



**MINUTES**  
**BUSH FIRE ADVISORY COMMITTEE MEETING**  
**1 OCTOBER 2025**  
**COMMENCING AT 4:00 PM**

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

Signed: .....

Date

These minutes were confirmed at the Bush Fire Advisory Committee Meeting held .....16/3/26.....

Signed: .....

(Presiding Member 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 ngiyan 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 MINUTES

## 1 OCTOBER 2025

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### 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 4:05 pm.

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

#### **Voting Members**

Leigh Ballard – Shire President (Presiding Member)

Pip Porter, CBFCO

Vern Gibson, DCBFCO

Stuart Moyses, DCBFC

Daryl Kilpatrick, FCO

Nathan Walker, FCO

Troy Smith, FCO

Jon Rick, FCO

#### **Non Voting**

##### **Staff**

Adam Majid – Executive Manager Planning & Sustainability

Guy Maley – Senior Ranger, FCO

Wendy Russell – Executive Support Officer

##### **Other**

Gavin Stevens – DFES

Blake Halford - DFES

##### **Apologies**

Braden Lange

Murray Saunders

Russell Ashley

Keiran Quartermaine

Anika Keeling

Snr Sgt Ryan Devine – Narrogin Police

### 3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

#### OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Stuart Moyses

Seconded: Guy Maley

That the minutes of the Bush Fire Advisory Committee Meeting held on 14 March 2025 be confirmed with the following amendments on page 8 General Business:

Under Pip Porter remove the words 'a family member's,' replace 'lightning' with 'fighting,' and under Stuart Moyses change 'Areas (FCAs)' to 'Officers (FCOs).

**CARRIED 8/0**

For: L Ballard, P Porter, V Gibson, S Moyses, D Kilpatrick, N Walker, T Smith, J Rick  
Against: Nil

### 4. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Appointment of and role of CESM.

For your information, Mr Paul Gibson will commence as the Community Emergency Services Manager (CESM) for the Shires of West Arthur, Narrogin, and Cuballing on 13 October.

The position is funded 60% DFES and 40% from the three Shires.

### 5. MATTERS WHICH REQUIRE DECISIONS

Nil

### 6. MATTERS WHICH REQUIRE DISCUSSION

#### 6.1 REVISED STATE HAZARD PLAN

Attachment 1: State Hazard Plan – Fire, Comprehensive Review Summary

Attachment 2: State Hazard Plan – Fire, Appendices C, D and E

[The revised State Hazard Plan – Fire \(August 2025\)](#) was recently approved by the State Emergency Management Committee and now in effect

Key Updates in the Plan

The revised Plan strengthens operational coordination and legislative alignment, particularly with the Work Health and Safety Act 2020. Notable amendments include:

- Clarification of incident management and transfer of responsibility protocols at different levels and circumstances.
- Mandated minimum training requirements for all volunteers engaged in firefighting activities using Shire-owned appliances (white fire trucks, mobile standpipes, etc.).
- The new Rural Fire Awareness Course, available free of charge online, is now the minimum entry requirement for all Shire-registered active volunteer firefighters.

There was some discussion on the revised document. The Shire is already meeting the stated requirements. Gavin Stevens suggested that Appendices B, C and D (Attachment 2)—which outline aspects of fire management including handover arrangements to DFES or DBCA—may be of particular interest to FCOs.

## **6.2 TRAINING**

Attachment 3: Hazard Management Agency (HMA) - Recommended Minimum Training Standards  
CBFCO, DCBFCO's and FCO's to be aware and must ensure that their personnel and volunteers are aware of, and compliant with, the new Plan and training requirements.

## **6.3 SAFETY/PPE**

A reminder was provided that the process for obtaining PPE has changed. PPE is now stored at the Central Brigade Shed.

Volunteers requiring PPE should contact Vern Gibson (Central Brigade), or another FCO from the Central Brigade, to arrange a suitable time for issue.

## **7. GENERAL BUSINESS**

Attachment 4: Emergency Services Volunteer Membership Application 2025

Attachment 5: DFES BFAC Pre-Season Report 2025

### Fire Reporting (DBCA)

For general information, the number to report a fire to DBCA (Narrogin) is 9881 9200 (24/7).

### Spontaneous Volunteers

From the ROAC meeting: Members of the public who are not registered BFB volunteers but turn up at a fire can be treated as spontaneous volunteers. They are covered by insurance, provided they listen to and follow instructions from those in control of the fire.

### Reporting on Arrival

All volunteers arriving at a fire are reminded to report directly to the Incident Control Officer (ICO).

### Volunteer Registration

There was a general enquiry regarding volunteer registration. The application form (Attachment 4) must be completed and signed by the applicant, then approved by the Brigade Captain. It can then be forwarded either to DFES for processing or to the Shire (CESM in future), who will forward it to DFES.

### Communications

Leigh Ballard advised that both white trucks are now fitted with Starlink communication.

### Firemapper App

Leigh also provided information on the Firemapper app. FCOs expressed interest in training to become familiar with its use. Leigh is seeking a small group of volunteers to be responsible for setting up incidents in the app, without needing to be present at the fireground.

### DFES Report

Gavin Stevens presented his report (Attachment 5). Items of note:

- Three pre-season forums will be held on 14–16 October at Brookton, Woodanilling and Hyden, with attendance also available via Teams.
- Criteria for requesting water bombers:
  - Public safety
  - Fire crew in imminent danger
  - Assets in imminent danger
  - Known high fuel loads and excessive rate of spread
- Information provided on the process for requesting heavy machinery.

Gavin left the meeting at 5:20pm.

### Standpipes

Pip Porter (CBFCO) advised that all mobile standpipes have been serviced and are ready for use.

### Acknowledgements

Pip thanked Leigh and Dale for their long-term efforts behind the scenes to secure funding for the CESM role.

He also acknowledged Guy for his dedication over recent years in coordinating PPE and other LGGS matters.

### Recent Exercises

A fire exercise was recently conducted at the Hay Plant. This provided a valuable opportunity for volunteers to become familiar with the layout of the facility. A similar exercise is being considered at Patmore Seeds.

## **8. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at 5:43 pm



# State Hazard Plan - Fire

## *Comprehensive Review Summary*

### Background

The State Hazard Plan Fire (the Plan) provides an overview of arrangements for the management of fire in Western Australia (WA) and contains information on fire prevention, preparedness, response and initial recovery. The Fire and Emergency Services (FES) Commissioner is the Hazard Management Agency (HMA) for fire. Additionally, DFES, the Department of Biodiversity, Conservation and Attractions (DBCA) and local governments all have legislative roles for the hazard of fire.

As this is a strategic level plan, it refers to a range of existing plans and documents relating to fire but does not duplicate the information. The Plan provides directions to appropriate sources where further information can be obtained.

### Comprehensive Review Process

Every five years, a comprehensive review of the Plan is required to be undertaken and provided for broad consultation with all emergency management stakeholders.

To guide the comprehensive review process, DFES defined the following objective and principles for their review:

#### Objective

Develop a Plan designed to inform WA stakeholders of prevention, preparedness, response, and recovery arrangements to limit the impact of the hazard of fire on the community of Western Australia.

#### Principles

- Establish a strategic level emergency management plan (not an operational plan)
  - Remove agency specific initiatives or procedures
  - Remove duplication
- Provide clarity of roles and responsibilities across the hazard of fire
- Identify and address gaps
- Align with State Emergency Management Framework
- Provide necessary statement of fact changes

#### Initial Consultation

Initial feedback was requested from internal DFES stakeholders and agencies with roles and responsibilities within the State Hazard Plan. All local governments were requested to join this initial consultation period.



## Broad Consultation

Guided by initial feedback, the Plan was revised and amended in line with the identified objective and principles. This amended Plan was provided for broad emergency management stakeholder review and feedback from 17 September 2024 to 9 December 2024. Feedback gathered through consultation was reviewed and considered in further amendments of the revised Plan currently presented.

### Key Feedback Themes

- Further clarity needed for areas of responsibility and jurisdiction across Prevention, Preparedness, Response, and Recovery (PPRR) activities, particularly:
  - Unallocated Crown Land and Unmanaged Reserves
  - Local governments with no Bush Fire Brigades or situated within a Gazetted Fire District
  - shared owner/occupier land
- HMA recommended training standards
  - What are they
  - Where can they be accessed
  - Related processes
- Further clarity and guidance needed for finance and recovery processes between Controlling Agencies (out of scope for this Plan)
- Clarity of specific PPRR roles and responsibilities

## Amendment Summary

### Document-wide

1. Restructure of sections using principle of shared responsibility, to provide clarity of responsibilities and arrangements applicable across WA.
2. Change reference of Parks and Wildlife Service (PWS) to DBCA.
3. Removed DFES specific/operational details, instead refers to arrangements and actions across agencies involved in fire management.
4. Removed references to documents and programs subject to impermanence.

### Part One: Introduction

1. Broadened scope to identify target audience.
2. Refined hazard definition consistent with *Emergency Management Act 2005*
3. Removed divisions between 'types' of fire (sections titled bushfire, property fire and shipboard fires removed).
4. Introduced key stakeholder groups, 'Owners and occupiers', 'Private sector and industry', and 'State agencies and public authorities'.
5. Added additional related documents and legislation including Aboriginal *Heritage Act 1974* in 1.4.
6. Removed DFES specific detail from 1.5 Assurance Activities, section renamed 'Continuous improvement'.

### Part Two: Prevention and Mitigation

1. Restructured section, Responsibility for Prevention and Mitigation, by key stakeholder groups as identified in introduction.
2. Removed all specific mitigation strategy subsections – level of detail is not in line with principles or sustainable. Replaced with summary of types of strategies and agencies involved.
3. Added new subsection on Bushfire Risk Management Plans 2.2.1



### Part Three: Preparedness

1. Restructured section, Responsibility for Preparedness, in line with previous section and principle of shared responsibility set out in Part One.
2. Community Education and Information content now under section 3.2 Preparing the Community.
3. Preparedness Arrangements section has been restructured to provide further clarity of arrangements at different levels (local, regional/district, state and Inter-jurisdictional support arrangements).
4. Incident Management Team Structure section moved to Part Four.
5. New section, 3.4 Preparing for Response – outlines Controlling Agencies resourcing responsibilities, including training personnel to the minimum training standard recommended by the HMA. Access to the minimum training standards will be available via the QR code provided within the Plan, via the FES website or by contacting DFES.

### Part Four: Response

1. Restructured to introduce section with Responsibility for Response in line with previous sections.
2. Added section 4.1.4 Controlling Agencies, to improve clarity of jurisdiction and areas of responsibility, including Commonwealth land.
3. Restructure of sections under new heading, 4.2 Incident Management, for improved cohesiveness – content of these sections has not changed significantly but sub-heading titles have been amended.
4. Renamed Response Arrangements to 4.3 Resourcing Arrangements and restructured in line with previous sections, to improve clarity of arrangements at different levels.
5. New section, 4.4 Transfer of Control created to improve clarity of arrangements and requirements.
6. Restructure and rename of sections - Emergency Public Information and Funding Arrangements for Response, keeping language in line with State EM Policy and Plan (includes updated AWS warnings). Also now split into separate sections, 4.5 Public Information and Warnings, and 4.8 Funding Arrangements for Response.
7. New section, 4.6 Controlling Movement within an Operational Area, which encompasses pre-existing sections outlining evacuation arrangements.
8. New section 4.7 Declaration of an Emergency Situation and State of Emergency, outlining powers regarding these declarations.

### Part Five: Recovery

1. Sections restructured in consultation with State Recovery and State Support Plan – Emergency Relief and Support in line with broader State EM Framework.

### Appendices

1. Appendix B revised and updated.
2. Appendix C revised and updated sections. Highlighted contribution and involvement of supporting agencies roles and responsibilities.
3. Appendix D Initial Controlling Agency by Area of Responsibility, new appendix to outline the initial controlling agency.
4. Appendices E (previously D & E) and F revised to provide clarity on the arrangements for change of Controlling Agency between DFES, local governments and DBCA.

## Appendix C: Roles and Responsibilities

The FES Commissioner, requires DFES to discharge the duties of the HMA for the management of fire in WA. However, DFES requires the support and assistance of other organisations to ensure an integrated approach to fire management is achieved.

This appendix outlines the roles and responsibilities of agencies and organisations across the Prevention, Preparedness, Response and Recovery (PPRR) domains relating to the hazard of fire in support of the HMA. The State EM Plan, Appendix E outlines the roles and responsibilities for PPRR across all-hazards.

Organisations and agencies with a hazard specific role will undertake the agreed responsibilities, as detailed throughout this appendix. All agencies should maintain appropriate internal plans and procedures in relation to the specific agency responsibilities.

Note: The ability of each local government to meet the responsibilities identified in this State Hazard Plan should be considered by the HMA. Any specific considerations or constraints should be captured within in the LEMA.

## C1: Prevention and Mitigation

Appendix Table C1: Prevention and mitigation responsibilities

Organisation	Prevention and Mitigation Responsibilities
<p><b>Department of Fire and Emergency Services (DFES)</b></p>	<p>Implement strategies and activities in cooperation with DBCA and local government that assist in the prevention of bushfire and minimise its impact on WA Communities.</p> <ul style="list-style-type: none"> <li>a. Declare restricted and prohibited burning times for the whole of the state, and approve suspensions and exemptions.</li> <li>b. Declare, suspend, approve exemptions, of Total Fire Bans.</li> <li>c. Facilitate statewide arson prevention programs in conjunction with WA Police Force, DBCA and local government.</li> <li>d. Develop and implement statewide community engagement and community education programs.</li> <li>e. Contribute to and participate in the development of Bushfire Risk Management (BRM) Plans at the local level.</li> <li>f. May through a Memorandum of Understanding, complete mitigation activities for other land holders.</li> <li>g. Develop, distribute and promote community educational material.</li> <li>h. Maintain targeted building fire safety inspection program.</li> <li>i. Undertake community engagement activities to prevent property fire.</li> <li>j. Review and assess plans for buildings in relation to fire safety and provision of equipment and facilities.</li> <li>k. Enhance the efficient management of bushfire related risk in WA to protect people, assets and other matters valuable to communities. This includes:                         <ul style="list-style-type: none"> <li>i. Set and approve bushfire risk related standards and policy</li> <li>ii. Administer the BRM planning process</li> <li>iii. Monitor and assess agency performance against standards</li> <li>iv. Administer grants programs relating to bushfire risk mitigation</li> </ul> </li> <li>v. Provide advice on strategic planning proposals and development and subdivision applications on State Planning Policy 3.7 Bushfire.</li> </ul>

Organisation	Prevention and Mitigation Responsibilities
<b>Department of Biodiversity Conservation and Attractions (DBCA)</b>	<ul style="list-style-type: none"> <li>a. Develop and implement mitigation strategies and activities on all DBCA managed land such as State Forest, Timber Reserves, National Parks, Conservation Parks, Nature Reserves and for Unmanaged Reserves (UMR) and Unallocated Crown land (UCL) outside gazetted townsite boundaries, regional centres and the Perth metropolitan area; and any portions of regional parks that are within these land categories.</li> <li>b. Participate in state-wide arson prevention programs in conjunction with WA Police Force, DFES and local government.</li> <li>c. Contribute to and participate in the development of BRM Plans at the local level.</li> </ul>
<b>DBCA - Botanic Gardens and Parks Authority</b>	<ul style="list-style-type: none"> <li>a. Develop and implement fire mitigation strategies within its area of responsibility.</li> </ul>
<b>DBCA - Rottnest Island Authority</b>	<ul style="list-style-type: none"> <li>a. Develop and implement fire mitigation strategies within its area of responsibility.</li> </ul> <p><b>Note:</b> The Rottnest Island Authority has a registered private fire brigade under the <i>Fire Brigades Act 1942</i> to service the fire related preparedness and response needs on the island.</p>
<b>Department of Planning, Lands and Heritage (DPLH)</b>	<ul style="list-style-type: none"> <li>a. Implement effective, risk-based land use planning and development policies to preserve life and reduce the impact of bushfire on property and infrastructure (State Planning Policy 3.7 – Bushfire and Planning for Bushfire Guidelines).</li> <li>b. Develop and implement fire mitigation strategies within its area of responsibility.</li> </ul> <p><b>Note:</b> Operational management of Whiteman Park on behalf of the Western Australian Planning Commission.</p> <ul style="list-style-type: none"> <li>c. Provide consultation and consent to relevant stakeholders to conduct mitigation work for Aboriginal heritage sites</li> <li>d. Refer strategic planning proposals and significant development and subdivision applications to DFES for advice on State Planning Policy 3.7 Bushfire.</li> </ul>
<b>Forest Products Commission (FPC)</b>	<ul style="list-style-type: none"> <li>a. Develop and implement fire mitigation strategies and activities on FPC occupied land.</li> <li>b. Contribute to and participate in the development of BRM Plans at the local level.</li> </ul>

Organisation	Prevention and Mitigation Responsibilities
<p><b>Local government</b></p>	<ul style="list-style-type: none"> <li>a. Develop and implement fire mitigation strategies for all relevant lands vested in the local government.</li> <li>b. Participate in statewide arson prevention programs in conjunction with WA Police Force, DFES and DBCA.</li> <li>c. Administer day to day provisions of the <i>Bush Fires Act 1954</i> and regulations.</li> <li>d. Prescribe and enforce bushfire prevention measures on all private lands and leaseholds within the local government district.</li> <li>e. Impose harvest and vehicle movement bans.</li> <li>f. Vary the declared restricted and prohibited burning times in response to local conditions.</li> <li>g. Manage fire break and hazard reduction requirements in accordance with the <i>Bush Fires Act 1954</i>.</li> <li>h. Enforcement of <i>Bush Fires Act 1954</i> offences within the local government district.</li> <li>i. Maintain BRM Plans at the local level, as required (refer to Appendix G).</li> <li>j. Participate in DFES community education campaigns.</li> <li>k. Refer strategic planning proposals and development applications to DFES for advice on State Planning Policy 3.7 - Bushfire.</li> </ul>
<p><b>WA Police Force</b></p>	<ul style="list-style-type: none"> <li>a. Facilitate statewide arson prevention programs in conjunction with DFES, DBCA and local governments.</li> </ul>

## C2: Preparedness

**Appendix Table C2: Preparedness responsibilities**

Organisation	Preparedness Responsibilities
DFES	<ul style="list-style-type: none"> <li>a. Provide and maintain appropriate and adequate DFES infrastructure, equipment, skilled personnel, plans and programs in preparation for fire emergencies and to support the community in its own preparations for fire emergencies. This may include:               <ul style="list-style-type: none"> <li>i. Maintaining, reviewing and updating arrangements and agreements</li> <li>ii. Maintaining and reviewing agency operating procedures</li> <li>iii. Conducting exercises for DFES staff, emergency service volunteers and property owners/occupiers</li> <li>iv. Testing equipment and procedures</li> <li>v. Establishing enhanced mobilisation plans</li> <li>vi. Establishing regional response plans</li> <li>vii. Prepositioning personnel and equipment</li> <li>viii. Conducting joint exercises with DBCA and local governments</li> <li>ix. Servicing street water hydrants inside Gazetted Fire Districts</li> <li>x. Train and maintain response personnel operating on a fire ground to a training standard recommended by the HMA.</li> </ul> </li> <li>b. Provide and maintain appropriate support to the community in its own preparations for fire emergencies. This may include:               <ul style="list-style-type: none"> <li>i. Developing and implementing fire safety educational campaigns</li> <li>ii. Providing training, resources and information to enhance the State's capability for fire management</li> <li>iii. Receiving and assessing building plans and performance-based building proposals in line with relevant codes, standards and operational requirements</li> <li>iv. Conducting inspection visits of properties (private and public buildings) to review risk and to familiarise operational crews with sites</li> <li>v. Developing Operational Pre-Plans and FES Emergency Response Guides for certain structures and facilities</li> <li>vi. Developing and initiating arson prevention measures in partnership with WA Police Force, local governments and DBCA</li> <li>vii. Managing and publishing Fire Danger Ratings for WA fire weather districts</li> <li>viii. Declaring Total Fire Bans to limit certain activities that may cause a fire.</li> </ul> </li> </ul>

Organisation	Preparedness Responsibilities
<p><b>Airservices Australia (Aerodrome Rescue and Firefighting - ARFF) - Commonwealth Land</b></p>	<p>a. Work with state-based Controlling Agencies to establish arrangements that clearly define response responsibilities in accordance with relevant legislation.</p>
<p><b>Bureau of Meteorology (BoM)</b></p>	<p>a. Participate in community awareness programs on warning systems.                      b. Collaborate with DFES in the improvement and issuing of public alerts and warning messages.                      c. Provide a dedicated meteorologist within the State Operations Centre (SOC).                      d. Prepare briefing products and provide increased analysis of expectant weather to inform critical decisions                      e. Liaise with DFES, DBCA and local governments should, high, extreme or catastrophic fire weather be expected.</p>
<p><b>DBCA</b></p>	<p>a. Provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for fire emergencies, including:                      i. Maintain, review and update arrangements and agreements                      ii. Maintain and review agency operating procedures                      iii. Test equipment and procedures                      iv. Establish an enhanced mobilisation plan                      v. Preposition personnel and equipment                      vi. Involve relevant staff in joint exercises with DFES and local governments                      vii. Train and maintain response personnel operating on a fire ground to a standard no less than the minimum standard (or equivalent) recommended by the HMA.</p>
<p><b>DBCA - Botanic Gardens and Parks Authority</b></p>	<p>a. Develop and implement fire preparedness strategies within its area of responsibility.                      b. Train and maintain response personnel operating on a fire ground to a training standard (or equivalent) as recommended by the HMA.                      c. Maintain and enact the MOU between Botanic Gardens and Parks Authority and DFES.</p>
<p><b>DBCA - Rottnest Island Authority</b></p>	<p>a. Develop and implement fire preparedness strategies within its area of responsibility.                      b. Train and maintain response personnel operating on a fire ground to a standard no less than the minimum standard (or equivalent) recommended by the HMA.</p> <p><b>Note:</b> The Rottnest Island Authority has a registered private fire brigade under the <i>Fire Brigades Act 1942</i> to service the fire related preparedness needs on the island.</p>

Organisation	Preparedness Responsibilities
<b>Department of Communities</b>	<ul style="list-style-type: none"> <li>c. Consult with local governments and Emergency Management Agencies, to identify refuge sites and evacuation centres appropriate for the hazards identified within a local government area of responsibility.</li> <li>d. Prepare for the provision of emergency relief and support services as outlined in the State Support Plan – Emergency Relief and Support section 3.2.</li> </ul>
<b>Department of Defence – Commonwealth Land</b>	<ul style="list-style-type: none"> <li>a. Work with state-based Controlling Agencies to establish arrangements that clearly define response responsibilities in accordance with relevant legislation.</li> </ul>
<b>Department of Planning, Lands and Heritage (DPLH) – Whiteman Park</b>	<ul style="list-style-type: none"> <li>a. Develop and implement fire preparedness strategies within its area of responsibility.</li> <li>b. Train and maintain response personnel operating on a fire ground to a training standard (or equivalent) as recommended by the HMA.</li> </ul> <p><b>Note:</b> Operational management of Whiteman Park on behalf of the Western Australian Planning Commission. Whiteman Park has a registered private fire brigade under the <i>Bush Fires Act 1954</i> to service the fire related preparedness needs of the park.</p>
<b>Forest Products Commission (FPC)</b>	<ul style="list-style-type: none"> <li>a. Develop and implement fire preparedness strategies and activities on FPC occupied land: <ul style="list-style-type: none"> <li>i. Maintain, review and update arrangements and agreements</li> <li>ii. Maintain and review agency operating procedures</li> <li>iii. Establish enhanced mobilisation plans</li> <li>iv. Preposition personnel and equipment</li> <li>v. Involve relevant staff in joint exercises with DFES and local governments</li> <li>vi. Train and maintain response personnel operating on a fire ground to a standard no less than the minimum standard (or equivalent) recommended by the HMA.</li> </ul> </li> </ul>

Organisation	Preparedness Responsibilities
<p><b>Local government</b></p>	<ul style="list-style-type: none"> <li>a. Develop and implement fire preparedness strategies within its area of responsibility.</li> <li>b. Provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for fire emergencies.</li> <li>c. Maintain, review and update arrangements and agreements.</li> <li>d. Maintain and review local government operating procedures.</li> <li>e. Conduct exercises for local government bush fire brigades.</li> <li>f. Ensure suitable buildings are identified for the purpose of evacuation during an emergency event.</li> <li>g. Maintain equipment and facilities in preparation for fire response.</li> <li>h. Participate in joint exercises with DFES and DBCA, when requested.</li> <li>i. Appoint personnel as required under the <i>Bush Fires Act 1954</i>.</li> <li>j. Train and maintain response personnel operating on a fire ground to a standard no less than the minimum standard (or equivalent) recommended by the HMA.</li> <li>k. Test plans and procedures.</li> <li>l. Participate in exercises with building owners/occupiers and DFES.</li> <li>m. Service street hydrants outside of a Gazetted Fire District.</li> </ul>
<p><b>WA Police Force</b></p>	<ul style="list-style-type: none"> <li>a. Participate in the development of emergency management arrangements.</li> <li>b. Participate in joint exercises with DFES, DBCA and local government when requested.</li> </ul>

## C3: Response

**Appendix Table C3: Response responsibilities**

Organisation	Response Responsibilities
DFES	<ul style="list-style-type: none"> <li>a. Manage triple zero (000) calls for fire.</li> <li>b. Respond to fires within its areas of responsibility and appoint an IC.</li> <li>c. With DBCA, implement joint coordination and management of the State Bushfire Pre-Formed Incident Management Teams in accordance with management guidelines and business rules agreed to by both agencies.</li> <li>d. With DBCA, manage the State Air Operations Desk to coordinate and support aerial suppression operations.</li> <li>e. Authorise a bush fire liaison officer or another person to take control of all operations at a fire, in accordance with the provisions of section 13 of the <i>Bush Fires Act 1954</i>.</li> <li>f. Upon a Level 3 declaration and the appointment of an IC under section 13 of the <i>Bush Fires Act 1954</i>, DFES will assume Controlling Agency status for fires outside of Gazetted Fire Districts.</li> <li>g. Complete a Change in Controlling Agency Form and notify DFES State Operations every time there is a change of control to or from DBCA/ local government and DFES.</li> <li>h. The HMA (FES Commissioner) may make an emergency situation declaration for an area of the state and exercise emergency powers under Part 6 of the <i>Emergency Management Act 2005</i>.</li> <li>i. Manage systems and procedures relating to public information and the dissemination of public information and warnings for DFES, DBCA and local government-controlled fires.</li> <li>j. Manage public information for all Level 3 fires.</li> <li>k. Mobilise appropriate incident response personnel and equipment.</li> <li>l. Consider requests for DFES support for fires for which DBCA or local government are the Controlling Agency.</li> <li>m. Consider requests for DFES support for fires on Commonwealth land where ARFF or other firefighting resources are present.</li> <li>n. Provide a liaison officer or IMT representative for fires in mixed DFES/DBCA or DFES/local government areas of responsibility or where DFES resources are working with other Controlling Agency or Commonwealth response resources.</li> <li>o. Assist in determining the origin and cause of the fire within their area of responsibility.</li> </ul>

Organisation	Response Responsibilities
<p><b>Airservices Australia - ARFF - Commonwealth Land</b></p>	<ul style="list-style-type: none"> <li>a. Where there is a legislative requirement for the provision of ARFF on Commonwealth land, ARFF are to respond to fires within their area of responsibility and assume control in accordance with Air Services Regulations 2019 Division – 4.</li> <li>b. Conduct operations to rescue people or property from, or to protect people or property threatened because of, an aircraft fire, aircraft accident or aircraft incident at or in the vicinity of an aerodrome.</li> <li>c. Conduct operations to protect people or property threatened by a fire, accident or incident (other than an aircraft fire, aircraft accident or aircraft incident) in an area of an aerodrome connected with, or used for the purposes of, activities related to aviation.</li> <li>d. Give priority to operations that are conducted at an aerodrome or within 1000m of the boundary of any aerodrome.</li> <li>e. Work with state-based Controlling Agencies in accordance with legislative requirements and pre-established response arrangements.</li> <li>f. Provide a liaison officer or IMT representative for fires where state-based Controlling Agency resources are working with ARFF response resources.</li> </ul>
<p><b>DBCA</b></p>	<ul style="list-style-type: none"> <li>a. Respond to bushfires on all DBCA managed land and appoint an IC.</li> <li>b. Assume the role of Controlling Agency where required in accordance with this plan.</li> <li>c. With DFES, implement joint coordination and management of the State Bushfire Pre-Formed Incident Management Teams in accordance with management guidelines and business rules agreed between the agencies.</li> <li>d. With DFES, manage the State Air Operations Desk to coordinate and support aerial suppression operations.</li> <li>e. Manage public information release for all Level 1 and 2 fires under its control.</li> <li>f. Consider requests for DBCA support for fires for which DFES or local government are the Controlling Agency.</li> <li>g. Complete a Change in Controlling Agency Form and notify DFES State Operations when transferring control to or from a local government under section 45A of the Bush Fires Act.</li> <li>h. Provide a liaison officer or IMT representative for fires in mixed DBCA/DFES or DBCA/local government areas of responsibility or where DBCA resources are working with other Controlling Agency response resources.</li> <li>i. Coordinate DBCA State resources and assist with planning for major bushfire incidents through the presence of a DBCA State Commander in the DFES SOC.</li> </ul>
<p><b>DBCA's Botanic Gardens and Parks Authority</b></p>	<ul style="list-style-type: none"> <li>a. Respond to fires within its areas of responsibility.</li> <li>b. Provide a liaison officer to support DFES response.</li> <li>c. Act in accordance with the Botanic Gardens and Parks Authority and DFES MOU.</li> </ul>

Organisation	Response Responsibilities
<b>DBCA's Rottnest Island Authority</b>	<p>a. Respond to fires within its area of responsibility and appoint an IC.</p> <p><b>Note:</b> The Rottnest Island Authority has a registered private fire brigade under the <i>Fire Brigades Act 1942</i> to service the fire response needs on the island.</p>
<b>Department of Communities</b>	<p>a. Work with local governments and the Controlling Agency to identify suitable evacuation centers.</p> <p>b. Coordinate the delivery of Emergency Relief and Support services to the affected community.</p> <p>c. Work with Controlling Agencies to facilitate the provision of public information at evacuation centers.</p>
<b>Department of Defence – Commonwealth Land</b>	<p>a. Work with state-based Controlling Agencies in accordance with legislative requirements and pre-established response arrangements</p> <p>b. Provide a liaison officer or IMT representative for fires where state-based Controlling Agency resources are working on Department of Defence land and/or with Department of Defence personnel.</p>
<b>DPLH – Whiteman Park</b>	<p>a. Respond to fires within Whiteman Park.</p> <p><b>Note:</b> Whiteman Park has a registered private fire brigade under the Bush Fires Act to service the fire response needs of the park.</p> <p>b. Provide a liaison officer to support DFES response to Whiteman Park.</p> <p>c. Provide advice and consent (as applicable) to conduct fire suppression activities on or near Aboriginal heritage sites.</p>
<b>FPC</b>	<p>a. Respond to bushfires on FPC managed land consistent with agreed arrangements with DBCA.</p> <p>b. Provide assistance in the form of equipment and personnel to DFES and/or local government where they have the operational capacity to do so.</p>

Organisation	Response Responsibilities
<b>Local government</b>	<ul style="list-style-type: none"> <li>a. Respond to fires within its area of responsibility and appoint an IC.</li> <li>b. Assume the role of Controlling Agency where required in accordance with this plan.</li> <li>c. Manage public information release for all Level 1 and 2 fires under its control.</li> <li>d. Where appropriate and resources permit, participate in State Bushfire Pre-Formed Incident Management Teams in accordance with agreed management guidelines and business rules.</li> <li>e. Consider requests for support for fires for which DBCA or DFES are the Controlling Agency.</li> <li>f. Complete a Change in Controlling Agency Form and notify DFES State Operations when transferring control to or from DBCA under section 45 and 45A of the Bush Fires Act.</li> <li>g. Provide a liaison officer or IMT representative for fires in mixed local government/DFES or local government/DBCA areas of responsibility or where local government resources are working with other Controlling Agency response resources.</li> <li>h. Investigate breaches of the Bush Fires Act.</li> </ul>
<b>WA Police Force</b>	<ul style="list-style-type: none"> <li>a. Provide a WA Police Force representative as appropriate to assist the IMT in the provision of a coordinated response.</li> <li>b. Undertake the duties of the Local / District / State Emergency Coordinator as required.</li> <li>c. Provide liaison officers/representation to any ISG/OASG/AHLG and/or SECG as appropriate.</li> <li>d. Assist with evacuation.</li> <li>e. Assist with the management of traffic or persons at or near the scene of an incident, and/or facilitating the movement of emergency vehicles on request.</li> <li>f. Maintain public order where required.</li> <li>g. Assists the HMA, Controlling Agency and other relevant agencies in determining the origin and cause of a fire.</li> <li>h. In the event of mass casualties, provide Disaster Victim Identification.</li> </ul>

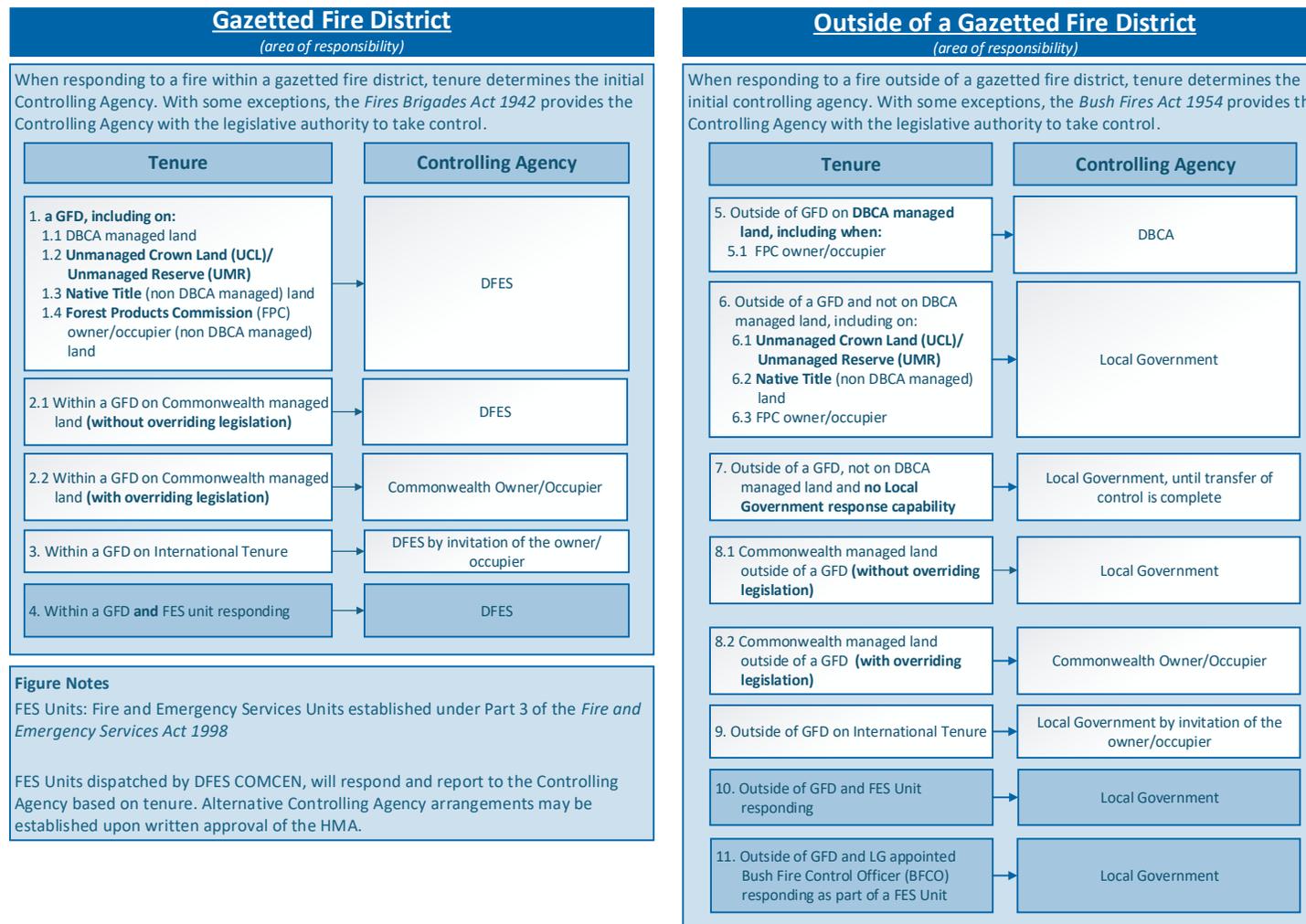
## C4: Recovery

**Appendix Table C4: Recovery Responsibilities**

Organisation	Recovery Responsibilities
<b>All</b>	All agencies are to comply with their responsibilities identified in the State Emergency Management Policy section 6 and State Emergency Management Plan section 6. Refer to section 5 Recovery in this Plan.
<b>DFES, local government, DBCA (when Controlling Agency)</b>	<p>a. The Controlling Agency is responsible for the commencement of recovery activities outlined in the State EM Plan section 6.4. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>i. including the Local Recovery Coordinator and others with recovery responsibilities in the incident management arrangements (ISG and OASG)</li> <li>ii. where required, notifying the State Recovery Coordinator</li> <li>iii. where required, coordinating the completion of an Impact Statement prior to the transfer of responsibility for management of recovery to the affected local government(s).</li> </ul>
<b>Local government</b>	a. Manage recovery following an emergency affecting the community in its district as outlined in State EM Policy section 6.3 and State EM Plan section 6.5.
<b>Department of Communities</b>	<p>a. Where activated, coordinate the emergency relief and support components of recovery for people affected by the emergency.</p> <p>b. Contribute to the planned transition from response-led to recovery-led operations.</p>

## Appendix D: Initial Controlling Agency for Response by Area of Responsibility

This appendix provides examples and guidance on the initial Controlling Agency for Response based on their legislative area of responsibility. The examples provided are not exhaustive as there are many exceptions to controlling agency arrangements both within and outside of a Gazetted Fire District (GFD). It remains incumbent on all Controlling Agencies to understand their respective areas of responsibility. The transfer of control process is further described in Appendix E.



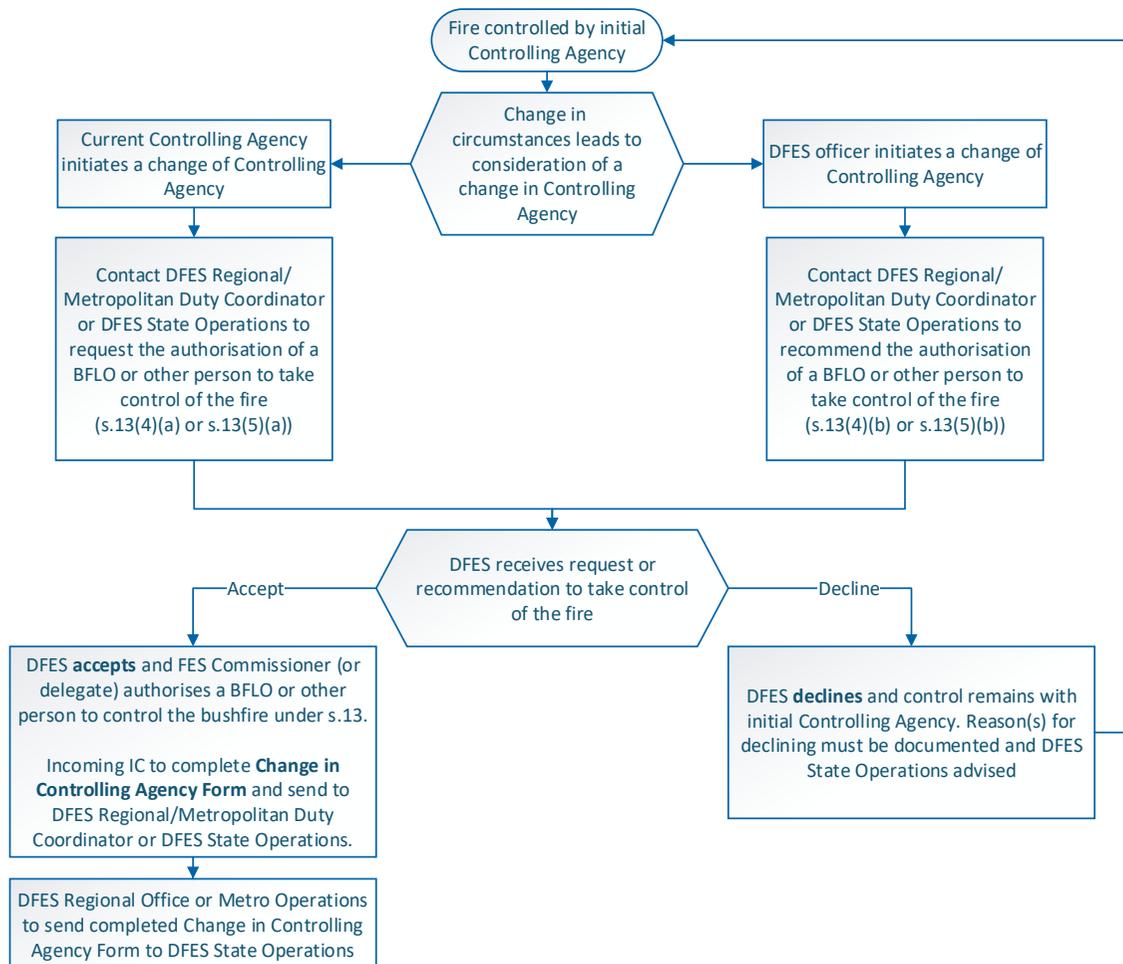
Appendix Figure D1: Initial Controlling Agency based on area of responsibility

Please print on A3 to pass print accessibility.

## Appendix E: Transfer of Control

### E1: Transfer of control to DFES

When circumstances change during a fire initially controlled by DBCA or a local government, a request for the transfer of control to DFES may occur. The FES Commissioner may authorise a person under section 13(4) or 13(5)(b) of the Bush Fires Act to take control of the incident.



**Figure Notes:** Within this figure, all sections mentioned refer to the *Bush Fires Act 1954*.

As described within section 4.4 Transfer of Control, there are several exceptions to the transfer of control process to DFES, including:

- Once a fire is declared a Level 3 incident and/or there is a need for an emergency situation or state of emergency declaration, then control is assigned to DFES.
- A Change in Controlling Agency Form is not required when the HMA has approved, in writing, the establishment of specific Controlling Agency arrangements with the local government.
- More than one person can be appointed under section 13 of the Bush Fires Act provided that the duration column specifies the time and circumstances of appointment and there is no overlap.

IC/Controlling Agency must request cancellation of appointment once deemed no longer necessary.

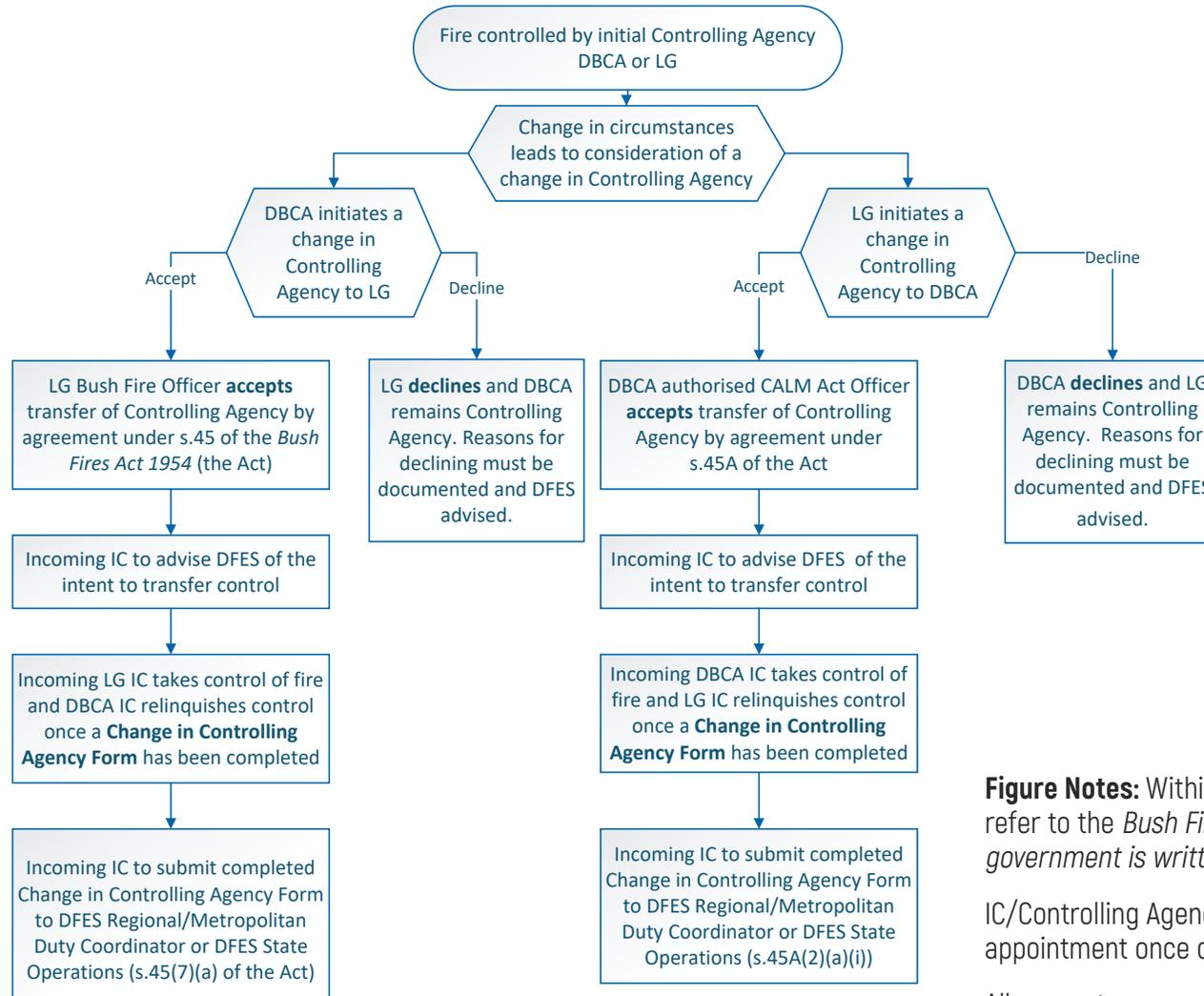
All requests are processed via DFES State Operations (District Officer State Situation).

#### Appendix Figure E1: Transfer of Control from DBCA or local government to DFES

Please print this page on A3 to pass print accessibility standards.

## E2: Transfer of control between a local government and DBCA

When circumstances change during a fire initially controlled by DBCA or a local government, the transfer of control may be requested between a local government and DBCA under sections 45A and 45 of the Bush Fires Act.



**Figure Notes:** Within this figure, all sections mentioned refer to the *Bush Fires Act 1954 (the Act)* and local government is written as LG.

IC/Controlling Agency must request cancellation of appointment once deemed no longer necessary.

All requests are processed via DFES State Operations (District Officer State Situation).

**Appendix Figure E2: Transfer of Control between DBCA and local government**

Please print this page on A3 to pass print accessibility standards.

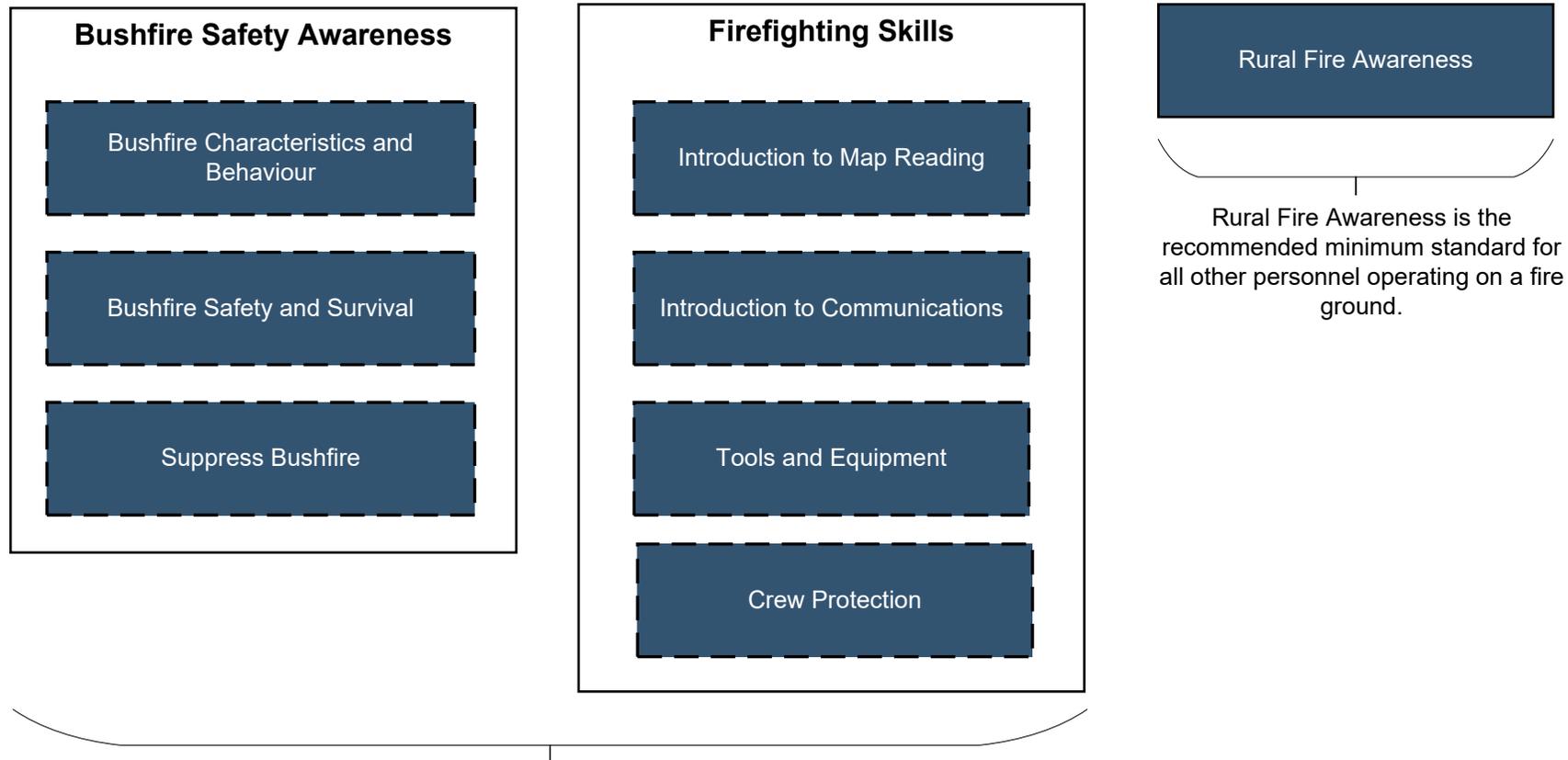
STATE HAZARD PLAN FIRE

AUGUST 2025 | VERSION 3.00



# Hazard Management Agency (HMA) Recommended Minimum Training Standards for Response Personnel

*State Hazard Plan – Fire, section 3.4 states that all response personnel operating on a fire ground are trained to a standard no less than the minimum standard (or equivalent) recommended by the HMA. Fire ground is defined as “the area that response activities are being undertaken to mitigate the hazard of fire that has the potential to cause a threat or harm to the health or safety of responders”.*



Recommended minimum standard for all personnel operating on a fire ground, using DFES or Local Government Grant Scheme (LGGS) (or equivalent specification) firefighting appliances.

*The above training courses are part of the DFES Volunteer Service-specific Training Programs*

# Emergency Services Volunteer Membership Application



Volunteer Fire & Rescue Services  
 (VFRS)



Volunteer Fire & Emergency Services  
 (VFES)



Marine Rescue WA  
 (MR)



State Emergency Service  
 (SES)



Bush Fire Service  
 (BFS)



Youth in Emergency Services  
 (YES)

## Role details

Brigade, Group or Unit  Local government (if applicable)

Membership type:

Probationary (excluding BFS/MR)  Active  Support/Auxiliary  Junior/Cadet

Role

## Applicant details

Current/previous volunteer number

Title  First name (legal name)  Middle name  Last name

Occupation

Date of Birth  Gender  Male  Female  Non-Binary  Different Term  Prefer not to answer

Residential address

Street  Suburb/Town  Postcode

Postal address  Same as above

Street  Suburb/Town  Postcode

Business Hours Phone  After Hours phone (if applicable)  Mobile Phone

Email address

Emergency contact details

First name  Last name

Phone  Relationship

Street Address (optional)  Same as applicant  
 Street  Suburb/Town  Postcode

Ethnicity (optional):

First Nation Status:  Aboriginal  Torres Strait Islander  Both ATSI  Neither

### Licence and Check Details

Driver's License Number  Category  Expiry Date

Working with Children Check Number

Expiry Date

[Working with Children Check Policy](#)

### Medical Questionnaire

Your responses to the following questions will not exclude you from emergency service volunteering. This information will be used to help determine your suitability for the volunteer role you have applied for.

Within the last five years have you experienced any of the below conditions?

	Yes	No
High blood pressure, stroke or blood disorder	<input type="checkbox"/>	<input type="checkbox"/>
Heart vein or circulatory disorder (chest pain, heart attack, raised cholesterol and rheumatic fever)	<input type="checkbox"/>	<input type="checkbox"/>
Mental or nervous disorder (stress, depression, Fainting, Seizures/Fit, Epilepsy, blackouts, paralysis, brain disorder, chronic fatigue syndrome)	<input type="checkbox"/>	<input type="checkbox"/>
Gout, arthritis, rheumatism, cartilage or ligament injuries (knees, elbow, wrist, shoulder), bone fracture	<input type="checkbox"/>	<input type="checkbox"/>
Head injury or neurological disorder (concussion, acquired brain injury, narcolepsy)	<input type="checkbox"/>	<input type="checkbox"/>
Persistent headaches (tension migraine cluster)	<input type="checkbox"/>	<input type="checkbox"/>
Back pain, sciatica or other disorder of the back or spine including the neck (whiplash injury)	<input type="checkbox"/>	<input type="checkbox"/>
Asthma, bronchitis or other respiratory disorder	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes, thyroid or prostate disorder	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive strain injury or overuse syndrome	<input type="checkbox"/>	<input type="checkbox"/>
Vision or hearing impairment (prescription glasses, color blindness, hearing aids)	<input type="checkbox"/>	<input type="checkbox"/>
Had a medical condition advice or treatment from any doctor or health professional or been in hospital (not including minor cold, the flu, or contraceptive treatment)	<input type="checkbox"/>	<input type="checkbox"/>
Been advised to have an operation or had an operation	<input type="checkbox"/>	<input type="checkbox"/>
Been instructed not to drive for medical reasons	<input type="checkbox"/>	<input type="checkbox"/>
Sustained an injury from a motor vehicle accident	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Are you currently taking any prescribed or non-prescribed medication for a health condition?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any known allergies?	<input type="checkbox"/>	<input type="checkbox"/>
Do you intend to or believe you may need to seek advice to treatment for a current health problem	<input type="checkbox"/>	<input type="checkbox"/>
Any other conditions not listed above (please provide information below?)	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered yes to any of the above, please provide further detail. Should you have any relevant medical documentation please attach (this may be requested).

**Operational roles only.** Please complete the below physical capacity questionnaire

Do you have difficulty with the following:

	Yes	No
Walking more than 200m	<input type="checkbox"/>	<input type="checkbox"/>
Walking on high or uneven ground	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>
Standing for more than one hour	<input type="checkbox"/>	<input type="checkbox"/>
Using hand tools	<input type="checkbox"/>	<input type="checkbox"/>
Climbing a ladder	<input type="checkbox"/>	<input type="checkbox"/>
Crouching or squatting	<input type="checkbox"/>	<input type="checkbox"/>
Lifting or bending	<input type="checkbox"/>	<input type="checkbox"/>
Gripping with both hands	<input type="checkbox"/>	<input type="checkbox"/>

## Declaration and Privacy

### Medical Declaration

I declare the above answers are true and correct to the best of my knowledge and that I will, if required, provide further information concerning my health and fitness that are relevant to this application.

### Acknowledgement

If, after my acceptance as a volunteer, there are any changes to my personal details, including in regard to my health or fitness, I am required to complete and submit a Change of Personal Details Form.

**Declaration:** I agree to comply with the legislation that regulates the operations of emergency services in Western Australia. This includes the *Fire and Emergency Services Act 1998*, the *Fire Brigades Act 1942*, and the *Bush Fires Act 1954*, as is applicable to the volunteer emergency service of which I will be a member. In addition, I agree to comply with the DFES and/or Local Government policies and procedures that relate to the volunteer emergency service of which I will be a member.

### Privacy and Consent

I acknowledge that personal information may be disclosed to third parties (including other State institutions or authorities outside the Department of Fire and Emergency Services) with your consent; for purposes that would be reasonably expected; or where required, authorised or permitted by law.

## Applicant

Applicant signature  Date   
Parent/Guardian approval signature  Date

## Brigade, Group or Unit Endorsement

Brigade, Group or Unit leader name   
Brigade, Group or Unit signature  Date   
Type of photo identification sighted   
Application endorsed  Yes  No with comments:

## DFES Office Processed in RMS by:

Name  Role   
Date   
Link sent for application for National Criminal History Check:  Yes  No Date

Working with Children Check card verified  Yes  No  Not Applicable

## District Officer, Area Officer, Local Government or Youth Programs Coordinator approval

DO/AO/LG/YPC name   
DO/AO/LG/YPC signature  Date   
Application approved  Yes  No with comments:

If guidance is required about Medical Questionnaire responses contact [injury.management@dfes.wa.gov.au](mailto:injury.management@dfes.wa.gov.au)

Volunteer applicant advised  Yes Date

**ATTACHMENT 5**

**Bush Fire Advisory Committee**  
**Department of Fire and Emergency Services Report**  
**Pre-Season 2025/2026**

**Key DFES Contacts**

Name	Area of Responsibility	Phone Number
<b>All Hours Emergency Contact</b>		
<b>DFES COMCEN</b>	<b>All Hours Emergency Contact</b> For Turnouts and Providing Incident Information	<b>1800 198 140</b>
<b>DFES UGS Regional Duty Coordinator</b>	<b>All Hours Regional Contact</b> For Support and Assistance	<b>1800 865 103</b>
<b>DFES Public Information</b>	<b>All Hours Contact</b> For Issuing Alerts and Warnings	<b>1800 718 288</b>

**Pre-Season Forums**

Date:	Location:	Time:
Tuesday 14 <sup>th</sup> October 2025	Brookton – Eva Pavillion	1230-1630hrs (Lunch Provided)
Wednesday 15 <sup>th</sup> October 2025	Woodanilling Sports Complex	1230-1630hrs (Lunch Provided)
Thursday 16 <sup>th</sup> October 2025	Hyden Sports Complex	1230-1630hrs (Lunch Provided)

The Upper Great Southern Region will be holding 3 Pre-Season Planning Forums ahead of the 2025/2026 High Threat Bushfire Period. These events will include important presentations from different areas, all relative to the upcoming season. **We are currently still planning and as well as organising the finer details, so still confirming times, and presenters etc. With official invites coming out soon.** However, we are looking at including the following information on:

- Seasonal Outlook
- Regional Duty Coordinator Role
- Transfer of Control (LG to DFES, LG to DBCA)
- Aviation Services and Grain Harvest Strategy
- Australian Warning System and Public Information
- ComCen and Incident Communication
- State Operational Support Fleet (High Season) Allocations

**Incident Information, Communication and Sit-Reps**

**Information Flow**

Ensuring that Sitreps and Incident information are being communicated to the DFES Comcen as soon as possible when arriving at an incident, the Regional Duty Coordinator is responsible for monitoring the whole region, they can then allocate resources to assist you. The quicker they get information, they are better informed and we can ensure you are being supported and resources appropriately.

\*Controlling Agencies are to provide incident information to the DFES Comcen, As it is a requirement as per the State Hazard Plan - Fire



## Sitreps

**PAFTACS** is an acronym that we can use to provide information about a fire.

**Position:** Position of the Fire (Is the address accurate), Where is it heading ?, Is there Property under threat ?

**Area:** Fire Size

**Fuel Type:** What's burning - Is it in Standing Wheat crop ?, is it in stubble ?

**Time to Control:** Have you got it under control ?, if not how long will it take you ? (if known)

**Assistance Required:** Further trucks ? Air Support ?, Machinery ? a Bushfire Liaison Officer ?

**Command/Control:** Who is in charge of the fire ?, Any sectors ?, Radio Channel ?

**Safety and Winds:** Any Safety issues, Powerlines done ?, wind change ?, wind strength and Direction ?

## Establishing Control

One of the key themes out of a few debriefs, have been around establishing control at fires and when to start delegating roles. One process that some Shires are implementing is the “Two tanks rule” for FCO’s and Firefighters.

### The “Two Tank Rule”

If an FCO is having to leave the fire ground to fill their fire unit up for the second time and the fire is still not contained or controlled, that FCO should then step back and assume the role of an Incident Controller and start delegating some tasks. This rule should also be communicated to Firefighters, and other Farm Response, If they need to fill up twice, they start looking for the FCO for guidance and assistances.

Some actions the Fire Control Officers should undertake or consider after needing to employ the “Two Tank Rule”:

- Communicate who is the Incident Controller (Who is in charge) to the Fire Ground and Comcen. Can use Tabards and Vehicle magnets for this purpose. Use the Fire Ground Channel/WhatsApp.
- Provide a sitrep to Comcen
- Consider if the current resources are enough for the fire
- Consider asking DFES RDC for aircraft or a Bushfire Liaison Officer
- Consider Sectorising the Fire
- Consider issuing Public Information
- Consider contacting Shire for Machinery and Water Carts

## Public Information and Warnings

### Emergency WA

Use Emergency WA as your source of Truth for Incident Information. Stay up to date with [Emergency WA](#), they also have a new Emergency WA App now available on IOS and Android devices. Allowing you to stay up to date with real-life live data and updates. You are able to set watch zones and receive updates if an incident occurs nearby. Refer the community to Emergency WA for Information.

**As Incident Controllers we need to start feeding Incident Information up and issuing appropriate alerts and Warnings to support this.**



## Alerts and Warnings

As the Public and the Community are watching Emergency WA, social media, news and other Platforms more and more, it's becoming increasingly important that we are issuing the appropriate alerts and warnings when in charge of an incident.

During the response to an incident, the responsibility for management of public information remains with the Controlling Agency. The Incident Controller is responsible for authorising and issuing alerts and warnings related to a fire, this includes authorising the release of information to the broader public and to those directly affected by the incident.

For incidents where smoke or fire is going to impact or affect the public we need to start thinking about issuing alerts and warnings. **Being proactive with alerts and warnings can save lives.** It is also a **State Strategic Control Priority – Community Warnings and Information**

We use 3 Warning levels, which is a National approach, details below:

Bushfire Alerts and Warnings	
Warning Level	When to Issue Warning
<b>ADVICE</b>	There is an active incident in the area. There is no immediate danger. The Community needs to stay up to date in case the situation changes.
<b>WATCH AND ACT</b>	There is a possible threat to lives and homes. The Community needs to take actions now to stay safe.
<b>EMERGENCY WARNING</b>	There is an immediate threat to lives and homes. The Community is in danger and need to take immediate action.

## Issuing Alerts and Warnings

As the Controlling Agency and Incident Controller, you are responsible for Public Information. This is done via the DFES Coordinator Public Information.

There is a Flow chart available to assist you with Issuing Alerts and Warnings. If in doubt you can call the DFES Public Information Line or the DFES RDC for advice or assistance.

A Bushfire Trigger Point Flow Chart Document is available [here](#)

How to Issue Bushfire Alerts and Warnings		
Issuing Bushfire <b>Advices</b> , <b>Watch and Acts</b> and <b>Emergency Warnings</b>		
Contact	Number	Actions
<b>DFES PUBLIC INFORMATION</b>	<b>1800 718 288</b>	You can call DFES Public Information and they will be able to talk through which warning. It would be advantageous to know what warning you requires and the "Boundaries", these can be roads, waterways etc.

## Transfer of Control

As per Bushfires Act 1954 and State Hazard Plan – Fire, **Local Government is the Controlling Agency for all Fires outside of the Gazetted Fire District.**

In some circumstances the Controlling Agency of an incident can be transferred to another agency.



**Bush Fire Advisory Committee**  
**Department of Fire and Emergency Services**  
*Upper Great Southern Officers Report*

### Reasons for Transferring Control

For bushfires, circumstances that may trigger a change of Controlling Agency include:

- At the request of the Current Controlling Agency
- Beyond the capacity of the Controlling Agency
- Level 3 incident
- Complexity of the incident / multiple hazards
- Multiple local government areas
- DFES Officer authorised under section 13 of the Bush Fires Act 1954

### LG to DFES

Transfer of control to DFES can only occur under a Section 13 of the Bushfires Act 1954 which requires authorisation at State Level by the Duty Assistant Commissioner (DAC).

#### The process involves:

1. Incident must be recorded (000), Incident sitrep and up to date details of incident provided to ComCen
2. The Current Incident Controller can request a DFES Bushfire Liaison Officer attend for support, if rapidly escalating incident and potential for a Level 2 Incident or if a Change of Control is going to be requested.
3. The Local Government CEO/CBFCO or the Incident Controller contacts the DFES RDC and requests a Transfer of Control (s13). A DFES BFLO at the incident can assist with this request and may speed up the process.
4. The RDC then puts request through the correct chain to the State Level.
5. The Change in Controlling Agency/s13 is accepted or declined by the Duty Assistant Commissioner, Controlling Agency advised of outcome.

**During this time Local Government retains control of this incident.** It is important to appreciate that a transfer of control will not happen following every request; there are a range of reasons why a Section 13 may not be issued.

### LG to DBCA

Transfer of control to DBCA can occur under a Section 45 of the Bushfires Act 1954. Generally, if the fire involves DBCA Tenure. The Current Incident controller can contact the DBCA Duty Officer or the DFES RDC who can assist in facilitating this. **Please note – This Process is between DBCA and LG, however, Comcen need to be made aware of this.**

### Fires on UCL/UMR and DBCA Tenure

There were a few instances where fires were not actioned last season due to Brigades not knowing whose land it is, ie. being in a reserve or near DBCA land, Under the Bushfires Act 1954, The Bushfire Brigade can enter the tenure and/or property to prevent the spread of fire as long as they are taking due care and informing the property owners of attendance.

### 4.14 Controlling Agencies

Controlling Agencies for fire suppression are determined by their area of responsibility in accordance with Western Australian legislation.

Where the response requirements exceed the owners and/or occupier's capabilities, the relevant Controlling Agency takes control in accordance with their legislative responsibilities.

Table 2: Initial controlling agencies

Area of responsibility	Initial Controlling Agency
Within Gazetted Fire Districts	DFES
On DBCA managed land outside Gazetted Fire Districts	DBCA
Within local government districts outside of Gazetted Fire Districts and outside DBCA managed land	Local governments



## Asset Protection and Incidents Requiring Additional Capability

### Asset Protection

Asset Protection is the process for protecting critical infrastructure, residential property or any asset requiring protection from a fire.

Generally speaking, Asset protection is undertaken by Fire and Rescue Service / Fire and Emergency Services Crews as they have additional training and additional equipment to enable them to do different tasks.



**If we have property being impacted or about to be impacted by fire, we should be requesting Asset Protection, this can be done via the DFES Comcen or via the RDC.** If you have property in the way of a fire, Request Asset Protection and Consider Issuing Alerts and Warning via Public Information.

If in doubt, request Asset Protection. Air Support can also support this function but requires crews on the ground to support this.

**These appliances will be the responsibility of the Incident Controller once requested and at the fire.**

### Incidents requiring additional capability

As per the Bushfires Act 1954 and State Hazard Plan - Fire, all fires outside the Gazetted Fire District are the responsibility of the Local Government. Some of these fires may require additional capabilities that the Local Government doesn't have, ie Breathing Apparatus.



Some incidents may include:

- Header fires
- Car fires
- House/Structure fires
- Rubbish Fires

The Incident controller can request Fire and Rescue Service / Fire and Emergency Crews attend an incident if additional capabilities is required. Please note that this doesn't always occur at time of dispatch as it is not automatic.

**Fire Crews will require a minimum of two Brigades if they are using Breathing Apparatus, for safety.** These appliances/resources will be the responsibility of the Incident Controller once requested and at the fire.

## DFES Bushfire Liaison Officer

The RDC may consider deploying a DFES Officer (Bushfire Liaison Officer – Section 12 & 13 Bushfire Act 1954) for the following:

- If the IC / controlling agency requests the presence of a DFES Officer
- The incident has potential to escalate to Level 2.
- Significant resources are deployed
- No communication established/PAFTACS/Sitrep received from IC within 1 hour of arrival to incident.
- Significant assets or private property is under threat.
- There are injuries or fatalities to responding crews.
- When there is possible impact on critical infrastructure.
- Significant road closure which results in disruption to traffic movement.

**Note:** On arrival the attending DFES Officer will:

- Liaise with the IC to develop and provide a situation report
- Provide advice, support and assistance as required including identifying risks, and necessary actions.
- It may be necessary to provide advice to Local Government concerning the process for transferring control of the incident to DFES or DBCA (Section 13 and 45A Bushfires Act 1954)

## DFES Support for BFBs/LGs

### Regional Duty Coordinator

The DFES Regional Duty Coordinator is responsible for monitoring the whole region and ensuring fires are being supported. The Regional Duty Coordinator reviews the Regions Risk twice a week. They are responsible for putting people on call, and standing up resources on High risk days.

If you have an incident, it is important to push information to Comcen so that the RDC has some overview to assist you.

### Other Support Available

Support/Request:	Who to Contact:
Air Support	Comcen or RDC
Alerts and Warnings	Public Information
Incident Weather Forecasts	Comcen or RDC
Fire Predictions	RDC
Additional Resources	Comcen or RDC
Bushfire Liaison Officer	Comcen or RDC
Mobilising Regional Starlink or Mobile WAERN repeater	RDC
Machinery	LG 1st, Then RDC

## Requesting Aviation Services / Air Support

It is important to paint a picture of the incident and push information up to the DFES Comcen. This is where those initial sitreps are important. As we can start mobilising resources early.

As these resources cover the whole state, we are unable to have them at every incident. When requesting Air support there are set Criteria. One or more of these criteria should be met. This allows the state the ability to mobilise and prioritising Air Support requests.

### Criteria for requesting:

- Public safety at risk
- Fire crews in imminent Danger
- Assets at imminent risk
- Known high fuel loads and excessive rate of Spread or Extreme FBI

### Air Support requests can be made to:

- Comcen during a Sitrep or Incident Update
- Direct to the Regional Duty Coordinator

### When requesting Air Support, ComCen or RDC will request the following information:

- Incident
- Incident Controller/ Requestor
- Criteria for Requesting (above)
- Ground Controller

## Requesting Machinery

DFES personnel **may** supply contract machinery, resources or supplies to Local Governments (LGs) for bushfire response in the following circumstances have been met:

- The LG has sought approval from the RDC for funding approval **PRIOR** to sourcing resources.
- The LG has exhausted its appropriate, available and deployable resources;
- The LG is unable to sustain the costs associated with the procurement of specific equipment, resources, supplies or contractors; and/or
- The LG has notified DFES of the incident, an incident created in CAD;
- The size, nature and risk of the incident justify the expenditure.

CBFCO / DCBFO / ICs to use the **DFES/DFES Contract Machinery Log Book** to keep track of machinery hours and use. Recommend using same form when tracking cost for LG contract machinery to assist LG with financial accountability.



## The State Hazard Plan – Fire (Update)

The State Hazard Plan - Fire provides an overview of arrangements for the management of fire in Western Australia (WA) and contains information on fire prevention, preparedness, response and recovery. The State Hazard Plan has now been reviewed, updated and republished (21<sup>st</sup> August 2025). State Hazard Plan - Fire can be found here: [https://www.wa.gov.au/system/files/2025-08/shp\\_fire\\_v3.00.pdf](https://www.wa.gov.au/system/files/2025-08/shp_fire_v3.00.pdf)

A Comprehensive Review Summary can be found here: <https://www.wa.gov.au/system/files/2025-08/shp-fire-review-amendments-summary.pdf>

## State Operational Support Fleet High Season Allocation

State Operational Support Requests have been made and each DFES region gets an allocation. Once this is confirmed the LGs and Brigades receiving these appliances will be contacted. Please note that these appliances are there to support the region and may be requested to form Task Forces or for Deployments to assist other LGs/Regions. They can also be moved depending on the risk and the season. They are also there for the brigades to use and not for private/personal use.

## Checklist and Supporting Documents

The Upper Great Southern have an Online Folder with helpful and useful resources that can assist you. The link is found [here](#) or scan the QR Code below.

The Region have sticker you can put in FCO Utes or Fire Appliances, ask your AO/DO for these stickers.

**DFES**  
**Upper Great Southern**  
**Online Resource Folder**  
 Incident Documents and Checklists



Open Camera App and Scan Me

**DFES UGS RDC - 1800 865 103**  
 (To Request Assistance)  
**DFES COMCEN - 1800 198 140**  
 (For Incident Updates)

**SCAN QR Code Above**

**BUSHFIRE INCIDENT APPLICATION CHECKLIST**



**BUSHFIRE INFORMATION AND CHECKLISTS**



**Ground Controller Info Sheet**



