski	O	1
		C	1		C ⁸	1			

SAP 3.1.B – Basis of Allocation Operational Radios				
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SERVICE	RADIO ALLOCATION									
	BASE STATION RADIO(S)			MOBILE RADIO(S)			HAND HELD RADIO(S)			
	LOCATION	TYPE	No.	POSITION / LOCATION	TYPE	No.	LOCATION	TYPE	No.	
DFES	Regional Office Country	A	1	Urban, Rural and Natural Hazard Managers Vehicle (DO/ AO/Supt) HF (K – DFES Approved)	C	1	Urban, Rural and Natural Hazard Managers (DFES Approved)	F	1	
		J	1		E ⁹	1		G	1	
					K	1				
	Regional Office Metro	A	1	Urban, Rural and Natural Hazard Managers Vehicle (District Officer/Supt)	C	1	Urban, Rural and Natural Hazard Managers (DFES Approved)	F	1	
					E ⁹	1		G	1	
	USAR	A	2	USAR Recon Vehicle	C	1	Recon Vehicle	H	2	
		B	2		K	1				
		J	2				Unit Allocation	H	23 10	
	DFES and P&WS	State Operations Air Desk	B	2	Aircraft, Aircraft Support Vehicles ⁴					
Specialist Appliances (DFES/LG)				Incident Control Vehicle (Plus additional Mid Band in Metro*) HF where DFES Approved	C	2	Incident Control Vehicle	F	4	
					E	2				
					K ¹¹	1				

¹And Mid Band Base Station Radio where currently applicable

² Mid or High Band as determined by location

³ Approved Support Vehicle refers to an Operational or Non-Operational, station-based vehicle that is not privately owned.

⁴ Third Party Agreement required. (Annex B)

⁵ Either D or E (VHF Hi Band) determined by operational requirements

⁶ One Multi-Band Hand Held per functional crew position.

⁷ HF if no satellite phone supplied

⁸ Primary vessels only

⁹ Mid Band if required

¹⁰ Based upon current team deployment structures

¹¹ Regional ICV only

SAP 3.1.B – Basis of Allocation Operational Radios				
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1. **General.** A third party refers to an organisation or individual requesting access to DFES licensed frequencies for vehicles outside of this Basis of Allocation.

Pursuant to section 114 of the Radiocommunications Act 1992, the FES Commissioner or delegated position can authorise third party access to operate DFES licensed frequencies. This is facilitated by entering a Third Party Authorisation Agreement. DFES's licensing agreement with the Australian Communication and Media Authority (ACMA) allows Third Party Access to be granted where channels are used to assist DFES in conducting emergency operations. Requests for Third Party access can be initiated through the regions. This Annex outlines the procedure for regional staff to follow up on receipt of these requests.

2. **Considerations** When private vehicles only have a tactical capability, UHF CB should be considered initially. UHF CB channels are programmed on DFES radios and are identified as sector channels on many Regional Communication Plans. Where there may be a requirement for VHF hi band command repeater channels, a TPA would be required.

3. **Application** Any requests for access to DFES licensed frequencies from a third party will require justification based on operational requirements. Requests need to be made in writing to the District Officer Operational Communications endorsed by a regional Superintendent. Support Information will provide the basis for operational approval, and should include:

- Channels requested
- Justification for channels requested
- Type of Vehicle and License Plate
- Roles vehicle will conduct
- Justification on how vehicle will assist DFES in response to an emergency
- Relevant skills and qualifications held by the operator.

4. **Approval** If Approved, documentation outlining conditions and requirements will be forwarded to the requestee for signatures, then submitted to the FES Commissioner or delegated position for final approval. Once approved the TPA will permit a licensed installer to place the agreed frequencies into a radio provided and maintained by the applicant.

5. **Administration** Regions will be required to maintain a register of TPA's. In consultation with third parties, annual reviews need to be conducted. It is the region's responsibility to ensure:

- DFES frequencies are being used in adherence to the guidelines in the TP
- Access to DFES frequencies is still required; and
- DFES frequencies have been removed from vehicles that have been decommissioned or removed from third party vehicles that are no longer being actively utilised in emergency response and management.

This register should be submitted annually to DO Operational Communications as follows;

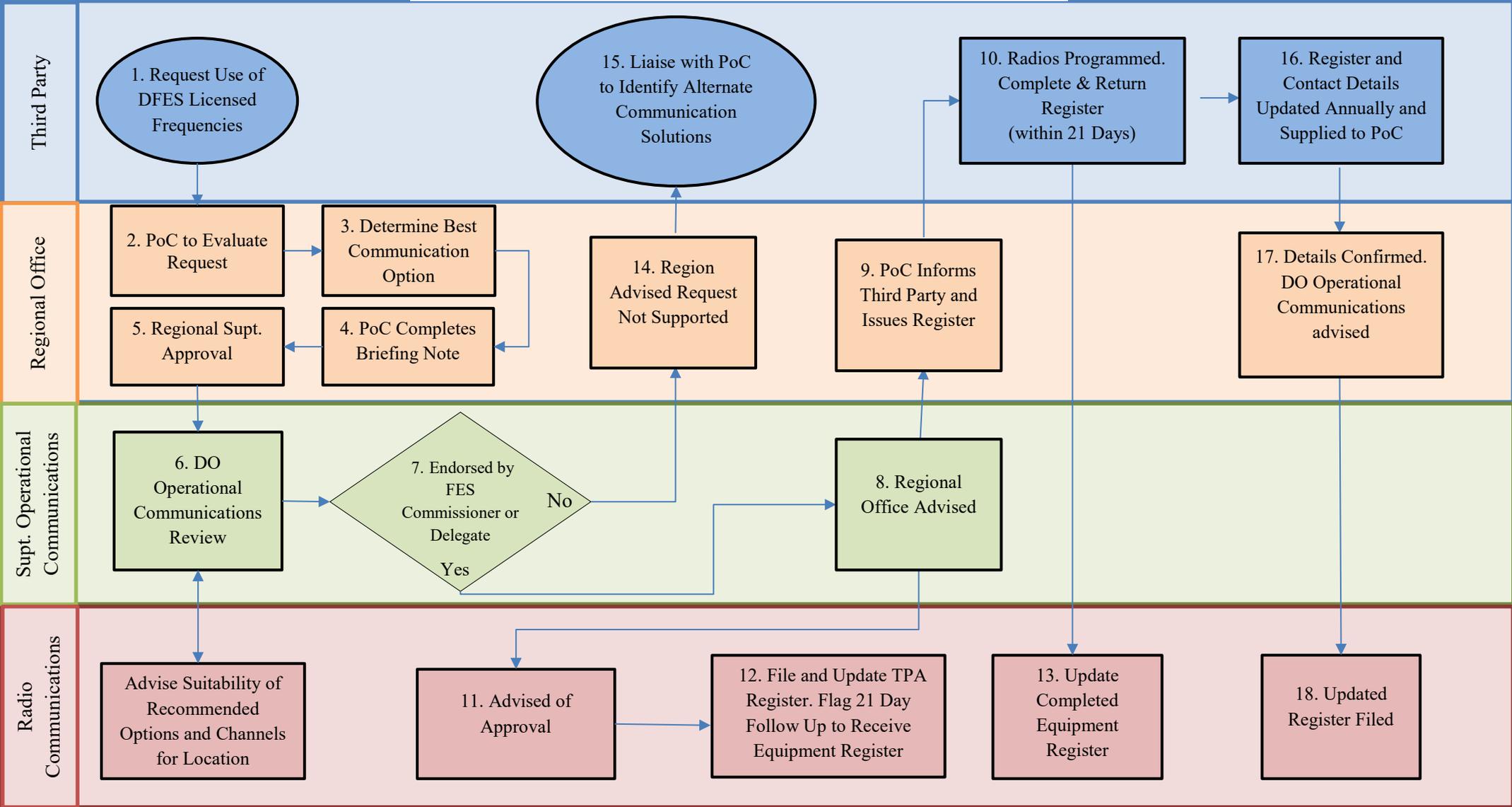
- Goldfields/Midlands, Midwest Gascoyne, Pilbara and Kimberley – 30th April
- Upper Great Southern, Great Southern, Lower South West, South West, Metro, South Coastal – 30th October

Further information can be obtained from District Officer Operational Communications.

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Third Party Agreement Flow Chart



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Third Party Agreement Flow Chart Details

1. Company or Private BGU identify a requirement to communicate with DFES for emergency response liaises with the local District/Area Officer for advice. As the request progresses this Officer becomes Point of Contact (PoC).
2. Regional Office evaluate the request based on operational requirements.
3. Regional Office to determine the appropriate communications requirements against operational requirements and will assess the risks. Consider all options, not everyone will need access to DFES channels in all instances. A hierarchy of options to be considered is listed below.

Options:

- a. UHF CB radio
- b. Mobile phone
- c. Simplex WAERN (359 – 369) or Mid Band (46 – 49, 96 – 99) only for Tactical Communications
- d. Selected WAERN and Mid Band repeaters (local repeaters only) including Simplex WAERN (359 – 369) and Mid Band (46 – 49, 96 – 99)
- e. Most of WAERN and Mid Band channels minus 6AR & 6IP channels, including Simplex WAERN (359 – 369) and Mid Band (46 – 49, 96 – 99).
- f. Full suite of DFES channels

Note: DFES cannot approve access to any other agency’s frequencies or marine VHF frequencies. E.g. DBCA, WA Police ESC & D, Marine VHF, SJA etc.

4. PoC recommends authorization via Briefing Note: Briefing note to include;
 - Background
 - Reason
 - Risk assessment
 - Recommended option
 - Communications plan to support the tier of channel options
5. Regional Superintendent supports the request and forwards to District Officer, Operational Communications for evaluation and progression.
6. District Officer, Operational Communications assess the request and liaises with the District and Radio communications to assess the suitability of the request, appropriateness of the channels and reviews the risk for DFES. This is then forwarded to Supt Operational Communications for consideration.
7. Operational Communications Superintendent Approval:
 Yes (Go to 8.)
 No > formally advise Region request has not been approved. (Go to 14)
8. District advised of approval, and Radio Communications sent TPA for filing.
9. District informs the Company or Private BGU of the approved channels and issues them the register.
 Company or Private BGU has their radio programmed as per the conditions of the Third Party Agreement, completes the register and forwards to DFES Radio Communications within 21 days.

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10. (From 8) Radio Communications receives advice from Operational Communications of the approved agreement.
11. Radio Communications to file and update Third Party Agreement register and flags the expected receipt of the equipment register within 21 days.
12. Radio Communications updates TPA with completed Equipment Register
13. (From 7) Superintendent Operational Communications advises the District on why the request is not approved.
14. The PoC liaises with the Company/Private BGU and advise the request is not support and works through identifying alternative methods to communication (Mobile phone, UHF CB radio)
15. On an annual basis (date as stipulated within the TPA) the Company/Private BGU updates the register and company representative details to maintain record currency. Reviewed details are supplied to PoC for confirmation.
16. PoC forwards updated register to DO Operational Communications for information and to Radio Communications for filing.
17. Updated register filed by Radio Communications.

SAP 3.1.B – Basis of Allocation Operational Radios			
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DOCUMENT HISTORY

VERSION	DATE	DESCRIPTION of CHANGE
1.0	Feb 2012	New SAP created. New sections created (all): <ul style="list-style-type: none"> Basis of allocation of DFES operational radios Source Documents: <ul style="list-style-type: none"> New Doc <i>All listed SOP/SAP now retired</i>
1.1	Feb 2014	SME review. Inclusion of Safety paragraph.
1.2	Mar 2020	Full review of BoA for all services and all radio types. Updated to include Complex Structural Firefighting Radios.
1.3	Mar 2020	Third Party Agreement flowchart and details updated to reflect delegation of authority from Commissioner.
1.4	Aug 2020	TPA section updated to reflect all DFES licensed frequencies. Minor corrections throughout.

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Bush Fires Act 1954	
Part III	Prevention of bush fires
Division 5	Burning during prohibited times and restricted times
s. 24C	

Part III — Prevention of bush fires

Division 5 — Burning during prohibited times and restricted times

24C. Terms used

In this section and sections 24D to 24G —

burn garden refuse means light or use a fire in the open air for the purpose of destroying garden refuse or rubbish or for any like purpose;

limited burning times, in respect of a place, means —

- (a) the restricted burning times; and
- (b) the prohibited burning times,

for that place but excluding any time when there is in force a fire danger forecast issued for that place by the Bureau of Meteorology in Perth of “catastrophic”, “extreme”, “severe” or “very high”;

rubbish tip means a landfill site of a kind that is prescribed for the purposes of Part V of the *Environmental Protection Act 1986*;

specified, in relation to a notice, means specified in the notice.

[Section 24C inserted: No. 38 of 2002 s. 24; amended: No. 25 of 2009 s. 8.]

24D. Burning garden refuse prohibited if fire danger very high to catastrophic

A person must not burn garden refuse at any place at any time when there is in force a fire danger forecast issued for that place by the Bureau of Meteorology in Perth of “catastrophic”, “extreme”, “severe” or “very high”.

Penalty: \$3 000.

[Section 24D inserted: No. 38 of 2002 s. 24; amended: No. 25 of 2009 s. 9.]

24F. Burning garden refuse during limited burning times

- (1) A person must not burn garden refuse at a place (other than a rubbish tip) during the limited burning times for that place unless it is burned —
 - (a) in an incinerator in accordance with subsection (2); or
 - (b) on the ground in accordance with subsection (3).

Penalty: \$3 000.

- (2) Garden refuse burned in an incinerator is burned in accordance with this subsection if —
 - (a) the incinerator is designed and constructed so as to prevent the escape of sparks or burning material; and

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- (b) either —
 - (i) the incinerator is situated 2 m or more away from any building or fence; or
 - (ii) if the incinerator is within 2 m of a building or fence, the local government has given written permission for the incinerator to be used;
 and
 - (c) there is no inflammable material within 2 m of the incinerator while it is in use; and
 - (d) at least one person is present at the site of the fire at all times until it is completely extinguished; and
 - (e) when the fire is no longer required, the person ensures that the fire is completely extinguished by the application of water or earth.
- (3) Garden refuse burned on the ground is burned in accordance with this subsection if —
- (a) there is no inflammable material (other than that being burned) within 5 m of the fire at any time while the fire is burning; and
 - (b) the fire is lit between 6 p.m. and 11 p.m. and is completely extinguished before midnight on the same day; and
 - (c) at least one person is present at the site of the fire at all times until it is completely extinguished; and
 - (d) when the fire is no longer required, the person ensures that the fire is completely extinguished by the application of water or earth.
- (4) A local government must not give permission under subsection (2)(b)(ii) unless it is satisfied that the use of the incinerator is not likely to create a fire hazard.

[Section 24F inserted: No. 38 of 2002 s. 24.]

24G. Minister or local government may further restrict burning of garden refuse

- (2) A local government may, by notice published in the *Gazette* and a newspaper circulating in its district, prohibit or impose restrictions on the burning of garden refuse within its district that is otherwise permitted under section 24F.
- (3) A person must not burn garden refuse contrary to a prohibition or restriction imposed under this section.

Penalty: \$3 000.

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s. 25	

25. No fire to be lit in open air unless certain precautions taken

- (1) Subject to subsection (1aa) and section 25A, during the restricted burning times or during the prohibited burning times a person shall not light or use a fire in the open air for a purpose not specifically mentioned or provided for in this Act, save and except in accordance with and subject to the following provisions —
- (a) a fire for the purpose of camping or cooking shall not be lit within 3 m of a log or stump and unless and until a space of ground around the site of the fire having a radius of at least 3 m from the site as the centre, is cleared of all bush and other inflammable material, and when for any day, or any period of a day, the fire danger forecast by the Bureau of Meteorology in Perth in respect of the locality wherein it is desired to light or use a fire for such purpose is “catastrophic”, “extreme”, “severe” or “very high”, such fire shall not be lit on that day or during that period unless and until the approval in writing of the local government for that locality has been obtained so to do;
 - (c) a fire for the purpose of disposing of the carcass of a dead animal, or a part of the carcass, shall not be lit —
 - (i) unless and until a space of ground around the perimeter of the fire and the carcass or part to be burnt is cleared of all bush and other inflammable material for a distance of at least 6 m;
 - (ii) within a distance of 6 m of a standing tree, whether dead or living and unless at least one person remains in attendance constantly at the fire, and the directions which may be given by a bush fire liaison officer or bush fire control officer in respect of the fire are complied with;
 - (iii) except between the hours of 6 p.m. and 11 p.m.;
 - (iv) unless and until notice of intention so to do has been given to the occupier of all land adjoining the land on which the burning is to take place and to a bush fire control officer of the local government for the district in which the fire is to be lit;
- [(d), (e) deleted]*
- (f) where a fire is lit for any purpose mentioned in this subsection, except for the purpose mentioned in paragraph (b), the person who lit the fire, or the person left in attendance on the fire as required by this subsection, as the case may be, shall completely extinguish the fire by the application of water or earth before he leaves it;
- (1aa) For the purposes of this section a gas appliance, comprising a fire the flame of which is encapsulated by the appliance and which does not consume solid fuel, shall not be taken to be a fire in the open air and may be used at any time for the purpose of camping or cooking if that gas appliance is used —
- (a) at a person’s home; or

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- (b) in an area which —
 - (i) is set aside for that purpose by the State Authority or local government responsible for the care, control or management of the land; and
 - (ii) bears the State Authority’s or local government’s sign denoting that purpose,

and all combustible material is cleared from within a 5 m radius of the appliance.

- (1a) Notwithstanding anything contained in subsection (1) a local government may, by notice published in the *Gazette* and in a newspaper circulating in its district, prohibit the lighting of fires in the open air in its district for the purpose of camping or cooking for such period during the prohibited burning times as is specified in the notice.
- (1b) A notice published under subsection (1a) may be cancelled or varied by a subsequent notice so published.
- (1c) During any period for which the lighting of fires for the purpose of camping or cooking is prohibited in the district of a local government by a notice published under subsection (1a) a person shall not light a fire in the open air in that district for either of those purposes unless the fire is lit —
 - (a) in a place specified in the notice as being set aside for the lighting of camping and cooking fires; or
 - (b) with the approval in writing of the local government.
- (1d) The provisions of subsection (1)(a) and (f) shall be complied with in relation to a fire lit pursuant to subsection (1c).
- (2) A person who contravenes a provision of this section is guilty of an offence.
Penalty: \$3 000.

<u>NAME</u>	<u>BRIGADE</u>	<u>Start Date</u>
ADAMS Hastings	CENTRAL	27-01-59
THORPE Donald	CENTRAL	19-03-68
HAYES David	CENTRAL	26-06-70
McDOUGALL Alistair	NARROGIN VALLEY	06-07-70
McDOUGALL Alastair (FCO)	OCKLEY	06-07-70
MEAD Greg	OCKLEY	19-09-70
McDOUGALL Lindsay (Auxiliary)	OCKLEY	04-06-76
BROOKS Geoffrey	OCKLEY	26-09-76
WHITE Lachlan	OCKLEY	09-08-77
LANGE Robert	OCKLEY	31-03-78
WARREN Bill (FCO)	HIGHBURY SOUTH	01-01-80
BURTON Gregory	CENTRAL	15-02-89
LOCK Jayden	HIGHBURY EAST	01-01-90
RHODES Bernie (FCO)	HIGHBURY EAST	01-01-90
MOYSES Stuart (DCFCO/Captain)	HIGHBURY SOUTH	01-01-90
WIESE Ashley	HIGHBURY SOUTH	01-01-90
ROWLEY Nicholas	HIGHBURY WEST	01-01-90
CURNOW Jim	MINIGIN	01-01-90
BALLARD Geoff	NOMANS LAKE	01-01-90
WALKER David	NOMANS LAKE	01-01-90
LANGE Michael	OCKLEY	01-01-90
ERICKSON Peter	NARROGIN VALLEY	28-03-92
KILPATRICK Daryl (FCO)	NOMANS LAKE	18-03-93
HANSEN Grant (DFES)	CENTRAL	09-10-96
OVANS Gillian (Auxiliary)	HIGHBURY WEST	13-03-97
DYKE Marcus	CENTRAL	18-01-98
STEELE Jeff	CENTRAL	01-07-98
TREFORT Peter	CENTRAL	01-09-99
PORTER Pip (CFCO Captain/Secretary)	HIGHBURY EAST	01-09-99
ECKERSLEY Ross (Secretary)	HIGHBURY WEST	01-09-99
HARDIE Barry (FCO/Captain)	MINIGIN	01-09-99
McKENZIE Jeffrey	CENTRAL	19-10-99
LEWIS Trystan	HIGHBURY SOUTH	19-10-99
BATT Stan	HIGHBURY WEST	19-10-99
WHITE Ray	HIGHBURY WEST	19-10-99
BATT Ray	NARROGIN SOUTH	19-10-99
MADSON Steve	NARROGIN SOUTH	19-10-99
ARMSTRONG Angus	NOMANS LAKE	19-10-99
ARMSTRONG Joseph	NOMANS LAKE	19-10-99
BALLARD Rhett	NOMANS LAKE	19-10-99
WALKER Nathan (FCO - Captain)	NOMANS LAKE	19-10-99
BALLARD Rhett	NOMANS LAKE	19-10-99
KLOMP Daniel	CENTRAL	03-11-99
BALLARD Leigh	CENTRAL	01-03-00
BAXTER Scott	CENTRAL	20-10-00
HILDER Kerry (Auxiliary)	BOUNDAIN	03-11-00
HILDER Lew	BOUNDAIN	03-11-00

<u>NAME</u>	<u>BRIGADE</u>	<u>Start Date</u>
SAUNDERS Gerald	HIGHBURY SOUTH	07-03-01
MELCHIORRE Jason	CENTRAL	15-03-01
FLAVEL Lee	HIGHBURY SOUTH	15-03-01
ECKERSLEY John (FCO/ Captain)	HIGHBURY WEST	15-03-01
HARDIE Brenton (FCO)	MINIGIN	22-03-01
KAIN Simon	NARROGIN SOUTH	22-03-01
HOWELL Luke	CENTRAL	03-06-03
BORTHWICK Graham	BOUNDAIN	01-12-03
RAFFERTY Teresa	NARROGIN SOUTH	01-12-03
KEELING Anika	CENTRAL	08-12-04
JAMIESON Neville	BOUNDAIN	01-09-05
CHADWICK Richard (FCO)	CENTRAL	01-09-05
O'ROURKE Pat	CENTRAL	04-01-07
O'ROURKE Mathew	CENTRAL	15-01-07
LANGE Braden	OCKLEY	03-04-07
REEVES Scott	NGN FIRE & RESCUE	01-04-08
HAYES Cameron (FCO)	NGN FIRE & RESCUE	17-12-09
DAVEY William	CENTRAL	05-08-10
BRUCE Robert	OCKLEY	11-01-11
BALLARD Roger	NOMANS LAKE	10-06-11
OBERHOLZER Michelle	CENTRAL	18-06-13
O'REILLY Brendan	HIGHBURY SOUTH	12-05-14
HENDRY John	CENTRAL	01-11-15
SHEPHERD TIM (FCO/ Captain)	OCKLEY	03-12-15
HOYSTED Mark (FCO/Captain)	BOUNDAIN	18-12-15
GIBSON Vern (DCFCO)	NARROGIN SOUTH	21-12-15
SHEPHERD Stacey-Anne (Auxiliary)	OCKLEY	22-12-15
SHEPHERD Steve	OCKLEY	22-12-15
SIEBER Dane	OCKLEY	22-12-15
SIEBER Janice (Auxiliary)	OCKLEY	22-12-15
QUARTERMAINE Keiran (FCO/Captain)	NARROGIN VALLEY	23-12-15
BROOKS Peggy (Auxiliary)	OCKLEY	23-12-15
LANGE David	OCKLEY	23-12-15
LANGE Heather (Auxiliary)	OCKLEY	23-12-15
LANGE Vicki (Auxiliary)	OCKLEY	23-12-15
SHEPHERD Claire (Auxiliary)	OCKLEY	23-12-15
SAUNDERS Murray (FCO)	HIGHBURY SOUTH	02-01-16
BRADFORD Peter	BOUNDAIN	05-01-16
BRADFORD Kylie	BOUNDAIN	06-01-16
MEAD Jeanette (Auxiliary)	OCKLEY	10-01-16
PORTER Dani (Auxillary)	HIGHBURY EAST	12-01-16
SPARKS Martin	HIGHBURY WEST	15-01-16
WALKER Diana (Auxiliary)	NOMANS LAKE	20-01-16
SCOTT Lindsay	HIGHBURY EAST	24-01-16
SCOTT Yvonne (Auxillary)	HIGHBURY EAST	24-01-16
BALLARD Rosemary	NOMANS LAKE	25-01-16
BARRETT-LENNARD David	HIGHBURY EAST	31-01-16

<u>NAME</u>	<u>BRIGADE</u>	<u>Start Date</u>
HALL Phillip	HIGHBURY EAST	31-01-16
LORRIMAR Gary	HIGHBURY EAST	31-01-16
SOUTHALL Gary	HIGHBURY EAST	31-01-16
SOUTHALL Wendy (Auxiliary)	HIGHBURY EAST	31-01-16
BALLARD Kendal	NOMANS LAKE	02-02-16
MILLS Jodie	HIGHBURY WEST	19-02-16
ALLISON Tony	HIGHBURY SOUTH	20-02-16
GRIFFITHS James	HIGHBURY SOUTH	20-02-16
STEERE Les	HIGHBURY SOUTH	20-02-16
STONE Tim	HIGHBURY SOUTH	20-02-16
QUARTERMAINE Paul	HIGHBURY SOUTH	22-02-16
QUARTERMAINE Perrin	HIGHBURY SOUTH	22-02-16
SARGEANT Wayne	HIGHBURY SOUTH	22-02-16
BRUCE Juliann (Auxiliary)	OCKLEY	23-02-16
REYNOLDS Les	BOUNDAIN	25-02-16
EPWORTH Andrew	NARROGIN VALLEY	25-02-16
EPWORTH Lindsay	NARROGIN VALLEY	25-02-16
EDKINS Philip	HIGHBURY SOUTH	27-02-16
GROVER David	HIGHBURY SOUTH	27-02-16
PLANT Cheryl	HIGHBURY SOUTH	27-02-16
WESTPHAL Bradley	HIGHBURY SOUTH	27-02-16
KIRBY Jayd	BOUNDAIN	01-03-16
WRAY Mitchell	HIGHBURY EAST	01-03-16
HILDER Kylie (Auxiliary)	BOUNDAIN	03-03-16
CHADWICK John	BOUNDAIN	08-03-16
DEEMING Robert	NOMANS LAKE	08-03-16
WATERS Heather	NOMANS LAKE	08-03-16
QUARTERMAINE Ben	NARROGIN VALLEY	14-03-16
QUARTERMAINE Royce	NARROGIN VALLEY	14-03-16
WARD Gail	BOUNDAIN	17-03-16
WARD Murray	BOUNDAIN	17-03-16
GRAHAM Stuart	MINIGIN	01-04-16
O'NEILL Bill	CENTRAL	04-04-16
SIMS Lindsay	CENTRAL	05-04-16
MELCHIORRE Rob	CENTRAL	07-04-16
BORGAS Craig	HIGHBURY EAST	08-04-16
BORGAS Peter	HIGHBURY EAST	08-04-16
BORGAS Rachel	HIGHBURY EAST	08-04-16
FORREST Ashley	HIGHBURY EAST	08-04-16
GENT Alan	HIGHBURY EAST	08-04-16
LORRIMAR Wendy (Auxillary)	HIGHBURY EAST	08-04-16
McMILLAN Sam	HIGHBURY EAST	08-04-16
PENSE'GORDON Tracey (Auxillary)	HIGHBURY EAST	08-04-16
POPP Thomas	MINIGIN	11-04-16
WIESE Richie	CENTRAL	12-04-16
FLAVEL Trevor	HIGHBURY SOUTH	12-04-16

<u>NAME</u>	<u>BRIGADE</u>	<u>Start Date</u>
CASTLE Andrew	MINIGIN	20-04-16
EVANS Brad	MINIGIN	20-04-16
EVANS Dean	MINIGIN	20-04-16
FISHER Phillip	MINIGIN	20-04-16
HARRINGTON Doug	MINIGIN	20-04-16
WIESE Bob	CENTRAL	23-04-16
QUARTERMAINE Campbell	NARROGIN VALLEY	26-04-16
QUARTERMAINE Colleen	NARROGIN VALLEY	26-04-16
HARDIE Clayton	MINIGIN	27-04-16
HARDIE Lewis	MINIGIN	27-04-16
MOORE Bill	MINIGIN	27-04-16
BORTHWICK Andrew	BOUNDAIN	29-04-16
WIESE Sarah	HIGHBURY SOUTH	08-05-16
WIESE Tim	HIGHBURY SOUTH	08-05-16
KIRBY Mark	HIGHBURY SOUTH	10-05-16
ALLEN Graeme	HIGHBURY SOUTH	11-05-16
BORTHWICK Maureen (Auxiliary)	BOUNDAIN	12-05-16
BORTHWICK Yvette	BOUNDAIN	12-05-16
McKAY Graham	BOUNDAIN	12-05-16
BRUCE Thérèse (Auxiliary)	HIGHBURY WEST	01-06-16
KIRBY Dee (Auxiliary)	HIGHBURY WEST	01-06-16
KIRBY Roy (Auxiliary)	HIGHBURY WEST	01-06-16
BAJCICH Daniel	HIGHBURY WEST	02-06-16
COOK Joseph	HIGHBURY WEST	02-06-16
GAUNT Samantha	HIGHBURY WEST	02-06-16
McBEATH Darryl	HIGHBURY WEST	02-06-16
TURNER Elizabeth (auxiliary)	HIGHBURY WEST	02-06-16
TURNER Richard (auxiliary)	HIGHBURY WEST	02-06-16
WHITE Joy (Auxiliary)	HIGHBURY WEST	02-06-16
WHITE Raymond (Auxiliary)	HIGHBURY WEST	02-06-16
BAYLIS Andrew (Auxiliary)	HIGHBURY WEST	03-06-16
BAYLIS Jean (Auxiliary)	HIGHBURY WEST	03-06-16
CUNNINGHAM Jessica (Auxiliary)	HIGHBURY WEST	03-06-16
LITTLEJOHN Peter	HIGHBURY WEST	03-06-16
ALLISON Cheryl(Auxiliary)	HIGHBURY WEST	05-06-16
COCHRANE Shane	HIGHBURY WEST	05-06-16
BLIGHT Clinton	HIGHBURY WEST	20-06-16
McBEATH Lynette (Auxiliary)	HIGHBURY WEST	23-06-16
LEE Darren	HIGHBURY WEST	24-06-16
LEE Garrett	HIGHBURY WEST	24-06-16
RICK Jon (FCO)	NARROGIN SOUTH	25-06-16
HOPE Annette (Doreen) (Auxiliary)	HIGHBURY WEST	26-06-16
WALKER Pauline	HIGHBURY WEST	27-06-16
RICK Fiona (Auxiliary)	NARROGIN SOUTH	27-06-16
LEE Brodi	HIGHBURY WEST	28-06-16
LEE Danni-Marie (Auxiliary)	HIGHBURY WEST	28-06-16
RICK Zachary	NARROGIN SOUTH	28-06-16

<u>NAME</u>	<u>BRIGADE</u>	<u>Start Date</u>
BELL Loriann (Auxiliary)	HIGHBURY WEST	29-06-16
BOOTHEY Kath (Auxiliary)	HIGHBURY WEST	12-07-16
BARRETT Tate	HIGHBURY EAST	01-08-16
BETTELEY Sherrilee (Auxiliary)	HIGHBURY EAST	01-08-16
BOOTHEY Graeme	HIGHBURY WEST	16-08-16
BROOKES Kaye (Auxiliary)	HIGHBURY WEST	16-08-16
BROOKES Lionel	HIGHBURY WEST	16-08-16
HART Ian (Auxiliary)	HIGHBURY WEST	16-08-16
LEE Sandy	HIGHBURY WEST	16-08-16
ASHLEY Russell (FCO)	HIGHBURY WEST	14-09-16
RHODES Geraldine (Auxiliary)	HIGHBURY EAST	29-10-16
McDOUGALL Marion (Auxiliary)	OCKLEY	24-12-16
McDOUGALL Susan (Auxiliary)	OCKLEY	24-12-16
EVANS Brian (Auxiliary)	HIGHBURY EAST	11-01-17
EVANS Karen (Auxiliary)	HIGHBURY EAST	11-01-17
McDOUGALL Heather (Auxiliary)	OCKLEY	06-06-17
O'FARRELL Brendon	OCKLEY	06-06-17
O'FARRELL Kelly (Auxiliary)	OCKLEY	06-06-17
ARTHUR Elizabeth(Auxiliary)	HIGHBURY EAST	21-03-18
ARTHUR Kevin (Auxiliary)	HIGHBURY EAST	21-03-18
LOCK Tristan	OCKLEY	08-11-18
WHYTE Jason	OCKLEY	08-11-18
PUGH Brooke	OCKLEY	09-11-18
SIEBER Leah	OCKLEY	14-11-18
SIEBER Renee	OCKLEY	14-11-18
ERICKSON Anna	NARROGIN VALLEY	11-11-19
HANSEN Tanya	CENTRAL	06-12-19
CURTIS Lee	NARROGIN VALLEY	17-06-20
CURTIS Dale	NARROGIN VALLEY	20-06-20
HETZEL Maarten	NARROGIN VALLEY	20-06-20
GOATER Frank	NARROGIN VALLEY	01-07-20
WIESE Jamie	NARROGIN VALLEY	20-08-20
BUSHBY John	NARROGIN VALLEY	25-08-20
WATT Damon	NARROGIN VALLEY	07-09-20