

CITY OF ARMADALE

AGENDA

OF COMMUNITY SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON TUESDAY, 6 AUGUST 2019 AT 7.00PM.

A meal will be served at 6:15 p.m.

PRESENT:

APOLOGIES: Cr C M Wielinga (Leave of Absence)

OBSERVERS:

IN ATTENDANCE:

PUBLIC:

“For details of Councillor Membership on this Committee, please refer to the City’s website – [www.armadale.wa.gov.au/your council/councillors](http://www.armadale.wa.gov.au/your_council/councillors).”

DISCLAIMER

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings to be read.

DECLARATION OF MEMBERS' INTERESTS

QUESTION TIME

Public Question Time is allocated for the asking of and responding to questions raised by members of the public.

Minimum time to be provided – 15 minutes (unless not required)

Policy and Management Practice EM 6 – Public Question Time has been adopted by Council to ensure the orderly conduct of Public Question time and a copy of this procedure can be found at <http://www.armadale.wa.gov.au/PolicyManual>

It is also available in the public gallery.

The public's cooperation in this regard will be appreciated.

DEPUTATION

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Community Services Committee Meeting held on 2 July 2019 be confirmed.

ITEMS REFERRED FROM INFORMATION BULLETIN - ISSUE 12

Report on Outstanding Matters – Community Services Committee

Community Planning

Community Development

Recreation Services Report

Library & Heritage Services Report

Ranger & Emergency Services Report

If any of the items listed above require clarification or a report for a decision of Council, this item to be raised for discussion at this juncture.

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6 AUGUST 2019

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1.1 - SUBURB-LEVEL SOCIAL PRIORITIES

WARD : ALL
FILE No. : M/489/19
DATE : 15 July 2019
REF : RM
RESPONSIBLE : Executive Manager
MANAGER : Community Services

In Brief:

- This report presents proposed suburb-level social priorities based on a range of data sets and feedback from residents and the community services sector.

Recommend that Council:

1. Endorse four suburb-level social priorities across five suburbs as detailed in this report as follows:
 - Armadale South: Youth engagement and education
 - Brookdale: Early Years and Family Support
 - Camillo: Community Safety
 - Harrisdale: Culturally and Linguistically Diverse Community connection to groups and services
 - Seville Grove: Community Safety
2. Endorse the biennial presentation of suburb-level social priorities

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Community

- 1.3 The community has the services and facilities it needs
 - 1.3.1 Plan for services and facilities in existing and emerging communities
 - 1.3.3 Advocate and share responsibility for service delivery
- 1.4 The community is engaged and understood
 - 1.4.1 Consult the community in diverse ways
 - 1.4.2 Identify our strengths, challenges and opportunities

Legislation Implications

Nil

Council Policy/Local Law Implications

COMD 2 – Community Engagement

Budget/Financial Implications

Nil

Consultation

1. Internal City of Armadale departments
2. Community members from suburbs across the City of Armadale
3. Community organisations and service providers
4. State Government departments

BACKGROUND

In December 2018 (C38/12/18), a report was presented to Council comprising the outcomes of the review of the Financial Assistance Policy (COMD 1). It detailed the recommended amendments to the Policy and the associated Management Practice resulting in the recommendation that Council:

1. *Pursuant to section 2.7(2(b) of the Local Government Act 1995, adopt Policy COMD 1 – Financial Assistance as amended and presented as Attachment 1 to this Report.*
2. *Note the attached associated amended Management Practice as presented as part of Attachment 1 to this Report.*
3. *Request a report to be presented to Council annually identifying priority community issues.*
4. *Agree to the reallocation of current LTFP funding for Financial Assistance as outlined in this Report.*
5. *Note no change to Major Event Sponsorship Policy other than it will be managed administratively.*

The amendment to the Financial Assistance Policy and the associated Management Practice included the discontinuation of the Annual Contribution program. The rationale of this amendment comprised utilising the Annual Contributions budget allocation of \$104,000 for the contracting of external organisations via Service Agreements as one of a range of responses to suburb-level, evidence-based community priorities. This report addresses item three in the recommendation for endorsement after priorities for seven suburbs were presented at a Councillor workshop on 2 July 2019. The data informing the priorities were outlined both at the workshop and in detail in a more comprehensive version of the presentation that was distributed to Councillors prior to the workshop.

Identification of Social Priorities – overview of the process from February to May 2019

The suburbs

The purpose of taking a suburb focused approach is to ascertain the different strengths and needs of the City's demographically and socio-economically diverse localities. The aim is to determine the optimum responses, including the City's role within those, to specifically benefit the communities according to what have been identified as most important from the perspective of residents and relevant external stakeholders.

Whilst there are 19 suburbs within the City, seven were focused upon and presented at the Councillor workshop for the purpose of providing a representation of the diversity of demographics across the City and to maximise the validity of the findings based on a sufficient number of survey responses. The priorities have been condensed to four across five suburbs to ensure City officers will have the capacity to effectively plan, execute and evaluate considered responses.

The five suburbs focused on in this report are highlighted from the list below of the original seven suburbs focused on at the Councillor workshop:

- Armadale South
- Brookdale
- Camillo
- Harrisdale
- Kelmscott East
- Roleystone
- Seville Grove

Key data and information for analysis

The following elements were analysed to produce key themes of the characteristics and the social priorities of the initial seven suburbs:

- Demographic data
 - Australian Bureau of Statistics (2016)
 - The Australian Early Development Census (2018)
- Data from WA Police and observations from staff from local schools. (This data is not for public access therefore general comments will be made and not specific statistics and information).
- Community engagement via surveys and conversations

The survey

A total of 930 surveys were completed online and at the eight community engagement events held across the City of Armadale.

Service provider workshop and survey

The workshop for service providers comprised representatives from a range of government and non-government organisations, all of whom provide services in Armadale and more specifically, in the seven suburbs focused on in this report. 36 organisations attended the workshop and provided feedback and 59 surveys were received from these and other organisations.

Analysis of the data

The analysis of the first two components of the data – the analysis of the demographic data and the 902 survey responses was completed by an independent research organisation.

The suburb level demographic information and/ Australian Early Development Census (AEDC) data provides contextual information that along with community feedback, presents an insight into the collective characteristics of the suburb.

The feedback collected at the workshop and surveys for Service Providers, the information from the WA Police and staff from local schools has been considered separately to feedback from residents because it is important that it is clear what residents as the key stakeholders are stating, which may be lost if the feedback from other stakeholders is analysed simultaneously. However the external stakeholder data and insights are important as they provide a factual and objective perspective to what is happening for residents.

Comment from the City’s Community Planning department

While social issues can present across the entire community and throughout all demographics there is a significant proportion of the City’s community that faces high levels of socio-economic disadvantage. This can increase the risk of experiencing the negative impacts of some social issues.

The following table lists the SEIFA indicator (Socio Economic Index for Areas) for each suburb. The national median is 1,000 meaning that any score above 1,000 represents less disadvantage and scores below 1,000, more disadvantaged. The percentile indicator shows how each suburb is placed in relation to all suburbs across the country.

SIEFA Relative Disadvantage scores for City suburbs		
Area	2016 index	Percentile
Piara Waters	1,096.1	96
Bedforddale	1,091.0	95
Harrisdale	1,086.6	93
Roleystone - Karragullen	1,072.8	88
Hilbert	1,041.0	71
Mount Nasura	1,035.3	67
Champion Lakes	1,030.1	64
Greater Perth	1,026.0	61
Mount Richon	1,019.6	57
Kelmscott (East)	1,019.5	57
Forrestdale - Haynes	1,013.7	53
City of Armadale	994.0	41
Seville Grove	986.6	37
Kelmscott	958.0	24
Camillo	911.5	12
Brookdale - Wungong	910.6	12
Armadale	861.2	6

Source: ABS Census of Population and Housing, 2016. Compiled by .id

In some areas of the City, and aligned with higher levels of disadvantage there is a need for key government and non-government services. This is reflected in the relatively large number of state and federally funded agencies that operate in the area.

While local governments are not typically responsible for service delivery they can play a key role, as the City does, in advocating for appropriate services particularly where they cross state and federal levels. The City is also proactive in the coordination of services at a local level.

As part of the Social Priorities initiative, sixteen key government and non-government agencies were asked to identify the most significant social issues they deal with and any gaps they see regarding these issues.

The following table summarises the feedback received;

Social issue	Organisation															
	WA Police	Dept. for Communities Child Protection	Dept. for Communities Housing (Social housing)	WA Council of Social Services (Peak body)	Dept. for Health Armadale Health Campus (Hospital)	UWA Centre for Social Impact (Research into disadvantage)	Food bank (Food provision)	Champion Centre* (Services for ATSI and other residents)	Ruah (Mental Health, family services)	Richmond Welling (Mental Health ora)	First Nation Homelessness Project (ATSI Housing Support)	Headspace (Youth mental health)	WA Association for Mental Health	Crossways (Emergency Relief and support services)	Anglicare (Financial and other Counselling and support services)	Save the Children (Children and youth services and programs)
Poverty		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Domestic & Family Violence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Housing insecurity		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mental Health			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Drugs & alcohol	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Child protection		<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Discrimination & cultural issues	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

There will always be a case for additional services and resources, particularly at a localised level. However an identified priority is for government and non-government agencies to coordinate their efforts better in order to utilise existing resources more effectively. This is a major priority for the State Government which is implementing changes aimed at improving a coordinated approach. One of these changes is in reducing the number of government departments but incorporating a wider range of functions in each.

Another state government initiative is the establishment of a local District Leadership Group that comprises regional heads of agencies including Education, Child Protection, Police, Youth Justice and Housing. The City is represented on this group which has been set up to facilitate better communication and collaboration between government and non-government agencies operating in the area.

Examples of specific local initiatives focused on collaboration include:

Child and Parent Centre Challis

Operating at Challis Primary School this centre is a broader community resource that provide access to a coordinated range of services including; antenatal education, child health checks, parenting information, mental health services, disability services, allied health services including speech and occupational therapy, playgroups and information sessions that support children's physical, cognitive, language, social and emotional development.

George Jones Child Advocacy Centre

The first facility of its kind in Australia, this centre was established to support children who are victims of abuse. Professions and specialist agencies work in the same space in the areas of child protection, police, phycologists, child and family advocates and allied health services in an attempt to minimise the ongoing trauma children face in navigating the justice and health systems following abuse.

Armadale Youth Intervention Partnership (AYIP)

AYIP commenced in 2014 targeting children who are at risk of entering the youth justice system. It aims to address the disjointed nature of youth support services by linking the many services that a young person facing multiple issues may deal with. Currently operating from Challis Primary School under the leadership of Save the Children, AYIP involves key agencies including; Child Protection, Police, Youth Justice, Education, Hope Community Services, Mission Australia, RUAH, Parkerville Youth Services and Salvation Army. A number of local businesses are also involved as are community groups such as Rotary, Royal Life Saving Society and Crossways.

Communities for Children (CfC)

A federal government funding initiative focused on early childhood development introduced in 2001. CfC was designed to enhance the development of children from disadvantaged communities though a more coordinated approach by service providers. CfC differs from traditional funding models in that it uses a single non-government agency (Communicare) to channel funding and to facilitate a range of service agreements with partner organisations at a specific geographic site.

Champion Centre

The City's Champion Centre is a community hub where people can access multiple services and activities, and where organisations supporting local people can communicate and work together. The Champion Centre is regularly cited at a state and national level, as a good practice example of collaboration and alignment.

DETAILS OF PROPOSAL

Selection of the priorities

It is recommended that a total of four priorities across five suburbs are focused upon to allow the core Community Development project team to have the capacity to effectively work towards addressing the priorities.

The work will not be limited to the Community Development Department but officers will be working across the City and with external organisations to facilitate collective strategies. The data collated will also be useful to external organisations to assist with informing their work – this is important from the City’s perspective as data-informed practice, regardless of what organisation is driving the practice, is more likely to result in better outcomes for the community particularly if it is a collective effort.

As the data indicates, many suburbs are experiencing similar issues. Therefore it is pragmatic to consider that whilst a focus may be on particular suburbs, the strategies identified may be replicated in other suburbs once they are evaluated as effecting positive change. If similar strategies are employed in a number of suburbs, likely variations in approach and execution will be needed due to differences in demographic and suburb characteristics.

The following information identifies four recommended social priorities for five suburbs based on the findings from the data sets and community and sector feedback:

Armadale South

Characteristics	Top three likes	Top three concerns	Feedback from service providers
<ul style="list-style-type: none"> ▪ Lowest SEIFA score ▪ Low median income ▪ Highest youth disengagement ▪ Low educational attainment ▪ High levels of unemployment ▪ High levels of child developmental vulnerability 	<ul style="list-style-type: none"> ▪ Access to facilities ▪ Natural environment ▪ Local community 	<ul style="list-style-type: none"> ▪ Crime ▪ Anti-social behaviour ▪ Social issues 	<ul style="list-style-type: none"> ▪ Substance use ▪ Domestic violence ▪ Isolation

Top social priority for Armadale South: Youth engagement and education.

This priority is recommended as Armadale South has the highest percentage of youth disengagement (meaning disengagement from employment and education) and the highest levels of disadvantage in the City including low educational attainment. Working to maximise youth engagement in employment or education can assist with addressing other social issues for example, increased participation in education or employment is conducive to ‘breaking the cycle’ of welfare dependency for disengaged young people and effect positive change in their lives going forward.

Brookdale

Characteristics	Top three likes	Top three concerns	Feedback from service providers
<ul style="list-style-type: none"> ▪ Low SEIFA score ▪ Low median income ▪ Low educational attainment ▪ High levels of unemployment ▪ High levels of youth disengagement 	<ul style="list-style-type: none"> ▪ Natural environment ▪ Access to facilities ▪ Local community 	<ul style="list-style-type: none"> ▪ Crime ▪ Anti-social behaviour ▪ Residential environment 	<ul style="list-style-type: none"> ▪ Substance use ▪ Family issues ▪ Domestic Violence

Top social priority for Brookdale: Early years and family support

This priority is recommended as Brookdale has a comparatively high number of families with young children experiencing high levels of disadvantage reflected by Department for Communities statistics, WA Police and feedback from other service providers. Whilst the Australian Early Development Census results from 2015 to 2018 showed improvement in children’s developmental vulnerability in some domains, the data shows that children in Brookdale were still significantly more vulnerable in the domains of physical health and wellbeing and emotional maturity compared with other children in the City overall.

Camillo

Characteristics	Top three likes	Top three concerns	Feedback from service providers
<ul style="list-style-type: none"> ▪ Low SEIFA score ▪ Low median income ▪ Low educational attainment ▪ High levels of unemployment ▪ High levels of youth disengagement 	<ul style="list-style-type: none"> ▪ Natural environment ▪ Access to facilities ▪ Local community 	<ul style="list-style-type: none"> ▪ Lack of services and facilities ▪ Crime ▪ Residential environment 	<ul style="list-style-type: none"> ▪ Substance use ▪ Domestic violence ▪ Isolation

Top social priority for Camillo: Community Safety

This priority is recommended because of the focus Camillo has consistently experienced high levels of crime reflected by WA Police statistics and feedback from the community and other service providers.

Harrisdale

Characteristics	Top three likes	Top three concerns	Feedback from service providers
<ul style="list-style-type: none"> ▪ High SEIFA score ▪ High median income ▪ High educational attainment ▪ Lower levels of unemployment and youth disengagement compared to the City as a whole 	<ul style="list-style-type: none"> ▪ Natural environment ▪ Access to facilities ▪ Local community 	<ul style="list-style-type: none"> ▪ Lack of services and facilities ▪ Crime ▪ Residential environment 	<ul style="list-style-type: none"> ▪ Lack of engagement ▪ Racism and discrimination ▪ Domestic violence

Top social priority for Harrisdale: Culturally and Linguistically Diverse community connection to groups and services

This priority is recommended because working with the residents from Culturally and Linguistically Diverse (CaLD) backgrounds to improve the accessibility and connection to services is conducive to improved social outcomes. Interestingly, in terms of child developmental vulnerability, according to the AEDC the percentage of children developmentally vulnerable in Harrisdale was similar to the City's average. Whilst there are higher levels of socio-economic advantage in Harrisdale, the AEDC data may be a reflection of lower levels of engagement by CaLD community members with the wider community and needed services.

Seville Grove

Characteristics	Top three likes	Top three concerns	Feedback from service providers
<ul style="list-style-type: none"> ▪ Low SEIFA score ▪ Similar median income level to the City ▪ Similar levels of educational attainment to the City ▪ Similar levels of unemployment and youth disengagement in fact youth engagement increased from 2011 	<ul style="list-style-type: none"> ▪ Access to facilities ▪ Local community ▪ Natural environment 	<ul style="list-style-type: none"> ▪ Crime ▪ Antisocial behaviour ▪ Social issues 	<ul style="list-style-type: none"> ▪ Housing issues and homelessness ▪ Isolation ▪ Domestic violence

Top social priority for Seville Grove: Community Safety

This priority is recommended because of the high levels of crime and social issues occurring in Camillo, reflected by WA Police statistics and feedback from the community and other service providers.

Timeline of presentation of social priorities to Council

The original intent was that the social priorities would be presented to Council every year however it may be pragmatic to consider the presentation of the priorities on a biennial basis for the following reasons:

- Identifying the social priorities is a comprehensive and time/resource intensive process as it involves authentically engaging with the community, collating the engagement findings and other data sets, undertaking a collective analysis and repeating this across a number of suburbs. Responding to the priorities is also a comprehensive undertaking as it involves taking an evidence-based approach of considering relevant good practice case studies that align with the local suburb focused on, determining how to make best use of the resources available and then implementing the strategies selected.
- Evaluation of the responses to the priorities is vital to ensuring that what the City is doing to address the priorities is working and can inform what can be replicated in other areas, albeit with ‘tweaking’ the responses to align with the specific characteristics of individual suburbs. Whilst evaluation will be built into the initial project plan for each response, the responses themselves will not be short-term programs where the evaluation consists of surveys; the responses are intended to become effective, long term, data-changing strategies involving a number of stakeholders that will be embedded in the communities. Therefore the evaluation of these long term projects will involve developing and undertaking robust evaluation methodologies which to be valid from a data perspective, will take time.

The intent behind the selection of suburbs and the subsequent presentation of the priorities to Council is to ensure a balanced representation of suburbs both in terms of wards and demographics. In some cases this may be an update on the status of priorities of some suburbs, for new suburbs it will be a new collection of data.

Projects that will continue and transition from the original approach to the new approach

There are four categories of initiatives that will require an ongoing commitment from across the City as follows.

- Legislative projects – the Disability Access and Inclusion Plan. All local governments are required to have these legislation-based Plans and report on how Council is complying
- Council Policies – the Financial Assistance program including the administration of the Community Grants program twice per year and the Donations program which is available all year round
- Sector Networks – the various sector networks are important so that officers can keep updated with what is happening in the community however for the City to commit time and resources, officers are working with the networks to use the opportunity to collectively achieve results for the particular cohort/area the network membership provides services for
- Grant funded – Armadale Volunteer Services is partly funded by the Department of Communities

ANALYSIS

The purpose of presenting suburb-level data to Council and its analysis is to indicate the most important priorities to direct the City's staff and budget resources. Drawing on the lived experiences of residents in the suburbs and considering these in the context of demographic data and specific information of service organisations can provide a sound rationale behind identifying what are the most important social priorities to the City's diverse communities.

This approach is reflected by the realignment of the Community Development team with taking a focus on priorities rather than portfolio areas in a project team model. The responses will be determined on the basis of good practice principles and will comprise a range of strategies, some of which upon evaluation may also be replicated in other suburbs with required amendments to suit the characteristics of that suburb.

It is recommended that Council will receive a biennial update on the suburb level social priorities, the strategies used to address those identified the year prior and the outcomes resulting from that work.

OPTIONS

Council has the following options:

Selection of social priorities:

1. Endorse four of the seven suburb-level social priorities detailed in this report
2. Do not endorse four of the seven suburb-level social priorities detailed in this report
3. Request further information on the suburb-level social priorities

Frequency of presentation of social priorities:

1. Request that the suburb-level social priorities are presented once per annum
2. Request that the suburb-level social priorities are presented biennially

CONCLUSION

The value of using a range of data sets including the findings from community engagement to inform how to spend ratepayers' money is that it is an objective way of determining what is happening in the communities in the City and what matters most to residents. It is for this purpose that Council is presented with the data and its analysis to determine the most important social priorities on which the City's efforts may be directed.

RECOMMEND

That Council:

- 1. Endorse four social priorities across five suburbs as detailed in this report as follows:**
 - **Armadale South: Youth engagement and education**
 - **Brookdale: Early Years and Family Support**
 - **Camillo: Community Safety**
 - **Harrisdale: Culturally and Linguistically Diverse Community connection to groups and services**
 - **Seville Grove: Community Safety**
- 2. Endorse the biennial presentation of suburb-level social priorities.**

ATTACHMENTS

There are no attachments for this report.

2.1 - BEDFORDALE BUSH FIRE BRIGADE STATION

WARD : HILLS
FILE No. : M/517/19
DATE : 24 July 2019
REF : NK
RESPONSIBLE : Executive Director
MANAGER : Community Services

In Brief:

- A study has been undertaken to ascertain the ongoing suitability of the current location of the Bedforddale Bush Fire Brigade Fire Station and if any alternative sites should be considered.
- The study found that the current site is well located but has significant restrictions that limit the ability to modify the facility to meet contemporary fire station design and functionality requirements.
- Of the alternative sites that were the subject of a preliminary investigation, the report concluded that further analysis should be undertaken to determine the feasibility of collocating a volunteer Bush Fire Brigade Station with the Bedforddale Hall.
- Recommend that the option of collocating a Volunteer Bush Fire Brigade Station with the Bedforddale Hall is investigated and reported back to Council.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

1.1.3 Plan for services and facilities in existing and emerging communities.

2.3.1 Apply best practice design and construction methodologies for the provision on infrastructure.

Legislation Implications

Bush Fires Act 1954

Council Policy/Local Law Implications

Bush Fire Brigades Local Law 2019

Budget/Financial Implications

- The cost of undertaking further investigation into the Bedforddale Hall site can be covered within existing budget allocations. However the ability to respond at short notice to the need for other investigative work on other, as yet unidentified projects may be impacted.

- A commitment of \$372,000 has been made from the Department of Fire and Emergency Services that could be utilized for a relocated fire station. Otherwise there is currently no allocation in the Long Term Financial Plan for a new fire station.

Consultation

1. Bedforddale Volunteer Bush Fire Brigade (BVBF)
2. Department of Fire and Emergency Services (DFES)
3. City Departments
4. Executive Risk Solutions (Lead Consultant)
5. Donald Veal Consultants (Traffic Consultant)

BACKGROUND

Two Volunteer Bush Fire Brigades operate in the City; The Roleystone VBFB and the Bedforddale VBFB. The operations of the brigades are funded through the Emergency Services Levy, direct funding from DFES, support of the City and through other fundraising activity by the brigades themselves.

The current fire station is on Crown Land vested in the City located on the corner of Albany Highway and Waterwheel Road, Bedforddale. It was built in 1985 as a purpose built facility and comprises a large shed to accommodate two firefighting vehicles and equipment as well as ablutions, a kitchen, meeting room and a dedicated communications room. The current membership of the BVBF is around 130.

The brigade has previously identified the need to modify the facility to accommodate more members; to modify change facilities to cater for male and female members, to accommodate better parking arrangements when members are called out and importantly to allow better access and maneuverability for fire fighting vehicles.

A commitment has been made by DFES of \$372,000 that can be utilized for modifications to the existing facility or as a contribution towards a new station.

In May 2019 the City commissioned Executive Risk Solutions (ERS) to undertake a study with the following lines of enquiry;

1. An assessment of the risk to the group's operations (by extension, to the community if the operations are compromised) is posed by the group remaining at the current site in its current condition.
2. An assessment of possible improvements to the current facility to reduce risk and address identified constraints.
3. A recommendation related to current site's suitability or whether alternative sites should be identified and assessed.

The resultant study is shown as attachment 1 to this report.

DETAILS OF PROPOSAL

The main elements of the study are as follows;

Methodology

- Site inspections
- Consultation with the BVFBF including a workshop on 18 June 2019
- Consultation with DFES
- Commissioning a traffic study to assess the intersections with Waterwheel Road and Cannes Road, and to identify any limitations on vehicle movement within the current site

Key observations

1. Reversing of appliances into the current station poses potentially dangerous risks to both volunteers and members of the public;
2. There is a two-appliance bay that provides for the allocated vehicles however, during the bush fire high season an additional vehicle cannot be accommodated in the bays;
3. There is no reticulated water mains on/near the site which relies on an overhead tank to supply water for appliances;
4. There is a lack of amenities (shower/changeroom facilities) to cater for the male and female volunteers in the current premises; and
5. The current design does not allow for adequate separation of clean and dirty areas which forms the basis of contemporary fire station designs.

Findings

1. The current site is considered adequate by DFES however the facility does require additional design changes that would be beneficial and be in line with existing contemporary practices for similar stations.
2. The appliance size and inability to safely turn-around can poses potentially dangerous risk to volunteers and members of the public in the current location.
3. The BBFB current mobilising time, incident statistics and location remains comparative to service the community expectations.
4. The existing practice of reversing the 3.4UT presents a significant safety issue
5. The current road infrastructure adjacent to the Waterwheel Road location requires remedial actions as they are considered inadequate and potentially dangerous
6. There is a lack of reticulated water supply on site for appliances to utilise upon return from incidents
7. There is insufficient space on the Waterwheel location for expansion of the dwelling to meet contemporary volunteer fire station designs
8. The BBFB would benefit from a fit-for-purpose station that houses both fire appliances, safety of volunteers when responding to and returning from incidents and has readily available reticulated water mains
9. Any proposed relocation should address the needs of male/female ablutions, sufficient training area and reliable communications (radio/mobile coverage)

10. There is a strong historical and sentimental attachment by the BBFB members to the current facility and the CoA will need to be cognisant in its deliberations in determining the site's future use.

Recommendations of the study (not the recommendations of this report)

1. The current Waterwheel Road site does not meet contemporary fire station designs for a volunteer Bush Fire Brigade and given the current limitations and that of potentially dangerous situations/practices when reversing appliances into the station, it is recommended that the BBFB be relocated.
2. Alternate sites that have been identified and are considered feasible for relocation are the Bedforddale Hall and Canns Road (eastern side – parcel 3805) sites.
3. The City of Armadale should develop and implement a policy and training regime that addresses the potential dangers in reversing appliances into the BBFB station from Waterwheel Road until relocation can occur.
4. The City of Armadale should investigate opportunities and identify benefits of collocation at the Bedforddale Hall site in its deliberations (including consultation with the BBFB Committee).

The proposal of this report is to;

1. Note the Bedforddale BFB Fire Station Site Feasibility Study.
2. Recommend investigating the feasibility of collocating a new fire station with the Bedforddale Hall.
3. Provide a subsequent report to Council that includes:
 - a. Planning implications including environmental implications.
 - b. A concept design including preliminary costs.
 - c. Impact of collocation on the BVFB's operations and on the activities of other users (including consultation with other users).
 - d. Funding options.
 - e. Potential future options for the current fire station.

ANALYSIS

Comment on the ongoing viability of the current site is summarized in the previous section of this report and expanded upon in the attached study. It is a recommendation of this report to accept the findings and recommendations of the study and to investigate an alternative location for the Bedforddale Fire Station.

A number of alternative sites were suggested during the course of the study. These are noted in the attachment. Initial discussion between City departments indicates that of those suggested the Bedforddale Hall site presents as potentially the most viable as it is well located; is serviced (except for water supply) and offers the benefit of additional facilities to add value to the essential elements of a dedicated fire station.

A recommendation of this report is to focus an investigation on the Bedforddale Hall site only, on the basis that on preliminary analysis it presents as a potentially viable option. Also, little is known about the alternatives so further investigation would require additional funding and officer time.

It is important to note that there are elements of the BBFB station that must necessarily remain exclusively for the use of the brigade. This is considered appropriate for the efficient operations of the brigade and ultimately for the safety of the Community. Any proposal for a collocated new station must have this as a fundamental guiding principle.

OPTIONS

1. Investigate the feasibility of collocating a new fire station with the Bedfordale Hall including:
 - a. Planning implications including environmental implications.
 - b. A concept design including preliminary costs.
 - c. Impact of colocation on the BVVFB's operations and on the activities of other users (including consultation with other users).
 - d. Funding options.
 - e. Potential future options for the current fire station.

This is the recommended option.

2. Expand the investigation to include other sites.
3. Not proceed with further investigative work; retain the fire station at its current site and investigate any minor modifications to the facility that may assist with the operations of the brigade.

CONCLUSION

The Bedfordale Volunteer Bush Fire Brigade provides a valuable service to the community. The current station has served the brigade well, however site limitations are restricting the ability of the facility to effectively accommodate members, equipment and vehicles.

The possibility of collocating a dedicated fire station with the Bedfordale Hall may present an opportunity to provide the brigade with complementary facilities in addition to the essential elements of a fire station.

RECOMMEND

That Council:

1. **Endorse the investigation a new fire station to be collocated at the Bedfordale Hall site with a subsequent report to be submitted to Council that includes;**
 - a) **Planning implications including environmental implications**
 - b) **A concept design including preliminary costs**
 - c) **Impact of colocation on the Bedfordale Volunteer Bush Fire Brigade's operations and on the activities of other users (including consultation with other users)**
 - d) **Funding options**
 - e) **Potential future options for the current fire station**

ATTACHMENTS

1. [↓](#) CoA Bedfordale BFB Station (Final 190712)

3.1 - CITY OF ARMADALE BUSH FIRE BRIGADES LOCAL LAW

WARD : ALL
FILE No. : M/485/19
DATE : 12 July 2019
REF : NP/CV
RESPONSIBLE : Executive Manager
MANAGER : Community Services

In Brief:

- The Joint Standing Committee on Delegated Legislation (JSCDL) is seeking undertakings from the Council to further amend the Bush Fire Brigades Local Law 2019 to rectify drafting and typographical errors
- Recommend that Council resolves to undertake to the JSCDL that it will amend the Bush Fire Brigades Local Law in accordance with the requirements as attached.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

1.3.2.3 Deliver initiatives that respond to local law enforcement and legislative compliance.

Legislation Implications

Local Government Act 1995 Section 3.12 – Procedure for making local laws
Bushfire Act 1954

Council Policy/Local Law Implications

Bush Fire Brigades Local Law 2019

Budget/Financial Implications

Cost of advertising and any other costs associated with the process can be accommodated within the Community Services Budget.

Consultation

1. Executive Management (MANEX)
2. Joint Standing Committee on Delegated Legislation

BACKGROUND

Council, on 2 July 2018 resolved (CS59/7/18)

“That Council:

1. *Note that a review has been undertaken and that a number of changes are required to the Bush Fire Brigade Local Law;*
2. *Pursuant to Section 3.16(4) of the Local Government Act 1995 resolve that the Bush Fire Brigade Local Law be amended; and*

3. *Note that a further report detailing the proposed changes to the Local Law will be presented to Council later this year.*

On 17 December 2018 Council resolved (C42/12/18)

“That Council:

1. *Confirm its intent to repeal the existing City of Armadale Bush Fire Brigade Local Law and replace it with the City of Armadale Bush Fire Brigade Local Law 2018 as attached to this agenda.*
2. *Notes the Purpose and Effect of the new City of Armadale Bush Fire Brigade Local Law 2018:*
 1. *PURPOSE: Provide for the establishment, operation and management of volunteer bush fire brigades; and*
 2. *EFFECT: To align existing Local Laws with changes in the law and operational practice.*
 3. *In accordance with the provisions of Section 3.12(3) of the Local Government Act 1995, give state-wide public notice of the proposal to repeal the existing Local Law and replace with a new Local Law.”*

On 15 April 2019 Council resolved (C11/4/19)

“That Council in accordance with the provisions of Section 3.12(4) of the Local Government Act 1995 makes the Bush Fire Brigades Local Law 2019 as attached to this agenda.”

The *Bush Fire Brigades Local Law 2019* was published in the *Government Gazette* on 24 May 2019 and the required information was forwarded to the JSCDL on 31 May 2019.

DETAILS OF PROPOSAL

That Council to undertake to the Joint Standing Committee on Delegated Legislation that the City will:

1. When the Local Law is next reviewed or amended, amend the City of Armadale Bush Fire Brigades Local Law 2019 to:
 - (a) Amend items 3.2, 3.3, 3.6(1)(a), 3.6(1)(b), 3.6(2)(a) and 3.6(2)(b) in the First Schedule.
 - (b) Make any further necessary consequential amendments required.
2. Until the Local Law is amended in accordance with point 1 above:
 - (a) Not enforce the Local Law in a manner contrary to the undertaking given in point 1 above.
 - (b) Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the City’s website), ensure that it is accompanied by a copy of these undertakings.

ANALYSIS

Section 3.12(7) of the *Local Government Act 1995* provides that the Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

Consequently the Minister introduced the Local Laws Explanatory Memoranda (EM) Directions 2010 which provide the detailed information required to be submitted to the JSCDL.

Following the adoption by Council of the local law the information was provided to the JSCDL on 31 May 2019.

On 27/6/19 the JSCDL wrote to the City advising that they had identified some drafting and typographical errors, all of which were contained within the First Schedule. In order to rectify these issues, the Committee is requesting that the Council provide undertakings that the City will:

1. When the Local Law is next reviewed or amended, amend the Local Law to:
 - (a) Amend items 3.2, 3.3 and 3.6(1)(a), 3.6(1)(b), 3.6(2)(a) and 3.6(2)(b) in the First Schedule.
 - (b) Make any further necessary consequential amendments required.
2. Until the Local Law is amended in accordance with the above:
 - (a) Not enforce the Local Law in a manner contrary to the above.
 - (b) Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the City's website), ensure that it is accompanied by a copy of the undertakings.

The First Schedule, tracked changed to identify the requested amendments is attached to this agenda.

The JSCDL requested that the undertakings be provided to them by 30/8/19 and advised that should this date not be met the entire local law will be disallowed.

Following discussions with an advisory officer of the JSCDL, they have advised that provided the undertakings are made there will be no impact on the validity of the local law so long as the intent remains the same.

Given that the recommended changes are merely grammatical and do not in any way alter any content of the local law, the intent will remain the same.

Once these undertakings have been adopted by Council the full local law amendment process must be undertaken from the very beginning and advice from the JSCDL indicates that they will require the amendments to be completed within a specified time period.

OPTIONS

In order for the Bush Fire Brigades Local Law 2019 to remain in force there are no options.

CONCLUSION

To enable the Bush Fire Brigades Local Law 2019 to continue to operate it is suggested that the undertakings to further amend the Bush Fire Brigades Local Law be given as detailed in the recommendation.

RECOMMEND

That Council resolve to undertake to the Joint Standing Committee on Delegated Legislation that the City will:

- 1. When the Local Law is next reviewed or amended, amend the City of Armadale Bush Fire Brigades Local Law 2019 to:**
 - (a) Amend items 3.2, 3.3, 3.6(1)(a), 3.6(1)(b), 3.6(2)(a) and 3.6(2)(b) in the First Schedule.**
 - (b) Make any further necessary consequential amendments required.**

- 2. Until the Local Law is amended in accordance with point 1 above:**
 - (a) Not enforce the Local Law in a manner contrary to the undertaking given in point 1 above.**
 - (b) Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the City's website), ensure that it is accompanied by a copy of these undertakings.**

ATTACHMENTS

- 1. [↓](#) Bush Fire Brigade Local Law 2019 First Schedule**

4.1 - RECORDING THE HISTORY OF THE CITY

At the Council meeting held on 8 July 2019, Cr Zelones referred the following matter to the Community Services Committee.

That the matter of the extent to which the history of the City is being gathered, recorded and catalogued through our library services be referred to the Community Services Committee.

Comment from Cr Zelones

I refer the matter of the extent of which the history of the City is being gathered, recorded, and catalogued through our library services.

What has caught my attention is that we are undergoing significant growth all over the City and in many different ways. Major changes to our road network such as Armadale Rd which was created on a disused railway reserve. Recent widening, modern design roundabouts, bridges and landscaping will transform that part of Armadale. The creation of Tonkin Hwy came with a lot of work by the City. Champion Lakes (formerly Wright Lake) and in the not too far into the future, new railway stations to the south of the Armadale. This is only dealing with transport changes in the City. We will see dramatic changes to our City Centre as well.

New recreation facilities will soon replace facilities that were built in the '50s, '60s and '70s. What I would like to see is a proactive approach, with little cost to City, to develop a program that records highly visible features of the City.

Officer Comment

A detailed response has been circulated to Councillors via memo, with the suggested proposal:

The proposal to partner with local photographers will assist in ensuring that a comprehensive collection of images of the district could be held by Birt Whistle Local Studies Library (BLSL). Some additional work will be required to identify the workload involved to ensure these pictures are accurately identified and described so that they are readily discoverable in the future.

The City's Library and Heritage Department will:

1. Liaise with the History Reference Group and the City Heritage Advisory Group to determine sites and buildings of interest;
2. Liaise with City departments to identify sites and buildings which may be impacted by upcoming works projects;
3. Seek expressions of interest from potential amateur photographers with the intent of creating a local history photography group whose purpose will be to provide the BLSL with appropriate images;
4. Develop minimum standards for descriptions to be provided by photographers;
5. Develop guidelines to determine whether images are catalogued individually or in batches;
6. Determine timeframes and any additional resources required for the cataloguing and description of images.

Suggested Recommendation

That Council note that the actions in the Officer comment relating to this item will be implemented.

RECOMMEND

That Council:

To be considered

ATTACHMENTS

There are no attachments for this report.

4.2 - HOMELESSNESS IN THE COMMUNITY

At the Council meeting held on 27 November 2017, Cr Butterfield referred the following matter to the Community Services Committee.

That the matter of the growing number of homeless people and beggars within the City's town centres be referred to the Community Services Committee.

Comment from Cr Butterfield

Homelessness and 'begging' are increasing within the City of Armadale, and are particularly noticeable in the Kelmscott and Armadale town centres. As this is a state-wide issue where there is unlikely to be one simple quick fix, it would be desirable for the local government sector to work together to understand the size of the problem and then to advocate on behalf of our communities.

I would like to see the issue addressed by WALGA in an attempt to gain a united call for assistance from the State and Federal governments to reduce extreme poverty and housing insecurity.

All three levels of government have a role to play in the prevention of homelessness and extreme poverty. I would like to receive a report on how the issues of homelessness and begging, are addressed within the City of Armadale.

Officer Comment

There is an increasing awareness that homelessness is becoming a problem for more people in the community with a recent forum of Australia's Lord Mayors calling on the Federal Government to create a national strategy to tackle homelessness and other housing issues. It may be timely to gather information on the extent of the issue in the City of Armadale and understand what all levels of government are doing in response.

Suggested Recommendation

Provide information to Council on the extent of homelessness in the City and current responses to the issue, including any initiatives being considered by the Western Australian Local Government Association.

RECOMMEND

That Council:

To be considered

ATTACHMENTS

There are no attachments for this report.

COUNCILLORS' ITEMS

To be submitted

EXECUTIVE DIRECTOR COMMUNITY SERVICES REPORT

To be submitted

MEETING DECLARED CLOSED AT _____

COMMUNITY SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
6 AUGUST 2019		
ATT NO.	SUBJECT	PAGE
2.1 BEDFORDALE BUSH FIRE BRIGADE STATION		
2.1.1	CoA Bedfordale BFB Station (Final 190712)	30
3.1 CITY OF ARMADALE BUSH FIRE BRIGADES LOCAL LAW		
3.1.1	Bush Fire Brigade Local Law 2019 First Schedule	56



CITY OF ARMADALE
BEDFORDALE BFB, FIRE STATION SITE –
FEASIBILITY STUDY

12 July 2019
FINAL

“FIRE STATION ACCOMMODATION REVIEW & SITE
SELECTION”

*The aim of the project is to determine whether the
existing Bedfordale Fire Station is fit for purpose, or
whether it requires replacement or refurbishment*

E.R.S.

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1. Glossary

Table 1 Terms and definitions

Term	Description
3.4UT	3.4 Urban Tanker
BBFB	Bedforddale Bush Fire Brigade
CoA	City of Armadale
DFES	Department of Fire & Emergency Services
DVC	Donald Veal Consultants
ERS	Executive Risk Solutions
FESA	Fire and Emergency Services Authority of WA (now the Department of Fire & Emergency Services)
LGGS	Local Government Grant Scheme

Thanks, and disclaimer

Executive Risk Solutions (ERS) wishes to acknowledge the open and frank manner in which the City of Armadale staff, Bedforddale Bush Fire Brigade Committee members and other industry participants drew attention to areas for improvement and provided supporting information to ERS during the project period.

While every effort has been made to present the most accurate information and assessment, ERS expressly disclaims all liability or responsibility to any person, organisation or government using the information or advice.

Craig Hynes AFSM

2. Executive Summary

This report was prepared for the City of Armadale in order to present the findings of a study analysing the feasibility of replacing or refurbishing the Bedforddale Bush Fire Brigade's fire station on its existing site.

The report includes:

1. An assessment of the risk to the group's operations (by extension, to the community if the operations are compromised) is posed by the group remaining at the current site in its current condition.
2. An assessment of possible improvements to the current facility to reduce risk and address identified constraints.
3. A recommendation related to current site's suitability or whether alternative sites should be identified and assessed.

The key observations of this report include the following:

- Reversing of appliances into the current station poses potentially dangerous risks to both volunteers and members of the public;
- There is a two-appliance bay that provides for the allocated vehicles however, during the bush fire high season an additional vehicle cannot be accommodated in the bays;
- There is no reticulated water mains on/near the site which relies on an overhead tank to supply water for appliances;
- There is a lack of amenities (shower/changeroom facilities) to cater for the male and female volunteers in the current premises; and
- The current design does not allow for adequate separation of clean and dirty areas which forms the basis of contemporary fire station designs.

Key Project Observations

*"The Bedforddale Bush Fire Brigade remain passionate at providing the City of Armadale with an effective and efficient response to incidents within the district"- **Tony Ives, President of the BBFB***

*"The Bedforddale Bush Fire Brigade has a long historical and sentimental connection to the current site" – **Michael Fancote, Life Member BBFB***

*"The Bedforddale Bush Fire Brigade provide additional response / mutual aid to out of district responses" – **Supt. Peter Sutton, DFES***



3. Summary of Findings and Recommendations

The following recommendations (R) and findings (F) are listed in the tables below with respect to the feasibility study.

Table 1 Recommendations

No	ToR	Recommendations
R1		The current Waterwheel Road site does not meet contemporary fire station designs for a volunteer Bush Fire Brigade and given the current limitations and that of potentially dangerous situations/practices when reversing appliances into the station, it is recommended that the BBFB be relocated.
R2	1.1 1.8	Alternate sites that have been identified and are considered feasible for relocation are the Bedforddale Hall and Canns Road (eastern side – parcel 3805) sites.
R3	2.1-2.4	The City of Armadale should develop and implement a policy and training regime that addresses the potential dangers in reversing appliances into the BBFB station from Waterwheel Road until relocation can occur.
R4		The City of Armadale should investigate opportunities and identify benefits of collocation at the Bedforddale Hall site in its deliberations (including consultation with the BBFB Committee).

Table 2 Findings

No	ToR	Findings
F1		The current site is considered adequate by DFES however the facility does require additional design changes that would be beneficial and be in line with existing contemporary practices for similar stations.
F2		The appliance size and inability to safely turn-around can poses potentially dangerous risk to volunteers and members of the public in the current location.
F3		The BBFB current mobilising time, incident statistics and location remains comparative to service the community expectations.
F4		The existing practice of reversing the 3.4UT presents a significant safety issue
F5		The current road infrastructure adjacent to the Waterwheel Road location requires remedial actions as they are considered inadequate and potentially dangerous
F6		There is a lack of reticulated water supply on site for appliances to utilise upon return from incidents
F7		There is insufficient space on the Waterwheel location for expansion of the dwelling to meet contemporary volunteer fire station designs
F8		The BBFB would benefit from a fit-for-purpose station that houses both fire appliances, safety of volunteers when responding to and returning from incidents and has readily available reticulated water mains

F9		Any proposed relocation should address the needs of male/female ablutions, sufficient training area and reliable communications (radio/mobile coverage)
F10		There is a strong historical and sentimental attachment by the BBFB members to the current facility and the CoA will need to be cognisant in its deliberations in determining the sites future use.

4. Introduction

4.1. Bedforddale Bushfire Brigade History

The Bedforddale Bushfire Brigade (BBFB) was established in the early 1970's. At the time the brigade operated from a private dwelling with the only equipment owned by the brigade being an older Fast Attack fire unit and a number of backpack spray units. The BBFB has a designated area of responsibility of approximately 100 square kilometres; this includes the areas of Bedforddale, Churchman's Brook Estate, Camfield Estate, Waterwheel Ridge Estate and several A Class Reserves including Bungendore Park and Settlers Common.

During the early 1980's the brigade membership grew, and it was identified that a purpose-built building was required to accommodate volunteers, vehicles, equipment and provide basic training and meeting facilities. The current premise on the corner of Waterwheel Road and Albany Highway was officially opened on 28th October 1985 and is managed by the City of Armadale (CoA). Since this time, an extension to the building has been undertaken that currently houses a 3.4 Urban Tanker and Light Tanker appliance. The property incorporates ablutions, a kitchen and a dedicated communications room.

Current Situation

The CoA is one of the fastest growing councils in the metropolitan area and the BBFB has grown in membership to a level of around 130 members¹. The current population of the Bedforddale community is estimated in excess of 5,500.

The BBFB has a primary role of providing bush fire response and mitigation services to the community. The brigade also provides support services to the Department of Fire and Emergency Services (DFES) during the bushfire season as required, the Western Australian Police Service (WAPol) and surrounding local governments through mutual aid support.

Both the BBFB and the CoA are investigating options available to meet both the current and expanding role of the brigade and its working environment to meet the expectations of volunteers, the CoA and the community.

The existing premises, while functional, is steeped with historical (and sentimental) importance, does not currently appear to meet contemporary design and features of the States volunteer fire stations.

It is the intent of this review to provide both the BBFB and the CoA with suitable recommendations as either retaining the existing site or establishing a new facility that services all in the foreseeable future.

¹ 2017/2018 LGGS Application Forms dated 8/3/2017

4.2. Project Background

The CoA has contracted Executive Risk Solutions (ERS), to provide the CoA with consulting services related to a feasibility study of a CoA managed volunteer fire station. The study is to determine the preferred station replacement options for the BBFB.

4.3. Terms of Reference

The BBFB is neither advocating for a new station or additions to the existing premises; however, the CoA would like to step through a more studied analysis of the situation before beginning the process of looking for a possible new site.

In broad terms, ERS would:

- Ascertain what risk to the group's operations (by extension, to the community if the operations are compromised) is posed by the group remaining at the current site in its current condition;
- What improvements to the current facility could be made to reduce risk and address constraints; and
- On the basis of the above, recommend that the current site is suitable (with or without improvements) or recommend that alternative sites be identified and assessed.

The group is aware of the approach and is happy to participate. At this stage the CoA does not have a view of whether the group should continue to operate from the current facility or not. It is intended that the findings of the feasibility study will provide information to Council to assist with future considerations.

4.4. Review Methodology

The intended approach to the project will be through research, consultation and subsequently reporting to the City and group of its findings and recommendations. This would include the following elements:

4.1.1. The existing site analysis, including however not limited to:

- 4.1.1.1. Is the current site fit for purpose?
- 4.1.1.2. Incident statistics;
- 4.1.1.3. Turnout statistics (time to mobilise, travel and areas / trends);
- 4.1.1.4. What appliances and capability are required based upon the incident statistics;
- 4.1.1.5. DFES modelling for the ESL boundary (current and planned) o Is there an expected change in category in coming years;

- 4.1.1.6. What is the current membership and trends;
- 4.1.1.7. Population trends;
- 4.1.1.8. Traffic trends; and
- 4.1.1.9. Landscape / Vegetation / Bushfire Risk Assessment.

4.1.2. Options for the current site to reduce risk and address constraints:

- 4.1.2.1. Current assessment of the facility;
- 4.1.2.2. What are the building characteristics;
- 4.1.2.3. Why is a new building required;
- 4.1.2.4. Pros and cons of the current facility;
- 4.1.2.5. Current inventory and accommodation;
- 4.1.2.6. Location;
- 4.1.2.7. Entry/egress issues;
- 4.1.2.8. Roadway conditions; and
- 4.1.2.9. Reported issues and remedies available for the station.

On the basis of the above information and consultation, recommend that the current site is suitable (with or without improvements) or recommend that alternative sites be identified and assessed.

4.1.3. The recommendations shall be based upon:

- 4.1.3.1. Budget considerations;
- 4.1.3.2. Value for money;
- 4.1.3.3. Existing facility options – disruptions to service;
- 4.1.3.4. New facility options – availability of alternative sites;
- 4.1.3.5. Allowance for future capability requirements;
- 4.1.3.6. Community expectations and acceptance;
- 4.1.3.7. Amalgamations or alternative service provision options; and
- 4.1.3.8. Other relevant matters that arise through the course of the consultation process.

5. Consultation Strategy

ERS has in conjunction with the CoA point of contact, identified the appropriate stakeholders to assist in determining the most suitable solution for the terms of reference.

This included, however was not limited to the following:

- The BBFB (the brigade established a consultation group);
- DFES (ESL background / planning considerations / views on capability and requirements);
- City officers (relevant personnel with interest in the project);
- Community members (only as required with the support and approval of the city);
- Other emergency services groups (any impacted groups in the operational area);
- Associations (only as required with the support and approval of the city); and
- Others as required.

5.1. Stakeholders

The following individuals assisted with the review:

5.1.1. Bedfordale Station Committee

- Tony Ives – President of the BBFB;
- Michael Hall – Captain of the BBFB;
- Darrell Barrett – Lieutenant of the BBFB;
- Robert Bloxham – Bedfordale BFB; and
- Michael Fancote – Life Member of the BBFB.

5.1.2. Department of Fire & Services (DFES)

- Peter Sutton – Superintendent, South East Metropolitan;
- Michael Ward – Acting District Officer, South East; and
- Garry Kravainis – Manager Resource Allocation.

5.1.3. City of Armadale

- Neil Kegie – Executive Manager Community Services;
- Clinton Venables – Manager Ranger and Emergency Services;
- Wendy Stanley – Community Planning Project Officer; and
- Warren Burgess - Manager Property Services.

5.1.4. Executive Risk Solutions

- Craig Hynes – Chief Operations Officer, Consulting
- Phillip Thelwell – Crisis and Emergency Management, Consulting.

6. Consultation - Findings and Assessments

6.1. Department of Fire and Emergency Services

The review commenced with a consultation process with the Department of Fire and Emergency Services (DFES). DFES subsequently provided the following advice on 7 July 2019.

DFES has advised that the BBFB participates in key strategies during the bush fire season through the provision of in-district response and out-of-area mutual aid. The recent replacement of the 2001 3.4 Rural Tanker appliance was completed on 27 April 2019 with a 3.4 Urban Tanker (no breathing apparatus – Figure 1) as part of the vehicle replacement scheme of the Emergency Services Levy (ESL).



Figure 1 - 3.4 Urban Tanker (non-BA)

This type of vehicle is considered appropriate for the BBFB risk profile.

6.1.1. Incidents reported to DFES and attended by Local Government BFB

An analysis of incident data provided by DFES² to the CoA indicates that during the period 1/7/2014 to 3/6/2019, the BBFB attend a total of 176 incidents. These are separated into:

- Fire – Bush (large);
- Fire – Bush (small); and
- Fire – other (rubbish/vehicle/good intent).

Table 1 (below) depicts the number of incidents reported to DFES between the above periods:

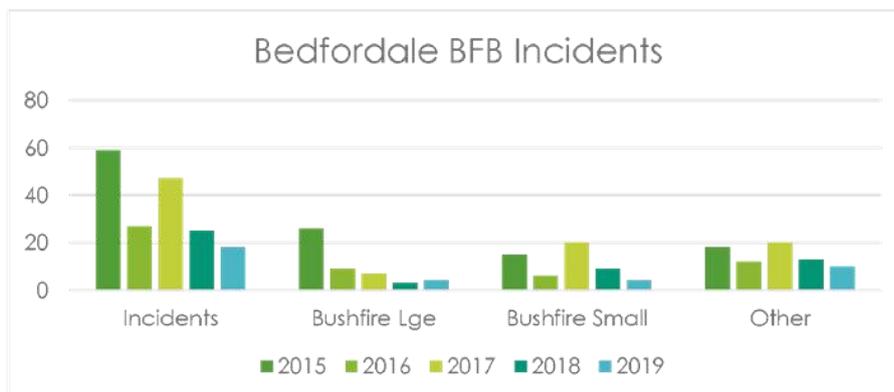


Table 1: Incidents attend by BBFB 2015-2019

² Incidents reported to DFES and Attended by Local Government and Bushfire Brigades dated 1/5/2019

Key points from DFES discussion

Based on the approach to the review, the following assessments were made:

Existing site analysis:

Assessment	Answer
Is the current site fit for purpose?	DFES considered that while the site was still viable, the site is becoming too small given the membership numbers and the issues related to egress and access safety for appliances.
What appliances and capability are required based on the incident statistics?	The current appliances are adequate to the risks associated with and adjacent to the BBFB response district. A 1.4 Tanker (currently under development by DFES) may be available in the future.
DFES modelling for ESL – expected change in ESL category?	There is no expected change to the ESL boundary/category predicted within the next 5 years.

Options for the current site to reduce risk and address constraints;

Assessment	Answer
Building suitability	The current building, while limited to some constraints, remains viable/suitable for the next 5 years on current incident data, response and mutual aid requirements. The need to separate clean/dirty areas and gender separation for ablutions/showering is limited to one room which is not functionally suitable.
Why is a new building required?	The determination of whether a new building is required is up to the CoA (as managers of the BFB) however the current location on Waterwheel Drive still remains viable.
Other Comments	<p>The current access to the Waterwheel site is restrictive. Appliance turnout / parking is inhibited due to existing traffic entering Waterwheel off Albany Highway and the risks associated with reversing the 3.4 upon returning to the station. There is insufficient room for the appliances to safely turn-around which does pose a threat to those using this requirement.</p> <p>It should be noted that a preliminary assessment by CoA Technical officers concluded that reconfiguring the site to enable appliances to manoeuvre without reversing, while potentially feasible (though it may not be possible at all) is impractical at best and would incur significant site costs.</p>

No	ToR	Findings
F1	1 (1)	The current site is considered adequate by DFES however the facility does require additional design changes that would be beneficial and be in line with existing contemporary practices for similar 2-bay stations.

F2	1 (ii-vi)	The appliance size and inability to safely turn-around poses a risk to volunteers and members of the public in the current location.
F3	1 (ii-iv)	The BBFB current mobilising time, incident statistics and location remain in line with DFES and the community expectations.

6.2. Bedforddale Bushfire Brigade Committee

A meeting with the nominated members of the BBFB Committee who represent the brigade occurred on Tuesday 18 July 2019 at the Bedforddale BFB Station. A copy of the agenda and notes taken on the evening are attached at Appendix A of this report.

As an introduction to the review, the representative committee were requested to provide the consulting team with their opinion of the strengths, weakness, opportunities and threats (SWOT) to retaining or considering a new site.

While this matter has been previously discussed and presented in the LGGs Application forms over the last 3 years, the intent was to ensure a consistent alignment of the issues and to identify if the brigade's requirements had changed that may affect the outcome/recommendations of this report. A copy of the current BBFB location is at Figure 2.

Strengths, Weakness, Opportunities and Threats (SWOT) – existing location

Strengths	Weakness
<ul style="list-style-type: none"> • Location – ease of access to all directions to respond • Minimal residential impact i.e. lights/sirens • Proximity to majority of membership • Community identification – location known by the Bedforddale community • Minimal vandalism occurs. 	<ul style="list-style-type: none"> • Lack of reticulated water (relies on overhead tank to gravity feed appliances) the nearest hydrant reported to be 1-1.5 Km from the station • Possible noise when responding to nearby residents • Traffic conditions – notably during school hours³ • Lack of safe parking to members (training, response and community education events) • Station parking area is utilised by customers attending market garden opposite the station • Lack of suitable male/female facilities for members – members dressing/undressing in open area • Inability to expand current site (front/rear entry) – co-located with Brian O’Neill Memorial Park • Communications can be limited within and adjacent to the current building (mobile and VHF coverage).

³ Road Safety Inspection Report, DVC. June 2019

Threats	Opportunities
<ul style="list-style-type: none"> • Response times may increase if station is relocated • Risks to volunteers and the community when leaving/returning to station (reversing appliances) • Congested parking area around the station when market garden operating • Expansion of rural lots around the current location • Loss of historical importance of the current complex. 	<ul style="list-style-type: none"> • Fit-for-purpose station that meets contemporary DFES volunteer station designs (training, ablutions, clean/dirty area, front/rear appliance access) • Reticulated mains at/close to any future development • Retention/increase to brigade membership • Safer means for responding/returning appliances.

6.3 Road Safety Inspection Report

At the time of the BBFB meeting on 18 July 2019, traffic data was not available and as such could not be interrogated/discussed by all attending the meeting.

It should be acknowledged however that the CoA had contracted Donald Veal Consultants (DVC) to undertake a road safety audit of the intersection of Waterwheel Road that included the intersections with Albany Highway and Canns Road. The purpose of the audit was to identify existing and potential safety problems. The audit was conducted under the AUSTRADS Road Safety Audit guidelines.

A full report of findings and recommendations has been made available to the CoA and a copy provided as part of this assessment.

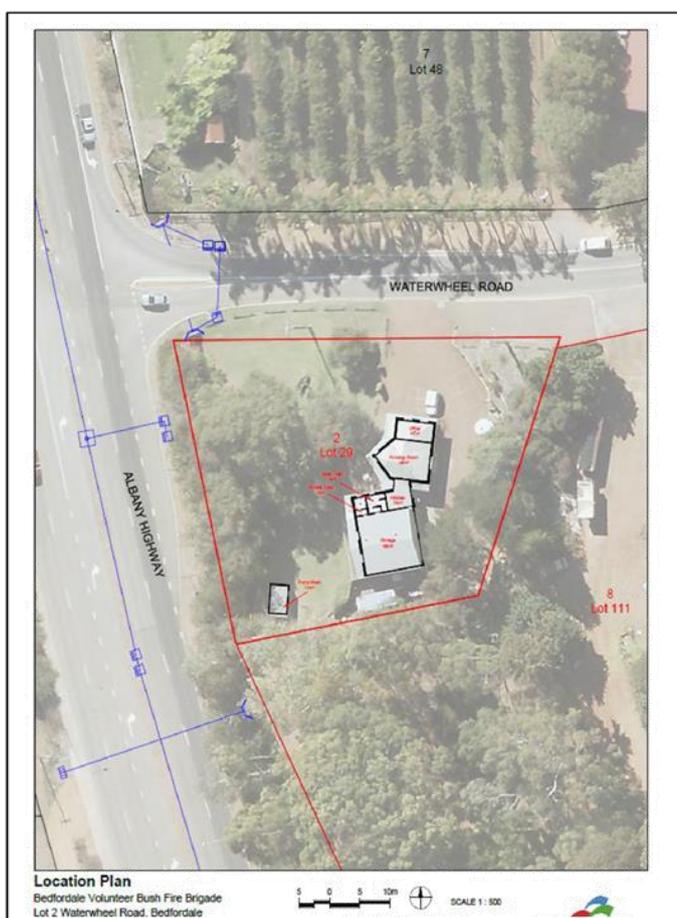


Figure 2 - Bedforddale BFB Location/aerial view

6.3.1 DVC Report

The following statistical data provided by DVC warrants inclusion in this overall review and assessment:

1. "Traffic count information for Albany Highway in the vicinity of the intersection was sourced from MRWA's Traffic Map. This shows that the average traffic flow on Albany Highway just south of Bedforddale Hill Road was 8,701 vehicles per day (vpd) in 2017/18, of which over 17.6% were trucks.
2. Further data was supplied by the City, which showed that of the annual average daily traffic flow of approximately 2,420 vpd, only around 3% of vehicles were recorded as speeding along Waterwheel Road between Albany Highway and Canns Road between 26th May and 2nd June 2019. This data also showed that around 300 vpd travelled on Canns Road, with a similar 3% figure exceeding the 50 km/h default speed limit.
3. According to MRWA's CARS report, there has been a total of 5 crashes recorded within 50m of the intersection of Waterwheel Road with Albany Highway in the most recent 5-year reporting period from 2014 to 2018. Four of the crashes involved right turns at the intersection. The other crash was an off-carriageway incident. All five crashes resulted in major property damage only. No crashes were recorded within 50m of the intersection of Canns Road with Waterwheel Road during this period".⁴

Speed limits⁵ of the audit area are depicted in Figure 3 below.

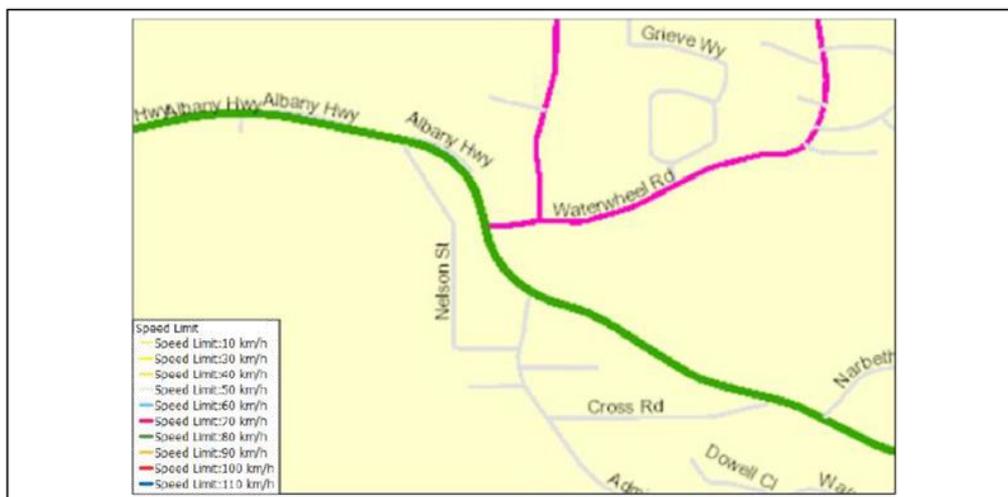


Figure 3 - Speed limits of audit area

⁴ Traffic Counts and Crash History, Section 3.2, page. 7

⁵ Traffic Counts and Crash History, Section 3.1, page. 6.

Notable audit findings from DVC are as follows:

- Visibility on Waterwheel Road⁶ – the bend adjacent to Canns Road has restricted visibility from driveways on the southern side of the road;
- Auxiliary Lanes on Albany Highway⁷ – left turning lane from Albany Highway may not be adequate for the 80kmph posted sign limit for the radius of turn required;
- Acceleration lane⁸ (turning left onto Albany Highway from Waterwheel Road) is not appropriate in the location and is potentially dangerous; and
- The requirement for all vehicles to enter and leave the BBFB property in forward gear, performing necessary manoeuvres and reversing along Waterwheel Road at the bottom of a steep slope and with vehicles entering the side road from Albany Highway presents a significant safety issue⁹.

No	ToR	Findings
F4		The existing practice of reversing the 3.4UT presents a significant safety issue
F5		The current road infrastructure adjacent to the Waterwheel Road location requires remedial actions as they are considered inadequate and potentially dangerous
F6		There is a lack of reticulated water supply on site for appliances to utilise upon return from incidents
F7		There is insufficient space on the Waterwheel location for expansion of the dwelling to meet contemporary volunteer fire station designs

⁶ Traffic Counts and Crash History, Section 4.1, pge. 8

⁷ Traffic Counts and Crash History, Section 4.2, pge. 10

⁸ Traffic Counts and Crash History, Section 4.2 pge. 11

⁹ Traffic Counts and Crash History, Section 4.12, pge. 22

7. Potential Alternate Locations

Throughout this review, the BBFB have communicated that they are open to alternate means to address their concerns, including relocation to another suitable site within the response district.

7.1 City of Armadale options

The CoA has identified 3 potential locations should the BBFB be required to be relocated:

1. Bedfordale Hall, Lot 57 (40) Admiral Road, Bedfordale:
 - o Currently reserved Regional Parks and Recreation and owned by the State/DPHL and vested in the CoA;
 - o Surrounding lots include the Armadale Christian College and undersized Rural Living 1 lots;
 - o Current slope is slight with access via Admiral Road approximately 500m from Albany Highway;
 - o May require clearing of trees which may be contentious;

Strengths	Weaknesses
<ul style="list-style-type: none"> • Good communications • Ease of access for volunteers • Ability to support appliances from out-of-district during large incidents 	<ul style="list-style-type: none"> • No reticulated water supply • Needs to be separated from Hall area (not co-located) • Parking could be problematic during periods when weekend markets are held • Substantial construction site costs
Threats	Opportunities
<ul style="list-style-type: none"> • Area utilised as an overflow carpark during weekend markets • Potential security concerns (vandalism) 	<ul style="list-style-type: none"> • New, larger facility will cater for concurrent training sessions, brigade meetings and social gatherings.

There are elements of the BBFB station that are necessary and remain exclusively for the use by the brigade. This is considered appropriate for the efficient operations of the brigade and ultimately for the safety of the Community. Any proposal for a new station must have this as a fundamental guiding principle.

Opportunities should be considered to add value to the functionality of a station by collocating it with other community buildings. Any proposal to consider the Bedfordale Hall site should include the potential benefits of collocation; this is consistent with the City's approach of investigating larger multi-use facilities when considering replacing older buildings.

2. Lot 802 Albany Highway, Bedfordale:
 - o Currently zoned Rural Living (2.9ha)
 - o Owned by WAPC and would require a lease negotiation;
 - o Site has a prominent slope;
 - o Direct access to Albany Highway (both directions) may likely be of concern to MRWA;
 - o Upgrade access via Spinebill Close may be possible.

3. Lot 108 Springfield Road, Bedfordale:

- o Springfield Reserve is currently zoned Rural Living 1;
- o The property has a tree preservation order applicable to the site and has previously been subject to CoA consideration.

7.2 Bedfordale BFB options

Four additional sites were identified and discussed by the BBFB for consideration; 3 are listed as follows:

1. Churchman's Brook – Devonleigh Street, Bedfordale:

- o Parcel number 31396;
- o Vesting with the CoA and reserved for Public Recreation;
- o The area is designated as 'the old gravel pit'.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Old gravel pit 	<ul style="list-style-type: none"> • Communications 'black-hole' • Close to residential property (access to/from) • Potential security concerns (vandalism)



Figure 3: Devonleigh Street, Bedfordale

2. Settlers Common – Canns Road, Bedfordale (east side):

- o Parcel number 3805;
- o Vested in the CoA

3. Settlers Common – Canns Road, Bedfordale (west side):

- o Parcel number 28296;
- o Vested in the CoA.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Mains water could be accessed from street ground hydrant (if in proximity) • Access to assist Roleystone • Response within Bedforddale area 	<ul style="list-style-type: none"> • Access for some members i.e. greater distance of travel from home) • Potential security concerns (vandalism)



Figure 4: Settlers Common – Canns Road (East Side) and Canns Road (West Side)

The fourth site identified by the BBFB was Churchman's Brook Park located in the Darling Range Regional Park. As this land is located in locality of Roleystone, it was deemed not suitable as it is outside the Bedforddale response district.

No	ToR	Findings
F8		The BBFB would benefit from a fit-for-purpose station that houses both fire appliances, safety of volunteers when responding to and returning from incidents and has readily available reticulated water mains
F9		Any proposed relocation should address the needs of male/female ablutions, sufficient training area and reliable communications (radio/mobile coverage)
F10		There is a strong historical and sentimental attachment by the BBFB members to the current facility and the CoA will need to be cognisant in its deliberations in determining the sites future use.

8. Renovation versus Relocation

The aforementioned comments has highlighted that while the current location remains generally adequate, discussions with the BBFB Committee along with the various recommendations from the independent Road Safety Inspection Report¹⁰, indicates that the concerns raised, and in particularly those that are rated as '*potentially dangerous and present significant safety issues*' leads to the opinion that relocation of the BBFB is the course of action that the CoA Council should consider.

Of the locations mentioned earlier in this report (pages 17-19), the 3 options that are considered to meet the BBFB needs and profile are:

1. Bedforddale Hall located at Lot 57 (40) Admiral Road, Bedforddale; or
2. Settlers Common located on Canns Road, Bedforddale (east side); or
3. Retention of the current site (Waterwheel Road) with amelioration of current impediments for the BBFB remaining.

Note: The retention of the existing Waterwheel Road complex will require the CoA to technically assess if reclamation of land (into the existing park area) and nett cost effectiveness is feasible as a minimum turning circle radius of 13.26m is required for the 3.4UT as depicted at figure 5.



Figure 5: Minimum Turning Circle Radius

Both the Bedforddale Hall or Settlers Common (east side) locations have similar strengths and weaknesses with the Settlers Common (east side) being more favoured due to:

- Retention of access for incident response;

¹⁰ Road Safety Inspection Report, DVC, June 2019 (Final)

- Reticulated mains could potentially be installed (with potential cost savings compared to the Bedforddale Hall site);
- Ease of access to out-of-district support i.e. Roleystone; and
- Overall potential cost savings in site works (compared to Bedforddale Hall site).

A detailed technical assessment should also be undertaken by the CoA to ascertain access to Albany Highway as part of any future/final feasibility assessment on alternate sites.

The above site deliberations have been considered without a formal cost benefit analysis and feasibility of this reports recommendations as it does not form the basis of this review; these will be considered separately by the CoA. Further, potential impediments that should be considered when progressing any of the proposed alternate selected site/s should consider:

- Environmental considerations/requirements/impacts;
- Planning approvals/limitations;
- Access requirements; and
- Site work limitations.

9. Appendix A – Bedforddale BFB Meeting Notes

City of Armadale and Bedforddale Bush Fire Brigade Meeting		
Date: 18/06/2019	Time: 1740hrs	Location: Bedforddale Station
Chair	Phill Thelwell	
Note taker	Daren Cole	
Attendees	Name	Organisation
	Darren Cole	City of Armadale – CESC/CBFCO
	Clinton Venables	City of Armadale
	Robert Bloxham	Bedforddale BFB
	Michael Hall	Captain Bedforddale BFB
	Michael Fancote	Life Member Bedforddale BFB
	Tony Ives	President Bedforddale BFB
	Darrell Barrett	Lieutenant 1 Bedforddale BFB
Apologies	Nil	
Discussion Points		
2 Hours	All	
Discussion		
1. Introductions – all participants		
2. Existing locations – 'pro's and cons'		
3. Alternate locations / facilities that may be suitable		
4. Community expectations of existing / alternate locations – contentious issues		
5. Current/future risk profiles		
6. Additional items to address		
Discussion Item 1 – Welcome and introduction		
Phil Thelwell introduced himself and explained the role his company is playing in this project.		
Discussion Item 2 – Current location benefits/weaknesses		
Strengths and weaknesses of current location:		
Strengths – Physical location, easy access from all directions, minimal residential impact, close to members, response access to and from location, community identification – visual to the community.		
Weaknesses: No water, Noise to residents close by, traffic in particular around school times, membership parking for incidents and training, community using station as a parking facility for market garden across the road, diversity has changed, size of the building to manage community education events ie. Bushfire ready, storage, male/female facilities, communication issues, construction and design of building.		
Discussion Item 3 – alternate sites – Bedforddale Hall		

<p>Other sites: Bedforddale Hall</p> <p>Strengths: Communications good, easy access for volunteers, more space for bigger incidents, easy access for out of area appliances attending</p> <p>Weaknesses: No mains water supply, good location if separated from hall area due to parking and obstruction issues for turnouts, security, owned by the Department of Lands vested in the City of Armadale</p>
Discussion Item 4 – alternate sites – Churchman’s Brook
<p>Churchman’s Brook:</p> <p>Strengths: Old gravel pit</p> <p>Weaknesses: No communications, close to residential properties creating noise issues, access to and from, security, owned by the Department of Lands vested in the City of Armadale</p>
Discussion Item 5 – alternate sites – Canns Road
<p>Settlers Common: Canns Road</p> <p>Strengths: Mains water can be connected, better access to assist Roleystone and response to Bedforddale area</p> <p>Weaknesses: Access for members, security, owned by Department of Lands vested in the City of Armadale</p>
Discussion Item 6 – alternate location – Spinebill Close
<p>Spinebill Cl:</p> <p>Strengths: Water tank</p> <p>Weaknesses: Access for members, security, owned by WA Planning Commission, no right turn out of street, close to residential properties, slope of block.</p>
7 General Business
<p>Locations further East are not an option due to membership response and security.</p> <p>Community expectations – no real concerns, they support the brigade wherever they are located. Membership base want change and are frustrated.</p>
8 Action Items
9 Meeting Close
<p>1915hrs</p>

10. Appendix B – Road Safety Inspection Report

Reference documents to be provided/inserted by the City of Armadale

11. Appendix C – About the reviewer

Craig Hynes AFSM has over 30 years' experience in the fire and emergency services, crisis and risk management sectors. Craig joined Executive Risk Solutions following a long career in the fire and emergency services industry. His past experience and skills that benefit this review include the following highlights.

Craig was appointed Chief Operations Officer and Chief Officer with the Fire & Emergency Services Authority of WA (FESA) in 2007 after several years acting in the position. Prior to this role he had served as a firefighter and officer in a number of operational positions and roles with the WA Fire Brigade through to 1999. With the formation of FESA in 2000, he undertook several senior appointments including Manager Health Safety & Welfare, Director of Training & Education Services, Assistant Chief Operations Officer Country before taking on the Chief Operations Officer role that he fulfilled until the end of 2011.

As the Director of Training & Education Services he had a key role in developing the national training resources kits and the implementation of the Public Safety Training Package competency framework serving on several Industry committees and reference groups at the State and National level.

He was also responsible for the Registered Training Organisation status for FESA which included the management of the Forrestfield Training Centre with hydrocarbon training props, vehicle and technical rescue props, USAR and Breathing Apparatus simulation centre. The Training Centre was the initial provider of training for City of Armadale emergency response teams prior to a decision to relinquish the Commercial Training Service from its range of services.

In the role of FESA's Chief Operations Officer, Craig was responsible for the direction and management of FESA's operational capability across all hazards. It was a unique role in the emergency services industry which encompassed the Fire & Rescue Service, Bush Fire Service, State Emergency Services, Volunteer Emergency Services and the Volunteer Marine Rescue Service.

FIRST SCHEDULE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
absolute majority means a majority of more than 50% of the number of-
 - (a) brigade members of the bush fire brigade in attendance; or
 - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Brigade Officer Committee;**Brigade Officer Committee** means the Brigade Officer Committee of the bush fire brigade;
local law means the *City of Armadale Bush Fire Brigades Local Law 2019*;
normal brigade activities is defined by section 35A of the Act; and
simple majority means a majority in which the highest number of votes cast for any one issue or item exceeds the second highest number.
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Brigade Officer Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Brigade Officer Committee to determine applications

Applications for membership are to be determined by the Brigade Officer Committee and endorsed by the Chief Bush Fire Control Officer.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;
- (d) procedures to be employed by the Brigade Officer Committee prior to approval of an application for membership,

and the Brigade Officer Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary and is to be accompanied by a completed form in the form as determined by the local government from time to time.

2.5 Decision on application for membership

- (1) The Brigade Officer Committee may –
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Brigade Officer Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 Local Government to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Local Government within 14 days of a person being admitted to membership in the form required by the Local Government.

2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member –
 - (a) dies;
 - (b) gives written notice of resignation to the Secretary;
 - (c) is dismissed by the Brigade Officer Committee;
 - (d) is dismissed by the Local Government; or
 - (e) ceases to be a member or is taken to have resigned under subclause (2).
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Brigade Officer Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Brigade Officer Committee.
- (3) Upon the expiry of the period of suspension the Brigade Officer Committee may:
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) reinstate the membership.

2.9 Existing liabilities to continue

The resignation or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Brigade Officer Committee and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (d) dismissing the objection;
- (e) varying the decision objected to; or
- (f) revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the Bush Fire Operating Procedures.

3.2 Duties of Captain

The Captain ~~is to~~

- (a) is to presides over all brigade meetings and ~~will~~ ensure meeting procedures are followed at all times;
- (b) is to demonstrate positive leadership and mentor members;
- (c) is to attend meetings as requested by the local government;
- (d) is to promote the objectives of the brigade;
- (e) is to act as spokesperson for the brigade on public relations and other matters, in conjunction with the local government;
- (f) is to advise the brigade on administrative matters;
- (g) may direct the brigade activities during wildfire suppression or during hazard reduction burning programs;
- (h) in the absence of a Bush Fire Control Officer may take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to;
- (i) is to ensure Brigade members are adequately trained to carry out their functions, in accordance with Bush Fire Operating Procedures (BFOP) and Brigade standards;
- (j) undertakes responsibility for the management and maintenance of brigade property and equipment;
- (k) is to conduct brigade briefings and post incident analysis of any incident involving fire fighting or management issues;
- (l) is to to ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with Bush Fire Operating Procedures; and
- (m) is to adopt policies on behalf of the brigade as recommended by the local government.

3.3 Brigade Lieutenants

- (1) The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants.
- (2) All Lieutenants must be ranked in seniority as follows -
 - (a) the Captain and Lieutenants of the brigade, in consultation with the Chief Bush Fire Control Officer, determine this seniority;
 - (b) in the event that a resolution cannot be found, the Chief Bush Fire Control Officer shall have the final say.
- (3) In the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities

(4) The Lieutenant is to -

~~(a) — in the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;~~

~~(b)~~(a) provide support to the Captain and assist with the management of the Brigade;

~~(c)~~(b) Command and manage members during emergencies and other Brigade related activities;

~~(d)~~(c) demonstrate positive leadership and mentor members;

(d) conduct briefings during and after incidents and maintain open lines of communications.

(e) Encourage positive interaction and teamwork between members;

(f) ensure Bush Fire Operating Procedures are adhered to at brigade activities;

(g) ensure members engaged in fire fighting activities hold competencies relevant to the task;

(h) work cohesively with the brigade Training Officer and conduct training activities for members;

(i) ensure the behaviour of members is in accordance with the Local Government's code of conduct.

3.4 Secretary

The Secretary is to –

(a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which must be open for inspection by brigade members at any reasonable time;

(b) answer all correspondence or direct it appropriately, and keep a record of the same;

(c) prepare and send out all necessary notices of meetings;

(d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;

(e) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership;

(f) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.

3.5 Treasurer

The Treasurer is to –

(a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;

(b) pay accounts as authorised by the Brigade Officer Committee;

(c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;

(d) be the custodian of all monies of the bush fire brigade;

(e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees;

(f) report on the financial position at meetings of the bush fire brigade or Brigade Officer Committee;

(g) submit a copy of the audit report to the Chief Bush Fire Control Officer by 31 May each year.

3.6 Equipment Officer

(1) Duties

(a) The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade); and

- (b) The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).
- (2) Storage of Equipment
- (a) ~~The~~ Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the “station”).~~;~~
- (b) ~~If~~ there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

3.7 Training Officer

The Training Officer is to-

- (a) ensure brigade members maintain necessary skill levels equivalent to the competency standards required as recommended by the Department and the City of Armadale;
- (b) ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills;
- (c) maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the local government;
- (d) provide mentoring for members who express an interest in training to encourage future facilitators;
- (e) represent the brigade at training committee meetings.

PART 4 – BRIGADE OFFICER COMMITTEE

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Brigade Officer Committee.
- (2) Without limiting the generality of subclause (1), the Brigade Officer Committee is to have the following functions –
- (a) to recommend to the local government amendments to these Rules;
- (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
- (c) to propose a motion for consideration at any meeting of the bush fire brigade;
- (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
- (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
- (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Brigade Officer Committee) on any conditions it thinks fit;
- (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
- (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Brigade Officer Committee

- (1) The Brigade Officer Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer, Training Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to -
 - (a) be elected at the annual general meeting of the bush fire brigade; and
 - (b) hold office until the next annual general meeting;
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Brigade Officer Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days' notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days' notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

- (1) At least 7 days' notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
 - (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - (c) adopt the annual financial statements;
 - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
 - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of officers (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes the Captain (or person presiding) may exercise a casting vote.

5.6 Auditor

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

PART 6 – MEETINGS OF BRIGADE OFFICER COMMITTEE

6.1 Meetings of Brigade Officer Committee

- (1) The Brigade Officer Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Brigade Officer Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Brigade Officer Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Fees

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

7.2 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.3 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.4 Banking

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1) and a third signatory must be selected.

7.5 Disclosure of interests

- (1) A brigade member must disclose to the bush fire brigade or Brigade Officer Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Brigade Officer Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Brigade Officer Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Brigade Officer Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.6 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Brigade Officer Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Brigade Officer Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Brigade Officer Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
 - (a) in writing;
 - (b) unless otherwise specified, given to or by the Secretary;
 - (c) given by –
 - (i) personal delivery;
 - (ii) post; or
 - (iii) email transmission;
 - (d) taken to have been received, as the case may be –
 - (i) at the time of personal delivery;
 - (ii) 2 business days after posting; or

(iii) on the date the sender sends the notice as verified on their electronic device.

8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy must give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy must be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

