



MEMORANDUM OF UNDERSTANDING

between the

**DEPARTMENT OF FIRE AND EMERGENCY
SERVICES**

AND

THE SHIRE OF BEVERLEY

AND

The SHIRE OF YORK

FOR

**THE PROVISION OF A COMMUNITY EMERGENCY
SERVICES MANAGER**

1. PURPOSE

- 1.1 This Memorandum of Understanding (**MOU**) is intended to identify and document the respective roles and responsibilities of the Beverley and York Shires and the Department of Fire and Emergency Services (**DFES**) as considered necessary to manage the position of a Community Emergency Services Manager (**CESM**) for the Beverley and York Shires.
- 1.2 This MOU outlines the responsibilities and undertakings of the Shires of Beverley and York, and DFES (**the Parties**) to deliver fire and emergency services to the Shires in accordance with DFES' best practices.
- 1.3 This MOU does not constitute or create, and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of either party.

2. DEFINITIONS

Emergency Services: means the provision of prevention, preparedness, response and recovery functions in order to provide a comprehensive approach to emergency services within the Shires.

Shires: means the Shires of Beverley and York, in their individual right, as well as collectively.

3. MOU OBJECTIVES

- 3.1 To establish and agree upon specific responsibilities with respect to the delivery of emergency services within the Shires, in particular to:
 - deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community
 - operate to a consistent set of protocols and equipment standards
 - provide efficient systems of communication between organisations at all levels to improve service delivery outcomes
 - promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract and retain members
 - provide and or coordinate the level of training to personnel, to ensure the competencies are appropriate to the risk level of emergencies to which volunteers will be required to respond
 - develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shires and DFES
 - enhance community ownership of fire prevention and preparedness programs and activities.

4. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES

- 4.1 DFES will deliver the following services:
 - **Prevention:** The development and supply of community safety programs and services, to the Shire's staff and emergency service volunteers as required and mutually agreed. Programs and services include (but are not limited to) Bush Fire Ready, Home Fire Safety, Storm and cyclone season awareness, Fire Ready Schools and Fire Inside Out.

- **Preparedness:** In addition to the programs described for prevention, the training of volunteers will be managed, in partnership with the volunteer training network, cognisant of the increased risks faced by the emergency services and resourcing profile required. Access to specific courses that align with increased roles will be provided.
- **Response:** DFES will assist with the day to day incidents via the Communications Centre and DFES Goldfields Midlands Region. Management, coordination, support and leadership will be provided by DFES at fire incidents, when requested by the Shires and agreed to by DFES.
- **Recovery:** DFES will provide strategic assistance and advice to the Shires concerning the development and implementation of recovery management plans and recovery management.
- **Management and Administration:** DFES will provide day to day and strategic management services, including vehicle and equipment standards, guidance on Local Governments Grant Scheme (**LGGS**) budgeting, standards of operation, rosters, brigade training maintenance, community liaison and administrative returns such as incident reports and activity statements.

DFES will provide strategic advice and access to programs and/or services in order to support services delivered by the Shires.

5. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRES

5.1 The Shires of Beverley and York will deliver the following services:

- **Prevention:** The Shires will administer and enforce the appropriate fire prevention provisions of the *Bush Fires Act 1954*. The Shires will also promote and participate in appropriate community safety programs in consultation with DFES.
- **Preparedness:** In addition to the applicable community safety programs identified against prevention, the Shires will through their staff and infrastructure support the emergency services preparedness programs developed and implemented by DFES.
- **Response:** The Shires will respond to day to day incidents through the turnout of their Bush Fire Brigades. Shire support will be extended to DFES controlled incidents when requested by the Incident Controller.
- **Recovery:** The Shires will undertake recovery actions in accordance with its role as documented in the *Emergency Management Act 2005*.
- **Management and Administration:** The Shires will provide leadership and support to the development and management of their community emergency risk management arrangements. The Shires will appoint the

officer as a Fire Control Officer in accordance with section 38 of the *Bushfires Act 1954*.

- 5.2 The Shires will have input into developing their emergency services operating and capital budget, to ensure sufficient funds are requested through the Emergency Services Levy funding process to maintain emergency services buildings, appliances and associated operational infrastructure. The Shires will make provision within their annual budget of those agreed funds to match the DFES provided funds associated with the position of the CESM.
- 5.3 The Shires will maintain their existing emergency services buildings, appliances and operational infrastructure as agreed by the Shires, in line with the LGGS funding provided for in accordance with clause 5.2 and provide access to DFES through normal mobilising arrangements.
- 5.4 The Shires will amend, at a mutually agreed time, any applicable local laws to reflect the arrangements set out in this MOU.

6. CONDITIONS OF EMPLOYMENT

- 6.1 The CESM will be employed by the Shire of Beverley as a contract employee under the Local Government Industry Award 2010. The CESM salary will be negotiated with Shires and DFES. Direct scheme supervision and performance management of the CESM will be under the Shire of Beverley Chief Executive Officer.
- 6.2. The hours of duty will be in accordance with their contract. The CESM will be expected to manage their own time and will be required to work some weekends and nights, as required.
- 6.3 The CESM will operate under the supervision of a designated DFES District Officer, the Shire of Beverley CEO and Shire of York Manager Infrastructure and Development Services. Any disputes or inconsistencies between the two parties will need to be settled as per the dispute resolution procedure contained in this MOU, and will be settled as quickly as practicable.
- 6.4 The CESM uniform will be blue with the DFES arm patch and the appropriate epaulettes representative of a Local Government CESM.
- 6.5 Overtime for attendance at DFES controlled operational incidents, on-call allowance and for any other authorised DFES matters will be approved by DFES Regional Duty Coordinator and paid by DFES upon invoicing from Shire of Beverley. Overtime for authorised attendance at Shire controlled operational incidents and for any other authorised Shire matters will be approved by the appointed Shire Officers and paid by the Shire. All overtime will be paid in accordance with relevant Local Government Award or Enterprise Agreement overtime clause.
- 6.6 The CESM will be provided with availability allowance for meeting conditions of being available for recall when off duty. Availability allowance will be fully funded by DFES being 4 hours full pay per week at rate of Station Officer L1.

- 6.7 A CESM who is authorised by the DFES Regional Duty Coordinator to meet the conditions required of being "on call" during periods off duty, will be paid an allowance equivalent to 9 hours full pay per week at his/her classification. On call allowance for DFES authorised requirements will be fully funded by DFES.
- 6.8 Any performance based issue or grievance will be addressed by the use of the appropriate Shires internal policies. It is desirable for a joint DFES/Shires annual performance review. CESM personal training and development programs will be consistent with DFES Pathway for CESMs.
- 6.9 The vehicle used by the CESM will be by agreement between the Shires and DFES, within specifications of Attachment 2. The CESM will have commuting access, home garaging and private use within the DFES Goldfields Midlands Region whilst on call. The CESM will not have use of the vehicle during periods of leave. Vehicle configurations above standard specifications will be funded by the Shires.
- 6.10 The CESM will be required to perform operational duties as required, including provision of support to DFES Regional Duty Coordinator and Duty roster. The CESM must be appointed as a Fire Control Officer by the Shires.

7. FINANCIAL PROVISIONS

- 7.1 The Shire of Beverley agrees to be the "host" Shire, on an "in-kind" basis (i.e. it will not attract any administration or management fee), for administering the financial implications of this arrangement.
- 7.2 DFES (70%) and the Shires (30%) will be responsible for sharing of costs associated with the CESM position except where indicated otherwise in the appended document 'Indicative CESM Cost Sharing Arrangement between DFES and the Local Government's.
- 7.3 DFES, the Shire of York will pay invoices (for the CESM position) to the Shire of Beverley on a quarterly basis when invoiced.
- 7.4 CESM pay increases will be as per the Local Government Industry Award.

8. HUMAN RESOURCE ARRANGEMENTS

- 8.1 The selection process for the position of the CESM will be managed by the Shires, with DFES support and involvement in selection process.
- 8.2 The CESM will be required to work to an agreed business plan developed by DFES and the Shires and reviewed annually. Refer to appended document 'Business Plan'.
- 8.3 The Shires will provide the CESM office facilities, a monitor, administrative access to relevant Shire programs and administrative support at each Local Government location.

- 8.4 The CESM will be released through discussion with the Shires to act in DFES operational positions when successful through expression of interest opportunities, or as required to provide development opportunities for the CESM.

9. REPORTING

- 9.1 The CESM will provide a written report to the DFES manager and the Shire of Beverley CEO and Shire of York Manager Infrastructure and Development Services twice per annum with outcomes on performance indicators from the agreed business plan. Refer to appended document 'Business Plan'

10. DURATION AND AMENDMENTS

- 10.1 This MOU will take effect from the date of the last signature on page 7 and will remain in force for a period of five years with an option to extend for a further three years by agreement of all parties.
- 10.2 This MOU shall not be altered, varied or modified in any respect except by agreement in writing between the parties.

11. DISPUTE RESOLUTION

- 11.1 The parties must first attempt to resolve any dispute arising between them in relation to any matter the subject of this MOU, by way of conference and negotiation. The parties must confer and negotiate within 7 days of receiving a notice from the other party setting out the nature of the dispute.
- 11.2 If the issue cannot be resolved by negotiation then the matter of dispute is to be conferred, deliberated and resolved by the FES Commissioner or a nominated delegate and the Shire's CEO or their nominated delegate.

12. TERMINATION

- 12.1 This MOU may be terminated by:
- a) mutual agreement of all parties in writing at any time; or
 - b) either party by giving three months' notice in writing to the other party at any time.

13. 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:

FES Commissioner
Department of Fire and Emergency Services
Emergency Services Complex
20 Stockton Bend
Cockburn Central WA 6164

Chief Executive Officer
Shire of Beverley
PO Box 20
Beverley WA 6304

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

14. ASCENDANCY OF LEGISLATION

- 14.1 The parties recognise that the relevant legislation of or applicable in Western Australia (including subsidiary legislation) prevails over this MOU to the extent of any inconsistency.



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made

BETWEEN THE

Department of Fire and Emergency Services
20 Stockton Bend
COCKBURN CENTRAL WA 6164

AND THE

Shire of Beverley
136 Vincent Street
BEVERLEY WA 6304

AND THE

Shire of York
1 Joaquina Street
York WA 6302

and will take effect from the date of the last signature

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

DARREN KLEMM AFSM
FES COMMISSIONER

Signature

Date

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

STEPHEN GOLLAN
CHIEF EXECUTIVE OFFICER



Signature

25.4.18

Date

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

PAUL MARTIN
CHIEF EXECUTIVE OFFICER

Signature

Date

INDICATIVE CESM COST SHARING BETWEEN DFES AND THE LOCAL GOVERNMENT. As at 1ST May 2018
70/30 sharing arrangement (or as indicated in table below)

ITEM	COSTS	DFES	SHIRES	RECOUP	FREQUENCY	COMMENTS
SALARY						
Salary as negotiated with LG based on LG award/EBA	96,000	67,200	28,800	DFES (70%) & Shires collectively (30%) to pay on invoice from Shire	Quarterly	
On Costs (30%) Workers Compensation Superannuation Annual Leave/LSL	28,800	20,160	8,640	DFES (70%) & Shires collectively (30%) to pay on invoice from Shire	Quarterly	
Availability Allowance	11,250	11,250		DFES to pay on invoice from Shire	Quarterly	Avail Allowance as per SO Level 1
Sanctioned Overtime	As authorised			DFES to pay on invoice for DFES authorised overtime	As required	As per clause 8. Conditions of employment
ITC COST						
Laptop Computer, accessories & datacard	3,000	3,000	0	DFES to provide		DFES to provide
PC (SHIRE)	1,500	0	1,500	Shires to provide		
Mobile phone & usage	1,800	1,260	540	DFES (70%) & Shires collectively (30%) to pay on invoice from Shire	Quarterly	Shire to provide
VEHICLE COSTS						
Lease/fuel/servicing	20,000	14,000	6,000	DFES(70%) & Shires collectively (30%) to pay on invoice from Shire	Quarterly	Shire to provide vehicle
OFFICE EQUIPMENT	0	0	0	Shires to provide as needed	N/A	Shire to provide
UNIFORMS/PPE						
Purchase/Maintenance	800	560	240	DFES (70%) & Shires collectively (30%)	As required	As per DFES Directive 1.3
TRAINING						
Courses/Attendance	2,000	1,400	600	DFES (70%) & Shires collectively (30%)	As required	All parties to share costs
ADMINISTRATION						
All administration overheads, HR etc				Shires to provide admin support in kind		Shires to provide
Total	165,150	118,830	46,320			

CESM Vehicle Specifications

- 4 x 4 Dual Cab Utility
- Rear canopy (lockable)
- Air Conditioning
- Window tinting
- Roobar
- Spotlights
- Towbar
- WAERN Radio
- Mobile phone car kit with high gain antennae
- Emergency beacons to DFES standards
- Emergency striping to DFES standards
- DFES and Local Government logos

This business plan between the Shire's of Beverley and York and the Department of Fire and Emergency Services outlines key outcomes and deliverables for the Community Emergency Services Manager (CESM) position. The business plan is to be reported on half yearly and reviewed annually.

Strategic Intention 1: PREVENTION

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

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Bushfire Risk Management Plan (BRMP) developed and endorsed for Shire's of Beverley and York as per Westplan Fire	Participate in, contribute and provide key local input into the development of BRMP for Shire of Beverley and York	Shire, of Beverley and York CESM and BRMO with input of DO/AO	To be agreed	Plan developed and endorsed by OBRM and approved by Shire of Beverley and York
Bushfire management and mitigation programs developed and implemented for Unallocated Crown Land & Unmanaged Reserves within town boundaries for the Shire of Beverley and York.	Develop & implement mitigation plans for all UCL/UMR reserves within gazetted town site boundaries in the Shire's of Beverley and York—incorporated into Shire's of Beverley and York BRMP. Maintain UCL data base and report on achievements. Engage BFBs/DFES, DPaw staff & others to assist with hazard reduction burns/other treatment options. Invoice DFES for costs incurred where agreed	CESM with assistance BRMO and DO/AO.	30 Sept Annually 1 July Annually Quarterly as required	Plans and mitigation program in place/endorsed. Mitigation activities completed as per annual schedule of works. Annual reporting requirements met. Invoicing DFES for works completed (quarterly)

Strategic Intention 1: PREVENTION (cont)

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Practices for bushfire management on local government lands in the Shire's of Beverley and York developed.	Develop & coordinate implementation of mitigation activities as identified in Shire's of Beverley and York BRMP for all LG reserves. Annual schedule of works based upon risk assessments and BRMP treatment schedule confirmed for budget estimates. Engage BFBs/DFES, DPaW staff & others to assist with HR Burns/other treatment options.	CESM / BRMO	1 October 15 February As required	Overall plan for LG lands in place/endorsed. Annual plan of mitigation works for LG lands including hazard reduction burns/other treatment options developed/approved for estimates. Scheduled works for season completed to prescribed standard
Administration of relevant Statutes, Regulations, Policies and Local Laws	Ensure observance with relevant Acts, SEMC Policies and Local Laws is maintained. - Monitor and implement required seasonal variations to the restricted and prohibited burning times (RBT & PBT). - Monitor and implement Harvest and Vehicle Movement Bans (HVMB) in accordance with <i>Bush Fires Act 1954</i>. - Coordinate Local Emergency Management Committee (LEMC) meetings, annual reporting and exercises in accordance with SEMP policy. - Annual review of Firebreak Notice and Bush Fire Information Booklet.	CESM CBFCO Shire's of Beverley and York Presidents LEMC	Ongoing	- Number of seasonal variations to the RBT & PBT - Number of HVMB implemented - Number of TFB applications processed - LEMC quarterly meetings and annual exercise completed - LEMC Annual Reporting completed - Firebreak Notice and Bush Fire Information Booklet reviewed

Strategic Intention 1: PREVENTION (cont.)

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Support Community Engagement and awareness programs as identified in Shire's of Beverley and York BRMP or as developed for the Shire's	Support establishment and maintenance of community engagement and awareness programs across the Shire's of Beverley and York e.g. Bush Fire Ready, JAFFA, Home Fire Safety, Bushfire action week and Storm season awareness programs. Coordinate the provision of public information & develop media contacts.	CESM (in collaboration with Shire's of Beverley and York and DFES)	Ongoing 30 June annually	Proactive Community Engagement/Education/Awareness programs in place across Shire's of Beverley and York. Community engagement programs and campaigns reported
Land Use Planning	Provide advice on Bushfire Management Plans (BMP). - Assess BMP's for compliance with legislation. - Provide feedback on BMP's to Shire's of Beverley and York Planners DFES Land Use Planning Officer and stakeholders as required.	CESM	Ongoing	All submitted BMP's reviewed and comments provided to Shire's of Beverley and York Planners in regard to Bushfire Risk Management Planning requirements
Emergency Services Strategic Planning	Ensure effective strategic planning for Emergency Services. - Develop and review relevant Emergency Services management documents. - Develop Policy and Procedures for Emergency Services. - Prepare and maintain Shire's of Beverley and York Bushfire Management Arrangements (Response Plan). - Development of Brigade Response plans in conjunction with local captains/FCOs using DFES template – with guidance of DFES DO	CESM CESM/DO	Ongoing Dec annually	- Emergency Services management documents developed and reviewed - Policy and Procedures for Emergency Services develop and reviewed - Shire's of Beverley and York Bushfire Management Arrangements reviewed and maintained - Brigade response plans in place and communicated



	• Provide input to annual review of Gazetted Fire Districts within the Shire of Beverley and York's			• Gazetted Fire District proposed changes reviewed by LG
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Strategic Intention 2: PREPAREDNESS

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

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Volunteer Bush Fire Brigade Training Coordination	Training calendar established for BFBs to meet the operational requirements of brigade members and Shire's of Beverley and York Staff Develop and support network of local trainers and assessors Coordinate with the DFES Regional Training Coordinator to maintain a record of courses and attendees on Train data base. Ensure BFBs have the appropriate level of training to be operationally effective.	CESM	30 Dec Annually	Shire's of Beverley and York training calendar developed/promoted Shire's of Beverley and York Training needs analysis developed and incorporated into local and regional training schedules. Network of local trainers and assessors developed and maintained to support Shire's of Beverley and York training requirements Training records for Shire's of Beverley and York entered/maintained
LGGs Operation and Capital grants managed for SES (where required) and BFS	Develop and submit annual LGGs operations and capital grants on behalf of Shire of Beverley and York's. Administer annual ESL Operational and Capital Grants	CESM/Shire's	As per LGGs manual	Operational and Capital grants submitted, administered and acquitted as per LGGs manual
Relocation/Welfare Centres in the Shire's of Beverley and York maintained to support the community in times of need.	Annual audit of current relocation/welfare centres as identified in Shire's of Beverley and York LEMA's to ensure readiness for activation	CESM (with assistance DCPFS and Shire's)	30 June Annually	Centres in place and audited for readiness for activation as per Local Emergency Management Arrangements

Strategic Intention 2: PREPAREDNESS (cont.)

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Emergency Coordination Centres/ICC's within Shire's of Beverley and York in a state of readiness.	Audit and ensure readiness of Emergency Coordination Centres/ICC's within Shire's of Beverley and York as per Standard Operating Procedures	CESM (with assistance DO)	30 Oct Annually	Centres operable as per SOPs & Local Emergency Management Arrangements
Support key Bushfire meetings & Committees (BFAC, DOAC & brigade meetings).	Provide CESM reports to meetings on business plan deliverables where applicable - eg bushfire mitigation, training, LGGS, fleet and community engagement activities. Attend individual brigade meetings where applicable. Provide advice to council on BFAC matters when required.	CESM	Ongoing Quarterly BFAC	BFAC meetings coordinated quarterly with reporting requirements to council met. CESM reports to BFAC provided on works programs, LGGS, mitigation programs, training, BFS fleet and other administrative matters
Emergency water supplies owned by Shire's of Beverley and York maintained. Hydrants outside GFDs inspected annually – faults reported.	Liaise with Shire's of Beverley and York to ensure Shire's of Beverley and York Inspects & maintains water supplies pre and post –fire season Ensure hydrants outside of gazetted fire districts inspected/faults reported.	CESM Shire's	November annually 30 June	Shire's of Beverley and York emergency water supply data base maintained. Hydrants outside of gazetted fire districts inspected annually, faults reported.
Emergency Services exercised annually as per LEMA's.	Liaise with LEMC on exercise & provide support.	CESM	Annually	Exercise conducted annually including testing ECC/ICC.

Strategic Intention 2: PREPAREDNESS (cont.)

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Local Emergency Management Committee attendance and representation as CESM	Attend LEMC meetings and provide advice and assistance to the committee as required. Involvement in reviews and updates of LEMA's as per SEMC policy requirements. Provide advice to Shire's of Beverley and York for the development & / updates to the Shire's of Beverley and York Recovery Plan. Assistance to LEMC with review, update and administration of LEMC business plan as required Provide advice to Shire's of Beverley and York on the establishment of relocation plans capable of removing people at risk where identified.	CESM	quarterly TBC 30 July annually	LEMC compliance with SEMC policy. 4 meetings conducted annually including report to council. Local Emergency Management Arrangements developed, approved and maintained. LEMC annual business plan reviewed, updated and submitted
Local Government Incident Management Capacity/Capability	Identify and coordinate Local Govt IMT qualification and training requirements commensurate with LG responsibility for fire on rural lands (with assistance of DO) Develop Shire's of Beverley and York IMT capacity and capability	CESM (with assistance CBFCO, DO and Training Support Officer)	Nov annually and ongoing	Matrix developed identifying current IMT capability and future Shire's of Beverley and York IMT requirements for bushfire on rural lands. Training and development requirements incorporated into local/regional training schedule.
Emergency Services Forums	Participate in Local Emergency Services forums. - Facilitate pre/post season forums. Participate in Regional Emergency Services forums. - Attend regional forums as required.	CESM	November/ May	- Local Forums conducted - Regional Forums attended

Strategic Intention 3: RESPONSE

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

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Respond to emergency incidents that impact on communities, infrastructure and assets in the Shire of Beverley and York's.	Maintain & review mobilisation procedures for BFBs to ensure their effectiveness including zone response arrangements where applicable.	CESM (in liaison with CBFCO and DO)	1 Oct annually	Mobilisation procedures for LGA and BFBs established and maintained.
Local Govt representative on Incident Support Group, to ensure interface between IMT, ISG and DFES ROC	All mobilisations to be monitored in line with SOP and zone response arrangements where applicable. Provide IMT/ISG support as required.		As ISG established	Zone response arrangements reviewed updated and endorsed where applicable Effective involvement in Shire's of Beverley and York incidents, and Incident Support Groups when established. Report on incidents attended, roles and hours as per Shire's of Beverley and York Corporate Plan reporting requirements
Respond to incidents in neighbouring Shire's of Beverley and York when requested by Regional Duty Coordinator	Respond to incidents when requested by DFES (in consultation with Shire's of Beverley and York) Provide IMT support as required at incidents. Monitor incidents & support with resources as required. Support DFES and other Local Governments as per the Mutual Aid Agreement.	CESM	Ongoing	Effective involvement in adjoining Shire's of Beverley and York incidents and support provided where necessary. Active role on DFES Duty Rosters as on-call officer where applicable Support to RDC provided as required
Suspicious & deliberately lit fires	Encourage brigades to report suspicious & deliberately lit fires. • Brigades to complete FIRS. • DFES & WAPOL reporting as required.	CESM BFB's DFES WAPOL	Ongoing	- Suspicious & deliberate fires reported - Suitable investigation undertaken

Strategic Intention 4: RECOVERY

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

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Appropriate support and counselling available to Shire's of Beverley and York volunteers and staff as required following incidents.	Maintain familiarity and awareness with counselling and support services (local and state). Encourage, promote and facilitate BFB/SES and Shire's of Beverley and York Staff utilisation of services. All major incidents involving volunteers, whereby there are serious injuries, trauma or fatalities to be reported to DFES Coordinate and facilitate timely incident investigation of safety incidents involving Shire's of Beverley and York volunteers	CESM	Ongoing	Adequate counselling and support services available to volunteers and staff post incidents.
Provide support to the Shire's of Beverley and York Recovery coordinator or recovery team when established.	Provide advice on the activation and implementation of the Shire's of Beverley and York recovery plan. Recovery arrangements exercised through establishment of recovery coordinator/team and facilitated discussion exercise. Monitor & review recovery plan with LEMC & Shire's.	CESM CESM/ Shire's	Ongoing bi-annually	All safety incidents involving Shire's of Beverley and York volunteers reported and investigated as per Shire's of Beverley and York and DFES SOPs Recovery plan reviewed and endorsed in line with LEMA review. Recovery arrangements exercised

Strategic Intention 5: SPECIAL PROJECTS

To assist local government and DFES with special projects that may impact on the community.

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Special Projects	Ensure effective coordination of special projects. - As directed coordinate & manage special projects for DFES &/or the Shire's of Beverley and York. - Where available seek appropriate grant funding for special projects.	CESM Shire's DO/AO	Ongoing	- Completion of special projects according to agreed timelines - Project reports/hours spent - Appropriate grant funding sourced

6: ADMINISTRATION DUTIES

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
DFES Emergency Service Directory & contacts lists incorporates up to date Shire's of Beverley and York details	Develop & maintain a directory for emergency service contacts in liaison with DFES Region.	CESM	Sept annually	Annual directory completed by due date.
Maintain BFB Membership List. Coordinate registration of new members	Audit and update existing BFB m/ships Register new memberships	CESM	July annually	BFB list accurate and up to date. Report provided on number of Shire's of Beverley and York vols as per Shire's of Beverley and York Corporate Plan
Local Government Grant Scheme (LGGs) - administration of Capital and Operational grant processes as per LGGs manual.	Coordinate annual LGGs submission for BFB on behalf of the Shire's Resources to Risk (R2R) Model established for Shire's of Beverley and York to support LGGs applications and business plans Ensure BFB/SES comply with LGGs administration requirements for capital and operational grants. LGGs budget acquittal complete.	CESM Shire's	March annually Jan/Feb Annually	LGGs operational and capital budgets developed/submitted annually. Shire's of Beverley and York R2R reviewed annually to support LGGs application.
Bush Fire Brigade fleet maintenance program managed.	Liaise with Shire's of Beverley and York and assist Shire's of Beverley and York with the co-ordination of maintenance of vehicles & equipment including communication systems.	CESM Shire's of Beverley and York	Sept annually	LGGs accounts within budget & compliant/acquitted.
Personal Protective Equipment management - monitoring & replacement system established	Develop & coordinate the maintenance of a data base system for the Shire's of Beverley and York BFBs to manage all PPE/Equipment.	CESM	Oct annually Nov annually	Vehicle servicing records maintained in conjunction with the Shire's of Beverley and York Fleet Manager. PPE Database established and maintained.

6: ADMINISTRATION DUTIES (cont.)

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Council informed on bushfire management strategies and expenditure	Report to council as required on bushfire management strategies and expenditure	CESM	As required	Reports provided to council as required
Assistance provided to DFES Region in provision of Regional Training Courses	Provision of assistance to DFES Region in delivery of Regional training courses in line with Shire's of Beverley and York requirements and training resource kit allocation – skills maintenance	CESM	As required	Assistance provided to DFES Region in provision of Regional Training Courses
Attend DFES Region staff meetings	Attend DFES Region staff meetings as required. Provide CESM activity report	CESM	As required	Shire's of Beverley and York representation at DFES Regional staff mtgs – CESM activity report
Attend DFES and other Emergency Management Forums for personal and Shire's of Beverley and York development opportunities	Attendance at DFES and other Emergency Management Forums for personal and Shire's of Beverley and York development opportunities	CESM	Annually and as required	Report on attendance at DFES and other Emergency Management Forums for personal and Shire's of Beverley and York development Opportunities
CESM Business Plan reporting	Complete 6 monthly report on CESM Business Plan performance indicators	CESM	December/June annually	CESM business plan report completed and reviewed with DO

Strategic Intention 6: PERSONAL DEVELOPMENT				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Individual Training and Development Plan for CESM in line with CESM Pathway	- Individual Training and Development Plan to be developed and approved by Shire's of Beverley and York and DFES Region. - Plan to detail T and D requirements for CESM to achieve: - CESM position administration/financial management and reporting, training delivery and coordination requirements - Identified AIMS roles - Emergency Management Training - Complete CESM Pathway - Complete Incident controller Pathway - Complete Public Information Officer Pathway - Complete Operations Officer Pathway - Opportunities provided for CESM to act in AO Rural positions where appropriate	CESM with DO/AO, Shire's of Beverley and York and RTC	Sept annually	- Individual Training and Development Plan developed, approved and implemented by Shire's of Beverley and York and DFES Region. - T and D plan reviewed annually
Individual annual review (appraisal)	CESM/DO/Shire's of Beverley and York rep to complete annual review	CESM/DO	Sept annually	Annual review completed and provided to Shire's of Beverley and York /DFES

Strategic Intention 7: SUCCESSION PLANNING

Develop future leaders for the Shire's of Beverley and York /DFES to fulfil the role of CESM during leave periods, acting opportunities and vacancy periods.

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Succession Planning for CESM role	Where possible provide opportunities for Shire's of Beverley and York staff development through acting opportunities in CESM role during periods of extended leave.	CESM Shire's	Ongoing	Opportunities provided for Shire's of Beverley and York staff development through acting opportunities in CESM position.

Community Emergency Services Manager Business Plan

BUSINESS PLAN AGREEMENT BETWEEN DFES AND THE SHIRE'S OF BEVERLEY AND YORK

Date of effect _____ to _____

SUPERINTENDENT TREVOR TASKER DFES GOLDFIELDS MIDLANDS REGION	Signature	Date
CHIEF EXECUTIVE OFFICER STEPHEN GOLLAN SHIRE OF BEVERLEY	 Signature	25.4.18 Date
CHIEF EXECUTIVE OFFICER PAUL MARTIN SHIRE OF YORK	Signature	Date

