



MEMORANDUM OF UNDERSTANDING

between

THE SHIRE OF MUNDARING

and

**FIRE AND EMERGENCY SERVICES AUTHORITY OF
WESTERN AUSTRALIA**

for

**THE PROVISION OF FIRE SERVICES TO THE SHIRE
OF MUNDARING**

Version 1.1
April 2008

1. PURPOSE

This Memorandum of Understanding (MOU) has been developed in consultation with the Fire and Emergency Services Authority of Western Australia (FESA) and the Shire of Mundaring for future development of Volunteer Fire Services within the Shire of Mundaring.

This MOU recognizes the responsibilities and undertakings of the agencies within this agreement, for fire services delivery to the Shire of Mundaring community in accordance with FESA's best practices.

This MOU does not constitute or create, and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of any party.

2. UNDERLYING VALUES

FESA and the Shire of Mundaring agree to enter this understanding based on the following values:

(a) Meaningful Involvement

The legitimate roles of involved stakeholders are to be explicitly recognised and clearly stated.

(b) Competencies

Any person should not be required to carry decision-making responsibility beyond the level for which they have been adequately prepared.

(c) Community Participation

There must be acceptance by the community of responsibility for their own safety and determination of what is to be an acceptable level of risk.

(d) Socio-economic Responsibility

Resources are to be used wisely to protect lives, property and the environment within an economically sound and equitably funded framework.

(e) Corporate Values

This MOU will support the principal values of both FESA and the Shire of Mundaring.

3. FESA

This MOU will support FESA's mission, vision and values:

Mission: In partnership with the people of Western Australia to:

- Improve community safety practices; and
- Provide timely, quality and effective emergency services.

Vision: A safer community.

Values: Put the community first;
Work together as a committed team;
Respect and value each other;
Continuously improve our service;
Act with integrity and honesty;
Have open and honest two-way communications;
Strive to keep ourselves and others safe.

4. THE SHIRE OF MUNDARING

Shire of Mundaring Vision and Values

Vision

The Shire has established the following vision for the community that it would like to help create:

A vibrant community that continues to provide opportunities and support for people to enjoy a rich mix of hills lifestyles

For the Shire to play a significant role in assisting the community to achieve this vision, it will be:

A professional organisation where people enjoy working together to serve the community

Values

Upholding the following values is seen to be fundamental to the Shire of Mundaring being able to implement its Vision and achieve its Strategic Objectives:

Driving Values

- Excellence in Customer Service
Building the relationship by effectively meeting the needs of internal and external customers
- Innovation and Continuous Improvement
Willing to listen and try new ideas to do things better

Supporting Values

- Integrity, Respect and Team Spirit
Working with the community and each other in a fair, honest and respectful manner

5. LEGISLATION

The legislation governing obligations in relation to emergency services and associated responsibilities includes the:

- *Fire and Emergency Services Authority Act 1998;*
- *Fire Brigades Act 1942;*
- *Bush Fires Act 1954;*
- *Emergency Management Act 2005;* and
- *Local Government Act 1995.*

This MOU supports these legal obligations.

6. MOU OBJECTIVES

With respect to this MOU and the adoption of an agreed Strategic Service Plan and Statement of Responsibility, FESA and the Shire of Mundaring describe the best practice vision as:

Statement 1

Provide for the integrated delivery of cost effective emergency services throughout the Shire of Mundaring on a comprehensive emergency management basis.

Statement 2

Deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community.

Statement 3

Provide the level of training to personnel, to ensure the competencies are appropriate to the risk level of the emergencies to which they will be required to respond.

Statement 4

Operate to a consistent set of protocols and equipment standards.

Statement 5

Location of resources shall be strategically placed within the Shire of Mundaring to provide resources to mitigate risks that are identified. The desired outcome would be to contain:

- Wildfires within an area of 4 hectares; and
- Structural fires to room of origin.

Statement 6

Provide resources and emergency incident management teams in a timely manner to support field operations.

Statement 7

Promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract members.

Statement 8

Encompass a framework that facilitates the participation of all stakeholders in a process of continuous improvement with decision-making expectations aligned to competency.

Statement 9

Provide efficient systems of communication between both organizations at all levels to improve service delivery outcomes.

Statement 10

Provide appropriate administrative support and advice to the Shire of Mundaring and volunteers, on financial, human and information services.

7. ACKNOWLEDGMENTS AND UNDERTAKINGS BY FESA

7.1 FESA agrees to the adoption of:

- Quality Prevention, Preparedness and Recovery programs for fire threats within the Shire of Mundaring (as per agreed Strategic Service Plan and Statement of Responsibility);
- Response arrangements to match resources to risk, based on accurate information; and
- Ongoing review of community needs as they increase with population growth and demographic change, including re-assessment of service type and location.

7.2 Roles and Responsibilities

7.2.1 Nothing in this agreement inhibits the legislative requirements or authority of local government as defined in the *Bush Fires Act 1954*.

7.2.2 FESA will provide the Shire of Mundaring with support to manage an agreed Strategic Service Plan and Statement of Responsibility to an agreed standard.

7.3 Developing Services

7.3.1 FESA will continue to support a Shire of Mundaring Communications Brigade to assist at large incidents within the fire district.

7.3.2 FESA agrees to provide transparent communications to volunteers and provide support in the management of volunteer brigades.

7.3.3 FESA will work cohesively with the Shire of Mundaring to continuously improve the delivery of fire awareness programs within the community to reduce the risk of damage to property or loss of life from a bushfire.

7.4 Brigade Development

7.4.2 The Shire of Mundaring's Bush Fire Organisation will recognize the partnership between FESA and the Shire of Mundaring.

7.5 Appliances

7.5.1 FESA supports the funding of appliance replacement on the basis of the current Emergency Services Levy (ESL) vehicle replacement program.

7.5.2 FESA agrees to explore alternative operational maintenance requirements that may improve efficiencies in vehicle fleet maintenance.

7.5.3 Provision of funding by FESA has the expectation that appliances should be based in the stations as described (where stations exist).

7.6 Training

7.6.1 FESA agrees to support the ongoing development of volunteer instructors in the delivery of the FESA firefighters' course by the Shire of Mundaring.

7.6.2 FESA will orientate the Volunteer Bush Fire Brigades of the Shire of Mundaring to hot fire-ground training at FESA's cost where required due to the risk profile within the brigade response area.

7.7 Operations

7.7.1 FESA will appoint, in consultation with the Shire of Mundaring a Chief Bush Fire Control Officer who maintains operational responsibility for the prevention and management of fires within the Shire of Mundaring and of local resources from any organisation. The Shire of Mundaring will accept this appointment to be the Community Fire Manager employed by FESA for the term of this agreement.

7.7.2 FESA agrees to develop protocols with the Shire of Mundaring that ensure a full and coordinated response to wildfire within the Shire of Mundaring, and will assist outside the Shire where appropriate.

7.7.3 Darlington Brigade maintain registration of dual registered brigade. This enabling response as required inside and outside a gazetted district with legislative powers.

7.7.4 Mount Helena and Parkerville to retain registration under the Fire Brigade Act

7.7.5 Further operational details are listed in Attachment 2 of this MOU.

7.8 Administration

- 7.8.1 FESA will continue to employ a Community Fire Manager – FESA will manage the employee with the required input from the Shire of Mundaring. The role of the Community Fire Manager will be to implement the Strategic Service Plan and Statement of Responsibility (where applicable) and manage volunteer fire service brigades in accordance to the agreement and the administrative requirements of local government and the *Bush Fires Act 1954*.

FESA will agree to identify suitably competent officers to assist the Community Fire Manager in on-call arrangements and act in the position during periods of leave and other agreed absences etc.

- 7.8.2 The Shire of Mundaring Fire Services Strategic Service Plan and Statement of Responsibility will be developed by the Shire of Mundaring and FESA. It will be implemented by the Community Fire Manager – Shire of Mundaring under the direct supervision of the relevant FESA District Manager.
- 7.8.3 FESA will invoice the Shire of Mundaring on a monthly basis for the total costs incurred for the maintenance of this agreement and implementation. This cost structure will be agreed to and formalised between both parties prior to the signing of this agreement. See Attachment 1.

7.9 Funding

- 7.9.1 FESA agrees to the funding principles as set out in the table at Attachment 1.
- 7.9.2 FESA agrees to adequately budget and provide funding and resources for the initiatives described in this agreement within the parameters described within the table.

8. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRE OF MUNDARING

8.1 The Shire of Mundaring agrees to the adoption of:

- Quality Prevention, Preparedness and Recovery programs for fire threats within the Shire of Mundaring (as per agreed Strategic Service Plan and Statement of Responsibility);
- Response arrangements to match resources to risk, based on accurate information;
- Adoption of FESA standards for Equipment, Appliances, Training, and Protocols; and
- Ongoing review of community needs as they increase with population growth and demographic change, including re-assessment of service type and location.

8.2 Roles and Responsibilities

- 8.2.1 Shire of Mundaring Volunteer Bush Fire Brigades will continue to be primary responders to bushfire incidents within the Shire of Mundaring.

The Hazard Management Agency responsibilities of Career and Volunteer Fire and Rescue Brigades within gazetted districts will be recognized by the Shire of Mundaring.

In the event of a 'multi agency' response within the Shire of Mundaring boundary, the Shire of Mundaring will recognize the lead combat and hazard management agency for the type of incident.

- 8.2.2 The Shire of Mundaring will recognise the role and capabilities of FESA at bushfire incidents that have escalated to third alarm or greater (level 2 or 3 incident) and any bushfire that has potential to endanger life or property.

8.2.3 Nothing in this agreement inhibits the legislative requirements or authority of local government as defined in the *Bush Fires Act 1954*.

8.3 Developing Services

8.3.1 The Shire of Mundaring agrees to provide transparent communications to volunteers and provide support in the management of volunteer brigades.

8.3.2 The Shire of Mundaring will work cohesively with FESA to continuously improve the delivery of fire awareness programs within the community to reduce the risk of damage to property or loss of life from a bushfire.

8.4 Brigade Development

8.4.2 The Shire of Mundaring's Bush Fire Organisation will recognize the partnership between FESA and the Shire of Mundaring.

8.5 Appliances

8.5.1 The Shire of Mundaring will maintain operational maintenance (through the ESL) and replacement of its bush fire fighting appliances and support vehicles.

8.5.2 The Shire of Mundaring agrees to explore alternative operational maintenance requirements, which may improve efficiencies in vehicle fleet maintenance.

8.6 Training

8.6.1 The Shire of Mundaring agrees that the minimum training level for firefighters is the FESA firefighters' course.

8.7 Operations

8.7.1 The Shire of Mundaring agrees to operate to the turn out, response and reporting protocols as adopted and amended by FESA from time to time.

8.7.2 The Shire of Mundaring agrees to develop protocols with FESA that ensure a full and coordinated response to wildfire within the Shire of Mundaring, and will assist outside the Shire where appropriate.

8.7.3 Further operational details are listed in Attachment 2 of this MOU.

8.8 Administration

8.8.1 The Shire of Mundaring Fire Services Strategic Service Plan and Statement of Responsibility will be developed by the Shire of Mundaring and FESA. It will be implemented by the Community Fire Manager – Shire of Mundaring under the direct supervision of the relevant FESA District Manager.

8.9 Funding

8.9.1 The Shire of Mundaring agrees to the funding principles as set out in the table at Attachment 1.

8.9.2 The Shire of Mundaring agrees to adequately budget and provide funding and resources for the initiatives described in this agreement within the parameters described within the table.

9. DURATION AND AMENDMENT

This MOU will remain in force for an initial period of three years with an option to extend for a further three years by agreement of all parties.

This Agreement shall not be altered varied or modified in any respect except by agreement in writing.

10. DISPUTE RESOLUTION

Dispute resolution with regards to the content of this document is to be conferred, deliberated and resolved by the FESA Chief Executive Officer and the Shire of Mundaring Chief Executive Officer, or their nominated delegate.

11. TERMINATION

This Agreement may be terminated by:

- (a) mutual agreement of both parties in writing at any time: or
- (b) either party by giving three months notice in writing to the other party at any time.

12. NOTICES

Notices or other communications by each party to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

Chief Executive Officer
Fire and Emergency Services Authority of Western Australia
FESA House
PO Box P1174
PERTH WA 6844

The Shire President
Shire of Mundaring
7000 Great Eastern Highway
MUNDARING WA 6073

Chief Executive Officer
Shire of Mundaring
7000 Great Eastern Highway
MUNDARING WA 6073

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made

on the _____ day of _____ 2008

BETWEEN THE

**Fire and Emergency Services Authority of Western Australia
480 Hay Street
PERTH WA 6000**

AND

**The Shire of Mundaring
7000 Great Eastern Highway
Mundaring WA 6073**

and will take effect from the date of the last signature

SIGNED for and on behalf of the Fire and Emergency Services Authority of Western Australia by:

Jo Harrison Ward
CHIEF EXECUTIVE OFFICER

Signature

Date

SIGNED for and on behalf of the Shire of Mundaring by:

Helen Dullard
Shire President

Signature

Date

Jonathan Throssell
CHIEF EXECUTIVE OFFICER

Signature

Date

SPECIFIC COST SHARING BETWEEN FESA AND THE SHIRE OF MUNDARING

Community Fire Manager

ITEM		FESA'S POSITION	RECOUP	FREQUENCY	COMMENTS
Vehicle	Supply	Shire of Mundaring to provide			Shire of Mundaring will own the vehicle and dispose of as required. All proceeds from the sale will remain with the Shire of Mundaring. Type of vehicle to be an agreed standard between FESA and the Shire of Mundaring with priority to purchase a diesel vehicle with 4WD capacity.
	Insurance	Shire of Mundaring to provide	FESA to pay 50% on Invoice	Quarterly	
	Servicing	Shire of Mundaring to provide	FESA to pay 50% on Invoice	Quarterly	
	Tyres	Shire of Mundaring to provide	FESA to pay 50% on Invoice	Quarterly	
	Accessories	Shire of Mundaring to provide	FESA to pay 50% on Invoice	As Required	
	Fuel Cards	Shire of Mundaring to provide	FESA to pay 50% on Invoice	Quarterly	
Laptop		FESA to provide			FESA will own the laptop and associated software.
Software		FESA to provide			FESA will own the laptop and associated software.
Pager	Pager Calls	FESA to provide	SOM to pay 50% on Invoice	Quarterly	
Mobile Phone/PDA	Phone Calls	FESA to provide	FESA to pay 50% on Invoice	Quarterly	
Office Equipment		FESA & Shire of Mundaring to provide			FESA & Shire of Mundaring will provide suitable office equipment at their own costs
Uniforms		FESA to provide	SOM to pay 50% on Invoice	Quarterly	
Salary & Allowances		FESA to provide	SOM to pay 50% on Invoice	Quarterly	
Workers Compensation		FESA to provide	SOM to pay 50% on Invoice	Quarterly	
Superannuation		FESA to provide	SOM to pay 50% on Invoice	Quarterly	
Annual Leave – MOU		FESA to provide	SOM to pay 50% on Invoice	Annually	
Long Service Leave – MOU		FESA to provide			Shire of Mundaring to pay as part of the overhead liability within FESA employee costs

ATTACHMENT 2: Operational Arrangements

Appliances

Appliances will be dedicated to Shire of Mundaring stations as described in the following matrix:

Brigade	Appliance
Management	4WD Vehicle to FESA standards
Glen Forrest	Light Tanker Light Tanker
Parkerville	Light Tanker Urban 3.4
Mount Helena	Light Tanker Urban 3.4
Stoneville	Light Tanker Light Tanker
Sawyers Valley	Light Tanker Light Tanker Light Tanker
Chidlow	Light Tanker Rural 4.4
Wooroloo	Light Tanker Rural 4.4
Communications	Incident Control Vehicle

All of the above appliances are subject to change by agreement between both parties.

Livery of fire appliances will be in accordance with FESA specifications:

- White Fire appliances and support vehicles
- Roof mounted identification numbers
- Brigade name displayed
- Logos of the FESA Fire Services and Shire of Mundaring on the door panels.

Personal Protective Equipment (PPE)

Both the Shire of Mundaring and FESA agree that it is desirable for all of the Shire of Mundaring's:

- Volunteer Brigades to be fitted with the same PPE, meeting FESA standards for safety and providing maximum protection to volunteer personnel;
- Volunteer Firefighters to have the same uniform with FESA affiliation clearly visible, including the word volunteer and brigade name.

The adoption of new issue FESA clothing as a minimum standard will be encouraged.

The Shire of Mundaring will agree to provide full level one turnout equipment to all brigade members who have completed the FESA fire fighter course as described to the standards agreed to by FESA. This equipment will be provided by ESL funding.

The logo placed on the helmet will be that of the FESA fire services.

PPE will be commensurate with the current FESA ESL protective clothing contract standards and pricing.

Item	Comment
Helmet	To Australian Standard AS3959 as a minimum. Logo of FESA Fire Services Colour to Bush Fire Brigade standards Operational title only on helmet Name on helmet
Goggles	As per FESA standard for wildfire
Level 1 Turnout Gear	Lime coloured turnout 2 piece Back panel 'Fire Services: Volunteer
Gloves	As per FESA standard for wildfire
Boots	As per FESA standard for wildfire
Smoke Masks	As per FESA standard for wildfire

Uniforms

The Shire of Mundaring will purchase a dress uniform (as required) for Brigade members holding the position of Fire Control Officer, Captain, President, 1st Lieutenant and Training Officer. The dress uniform will be provided by ESL funding.

All brigade members belonging to Darlington, Mount Helena and Parkerville Brigades are to be issued a uniform consisting of belt and buckle, short sleeve shirt with badges, trousers being fire fighter 100% wool at FESA's expense.

STRATEGIC SERVICE PLAN

Ref	Action	Targets	Custodian	Due Date
	Operational Pre Plans to be completed for all identified high risk Shire, unmanaged and unallocated Crown land reserves within the Shire of Mundaring.	A minimum of 10 Pre Plans accepted by FESA District Manager, Community Fire Manager and the Shire of Mundaring.	Community Fire Manager	May 2008
	The development of a strategic priority ranked Hazard Reduction Burning Program for all Shire, unmanaged and unallocated Crown land reserves located within the Shire of Mundaring.	Plan accepted and endorsed by FESA and the Shire of Mundaring.	Community Fire Manager	May 2008
	Implement a Hazard Reduction Burning Program for the current year's priority ranked reserves.	Completion of a minimum of 5 priority burns completed.	Community Fire Manager	May 2008
	The development of a program to deliver regular local media releases on bush fire awareness, property preparation and prevention advice.	Leading into and during the Bush Fire Season releases will be issued.	Community Fire Manager Manager Community Safety	May 2008
	The Community Fire Manager will be available to meet with Brigades, Shire Officials, the public and stakeholders.	File notes of all strategic discussion will be completed and kept at FESA regional office. (It is noted considerable time will be spent in relationship building).	Community Fire Manager	May 2008
	Ensure operational readiness of all Bush Fire Brigades	Brigade equipment and members to meet FESA's minimum standard.	Community Fire Manager	May 2008
	Ensure Statement of Responsibility actions are undertaken by the relevant office.	Responsibilities to be completed	FESA Shire of Mundaring	May 2008

STATEMENT OF RESPONSIBILITY

The following is a list of services and undertakings and the Custodian responsible, as such relates to MOU.

PREVENTION
 To provide a range of prevention services to increase community awareness of hazards and involvement in minimising their impact.

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> Every household receives a copy of the Fire and Burning Information Booklet detailing the Shire of Mundaring's requirements for firebreaks and Preparedness. 	Allocation of funds made in 2007/2008 budget. Community Safety personnel.	Community Safety	1 October	Fire and Burning Information Booklets produced and forwarded to all property owners within the Shire of Mundaring.
<ul style="list-style-type: none"> Bush Fire Preparedness Information Material is randomly distributed (approximately 1000 per annum). 	Materials distributed.	Community Fire Manager	Annually	Bush Fire Preparedness Information Material (approximately 1000) is distributed throughout the Shire of Mundaring.
<ul style="list-style-type: none"> Primary schools in the Shire will be visited annually to conduct current prevention programs. 	Community Fire Manager	Community Fire Manager	Annually	Developed programme distributed to schools with Number of FESA visits reported to FESA & Shire of Mundaring.

PREVENTION

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> An aerial inspection is conducted annually in early December if deemed to be required. 	Allocation of funds made in the 2007/2008 budget.	Community Safety	31 December	Aerial inspection completed. Offending properties identified and actioned.
<ul style="list-style-type: none"> Two Rangers undertake firebreak and hazard inspections from December 1 to March 14 each year. 	Community Safety personnel	Community Safety	14 March	Number of properties inspected, notices and infringements issued for non-compliance.
<ul style="list-style-type: none"> Individual requests from the community and from brigades are addressed on a demand basis. 	Community Safety personnel	Community Safety	Ongoing	Number of requests processed.
<ul style="list-style-type: none"> Each Brigade conducts its own hazard reduction burning program. 	Allocation of funds made in the 2007/2008 budget	Community Fire Manager	31 August	Community Fire Manager to evaluate and provide information and resources for brigades to utilise the designed hazard plan.

PREVENTION

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> • The Shire's Development and Planning Unit considers development proposals. Assessment is made of: <ol style="list-style-type: none"> 1. The need for a Fire Management Plan 2. The degree of infrastructure services (access requirements, hydrants). 3. Referral to a list of consultants for proposals that require the preparation of a complex Fire Management Plan. 4. Ministry of Planning guidelines to be adhered to. 5. The Building Code of Australia is adhered to for structural proposals. 	<p>Community Fire Manager's</p> <p>Shire of Mundaring Planning Service personnel</p>	<p>Community Fire Manager and Shire of Mundaring Planning Service.</p>	<p>Ongoing</p>	<p>Number of proposals considered and advice given.</p> <p>Number of Plans prepared</p> <p>Service identification checklist completed.</p> <p>Reference to guidelines and building code plans received.</p>
<ul style="list-style-type: none"> • FESA will support the delivery of prevention programs within the Mundaring Shire through publicising prevention information. 	<p>FESA will provide \$3,500 for brochures and other literature.</p>	<p>Community Fire Manager FESA BFS District Manager Perth North East</p>	<p>Ongoing</p>	<p>Articles will be published in FESA newsletters and sent to Local Government. Media Statements will be distributed to local media.</p>

PREVENTION

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> Local media publicity is accessed whenever possible. 	Community Fire Manager Manager Community safety.	Manager Community Safety	Ongoing	Number of local media articles produced.
<ul style="list-style-type: none"> If the cause of a fire is not readily determined and there appear to be suspicious circumstances, there is a protocol for involving the Arson Squad if necessary. 	Community Fire Manager	Community Fire Manager	Ongoing	FESA Fire Investigation Protocol and response matrix given and explained to each Fire Service.

PREPAREDNESS

To provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies. To support the community in its own preparations for emergencies.

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> • Preseason Information meeting for upcoming fire season. 	Community Fire Manager	Community Fire Manager	31 August	Meeting conducted.
<ul style="list-style-type: none"> • Training will be delivered in partnership with the Mundaring Firefighters School and FESA Staff. • Firefighter Modules • Bush Fire Management. • Initial Control at major bush fires. • Safety Procedures. • Map Reading. • Fire Behaviour. • All active fire fighters are trained to the FESA minimum standard. 	Allocation of funds in the 2007/2008 budget Mundaring Fire Fighters School Personnel trained to deliver the training modules FESA	Community Fire Manager Community Safety personnel. Firefighting School personnel. FESA	Ongoing	Numbers of trainees for each module of training offered.
<ul style="list-style-type: none"> • FESA Brigade leadership programs will be made available to Shire Brigade Officers. 	Allocation of funds through FESA.	FESA Training and Education.	Ongoing	Number of trainees trained.

PREPAREDNESS

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> All brigades have contact with the community. Properties are inspected and information forwarded to the Community Fire Manager. 	FESA to provide literature and brochures as required.	Community Fire Manager	Ongoing	Community involvement maintained. Action taken as required.
<ul style="list-style-type: none"> Information will be given via a Fire Weather Hot-line that uses recorded messages. 	Allocation of funds in the 2007/08 budget. Community Safety personnel	Manager Community Safety	Ongoing	Information system is maintained and is functional.
<ul style="list-style-type: none"> Provision of Safe Havens – Four have been identified at: Chidlow, Glen Forrest and Parkerville Primary schools, and Eastern Hills Senior High School. 	Community Safety Personnel	Manager Community Safety	Ongoing	Four Safe Havens Maintained.
<ul style="list-style-type: none"> Provide support initiating new BRAG Programme 	Provide support to FESA Community Safety.	Community Fire Manager	Ongoing	Number of new BRAG's initiated.

RESPONSE

To ensure rapid and comprehensive response to emergencies, to contain and minimise the impact of hazards and to perform rescues. To support the community in its own response to emergencies.

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> FESA's mobilisation protocol pages the nearest resource 	FESA will supply GIS information and maintain response protocols	Community Fire Manager	Ongoing	Review the mobilisation arrangements are correct and ensure that incorrect mobilisation is rectified by utilising the FESA mobilisation SOP arrangements.
<ul style="list-style-type: none"> Parkerville and Mt Helena brigades to be trained in structural fire fighting and breathing apparatus and have Equipment maintained to FESA standards. 	FESA BFS District Manager Perth North East FESA Mt Helena and Parkerville Volunteer Bush Fire Brigades Allocation by FESA of \$34,000 for Breathing Apparatus training.	FESA BFS District Manager Perth North East	On going	Number of trainees complete training in: Breathing Apparatus and Structural fire-fighting The Brigades will meet the standard for a VFRS in relation to their response to structural fires and breathing apparatus.
<ul style="list-style-type: none"> The first crew to arrive makes the initial assessment and determines what resources are required to efficiently combat the incident. 	FESA and Shire of Mundaring Standard Operating Procedures and Policies.	Community Fire Manager	Ongoing	Percentage of occasions first report received is from first crew that arrived and the correct mobilisation of further resources is implemented when required.
<ul style="list-style-type: none"> In the 2007/08 Fire Season all incidents where ever possible will be contained within 40 minutes of call out. 	FESA and Shire of Mundaring	Community Fire Manager	Ongoing	Percentage of incidents contained within 40 minutes of call out or within the reviewed Performance Indicators.

RECOVERY

To assist the community, employees and volunteers affected by major emergencies to recover effectively and efficiently.

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> The Shire of Mundaring provides a counselling service upon request, with access to FESA Chaplaincy services and the Peer Support Group. 	FESA chaplaincy & Peer Support Group.	Community Fire Manager	Ongoing	Occasions of service for FESA Chaplaincy and Peer Support Group.
<ul style="list-style-type: none"> Recovery services are addressed by the Incident Management Team. 	Incident Management Team in place hands over to Local Recovery Coordinator on behalf of Shire of Mundaring. Resources required will then be determined by the Local Recovery Coordinator.	Community Fire Manager	Ongoing	Time required to declare state of readiness for next emergency.

GENERAL

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> Commendations are recorded in Committee minutes. 	Manager Community Safety.	Manager Community Safety	Ongoing	Number of commendations received by volunteers.
<ul style="list-style-type: none"> National Service Awards (15 years service are given). 	Allocation of funds in the 2007/2008 budget.	Community Safety	Ongoing	Number of National Service Awards presented
<ul style="list-style-type: none"> There is an annual BBQ hosted by the Shire to recognise the contribution of volunteers and an annual dinner for Fire Control Officers. 	Community Safety personnel	Manager Community Safety	Ongoing	BBQ/Dinner hosted each year
<ul style="list-style-type: none"> Bush Fire Advisory Committee which provides advice to Council on matters relating to fire issues. 	Allocation of funds in the 2007/08 budget. Staff to attend meeting of the Bush Fire Advisory Committee	Manager Community Safety	Ongoing	Meeting agendas forwarded and minutes completed. Minutes actioned.
<ul style="list-style-type: none"> The position description and KPI's of the Community Fire Manager to be reviewed annually. 	Manager Community Safety FESA BFS District Manager Perth North East.	Manager Community Safety FESA BFS District Manager Perth North East.	Annually	KPI achieved.

GENERAL

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
The Shire of Mundaring to maintain an active Local Emergency Management Committee.	Allocation of funds in the 2007/08 budget. Manager Community Safety. Community Safety personnel. Council representation	Manager Community Safety. Council, Local Police, FESA Relevant stakeholder	Ongoing	Committee meetings conducted at least 4 times per year. Exercises completed when required.
Emergency rosters and resource register will be completed for Shire of Mundaring.	Community Fire Manager Manager Community Safety	Community Fire Manager Manager Community Safety	1 October	Completed Register accepted by the Shire of Mundaring.
The smoke alarm program will be delivered within the Shire of Mundaring.	Provision of funds by FESA to purchase smoke alarms or – Information packages forwarded by FESA.	FESA Community Safety Unit Community Fire Manager	Ongoing	Instructions on smoke alarm program delivered to all Fire Services with support documentation.

GENERAL

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
Firebreak requirements and inspections will be maintained to council standards.	Allocation of funds in the 2007/08 budget. Manager Community Safety Community Safety Community Safety personnel	Manager Community Safety Community Safety personnel	Ongoing	Numbers of properties inspected. Number of properties which have not complied and Infringements issued. Number of Seven Day letters issued. Number of Prosecutions completed.
All fires that have imposed a significant cost to the community are to have a determined cause and actions taken to prevent re-occurrence where possible.	Community Fire Manager Volunteer Bush Fire Brigades	Community Fire Manager Volunteer Bush Fire Brigades	Ongoing	FESA protocol and response matrix to be delivered to all Fire Services.
FESA will co-ordinate the printing of brochures and other material with stakeholders, to maximise the benefits for the community				Printing carried out if FESA budget available.
A training needs analysis will be conducted yearly for all Shire brigades.	Community Fire Manager Volunteer Bush Fire Brigades	Community Fire Manager Volunteer Bush Fire Brigades	30 Nov	Completion of training needs report. Completion of training program for all Fire Services on a yearly basis.

GENERAL

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
Fire Skills of fire fighters maintained through access to hot fire-training grounds will be upgraded.	Allocation of \$8,000 by FESA	FESA Training and Education.	Ongoing	Number of trainees trained in Hot Fire training.
Pre plans will be completed for all high structural and hazmat risks identified in the Shire.	Midland FRS Selected BFS Brigades Mundaring FRS FESA District Manager Perth North East	Midland FRS Selected BFS Brigades Mundaring FRS FESA District Manager Perth North East	High Risks completed June 2008.	Pre-plans accepted by Regional Manager and Shire of Mundaring.
FESA standards for hydrant marking, maintenance and registration will be adopted by the Shire of Mundaring.	FESA to allocate funds	Community Fire Manager Volunteer Bush Fire Brigades	Ongoing	Compliance with the current standard.

GENERAL

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
A review of the suitability of PPE available to Shire Brigades will be conducted.	Allocation of funds through the ESL and FESA budgets	Community Fire Manager FESA BFS District Manager Perth North East	1 Dec	FESA policy outlined in Management Agreement. Mutually agreed arrangements progressively implemented.
A joint review of the Standard Operating Procedures for brigades and local government will be conducted.	Community Fire Manager Manager Community Safety	Community Fire Manager Manager Community Safety FESA BFS District Manager Perth North East	Ongoing	Procedures will be reviewed by Executive Manager Statutory Services of the Shire of Mundaring.
FESA will review existing media protocols and ensure Standard Operating Procedures (SOPs) for media are included in the Fire Services SOPs.	FESA BFS District Manager Perth North East	FESA BFS District Manager Perth North East	Ongoing	Protocols in place for 2007/08 fire season.

GENERAL

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
The Darlington Volunteer Bush Fire Brigades role will be continued as a support brigade within the gazetted district.	FESA BFS District Manager Perth North East Community Fire Manager Manager Community Safety	FESA BFS District Manager Perth North East Community Fire Manager Manager Community Safety	Ongoing	Darlington Brigade is funded by the Fire and Rescue Service.
Review/analyse/compare the "Risk based" resource requirement against the current resource inventory in order to improve resource allocation to reduce the levels of risk will be conducted.	FESA BFS District Manager Perth North East Manager Community Safety	FESA BFS District Manager Perth North East Manager Community Safety	Ongoing	Report for consideration by FESA and the Shire of Mundaring on any future resource allocation increased needs signed off by CEO's of Shire of Mundaring and FESA.
Dual response arrangements between FESA Managers and brigades and Shire resources will be maintained.	Normal resourcing protocols	FESA BFS District Manager Perth North East FESA Chief Operations Officer COMCEN Community Fire Manager Volunteer Bush Fire Brigades	Protocol in place	Acceptance of Mutual Aid response Plans.

GENERAL

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
FESA will provide advanced incident management training for identified brigade officers within the Shire.	Training course and materials provided.	FESA BFS District Manager Perth North East FESA Chief Operations Officer COMCEN Community Fire Manager Volunteer Bush Fire Brigades	Ongoing	List of members who attended training recorded.
Conduct a local exercise each year to test team function.	Brigade and Community Fire Manager. Controlled Burns.	Community Fire Manager	Ongoing	Exercise conducted annually.
A directory of services is established for volunteers (insurance, medical, peer support, chaplaincy, counselling etc.)	Allocation of funds to create the Emergency Services Directory Community Safety personnel	Community Safety personnel	Ongoing	Emergency Services Directory developed and distributed if available.
Develop a recruitment campaign which would be delivered at a local level. Material would be developed to recruit the whole family – all members can have a role.	Allocation of funds in the 2007/08 budget. Brochures, posters and articles in the local newspapers.	Community Fire Manager Manager Community Safety	Ongoing	The goal is to increase Volunteer numbers.

GENERAL

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
FESA staff to schedule regular brigade visits.	FESA Perth North East	FESA Perth North East	Annually	Number of visits by FESA staff.
FESA Community Fire Manager will attend the Brigade and local government meetings as required.	Community Fire Manager	Community Fire Manager	As required	The CFM will attend when required/available and if: <ul style="list-style-type: none"> • BFACs • Brigade AGMs as required • Brigade Co-location meetings of the building management committee • Brigade issue meetings as required • Mundaring Fire School course development meetings as required.
The Community Fire Manager will attend urgent meetings of brigades and local government as required in consultation with the FESA District Manager.	Community Fire Manager	Community Fire Manager	As required.	Meeting attended, advice given.
FESA District Manager or his Delegate will attend all BFAC meetings.	FESA District Manager	FESA District Manager	As required	District Manager will attend 8 BFAC's.

GENERAL

ACTIONS	RESOURCES REQUIRED	BY WHO	BY WHEN	PERFORMANCE INDICATOR
<p>FESA to provide training to Local Government Officers responsible for the future planning and approvals in the application of "Planning for Fire". This outlines criteria for sub-division, design, minimum performance standards and performance criteria.</p>	<p>FESA BFS District Manager Perth North East Manager Community Safety Community Fire Manager Shire of Mundaring Planning Service personnel</p>	<p>FESA BFS District Manager Perth North East Manager Community Safety Community Fire Manager Shire of Mundaring Planning Service personnel</p>	<p>Commenced programs mid 2002</p>	<p>Training provided to Shire staff and brigade officers identified who require training and will be involved in planning in a bush fire prone area.</p>

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