



# **Appendices**

**Bush Fire Advisory Committee  
Meeting**

**Wednesday, 21 May 2025  
at 6.00pm**



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## **Bush Fire Advisory Committee**

### **Terms of Reference**

(Amended Copy for BFAC Meeting – 21 May 2025)

## Bush Fire Advisory Committee

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## Terms of Reference

### 1. Title

The name of the Committee shall be the Shire of Murray Bush Fire Advisory Committee and hereafter referred to as ("BFAC").

### 2. Mission Statement

The BFAC is committed to supporting Council by ensuring that all bush fire related matters in the district are well considered and determined with the interest of community safety being paramount.

### 3. Purpose

To advise Council and/or the Executive through the organisational structure on all matters relating to the operations of the *Bush Fires Act 1954*, including:

- the formation of Volunteer Bush Fire Brigades in the district, or the cessation thereof, and determining Brigade Officer roles and positions;
- in partnership with DFES, determining the most effective and efficient allocation and location of fire control resources (appliances, equipment and physical infrastructure) in the district;
- considering the most appropriate physical measures to be applied throughout the district to prevent the spread or extension of a bush fire (Firebreak Notice or by Local Law);
- provision of information, advice and guidance about:
  - the development of formal Standard Operating Procedures and practice's;
  - managing, controlling, directing and supporting the Shire's Volunteer Bush Fire Brigades;
  - coordination of Volunteer Bush Fire Brigade Normal Brigade Activities;
  - the appointment of Fire Control Officers (other than local government employees) and the seniority thereof (Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer), Fire Control Officer (Permit Issuing Only) and the Shire Training Coordinator;
  - other matters at the direction for Shires Chief Executive Officer.

The Committee functions will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources.

### 4. Scope

The scope of the BFAC is to support the general activities detailed in clause 3.

### 5. BFAC Membership Roles and Responsibilities

In addition to the normal roles assigned to office bearers of a committee, the following roles are specific to the needs of BFAC.

#### 5.1 Chairperson

The BFAC Chairperson shall be appointed in accordance with section 5.10 of the *Local Government Act 1995* and a BFAC Deputy Chairperson shall be appointed in accordance with section 5.11A of the *Local Government Act 1995*.

The Chairperson shall ensure that their respective Council is kept fully informed of emergency services discussions and/or decisions from BFAC meetings.

In the absence of the Chairperson, the Deputy Chairperson shall preside over the meeting. In the absence of both the Chairperson and the Deputy Chairperson, a Presiding Officer may be elected by the voting members present at a particular meeting.

## **5.2 Executive Officer**

The Shire of Murray Manager Ranger and Community Safety is the BFAC Executive Officer. This role is to coordinate the business of the committee and ensure effective administrative support.

The role of the Executive Officer is to:

- prepare and distribute meeting agenda's, minutes and appendices, as required;
- distribute correspondence to the committee that pertain to relevant emergency service matters;
- document and update actions items and present to the committee at each meeting;
- coordinate the development and submission of committee documents in accordance with any legislative and policy requirements;
- provide advice to the Chairperson and BFAC membership as required; and
- prepare Council agenda items for Council where a formal decision of Council is required for adopted Committee recommendations or for noting where formal adoption is not required.

## **5.3 Committee Members**

Members of the BFAC are expected to actively participate in scheduled meetings and provide any technical advice as relevant to their role and/or representation of their volunteer agency or stakeholder group.

Committee members shall:

- attend all scheduled meetings and if necessary, nominate a proxy,
- assist with the development of the emergency services support documents,
- ensure tasks and actions assigned to members are progressing toward completion,
- be genuinely interested in the initiative and the outcomes being pursued.

Members of the BFAC are required to submit a Member Report prior to each meeting.

## **5.4 Membership**

The BFAC membership shall comprise of:

### **Voting Members**

#### External Representatives

- Pinjarra Volunteer Fire and Rescue - Captain

#### Shire Representatives

- Shire of Murray Councillor
- ~~Shire of Murray Manager Ranger and Community Safety~~
- ~~Shire of Murray Community Emergency Services Coordinator~~
- ~~Shire of Murray~~ Chief Bush Fire Control Officer

- Bush Fire Control Officer – Coolup Volunteer Bush Fire Brigade
- Bush Fire Control Officer – West Murray Volunteer Bush Fire Brigade
- Bush Fire Control Officer – North Dandalup Volunteer Bush Fire Brigade
- Bush Fire Control Officer – South Yunderup Ravenswood Volunteer Bush Fire Brigade
- Bush Fire Control Officer – Dwellingup Volunteer Bush Fire Brigade

#### Ex-Officio Members (Non-Voting)

- Shire of Murray – Chief Executive Officer (or Delegate)
- Shire of Murray – Manager Ranger and Community Safety
- Shire of Murray – Coordinator Ranger and Community Safety
- Shire of Murray – Emergency Management Officer/Administration Officer
- Department of Fire and Emergency Services – South West District Officer
- Department of Biodiversity, Conservation and Attractions - Manager Parks and Wildlife  
Manager
- Shire of Murray – Deputy Chief Bush Fire Control Officer/s

Additional members may be invited as determined by the BFAC, to offer specialist advice on a range of matters pertaining to the purpose of the Committee emergency services.

## 6. General

### 6.1 Agenda Items

All agenda items must be forwarded to the Executive Officer at least ten (10) fourteen (14) business days prior to the next scheduled meeting.

The agenda, with attached meeting papers will be distributed at least five (5) business days prior to the next scheduled meeting.

### 6.2 Minutes & Meeting Papers

Meetings are to be conducted in accordance with the *Shire of Murray Meeting Procedures Local Law 2015*.

The Executive Officer shall be responsible for keeping detailed minutes of all business tabled at meetings. Full copies of the minutes, including attachments, shall be provided to all BFAC members no later than thirty (30) working days following each meeting.

The minutes of each meeting are to be submitted to the next available Ordinary Council meeting in accordance with Section 5.22(2) of the *Local Government Act 1995*.

The minutes will be monitored and maintained by the Executive Officer, as a complete record as required under provisions of the *State Records Act 2000 and the Archives Act 1983*.

### 6.3 Meeting Schedule

The BFAC shall meet at the Shire of Murray administration building or at another location at the discretion of the Executive Officer in consultation with the CEO and the Chairperson.

The BFAC shall meet at least two times annually or as otherwise determined by BFAC.

### 6.4 Proxies to Meetings

Members can nominate a proxy to attend on their behalf. Proxies must be fully briefed prior to the meeting. The nominated proxy shall have the same voting rights at the attended meeting as the voting member they are replacing.

The nominated proxy may participate in discussion and provide relevant comments/feedback on behalf of the member they are representing.

#### **6.5 Other Attendees**

Meeting attendance is by invitation only. However, invitations can be extended to internal Shire representatives, external organisations and other stakeholders to guide and advise on specific topics, as identified and agreed to by the Committee.

Councillors, who are not part of the Committee are to be actively encouraged to attend and observe meetings, however they are not entitled to participate in the meeting and in the event of a vote, they do not have a vote.

#### **6.6 Quorum Requirements**

Quorum for a meeting is conditional on a representative or proxy from a minimum number of committee members as an authorised meeting for the recommendations or resolutions to be valid.

The quorum for the committee shall be at least 50% of its voting membership in accordance with Section 5.19 of the *Local Government Act 1995*.

#### **6.7 Decision making**

Decisions of the Committee shall be in accordance with the Section 5.20 of the *Local Government Act 1995*. In this case the Committee has no decision-making functions.

At all meetings each voting member present is entitled to one vote and in the case of a tied vote the Presiding Chairperson has a casting vote in accordance with Section 5.21(3) of the *Local Government Act 1995*.

The Chairperson may take part in a discussion on any matter before the committee in accordance with Clause 4.7 of the Shire of Murray Meeting Procedures Local Law 2015.

#### **6.7 Powers of the BFAC**

The BFAC has no delegated powers under Section 5.16 of the *Local Government Act 1995* and only provides recommendations to Council. The Committee cannot direct the expenditure of funds.

#### **6.8 Code of Conduct**

Committee members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- providing an apology in advance if attendance is not possible.
- seeking to obtain and represent the views of the broader community and / or the specific organisation / group represented.
- disseminating authorised information with the community and stakeholders in an unbiased manner.
- acting in good faith, with honesty, integrity and fairness at all times.
- respecting the ideas and beliefs of all members and endeavouring to create a positive working environment.
- notifying the Shire of any potential conflict of interest that may arise with respect to participation in the ~~Committee~~ is-group.

- agreeing not to disseminate confidential information that is discussed at the meeting as advised by the Chairperson.
- agreeing not to make any media comment on behalf of the BFAC in relation to the work of the Committee, unless approved by Council and the Chief Executive Officer.

All Committee members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests as if the Committee was a Committee of Council.

Member of the Committee must adhere to the Shire of Murray Code of Conduct for Council Members, Committee Members and Candidates as if they were a Councillor attending a Committee of Council. Shire of Murray employees and volunteers must also adhere to Shire of Murray Code of Conduct for Local Government Employees.

Failure to adhere to the provisions related to conduct and interest may result in Council removing the member from the Committee. The CEO is responsible for determining appropriate actions relating to dispute resolution.

## 6.9 Amendments

The Terms of Reference shall be reviewed biennially from the date of approval or as otherwise required from time to time to meet the operational needs of the Committee and to retain currency.

## 6.10 Amendment Record

Nº	Date	Amendment Details	Resolution Number
1	16 August 2023	New Term of Reference endorsed by BFAC	
2	28 September 2023	Endorsed by Shire of Murray Council	OCM23/128
<u>3</u>			

This Terms of Reference has been endorsed by the Shire of Murray Council at its meeting held on the 28 September 2023 and will be ongoing until amended or terminated by agreement of the majority of the majority of BFAC members.

## **Appendix 1 - Extract of Clause 8 – Shire of Murray Bush Fire Brigades Standard Operating Procedures**

### **8.2 Nominations for BFCO and Permit Issuing Officers (PIO) to the Shire**

- i) If required to do so by the Shire, the BFAC shall consider the nominations for BFCO's and PIO's as selected by the Brigades and shall determine whether or not the nominated BFCO's and PIO's have the requirements as defined at **Appendix 4** of the Appendices Register.
- ii) If the BFAC considers that a nomination for a BFCO's or the PIO's from a particular Brigade do not comply with sub-clause (i) above, BFAC shall refuse the nomination and refer the nomination back to the relevant Brigade for the Brigade to either nominate another active member as a BFCO or a PIO or the brigade can decline to nominate a BFCO or a PIO.
- iii) The BFAC shall select one (1) of the nominated BFCO's for the position of CBFCO and select one (1) of the nominated BFCO's for the position of DCBFCO.
- iv) The BFAC is to provide its recommendation for the position of CBFCO, DCBFCO, BFCO's and PIO's to the CEO.
- v) The CEO shall consider the selection for the positions of CBFCO, DCBFCO, BFCO's and PIO's as provided by the BFAC, but is not bound by the recommendation as provided by the BFAC.
- vi) Where it is determined by the CEO that a Brigade member as recommended by the BFAC for the position of CBFCO, or DCBFCO, BFCO or PIO do not possess the requirements as defined in Appendix 5 of the Appendices Register or other requirements as determined by the CEO, the CEO shall cause notice to be provided to all Brigades calling for nominations for the relevant position that is yet to be determined by the CEO.
- vii) Once the CEO has determined the positions of CBFCO, DCBFCO, BFCO's and PIO's he shall notify each Brigade of the determination and cause notification of the appointments to be given in accordance with the Act.

## **Appendix 2 – Proposed Amended Clause 8 – Shire of Murray Bush Fire Brigades Standard Operating Procedures**

### **8.2 Nominations for BFCO and BFCO-Permit Issuing Only (PIO) to the Shire**

i) In April annually, the Shire shall issue to all brigades an Expression of Interest Application Form for the positions of CBFCO and for DCBFCO. The EOI shall stipulate the requirements of each of the positions in accordance with the criteria for each of the Position Descriptions as described at **Appendix 4** of the Appendices Register (Appendix 4 is a list of all Position Descriptions with associated selection criteria).

ii) The Shire shall provide at least 10 business days for EOI application forms to be returned to the Shire.

iii) Once the EOI submission period has closed, the Shire shall convene a panel as determined by the CEO to assess the EOI application forms that have been received. The panel shall assess the information provided by each applicant to each of the questions posed against the criteria for each of the Position Descriptions as described at **Appendix 4** of the Appendices Register.

iv) The panel shall also assess the suitability of the brigade nominees for the positions of BFCO and BFCO-PIO against the criteria for each of the Position Descriptions as described at **Appendix 4** of the Appendices Register.

v) The panel shall provide a report to the next meeting of the BFAC (normally held in May, annually) with a recommendation as to the outcome of the panels assessment of the EOI applications for each of the CBFCO, DCBFCO positions as well as the brigade nominees for BFCO and BFCO-PIO.

vi) At the BFAC meeting, the BFAC shall consider the report provided by the panel and shall determine the position of CBFCO and DBFCO together with the brigade nominees for BFCO and BFCO-PIO.

vii) The BFAC is to provide its recommendation for the position of CBFCO, DCBFCO, BFCO's and BFCO-PIO to the next Council meeting.

viii) The Council shall consider the recommendation for the positions of CBFCO, DCBFCO, BFCO's and BFCO-PIO as provided by the BFAC, however the Council is not bound by the recommendation as provided by the BFAC.

ix) Once the Council has determined the positions of CBFCO, DCBFCO, BFCO's and BFCO-PIO each of the appointments shall be advertised in accordance with the Act.

# AGM MEETING MINUTES

## Coolup Volunteer Bushfire Brigade

Date | time 14<sup>th</sup> April 2025 @ 1800hrs | Meeting called to order by Stu Kirkham

### In Attendance

Stu Kirkham, Ange Rogers, Justyn Woolley, Shane Woolley, Kristie McIntyre, Demi, Kyle & Murphy Druery, Damien Griffiths, Sarah Anderson, Thomas Kirkham, Sue Daley, Dean McGuinness, Nicole Stevens, Jay, Belinda, Farley & Bump Freap, Jacob Dilley, John Dilley, Tiana Dilley, Lisa Robb, Peter & Mia Bostock, Tom Bostock, Chris Webb, Trent Rogers, Caprice, Rusty and Sully Rogers, Douglas McLarty, William McLarty, Emma McLarty, Peta and Chris Sattler.

### Apologies

Dave Vuletic, Maurie Leach, Mark Dilley, Jocelyn McLarty, Alex McLarty, Shayden Woolley, Will Sattler, Paul Robb, Tracey Bennett, Morgan Sattler, Molly McIntyre Edmonds, Dean Unsworth

### Approval of Minutes

The Minutes have been read from 2024 AGM & Moved by; Trent, 2<sup>nd</sup> Jussy- Meeting Carried

### BUSINESS ARISING FROM PREVIOUS AGM

Meeting Times to remain 2<sup>ns</sup> Monday of the Month at 1900hrs

Training Meetings times TBA

### Correspondence In/Out

Expression of Interest for Fireline Leadership Training (Leadership Only)

Change of Structure for Ranger and Emergency Services Department ( including CESM ) - (Leadership Only)

Prohibited Burning Time has been extended until 28<sup>th</sup> April

Cadet Information – Sent to Cadet Leaders, Molly & Caprice

Volunteer Recognition Evening 20<sup>th</sup> May

Nominations for Chief, Deputy Chief & Training Officer are now open

### Treasurer Report – Ange Rogers


Moved – Ange 2<sup>nd</sup> Jussy - Meeting Carried

## **OUTGOING OFFICER REPORTS**

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### **FCO – Doug McLarty**

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Thank you to everyone for all their efforts over the last fire season even though it isn't over yet! You have all certainly stepped up to the plate and we have done a fantastic job manning trucks when we have needed to whether that has been within the Shire or outside the Shire. We have managed to do that without incident, which is great. We have been fairly lucky this year in regards to local incidents. Thankyou you to the officers who have stepped up and helped when I've needed it. Thanks Nicole for your work as the Chief and CESM, you've done a great job. Well done to Jussy in your role as Deputy, it has been a long time since we have had a Coolup member in that role and you've done a great job. To the other Brigade within the Shire, Dean you are here so can you please pass this back to your South Yunderup members, the kinship between brigades is always gratefully received and hopefully reciprocated. Putting my Shire Presidents hat on, and we are lucky enough to have 1/3 of the council in our Brigade. I would like to express that the Shire is very grateful to all volunteers. We do not underestimate the work that you all do. The Shire and the CEO are very open to getting feedback from Brigades and working with the Brigades. It is a very interesting space trying to work with legislation and volunteers. The Shire, CEO and CESM are all doing their best and while it may not always be what you want to hear, they are always working towards positive outcomes for the Brigade.

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### **Captain – Dave Vuletic**

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Thankyou to everyone for their support and efforts throughout the past year. It's appreciated that Stu and the other officers act on my behalf while I am away on roster. It helps to keep the brigade running smoothly and feels like we are one big family that looks out for each other and our brigade in general. We are still working through getting BART to work best for us, so I appreciate your patience and understanding at times with how the messaging is or isn't coming through. This will continue to be the mechanism used for turnouts and hopefully ongoing work in the background will continue to refine it. There have been a few times where BART/Beats and Comcen haven't responded as we had expected, and these have been worked through to understand the reasoning why.

I really appreciate the contribution Peta, and the Cadets make to the brigade and it's encouraging to know the community has these members to be the future of our brigade.

Thanks to everyone who has attended meetings or training and helped around the station throughout the year. Volunteering your time for this is just as helpful as turning out to incidents as they are all required for the brigade to function.

Thanks to Doug for his support and guidance throughout the year as we had a couple of challenges and changes to resolve. Thanks to Ange for everything you do in your roles to support us, it makes my role a lot easier.

Congratulations to Juss for taking on the deputy role this year. It's great to see members challenging themselves and taking on more responsibility.

Thank you to Nicole/Juss/Pete in supporting the brigades throughout the year.

I feel we have had a normal/quiet season so hopefully we can end the season this way.

Handheld radios have been received. 1 is in each appliance at present just with a Cig lighter charger. I am organizing mounting and hard wire connection for these and the FLIR long term. The new radios have a different battery and charger so are not interchangeable.

Dwellingup have received the new Iveco 1.4. If you get the chance have a look over it as we need to consider what we would like to replace our 1.4 with. This new appliance doesn't have a back deck to work from or mount a cannon on.

Shire is looking for feedback on their SOP/brigade rules. If you can make the time, please have a read through them and highlight anything that you can't understand clearly or doesn't make sense from your perspective. We want these to have input from the members

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### **1<sup>st</sup> Lieutenant – Stuart Kirkham**

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It was good to see appliances crewed for turnouts throughout the year with a mixture of experienced and new members. Thanks to all, you are all LEGENDS.

Thanks to Nicole, Jus and Pete (Thurkle) for your management of incidents as Chief and Deputies during the season. Thanks to Doug for keeping us up to date with information, Dave and all the brigade Officers for the smooth running of the brigade. Shout out to Ange for all the behind-the-scenes stuff that secretaries do. Peta, Kristy and all that have helped for the great work running Cadets.

Make sure if you need any training that winter is a good time to get it done. It's still prohibited fire season so please respond to call outs on BART and keep up the great team effort.

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### **2<sup>nd</sup> Lieutenant – Trent Rogers**

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Thanks to everyone throughout the entire team, from the Shire right the way through our membership for everything you do as volunteers and for all of the work you put in. It doesn't matter if it's big or small, it all makes a difference.

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### **3<sup>rd</sup> Lieutenant – Justyn Woolley**

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Thanks to everyone for all of your help this season, it's hasn't gone unnoticed. A special thank you to Peta for running the Cadets all of these years. Shane and I had the privilege of taking Jacob out to his first quick moving grass/scrub fire. Without your input as Cadet leader and the input from other members over the years, that experience would not have gone as seamlessly as it did. Jacob showed all of the makings of a really great firefighter and he did really well! Thanks to all of the Brigade for the support you have shown me in my role as Deputy this year while I balanced that within my other roles.

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### **Training Officer – Justyn Woolley**

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Thanks to everyone who upskilled this year. It is really appreciated.

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### **Cadet Leader – Peta Sattler**

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We have had another successful year of Cadets. We have been going for 10 years! We have averaged about 13 Cadets each session, which is great. We have had another two Cadets that have joined from outside of the Brigade family which is great for our growth. We also have another 3 or 4 patiently waiting in the wings for their 11<sup>th</sup> Birthday to come around this year. We've had another two Cadets ( Caprice Rogers and Will McLarty ) who have progressed through to fully fledged Firefighters. That now makes 11 that have transferred from Cadets onto the Fireground. It's great to see aged out Cadets come back and help out with the younger Cadets. Molly completed the Cape to Cape Walk at the State Leadership Camp. Caprice and Molly are heading off to Coral Bay for WA Youth Week camp. They will be marching in the Coral Bay dawn service. Jocelyn McLarty completed her gold Duke of Ed which is a great milestone. We had Major

Leanne Iseppi ( OAM, CSM ) come to Cadets last week and help the kids with their ironing and talking about her time in the defense force. She will also be our guest speaker at the ANZAC Eve Service. There is the State Cadet Camp coming up in the July holidays. We can take up to 10 Cadets. Thanks to all the members who have helped with Cadet sessions over the past 12 months and to community members who have let kids work on their property. They always enjoy the hands-on stuff and those skills are what helps when they get onto the fireground. We are hoping that you can help us out again this upcoming year. A special thanks to Kristi for coming on board as I try and take a step back. I have also been accepted to attend a conference in Busselton about Bushfire awareness in June.

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## CHIEF COMMENTS – Nicole Stevens

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The CESM program has historically been a shared roles 50% DFES and 50% Shire employed. The Shire restructuring allows the DFES component of the CESM role to finish and this means that I am 100% employed by the Shire and I will be based 100% of the time at the Shire. There are no deployments with me leaving the Shire for anything. Nothing else has changed within my role. I am now also managing the Ranger department along with the Brigades. My chief role is as a volunteer.

Saying thank you to Volunteers never feels like enough. I am so grateful for all the dedication and hard work you all put in, in every aspect of the group. From the auxiliary members up to the Leadership, every single one of you play a vital role in keeping your Brigade running as strongly as it does. Please take a moment to pat yourselves on the back and congratulate yourselves. To the outgoing leadership group, your efforts have not gone unnoticed this season. I want to personally thank each and every one of you for the support you have given to me in my roles as the CESM and the Chief. Good luck to the incoming Leadership team and remember to trust yourselves and the decisions that you make, you have my full support, and you have your Brigades support. Bring on the cooler months for all of us as we really need the break. Use this down time to upskill if you can. Thank you

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## ELECTION OF NEW OFFICER BEARERS

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*All positions are declared vacant.*

All positions voted on with new 2025 Office Bearers as follows:

- FCO – Doug McLarty
- Fire Captain – Dave Vuletic
- Secretary/Treasurer- Ange Rogers
- 1<sup>st</sup> Lt- Stuart Kirkham
- 2<sup>nd</sup> Lt- Trent Rogers
- 3<sup>rd</sup> Lt- Justyn Woolley
- 4<sup>th</sup> Lt - Shane Woolley
- Training Officer – Pete Bostock
- Equipment Officer – *No nominations received.*
- Permit Issuing Officers – Doug McLarty, Chris Sattler, Stuart Kirkham
- Cadet Leader – Peta Sattler & Kristie McIntyre
- Crew Co-Ordinator – Ange Rogers & Tracey Bennet ( back up )

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[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

*Meeting Closed @ 1847hrs*

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**Next Meeting-** 12<sup>th</sup> May 2025 @ 1900hrs

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*Please note you are required to attend three meetings a year.*

These minutes are a true and correct,

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Captain

*Dave Vuletic*



## Dwellingup Volunteer Fire Brigade

### MEETING AGENDA

Date: Wednesday 23<sup>rd</sup> April 2025

Time: 6.30pm

Venue: Dwellingup Volunteer Fire Brigade Shed

Attendees: Jaime, Wendy, Anthony, Jarron, Dave, Jaxon, Tahlia, Rob C, Ryan, Eldon, Paul

Apologies: Brad, Rob H, Derrick, Nicoli, Jaycinta,

#### **FCO Report – Anthony Cocivera:**

I want to first thank the Dwellingup Bushfire Brigade and all its members for there support in the last 12 months.

On behalf of the Dwellingup Brigade, we want to thank the Murray Chief Nicole Stephens and the deputy chiefs Justine and Pete Thurkle for their support for the previous 12 months.

We supported the shire with around 25-30 emergency during the last 12 months.

We also carried out multiple mitigation burns around the Dwellingup area.

Dwellingup has taken delivery of a new Iveco ¼ appliance, this was not our preferred solution as we requested 2 light tankers, after discussions with the Shire and DFES our only option was to take the new Iveco, but we would like noted we believe this is not suited to Dwellingup's Terrain. The trial carried out in our minds justifies our position.

We the Dwellingup Brigade need to attract more members to our Brigade, and this should be a priority for us over the next 12 months, when we do attract

members, we then need to offer them support to get all there qualifications and training asap.

Again, thanks to Dwellingup Brigade for the support for the last 12 months.

Anthony Cocivera

Fire Control Officer Dwellingup

### **Captains Report – Dave Turner:**

I like to thank my Office Bearers for giving me great support throughout the season

I also like to thank the members

Call-outs in DWELLINGUP has been 6

1 structure at DWELLINGUP Caravan park assistance from Pinjarra FRS Lithium battery exploded destroying caravan

Call-outs assist in Murray Shire 20

Mitigation

4 UCL Burns competed with West Murray attending 1 with 3 crew bit of training for them in understanding different fire behaviour the crew all commented they got something out of it

1 UCL edged for Autumn

There are more UCL burns to do in Holyoke and private burns to be done in Autumn/

Spring big burning schedule

New Membership 4

Attending call-outs has been hard as it takes time for members to come into town and work commitments makes getting crew together bit difficult

Special Thanks to Yunderup Captain and his team for bringing there FireBoat and L/T for a display with our new 1/4

And Squirt of cause not sure who was driving squirt I reckon he was having more fun than the kids he was carrying around top effort

In January 2024 DWELLINGUP had the chance to trail a Iveco 1/4 it was put through some tough tests were we found it was challenging for it as Brigade we found not suited for our terrain gave back a report of for and against some problems we're sorted

We now have taken possession of a slightly up graded model which we will see how it goes

Regards

DWELLINGUP Captain

Dave Turner

**General Business:**

Confirmation to close the Commonwealth Bank account as members have left the brigade and move all outstanding monies to the current bank account.

**NOMINATIONS for 2025:**

1.	FCO	Anthony Cocivera
2.	CAPTAIN	Dave Turner
3.	1 <sup>ST</sup> LIEUTENANT	Jarron Vanelst
4.	2 <sup>ND</sup> LIEUTENANT	Kim Birmingham
5.	3 <sup>rd</sup> Lieutenant	Jaxon Vellacot
5.	SECRETARY	Jaime Cocivera
6.	TREASURER	Wendy Clitheroe
7.	MAINTENANCE	Dereck Clitheroe
8.	WELFARE	Jaime Cocivera
9.	TRAINING	Rob Hill
10.	STATION	Anthony & Jaime Cocivera
11.	CADETS	Brad Warr

**NEW LEADERSHIP TEAM for 2025:**

1.	<b>FCO</b>	<b>Anthony Cocivera</b>
2.	<b>CAPTAIN</b>	<b>Dave Turner</b>
3.	<b>1<sup>ST</sup> LIEUTENANT</b>	<b>Jarron Vanelst</b>
4.	<b>2<sup>ND</sup> LIEUTENANT</b>	<b>Kim Birmingham</b>
5.	<b>3<sup>rd</sup> Lieutenant</b>	<b>Jaxon Vellacot</b>
5.	<b>SECRETARY</b>	<b>Jaime Cocivera</b>
6.	<b>TREASURER</b>	<b>Wendy Clitheroe</b>
7.	<b>MAINTENANCE</b>	<b>Dereck Clitheroe</b>
8.	<b>WELFARE</b>	<b>Jaime Cocivera</b>
9.	<b>TRAINING</b>	<b>Rob Hill</b>
10.	<b>STATION</b>	<b>Anthony &amp; Jaime Cocivera</b>
11.	<b>CADETS</b>	<b>Brad Warr</b>



# North Dandalup Volunteer Bush Fire Brigade

## Minutes of Annual General Meeting

### 22nd April 2025

Meeting Opened: 1900 hrs

**1. Attendance:**

Voting members: M Passos, D Collins, L Stafferton, P Dunbar, P Thurkle, C Watts, G Chapman, S Fairfull, P Bishop, K Hammond, L Webster, M Webster, B Webster, A Stafferton, Amelia Chapman, Ainslee Chapman (Non Voting), T Whitfield, R Fairfull, B Heller, K Heller, L Parker  
Guests: N Stevens,  
Received Proxy Votes: Nil  
Apologies: F Goodall, J McInerney, M Cowper, J Kowal, K Collins

**2. Confirmation of Minutes**

**2.1 Motion:** "The Minutes of the Annual General Meeting held on 18th April 2024 were accepted as true and correct."

Moved: LS                      Seconded: GC                      Carried

**3. Reports**

**3.1 Captain's Report**

Evening All,

To start off, firstly I would like to thank all current officers and members for their contribution over the last 12 months both operational and non-operational the brigade cannot function without the commitment.

Although a mild fire season we are still all learning and growing as a brigade and shire for experiences.

As stated in last year's report the brigade is still prospering and growing which is great to see. Our commitment to the community is second to none.

Again, thanks to all members and officers for your support and looking forward to the next fire season with you all.

**3.2 Auditor's Report**

Please note the Audit for the financial year has not been completed.

**3.3 Motion:** "That the 2024/25 Financial Report along with the Auditor's report for 2024/25 financial year to be presented to a brigade meeting on completion of the audit".

Moved: LW                      Seconded: RF                      Carried

**4. Appointment of Auditor**

To be held over until decision by Shire of auditing procedure.

**5. Election of Office Bearers**

B Webster welcomed Nicole Stevens to take the chair to conduct the election of Brigade Office Bearers.

Office Bearers for 2025/26 are

Captain	Brendan Webster	Elected unopposed
Lieutenants	Jimmy McInerney, Gareth Chapman, Rob Fairfull	Elected unopposed with numbering of Lieuts determined on 1 <sup>st</sup> Officers meeting
Secretary/Treasurer	Lorraine Webster	Elected unopposed
Training Officer	no nominations	
Equipment Officer	Luke Stafferton	Elected unopposed
Maintenance Officer	no nominations	
Community facilitator	no nominations	
Fire Control Officer	Michael Webster	Brigade Preference
Permit Issuing Officer	Michael Webster, Brendan Webster, Lorraine Webster	Brigade Preference

Meeting handed to B Webster to continue chairing the remainder of the meeting.

Confirmed: \_\_\_\_\_ Date: \_\_\_\_\_

7. Nomination of Brigade Member to Advisory Committee  
Motion: "To nominate Michael Webster as the North Dandalup Bush Fire Control Officer to serve on the Bush Fire Advisory Committee (BFAC) until the next Annual General Meeting".  
Moved: LS                      Seconded: TW                      Carried
8. Nomination of a Fire Permit Officer for the Shire of Murray Fire Break Notice  
Motion: "To nominate Michael Webster, Brendan Webster and Lorraine Webster to serve as a Fire Permit Issuing Officer/s until the next Brigade Annual General Meeting".  
Moved: LS                      Seconded: PT                      Carried
9. Appointment of cheque signatories  
Motion: "That the following financial arrangements are authorized:  
1. The Brigade determined the accounts for the ensuing financial year will be held at the Bendigo Bank Pinjarra.  
2. Cheque signatories for 2025/26 financial year are Captain - B Webster, Lieut - J McInerney and Treasurer - Lorraine Webster.  
3. On-line banking access be afforded to the nominated persons at dot point 2 with a transaction monetary limit of \$5,000 per day".  
Moved: SF                      Seconded: RF                      Carried
10. General Business  
Nil

Next Meeting: AGM TBA April 2026  
Meeting Closed: 1911 hrs

Confirmed: \_\_\_\_\_ Date: \_\_\_\_\_

## Chantelle Goff

---

**From:** North Dandalup VBFB Administration <NDVBFB\_Admin@murrayes.wa.gov.au>  
**Sent:** Tuesday, 6 May 2025 9:05 PM  
**To:** Emergency Services; Nicole Stevens  
**Cc:** John Kowal; North Dandalup VBFB Leadership  
**Subject:** RE: 2025 ND Bush Fire Brigade AGM

Good evening all

Please be advised the following brigade Lieutenant positions are as follows:

1<sup>st</sup> Lieut Jimmy McInerney  
2<sup>nd</sup> Lieut Gareth Chapman  
3<sup>rd</sup> Lieut Rob Fairfull

Kind Regards  
Lorraine Webster

*Secretary/Treasurer  
North Dandalup VBFB  
Serving community since 9 September 1941*

This e-mail message, including any attached files, is private and may contain information that is confidential. Only the intended recipient may access or use it. If you are not the intended recipient please delete this e-mail and notify the sender promptly.

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**From:** North Dandalup VBFB Administration  
**Sent:** Monday, 5 May 2025 4:22 PM  
**To:** Emergency Services <emergencyservices@murray.wa.gov.au>; Nicole Stevens <Nicole.Stevens@murray.wa.gov.au>  
**Cc:** John Kowal <john.kowal@murray.wa.gov.au>; North Dandalup VBFB Leadership <NDVBFB\_Leadership@murrayes.wa.gov.au>  
**Subject:** 2025 ND Bush Fire Brigade AGM

Good afternoon all

Please find attached unconfirmed copy of the minutes of the Annual General Meeting for the North Dandalup Volunteer Bush Fire Brigade.

The audit report and 2024/25 financial report have not been completed as we are awaiting direction from the shire on how to proceed.

Kind Regards  
Lorraine Webster

*Secretary/Treasurer  
North Dandalup VBFB  
Serving community since 9 September 1941*

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The contents of this email are strictly confidential. If you are not the intended recipient, any use, disclosure or copying of this email (including any attachments) is unauthorised and prohibited. If you have received this email in error, please notify The Station Captain immediately by return email and

then delete the message from your system. The views expressed in this e-mail may not reflect views of the Shire of Murray



## WEST MURRAY VOL. BUSHFIRE BRIGADE

### ANNUAL GENERAL MEETING

FRIDAY 02<sup>ND</sup> MAY 2025

**Opened:** By ...Justin Crotty.... at .....1833.....hours and all welcomed

**Present:**

Liam Barker	Neil Bradshaw	Lisa Busuttil
Justin Crotty	Terry Eaton	Chloe Evans
Adam Evans	Brett Finlay	Harry Hemmings
Wade Donovan	John King	Mark Wood
Millie Penman	Ronald McBride	Anthony Scott
Alana Scott	Adam Lovelock	Letitia Pinner
Andrew Seaman	Josh Thompson	Jason Rowley
Jesse Liddell	Krystal Wallis	Andrew Taylor
Cara Griffiths	Viliami Halalilo	Christine Thompson
Brian Bird	Gary Kalbus	
Nicole Stevens (Chair)	Rachael Hinton (Minute Taker)	

**Apologies:** Darron Pyke      John Waite      Lance Giles

**Apologies with proxy votes:**

Ben Mountain	Michael Arm	Amy Healy
Robert Kettle	Cameron Wilsdon	

***All proxy voted were emailed, printed, and given to Chairperson beginning of meeting.***

**Previous AGM Minutes:** 17<sup>th</sup> April 2024

**Moved:** A. Scott

**Second:** A. Lovelock

That the minutes be received as true and correct. **CARRIED**

**Business Arising:**

**Corres. In:** All mentioned on Meeting Minutes 30<sup>th</sup> April 2025

**Corres. Out:** All mentioned on Meeting Minutes 30<sup>th</sup> April 2025

**Moved:** J. Thompson

**Second:** H. Hemmings

That inwards be received and outwards endorsed.

**CARRIED**

**Treasurer's Report:** As presented/Emailed to members on 02<sup>nd</sup> May 2025

**Moved:** J. Rowley

**Second:** L. Barker

That the report be received.

**CARRIED**

**Captain's Report:** As presented at AGM

**Moved:** B. Finlay

**Second:** J. Liddell

That the Captain's report be accepted.

**CARRIED**

**F.C.O.'s Report:** As read and presented with Captain's Report

**Moved:** J. King

**Second:** A. Seaman

That the FCO's report be accepted.

**CARRIED**

**Chair - ...Nicole Stevens.... to declare all positions vacant.**

***Notice of Nominations for consideration 2025 /2026***

All nominations have been received via email. Names are in the order/ date received by the secretary.

***Please refer to Position / Nomination paper previously e-mailed to all members.***

<b>FCO</b>	<b>Declared elected:</b> Justin Crotty
<b>Captain</b>	<b>Declared elected:</b> Liam Barker
<b>1<sup>st</sup> Lt.</b>	<b>Declared elected:</b> Adam Lovelock
<b>2<sup>nd</sup> Lt.</b>	<b>Declared elected:</b> Neil Bradshaw
<b>3<sup>rd</sup> Lt.</b>	<b>Declared elected:</b> Anthony Scott
<b>4<sup>th</sup> Lt.</b>	<b>Declared elected:</b> Ronald McBride
<b>Secretary</b>	<b>Declared elected:</b> Rachael Hinton
<b>Treasurer</b>	<b>Declared elected:</b> Special Brigade Meeting to be held
<b>Training Officer</b>	<b>Declared elected:</b> Lisa Busuttil
<b>Equipment Off.:</b>	<b>Declared elected:</b> Cameron Wilsdon
<b>Main. Off.</b>	<b>Declared elected:</b> Ben Mountain
<b>Permit Issuing Offs.</b>	<b>Declared elected:</b> Andrew Taylor
	<b>Declared elected:</b>
<b>Safety Officer.</b>	<b>Declared elected:</b> N/A
<b>Block Burn Officer</b>	<b>Declared elected:</b> Anthony Scott

Soft Drink Officer

Declared elected: J. King

BART / FACEBOOK Off.

Declared elected: Liam Barker

Moved: J. Rowley

Second: J. Crotty

That all voting papers be destroyed after the time limit.

**CARRIED**

All elected members to be congratulated etc.

**General Business:**

- Change of Bank Signatories –

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

Vote Held: All in Favour

Moved: J. Rowley

Second: A. Evans

Any other **AGM** Business as deemed by the Chair.

With no further business, the Chair closed at ...1901...hours.

**Please Note: Brigade Annual Dinner will begin at the conclusion of the AGM.**

## John Kowal

---

**From:** John Kowal  
**Sent:** Sunday, 13 April 2025 3:39 PM  
**To:** Justin Crotty - WMVBFB Leadership; South Yunderup BFB Leadership; South Yunderup / Ravenswood VBFB Administration; West Murray BFB Admin; Coolup BFB Admin; Coolup BFB Leadership; Lorraine Webster (NDVBFB\_Admin@murrayes.wa.gov.au); Nth Dandalup BFB (NDVBFB\_Leadership@murrayes.wa.gov.au); Dwellingup BFB Admin; DWVBFB\_Leadership@murrayes.wa.gov.au  
**Cc:** Nicole Stevens; peterthurkle@gmail.com; jusbennett88@gmail.com; Anthony Cocivera; Doug McLarty; Cr Douglas McLarty; Jim Camplin; Kevin Jones; Cr Ange Rogers  
**Subject:** Expression of Interest Form - Shire of Murray Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer Positions  
**Attachments:** Expression of Interest - CBFCO-DCBFCO Positions (V.3 April 2025).pdf  
**Importance:** High

Hi everyone

I hope this email finds everyone well.

In accordance with the Shire of Murray Bush Fire Brigades Local Law 2024, and the Bush Fire Brigades Standard Operating Procedures, please find attached the Expression of Interest (EOI) form for the positions of the Shire of Murray's Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer.

It would be appreciated if you could please arrange the distribution of the attached EOI form to all of your brigade members as soon as you can to allow those brigade members that are interested in applying for the abovementioned positions sufficient time to complete the EOI and return it to the Shire prior to the closing time, which is **5:00pm, 9<sup>th</sup> May 2025**.

If anyone has any queries or requires any assistance with the EOI form, please have them contact me on 9531 7767, by mobile - [REDACTED]

Thank you for your assistance everyone.

Kind regards

**John Kowal**

Manager Ranger and Community Safety

---

**T:** 08 9531 7709

**E:** [rangersupport@murray.wa.gov.au](mailto:rangersupport@murray.wa.gov.au)

[murray.wa.gov.au](http://murray.wa.gov.au)



PO Box 21, Pinjarra WA 6208.



**John Kowal**

Manager Ranger and Community Safety

T: 08 9531 7709

E: [rangersupport@murray.wa.gov.au](mailto:rangersupport@murray.wa.gov.au)

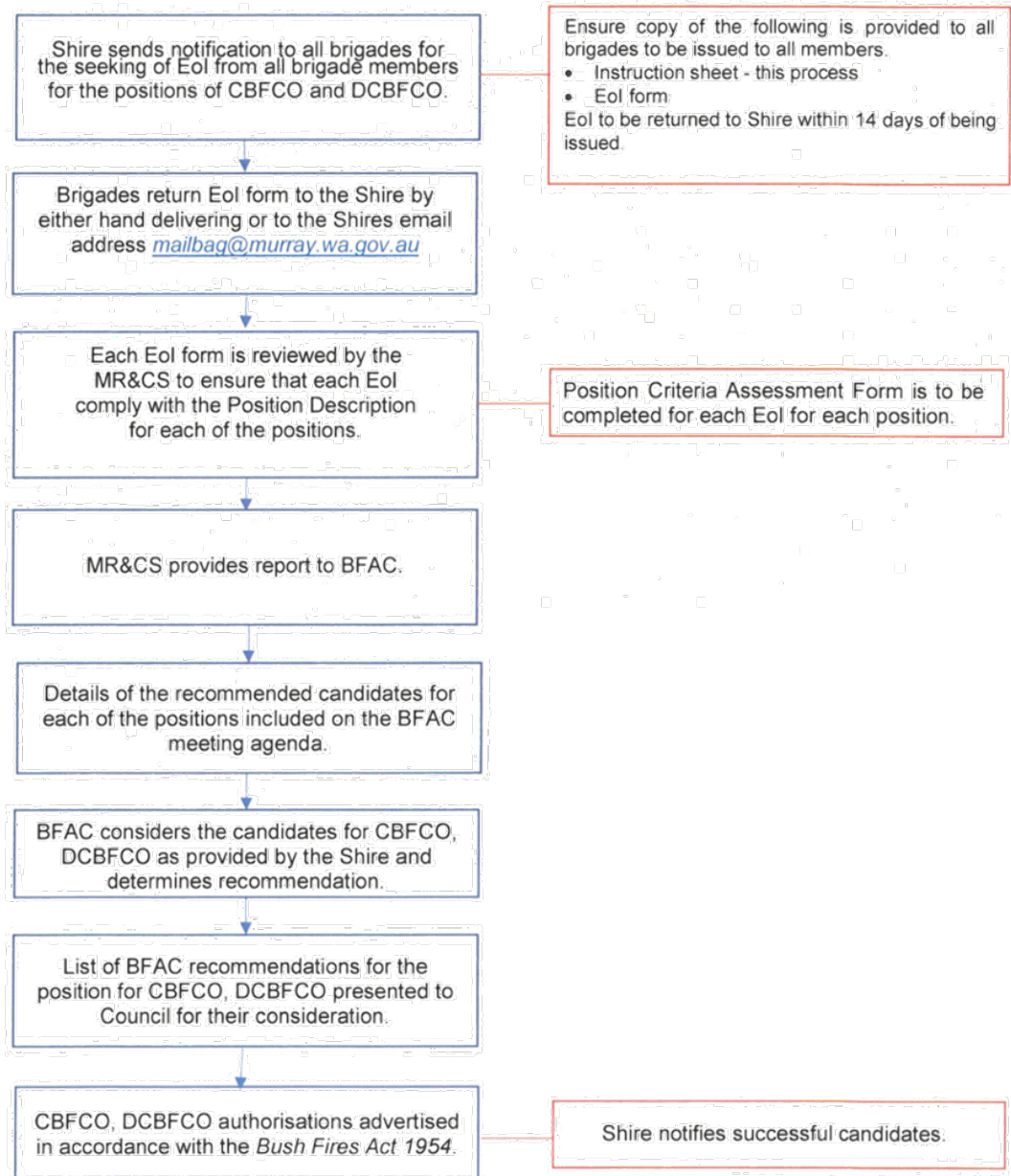
[murray.wa.gov.au](http://murray.wa.gov.au)



PO Box 21, Pinjarra WA 6208.   

## Expression of Interest (Eoi) Process for the Selection of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer

The following process will be used to determine the appropriate selection and appointment of the Shire of Murray's Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer/s in accordance with the *Bush Fires Act 1954*, Shire of Murray Bushfire Brigades Local Law 2024 and the Bushfire Brigades Standard Operating Procedures.



## Chief Bush Fire Control Officer (CBFCO) Position Expression of Interest Form

Please complete this Expression of Interest form (Eoi) for the position of CBFCO. Once completed, please either hand deliver your completed Eoi to the Shire of Murray Administration, 1915 Pinjarra Road Pinjarra between the hours of 8:00am and 4:30pm or email a copy of your Eoi to the Shire of Murray at [mailbag@murray.wa.gov.au](mailto:mailbag@murray.wa.gov.au).

Completed Eoi must be received no later than **5:00pm Friday 9th May 2024**. Any Eoi received after this time may not be accepted.

**Position: Chief Bush Fire Control Officer**

Name of applicant: Nicole Stevens

Brigade: Shire of Murray

Please place a X against each of the criteria that you consider is applicable to you.

Criteria 1 - Required Skills	
<input checked="" type="checkbox"/> Effective verbal communications and interpersonal skills	<input checked="" type="checkbox"/> Effective record keeping and reporting
<input checked="" type="checkbox"/> Effective time management	<input checked="" type="checkbox"/> Leadership skills
<input checked="" type="checkbox"/> Effective organizational	<input checked="" type="checkbox"/> Management skills
<input checked="" type="checkbox"/> Basic to Intermediate computer skills – MS suite of products	<input checked="" type="checkbox"/> Experience in managing firefighting operations and incident management
<input checked="" type="checkbox"/> Good written communications	<input checked="" type="checkbox"/> Ability to perform under stressful conditions

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

----------------------

Criteria 2 - Required Knowledge/Experience	
<input checked="" type="checkbox"/> Knowledge of managing a volunteer organisation	<input checked="" type="checkbox"/> Knowledge of the <i>Bush Fires Act 1954 (WA)</i> and <i>Bush Fires Regulations 1954</i> and local bushfire control requirements
<input checked="" type="checkbox"/> Knowledge of Shire Bushfire Management and Response Plans	<input checked="" type="checkbox"/> Knowledge of the SEMC State Hazard Plan - Fire
<input checked="" type="checkbox"/> Knowledge of Bush Fire Brigades management practices and procedures	<input type="checkbox"/> Minimum 10 years as local Shire VBFB member (Unless other experience can be provided)

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

I currently hold 7 years bushfire experience within my own local brigade which is the neighboring Shire to Murray. In this time i have held the Training officers position for a year before becoming working in emergency services for the Shire of Murray.
--

Criteria 3 - Required Training and Qualifications		
<input type="checkbox"/> Minimum 10 years of firefighting, fireground, bushfire Incident Management experience <b>Completion of the following DFES courses:</b> <input checked="" type="checkbox"/> Fire Fighter Awareness <input checked="" type="checkbox"/> Fire Fighter Skills <input checked="" type="checkbox"/> AIIMS awareness <input type="checkbox"/> WAERN Basic and advanced <input checked="" type="checkbox"/> Fire Control Officer	<input checked="" type="checkbox"/> On and <input checked="" type="checkbox"/> Off-Road Driving <input type="checkbox"/> Advanced Emergency Driving <input checked="" type="checkbox"/> Advanced Bush Fire Fighting <input checked="" type="checkbox"/> Structural Fire Fighting <input checked="" type="checkbox"/> Crew Leader <input checked="" type="checkbox"/> Sector Commander <input checked="" type="checkbox"/> Ground Controller	<input checked="" type="checkbox"/> Machine Supervision <input checked="" type="checkbox"/> Leadership Fundamentals <input checked="" type="checkbox"/> AIIMS 2017 - Level 1 IC <input checked="" type="checkbox"/> Workplace Trainer and Assessor <input checked="" type="checkbox"/> Mental Health First Aid (Desirable)

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

Unable to get on the Emergency Driving course with DFES.  
 WAERN radio is on the list of courses for me to complete this year as they are now on offer within our Shire.  
 Currently hold 7 years of firefighting, fire ground, Bushfire Incident Management experience which includes level 2 incidents.

Criteria 4 Personal Attributes – The person fulfilling the position of CBFCO is required to possess the following personal attributes	
<ul style="list-style-type: none"> <li>Professional, honest &amp; trustworthy</li> <li>Always conscious of the safety &amp; welfare of all personnel</li> <li>Effective trainer, mentor, motivational, encouraging with the ability to lead by example</li> <li>Enthusiastic &amp; professional attitude</li> <li>Ability to build &amp; maintain partnerships with other Emergency Services agencies and personnel</li> </ul>	<ul style="list-style-type: none"> <li>Capable of building &amp; maintaining strong relationships with brigade members</li> <li>Respect of the Brigades</li> <li>Sufficient time to dedicate to job/role</li> <li>Respect for the Chain of Command</li> </ul>

Please describe below the reasons why you consider that you would be suitable for appointment to the position of the Shire's CBFCO.

Demonstrated experience in managing bushfire prevention, mitigation and response efforts.  
 • Completion of relevant training programs such as fire behaviour, incident command and emergency management.  
 • Strong leadership abilities to coordinate a team, make critical decisions under pressure and communicate effectively with stakeholders.  
 • Deep understanding of bushfire behaviour, local terrain, weather patterns and firefighting techniques

Once completed please sign and date below.

Nicole Stevens  
 Digitally signed by Nicole Stevens  
 Date: 2025.04.22 17:27:24 +08'00'

Date 22 / 04 / 2025

Signature

Demonstrated experience in managing bushfire prevention, mitigation and response efforts.

Completion of relevant training programs such as fire behaviour, incident command and emergency management.

Strong leadership abilities to coordinate a team, make critical decisions under pressure and communicate effectively with stakeholders.

Deep understanding of bushfire behaviour, local terrain, weather patterns and firefighting techniques.

Proven ability to engage with communities, educate the public on fire safety and collaborate with other agencies and organisations.

Experience in managing resources effectively, including personnel, equipment and budgets.

History of effectively managing bushfire emergencies, implementing evacuation plans and ensuring public safety.

Knowledge of laws, regulations and guidelines related to bushfire management and safety.

A commitment to protecting lives and properties from wild fires.

## Chief Bush Fire Control Officer (CBFCO) Position Expression of Interest Form

Please complete this Expression of Interest form (Eoi) for the position of CBFCO. Once completed, please either hand deliver your completed Eoi to the Shire of Murray Administration, 1915 Pinjarra Road Pinjarra between the hours of 8:00am and 4:30pm or email a copy of your Eoi to the Shire of Murray at [mailbag@murray.wa.gov.au](mailto:mailbag@murray.wa.gov.au).

Completed Eoi must be received no later than **5:00pm Friday 9th May 2024**. Any Eoi received after this time may not be accepted.

**Position:** Chief Bush Fire Control Officer

**Name of applicant:** Michael Webster

**Brigade:** North Dandalup

Please place a X against each of the criteria that you consider is applicable to you.

Criteria 1 - Required Skills	
<input checked="" type="checkbox"/> Effective verbal communications and interpersonal skills	<input checked="" type="checkbox"/> Effective record keeping and reporting
<input checked="" type="checkbox"/> Effective time management	<input checked="" type="checkbox"/> Leadership skills
<input checked="" type="checkbox"/> Effective organizational	<input checked="" type="checkbox"/> Management skills
<input checked="" type="checkbox"/> Basic to Intermediate computer skills – MS suite of products	<input checked="" type="checkbox"/> Experience in managing firefighting operations and incident management
<input checked="" type="checkbox"/> Good written communications	<input checked="" type="checkbox"/> Ability to perform under stressful conditions

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

----------------------

Criteria 2 - Required Knowledge/Experience	
<input checked="" type="checkbox"/> Knowledge of managing a volunteer organisation	<input checked="" type="checkbox"/> Knowledge of the <i>Bush Fires Act 1954 (WA)</i> and <i>Bush Fires Regulations 1954</i> and local bushfire control requirements
<input checked="" type="checkbox"/> Knowledge of Shire Bushfire Management and Response Plans	<input checked="" type="checkbox"/> Knowledge of the SEMC State Hazard Plan - Fire
<input checked="" type="checkbox"/> Knowledge of Bush Fire Brigades management practices and procedures	<input checked="" type="checkbox"/> Minimum 10 years as local Shire VBFB member (Unless other experience can be provided)

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

----------------------

Criteria 3 - Required Training and Qualifications		
<input checked="" type="checkbox"/> Minimum 10 years of firefighting, fireground, bushfire Incident Management experience <b>Completion of the following DFES courses:</b> <input checked="" type="checkbox"/> Fire Fighter Awareness <input checked="" type="checkbox"/> Fire Fighter Skills <input checked="" type="checkbox"/> AIIMS awareness <input checked="" type="checkbox"/> WAERN Basic and advanced <input checked="" type="checkbox"/> Fire Control Officer	<input checked="" type="checkbox"/> On and <input type="checkbox"/> Off-Road Driving <input type="checkbox"/> Advanced Emergency Driving <input checked="" type="checkbox"/> Advanced Bush Fire Fighting <input checked="" type="checkbox"/> Structural Fire Fighting <input checked="" type="checkbox"/> Crew Leader <input checked="" type="checkbox"/> Sector Commander <input checked="" type="checkbox"/> Ground Controller	<input checked="" type="checkbox"/> Machine Supervision <input checked="" type="checkbox"/> Leadership Fundamentals <input checked="" type="checkbox"/> AIIMS 2017 - Level 1 IC <input checked="" type="checkbox"/> Workplace Trainer and Assessor <input type="checkbox"/> Mental Health First Aid (Desirable)

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

I am willing to undertake courses as required. I have been driving emergency vehicles (BFS & Parks and Wildlife) for over 30 years with no accidents or near misses.

Criteria 4 Personal Attributes – The person fulfilling the position of CBFCO is required to possess the following personal attributes	
<ul style="list-style-type: none"> <li>• Professional, honest &amp; trustworthy</li> <li>• Always conscious of the safety &amp; welfare of all personnel</li> <li>• Effective trainer, mentor, motivational, encouraging with the ability to lead by example</li> <li>• Enthusiastic &amp; professional attitude</li> <li>• Ability to build &amp; maintain partnerships with other Emergency Services agencies and personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Capable of building &amp; maintaining strong relationships with brigade members</li> <li>• Respect of the Brigades</li> <li>• Sufficient time to dedicate to job/role</li> <li>• Respect for the Chain of Command</li> </ul>

Please describe below the reasons why you consider that you would be suitable for appointment to the position of the Shire's CBFCO.

I have the firefighting skills and the knowledge to lead our brigades. I have the desire to implement a succession plan for the management of our brigades into the future. I look forward to working alongside the local government to achieve their outcomes in operational and administrative processes would be a pleasure, and would also look forward to working with all emergency volunteers within the shire.

Once completed please sign and date below.

  
 Signature \_\_\_\_\_ Date 06 / 05 / 2025

## Chief Bush Fire Control Officer (CBFCO) Position Expression of Interest Form

Please complete this Expression of Interest form (Eoi) for the position of CBFCO. Once completed, please either hand deliver your completed Eoi to the Shire of Murray Administration, 1915 Pinjarra Road Pinjarra between the hours of 8:00am and 4:30pm or email a copy of your Eoi to the Shire of Murray at [mailbag@murray.wa.gov.au](mailto:mailbag@murray.wa.gov.au).

Completed Eoi must be received no later than **5:00pm Friday 9th May 2024**. Any Eoi received after this time may not be accepted.

**Position:** Chief Bush Fire Control Officer

**Name of applicant:** Robert Wilson

**Brigade:** South Yunderup

Please place a X against each of the criteria that you consider is applicable to you.

Criteria 1 - Required Skills	
<input checked="" type="checkbox"/> Effective verbal communications and interpersonal skills	<input checked="" type="checkbox"/> Effective record keeping and reporting
<input checked="" type="checkbox"/> Effective time management	<input checked="" type="checkbox"/> Leadership skills
<input checked="" type="checkbox"/> Effective organizational	<input checked="" type="checkbox"/> Management skills
<input checked="" type="checkbox"/> Basic to Intermediate computer skills – MS suite of products	<input checked="" type="checkbox"/> Experience in managing firefighting operations and incident management
<input checked="" type="checkbox"/> Good written communications	<input checked="" type="checkbox"/> Ability to perform under stressful conditions

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

Criteria 2 - Required Knowledge/Experience	
<input checked="" type="checkbox"/> Knowledge of managing a volunteer organisation	<input checked="" type="checkbox"/> Knowledge of the <i>Bush Fires Act 1954 (WA)</i> and <i>Bush Fires Regulations 1954</i> and local bushfire control requirements
<input checked="" type="checkbox"/> Knowledge of Shire Bushfire Management and Response Plans	<input checked="" type="checkbox"/> Knowledge of the SEMC State Hazard Plan - Fire
<input checked="" type="checkbox"/> Knowledge of Bush Fire Brigades management practices and procedures	<input checked="" type="checkbox"/> Minimum 10 years as local Shire VBFB member (Unless other experience can be provided)

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

Criteria 3 - Required Training and Qualifications		
<input checked="" type="checkbox"/> Minimum 10 years of firefighting, fireground, bushfire Incident Management experience <b>Completion of the following DFES courses:</b> <input checked="" type="checkbox"/> Fire Fighter Awareness <input checked="" type="checkbox"/> Fire Fighter Skills <input checked="" type="checkbox"/> AIIMS awareness <input checked="" type="checkbox"/> WAERN Basic and advanced <input checked="" type="checkbox"/> Fire Control Officer	<input checked="" type="checkbox"/> On and <input checked="" type="checkbox"/> Off-Road Driving <input type="checkbox"/> Advanced Emergency Driving <input checked="" type="checkbox"/> Advanced Bush Fire Fighting <input checked="" type="checkbox"/> Structural Fire Fighting <input checked="" type="checkbox"/> Crew Leader <input checked="" type="checkbox"/> Sector Commander <input checked="" type="checkbox"/> Ground Controller	<input checked="" type="checkbox"/> Machine Supervision <input checked="" type="checkbox"/> Leadership Fundamentals <input checked="" type="checkbox"/> AIIMS 2017 - Level 1 IC <input checked="" type="checkbox"/> Workplace Trainer and Assessor <input type="checkbox"/> Mental Health First Aid (Desirable)

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

Am prepared to do the training that is required for the position.

Criteria 4 Personal Attributes – The person fulfilling the position of CBFCO is required to possess the following personal attributes	
<ul style="list-style-type: none"> <li>Professional, honest &amp; trustworthy</li> <li>Always conscious of the safety &amp; welfare of all personnel</li> <li>Effective trainer, mentor, motivational, encouraging with the ability to lead by example</li> <li>Enthusiastic &amp; professional attitude</li> <li>Ability to build &amp; maintain partnerships with other Emergency Services agencies and personnel</li> </ul>	<ul style="list-style-type: none"> <li>Capable of building &amp; maintaining strong relationships with brigade members</li> <li>Respect of the Brigades</li> <li>Sufficient time to dedicate to job/role</li> <li>Respect for the Chain of Command</li> </ul>

Please describe below the reasons why you consider that you would be suitable for appointment to the position of the Shire's CBFCO.

I previously held the position for twelve years and after taking twelve months off to reconnect with family and friends I feel reenergised and keen to once again help the Murray community. In my previous terms as CBFCO I had proven over numerous fire calls my ability to handle and manage a large range of incidents and I still have the energy to perform at my best for the coming future.

Once completed please sign and date below.

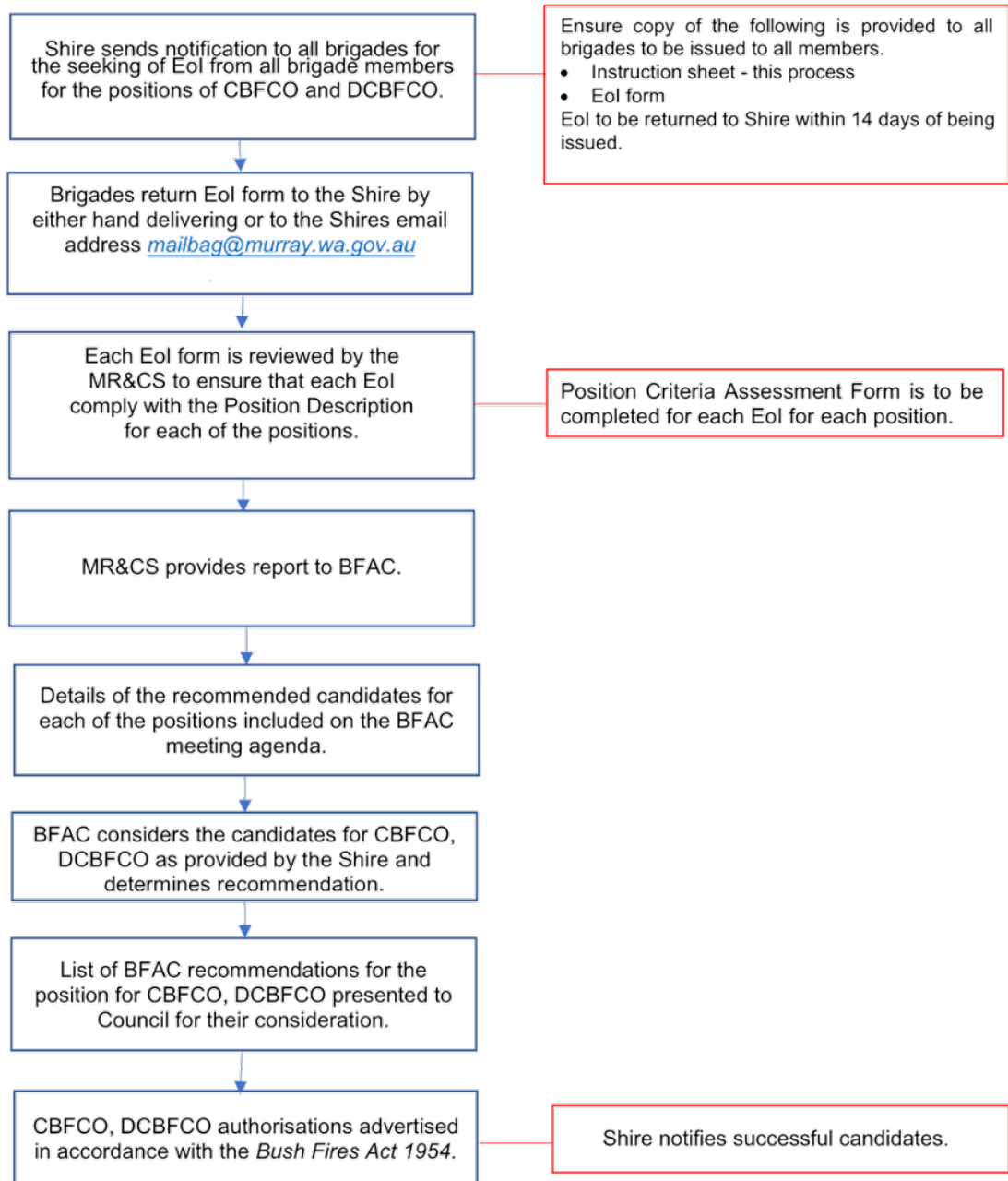


Signature

Date 09 / 05 / 2025

## Expression of Interest (Eoi) Process for the Selection of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer

The following process will be used to determine the appropriate selection and appointment of the Shire of Murray's Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer/s in accordance with the *Bush Fires Act 1954*, Shire of Murray Bushfire Brigades Local Law 2024 and the Bushfire Brigades Standard Operating Procedures.



## Deputy Chief Bush Fire Officer (DCBFCO) Position Expression of Interest Form

Please complete this Expression of Interest form (Eoi) for the position of DCBFCO. Once completed, please either hand deliver your completed Eoi to the Shire of Murray Administration, 1915 Pinjarra Road Pinjarra between the hours of 8:00am and 4:30pm or email a copy of your Eoi to the Shire of Murray at [mailbag@murray.wa.gov.au](mailto:mailbag@murray.wa.gov.au).

Completed Eoi must be received no later than **5:00pm Friday 9th May 2024**. Any Eoi received after this time may not be accepted.

### Position: Deputy Chief Bush Fire Control Officer (DCBFCO)

Name of applicant: Justyn Bennett

Brigade: Coolup VBFB

Please place a X against each of the criteria that you consider is applicable to you.

Criteria 1 - Required Skills	
<input checked="" type="checkbox"/> Effective verbal communications and interpersonal skills	<input checked="" type="checkbox"/> Leadership and management skills
<input checked="" type="checkbox"/> Effective time management	<input checked="" type="checkbox"/> Conflict and grievance resolution skills
<input checked="" type="checkbox"/> Effective organizational	<input checked="" type="checkbox"/> Experience in managing firefighting operations
<input checked="" type="checkbox"/> Basic to Intermediate computer skills – MS suite of products	<input checked="" type="checkbox"/> Ability to perform under stressful conditions
<input checked="" type="checkbox"/> Effective record keeping and reporting	

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

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Criteria 2 - Required Knowledge/Experience	
<input checked="" type="checkbox"/> Knowledge of managing a volunteer organisation	<input checked="" type="checkbox"/> Knowledge of the <i>Bush Fires Act 1954 (WA)</i> and Bush Fires Regulations 1954 and local bushfire control requirements
<input checked="" type="checkbox"/> Knowledge of Shire Bushfire Management and Response Plans	<input checked="" type="checkbox"/> Knowledge of the SEMC State Hazard Plan - Fire
<input checked="" type="checkbox"/> Knowledge of Bush Fire Brigades management practices and procedures	<input checked="" type="checkbox"/> Minimum 5 years as local Shire VBFB member (Unless other experience can be provided)

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

--

Criteria 3 - Required Qualifications		
<input checked="" type="checkbox"/> Minimum 5 years of firefighting, fireground, bushfire Incident Management experience <b>Completion of the following courses:</b> <input checked="" type="checkbox"/> Fire Fighter Awareness <input checked="" type="checkbox"/> Fire Fighter Skills <input checked="" type="checkbox"/> AAIMS awareness <input type="checkbox"/> WAERN Basic and advanced	<input checked="" type="checkbox"/> Fire Control Officer <input checked="" type="checkbox"/> On and <input checked="" type="checkbox"/> Off-Road Driving <input type="checkbox"/> Advanced Emergency Driving <input checked="" type="checkbox"/> Advanced Bush Fire Fighting <input checked="" type="checkbox"/> Structural Fire Fighting <input checked="" type="checkbox"/> Crew Leader <input checked="" type="checkbox"/> Sector Commander <input checked="" type="checkbox"/> Ground Controller <input checked="" type="checkbox"/> Machine Supervision	<input type="checkbox"/> Leadership Fundamentals <input type="checkbox"/> Level 1 IC <input checked="" type="checkbox"/> AIMS 2017 - IC Level 1 <input type="checkbox"/> Workplace Trainer and Assessor (Desirable) <input checked="" type="checkbox"/> Mental Health First Aid (Desirable)

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

Having 14 years experience within the Coolup brigade I have used radios multiple times to transmit messages to relevant personnel and safely conveyed my crew to incidents under emergency conditions multiple times. I had the opportunity to attend the 2024 Bushfire Officer Development Program at BCoE and feel that this program has given me the necessary tools in a Leadership Role.

I am booked in to do my level 1 IC from May 3-11th 2025 in Bunbury.

Criteria 4 Personal Attributes – The person fulfilling the position of DCBFCO is expected to possess the following personal attributes	
<ul style="list-style-type: none"> <li>Professional, honest &amp; trustworthy</li> <li>Always conscious of the safety &amp; welfare of all personnel</li> <li>Effective trainer, mentor, motivational, encouraging with the ability to lead by example</li> <li>Enthusiastic &amp; professional attitude</li> <li>Ability to build &amp; maintain partnerships with other Emergency Services agencies and personnel</li> </ul>	<ul style="list-style-type: none"> <li>Capable of building &amp; maintaining strong relationships with brigade members</li> <li>Respect of the Brigades</li> <li>Sufficient time to dedicate to job/role</li> <li>Respect for the Chain of Command</li> </ul>

Please describe below the reasons why you consider that you would be suitable for appointment to the position of the Shire's DCBFCO.

Having filled 11 of the Deputy roles this past Fire season I feel that I have shown all of these attributes whilst dealing with high pressure situations. I have taken any feedback on board over the past season and try to adapt it when applicable.

Once completed please sign and date below.



Signature

Date 22 / 04 / 20 25

## Deputy Chief Bush Fire Officer (DCBFCO) Position Expression of Interest Form

Please complete this Expression of Interest form (Eoi) for the position of DCBFCO. Once completed, please either hand deliver your completed Eoi to the Shire of Murray Administration, 1915 Pinjarra Road Pinjarra between the hours of 8:00am and 4:30pm or email a copy of your Eoi to the Shire of Murray at [mailbag@murray.wa.gov.au](mailto:mailbag@murray.wa.gov.au).

Completed Eoi must be received no later than **5:00pm Friday 9th May 2024**. Any Eoi received after this time may not be accepted.

**Position: Deputy Chief Bush Fire Control Officer (DCBFCO)**

**Name of applicant:** Brendan Webster

**Brigade:** North Dandalup

Please place a X against each of the criteria that you consider is applicable to you.

Criteria 1 - Required Skills	
<input checked="" type="checkbox"/> Effective verbal communications and interpersonal skills	<input checked="" type="checkbox"/> Leadership and management skills
<input checked="" type="checkbox"/> Effective time management	<input checked="" type="checkbox"/> Conflict and grievance resolution skills
<input checked="" type="checkbox"/> Effective organizational	<input checked="" type="checkbox"/> Experience in managing firefighting operations
<input checked="" type="checkbox"/> Basic to Intermediate computer skills – MS suite of products	<input checked="" type="checkbox"/> Ability to perform under stressful conditions
<input checked="" type="checkbox"/> Effective record keeping and reporting	

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

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Criteria 2 - Required Knowledge/Experience	
<input checked="" type="checkbox"/> Knowledge of managing a volunteer organisation	<input checked="" type="checkbox"/> Knowledge of the <i>Bush Fires Act 1954 (WA)</i> and Bush Fires Regulations 1954 and local bushfire control requirements
<input checked="" type="checkbox"/> Knowledge of Shire Bushfire Management and Response Plans	<input type="checkbox"/> Knowledge of the SEMC State Hazard Plan - Fire
<input checked="" type="checkbox"/> Knowledge of Bush Fire Brigades management practices and procedures	<input checked="" type="checkbox"/> Minimum 5 years as local Shire VBFB member (Unless other experience can be provided)

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

Further knowledge required for the SEMC State Hazard Plan - Fire winch i am happy to understand.
--

Criteria 3 - Required Qualifications		
<input checked="" type="checkbox"/> Minimum 5 years of firefighting, fireground, bushfire Incident Management experience <b>Completion of the following courses:</b> <input checked="" type="checkbox"/> Fire Fighter Awareness <input checked="" type="checkbox"/> Fire Fighter Skills <input checked="" type="checkbox"/> AAIMS awareness <input type="checkbox"/> WAERN Basic and advanced	<input checked="" type="checkbox"/> Fire Control Officer <input checked="" type="checkbox"/> On and <input type="checkbox"/> Off-Road Driving <input checked="" type="checkbox"/> Advanced Emergency Driving <input checked="" type="checkbox"/> Advanced Bush Fire Fighting <input checked="" type="checkbox"/> Structural Fire Fighting <input checked="" type="checkbox"/> Crew Leader <input checked="" type="checkbox"/> Sector Commander <input checked="" type="checkbox"/> Ground Controller <input type="checkbox"/> Machine Supervision	<input type="checkbox"/> Leadership Fundamentals <input checked="" type="checkbox"/> Level 1 IC <input checked="" type="checkbox"/> AIMS 2017 - IC Level 1 <input checked="" type="checkbox"/> Workplace Trainer and Assessor (Desirable) <input checked="" type="checkbox"/> Mental Health First Aid (Desirable)

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

No issues with not having WAERN Basic/Advanced, off road driving and machine supervision.

Criteria 4 Personal Attributes – The person fulfilling the position of DCBFCO is expected to possess the following personal attributes	
<ul style="list-style-type: none"> <li>Professional, honest &amp; trustworthy</li> <li>Always conscious of the safety &amp; welfare of all personnel</li> <li>Effective trainer, mentor, motivational, encouraging with the ability to lead by example</li> <li>Enthusiastic &amp; professional attitude</li> <li>Ability to build &amp; maintain partnerships with other Emergency Services agencies and personnel</li> </ul>	<ul style="list-style-type: none"> <li>Capable of building &amp; maintaining strong relationships with brigade members</li> <li>Respect of the Brigades</li> <li>Sufficient time to dedicate to job/role</li> <li>Respect for the Chain of Command</li> </ul>

Please describe below the reasons why you consider that you would be suitable for appointment to the position of the Shire's DCBFCO.

I have the Bushfire experience (24 years) and personnel skill set to fulfill the role as a Deputy Chief BFCO, willing to pass on the knowledge and step up where required.  
 As discussed with Nicole - I work FIFO and cannot commit 100% of the time but have stepped down from the FCO position with our brigade this coming fire season to assist with work load if successful for the role. Also this season has seen more incidents being managed from a brigade level with support from CBFCO/DCBFCO's to allow for

Once completed please sign and date below.

Brendan  
Webster  
Signature

Digitally signed by Brendan Webster  
Date: 2025.04.24 16:22:37  
+08'00'

Date 24 / 04 / 2025

I have the Bushfire experience (24 years) and personnel skill set to fulfill the role as a Deputy Chief BFCO, willing to pass on the knowledge and step up where required.

As discussed with Nicole - I work FIFO and cannot commit 100% of the time but have stepped down from the FCO position with our brigade this coming fire season to assist with work load if successful for the role. Also this season has seen more incidents being managed from a brigade level with support from CBFCO/DCBFO's to allow for experience and knowledge which if needed step up or assist operationally on the fire ground from a brigade level.

## Deputy Chief Bush Fire Officer (DCBFCO) Position Expression of Interest Form

Please complete this Expression of Interest form (Eoi) for the position of DCBFCO. Once completed, please either hand deliver your completed Eoi to the Shire of Murray Administration, 1915 Pinjarra Road Pinjarra between the hours of 8:00am and 4:30pm or email a copy of your Eoi to the Shire of Murray at [mailbag@murray.wa.gov.au](mailto:mailbag@murray.wa.gov.au).

Completed Eoi must be received no later than **5:00pm Friday 9th May 2024**. Any Eoi received after this time may not be accepted.

**Position: Deputy Chief Bush Fire Control Officer (DCBFCO)**

**Name of applicant:** JARRON VANELST

**Brigade:** DWELLINGUP

Please place a X against each of the criteria that you consider is applicable to you.

Criteria 1 - Required Skills	
<input checked="" type="checkbox"/> Effective verbal communications and interpersonal skills	<input checked="" type="checkbox"/> Leadership and management skills
<input checked="" type="checkbox"/> Effective time management	<input checked="" type="checkbox"/> Conflict and grievance resolution skills
<input checked="" type="checkbox"/> Effective organizational	<input checked="" type="checkbox"/> Experience in managing firefighting operations
<input checked="" type="checkbox"/> Basic to Intermediate computer skills – MS suite of products	<input checked="" type="checkbox"/> Ability to perform under stressful conditions
<input checked="" type="checkbox"/> Effective record keeping and reporting	

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

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Criteria 2 - Required Knowledge/Experience	
<input checked="" type="checkbox"/> Knowledge of managing a volunteer organisation	<input checked="" type="checkbox"/> Knowledge of the <i>Bush Fires Act 1954 (WA)</i> and Bush Fires Regulations 1954 and local bushfire control requirements
<input checked="" type="checkbox"/> Knowledge of Shire Bushfire Management and Response Plans	<input checked="" type="checkbox"/> Knowledge of the SEMC State Hazard Plan - Fire
<input checked="" type="checkbox"/> Knowledge of Bush Fire Brigades management practices and procedures	<input checked="" type="checkbox"/> Minimum 5 years as local Shire VBFB member (Unless other experience can be provided)

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

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Criteria 3 - Required Qualifications		
<input checked="" type="checkbox"/> Minimum 5 years of firefighting, fireground, bushfire Incident Management experience <b>Completion of the following courses:</b> <input checked="" type="checkbox"/> Fire Fighter Awareness <input checked="" type="checkbox"/> Fire Fighter Skills <input checked="" type="checkbox"/> AAIMS awareness <input checked="" type="checkbox"/> WAERN <u>Basic</u> and advanced	<input type="checkbox"/> Fire Control Officer <input checked="" type="checkbox"/> On and <input type="checkbox"/> Off-Road Driving <input type="checkbox"/> Advanced Emergency Driving <input checked="" type="checkbox"/> Advanced Bush Fire Fighting <input type="checkbox"/> Structural Fire Fighting <input checked="" type="checkbox"/> Crew Leader <input type="checkbox"/> Sector Commander <input type="checkbox"/> Ground Controller <input type="checkbox"/> Machine Supervision	<input type="checkbox"/> Leadership Fundamentals <input type="checkbox"/> Level 1 IC <input checked="" type="checkbox"/> <u>AIMS 2017</u> IC Level 1 <input type="checkbox"/> Workplace Trainer and Assessor (Desirable) <input type="checkbox"/> Mental Health First Aid (Desirable)

If you have not selected all of the above categories, please explain below how you consider that you fulfil the categories that you have NOT selected.

I am currently booked in for FCO course on the 2nd July and Sector commander on the 16th-17th of August. I am happy to continue working through to gain all qualifications required for this position.

Criteria 4 Personal Attributes – The person fulfilling the position of DCBFCO is expected to possess the following personal attributes	
<ul style="list-style-type: none"> <li>Professional, honest &amp; trustworthy</li> <li>Always conscious of the safety &amp; welfare of all personnel</li> <li>Effective trainer, mentor, motivational, encouraging with the ability to lead by example</li> <li>Enthusiastic &amp; professional attitude</li> <li>Ability to build &amp; maintain partnerships with other Emergency Services agencies and personnel</li> </ul>	<ul style="list-style-type: none"> <li>Capable of building &amp; maintaining strong relationships with brigade members</li> <li>Respect of the Brigades</li> <li>Sufficient time to dedicate to job/role</li> <li>Respect for the Chain of Command</li> </ul>

Please describe below the reasons why you consider that you would be suitable for appointment to the position of the Shire's DCBFCO.

I am currently in the leadership team at Duellingup Brigade. I bring to the shire good communication skills and a wide range of knowledge including my CERT III in Mines Rescue. I have built strong relationships with other brigades with my professional attitude, honesty and enthusiasm. I have a great work/life roster and flexible arrangements when at work.

Once completed please sign and date below.

  
 Signature

Date 4 / 5 / 20 25

# Bushfire Compliance Notice 2025/26





## First and final notice

To all owners/occupiers of land within the Shire of Murray

Your property must comply with the requirements of this Bushfire Compliance Notice by 1 December 2025 and be maintained through to 15 May 2026.

**A maximum penalty of \$5,000 applies for non-compliance of this Bushfire Compliance Notice**

Pursuant to the powers contained in **Section 33 of the Bush Fires Act 1954 (the Act)**, owners and/or occupiers of land within the Shire of Murray (Shire) are required to carry out fire prevention work on their land that must comply with the requirements as stated in this Bushfire Compliance Notice (Notice). Fire prevention work must be completed by **1 December 2025** and must be maintained through to **15 May 2026**.



## Bushfire Prevention Work Requirements

### 1. Area of land - 4,000m<sup>2</sup> or less

Where the area of any land in the Shire is 4,000m<sup>2</sup> or less, the owner/occupier of the land must reduce and maintain all flammable material on the entire land to a height of 50 millimetres or less.

### 2. Area of land - greater than 4,000m<sup>2</sup> and less than 45,000m<sup>2</sup>

Where the area of any land in the Shire is greater than 4,000m<sup>2</sup> and less than 45,000m<sup>2</sup> in size, the owner/occupier of the land must construct and maintain a firebreak:

- i. Inside all external boundaries of the land as close as practicable, but within 50 metres of the boundaries so as to form a continuous firebreak around the land.
- ii. Around all outbuildings, sheds, haystacks, groups of buildings and fuel depots/storage areas situated on the land.

### 3. Area of land - greater than 45,000m<sup>2</sup>

Where the area of any land in the Shire is greater than 45,000m<sup>2</sup> in size, the owner/occupier of the land shall:

- i. Reduce and maintain to a height of 50 millimetres or less all flammable material on the land by mowing, slashing, baling or grazing; **OR**
- ii. Where the owner/occupier of land within the Shire is unable to comply with the abovementioned requirements of clause 3i, if applicable the owner/occupier of the land shall comply with the requirements as described in clause 4 and clause 5.

### 4. Asset Protection Zones

Where any of the following assets are located on any land in the Shire the owner/occupier of the land shall comply with the requirements of clause 5:

- i. Habitable buildings;
- ii. Other buildings or groups of buildings;
- iii. Sheds;
- iv. Haystacks;
- v. Fuel depots/storage areas.

### 5. Compliance with Asset Protection Zones

Where any of the assets as described in clause 4 are located on any land in the Shire the owner/occupier of the land shall comply with the following requirements:

- i. Slash and maintain to a height of 50 millimetres or less all flammable material within 20 metres around any habitable building;
- ii. Install a firebreak around buildings, sheds, haystacks, and fuel depots/ storage areas situated on the land;

- iii. Remove any flammable material on or around any building or roof of a building including from any gutters, abutments and valleys.
- iv. Install and maintain a 3-metre wide driveway.

## 6. Storage of Cut, Stockpiled Timber Products

On all land in the Shire except, land specified as Industrial, Non-Rateable or Reserve Land the owner and/or occupier of the land shall not keep or permit to be kept any cut, stockpiled or windrowed timber products (manufactured or natural) unless the owner and/or occupier of the land has obtained the approval of the Shire. Every pile of cut, stockpiled or windrowed timber product larger than 12 cubic metres is to be completely surrounded by a 10 metre wide firebreak.

## 7. Variations to this Notice

If it is considered to be impractical for any reason to clear firebreaks or establish other arrangements as required by this Notice, the owner and/or occupier of land in the district may apply for a variation by contacting the Shire prior to the Prohibited Burning Period each calendar year to arrange an onsite inspection to discuss alternate methods of fire prevention. Variations may be approved by the Shire for up to a period of 3 years, subject to the owner and/or occupier of the land remaining the same. If a request to vary this Notice is not approved, the requirements of this Notice shall apply.

## 8. Bushfire Management Plans

Where a Bushfire Management Plan (BMP) exists for a specified area or property as required by the Local Planning Scheme or subdivision approval or for an individual or group of properties, compliance with all requirements of the BMP are required in addition to any further requirements as prescribed by this Notice.

## 9. Plantations

### i. Boundary firebreaks

All property boundaries must have a 15-metre firebreak installed. The outer 10 metres will be cleared of all flammable material while the inner five (5) metres i.e. that portion closest to the trees, may be kept in a reduced fuel state by slashing or grazing grass to a height of less than 50 millimetres. This includes the trimming back of all overhanging limbs, bushes, shrubs and any other object encroaching into the vertical axis above the outer 10 metres of the firebreak area.

### ii. Internal firebreaks

Plantation area must be subdivided into areas not greater than 30 hectares, separated by six (6) metre wide firebreaks. This includes the trimming back of all overhanging limbs,

bushes, shrubs and any other object encroaching into the vertical axis of the firebreak area.

### iii. Public Roads and Railway Reserves

Firebreaks shall be constructed and maintained immediately inside any boundary that adjoins a public road and/or railway reserve. The specifications will be the same as for "Boundary Firebreaks" on Plantations.

### iv. Powerlines

Firebreaks shall be provided along power lines where they pass through or lie adjacent to Plantations. The specifications of the width and the height of clearing shall be in accordance with Western Power specifications and requirements.

### v. Compliance with DFES Guidelines and Standards

All plantations shall comply with the requirements contained in the DFES guidelines or standards for Plantation Fire Protection.

## 10. Compliance with this notice



Pursuant to **Section 33 (4) of the Bush Fires Act 1954**, where the owner and/or occupier of the land fails or neglects to comply with the requirements of this Notice within the times as specified in this Notice, the Shire may enter upon the land and carry out the requirements of this Notice that have not been completed by the owner and/or occupier of the land.



Pursuant to **Section 33 (5) of the Bush Fires Act 1954**, the Shire may recover from the owner and/or occupier of land the amount of any costs and expenses incurred by the Shire to complete the requirements of this Notice that have not been completed by the owner and/or occupier of the land.

## 11. Camp or Cooking Fires (s.25(1a) of the Act)

The lighting of camp or cooking fires is prohibited on all land within the Shire of Murray during the Prohibited Burning Time. This prohibition does not apply to a gas appliance which does not consume solid fuel comprising of a fire, the flame of which is encapsulated by the appliance.

## 12. Burning garden refuse or rubbish during limited burning times (s.24G of the Act)

1. The burning of garden refuse or rubbish is prohibited on all land within the district that is under 4,000m<sup>2</sup> in size during the Limited Burning Time that would otherwise be permitted under section 24F of the Act.

For the purposes of this Clause 'Limited Burning Time' means 1 October each calendar year through until 15 May the following calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the Act).

On land larger than 4,001m<sup>2</sup> the burning of garden refuse or rubbish that would otherwise be permitted under section 24F is prohibited absolutely during the Prohibited Burning Time.

The effect of this clause is that;

- i. the burning of garden refuse or rubbish in an incinerator or on the ground on land that is 4,000m<sup>2</sup> or less in size is prohibited during the Limited Burning Time; and,
  - ii. the burning of garden refuse or rubbish in an incinerator or on the ground is prohibited on all land within the district during the Prohibited Burning Time.
2. In addition to the above restrictions, any person burning garden refuse or rubbish on the ground must do so in accordance with the following requirements:
- i. there is to be no flammable material (other than that being burnt) within 5 metres of the fire at any time while the fire is burning;
  - ii. the fire is lit between 6:00pm and 11:00pm and is completely extinguished before midnight on the same day;
  - iii. at least one person is present at the site of the fire at all times until it is completely extinguished;
  - iv. one pile (up to one cubic metre in size) can only be burnt at a time;
  - v. the person intending to light the fire must telephone the Department of Fire and Emergency Services Communications Centre (COMCEN) immediately prior to igniting, on (08) 9395 9209 or 1800 198 140; and,
  - vi. when the fire is no longer required, the person who has lit the fire must ensure that the fire is completely extinguished by the application of water or earth.
3. Any time when there is in force a fire danger forecast issued by the Western Australian Bureau of Meteorology for the district of High, Extreme or Catastrophic, Total Fire Ban or any other prohibition is in effect under the Act, burning of garden refuse or rubbish in an incinerator or on the ground is prohibited on all land within the district.
4. The Shire of Murray Health Local Law 2018 further restricts and / or prohibits burning of rubbish or refuse on land in the district.

### 13. Use of Solid Fuel, Fire Pits and Solid Fuel Cooking Equipment

In accordance with Section 33(1) of the Bush Fires Act 1954 and the Shire of Murray Bushfire Compliance Notice, the following establishes the requirements where Solid Fuel, Solid Fuel Cooking Equipment and Fire Pits as defined below are permitted to be used within the Shire of Murray.

**Solid Fuel:** Includes charcoal, wood, BBQ pellets, BBQ briquettes and heat beads.

**Solid Fuel Cooking Equipment:** Includes BBQs, grills, pizza ovens and smokers.

**Fire Pits:** Includes chimeneas, fire baskets and fire bowls.

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Unless otherwise stipulated, fully encapsulated gas BBQs can be used at any time of the year.

Fire Pits are only permitted on private property between the 16 May and 30 September, annually.

**Campfires and Fire Pits are not permitted on Shire owned and managed land as noted within the Shire of Murray Consolidated Local Law.**

Solid Fuel, Solid Fuel Cooking Equipment and Fire Pits can only be used in accordance with the requirements as stipulated in the below table.

**Please Note: In accordance with the Shire of Murray Health Local Law 2018 it must be ensured that any fire does not emit excessive smoke, that may be an irritation or annoyance to others.**

Fire Danger Rating	Fire Pits	Solid Fuel, Solid Fuel Cooking Equipment
Total Fire Ban	Not Permitted	Not Permitted
Harvest and Vehicle Movement Ban	Not Permitted	Not Permitted
Catastrophic	Not Permitted	Not Permitted
Extreme	Not Permitted	Not Permitted
High	Not Permitted	Not Permitted
Moderate	Permitted on private property	Permitted on private property

**Compliance with the following requirements for the use of Solid Fuel, Solid Fuel Cooking Equipment and Fire Pits must be adhered to:**

- The fire must be contained within a non-flammable container.
- The fire must be supervised at all times and must never be left unattended.
- At least 3 metres surrounding the fire must be free of any flammable material.
- The person supervising the fire must have access to an adequate water supply and/or a fire extinguisher sufficient enough to be able to extinguish the fire.

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## 14. Definitions

For the purpose of this Notice the following definitions apply:

**"Authorised Officer"** means a person authorised by the Shire and appointed as a Bush Fire Control Officer in accordance with **S.38 of the Bush Fires Act 1954**.

**"Bushfire Management Plan"** means a plan that has been developed and approved by the Shire to reduce and mitigate fire hazards within a particular subdivision, lot or other area of land anywhere in the Shire.

**"Driveway"** means the point of access (driveway) to a habitable building that is accessible for both conventional two-wheel drive vehicles and firefighting appliances that is totally clear of all vegetation, trees, bushes, shrubs and other objects or things encroaching into the vertical clearance of the driveway. If a driveway to a habitable building is longer than 50 metres in length from a public road, a clear turnaround area with a 10-metre radius must also be provided.

**"Firebreak"** means a strip of land that has been cleared of all trees, bushes, grasses and any other object or thing or flammable material to a trafficable surface leaving clear bare mineral earth. This includes the trimming back and removal of all overhanging trees, bushes, shrubs and any other object or thing over the vertical clearance of the fire break area. Firebreaks constructed on road verges do not constitute a legal firebreak.

**"Fire Management Plan"** has the same meaning as "bushfire management plan".

**"Fuel Depot/Storage Area"** means an area of land, a building or structure where fuel (i.e. petrol, diesel, kerosene, liquid gas or any other fossil fuel) is kept in any container or other manner in commercial quantities.

**"Flammable Material"** means any plant, tree, grass, vegetable, substance, object, thing or material (except living flora including live standing trees, shrubs and bushes) that may or is likely to catch fire and burn or any other item deemed by an authorised officer to be capable of combustion.

**"Habitable Building"** means a dwelling, work place, place of gathering or assembly and includes a building used for storage or display of goods or produce for sale by wholesale in accordance with classes 1-9 of the Building Code of Australia. The term habitable building includes attached and adjacent structures like garages, carports, verandahs or similar roofed structure(s) that are attached to, or within 6 metres of the dwelling or primary building.

**"Haystack"** means any collection of hay including fodder rolls placed or stacked together that exceeds 100 cubic metres in size (e.g. 5m x 5m x 4m), whether in a shed, other structure or in the open air.

**"Outbuilding"** means any structure, shed, building, storage facility or structure or alike built for any purpose outside of the definition of the "habitable building" definition.

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**"Plantations"** means any area of planted pines, eucalypt, hardwood or softwood trees exceeding 3 hectares in area.

**"Shed"** has the same meaning as outbuilding.

**"Size"** means a size of an individual parcel or lot of land as recorded in the Shire of Murray property Rates Register or land database.

1 hectare = 10,000m<sup>2</sup> = 2.47 acres

1 acre = 4,046.86m<sup>2</sup> = 0.4046 hectare

**"Trafficable"** means to be able to travel from one point to another in a 4x4 fire appliance on a clear surface, unhindered without any obstruction that may endanger resources. A firebreak is not to terminate in a dead end without provision for egress to a safe place or a cleared turn around area of 17.5 metre radius.

**"Vertical Clearance"** means the height of the space above the full width of the firebreak or driveway that must be kept clear of all obstructions and vegetation to a minimum height of 4.5 metres from the ground.

## Standards for firebreaks

All firebreaks as required by this Notice shall be constructed and maintained, where applicable, in accordance with the DFES Guide to Constructing and Maintaining Firebreaks.

A copy of this Guide is available on the Shire's website at [www.murray.wa.gov.au](http://www.murray.wa.gov.au) or can be obtained by contacting Ranger Services on 08 9531 7709.



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## Additional fire prevention work

In addition to the requirements of this Notice, regardless of land size and location, the owner and/or occupier of land within the Shire may be required to carry out additional fire prevention work to reduce bushfire risk considered necessary by an Authorised Officer of the Shire. Any additional fire prevention work would be specified by way of a Special Fire Prevention Work Order forwarded to the address of the owner and/or occupier of the land.

The following are examples of additional fire prevention work that may be requested by the issuing of a Special Fire Prevention Work Order:

- Ensure roofs, gutters and walls of all buildings on the land are free of flammable material.
- Remove accumulated fuel such as leaf litter, twigs, dead bush and dead trees capable of carrying fire.
- Reduce unmanaged grasses/weeds by slashing, mowing or other means.
- Reduce long grass in areas that have not been grazed by livestock or cultivated by mowing, slashing, baling or by other means.
- Reduce vegetation on the land to a low fire risk state from the outer edge of the firebreak through to the property boundary (e.g. no long grass or overhanging branches).
- Reduce to a low fire risk state any adjacent verge, road reserve, drain that is adjacent to the land.
- Assets identified in the *Shire's Bushfire Risk Management Plan 2021 - 2026* or any land identified with a Bush Fire Management Plan or a treatment plan to reduce bushfire risk to assets.

### Engaging contractors for fire prevention work

Any owner and/or occupier of land within the Shire who engages a contractor to carry out fire prevention work on behalf of the owner and/or occupier of the land will be held responsible for ensuring that any completed fire prevention work complies with the requirements of this Notice.

## Previous notices

Any Notice previously published by the Shire in the Government Gazette or in any locally circulated newsprint is hereby revoked.

## Permit to burn

During Restricted Burning Times, a Permit to Burn is required and is obtainable free of charge from:

- Local Bush Fire Brigade Fire Control Officers
- Local Permit Issuing Officer.

### Note

- A Permit to Burn will not be issued during the Prohibited Burning Time.
- A Permit to Burn will not be issued for land that is less than 4,000m<sup>2</sup>.
- The holder of a Permit to Burn will be required to adhere to all conditions on the permit.


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Even when a Permit to Burn has been issued, no fire is to be lit when the fire danger rating is High or above or when a Total Fire Ban or a Harvest and Vehicle Movement Ban has been declared.

## Burning of Shire land

Owners and/or occupiers of land can apply to the Shire to burn the road reserve (verge) directly adjacent to their property. An application form can be obtained from the shire's website or by phoning Shire Ranger Services (08) 9531 7709.

## Zones for permit to burn



The map shows the Shire divided into eight zones, each color-coded and numbered. The zones are: 01 (South Yunderup/Ravenswood, yellow), 02 (West Murray, blue), 03 (Nth Dandalup, green), 04 (Pinjarra, blue), 05 (Dwellingup, orange), 06 (Coolup, red), 07 (Coolup, green), and 08 (Coolup, grey). The map also labels various towns and areas within these zones, such as Stake Hill, Nambellup, North Dandalup, Myara, Solus, Whittaker, Fairbridge, Ravenswood, Yunderup, West Pinjarra, Pinjarra, Oakley, Bankiadale, Marrinup, Holyoake, Inglehope, Embley, Teesdale, Dwellingup, Meelon, Blythwood, Nirimba, Point Grey, Birchmont, West Coolup, and Coolup.


Zone	Fire Control Officer	Permit Issuing Officers
01 South Yunderup/ Ravenswood	Laurie Caffin 0411 515 688	Graeme Baldwin 0488 783 592
02 West Murray	Justin Crotty 0413 763 511	Andrew Taylor 0438 219 794
03 Nth Dandalup	Michael Webster 0427 882 201	Lorraine Webster 0448 135 671 Brendan Webster 0418 930 986
04 Pinjarra	Kevin Jones 0417 996 806	Kevin Jones 0417 996 806
05 Dwellingup	Anthony Cocivera 0408 070 386	Dave Turner 0427 775 914
06 Coolup		Stuart Kirkham 0427 868 306
07 Coolup	Douglas McLarty 0407 728 446	Douglas McLarty 0407 728 446
08 Coolup		Chris Sattler 0428 625 066

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## Important dates to remember



### Note

- Unseasonal weather conditions may necessitate a variation to the above dates.
-  Burning is prohibited on days where the Fire Danger Rating is High or above and if either a Total Fire Ban/ Harvest and Vehicle Movement Ban is declared.
- Prior to any burning, please contact and advise the DFES Communication Centre on (08) 9395 9209 as well as the Shire Ranger Services on (08) 9531 7709.

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## Stay informed

### Total Fire Ban



#### What is a Total Fire Ban?

A Total Fire Ban (TFB) is a ban on activities that could result in a fire starting. A TFB is declared on days when fires are most likely to threaten lives and property. This is because of predicted extreme fire weather or when there are already widespread fires and firefighting resources are stretched.

Total Fire Bans are declared using local government boundaries in both rural and urban areas. You can see whether your local government area is affected by a Total Fire Ban at [emergency.wa.gov.au](https://emergency.wa.gov.au).

Some activities can continue during a Total Fire Ban if the activity is being carried out in relation to work for a business, a public authority, or as part of an agricultural activity.

**If you ignore a Total Fire Ban, you could be fined up to \$25,000 and/or be jailed for up to 12 months.**

#### What does a TFB affect?

A TFB affects any activity that may cause a fire including:

- Lighting a campfire or using a fire pit
- Burning leaves, garden waste or grass cuttings
- Using an incinerator
- Using a grinder, welder or any other 'hot work' that creates a spark
- Operating a hot-air balloon
- Using an outdoor wood-fired pizza oven or stove, or a BBQ that uses solid fuel

Any equipment powered by an internal combustion engine including:

- Vehicles such as car, tractor, motorbike, quad bike or dune buggy
- A chainsaw or lawn mower
- A plant trimmer or grass trimmer
- Bobcats, excavators, bulldozers (or any other similar machines)
- A generator

#### Total Fire Ban information



1800 709 355



[dfes.wa.gov.au](https://dfes.wa.gov.au) | [emergency.wa.gov.au](https://emergency.wa.gov.au)



ABC720AM Local Radio

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## Harvest and Vehicle Movement Ban






Harvest and Vehicle Movement Bans (HVMB) in the district can be imposed by local government under the Bush Fires Regulations 1954 (Regs) when the local Fire Behaviour Index reaches 40 or as otherwise permitted under the Regs.

A HVMB may be imposed for any length of time but is generally imposed for 'heat of the day' periods and may be extended or revoked as weather conditions change.

During a HVMB any machinery or equipment that is powered by an internal combustion engine can not be used including any engine, vehicle, harvester, tractor, motorbike, quad bike, dune buggy etc.

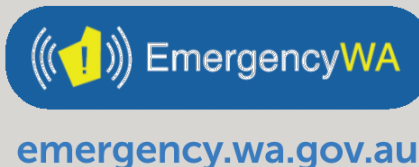
### Harvest and Vehicle Movement Ban information

-  Shire of Murray 08 9531 7777
-  ABC720AM Local Radio
-  Local Fire Control Officer

### SMS alerts

Shire of Murray residents can subscribe to SMS alerts of local Harvest and Vehicle Movement Bans, Total Fire Bans and other information via [murray.wa.gov.au](http://murray.wa.gov.au).

**Please note:** SMS alerts do not include alerts about fires or other emergencies.



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## Australian Fire Danger Rating System (AFDRS)

### Catastrophic

Fire Behaviour Index Range **100+**

#### Leave bushfire risk area

Unsafe for firefighters and community. Without initial attack success, likelihood of very large fire development is very high. High probability of loss of life and property.

### Extreme

Fire Behaviour Index Range **50–99**

#### Take action now

Defensive suppression strategies. High levels of threat to life/property. Safety of firefighters and community paramount.

### High

Fire Behaviour Index Range **24–49**

#### Be ready to act

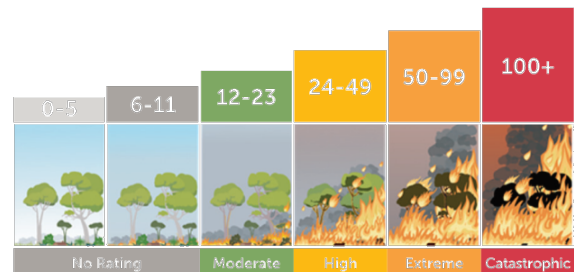
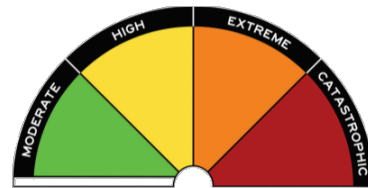
Initial attack success critical to prevent large fire development. Defensive suppression strategies.

### Moderate

Fire Behaviour Index Range **12–23**

#### Plan and prepare

Most bushfires in this category. Fires typically suppressed with direct, parallel or indirect attack.



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## **Important contacts**

### **Department of Fire and Emergency Services**

#### **General enquiries**

08 9395 9300

#### **Emergency information**

133 337 (13DFES)

#### **Register your controlled burn**

08 9395 9209

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### **Department of Biodiversity, Conservation and Attractions**

#### **General enquiries**

08 9290 6100

#### **Shire of Murray Rangers and Community Safety**

08 9531 7709

**Shire of  
Murray**

   @ShireofMurray

#### **Contact us**

1915 Pinjarra Road, Pinjarra  
WA 6208

PO Box 21, Pinjarra WA 6208

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T: (08) 9531 7777

E: [mailbag@murray.wa.gov.au](mailto:mailbag@murray.wa.gov.au)  
[murray.wa.gov.au](http://murray.wa.gov.au)