

Terms of Reference

Serpentine Jarrahdale / Cardup Career Fire Station Integration Working Group



Shire of
Serpentine
Jarrahdale



DFES
Department of Fire &
Emergency Services



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Purpose

The purpose of the Serpentine Jarrahdale / Cardup Career Fire Station Integration Working Group is to support the successful establishment of the Cardup Career Fire and Rescue Station (CFRS) and the associated extension of the Metropolitan Gazetted Fire District (MGFD) within the Shire of Serpentine Jarrahdale (The Shire) district and the associated changes and impacts on the Shire's Volunteer Bush Fire Brigades.

Context

Establishing the Cardup CFRS station will enhance emergency response arrangements within the Shire of Serpentine Jarrahdale and will be accompanied by an expansion of the MGFD. These changes will impact the operational response of the Shire's Volunteer Bush Fire Brigades.

This working group is formed to proactively address these changes and ensure the continued effective use of the Shire's Volunteer Bush Fire Brigades by exploring the responsibilities of key stakeholders and proposing strategic arrangements for future use of BFBs.

Scope

The Integration Group is an advisory and information-sharing group, established to enhance relationships and communication between the Shire, Cardup CFRS, and the Shire's Volunteer Bush Fire Brigades regarding the establishment of the Cardup CFRS.

The working group will be in place for 12 months from the date of the first meeting.

Integration Group name

The Integration Group shall be the Serpentine Jarrahdale/ Cardup Career Fire Station Integration Group.

The Role and Function of the WG

The role and function of the Integration Working Group is to:

- Understand the roles and responsibilities of all stakeholders relevant to incident response, inside and outside of the MGFD, in line with applicable legislation and DFES Doctrine.
- Identify opportunities to strengthen the working relationship between all parties through direct engagement and collaboration between the Shire's Volunteer Bush Fire Brigades and Cardup CFRS.
- Identify opportunities for collaboration between the Shire, Cardup CFRS and the Shire's Volunteer Bush Fire Brigades to promote community engagement, fire prevention/preparedness, and mitigation opportunities.

Membership

The Bush Fire Brigades Integration Working Group is made up of the following stakeholders:

- CBFCO Serpentine Jarrahdale
- Coordinator Emergency Services
- Department of Fire and Emergency Services (DFES) Representatives:
 - DO Hills
 - DO South East Rural
 - Cardup Project Officer/ SO Cardup
- DCBFCO Serpentine Jarrahdale x3
- Captain and 1x nominated brigade member from each of the Shire's 7 Volunteer Bush Fire Brigades

Chairperson

Chair: CESH Serpentine Jarrahdale - Chief Bush Fire Control Officer

Deputy Chair: Coordinator Emergency Services – SJ located meetings

Deputy Chair: District Officer Hills – DFES located meetings

Secretariat

This role is to be fulfilled by the Shire's Emergency Services Technical Support Officer.

Meetings

Meetings will be held monthly or as required. No meeting will be held in January 2025.

The meeting venue will be shared between Shire and DFES facilities. Meetings after business hours will be considered to allow volunteers to attend.

The secretary will ensure that accurate minutes are recorded at each meeting and all agreed actions are noted in the Minutes.

Approved minutes will be tabled at the Shire's Bushfire Advisory Committee (BFAC) meetings.

If the presiding members are unavailable to attend the meeting:

- the presiding member's delegate will chair the meeting; or
- the meeting will be postponed until the presiding members can attend.

Tenure of Membership

Brigade membership will be nominated by the respective Bush Fire Brigade Captains and endorsed by the CBFCO. DFES membership will be recommended by the DFES Deputy Chair and approved by the Superintendent South East Metro. Membership will be by the position to allow the working group to continue if the DFES member is unavailable.

Quorum

No quorum is required but any agreed actions are to be recorded in the meeting minutes.

Proxies

If a member is unable to attend a scheduled meeting, a proxy may be sought from the area of representation. The proxy needs to be able to make decisions as if the original person was in attendance. The proxy is to be endorsed by the CBFCO prior to the meeting.

Order of Meetings

Discussions at the meetings are controlled through an Agenda, which will be prepared and distributed by the CBFCO.

Reference Documents

- Brigade Operating Procedure
- Discussion Paper - The Impact of Cardup Career Fire Station and the Extension of the Metropolitan Gazetted Fire District (E24/1239)
- Correspondence from Shire of Serpentine Jarrahdale approving the proposed ESL 1 / Gazetted Fire District Gazettal.
- Emergency Management Act 2005
- State Emergency Management Policy
- State Emergency Management Procedure
- State Hazard Plan Fire

Approval and Amendment History

Reviewed/Modified	Reference	Date	Comment	Reviewed By
Adopted				
Reviewed				
Reviewed				