



# **MEMORANDUM OF UNDERSTANDING**

between the

**YORK VOLUNTEER EMERGENCY SERVICE UNIT**

and

**SHIRE OF YORK**

and

**DEPARTMENT OF  
FIRE AND EMERGENCY SERVICES**

for

**THE MAINTENANCE AND SUPPORT OF THE  
YORK VOLUNTEER EMERGENCY SERVICE UNIT**

## 1. PURPOSE

This Memorandum of Understanding (MOU) is intended to identify and document the respective roles and responsibilities of York Volunteer Emergency Service Unit volunteers (VES), the Shire of York (Shire) and the Department of Fire and Emergency Services (DFES), as considered necessary to maintain and support the York Volunteer Emergency Service Unit. The MOU also outlines the reporting structure and compliance requirements to which the York VES Unit members have agreed to adhere.

## 2. DFES

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

**Mission:** To improve community safety practices and provide timely, quality and effective emergency services, in partnership with local communities and emergency service providers.

**Vision:** Resilient Western Australian communities that work together to build capacity and capability to prevent, prepare for, respond to and recover from emergencies.

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

## 3. SHIRE OF YORK

**Mission Statement:** To build on our history, to create our future.

## 4. DEFINITIONS

BFB	Bush Fire Brigade
DFES	Department of Fire and Emergency Services
Volunteer Emergency Service Unit	A Volunteer Emergency Service Unit is an emergency services unit, established under Part 3C of the <i>Fire and Emergency Services Act 1998</i> .
Volunteer Emergency Service Unit OIC	The Officer in Charge of a Volunteer Emergency Service Unit.
MOU	Memorandum of Understanding. The documented agreement between the parties who are signatories to the document.
SES	State Emergency Services

## **5. MOU OBJECTIVES**

- (5.1) To continue an agreement between DFES and the Shire of York under Part 3 Section 12(2)(e) and (f) of the *Fire and Emergency Services Act 1998*, to ensure the members of the York Volunteer Emergency Service Unit are supported, trained, equipped and capable of providing both SES and BFB roles during an emergency incident and otherwise.

These roles are to include:

- general search and rescue (this relates primarily to earthquake response and does not include specific people searches unless agreed to by the members of the York VES Unit and DFES);
- storm damage relief;
- flood response;
- communications support;
- bush firefighting;
- defensive structural firefighting outside of Gazetted Fire Districts; and
- community safety education.

- (5.2) To document an agreed reporting structure for the York VES Unit.

- (5.3) To clearly identify the responsibilities and obligations to be undertaken by all parties identified in the MOU.

## **6. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES**

### **(6.1) Support Group**

DFES will continue to assist the York VES Unit Support Group. The Support Group is responsible for determining operational and administration requirements for the York VES Unit (refer to Section 9 of this MOU). The York VES Unit Support Group will comprise:

- York VES Unit Officer in Charge;
- York VES Unit Second Officer in Charge;
- Shire of York Representative;
- DFES District Manager/s; and
- VES Unit Coordinator.

### **(6.2) Financial and Compliance Requirement**

DFES will:

- (6.2.1.) Undertake all financial obligations associated with the operations, maintenance and management of the York VES Unit. This includes administering the Emergency Services Levy on behalf of the Shire of York. The levy will fund the following:
- (6.2.2.) The provision of fuel cards to cover the fuel costs associated with the use of York VES Unit vehicles, when the vehicles are used for VES Unit activities.

- (6.2.3.) The provision and maintenance of both operational and non-operational uniforms for the use of York VES Unit volunteers. The specific design, style and colour of the uniforms, and the wording or logos used on the uniforms, will be consistent with those of all other Western Australian VES Units. DFES is responsible for ordering and purchasing the uniforms.
- (6.2.4.) The provision, application and maintenance of signage to all new and existing equipment, vehicles and buildings to be utilised by the York VES Unit for emergency services purposes.
- (6.2.5.) The cost of utilities used at the York VES Unit premises for the purpose of York VES Unit activities. This includes telephone calls, electricity and gas.
- (6.2.6.) Undertake to provide all capital requirements on a replacement basis;
- (6.2.7.) Coordinate and obtain all relevant concessions applicable to the York VES Unit including exemptions where appropriate;
- (6.2.8.) Undertake to provide all relevant insurance policies necessary including personal accident cover for all registered volunteer members of the York VES Unit, property and business interruption cover for all assets owned by the York VES Unit, motor vehicle cover for all vehicles registered in the name of the York VES Unit and insurance for the York VES Unit premises; and
- (6.2.9.) Provide the York VES Unit with guidance in relation to the administration and financial management of its affairs through appropriate policies and procedures.

#### **(6.5) Training**

The provision of appropriate emergency services training to ensure York VES Unit volunteers are capable of fulfilling the emergency services roles as defined in section 8.1 of this MOU. The training requirements will be determined by the York VES Unit Support Group and the training will be facilitated by DFES.

DFES will ensure at least two members of the York VES Unit are trained in DFES's incident dispatch system and post incident reporting system.

#### **(6.6) Deployment of the York Volunteer Emergency Service Unit**

DFES will not deploy the bushfire fighting resources of the York VES Unit without the agreement of the Shire of York. DFES will advise the Shire of York when the SES resources of the York VES Unit are deployed by DFES.

#### **(6.7) Peer Support**

DFES will provide peer support services to any York VES Unit volunteer or family member who may request such a service after experiencing trauma or distress.

#### **(6.8) Register of Volunteer Emergency Service Unit Volunteer Members**

DFES will maintain a register containing the details of the York VES Unit members. This register will include personal, training and incident attendance information.

### **7. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRE OF YORK**

The Shire of York will;

- (7.1) actively participate in, and assist the York VES Unit members to participate in, at least two of DFES's community safety campaigns (for example, Winter Safe, Storm Safe, Summer Safe etc).
- (7.2) actively participate in the Local Emergency Management Committee (LEMC) and the Bush Fire Advisory Committee.
- (7.3) commit to providing appropriate/available Local Government resources if requested by the York VES Unit to assist in combating local emergency incidents.
- (7.4) provide a representative to sit on the York VES Unit Support Group who will participate in all the Support Group activities and assist it to fulfil its functions and objectives.

### **8. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE YORK VOLUNTEER EMERGENCY SERVICE UNIT MEMBERS**

- (8.1) The members of the York VES Unit agree to provide the emergency services roles as previously provided by the York SES and the York BFB before the establishment of the York VES Unit. This includes:
  - general search and rescue (this relates primarily to earthquake response and does not include specific people searches unless agreed to by the members of the York VES Unit and DFES);
  - storm damage relief;
  - flood response;
  - communications support;
  - bush firefighting;
  - defensive structural firefighting outside of Gazetted Fire Districts; and
  - community safety education.

According to community needs, appropriate training and the provision of resources, VES Unit roles may be expanded in profile. However, this will only occur through consultation with York VES Unit volunteers, the Shire of York and DFES.

- (8.2) The VES Unit agree to allow members to attend an emergency incident only when they are appropriately trained to combat the type of incident and only when they are wearing the appropriate personal protective clothing and/or equipment.

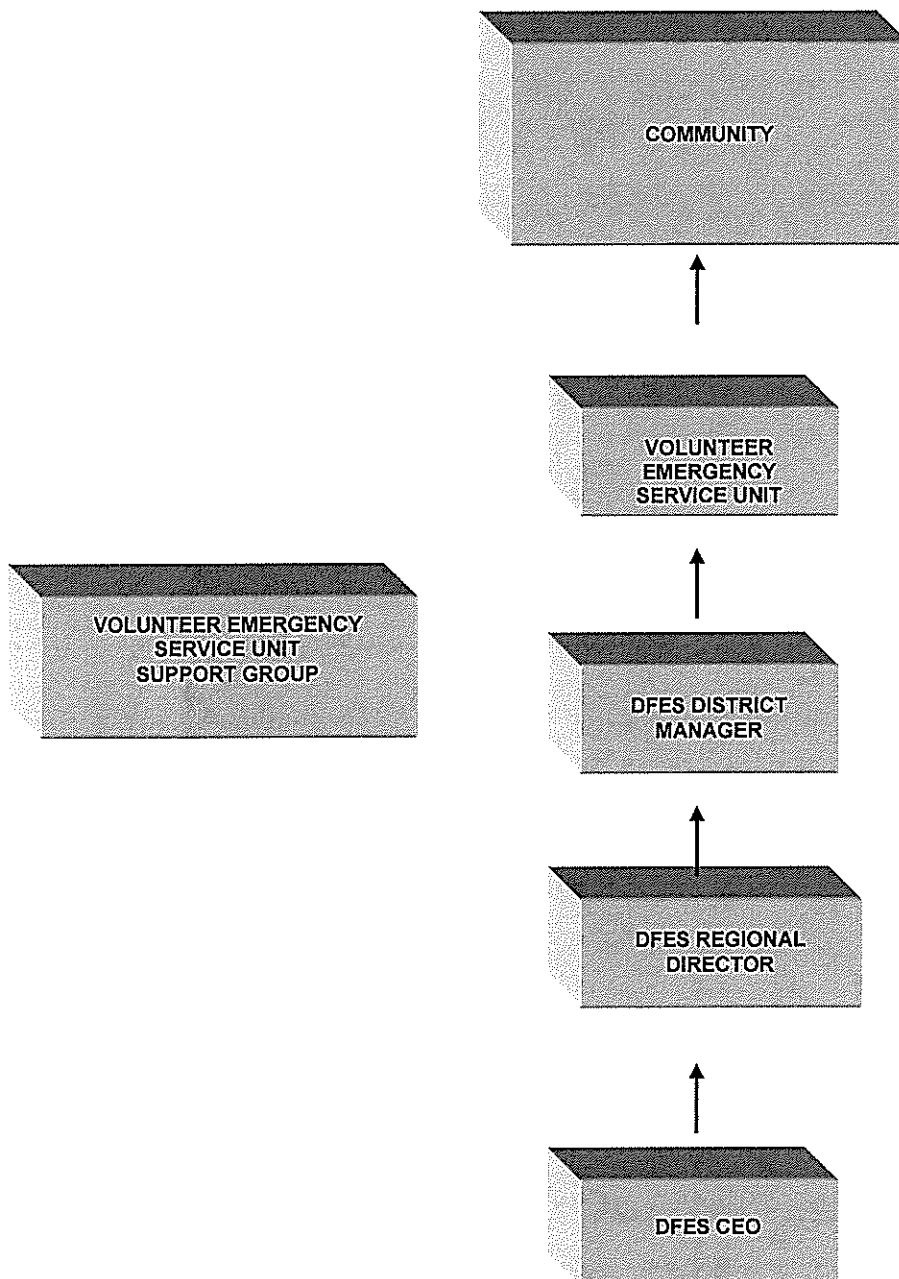
- (8.3) The members of the VES Unit will ensure that all operational, financial and administration requirements necessary to operate the Unit are undertaken and complied with.
- (8.4) The York VES Unit members agree to attend emergency services training when such training is provided by DFES. The date and time of the training will be determined by the VES Unit Support Group.
- (8.5) The members of the York VES Unit agree to maintain a logbook and to enter the required data (for instance, odometer reading) into the logbook whenever a York VES Unit vehicle is used. DFES will provide the VES Unit with an appropriate logbook.

## **9. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE YORK VOLUNTEER EMERGENCY SERVICE UNIT SUPPORT GROUP**

- (9.1) The York VES Unit Support Group will comprise of:
- York VES Unit Officer in Charge;
  - York VES Unit Second Officer in Charge;
  - Shire of York Representative;
  - DFES District Manager/s; and
  - VES Unit Coordinator.
- (9.2) The York VES Unit Support Group will meet annually in order to determine:
- operational and non-operational reporting structures and procedures;
  - vehicle and equipment requirements;
  - training profiles, courses, availability, schedules and other training requirements; and
  - other issues raised.

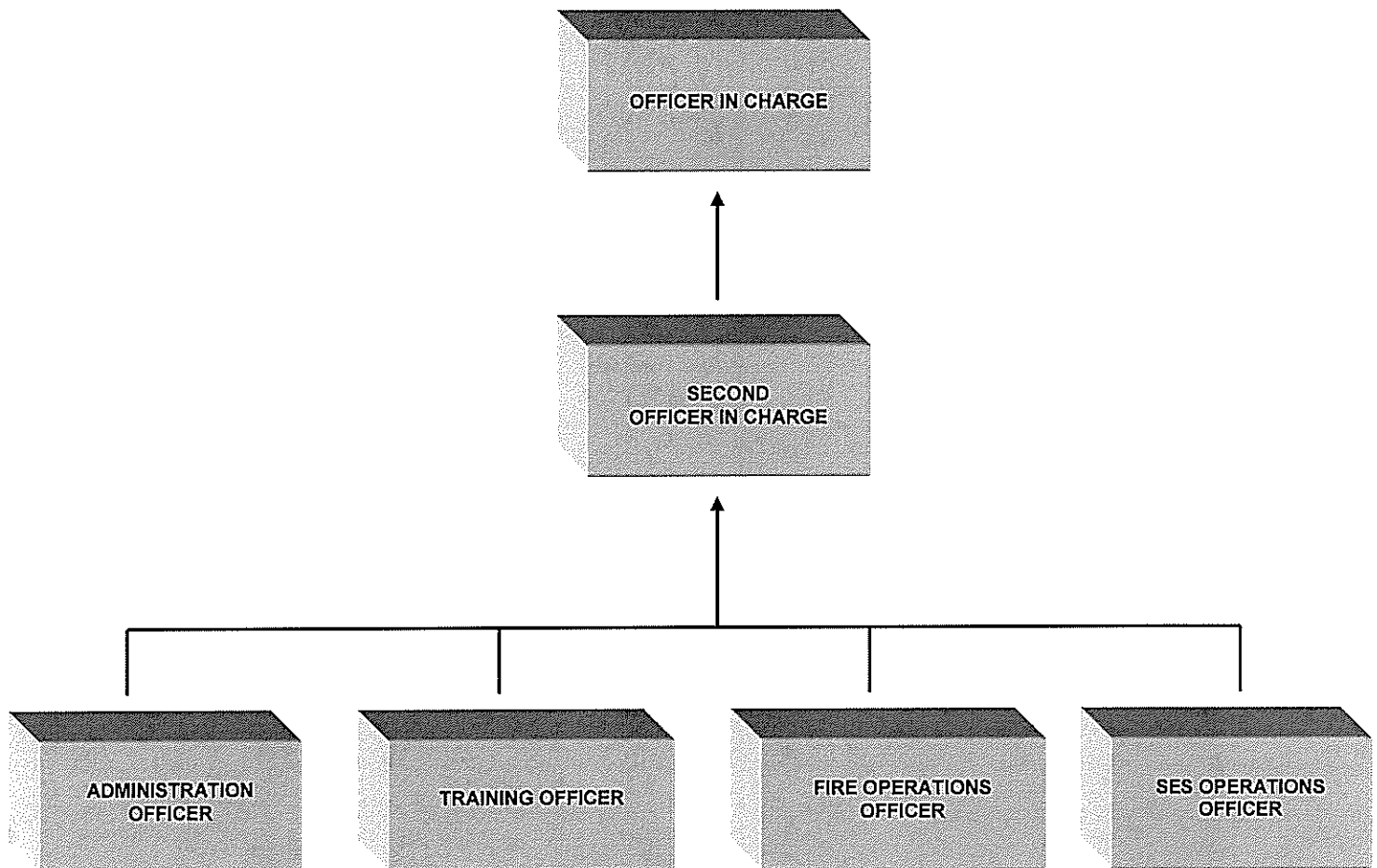
## 10. YORK VOLUNTEER EMERGENCY SERVICE UNIT REPORTING STRUCTURE

The reporting structure for the York VES Unit will be as follows:



## 11. VOLUNTEER EMERGENCY SERVICE UNIT ORGANISATIONAL STRUCTURE

The organisational structure of the York VES Unit will be as follows:





## **12. DURATION AND AMENDMENT**

The terms of this MOU will take effect from the date of the last signatory to this document (refer page 10) and will remain in force for a period of five (5) years with an option to extend for a further five (5) years by agreement of all parties or until it is terminated.

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

## **13. AMENDMENT**

This document may not be amended without the written consent of all three parties to the document.

## **14. NOTICES**

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

Officer in Charge  
York Volunteer Emergency Service Unit  
c- PO Box 22  
YORK WA 6302

Chief Executive Officer  
Shire of York  
PO Box 22  
YORK WA 6302

DFES Commissioner  
Department of Fire and Emergency Services  
Emergency Services Complex  
20 Stockton Bend  
COCKBURN CENTRAL WA 6164  
(Postal)  
PO Box P1174  
PERTH WA 6844

## **MEMORANDUM OF UNDERSTANDING**

**This Memorandum of Understanding is made**

**BETWEEN THE**

**York Fire and Emergency Services Unit**

**AND**

**Shire of York  
1 Joaquina Street  
YORK WA 6302**

**AND**

**Department of Fire and Emergency Services  
20 Stockton Bend  
Cockburn Central WA 6164**

**and will take effect from the date of the last signature**

SIGNED for and on behalf of the York Volunteer Emergency Service Unit by:

**Warrick McGregor  
OFFICER IN CHARGE**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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

**Anthony (Tony) Boyle  
PRESIDENT**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Ray Hooper  
CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

SIGNED for and on behalf of the Department of Fire and Emergency Services by:

**Wayne Gregson APM  
COMMISSIONER**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**