



Bush Fire Operating Procedures

(Bush Fire Administration Manual including Standard Operating Procedures)

Adopted by Council as Council's Interim Policy on 28 June 2023
Council Resolution 133/06/23

VOLUNTEER BUSH FIRE BRIGADE



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Introduction

The Bush Fire Operating Procedures are guidelines adopted by the local government.

This document incorporates both the Administrative Procedures and Standard Operating Procedures.

This document is considered to be a living document that may, from time to time, require updating and annual review.

Review

The Shire of Toodyay Volunteer Bush Fire Brigade Operating Procedures will be reviewed annually as per Paragraph 8, Section One.

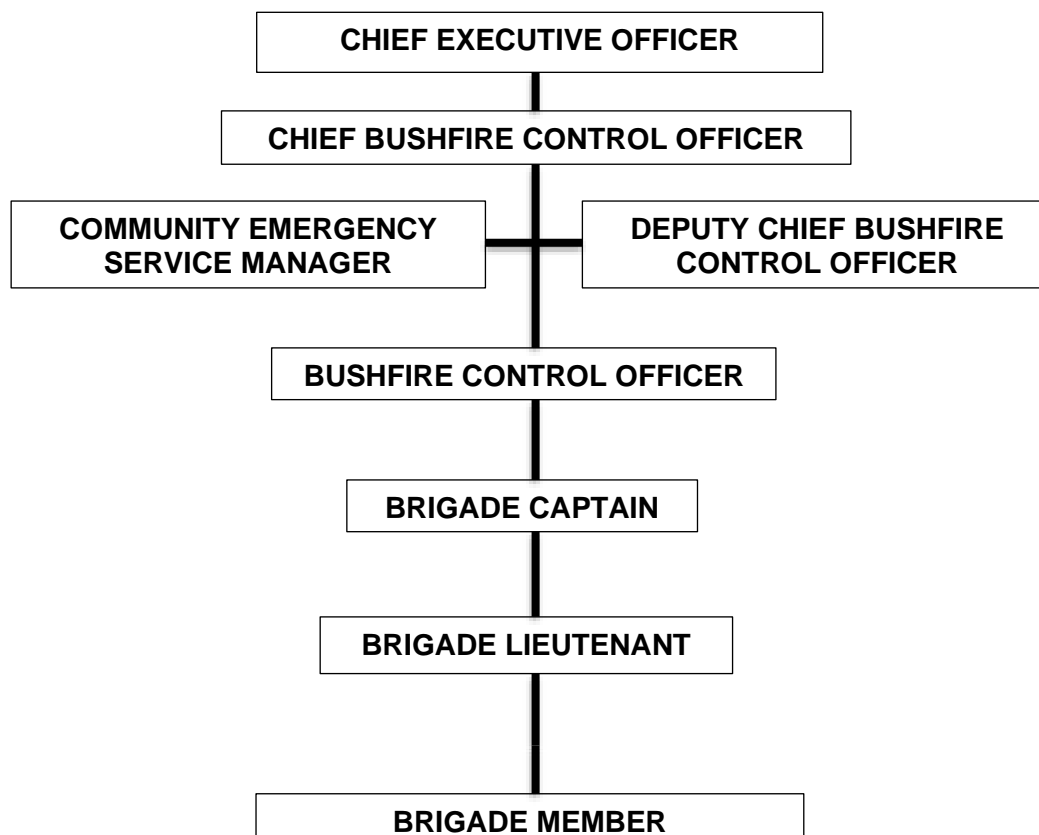
Interpretation

In these procedures, unless the context otherwise requires;

"The ACT"	means the Bush Fires Act, 1954 and amendments
"The Regulations"	means the Bush Fires Regulations 1954
"Council"	means the Shire of Toodyay Council.
"DFES"	means the Department of Fire and Emergency Services.
"Ordinary Meeting"	means any meeting of the Brigade other than an annual general meeting, operational meeting or a special meeting.
"Absolute Majority"	means more than half of the total votes of those eligible to vote whether present or not.
"Normal Brigade Activities"	as defined in Section 35A of the Act.
"Fire fighter"	means a member of a Brigade with the competency and currency to carry out operational firefighting duties.
"Auxiliary"	means a member that provides support to operational fire fighters of the Brigade and must be a minimum of sixteen (16) years of age.

"Cadet"	means a member of a Brigade aged between twelve (12) and up to sixteen (16) years of age. The member is not allowed to carry out operational firefighting duties.
"CEO"	means Chief Executive Officer of the Shire of Toodyay
"CESM"	means the Community Emergency Services Manager for the Shire of Toodyay
"CBFCO"	means the Chief Bush Fire Control Officer appointed by the Shire of Toodyay.
"FCO"	means a Fire Control Officer appointed by the Shire of Toodyay.
"Review Date"	means a dated listed for review via a Meeting of Council.
"Local Government"	means the Local Government established under the Local Government Act 1995.

BRIGADE CHAIN OF COMMAND



Authorisation

These procedures have been produced and issued under the authority of the Shire of Toodyay in accordance with the *Bush Fires Act 1954 (WA)* and endorsed by the Shire of Toodyay Council.



.....
ROSEMARY MADACSI
SHIRE PRESIDENT
SHIRE OF TOODYAY

6 / 7 / 2023
..... / /

DATE



.....
SUZIE HASLEHURST
CHIEF EXECUTIVE OFFICER
SHIRE OF TOODYAY

6 / 7 / 23
..... / /

DATE

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SECTION ONE

Administrative

Procedures

Volunteer Bush Fire Brigades



Section One - Administrative Procedures

For Bush Fire Brigades and Operations

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1. OBJECTIVES AND VALUES

1.1. Objectives

The objectives of the Shire of Toodyay Volunteer Bush Fire Brigades are to:

- 1.1.1. Provide timely, quality and effective emergency service;
- 1.1.2. Minimise the impact of emergencies on the community;
- 1.1.3. Work with the community to increase bush fire awareness and fire prevention;
- 1.1.4. Endeavour to ensure that active Brigade members training requirements are maintained and documented to meet DFES standards and that prior learning is to be taken into consideration;
- 1.1.5. Ensure all operational equipment is serviceable and available for emergencies;
- 1.1.6. Provide a workplace where every individual is treated with respect, in an environment free from discrimination or harassment;
- 1.1.7. Work cohesively with other agencies;
- 1.1.8. Report to Council on matters referred to the Brigades by the Council, through the Shire of Toodyay Bush Fire Advisory Committee.

1.2. Values

Members are to adopt the following principles at all times when representing the Bush Fire Brigades of the Shire of Toodyay.

These values shall include;

- a) Put the community first;
- b) Act with integrity and honesty;
- c) Work together as a committed team;
- d) Strive to keep ourselves and others safe;
- e) Respect and value the contribution of others;
- f) Have open and honest two-way communication; and
- g) Continuously develop our skills to service the community.

2. MEMBERSHIP

2.1 New Membership Application Process

2.1.1 A new member is to complete a Bush Fire Service Application to Join a Bush Fire Brigade form and accept the Shire of Toodyay conditions for membership.

2.1.2 Upon (or prior to) receipt of membership form from the prospective member the Brigade Captain will:

- Advertise to the existing brigade membership the name of the prospective member and provide a period of no less than 7 days for the existing members to raise objections or request for discussion.
- Consider, but not otherwise be bound by, the outcome of any information received from the brigade membership in final determination on endorsement of the membership application.
- Provide evidence of activities conducted in this section when submitting any endorsed or not endorsed application form to the Shire.

2.1.3 A new member must complete a Criminal History Check (governed by SOP.21).

2.1.4 The application must be endorsed by the Shire of Toodyay.

2.2 Conditions of Membership

2.2.1 The conditions of membership shall refer to:

- Active fire fighters;
- Life memberships;
- Cadets and;
- Auxiliary members.

2.2.2 Basic Training: All Volunteer Bush Fire members are required to complete the DFES Volunteer Induction and Bush Fire Safety Awareness prior to commencing active duties, fire fighters must additionally complete the DFES Firefighting Skills competency. Competencies in these modules shall be the minimum acceptable standard required for a volunteer bush fire fighter to perform operational firefighting duties.

2.2.3 Relevant Legislation, Procedures and Guidelines:
Members must comply with the legislative requirements of:

- Fire and Emergency Services Act 1998;
- Bush Fires Act 1954 and Bush Fires Regulations 1954;
- Occupational Safety and Health and Safety Act 1984
- Equal Opportunity Act 1984 (WA); and
- The established guidelines of the Volunteer Bush Fire Brigade;
- Shire of Toodyay Administration Procedures and Standard Operating Procedures

2.2.4 Probationary Period: All new Shire of Toodyay Bush Fire Brigade personnel's membership shall be probationary until the latter of:

- a) three months from becoming a member;
- b) completion of the basic training relevant to the role (as outlined in item 2.2.2 of this section).

During the above period, the Brigade Captain may make application in writing to the CEO requesting termination of; or additional conditions attached to the personnel's membership sighting any conduct not reflective of this procedure manual.

The CEO shall make a determination in regard to the request either:

- a) Upholding the request;
- b) Dismissing the request;
- c) Applying another outcome (for example an extended period of probation, or other restriction of duty) following consultation with the Brigade Captain;

2.3 Induction

All new members shall be provided with a formal induction. New members will be:

- a) Introduced to Brigade members and shown all Brigade facilities.
- b) Instructed about any safety requirements.
- c) Complete the DFES Volunteer Fire Fighter Induction
- d) Made aware of Brigade duties and responsibilities.
- e) Provided with a mentor until such time as they are familiar with normal Brigade activities and operational requirements.
- f) Be informed that all Personal Protective Equipment (PPE) issued to them by the Brigade or the Shire of Toodyay is for Brigade activities only and remains the property of the Shire of Toodyay.
- g) Be assisted in registering for the DFES Volunteer Hub and use of online resources such as the eAcademy.

2.4 Brigade Commitments

Shire of Toodyay Volunteer Bush Fire Brigade members are required to maintain currency in training and active firefighting.

If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain.

2.5 Change of Details

Shire of Toodyay Volunteer Bush Fire Brigade members are required to ensure that their personal details are up to date. Any change of personal details is to be made via the DFES Volunteer Portal or via the Volunteer Personal Details – Change Request Form (submitted to the Shire) within fourteen (14) days of the change.

All drivers of vehicles are required to hold a current western Australian driver's license for the class of vehicle that is to be driven. Any traffic offence that results in a suspension or loss of license must be reported to the Brigade Captain.

2.6 Termination of membership

Volunteer Bush Fire Brigade membership shall or maybe terminated when a member;

- 2.6.1 Provides written notification of resignation to the Brigade;
- 2.6.2 Has received two (2) official written warnings from the Shire of Toodyay CEO for violations;
- 2.6.3 Has not been active with the Brigade for a period of twelve (12) months (member will be taken to have resigned from the Bush Fire Brigade).
- 2.6.4 A member may be considered inactive if they fail to attend a minimum of four (4) brigade activities relevant to the member's role within twelve (12) months.

2.6.4.1 A firefighter, who in a twelve (12) month period, does not go on roster or attend at least four (4) Brigade activities relevant to their role as a firefighter, will be reclassified as an Auxiliary in the Brigade. Brigade activities that relate to the firefighting role include but are not limited to, Brigade training and turning out to an incident.

Upon reclassification as an Auxiliary the member shall return any firefighting equipment in their possession and will only be able to vote in Brigade meetings in accordance with paragraph 3.7, Section One.

The member may at a later time be reclassified as a firefighter by request to, and subsequent agreement of the Brigade Captain. They may be required to update or undertake additional training related to the role.

If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain or Lieutenants.

- 2.6.5 Where a membership is terminated, all property owned by the Shire of Toodyay should be returned to the Shire administration personnel within fourteen (14) days of giving notice. Failure to meet these conditions may require the Shire of Toodyay to seek reimbursement of costs against the member.

2.7 Suspension of membership

A volunteer member may be suspended by the Brigade Captain where the member:

- 2.7.1 Wilfully or negligently disregards the *Bush Fires Act 1954*, Bush Fires Regulations 1954, or the Bush Fire Operating Procedures (Administration) Manual; and
- 2.7.2 Has performed an unsafe act that jeopardizes the safety of the member or others.

The suspended member will be excluded immediately from such Brigade duties and activities. The Brigade Captain must notify the member, in writing, advising of the suspension period and reason.

The period of suspension shall not exceed three (3) consecutive months and shall be determined by the Brigade Captain and Lieutenants.

On completion of the suspension period the member may be required to undertake refresher training before resuming active firefighting duties.

2.8 Rights of a Volunteer Member

A Brigade member shall not be dismissed from any Brigade duty without an opportunity to defend any allegation.

A member may lodge a written objection to the CBFCO or CEO should they consider they have been unfairly dealt with.

The CBFCO or CEO shall consider the objection and resolve it by either:

- a) Dismissing the objection;
- b) Vary the decision after consultation with the Brigade Captain and Lieutenants;
- c) Revoking the original decision; and imposing a different decision.

2.9 Equal Opportunity and Grievance Process

The Shire of Toodyay policy is committed to providing a work environment in which all persons can expect to be treated with respect. It ensures that all individuals uphold State and Federal laws concerning harassment and discrimination. All complaints will be in accordance with the Shire's Grievance Procedure.

3. MEETINGS OF THE BUSH FIRE BRIGADES

All meetings of the Bush Fire Brigade shall be minuted unless confidential information is being discussed.

3.1 Ordinary Meetings

- 3.1.1 The Brigade may at any time call an ordinary meeting of its members.
- 3.1.2 The Brigade shall hold a minimum of two (2) ordinary meetings between 1 July and 30 June each financial year, one of which is to be in conjunction with the Brigade AGM.
- 3.1.3 The brigade shall use the following agenda template for all general meetings.

AGENDA TEMPLATE FOR ORDINARY MEETINGS

VOLUNTEER BUSH FIRE BRIGADE

AGENDA FOR THE GENERAL MEETING OF THE VOLUNTEER BUSH FIRE BRIGADE

VISITORS:	<input style="width: 100%; height: 20px;" type="text"/>
APOLOGIES:	<input style="width: 100%; height: 20px;" type="text"/>
OPENING:	<input style="width: 100%; height: 20px;" type="text"/>
MINUTES OF PREVIOUS MEETING	
MOTION:	That the Minutes of the Meeting held onbe confirmed.
	Proposed: _____ Seconded: _____ Carried: _____ Unanimously
MATTERS ARISING FROM PREVIOUS MINUTES	
	<input style="width: 100%; height: 20px;" type="text"/>
CORRESPONDENCE	
	<input style="width: 100%; height: 40px;" type="text"/>
MOTION:	That the correspondence be accepted.
	Proposed: _____ Seconded: _____ Carried: _____ Unanimously
MATTERS ARISING FROM CORRESPONDENCE	
	<input style="width: 100%; height: 20px;" type="text"/>
TREASURERS REPORT	
	<input style="width: 100%; height: 20px;" type="text"/>
MOTION:	That the Financial Statement be accepted and the payments be made.
	Proposed: _____ Seconded: _____ Carried: _____ Unanimously
MATTERS ARISING FROM TREASURERS REPORT	
	<input style="width: 100%; height: 20px;" type="text"/>
CAPTAINS REPORT	
	Grant – <input style="width: 100%; height: 20px;" type="text"/>
MOTION:	That the Captains Report be accepted.
	Proposed: _____ Seconded: _____ Carried: _____ Unanimously.
MATTERS ARISING FROM CAPTAINS REPORT	
	<input style="width: 100%; height: 20px;" type="text"/>
EQUIPMENT OFFICER'S REPORT	
	<input style="width: 100%; height: 20px;" type="text"/>
MOTION:	That the Equipment Officer's report be accepted.
	Proposed: _____ Seconded: _____ Carried: _____ Unanimously.
MATTERS ARISING FROM EQUIPMENT OFFICER'S REPORT	
	<input style="width: 100%; height: 20px;" type="text"/>
TRAINING OFFICER'S REPORT	
	As tabled – <input style="width: 100%; height: 20px;" type="text"/>

MOTION: That the Training Officer's report be accepted.
 Proposed: _____ Seconded: _____ Carried: _____
 Unanimously

MATTERS ARISING FROM TRAINING OFFICER'S REPORT

NEXT TRAINING:

BUSH FIRE ADVISORY COMMITTEE (BFAC) REPORT

GENERAL BUSINESS

NEXT MEETING:

CLOSURE:

3.2 Annual General Meeting (AGM)

- 3.2.1 The Brigade shall hold an annual general meeting;
- 3.2.2 A report shall be presented to the membership by the Captain and Treasurer of the Brigade;
- 3.2.3 At this meeting all office bearer positions will be declared vacant;
- 3.2.4 The CBFCO or CEO (or his delegate) will act as returning officer during the election of the new positions;
- 3.2.5 The new office bearers will assume the positions as of the date of the AGM;
- 3.2.6 The decision to conduct either; a proxy vote or an ordinary vote for the AGM must be decided at the prior monthly ordinary meeting of the brigade.

3.3 Special Meeting

- 3.3.1 The Brigade Captain may at any time convene a special meeting of the Brigade.
- 3.3.2 The secretary of the Brigade must convene a special meeting when a written request is made by not less than six (6) active members of the Brigade.
- 3.3.3 The names of the members requesting the special meeting are to be recorded in the minutes of the meeting.

3.4 Operational Meeting

- 3.4.1 The Brigade Captain may at any time convene an operational meeting of the Brigade.
- 3.4.2 An operational meeting may convene with any members of the Brigade at the Brigade Captain's request.
- 3.4.3 Brigade secretary to record those attending in the minutes of the meeting.

3.5 Notice of a Meeting

- 3.5.1 Notice of any special general meeting of the Brigade, must be given to all members of the Brigade eligible to vote at least seventy-two (72) hours before the commencement of the meeting;
- 3.5.2 Chief Bush Fire Control Officer, CESM and CEO are to be notified;
- 3.5.3 Notice of the Annual General Meeting and of any Ordinary Meeting of the Brigade must be given to all members of the Brigade eligible to vote and the Shire of Toodyay at least fourteen (14) days before the commencement of the meeting;
- 3.5.4 Notice of a meeting under sub-clauses 3.5.1 and 3.5.3 above.
- a) must be given by the Secretary;
 - b) may be given by written notice to each member;
 - Personally, by post or electronic email; or
 - By a notice published in a newspaper circulating in the area of the Brigade; or
 - By public notice on the Fire Brigade's notice board/s.
 - c) must set out the date, time, and place of the meeting;
 - d) must be signed by the Secretary or, in the case of a special meeting, by the person convening the meeting; and
 - e) must set out an agenda for the meeting.
- 3.5.5. An operational meeting of the Brigade may be convened at the earliest appropriate date, time and place acceptable to those members requested to attend.

3.6 Quorum

A quorum for:

3.6.1 Management Committee meetings:

- a) Shall consist of not less than fifty percent (50%) of the Management Committee members.

3.6.2 All other Brigade Meetings:

- a) Shall consist of not less than eight (8) active Brigade members. This shall include a minimum of two (2) management committee members.
- b) No business is to be transacted at a meeting of the bush fire Brigade unless a quorum of Brigade members is present.
- c) Operational Meetings do not require a quorum.

3.7 Voting

Each Brigade member present at the meeting shall be entitled to vote.

In the event of an equality of votes:-

The Brigade Captain during the meeting may exercise the deciding vote.

When voting on operational matters at any brigade meeting, only listed fire fighters are entitled to vote. This includes the voting for the election of operational office bearers.

Votes may be counted by either:

- a) Formal secret ballot for election of Captain, Lieutenants when there is more than nomination; or
- b) Show of hands for all other elections and general meeting business.

Proxy votes are permitted at an AGM for the election of Captain and Lieutenants subject to nominations being closed seven (7) days prior to the AGM.

4. MANAGEMENT COMMITTEE

- 4.1 Each Brigade shall form a Management Committee;
- 4.2 The management committee shall meet each calendar month or as required;
- 4.4 The Brigade Management Committee shall consist of the following officers:
 - a) Brigade Captain;
 - b) Brigade Lieutenants;
 - c) Secretary must be there to take the minutes of the meeting.
- 4.5 In the event of an equality of votes the Captain will be entitled to a second or casting vote;
- 4.6 Minutes of these meetings will be made available to members of the Brigade except where the Management Committee has decided that some business remain confidential;
- 4.7 Management Committee minutes are subject to the Freedom of Information Act and may be made available to an applicant, including brigade members under an FOI application notwithstanding any decision of the Management Committee;
- 4.8 Minutes shall be provided to the Shire of Toodyay no later than twenty-one (21) days after the meeting has been held.

5. BRIGADE ELECTIONS

5.1 Nomination of Office Bearer Candidates for Brigade Elections

- 5.1.1 Nominations are required to be presented at the Annual General meeting;
- 5.1.2 For an operational position, a person can only be nominated by a listed active Fire Fighter brigade member who has been a listed active fire fighter brigade member for a minimum of twelve (12) months;
- 5.1.3 A nomination for an operational position must be endorsed by a second listed active Fire Fighter Brigade member with a minimum of twelve (12) months as a listed active fire fighter brigade member. Each member is only entitled to nominate one (1) person per position;
- 5.1.4 For non-operational positions, a person can only be nominated by a Brigade member who is from that Brigade with a minimum of twelve (12) months as a Brigade member;
- 5.1.5 A nomination for a non-operational position must be endorsed by a second Brigade member with a minimum of twelve (12) months as a Brigade member;
- 5.1.6 A nomination shall be made –
 - a) in writing to be received by the Brigade Secretary before the official close of nominations;
- 5.1.7 Nominees must indicate acceptance of nomination.

5.2 Special Elections

- 5.2.1 Where a supplementary election must be held due to a vacancy in the position as a result of an early resignation or other reason:
 - a) The Captain or Management Committee via the Secretary will arrange a special meeting of the Brigade at which the election will be held and call for nominations;
 - b) The Captain or Management Committee via the Secretary must advise each member of the Brigade in writing giving a minimum of fourteen (14) days' notice of the special meeting the election is to be held; and
 - c) Nominations should be in accordance with other elections.

6. BRIGADE FINANCES / AUDIT CONTROLS

6.1 Accounts at Financial Institutions

- 6.1.1 The Brigade must disclose where Brigade account(s) are to be held for the ensuing financial year at each Annual General Meeting;
- 6.1.2 The Brigade must appoint at least three Management Committee members to act as signatories for the Brigade accounts each financial year;
- 6.1.3 A minimum of two signatures is required on any Brigade account cheque or bank transaction form;
- 6.1.4 All accounts raised, works undertaken or goods to be purchased by the Brigade must be authorised for payment at an ordinary Brigade meeting by the Brigade;
- 6.1.5 All cheques issued must be accompanied by the appropriate documentation (invoice or monthly account); and
- 6.1.6 All money received by the Brigade or by a member on behalf of the Brigade must be recorded in a Brigade receipt book and entered in Brigade financial records.

6.2 Financial Reports

- 6.2.1 The Brigade must, at each Ordinary and Annual General Meeting, present a financial report and;
- 6.2.3 For the Annual General Meeting the previous 12-month period or since the last AGM.

7. RULES

7.1 The Brigade may not make rules inconsistent with:

- a) The Bush Fires Act 1954 and Bush Fires Regulations 1954;
- b) The Shire of Toodyay Bush Fire Operating (Administration Procedures);
- c) The Shire of Toodyay Policies as set out in this document or elsewhere;
- d) Shire of Toodyay Fire Break Orders; and/or
- e) Any other Shire of Toodyay Act or Regulation.

7.2 Where the Brigade wishes to make a rule under this clause or vary or revoke such a rule, the Secretary must, within fourteen (14) days of acceptance by the Brigade at an Ordinary Meeting, or Special Meeting, send a copy of the proposed rule or amendment to the CBFCA, CESH and CEO for consideration.

8. AMENDMENT TO ADMINISTRATION PROCEDURE MANUAL

8.1 The Brigade may, by resolution, recommend to the Shire of Toodyay Bush Fire Advisory Committee that the Administration Procedure Manual be amended, if:

- a) At least one month's written notice, setting out the terms of the proposed resolution, is given to each member of the Brigade personally or by post; and
- b) The resolution is supported at a duly convened meeting of the Brigade by an absolute majority of the Brigade.

Any proposed amendment to the policy manual is subject to the approval of the Shire of Toodyay Bush Fire Advisory Committee and Council in accordance.

The Shire of Toodyay Bush Fire Advisory Committee shall review the Volunteer Bush Fire Brigade Administration Procedure Manual at the meeting held in August each year. Proposed rules or amendments are to be sent to the CEO by close of business on 30 June. The Shire of Toodyay Bush Fire Advisory Committee will review any proposed amendments to the Administration Procedure Manual and make recommendation to Council for any addition, deletion or amendment.

9. COMPLAINTS AND GRIEVANCES

Any member who is dissatisfied with any matter in relation to the operation of a Brigade should raise their concerns with the Brigade Captain or the management Committee in the first instance. If still dissatisfied, the member may complain in writing the CEO of the Shire of Toodyay outlining their concerns.

10. THE DUTIES AND RESPONSIBILITIES OF VOLUNTEER BUSH FIRE BRIGADE OFFICE BEARERS

The office bearers of a volunteer bush fire Brigade must be able to demonstrate current competencies for the position of office they are nominated prior to accepting the nomination or undertaking the duties and responsibilities of the said position.

10.1 Lieutenant

Role

The Lieutenant of a volunteer bush fire Brigade is responsible for the operational management of volunteer bush fire fighters during Brigade activities. The position is required to provide both operational and administrative support to the Captain in managing the Brigade. The position reports to the Captain on all matters pertinent to the functioning of the Brigade and/or personnel whom they are supervising.

The Brigade should appoint a maximum of 4 lieutenant positions, identified numerically from one (1) to four (4), Lieutenant one (1) being the more senior position. If operational circumstances require the number of lieutenants for a Brigade to be increased or decreased, a request is to be submitted in writing to the Shire of Toodyay for special approval.

- a) In the absence of the Brigade Captain, the Lieutenant assumes all powers, responsibilities and duties of that officer.
- b) The Brigade must rank all Lieutenants in seniority. This will be determined by resolution at the Annual General Meeting. The Captain may exercise a casting vote if required.

Duties and Responsibilities

Duties and responsibilities of a Brigade Lieutenant include:

- 10.1.1 Provide support to the Captain and assist with the management of the Brigade;
- 10.1.2 Demonstrate Positive leadership and mentor Brigade members;
- 10.1.3 In the absence of the Captain administer all powers and responsibilities of the Bush Fires Act. (Bush Fires Act 1954, Part iv Section 44(1));
- 10.1.4 Command and manage volunteer bush fire fighters during emergencies and other Brigade related activities;
- 10.1.5 Maintain a personal logbook with a record of events that occur during all incidents;
- 10.1.6 Conduct briefings during and after incidents and maintain open lines of two-way communications between fire fighters and management;
- 10.1.7 Encourage positive interaction and teamwork between volunteer fire fighters;
- 10.1.8 Ensure Shire of Toodyay, DFES and Brigade standing operating procedures are adhered to at Brigade activities;
- 10.1.9 Ensure fire fighters engaged in firefighting activities hold competencies relevant to the task;
- 10.1.10 Work cohesively with the Brigade Training Officer to conduct training activities for volunteer fire fighters;
- 10.1.11 to ensure the behaviour of fire fighters is in accordance with the Shire of Toodyay and DFES codes of conduct.
- 10.1.12 Represent the Brigade membership on the Executive Management Committee.

Criteria of a Lieutenant

- Experience with a minimum of 2 years
- Knowledge of managing a volunteer organisation.
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations.
- Ability to perform under stressful conditions.

Qualifications of Lieutenant

- Following courses completed
 - Bush Fire Safety Awareness
 - Firefighting Skills
 - Crew Leader 2020
 - Advanced Bush Fire Firefighting 2020
 - Structural Fire Fighting
 - AIIMS Awareness
 - Machine Supervision

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

Review Date(s)			

10.2 Captain

Role

The Captain of a Volunteer Bush Fire Brigade shall be responsible for the leadership and management of Brigade firefighting activities.

As role model and mentor for members of the Brigade the Captain should always act with integrity and consider each member equally. All decisions should be in the interest the Brigade and its membership.

The position reports to the CBFCO on Brigade related matters and represents the Brigade at Bush Fire Advisory Committee (BFAC) and Shire of Toodyay Operations Committee meetings. The Captain may delegate authority to another operational Brigade member to represent the Captain at BFAC or Shire of Toodyay Operations Committee meetings.

Duties and Responsibilities

Duties and responsibilities of the Brigade Captain include:

- 10.2.1 Demonstrate positive leadership and mentor Lieutenants and Brigade members;
- 10.2.2 Command, control and confidently manage firefighting activities at emergency incidents;
- 10.2.3 To ensure AIIMS Incident Control System is implemented and maintained during all emergency incidents;
- 10.2.4 Maintain a personal logbook with a record of events and decisions that occur at an incident;
- 10.2.5 Conduct Brigade briefings and post incident analysis of any incident involving firefighting or Brigade management issues;
- 10.2.6 To ensure Brigade members deployed for operational duties have the competencies to complete the task or duty assigned and hold current qualifications to carry out the functions required, in accordance with Shire of Toodyay Operating Guidelines and DFES Standard Operating Procedures;
- 10.2.7 To undertake responsibility for the proper management and maintenance of Brigade property and equipment;

- 10.2.8 Ensure conduct of bush fire Brigade members is in accordance with the Shire of Toodyay Policies, Procedures, Operating Guidelines and SOP's;
- 10.2.9 Report any injuries of personnel or damage to fire fighting vehicles as soon as possible to the Shire of Toodyay;

Criteria of Captain -

- Firefighting experience of 5 years and preferable time spent as a Lieutenant.
- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations.
- Ability to perform under stressful conditions.

Qualifications of Captain –

- Following courses completed
 - Bush Fire Safety Awareness
 - Firefighting Skills
 - Crew Leader 2020
 - Advanced Bush Fire Firefighting 2020
 - Structural Fire Fighting
 - Sector Commander
 - AIIMS awareness
 - Machine Supervision

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

Review Date(s)			

10.3 Presiding Member (if appointed)

Role

The presiding member shall preside over all official Brigade meetings. In the absence of a chairperson the next most senior Brigade Officer may preside over a meeting.

Duties and Responsibilities

The chairperson shall perform the following functions:

- 10.3.1 Preside over official Brigade meetings and is a neutral party and has no voting rights;
- 10.3.2 Ensure meeting procedure and protocol is maintained;
- 10.3.3 Promote the aims and objectives of the Brigade where possible;
- 10.3.4 Advise the Brigade on administrative matters;
- 10.3.5 Report Brigade matters to the Captain;
- 10.3.6 Promote open fair discussion during debate in relation to Brigade matters; and
- 10.3.7 Ensure minutes of meetings are signed and dated by the chairperson.

Criteria

- Understanding of meeting procedures.
- Demonstrated ability to conduct and manage meetings.

Review Date(s)			

10.4 Secretary

Role

The secretary is to manage administrative matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on administrative matters pertinent to the Brigade.

Duties and Responsibilities

The Secretary shall perform the following functions:

- 10.4.1 Ensure members receive notification of Brigade meetings in accordance with this procedure manual;
- 10.4.2 Prepare an agenda for Brigade meetings and distribute to members and to the Shire of Toodyay;
- 10.4.3 Ensure minutes of Brigade meetings are recorded and distributed to all members and the Shire of Toodyay within fourteen (14) days;
- 10.4.4 Document and record all Brigade correspondence;
- 10.4.5 Ensure Brigade information is disseminated to all listed members;
- 10.4.6 Disseminate circulars and other information to all Brigade members;
- 10.4.7 Work cohesively with Shire of Toodyay management and administration staff on matters pertinent to Brigade administration;

Note: The position of Secretary and Treasurer may be combined.

Criteria of Secretary

- An understanding of meeting procedure and minute taking.
- Computer Skills

Review Date(s)			

10.5 Treasurer

Role

The role of the treasurer is to manage and report to the Brigade on all financial matters. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on financial matters pertinent to the Brigade.

Duties and Responsibilities

The Treasurer shall perform the following functions:

- 10.5.1 Manage financial affairs of the Brigade;
- 10.5.2 Maintain Brigade financial records and provide detailed report of income and expenditure at meetings;
- 10.5.3 Ensure that the Brigade Financial records are audited by an external body or agency annually;
- 10.5.4 Provide the Shire of Toodyay with financial statements of Brigade income and expenditure after each financial year;
- 10.5.5 Work cohesively with Shire of Toodyay management and administration staff on matters pertinent to Brigade financial matters;

Criteria of Treasurer

- Knowledge and understanding of accounting principles.
- Computer skills

Review Date(s)			

10.6 Brigade Training Officer

Role

The Brigade Training Officer is responsible for the management and coordination of Brigade training, and the documentation of these activities. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on training matters pertinent to the Brigade.

Duties and Responsibilities

Duties and Responsibilities of the Brigade training coordinator shall include:

- 10.6.1 Ensure Brigade members maintain basic skill levels equivalent to the competency standards as detailed in the DFES Volunteer Fire fighter Program and DFES Bush Fire Brigade Training Guidelines;
- 10.6.2 Ensure regular training sessions are conducted within the Brigade to maintain currency of qualification and skill;
- 10.6.3 Provide mentoring for members who express an interest in training;

Review Date(s)			

10.7 Brigade Equipment Officer

Role

The role of the equipment officer is to manage Brigade and personal equipment. The position is not required to perform active operational duties but must be able to demonstrate knowledge of firefighting equipment. The position may be inclusive to an operational position held within the Brigade and shall report to the Captain on matters pertinent to Brigade and personal equipment.

Duties and Responsibilities

The equipment officer shall perform the following functions:

- 10.7.1 Manage Brigade equipment and maintain register of all assets;
- 10.7.2 Ensure Brigade equipment is maintained and operationally ready;
- 10.7.3 Coordinate and record maintenance checks on equipment as required;
- 10.7.4 Report all damage of Brigade equipment or property to Captain immediately;
- 10.7.5 Manage Brigade requests for replacement items and equipment. Compile documentation with replacement item and submit to the Shire of Toodyay;
- 10.7.6 Submit to the Brigade Captain a request for replacement of equipment for inclusion in ESL equipment replacement program.

Review Date(s)			

11. BUSH FIRE CONTROL OFFICERS

11.1 Duties and Responsibilities of the Chief Bush Fire Control Officer (CBFCO)

Role

The role of the Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Organisation in the Shire of Toodyay and not as a 'hands on' fire fighter. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks within the Shire of Toodyay and is to ensure that the following tasks are achieved.

Duties and Responsibilities

- 11.1.1 During wildfire incidents manage the fire resources of the Shire and Brigades and when necessary act as the Incident Controller in accordance with Westplan Fire;
- 11.1.2 Promote the AIIMS Incident Management system to all FCO'S, Brigades and volunteer fire fighters within the Shire of Toodyay and ensure an Incident Controller is appointed for all Incident Levels (1-3);
- 11.1.3 Ensure that FCO'S, Brigade Officers and volunteers are trained to a standard commensurate to the risk and equipment within the Brigade and Council area;
- 11.1.4 Demonstrate positive leadership and mentor DCBFCOs, FCOs, Captains and Brigade members;
- 11.1.5 Promote Community fire prevention as a priority, to identify and reduce fire hazards;
- 11.1.6 Develop the fire organisation to effectively and efficiently control wildfires;
- 11.1.7 Develop and promote the use of Standard Operating Procedures and Guidelines, minimum training standards, identify hazards and assess risk to prevent injury to volunteers and implement the principals of OSH for volunteers to develop a safe working environment for fire fighters;
- 11.1.8 Ensure welfare preparedness is arranged for the provision of food, medical aid and counselling services for volunteers;

- 11.1.9 Establish and maintain effective communication and liaison with the Shire of Toodyay, FCO'S, Brigades, DFES, DPaW, Emergency services, statutory authorities and facilitate prompt response to fire incidents;
- 11.10 Ensure that Brigades are involved in the development of Policy for the preparation of ESL Fire Appliance program, maintenance programs for Shire and Brigade owned equipment, incident de-briefing of wildfires, welfare and safety of volunteers.
- 11.1.11 Promote the values of Volunteer Fire Brigades to the community and within the Brigades;
- 11.1.12 Delegate specific tasks to DCBFCO'S, FCO'S, CESM or Brigades;
- 11.1.13 Liaise with the Shire of Toodyay, DFES and other organisations to achieve the duties outlined above.

Criteria of Chief Bush Fire Control Officer -

- Firefighting experience of 10 years
- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Toodyay
- Working Knowledge of the Shire of Toodyay Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.

- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Toodyay;
- Be a member of the DOAC, BFAC and LEMC.

Qualifications of Chief Bush Fire Control Officer –

- Following courses completed
 - Bush Fire Safety Awareness
 - Firefighting Skills
 - AIIMS Awareness
 - Crew Leader 2020
 - Advanced Bush Fire Firefighting 2020
 - Structural Fire Fighting
 - Sector Commander
 - Fire Control Officer
 - Incident Controller Level 1
 - AIIMS 4
 - Ground Controller
 - Machine Supervision

Review Date(s)			

11.2 Duties and Responsibilities of a Deputy Chief Bush Fire Control Officer (DCBFCO)

Role

The role of the Deputy Chief Bush Fire Control Officer is to assist the Chief Bush Fire Control Officer in the areas of decision making, planning and management and not as a 'hands on' fire fighter.

Deputy Chief Bush Fire Control Officers may be appointed by Council.

Duties and Responsibilities

- 11.2.1 The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker, planner and assists the CBFCO in managing the Bush Fire Organisation;
- 11.2.2 The Deputy Chief Bush Fire Control Officer may deputise in the absence of the Chief Bush Fire Control Officer;
- 11.2.3 Demonstrate positive leadership and mentor, FCOs, Captains and Brigade members;
- 11.2.4 If more than one FCO or Brigade is in attendance may take control of fire operations and be Incident Controller or part of the Incident Manager Team as delegated by the Incident Controller;
- 11.2.5 The Deputy Chief Bush Fire Control Officer is responsible to the Chief Bush Fire Control Officer.

Criteria of DCBFCO -

- Firefighting experience of 10 years
- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Toodyay.

- Currently holds all of the preferred qualifications of the Fire Control Officer.
- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Toodyay
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.

Qualifications of Deputy Chief Bush Fire Control Officer –

- Following courses completed
 - Bush Fire Safety Awareness
 - Firefighting Skills
 - AAIMS Awareness
 - Crew Leader 2020
 - Advanced Bush Fire Firefighting 2020
 - Structural Fire Fighting
 - Sector Commander
 - Fire Control Officer
 - Incident Controller Level 1
 - AAIMS 4
 - Ground Controller
 - Machine Supervision

Review Date(s)			

11.3 Duties and Responsibilities of a Bush Fire Control Officer (FCO)

Role

A Bush Fire Control Officer is a delegated representative of the Local Government responsible for the administration of provisions within the Bush Fires Act 1954. The position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.

A Bush Fire Control Officer must be able to demonstrate experience in wildfire behaviour, AIMS and knowledge of the area. The person in this position must be able to interpret provisions of the Bush Fires Act 1954 and the Bush Fires Regulations 1954 and be confident with communication skills.

This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

A Fire Control Officer may hold jointly the position of Brigade Captain.

Duties and Responsibilities

Duties and responsibilities of the Bush Fire Control Officer include:

- 11.3.1 Authorise permits for hazard reduction burns within the Shire of Toodyay in accordance with the Bush Fires Act 1954 and Environmental Act as and when directed by the CEO;
- 11.3.2 Identify and conduct risk assessments of fire hazards within the Shire of Toodyay;
- 11.3.3 Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government;
- 11.3.4 Maintain a personal logbook to include a record of events and decisions during an incident;
- 11.3.5 Take control, command and manage resources during wildfire or hazard reduction burns within the Brigade area they are appointed;
- 11.3.6 To take control of firefighting operations at a wildfire outside their Brigade area where no other Fire Control Officer is present;

- 11.3.7 Demonstrate Positive leadership and mentor Captains and Brigade members;
- 11.3.8 Provide advice to the CBFCO and CESM as to when harvest bans and or movement of vehicle bans should be applied.

Criteria of Bush Fire Control Officer -

- Firefighting experience of 8 years
- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Toodyay
- Knowledge of the Bush Fires Act 1954
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations.
- Ability to perform under stressful conditions.

Qualifications of Bush Fire Control Officer –

- Following courses completed
 - Bush Fire Safety Awareness
 - Firefighting Skills
 - Crew Leader 2020
 - Advanced Bush Fire Firefighting 2020
 - Structural Fire Fighting
 - Sector Commander
 - Fire Control Officer
 - AIIMS 4
 - Incident Controller Level 1
 - AIIMS awareness
 - Ground Controller
 - Machine Supervision

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

Review Date(s)			

11.4 Nomination of Fire Control Officer Candidates (to BFAC)

11.4.1 Nominations for appointment for FCO must come from:

- a) A brigade AGM, ordinary or special meeting where the nomination is made in writing and received by the brigade secretary seven (7) days prior to the meeting and the nomination achieves a simple majority of firefighters or their proxy in a formal secret ballot and the CBFCO or CEO (or their delegate) is present; or
- b) A member of BFAC; or
- c) Self-nomination of a current FCO

11.4.2 All nominations must be formally received in writing to the Executive Officer of the Bush Fire Advisory Committee a minimum of 21 days prior to the August BFAC.

11.4.3 All nominees must be a member of a registered Bushfire Brigade of the Shire of Toodyay (as per Item 2 of this Section) 21 days prior to the August BFAC.

11.4.4 All nominations should indicate acceptance, or non-acceptance, if nominated, for Chief or Deputy Roles. No indication will be deemed as non-acceptance.

11.4.5 A nomination acceptance from a non-appointed FCO (i.e. new nomination), shall include a cover letter indicating:

- a) Their reason for seeking the role; and
- b) The qualities they bring to the role; and
- c) Their capacity to carry out such duties.

11.4.6 The CEO, within his/her delegated authority from Council, will appoint FCO to such staff or contractors which require it for their roles without need to nominate via BFAC.

11.5 Recommendation of Nominations (to Council)

11.5.1 The Shire shall prepare a report for the consideration of BFAC which will:

- a) Include all nominations received in line with 11.4 including acceptance or non-acceptance of any potential CBFACO or DCBFACO nominations.
- b) Include a summary of training in line with the requirements of 11.1, 11.2 and 11.3.
- c) Include a history of FCO role related turnout activity related to current and re-nominated FCOs.
- d) Include acknowledgment of any discrepancy of a candidate with any requirement of 11.1, 11.2, 11.3.
- e) Include any other information which may be considered pertinent to the assessment of the nomination, for example, (but not limited to), cover letters of new applicants.
- f) Be circulated to BFAC members no less than 14 days prior to the August meeting with the agenda.

11.5.2 At each August BFAC, the committee will consider the report (11.5.1) and each member present will participate in a survey in the following manner to assist the committee in drafting a recommendation to Council:

- a) By indicating which candidate(s) (zero or more) they endorse on the provided candidate survey form.
- b) Candidates receiving endorsement on an absolute majority of survey responses returned shall be disclosed to the committee in descending order based on the number of survey endorsements received up to a maximum of 11 candidates.
- c) In the case of a tie where the 12th or subsequent candidates share the same number of survey endorsements as the 11th placed candidate,

process 11.5.3(d) and if required (e) shall be followed to determine the 11th candidate.

11.5.3 At each August BFAC, the committee will consider the report (11.5.1), and the results of the survey (11.5.2) and each member will participate in the following manner to assist the committee in drafting a CBFBO recommendation to Council:

- a) Nominations for CBFBO will be called from the BFAC membership. Nominations may come from either:
 - i. candidates recommended in 11.5.2, or;
 - ii. a member of staff who has been appointed an FCO as part of their employment duties under council delegated authority to the CEO.
- b) Nominees must have expressed their acceptance of the nomination by:
 - i. In writing along with their FCO nomination; or;
 - ii. In person as a member or guest at the August BFAC.
- c) Where there are more than two accepted nominations, each member present will participate in a survey of the nominees. The membership will be advised of the survey results in descending order based on the number of survey endorsements to assist the committee in drafting a recommendation to Council.
- d) In the case of a tie, the tied candidates shall become the subject of a subsequent survey, and so on until a result.
- e) In the case process (d) results in a tie of two candidates the BFAC chair shall have the casting survey response.

11.5.4 At each August BFAC, the committee will consider the report (11.5.1), and the results of the survey (11.5.2) and each member will participate in the following manner to assist the committee in drafting DCBFBO recommendation(s) to Council:

- a) The process followed shall be the same as 11.5.3, substituting the term CBFCO for DCBFCO.
 - b) The process may be repeated to appoint desired number of DCBFCOs by ascending number designation.
 - c) Candidates previously recommended to the CBFCO or a DCBFCO role shall be ineligible to be nominated.
- 11.5.5 The drafted recommendation(s) resulting from 11.5.2, 11.5.3 and 11.5.4 shall be moved/voted on by the committee membership present as per normal committee procedures.

11.6 Termination of FCO designation

- 11.6.1 An FCO appointment may be terminated by the following methods:
- a) As per Item 2.6 (excluding 2.6.4.1) of this document.
 - b) By recommendation of BFAC which gains simple majority of the committee in a secret ballot which is subsequently upheld by Council resolution.
 - c) Failure of an existing FCO to be reappointed by Council in the annual process.
- 11.6.2 A BFAC committee member intending to move a motion must provide a full report in writing on the recommendation to the Executive Officer of BFAC for and prior to the circulation agendas to the committee members.
- 11.6.3 The FCO(s) for which the motion is to be moved must be provided a copy of the report and informed of the intent at the time of circulation of agendas to committee members.
- 11.6.4 The FCO(s) for which the motion is to be moved shall be afforded the opportunity to address BFAC prior to the ballot.



SECTION TWO

Standard

Operating

Procedures

Volunteer Bush Fire Brigades



Section Two – Standard Operating Procedures

For Bush Fire Brigades and Operations

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INTRODUCTION

These Standard Operating Procedures (SOPs) are set of procedures, standards and guidelines approved by Council for the safe and efficient operation of Brigades and personnel at emergency incidents.

These Procedures for Bush Fire Brigades and Operations are a living document that may, from time to time, require updating and additions.

Input from Brigade members is welcome.

If a Brigade member feels that an SOP is unworkable, not practical or needs inclusion they should raise the matter at their local Brigade Meeting.

If the meeting agrees then it should be raised by the Brigade representative on the Bush Fire Advisory Committee.

The Bush Fire Advisory Committee will discuss the matter and make a recommendation to Council that the SOP be added or amended.

SOP.1 DRIVING GUIDELINES FOR BUSH FIRE BRIGADES

Procedure No.	SOP.1
Procedure Subject:	Driving Guidelines for Bush Fire Brigades
Adoption Date:	
Last Reviewed:	

INTRODUCTION

Driving emergency vehicles under emergency conditions brings with it an added responsibility to the Officer in Charge and the driver of the vehicle. The safety of the community at large should be balanced with the urgency of the call.

Drivers should, in the first instance ensure the safety of the crew and the public when responding to a call, and secondly endeavour to arrive at the incident as soon as practicable.

Drivers should follow the principles outlined in this Standard Operational Procedure. No risk is justified if it is likely to prejudice the safe arrival of the appliance and crews at an incident or the safety of others within the community.

Driving an emergency vehicle under emergency conditions comes with a set of responsibilities that may have dire consequences if they are not performed rationally, competently, professionally and with consideration for others (road users, pedestrians etc.).

PROCEDURE

1. DRIVING CONDITIONS FOR BUSH FIRE BRIGADE PERSONNEL

All drivers must hold a valid and current class of driving license for the vehicle type that is being driven.

All drivers must have the approval of the brigade Captain to drive the vehicle and where possible complete the DFES approved course for the appropriate class of vehicle.

Driver holding "P" Plates may drive appliances as part of driver training; however, are not to drive to or at emergency/incidents.

Drivers are not to operate fire appliances for longer than a 12-hour shift.

2. FIRE CALL CONDITIONS CODE I

Appliances responding with haste where Life/Property is in danger.

Emergency Warning Beacons, SIREN and headlights are to be on at all times when travelling to an Operational Emergency incident or at the discretion of the OIC or Crew Leader.

Rail crossing signals and boom gates to be obeyed at ALL times.

Drivers and Officers should also refer to DFES issued SOPs.

SOP 36 Road Traffic Code

SOP 37 Driving Emergency Vehicles

SOP 40 Driver Responsibilities

3. NORMAL ROAD CONDITIONS CODE 2

When returning to fire station, attending training or exercises and general operations:

No emergency warning lights and sirens are to be used.

ALL road rules must be obeyed at ALL times.

4. DRIVING REQUIREMENTS FOR OFFROAD USE

Vehicle is to operate in low range 4X4 at all times when driving off road on the fire ground.

Hubs on vehicles with freewheeling hubs are to be locked in at all times.

Speed is to be minimised to ensure safety of occupants.

5. GENERAL

- Fire Fighters must at all times, drive with due care and attention and continue to show consideration to other road users.
- It is essential that the privileges granted by law are not abused.
- Crew Care and Safety must be ensured at all times when driving.

- Warning Lights are to be in operation at all times when brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
- The MAXIMUM speed limit for the vehicle class is to be observed at all times on roadways.
- Brigade units are not to be used other than for call outs or normal brigade activities as defined the Bush Fires Act so as to receive insurance cover.

6. TURN OUT PROCEDURE

- 1 All firefighting appliances are to respond as Emergency Vehicles (Code 1) unless instructed otherwise,
- 2 The initial response to fires will be as Emergency Vehicles (**Code 1**). Subsequent support vehicles are to travel under **Code 2** UNLESS OTHERWISE DETERMINED BY THE INCIDENT CONTROLLER.
- 3 Station/Group radio operators may downgrade/upgrade responding vehicles on advice from the Incident Controller.
- 4 For response to fire/incidents or alarms where there is a HIGH LIFE RISK FACTOR – e.g., Schools, Hospitals, Nursing Homes, incidents involving aircraft or buses, ALL vehicles will respond Code 1 unless otherwise determined by the Incident Controller.

REMEMBER that to drive under Code 1 condition when it is not expedient or safe to do so is a breach of the Road Traffic Act and could result in driver prosecution.

SOP.1 Review Date(s)			

SOP.2 PERSONNEL PROTECTIVE EQUIPMENT

Procedure No.	SOP.2
Procedure Subject:	Personnel Protective Equipment
Adoption Date:	
Last Reviewed:	

STANDARD OF DRESS FOR ALL FIRE FIGHTING PERSONNEL WILL BE:

Registered Brigade Personnel on the fire grounds must be dressed in accordance with the Department of Fire & Emergency Services recommended industry standard or equivalent. Personnel turning up to fires without the minimum requirement will be advised to dress properly or asked to leave the fire ground.

RECOMMENDED STANDARD FOR BUSH FIRE FIGHTING

- Approved Coveralls (one or two piece) as supplied by the Shire of Toodyay.
- Approved Helmet as supplied by the Shire of Toodyay.
- Fireman’s Boots or Safety Boot as supplied by the Shire of Toodyay.
- Gloves and Goggles as supplied by the Shire of Toodyay.
- All personnel are responsible for the availability, condition, care and cleanliness of their own kit.
- Only correctly attired personnel will be permitted to crew Brigade appliances.
- The appearance and conduct of Bush Fire personnel members whilst wearing either operational dress or uniform is to be such that it will not cause any criticism upon the organisation or the Shire of Toodyay.

EQUIVALENT STANDARD

Is cotton or woollen long trousers, cotton or woollen long sleeve shirt and safety boots and leather gloves.

SOP.2 Review Date(s)			



Section Two – Standard Operating Procedures

For Bush Fire Brigades and Operations

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SOP.3 ALCOHOL AND DRUG CONSUMPTION

Procedure No.	SOP.3
Procedure Subject:	Alcohol and Drug Consumption
Adoption Date:	
Last Reviewed:	

PROCEDURE

- 1 Bush Fire Brigade personnel shall **NOT** respond to an incident or participate in any Bush Fire operation or activity if alcohol or drugs have been consumed in quantities that contravenes any written Law or Policy.
- 2 Alcohol or drugs shall **NOT** be consumed by personnel whilst undertaking any task or function associated with incident response, suppression or recovery phases.
- 3 Alcohol or drugs shall **NOT** be consumed by personnel whilst engaged in training activities associated with operational tasks.
- 4 When driving, personnel must comply with Road Traffic Regulations.

SOP.3 Review Date(s)			

SOP.4 CREWING OF BRIGADE FIRE APPLIANCES

Procedure No.	SOP.4
Procedure Subject:	Crewing of Brigade Fire Appliances
Adoption Date:	
Last Reviewed:	

PROCEDURE

Bush Fire appliances travelling to and from incidents shall only carry personnel who are safely seated in the cab or on specially designed seating fitted with seat belts and in accordance with the any written Law or Policy relevant to that class of vehicle. Except Light tankers which can only be crewed by a maximum of two persons.

SOP.4 Review Date(s)			

SOP.5 RESPONSE TO WILDFIRES AT RUBBISH TIPS

Procedure No.	SOP.5
Procedure Subject:	Response to wildfires at Rubbish Tips
Adoption Date:	
Last Reviewed:	

NOTIFICATION

All fires occurring within rubbish tip sites are to be reported to the Local Authority's Environmental Health Officer, Fire and Rescue and the Department of Fire & Emergency Services Communications centre who will notify, as necessary, other agencies.

TYPE OF FIRE

Fire within rubbish-site boundary, but clear of dump area, i.e., bush, grass, garden waste or windblown papers.

RESPONSE

- a. Brigade Response will be as for Rural Type Fire or as indicated in their Brigade Response Plan.
- b. VFRS to be requested to attend the incident.
- c. Brigade members to remain clear of danger zone, remain up-wind of incident.
- d. Attend to adjacent bush fires if it is safe to do so.

NOTE

If tip site involved includes a pit/trench area, Brigade members are to remain above ground level at all times.

1. If incident is confirmed to be hazardous, Brigade members will assist VFRS who will assume the Hazard Management Agency role.
2. Consideration will be given to evacuation of persons likely to be affected by fire products.
3. If incident is confirmed to be non-hazardous by VFRS and Council's Environmental Officer, Brigade members will become involved in Fire



Section Two – Standard Operating Procedures

For Bush Fire Brigades and Operations

Suppression as directed by the Senior Brigade/CBFCO (Incident Controller).

It cannot be stressed too strongly that to act without specialist advice is dangerous and that it is essential that safe Operating Procedures are adhered to in responding to all situations.

SOP.5 Review Date(s)			

SOP.6 DETECTION OF FIRES, SHIRE RESPONSE AND MOBILISATION OF BRIGADES
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Procedure No.	SOP.6
Procedure Subject:	Detection of Fires, Shire Response and Mobilisation of Brigades
Adoption Date:	
Last Reviewed:	

DETECTION AND REPORTING OF FIRES

- The normal notification of a fire is through the '000'.
- Report all fires to Department of Fire & Emergency Services Communication Centre via channel 328 or by telephoning 1800 198 140 and Northam Regional Office 96902300.

SHIRE RESPONSE TO FIRE CALLS

DURING PROHIBITED FIRE SEASON

- On receipt of a report of a fire or other emergency will cause a page and/or SMS to be made turning out all brigades to every fire until such time as they are stood down.
- A brigade may be placed on 'standby' if determined by the location of the fire.

DURING RESTRICTED AND UNRESTRICTED FIRE SEASON

- Each call will be assessed and a decision as to how many brigades will be turned out will be made. This turn out must still be carried out through the use of the paging/SMS service so that other brigades are aware of the fire and can commence to make themselves available if required.

Systems, procedures and equipment must be installed and maintained with due regard to this aim while ensuring fire fighter and public safety.

STANDBY

For the purposes of this SOP 'STANDBY' means that personnel are to go to the fire station and make the vehicle ready for departure should the need arise and are to remain there until stood down.



Section Two – Standard Operating Procedures

For Bush Fire Brigades and Operations

SOP.6 Review Date(s)			

SOP.7 SMOKE AFFECTED ROADS

Procedure No.	SOP.9
Procedure Subject:	Smoke affected roads
Adoption Date:	
Last Reviewed:	

PROCEDURE

Fire burning on or near road verges, with smoke obscuring vision, is potentially the most dangerous situation volunteers can find themselves in. More fire fighters have been killed or injured in this situation than any other firefighting activity.

Treat traffic like electricity! Do not attempt to work in smoke reduced visibility until you are sure the flow has been cut off.

Extreme caution must be taken and the following procedures followed at all times:

The Incident Controller will request police to provide traffic control at the earliest possible moment.

Fire fighters working from or on a Gazetted roadway that is part of a fire ground. (Roads will be closed under State Emergency Management Policy No. 4.8)

1. For the safety of fire fighters any roadway where fire fighters are working must be closed if there is a risk of injury or accident
2. Where possible fire fighters should look for alternative work environments other than the roadway.

Gazetted Roads under the Care & Control of the Local Government

1. If the Road is a Local road under the care of the Shire of Toodyay the Shire the Incident Controller will close the road. The CESM or Ranger shall arrange for the road to be attended to by appropriate qualified staff.

If police assistance is unavailable, and a detour is not possible, then the Road or Roads are to be closed when fire operations are be undertaken from any gazetted roadway.

Gazetted Roads under the Care & Control of Main Roads (MRWA).

1. If the Road is a major Highway or arterial road under the care of Main Roads then Main Roads shall be contacted via the police to have the Road closed and signed accordingly.

The Incident Controller shall request MRWA to formulate and implement a Traffic Plan. The request shall be made via the DFES communication Centre or the Police.

If police assistance is unavailable, and a detour is not possible, then the Road or Roads are to be closed when fire operations are to be undertaken from any gazetted roadway.

If a motorist “IGNORES” instructions from a duly authorised person then the offender’s registration number and the time should be noted and reported to the police at the first opportunity. Action will be taken. The Incident Controller must be notified **by radio** immediately when a motorist disobeys any direction and proceeds.

Fire appliances **must** have all emergency lights on and headlights dipped when working in a visibility reduced hazard.

BRIGADE PERSONNEL HAVE A DUTY TO THEMSELVES AND THE TRAVELLING PUBLIC TO ENSURE THAT ALL OPERATIONS ARE PERFORMED WITH MAXIMUM SAFETY

SOP.7 Review Date(s)			

SOP.8 RADIO CALL SIGN SYSTEM

Procedure No.	SOP.8
Procedure Subject:	Radio Call Sign System
Adoption Date:	
Last Reviewed:	

PROCEDURE

Radio call signs for units shall be in accordance with the Shire of Toodyay 'Radio Call Sign Bush Fire Net' sheet and the UHF CHANNEL's call sheet, as published annually.

SOP.10 Review Date(s)			

SOP.9 OPERATIONAL AND INCIDENT MANAGEMENT RESPONSIBILITIES

Procedure No.	SOP.9
Procedure Subject:	Operational and Incident Management Responsibilities
Adoption Date:	
Last Reviewed:	

PROCEDURE

In accordance with the provision of the Bush Fires Act and Regulations, DFES are responsible for the standard of fire incident response planning at State, Regional, Local Authority and Brigade level, co-ordination of fire responses and to provide a support role in the Incident Control System.

Local Government has the responsibility for the planning, command and control of fire response within the Shire through their CBFCO and Brigade Captain/FCO's.

To ensure that a common standard is effective across all Local Government and Brigades, it is necessary to recognise that the DFES Staff are part of that Chain of Command and the duties of all officers are clearly defined and documented.

The following list represents the Chain of Command and responsibilities:

- Regional Director
- District Officer
- Area Officer
- Chief Bush Fire Control Officer (1)
- Deputy Chief Bush Fire Control Officer (2)
- Fire Control Officer (3)
- Captain (3)
- Lieutenant (4)
- Fire Fighter (5)
- Auxiliary Members

CHIEF BUSH FIRE CONTROL OFFICER

- ***Operational and Incident Management Responsibilities***
- ***(Responsible For Fire Operations Within A Shire)***

PRINCIPLE RESPONSIBILITIES

- 1 As directed by the Chief Executive Officer or his Delegate, the CBFCO will take responsibility for the specific functions of incident management, communications, intelligence, logistics support, welfare and liaison during incidents within the Shire.
- 2 During fire incidents manage the fire incident resources of the Shire and Brigades Co-ordinate and support the command functions undertaken by Brigade FCO/Captains.
- 3 Establish and maintain effective communication and liaison with group personnel and Brigade Captains and the Shire of Toodyay to facilitate prompt response and recovery at all incidents.
- 4 At Shire level, establish and maintain effective communication and liaison with emergency services, statutory authorities and facilitate prompt response and recovery at all incidents.
- 5 Ensure that Brigade Captains or Fire Incident Controllers have taken command and established correct organisational structure, assigning resources to combat the incidents and undertaking tasks in accordance with established procedures (AIIMS Incident Control System).
- 6 Compliance with all Shire of Toodyay Policies and Procedures relevant to Fire & Emergency Services.

TASKS WITHIN A GROUP

- 1 Through Deputy CBFCO, FCO's and Brigade Captains, ensure that Incident Controllers have established a control point (where appropriate) and an organisational structure to facilitate prompt and effective incident response and recovery.
- 2 Ensure that liaison with emergency services at Shire level has been established and maintained to facilitate the operational and incident compact requirement of Local Authority response plan and the Local Emergency Management Plans.

- 3 Manage the development and maintenance of the organisational structure within the Shire and Brigades to ensure effective incident management communications between the Brigades, Regional Operations Centre and DFES Comcen.
- 4 When appropriate, ensure that the Shire or Brigades have established temporary or mobile communication facilities to meet the needs of incident management.
- 5 Through Deputy CBFCO and Brigade FCO's and Captains, ensure that timely communication of situation reports is provided by Brigade FCO/Captains or Incident Controller to assist in assessment of future resource needs, both human and physical.
- 6 Ensure that intelligence information and meteorological reports are provided to the Regional Operations Centre and Incident Controller.
- 7 Establish with Deputy CBFCO and Brigade FCO's and Captains or Incident Controller, strategy plans and tactics to combat escalation of all incidents, monitor and assist in the timely provision of additional resource requirements.
- 8 Maintain liaison and advice to emergency services and Brigades regarding strategy and predicted resource requirements.
- 9 Ensure that Brigade officers initiate fire or incident investigation procedures as require overview and assist in the preparation of major incident reports at Shire and Brigade level.
- 10 Ensure that communication procedures used within the Shire and Brigades during incidents are used in accordance with standard operational procedures of the Bush Fires Service overview, contribute to or assist in briefing and de-briefing procedures during and post incident.
- 11 Ensure that group or individual counselling processes are available to Shire and Brigade personnel who have been subject to incident stress or trauma.
- 12 Provide timely and accurate incident status information to the Regional Operations Centre as require prepare information for local news media for public release.
- 13 Ensure that all vehicles, plant and equipment used by Brigades during incidents are operated and maintained in accordance with Shire of Toodyay Policy and WA statutes.

- 14 Assign specific functional responsibilities to Deputy CBFCO's in the areas of communications, intelligence, logistics support and welfare.
- 15 Ensure that all tasks undertaken during incidents are carried out in the safest possible manner (bearing in mind at all times, the hazardous nature of emergency incident management).

DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS

- ***Operational and Incident Management Responsibilities***
- ***(Responsible For Fire Operations Within A Shire)***

PRINCIPLE RESPONSIBILITIES

- 1 During fire incidents, assist in the co-ordination and management of resources as directed and assist specific Brigades with operational activities.
- 2 Assist and contribute to the establishment and maintenance of effective communications and liaison with Brigades and other emergency services to ensure prompt response and recovery at all incidents within the Shire.
- 3 Assist in ensuring that Incident Controllers have taken control, that Brigade Captains have assigned appropriate resources to combat emergencies and are undertaking tasks in accordance with established practice and procedure.
- 4 Compliance with all Shire of Toodyay Policies and Procedures relevant to Fire & Emergency Services.

TASKS WITHIN A GROUP

- 1 As directed by the CBFCO or the Chief Executive Officer or his Delegate, take responsibility for the specific functions of communications, intelligence, logistics support, welfare and liaison during incidents within the Shire.
- 2 In the absence of the CBFCO, adopt the responsibilities of the CBFCO for incident management.
- 3 During major incidents within the Shire and as directed, assist in and contribute to the establishment and management of activities or functions of the Incident Control Centre and IMT.
- 4 Mobilise by appropriate means and provide Situation reports to the Incident Controller.
- 5 Overview and co-ordinate health, welfare and safety requirements of personnel at all incidents within the Shire.
- 6 Undertake other duties as delegated by the CBFCO.

FIRE CONTROL OFFICER (FCO) / BRIGADE CAPTAIN

- ***Operational and Incident Management Responsibilities***
- ***(Responsible to the CBFCO)***

PRINCIPLE RESPONSIBILITIES

- 1 During incidents within the Brigade area, co-ordinate and manage the resources of the Brigade, take control, assume the role of Incident Controller as required.
- 2 During incidents within the Shire area, assist and participate in using the facilities and resources of the Brigade.
- 3 Establish and maintain effective communications and liaison both with the CBFCO, Brigade personnel and Emergency Services; to ensure prompt response and recovery at all incidents within the Brigade area.
- 4 Ensure that Brigade Lieutenants have taken control of functions or areas, have established correct organisational structure and have assigned resources to deal with the incident.
- 5 Compliance with all Shire of Toodyay Policies and Procedures relevant to Fire & Emergency Services.

TASKS WITHIN A BRIGADE

- 1 Through Lieutenants, ensure that a control facility and organisational structure has been established to facilitate prompt and effective incident response and recovery.
- 2 Through Lieutenants and Senior Fire Fighters, ensure that liaison and communication is established and maintained throughout the incident between the Brigade's firefighting crews.
- 3 Ensure that the Brigade establishes mobile communication facilities to meet the needs of incident management.
- 4 Ensure that situation reports are provided by Lieutenants or Senior Fire Fighters to the Shire Base and Brigade Station to assist in assessment of future resource needs.
- 5 Maintain liaison and advice to the Brigade Officers and CBFCO regarding strategy, tactics and predicted resource requirements.
- 6 Initiate fire or incident investigation procedures and incident reports as required.

- 7 Ensure that communication procedures used within the Brigade during incidents are used in accordance with standard operating procedures of the Department of Fire & Emergency Services.
- 8 Ensure that Brigade personnel counselling processes are available to individuals or crews who have been subjected to incident stress or trauma.
- 9 Provide Situation reports to the Brigade and CBFCO as require prepare information for public release by the Authorised Officer.
- 10 Ensure that all vehicles, plant and equipment used by the Brigade during incidents are operated and maintained in accordance with Bush Fires Service Policy and Standards.
- 11 Through Lieutenants and Senior Fire Fighters, delegate specific tasks to auxiliary Brigade personnel in the areas of communications, intelligence, logistics and support welfare only.
- 12 Ensure that all tasks undertaken by Brigade personnel during incidents are carried out in the safest possible manner.

BRIGADE LIEUTENANT

- ***Operational and Incident Management Responsibilities***
- ***(Responsible to the Brigade Captain)***

PRINCIPLE RESPONSIBILITIES

- 1 Manage the response of the firefighting crews within the brigade and control the activities of all Fire Fighters under their command.
- 2 Assist in the establishment, control and maintenance of effective communications between firefighting crews and the Brigade during incidents.
- 3 Maintain liaison with other Lieutenants and Senior Fire Fighters during incidents for effective co-ordination and control of firefighting crews and supporting resources.
- 4 As directed, take responsibility for assigned functions, establish correct organisational structure and assign specific tasks to Senior Fire Fighters and firefighting crews.
- 5 Compliance with all Shire of Toodyay Policies and Procedures relevant to Fire & Emergency Services.

PRINCIPLE TASKS

- 1 Assign firefighting crews and resources to meet the requirements of specific tasks and maintain advice to the Brigade Captain of predicted resource requirements.
- 2 Ensure that communications can be affected from the incident area to the Control Point or Brigade Fire Station.
- 3 Provide Situation reports to the Brigade Captain, other Lieutenants and Senior Fire Fighters to ensure that all personnel are aware of potential or existing hazards.
- 4 Participate in incident investigations and preparation of incident reports as directed.
- 5 Ensure that a communication procedure between Senior Fire Fighters and firefighting crews is undertaken using standard operating procedure.

- 6 Monitor the effects of incident combat on firefighting personnel and facilitate counselling for crews or individuals who have been subjected to incident stress and trauma.
- 7 In the absence of the Brigade Captain, adopt the responsibilities of the Brigade Captain for incident management.
- 8 Ensure that all vehicles, plant and equipment used by Senior Fire Fighters, firefighting crews or auxiliary Brigade personnel are operated and maintained in accordance with Bush Fires Service policy and standards.
- 9 On departure of an appliance from the fire station to an incident, or at crew change on the fire ground, ensure that the names of all fire fighters and equipment are recorded as they are assigned to appliances.
- 10 Report to the Brigade Captain any failure or fault of vehicles, plant or equipment immediately it is identified.
- 11 Provide incident Situation reports to the Brigade Captain and ensure that all personnel are aware of the incident's current status.
- 12 Delegate specific responsibilities to auxiliary Brigade personnel in the functions of communications, intelligence, logistics support and welfare only.
- 13 Participate in co-ordinating shift rostering and relief of all Brigade firefighting and auxiliary personnel.
- 14 Ensure that all tasks undertaken by Senior Fire Fighters, firefighting and auxiliary personnel are carried out in the safest possible manner.

FIRE FIGHTER

PRINCIPLE RESPONSIBILITIES

- 1 Responsible for personal health, safety and welfare whilst engaged in incident activities and responsible for the safety and survival of each crew member one to another.
- 2 Responsible for personal performance standards, through ensuring that all tasks are undertaken in the safest possible manner.
- 3 Compliance with all Shire of Toodyay Policies and Procedures relevant to Fire & Emergency Services.

PRINCIPLE TASKS

- 1 Within defined areas, as described by the Senior Fire Fighter, undertake all tasks using standard operating procedures and safe working practice.
- 2 Report to Senior Fire Fighter your time of commencement and completion of duty.
- 3 Ensure personal safety and safety of other crew members through safe working practice and bring to the attention of all crew members hazards, areas of situations which may threaten crew safety and survival.
- 4 Provide a Situation report when requested to the Senior Fire Fighter during the incident.
- 5 Regularly inspect all personal safety equipment, tools or equipment being used during any incident shift and report to the Senior Fire Fighter failure or fault of equipment immediately it is recognised.
- 6 Prior to responding to any incident ensure that appropriate safety and protective equipment is being worn.
- 7 Report personal needs for liquid refreshment, food, medical attention, fuel and equipment to the Senior Fire Fighter in a timely manner.
- 8 Report any personal injury or injury to other crew members immediately it becomes evident.

- 9 Ensure regular servicing of vehicle, plant or piece of equipment that is being personally used during an incident.
- 10 Ensure that all radio communication used is in accordance with standard operating procedures.

SOP 9 Review Date(s)			

SOP.10 ACCIDENT REPORTING

Procedure No.	SOP.10
Procedure Subject:	Accident Reporting
Adoption Date:	
Last Reviewed:	

PROCEDURE

All accidents and near miss accidents must be reported.

1. All accidents and near misses on an operational fire ground must be reported to either the
 - CBFCO
 - DCBFCO
 - CESM
 - Incident Controller
 - Brigade Captain
 - Officer in Charge,

2. The CBFCO will arrange for the accident to be investigated and the report must be with the District Officer within seven days using the attached form.

SOP.10 Review Date(s)			

SOP.11 MUTUAL – BETWEEN SHIRES AND REGIONS

Procedure No.	SOP.11
Procedure Subject:	Mutual – between Shires and Regions
Adoption Date:	
Last Reviewed:	

INTRODUCTION

It is necessary to have an efficient turnout of brigades within a Local Authority. This is to be supported by the Region Operations Centre co-ordinating the turnout between Shires, which in turn must be supported by the State Operations Centre, co-ordinating mutual aid between Regions.

To ensure an orderly and effective turnout occurs the following procedures are to apply.

SHIRE TURNOUT RESPONSIBILITIES

Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer or the Incident Controller are responsible for the turnout of all firefighting resources stationed within the Shire.

The Incident Controller is responsible that adequate relief has been arranged. The CBFCO and DCBFCO will ensure that some resources maybe held in reserve for further outbreaks of fire or that mutual aid has been arranged to cover all eventualities.

Call-out of these resources will be in accordance with the Local Authority and Brigade Response Plans and supported by the Local Emergency Management Plan.

DISTRICT OPERATION CENTRE RESPONSIBILITIES

If DFES requires assistance in addition to the Shires resources from adjoining Shires within their Region, such assistance will be activated through the DFES Regional Duty Officer.

When making a request DFES will supply the following information:

- 1 Number and type of fire appliances and minimum crewing
- 2 The task the appliance are to perform.
- 3 The duration the resources will be required for
- 4 Where and to who will the resources report to?

- 5 When are the resources required at the forward control?
- 6 Welfare and Relief arrangements

Region Duty Officer will then:

- 1 Contact the appropriate CBFCO requesting the above be provided;
- 2 Once the request has been actioned, confirm back the arrangements made; AND
- 3 Advise the State Duty Officer of action taken.

BRIGADES TO PROVIDE OWN CREW LEADERS

When a request is made to the Shire of Toodyay to supply resources (Task Forces/Strike Teams) to another Shire then the following should apply.

- 1 The Chief Bush Fire Control Officer with the Deputy CBFCO's / CESM will decide on the number of resources that will be sent out of the Shire at any given time.
- 2 A Delegated Brigade Officer should accompany these appliances.
- 3 Toodyay VFRS will be alerted that Shire resources will be leaving the Shire. And Fire Control Officers will be alerted via SMS that resources are leaving the Shire.
- 4 The Shire supplying the mutual aid is responsible for providing personnel to meet the request, and they will be responsible for getting relief crews to and from the fire while the mutual aid is being supplied in accordance with Council Policies and Procedures.
- 5 Crews responding to a mutual aid request should ensure they have eaten before being dispatched to the fire. Subsequent welfare will be the responsibility of the Incident Controller.

SOP.11 Review Date(s)			

SOP.12 FIRST AID

Procedure No.	SOP.12
Procedure Subject:	First Aid
Adoption Date:	
Last Reviewed:	

PROCEDURE

- 1 All volunteer fire fighters are to be encouraged to complete the Senior St Johns First Aid Course or equivalent.
- 2 The Incident Controller shall request a St Johns Ambulance Post be established at the Control Point when the number of attending firefighters and other staff agencies exceeds 50 personnel.
- 3 The Incident controller may request a St Johns Ambulance Post at any given time prior to the above number of personnel being reached.

SOP.12 Review Date(s)			

SOP.13 DIEBACK – BASIC GUIDELINES

Procedure No.	SOP.13
Procedure Subject:	Dieback – Basic Guidelines
Adoption Date:	
Last Reviewed:	

HYGIENE GUIDELINES

1 Cleaning Machinery

- If soil is dry use a brush or compressed air in preference to washing down with water.
- Wash down at designated wash down points or on bridges, rocky crossings or hard, well drained surfaces within dieback areas. Keep the wash down point clean of mud.
- Use a brush, bar or spade to help remove compacted soil where necessary.
- Clean all machinery, earthmoving equipment and vehicles before moving into uninfected areas and/or prior to departing infected areas.

2 Firebreaks

- Don't duplicate existing access.
- Select strategic breaks that are low in the landscape.
- Plan construction and maintenance of firebreaks during months when soil is dry (December-March)
- Construct firebreaks to shed water and dry quickly.
- Ensure any runoff drains swiftly and directly into nearest natural watercourse.
- Never assume machinery is clean. Always inspect before allowing entry or commencement of work.

SUMMARY

There is no known method for eradicating dieback once it is well established in a forest or heath land environment.

We all have a responsibility to assist with the protection of our flora from dieback as well as fire. The impacts of a fire are transitory the impacts of dieback disease are forever.

SOP.13 Review Date(s)			

SOP.14 DECEASED PERSON / PRESERVATION OF SCENE

Procedure No.	SOP.14
Procedure Subject:	Deceased Person / Preservation of Scene
Adoption Date:	
Last Reviewed:	

PROCEDURE

The Police have a requirement under the Coroners Act and Police Routine Orders ***to view the body of a deceased person, in situ*** so that evidential information and forensic details may be obtained.

As a consequence, Brigade personnel are requested to assist the Police by strictly adhering to the following guidelines:

- 1 At any incident where death occurs the body is to remain in situ and the area immediately secured awaiting the arrival of the Police and Forensic Services.
- 2 Where the body is in a public place and visible by the public it should be screened if possible.
- 3 Where removal of the deceased to a place of security is essential, the Incident Controller should attempt to obtain as much information as possible prior to the removal of the body with consideration being given to the following:
 - (a) Status of the deceased (i.e., General public, fire fighter etc.)
 - (b) Details of fire activity at the time of the incident causing death.
 - (c) Possible cause of death (i.e., burns, smoke etc.)

In order that Brigade resources are not unduly placed on Standby for lengthy periods whilst awaiting the arrival of the Police, the Incident Controller is to request Police attendance as soon as possible after initial incident appraisal.

SOP.14 Review Date(s)			



Section Two – Standard Operating Procedures

For Bush Fire Brigades and Operations

SOP.14 Review Date(s)			

SOP.15 INCIDENT NOTIFICATION PROCEDURES

Procedure No.	SOP.15
Procedure Subject:	Incident Notification Procedures
Adoption Date:	
Last Reviewed:	

1. INCIDENT CONTROLLER

The senior officer on the first arriving unit at the fire becomes the Incident Controller until relieved by a more senior officer at the scene (Bush Fires Act 1954 s.44).

If the situation escalates then the Incident Controller will be nominated by the respective Hazard Management Agency.

The Incident Controller will within 15 minutes of arrival, provide a verbal Sit Rep to 6IP detailing the situation and whether further resources are required.

Within 60 minutes of arrival, provide details contained in Form 1 SITUATION SUMMARY (Parts A & B) and Form 2 Map to 6IP if required. Subsequent Situation Summary reports will be provided as either initiated from the fire ground.

2. BRIGADES

The OIC of the appliance/s shall notify 6IP Via the VHF radio using channel 328.

- i. when mobile to the incident.
- ii. upon arrival at the incident.

SOP.15 Review Date(s)			

SOP.16 FIRE LIGHTERS AND FUEL REQUIREMENTS

Procedure No.	SOP.16
Procedure Subject:	Fire lighters and Fuel Requirements
Adoption Date:	
Last Reviewed:	

PROCEDURE

Brigade firelighters are to be fuelled with kerosene **ONLY**. **Under no circumstances are they to be fuelled with a diesel / petrol mix.**

Operators of firelighters are to ensure that if refuelling of the tool is required, that it is carried out away from any potential ignition sources.

On return to the fire station, all firelighters are to be refuelled and left in a state of readiness.

The fuel taps on firelighters are to be left in the 50% ON position at all times when the tool is not in use. This will allow the tool to vent in the event of excessive heat build-up in the canister.

SOP.16 Review Date(s)			

SOP.17 VEHICLE FIRES OUTSIDE OF GAZETTED TOWNSITE

Procedure No.	SOP.17
Procedure Subject:	Vehicle Fires Outside of Gazetted Townsite
Adoption Date:	
Last Reviewed:	

INTRODUCTION

Bush Fire Brigades are the primary turnout to vehicle fires that occur outside of the gazetted townsite of Toodyay. Toodyay Bushfire Brigades are not trained nor do they have breathing apparatus to use whilst fighting fires in toxic smoke. Given the fact that cars give off multiple types of toxic fumes it is not safe for the Toodyay Bush Fire Brigades to conduct offensive firefighting techniques on vehicle fires of any type.

PROCEDURE

Once the initial call has been received and the brigade has turned out to the vehicle fire incident, the crew leader or incident controller must advise DFES communications that the Toodyay Volunteer Fire and Rescue is required to attend, due to the nature of the incident being HAZMAT. Also, the crew leader may request that Police attend for traffic control if required.

Once the brigade appliances arrive the units should be parked up wind or out of the toxic smoke and in the fend-off position across the road to stop passing traffic.

Beacons and head lights shall be on to warn approaching motorist.

Safety of firefighters working on the road shall be the number one priority.

The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the vehicle and perform a rescue if safe to do so. The information on the incident shall be relayed to DFES communications.

Firefighting shall only be in the form of a defensive technique, meaning to protect any other assets or preventing the fire spreading to the road verge or surrounding bush or grass.

Fire fighters shall stop traffic from passing and keep public spectators away from the incident.

The BFB crew leader or incident controller may hand over control of the vehicle fire incident to the Toodyay Volunteer Fire and Rescue officer in charge.

NOTES

Vehicle fires are extremely dangerous due to many pressurised vessels for example; LPG cylinders, tyres, and airbag deployment systems etc. These may cause explosions so maintaining a safe distance and wearing full PPE is required.

It is also advised that the brigade member conducting the scene size-up should be aware that in some instance where vehicle fires have been called in by a passing motorist, there has been in fact persons still trapped inside the vehicle which can give the false impression that it may only be a vehicle fire.

SOP.17 Review Date(s)			

SOP.18 STRUCTURE FIRES OUTSIDE OF GAZETTED TOWN SITE

Procedure No.	SOP.18
Procedure Subject:	Structure Fires Outside of Gazetted Town Site
Adoption Date:	
Last Reviewed:	

INTRODUCTION

Bush Fire Brigades are the primary turnout for structure fires that occur outside of the gazetted townsite of Toodyay. Toodyay Bushfire Brigades are not trained nor do they have breathing apparatus to use whilst fighting fires in toxic smoke.

PROCEDURE

Once the initial call has been received and the brigade has turned out to the structure fire incident, the crew leader or incident controller must advise DFES communications that the Toodyay Volunteer Fire and Rescue is required to attend due to the nature of the incident. Also, the crew leader may request that Police, ambulance and Western Power attend.

The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the structure fire and perform a rescue if safe to do so. The information on the incident shall be relayed to DFES communications. The BFB crew leader or incident controller shall look for any potential hazards to the firefighters and the public.

Before any type of firefighting is conducted, power shall be isolated at the buildings power box by removing all fuses and shutting down the mains switch, the firefighter conducting the size up must also note if solar power modules are located anywhere on this structure. LPG cylinders shall also be isolated at the cylinder valves.

Firefighting activities for the Bush Fire Brigades are limited to defensive techniques only and brigades shall not enter the structure at any time. Defensive firefighting is to protect surrounding assets and to prevent the fire spreading.

The BFB crew leader or incident controller shall conduct a thorough SITREP hand over and hand control of the structure fire incident to the Toodyay Volunteer Fire and Rescue officer in charge.

NOTES

Depending on the location of the structure fire incident, it is advised that extra water resourcing may be required and additional bulk water tankers may need to be sourced.

Requesting that the Toodyay Volunteer Ambulance be turned out before the scenario has been assessed is advised due to the fact that they too are volunteers and it may take extra time for the ambulance to arrive, so the sooner they get the message the sooner they may arrive and if they are not required then the Volunteer Ambulance can be stood down.

BFB appliances should not obstruct access to the structure for the arriving Volunteer Fire and Rescue trucks, as they will need to park closer to the building than what the BFB does.

The BFB appliances may be required to conduct relay pumping techniques to the Fire and Rescue Appliances if required.

SOP.18 Review Date(s)			

SOP.19 HARVEST AND VEHICLE MOVEMENT BANS

Procedure No.	SOP.19
Procedure Subject:	Harvest and Vehicle Movement Ban
Adoption Date:	
Last Reviewed:	

INTRODUCTION

The Shire of Toodyay has the right to impose the ban on activities such as harvesting crops, vehicle movement and hot works. The only exception to the ban is watering and feeding of livestock. This procedure is to define the way the ban is measured and implemented.

PROCEDURE

The Chief Bushfire Control Officer for the Shire of Toodyay is also the delegated Fire Weather Officer for the Shire of Toodyay; the CBFCO in this role must liaise with a minimum of 2 other Bushfire Control Officers located throughout Shire of Toodyay to conduct weather readings using the appropriate tools such as Kestrels weather metres. The information and readings that has been gathered by these FCO's must be recorded and relayed to the CBFCO. The CBFCO will then make the decision to impose a ban if required.

The following information shall give reason for the CBFCO of the Shire of Toodyay to impose a harvest and vehicle movement ban;

- The weather readings taken have indicated a Grass Fire Danger Index (GFDI) of 32
- A Total Fire Ban that has been implemented by the Department of Fire and Emergency Services
- Lack of firefighting resources located in the Shire of Toodyay.
- Bushfire incidents currently ongoing in the Shire of Toodyay
- Once the harvest, vehicle movement and hots works ban has been imposed the delegated FCO's and CBFCO must review the conditions hourly until it is deemed safe for the ban to be lifted.

The CBFCO may request that the delegated FCO's take readings every day during the Prohibited Fire Season.

Once the decision has been made to impose the harvest, vehicle and hot works ban then the following notifications must be made;

- Send SMS notification via the Shire message service.
- Email or phone the ABC harvest ban announcement service
- Send notification to bordering Shires.
- The CESM and CBFCO shall record the readings and record them on the Shire of Toodyay system

The notification shall state the following information:

The Shire of Toodyay has imposed a harvest, vehicle movement and hot works ban for today the/...../20... until further notice. The emergency watering and feeding of livestock is restricted to diesel powered vehicles only.

SOP.19 Review Date(s)			

SOP.20 BACK BURNING DURING BUSHFIRE INCIDENTS

Procedure No.	SOP.20
Procedure Subject:	Back burning During Bushfire Incidents
Adoption Date:	
Last Reviewed:	

INTRODUCTION

In the right circumstances back burning can be an effective technique to stop the spread of bushfires or protect assets during emergency situations.

Back burning must be done under correct conditions and carried out by experienced personnel on the fire ground otherwise back burning may create dangerous fire behaviour or increase the size of the current fire.

Some reasons for conducting back burns;

- Asset protection.
- Inaccessible country to fight the fire in traditional means.
- UXO known areas.
- Squaring up fire boundaries.
- Burning out to firebreaks.

PROCEDURE

- All techniques of fire suppression must be explored to suppress the fire before the choice is made to conduct a back burn.
- A risk assessment shall be considered prior to the all-clear given for any back burn to be conducted.
- Weather readings may be taken prior to any back burn been conducted.
- **ONLY** the incident controller can give permission to carry out this task.
- All personnel shall record the proceedings of the back burn in the personal fire diary.

NOTES

There is a difference between back burning and burning out pockets, Permission shall still be sought if burning out pockets is required.

SOP.20 Review Date(s)			

SOP.21 CRIMINAL HISTORY CHECKS (CHC)

Procedure No.	SOP.21
Procedure Subject:	Criminal History Checks
Adoption Date:	
Last Reviewed:	

INTRODUCTION

Volunteer Bush Fire Bridge members regularly engage with the community through the services they provide and may have unsupervised access to private property. They are trusted with the care and use of valuable community assets and work with the public, often during times when individuals are most vulnerable. Additionally, Shire of Toodyay Volunteer Bush Fire Bridge members are entitled to expect that their colleagues are of good character and do not pose a risk to their safety.

CHC are a contemporary workplace practice which improve the Shire of Toodyay’s commitment to the wellbeing and safety of its personnel and the community. This SOP outlines the process for undertaking CHC for existing and prospective Shire of Toodyay Volunteer Bush Fire Bridge members.

The SOP includes a number of mandatory requirements to ensure CHC are properly conducted and applied. An adverse criminal record will not necessarily preclude the applicant from becoming Bush Fire Brigade member with the Shire of Toodyay.

PROCEDURE

1. APPLICATION (New Member)

1.1 All prospective Shire of Toodyay Volunteer Bush Fire Brigade members must complete the nominated service provider application/consent. **Alternative:** An applicant may provide an existing CHC providing it is not more than 3 months old. The applicant must provide a statutory declaration to certify the CHC is true and correct and they have not been charged with or convicted of an offence (excluding minor traffic offences such as speeding) since the CHC was issued.

1.2 Where the applicant is under 18 years of age. A parent or guardian must consent to a CHC for a person under 18 years as part of the application.

- 1.3 Where an applicant is from overseas and in the country on a visa, a certified copy of their visa must be provided to support their application.
 - 1.4 The Verifying Officer (Shire of Toodyay Staff Member) will complete any relevant portion of the application in relation to the organisation (Shire of Toodyay). This may include the sighting and verification of documents.
- 2. APPLICATION (Existing Member)**
- 2.1 The CEO may request existing Shire of Toodyay Volunteer Bushfire Brigade member undertake a CHC at any time including (but not limited to):
 - a. when a member is promoted or transfers to a higher risk role in the service
or
 - b. where a member advises the Shire of Toodyay of the existence of a charge or conviction under 5.1 of this SOP.
or
 - c. where the Shire of Toodyay may have reason to suspect that the member has not disclosed a charge or conviction as per their obligation under 5.1 of this SOP.
 - 2.2 The member must comply with the CEO's request to provide a CHC within 28 days, by completing the new member application process as per Item 1 of this SOP. (For the purposes of interpreting terminology of this SOP, the member will be deemed to be an 'applicant' or 'prospective' in such a circumstance).
- 3. RESULTS (New & Existing Members)**
- 3.1 The Verifying Officer will receive notification of the CHC result from the Service provider being:
 - a. No disclosable history
or
 - b. Disclosable history (with relevant details).
 - 3.2 Based on the CHC result the Verifying Officer will either:
 - a. Recommend the applicant be approved and registered as a member (where there was no disclosable history).
The Verifying Officer may elect to approve and register the applicant as a member where only a single and simple offence older than 5 years is disclosed.
or
 - b. Make a recommendation to the CEO that the applicant be approved and registered as a member where the disclosable history is deemed not significant or not relevant.
or

- c. Inform the applicant in writing of the disclosable history in the CHC and provide them with 28 days to respond and upon receipt of their response (or expiry of the response period) make a recommendation to the CEO that the applicant be/not be approved/registered as a member where the disclosable history is deemed significant or relevant. In this process the Shire of Toodyay may seek permission of the applicant to discuss the application (and all relevant details) with the Captain of the Brigade and/or the Chief Bush Fire Control Officer.

- 3.3 Where the application is referred to the CEO, the CEO shall make the final determination and advise the application outcome to the applicant and Brigade Captain (or Chief Bush Fire Control Officer).

4. DISPUTES REGARDING THE ACCURACY OF A CHC

- 4.1 The Shire does not have a role to play in this process other than to rely on the information contained on the check. The matter of a disputed outcome is to be resolved between the applicant and the provider of the check.
- 4.2 No employment/engagement decision should be made until the dispute is resolved.
- 4.3 The onus is on the applicant to resolve this dispute and provide the evidence to correct any disputed information.

5. DUTY OF DISCLOSURE

- 5.1 A Volunteer Bushfire Brigade member charged with and/or convicted of an offence must report the charge/conviction in writing to the attention of the Shire of Toodyay CEO within 14 days of being charged or convicted of an offence. The correspondence should be marked 'CONFIDENTIAL'. The CEO, in consultation with the brigade captain and relevant shire staff will determine the next course of action in line with this SOP.

6. CONFIDENTIALITY

- 6.1 Strict confidentiality will be maintained regarding any CHC and related documentation. Information on an individual's CHC must only be distributed as required for decision-making purposes.

7. COSTS

- 7.1 The Shire of Toodyay will cover the costs of CHCs, except in the instance of provision of existing CHC, which will be at the

discretion of the CEO, as it may be reasonably assumed that the CHC was originally obtained for other purposes.

8. CONVICTION RISK ASSESSMENT GUIDE

The following factors will be considered in the assessment of an individual CHC results:

- The seriousness of the conviction or offence and its relevance to the role in question.
- Whether in relation to the offence there was a finding of guilt but without conviction, which indicates a less serious view of the offence by the courts.
- The age of the applicant when the offences occurred.
- The length of time since the offence occurred.
- Whether the applicant has a pattern of offences.
- The circumstances in which the offence took place, for example if it was an offence that took place in a work, domestic or personal context.
- Whether the applicant's circumstances have changed since the offence was committed (for example, past drug use).
- Whether the offence has been decriminalised by Parliament or it was an offence overseas but not in Australia.
- The attitude of the applicant to their previous offending behaviour.
- References from people who know about the offending history.

The following table provides guidance in assessment of offences. NB: This table is a guide only and does not cover all possible offences and scenarios.

Risk Category	Offences	Advisory Note
Extreme	Arson Murder- Attempted Murder Sexual Assault Offences Serious Assault (Grievous Bodily Harm +) Deprivation of Liberty Robbery Offences Burglary (Dwelling) Drug Offences (Sell/Supply) Any offences against children	Any of these offences would likely prohibit service.

Risk Category	Offences	Advisory Note
High	Manslaughter Driving Causing Death Assault Offences Indecent Assault Offences Assault Police/Public Officer Stealing as a Servant Fraud Offences Indecent-Obscene acts	Any of these offences may prohibit service.
Medium	Threatening Behaviour Steal Motor Vehicle Theft-Receiving/Illegal Use Burglary (Non- Dwelling) Breach of a Restraint Order Graffiti Drug Offences (Possess) Property Damage	Any of these offences may prohibit service.
Low	Antisocial Offences (Disorderly Conduct) Traffic Offences (Drink Driving etc.)	Simple offences - multiple offences may prohibit service.

NOTES

This SOP does not contain details of individual actions taken to fulfil the CHC application process as this is dependent on the service provider used/any changes to the services provider’s own process. The Shire will provide a relevant instruction sheet to assist members in provision of this information.

SOP.21 Review Date(s)			

SOP.22 STOWAGE OF NON-STANDARD ITEMS ON APPLIANCES

Procedure No.	SOP.22
Procedure Subject:	Stowage of Non-Standard Items on Appliances
Adoption Date:	
Last Reviewed:	

INTRODUCTION

Bush Fire Brigade appliances are supplied by DFES under the Local Government Grants Scheme and funded by the Emergency Services Levy.

Each appliance type has an associated standard stowage list for equipment. For the purpose of interpreting this SOP, any equipment placed on an appliance additional to the DEFS list for that type of appliance shall be deemed as ‘non-standard’.

From time to time, a brigade or the local government may wish to add further equipment beyond that of the standard stowage. This SOP outlines consideration and circumstances where due-diligence or approval must be sought prior to introduction of additional equipment.

Please Note: This SOP is not intended to cover incidental items such as (but not limited to) paperwork/stationary or spare PPE.

PROCEDURE

The following checklist must be completed prior to the stowage of additional equipment on an appliance.

Where the answer to any of the questions is Yes or the answer is unknown, the Brigade must consult with the Shire for guidance and permission to proceed. Approvals, if granted may have conditions attached.

Consideration	Y	N	Example
Appliance Weight Compliance: Will GMV and/or Axle ratings be exceeded post stowage of the proposed equipment? NB: Vehicle will require weighbridge weighing to determine this. 90kg per seat must be			Addition of a fully loaded vehicle fridge may cause appliance weight compliance issues.

Consideration	Y	N	Example
factored into the above calculations. If a weighing has not been recorded, answer 'N'.			
<p>Appliance Modifications:</p> <p>Will the proposed equipment stowage require modification or addition to locker facilities, electrical circuits or mounting/fastening arrangements?</p>			Addition of a battery-operated equipment requiring charges (hard wired or additional outlets) i.e., Dash Camera
<p>Effect on Existing Stowage, Function or Capability:</p> <p>Will any existing stowage (standard or non-standard) be moved or removed in order to accommodate the stowage of the proposed equipment or effect an existing function/capability of the appliance?</p>			Windscreen mounted GPS navigation display interfering with heat shield curtains.
<p>Safety - Training/Procedure:</p> <p>Does the proposed item of equipment have training requirements and/or additional procedures for its safe and effective operation?</p> <p>NB: This Should be based on compliance with OSH Act 1984.</p>			Chainsaw would require trained operators.
<p>Safety – Unexpected Movement:</p> <p>Is there a risk that the proposed equipment may move in such a way to which may harm an occupant of the appliance (i.e., during heavy braking)?</p>			Poorly engineered fitment of a vehicle fridge.
<p>Safety – Fuels & Energy Source</p>			Petrol powered small plant items (i.e., Blowervac or Chainsaw)

Consideration	Y	N	Example
Does the introduction of the proposed item of equipment introduce the need for new or increased fuel or battery storage?			

Regardless of whether Shire approval is required or permission given the following principals shall apply:

Costs: All costs, including purchase of proposed equipment and associated accessories, servicing, replacement and training shall be borne by the brigade (unless otherwise agreed to in writing by the Shire).

Removal: The Shire may order the removal (or vary the terms) of non-standard stowage where it:

- a) disagrees with any aspect of the above assessment by the brigade or;
- b) identifies lack of upkeep of training, procedure or servicing of the item or its accessories or;
- c) identifies a need for more important item or;
- d) identifies any other breach of this or related SOP.

NOTES

Where there is any apprehension as to whether this SOP is intended to cover a proposed item of stowage, the brigade is advised to first check with the Shire.

SOP.22 Review Date(s)			

SOP.23 CHAINSAWS

Procedure No.	SOP.23
Procedure Subject:	Chainsaws
Adoption Date:	
Last Reviewed:	

INTRODUCTION

This SOP relates to use of chainsaws. It is intended to be read in conjunction with SOP.22 (Stowage of Non-Standard Items on Appliances) which covers additional aspects including, appliance weight/stowage compliance, training, administration, servicing and financial requirements.

PROCEDURE

1. On application to the Shire by a brigade, an appliance may be provided permission under SOP.22 (Stowage of Non-Standard Items on Appliances) to carry a battery-operated chainsaw.
2. The operator must wear suitable PPE which does not compromise standard firefighting PPE. This will include;
 - a) Mesh face guard (attached to bushfire helmet)
 - b) Zip on Chaps (over bushfire trousers)
 - c) Goggles
 - d) Gloves
3. Only trained operators are permitted operate the saw:
 - a) to the scope to which they are trained and;
 - b) within the capability of the saw.

NB: For a member to be considered a ‘trained operator’ The brigade must supply the relevant certificate of training (as per the below table) to the Shire with the Captain’s endorsement. The Shire reserves the right to refuse or revoke recognition of the training.

Level of Training	Scope
FPICOT2239A – <i>Trim and cut felled trees</i>	Fallen Timber, Punning, standing timber to 100mm dia/4m height.
FPICOT2236 – <i>manual tree falling (basic)</i>	Sound standing timber to 500mm dia/20m height.
FPIFGM3212 – <i>Fall trees manually (intermediate)</i>	Sound standing timber to 800mm dia/40m height.
FPIFGM3213 – <i>Fall trees manually (advanced)</i>	Any size trees, including stags.

4. The use of the saw must be authorised by the crew leader and with prior advice of intent to the Sector Commander, Operations Officer or Incident Controller. Any subsequent, reasonable direction from a Sector Commander, Operations Officer or Incident Controller must be complied with.
5. A spotter must be used at all times the saw is in use.
6. A saw must only be used for any felling operations during daylight hours.

NOTES

SOP.23 Review Date(s)			

SOP.24 USE OF DRONES DURING BUSH FIRE OPERATIONS

Procedure No.	SOP.24
Procedure Subject:	Use of Drones During Bush Fire Operations
Adoption Date:	
Last Reviewed:	

INTRODUCTION

Intelligence gathering can be vital in management of a bush fire incident. Technology such as drones can assist bush fire operations both in escalation stage (locating, identifying life/property at risk) and de-escalation (mop up, identification of hotspots or weakness near control line). Drone operations can also assist in mitigation activities.

Drones, as an aircraft require considered operation to ensure effectiveness and safety. This SOP outlines minimum standards for use of a drone during bush fire operations.

PROCEDURE

The following criteria must be considered and complied with when using drones during bushfire operations:

1. **Limitations** – This SOP only applies to incidents/operations where Shire of Toodyay is the controlling agency. This SOP does not cover use of drones at incidents controlled by other agencies (regardless of incident controller agency).
2. **Non-Incident Use** – Drones may be used in exercises, training bush fire mitigation activities, provided:
 - a) the activity has a clearly defined management hierarchy, with role equivalent to an Incident Controller (e.g., Exercise Controller). Subsequent references to Incident Controller in this SOP may be substituted with the equivalent role/role title in such instances.
 - b) both the activity and use of the drone asset has been explicitly approved by a Bush Fire Control Officer appointed by the Shire of Toodyay.

3. **Authorisation to use** – Drone operations may only commence, be conducted in line with and for the duration of expressed permission by incident controller.
4. **Delegation of Authority** – The incident controller may delegate this responsibility to the Deputy Incident Controller or the Operations Officer by explicit diarised instruction. Subsequent delegation may only occur with explicit diarised permission of the Incident Controller. Where delegation has occurred, subsequent references to the Incident Controller in this SOP, may be substituted with delegated role title.
5. **Sectorisation** – Upon authorisation to commence drone operations, drone operations must be sectorised (as a functional sector) to be called ‘Sector Drone’, and a sector commander appointed (callsign ‘Sector Commander Drone’). The drone operator may fulfill the role of Sector Commander Drone.
6. **Communication Standards (Operator to Incident Controller)** – As minimum, of one of the following methods of communication must be always maintained:
 - a) Person to person, visual line of site (preferred); or
 - b) Via radio, tested prior to flight and during flight at 5-minute intervals or otherwise directed by the incident controller (i.e., reduced time frequency during mop-up phase) and where operator’s radio selcall number has been provided and confirmed with the incident controller.
 - c) Where an air operations channel has been assigned to the incident, this must be monitored by the operator.
7. **Cessation of Operations** – Operations should immediately end upon:
 - a) Completion of task set/agreed by the Incident Controller; or
 - b) Loss of communications with Incident Controller; or
 - c) Operator becoming aware of other aircraft operating in the operational area; or
 - d) Request of Incident Controller.
8. **Operator’s Location** – Except in the case of 6a), the operator’s location is to be reported to and confirmed by

the incident controller prior to any operation. This may be via confirmed DFES Automated Vehicle Locator system or by Emergency Services Directory quoted publication name, map number and six figure grid reference.

9. **Identification of Drone** – Drone should have identifying red and blue flashing lights attached and operational during flight. Should this condition not be met it must be communicated to the Incident Controller.
10. **Authorisation of Operator** – The operator must:
 - a) Be a current registered member of a Shire of Toodyay Bush Fire Brigade/Service; and
 - b) Have completed, and maintain, all relevant training and accreditation by/of the Civil Aviation Safety Authority (CASA) relevant to the aircraft and operations; and
 - c) Have supplied evidence of the above CASA training/endorsements to the Shire of Toodyay; and
 - d) Sign a copy of this SOP in its entirety to demonstrate understanding of the requirements of this SOP. This document must be endorsed by the Community Emergency Services Manager and Chief Bush Fire Control Officer; and
 - e) Advise the Community Emergency Services Manager and Chief Bush Fire Control Officer upon any lapsing or cessation of training or accreditation required by CASA.
11. **Records and Reporting** – The operator must:
 - a) Record all flight commencement and cessation times; and
 - b) Record and report via Incident Controller any incidents or near misses during operation.
12. **Post Operation Requirements** – The operator must:
 - a) Complete any required incident/near miss/insurance reporting as relevant resulting from drone operations; and
 - b) Attend any operational debriefs (provided reasonable notice and scheduling consultation has occurred).

FORMS

For the purpose 9c) above:

<p>Operator Declaration: I have been provided a copy of and understand the requirements of this SOP (Shire of Toodyay Bush Fire Operating Procedures – Standard Operating Procedure 24 – Use of Drones at Bushfire Incidents).</p>		
Name	Signature	Date

<p>Chief Bush Fire Officer Endorsement: I endorse _____, for drone operations in line with this SOP (Shire of Toodyay Bush Fire Operating Procedures – Standard Operating Procedure 24 – Use of Drones at Bushfire Incidents).</p>		
Name	Signature	Date

<p>Community Emergency Services Manager Endorsement: I endorse _____, for drone operations in line with this SOP (Shire of Toodyay Bush Fire Operating Procedures – Standard Operating Procedure 24 – Use of Drones at Bushfire Incidents).</p>		
Name	Signature	Date

NOTES

SOP.24 Review Date(s)			

SOP.25 USE OF FLASH HOODS DURING BUSH FIRE OPERATIONS

Procedure No.	SOP.25
Procedure Subject:	Use of Flash Hoods During Bush Fire Operations
Adoption Date:	
Last Reviewed:	

INTRODUCTION

The correct wearing of Personal Protective Equipment/Clothing (PPE/C) is an important component of safe firefighting operations. The shielding of the body via appropriate materials/garments minimises the exposure to radiant heat and limits contact with embers or other airborne burning material. To this end the Shire of Toodyay have authorised the use of flash hoods in bush firefighting operations in line with this SOP.

This SOP outlines acceptable usage scenarios, management of associated body heat related issues, correct care and maintenance and donning procedure.

PROCEDURE

The following criteria must be considered and complied with when using flash hoods during bushfire operations:

1. **Usage Scenarios** – Owing to the body heat management consideration below the use of flash hoods are only to be used in appropriate scenarios. These may include:
 - a) Rural Urban Interface (RUI) line or ember defence operations.
 - b) Appliance rear work platform-based firefighting – for example running crop fire or flank attack machine supervision.
 - c) It is not expected or appropriate to wear this item of PPE during low intensity firefighting, mop-up or non-direct fire suppression operations.
 - d) The availability of this item of PPE does not change the risk assessment of safe operating environments nor does it necessitate its use in all circumstances. Risk assessment and decision to wear is the responsibility of the individual firefighter.

2. **Safety: Body Heat Management** – A flash hood is a head covering, restricting one of the body’s most efficient method of regulating (loosing) heat:
 - a) Only use during operations where risk of embers contacting the skin or radiant heat exposure is elevated. Options for removing personnel from such risks/environments should be considered before operations with flash hoods commence.
 - b) Minimise time spent wearing flash hood by:
 - i. Limiting time spent in such operating conditions;
 - ii. Removing flash hood as soon as conditions allow (i.e. change of location, task);
 - iii. Rotating crew members through task necessitating a flash hood.
 - c) Monitor wearers for signs of heat stress and fatigue. Remove any effected personnel immediately from active firefighting duties and follow first aid treatment.
 - d) Do not wet the flash hood (or other PPE/C) to aid cooling due to increased risk of steam burns.
3. **Care and Maintenance**
 - a) Flash hoods are to be washed following use as per other clothing related PPE/C items.
 - b) Flash hoods are to be protected from contamination and damage when not in use (i.e. within a protective bag in tunic pocket or stowed within respiratory mask bag).
4. **Donning Procedure**
 - a) Safety: Donning of a flash hood requires removal of helmet. Ensure this is done in an environment where removal of helmet can be performed safely.
 - b) When also utilising full face respiratory protection, the flash hood is donned over (after) the donning of the respiratory protection.

NOTES

SOP.25 Review Date(s)			

SOP.26 RECORDING AND USE OF DATA/INFORMATION

Procedure No.	SOP.26
Procedure Subject:	Recording and Use of Data/Information
Adoption Date:	
Last Reviewed:	

INTRODUCTION

Legislation under which firefighters operate, provide certain privileges for access to, and carry out fire management related actions on, private, or otherwise restricted land, not accessible to the general public. It is vital that appropriate discretion is applied when collecting and disseminating data or information to ensure: relevant legislation is followed; respect for the privacy of an individual/organisation and their property/possessions is observed; and professionalism in line with the standards of the *Shire of Toodyay Bush Fire Operating Procedures*.

This SOP outlines acceptable, and non-acceptable usage scenarios, for recording and dissemination of data/information.

SCOPE/DEFINITIONS

This SOP applies to all activities including, but not limited to; fireground operations, training, exercises, fundraising and administration duties.

For the interpretation of this SOP, the term ‘data/information’ includes, but is not limited to; photographs, videos, audio recordings, sketches, conversations, and observations.

PROCEDURE

The following factors must be considered and complied with when recording, disseminating and retaining data/information as part of operations of the Shire of Toodyay Bush Fire Service:

1. **General Principal:** The recording of data/information directly related fire management or fire investigation is permissible under auspice of the *Bush Fires Act 1954 (and other related legislation)*.

All other recordings of data/information shall:

- a) *Comply with legislation* – The recording of data/information at and/or of certain locations may be illegal, and shall be deemed to include:
 - i. Recordings of Defence facilities/installations.
 - ii. Recordings made on and of private property.
 - b) *Be Respectful of Others* – Seek permission/consent to make a recording (for example, a photograph) of others.
 - c) *Not disclose what would otherwise be private* – Recordings of belongings or assets of individuals or organisations shall not be made – may breach 1(a)i or ii.
2. **Dissemination of Data/Information:** The purpose of and what is contained in a recording will determine how it may subsequently be used. Dissemination of recordings shall be restricted as per the categories below.
- a) *Recordings made under the ‘General Principal’* – Such data/information shall be considered part of the incident (operations of the incident’s controlling agency) and shall only be disseminated:
 - i. to relevant incident personnel;
 - ii. as directed by the incident’s controlling agency;
 - iii. as part of an investigation or inquiry by another authorised agency (for example: WA Police, WorkSafe WA).

Disseminations of data/information made under the ‘*General Principal*’ for other reasons is not permitted.
 - b) *Recordings made for Social or Promotional Purposes* – Most commonly (but not limited to) photographs and videos, are often captured for self or brigade promotional purposes. Such purposes are valid, but as they do not comply with ‘*General Principal*’ shall only be disseminated subject to:
 - i. Consent of other identifiable individuals in the recording;
 - ii. Not reveal non-publicly accessible assets and/or location which may reveal an

individual’s property (privacy). NB: This includes stored metadata (i.e. photograph location coordinates).

- iii. Must depict operations in line with, and not contradicting, the *Shire of Toodyay Bush Fire Operating Procedures*.
- iv. Must not be used to promote a business.
- v. Must not be used in the context of embarrassing or attacking an individual, organisation or group or in a fashion which could be deemed vulgar or offensive.

Any recording and its metadata should be checked carefully for compliance with the above, and modified for compliance with this SOP prior to dissemination. If in doubt, it is recommended that dissemination does not occur.

3. **Retention/Destruction of Data/Information:** Retention or/destruction data/information shall be guided by the following principals:
- a) *Recordings made under the ‘General Principal’* – Should be retained until no longer required by the incident, debrief or inquiry/investigation. There is no specific duration designated.
 - b) *Recordings not compliant with this SOP should be modified or destroyed as to meet the requirements of this SOP.*

NOTES

SOP.26 Review Date(s)			



SECTION THREE

Review Table

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Review Table – Bush Fire Operating Procedures				
Review No	Date	Detail	Amended SOP Numbers <i>where applicable</i>	Council Resolution No <i>where applicable</i>
First	Aug-Nov 16	Review of Section 1, CESM/BFAC/AMCS	N/A	
Second	26 June 2018	Review of changes	<i>(Sections 3.2, 5.1, 5.2, 10.3, 10.9, 10.10 and 11) to</i>	119/06/18
Third	8 November 2018	Reviewed formatting only and made amendments	N/A	N/A
Fourth	20 November 2018	Proposals endorsed by BFAC	Changes to Section 2.1, 2.2. Introduction of SOP21,22 & 23	297/12/18 299/12/18
Fifth	02 March 2021	Proposals endorsed by BFAC	Changes to Item 2.1 Introduction of SOP24	99/04/21
Sixth	23 February 2022	Proposals endorsed by BFAC	Introduction of SOP.25	15/02/2022
Seventh	23 November 2022	Proposals endorsed by BFAC	Introduction of SOP.26, Amendment to SOP.21	247/11/22 248/11/22

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SECTION FOUR DFES Adopted Standard Operating Procedures



INTRODUCTION

These Standard Operating Procedures (SOPs) which have been developed by the Department of Fire and Emergency Services have been adopted by Council for the safe and efficient operation of Brigades and personnel at emergency incidents.

These DFES Procedures are living documents, amendments and new additional SOP's may be adopted by Council when DFES update or implement Procedures, these documents are controlled externally from the Shire of Toodyay by the Department of Fire and Emergency Services.

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