



Shire of Dalwallinu

Bushfire Operating Procedures

List of Acronyms

AGM	Annual General Meeting
AIIMS	Australasian Inter-service Incident Management System
BFAC	Bush Fire Advisory Committee
BLT	Brigade Leadership Team (Same meaning as "Committee")
BTO	Brigade Training Officer
BOP	Bushfire Operating Procedures
CBFCO	Chief Bushfire Control Officer
CESM	Community Emergency Services Manager
DCBFCO	Deputy Chief Bushfire Control Officer
DFES	Department of Fire & Emergency Services
DO	District Officer
DBCA	Department of Biodiversity, Conservation and Attractions (Parks & Wildlife)
FCO	Fire Control Officer
FDR	Fire Danger Rating
FIRS	Fire Incident Reporting System
FRS	Fire and Rescue Service
HRB	Hazard Reduction Burning
ICP	Incident Control Point
ICV	Incident Control Vehicle
IFF / BFF	Introduction to Fire Fighting / Bush Fire Fighting
IMT	Incident Management Team
OC	Operations Command
PPC	Personal Protective Clothing
SAP	Standard Administrative Procedure
SOP	Standard Operation Procedure
SMS	Short Message Service
WAPOL	WA Police
SJA	Saint John Ambulance WA
EMO	Emergency Management Officer
LG	Local Government of Victoria Plains

Table of Changes		
Date	Details of amendment	Amended by
24 Feb 2026	Draf Implementation of Bushfire Operating Procedures	Hanna Jolly - MCS

1.	INTRODUCTION	6
1.1	INTERPRETATION	6
1.2	AIMS, OBJECTIVES AND AUTHORITY OF THE BRIGADE	6
1.3	STANDING ADMINISTRATIVE PROCEDURES (SAP).....	7
1.4	STANDING OPERATING PROCEDURES (SOP)	7
1.5	CODE OF CONDUCT (CoC)	7
2.	LEADERSHIP TEAMS.....	9
2.1	LOCAL GOVERNMENT BUSHFIRE LEADERSHIP TEAM	9
2.2	BRIGADE LEADERSHIP TEAM.....	10
3.	MEMBERSHIP OF THE BRIGADE	16
3.1	LOCAL GOVERNMENT BUSH FIRE SERVICE STRUCTURE	16
3.3	BRIGADES STRUCTURE	17
3.4	MEMBERSHIP OF THE BRIGADE	18
3.4.1	DUAL MEMBERSHIP	18
3.4.2	CADET (Junior) FIRE FIGHTER	18
3.4.3	PROBATIONARY (TRAINEE) FIRE FIGHTER.....	18
3.4.4	FIREFIGHTER (active member)	18
3.4.5	AUXILIARY (ASSOCIATE) MEMBER.....	19
3.4.6	INACTIVE MEMBER.....	19
3.4.7	SPONTANEOUS VOLUNTEER (FARMER REPOSE)	Error! Bookmark not defined.
3.5	LIFE MEMBERSHIP	19
3.5.1	BUSH FIRE SERVICE MEDAL.....	19
3.5.2	NATIONAL SERVICE MEDAL.....	Error! Bookmark not defined.
3.6	MEMBER DETAIL UPDATES.....	19
3.7	RESIGNATION/TERMINATION OF MEMBERSHIP.....	19
3.8	NEW RECRUIT MEMBER PROCESS	20
3.9	NEW MEMBER CHECKLIST.....	21
4.	OPERATIONS.....	24
4.1	COMPLIANCE TO ORDERS AND DIRECTIONS.....	24
4.2	DISCIPLINARY ACTION	25
4.3	GRIEVANCE PROCESS	25
4.4	OPERATIONS COMMAND	25
4.5	PPC/E	25
4.6	DRESS UNIFORM	Error! Bookmark not defined.
4.7	RETURNING OF PPC/E AND DRESS UNIFORM	26

4.8 CLEANING AND LAUNDERING OF PPC/E AND DRESS UNIFORM.....	26
4.9 CONTAMINATED PPC/E	26
4.10 ACCEPTABLE USE OF PPC/E AND DRESS UNIFORM.....	27
4. 11 FIRECALL	27
4.12 INCIDENT NOTIFICATION AND NOTIFICATION OF RESOURCE REQUIREMENT	27
4.18 DRIVING UNDER OPERATIONAL CONDITIONS	29
4.26 MOVING THROUGH CONTROLLED INTERSECTIONS.....	32
4.31 DISCIPLINARY PROCESS AND PENALTIES.....	33
4.32 ACCEPTABLE VEHICLE USE.....	34
4.33 DRIVER LICENSE CHECKS	34
4.34 COMMAND & CONTROL WHILE ON OPERATIONAL DUTIES	36
4.35 RADIO COMMUNICATIONS	36
4.35.1 EMERGENCY MESSAGES.....	36
4.35.2 PAFTACS & SITREPS	Error! Bookmark not defined.
4.35.3 FINAL DEPARTURE FROM INCIDENT	36
4.36 BRIGADE INFORMATION CIRCULARS	37
4.37 LOCAL GOVERNMENT CIRCULARS.....	37
4.38 DFES CIRCULARS.....	37
4.39 DFES STANDARD OPERATING PROCEDURES.....	37
4.40 REIMBURSEMENTS AND INVOICING	37
4.41 BRIGADE STATION SECURITY.....	37
4.42 JOURNAL OF ATTENDANCE	37
4.43 STATION KEYS/ACCESS	38
4.44 DEBRIEF	38
4.45 CRITICAL INCIDENT STRESS AND SERVICES AVAILABLE.....	38
4.46 FIRE REPORTING / IRS.....	38
4.47 HAZARD REDUCTION OPERATIONS.....	38
4.48 ATTENDANCE.....	39
4.49 LEAVE OF ABSENCE	39
4.50 LETTERS OF ATTENDENCE	39
4.51 FIREFIGHTERS TRAINING.	39
4.52 MEETINGS.....	40
4.53 COMMUNITY ENGAGEMENT.....	40
4.54 MEDIA REQUESTS.....	40
4.56 FATIGUE MANAGEMENT	41

INTRODUCTION, AIMS, OBJECTIVES & CODE OF CONDUCT

Section 1

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1. INTRODUCTION

The Bushfire Operating Procedures (BOPs) are developed for the management of the Local Government Fire Services and shall be adhered to in accordance with the *Bush Fires Act 1954*.

Any proposed changes to this document will be tabled at a meeting of the Bush Fire Advisory Committee (BFAC), provided such a proposal is listed as an Agenda item. Ultimate control of this document is that of the Local Government Council whom may wish to change this document at any time.

These procedures are read in conjunction with the *Bush Fire Act 1954*, *Work Health and Safety Act 2020*, *Emergency Management Act 2005*, *Equal Opportunity Act 1984*, *Shire of Dalwallinu Code of Conduct*, and *State Hazard Plan Fire*.

Under s. 37 of the *Fire & Emergency Services Act 1998*, a person does not incur civil liability for anything that the person has done, in good faith, in the performance or purported performance of a function under the emergency services acts.

1.1 INTERPRETATION

The Manager Corporate Services (MCS) as a nominee of the Chief Executive Officer or Chief Executive Officer (CEO) shall interpret these Bushfire Operating Procedures in relation to dispute or difference which may arise between the members as to the interpretation of any provision of the Brigade Operating Procedures. This decision on any question of interpretation shall be final.

1.2 AIMS, OBJECTIVES AND AUTHORITY OF THE BRIGADE

The Brigades operate by the provision of the *Bush Fires Act 1954*, Local Laws and Local Government procedures to undertake fire brigade operations as directed by the following:

In complying with Local Government Code of Conduct, a Brigade shall:

- Provide timely, quality and effective emergency services
- Minimise the impact of emergencies on the community
- Work with the community to increase bush fire awareness and fire prevention
- Ensure that all Members' training requirements are maintained and documented to meet WHS standards
- Ensure all operational equipment is checked, serviceable and available for emergencies at all times
- Provide an environment where every individual is treated with respect, and which is free from discrimination or harassment
- Uphold the Local Government Code of Conduct and DFES ethics
- Service the needs of the community and work cohesively with other agencies

1.3 STANDING ADMINISTRATIVE PROCEDURES (SAP)

From time to time the Local Government will develop or adopt Standing Administrative Procedures to provide for the administrative needs of the Local Government or DFES. Any SAPs developed or adopted by the Local Government will be implemented at a set date as instructed via email to Captains and FCOs.

The Brigade Secretary shall ensure all current SAPs are available to all Brigade members and maintain a hard copy on station for viewing by members at any time. Additional copies may be made available to members upon request to the Secretary.

1.4 STANDING OPERATING PROCEDURES (SOP)

From time to time the Brigade or Local Government will develop or adopt Standing Operational Procedures to provide for the operational requirements of the Brigade. Any SOP developed or adopted must be presented to the Manager Corporate Services or Chief Executive Officer for approval prior to being presented to the BLT for ratification. Following ratification by the Brigade Leadership Team, the SOP shall be tabled at the next general meeting as an instruction to all members.

Once a SOP is disseminated by email to Captains, the SOP shall be adhered to at all times by all Brigade Members. A copy hard shall also be presented by the Captain at the next General Meeting to all members. The Secretary shall ensure all SOP's are available for Brigade members and maintain a hard copy on station for viewing by members. Additional copies may be made available to members upon written request to the Secretary.

1.5 CODE OF CONDUCT (CoC)

As a fundamental condition of membership to the Local Government Bush Fire Services, all members must conduct themselves in accordance with the relevant Local Government and DFES CoC and act generally in a manner that serves the public interest while upholding community trust and protecting both the greater interest of the Local Governments, the Local Government Bush Fire Services and DFES.

BRIGADE LEADERSHIP TEAM

(Same meaning as “Committee”)

Duties and Responsibilities

Section Two

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2. LEADERSHIP TEAMS

2.1 LOCAL GOVERNMENT BUSHFIRE LEADERSHIP TEAM

The Local Government bushfire leadership team comprises of upper management both paid and unpaid within the Local Government and the Bushfire Service. The *Bush Fire Act 1954* and Regulations is what provides the legislative powers to the below positions with the exemption of the MCS, the CEO delegates authority to this position as an FCO under s. 38 of the Act.

2.1.1 Chief Executive Officer (CEO)

The Chief Executive Officer is responsible for the direction of all Bush Fire Brigades and Officers under the Local Government in accordance with the *Bush Fire Act 1954*. All directions by the CEO must be adhered to.

2.1.2 Manager Corporate Services (MCS)

The Manager Corporate Services is a uniformed officer and subject matter expert employed by the Local Government to overview operations and administrative matters of the Bush Fire Service within the Local Government. The MCS takes their direction from the Local Government CEO with guidance from Department of Fire and Emergency Services. The MCS is required oversee obligations of the *Bush Fire Act 1954* and ensure good governance is occurring, the MCS is also responsible for managing the Local Government Grant Scheme (LGGS) that DFES provide to fund the Local Government Bushfire Service.

2.1.3 Chief Bush Fire Control Officer (CBFCO)

The Chief Bush Fire Control Officer is appointed under s. 38 of the *Bush Fire Act 1954* as the most senior Fire Control Officer and is responsible for managing day to day operations. The CBFCO is required to have a high level of understanding of the Act and shall at all times provide professional and non-bias leadership to all volunteers and the community. The CBFCO has a responsibility imposing Harvest & Vehicle Movement Bans in accordance with the Act as well as attendance of meetings such as DOAC, BFAC and brigade meetings. The CBFCO reports directly to the MCS.

2.1.4 Deputy Chief Bush Fire Control Officer (DCBFCO)

The Deputy Chief Bush Fire Control Officer is also appointed under s. 38 of the *Bush Fire Act 1945* as the second most senior Fire Control Officer in the Local Government. When there is more than one (1) DBFCO, the Local Government will number them in accordance with seniority. The DCBFCO provides support to the CBFCO and fills in for all duties when they are on leave. The DCBFCO reports directly to the CBFCO.

2.1.5 Bush Fire Control Officer (FCO)

A Fire Control Officer is appointed under s. 38 of the *Bush Fire Act 1945* and is often a senior and experienced member of a brigade. An FCO has Special Powers of a Fire Control Officer under s. 39 of the *Bush Fire Act 1954*. Where there is more than one (1) FCO, they will be numbered in order of seniority, the Local Government often appoint maximum three (3) people per brigade area as FCO however this may not always be the case. An FCO has the ability to

issue permits under s. 18 of the *Bush Fires Act 1954* and s. 15 of the Bush Fire Regulations. FCOs report directly to the DCBFCO. The position is required to perform active operational duties in relation to both fire defence and fire prevention strategies within the local community and provide leadership within the service.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the FCO shall be determined by the Local Government and may include authorising and issuing permits for hazard reduction burns within the Local Government in accordance with *The Bush Fires Act 1954*;

- Assisting in development of Local Government hazard management plans.
- Identifying and conducting risk assessments of fire hazards within the Local Government;
- Performing duties prescribed by the Act as authorised by the Local Government;
- Commanding and managing resources during bush fire or hazard reduction burns
- Maintaining a personal incident diary to include a record of events and decisions during an incident and.
- seek advice and approval for incident expenditure from respective CBFCO, CESM or CEO prior to commitment.

2.2 BRIGADE LEADERSHIP TEAM

The Brigade Leadership Team (BLT) comprises of members who are elected annually at the Annual General Meeting (AGM) in accordance with the Bushfire Operating Procedures to represent the general brigade.

Required positions:

- Captain (Will also hold Local Government rank as FCO)
- 1st Lieutenant (May also hold Local Government rank as FCO)

Optional positions:

- Additional Lieutenants – 2nd – 4th
- President
- Secretary
- Treasurer
- Training Officer
- Assistant Training Officer
- Equipment Officer / Apparatus Officer
- Assistant Equipment / Assistant Apparatus Officer

Note: Members of the BLT may hold dual functions within the Brigade Management structure however those functions cannot be in conflict of rank of each other, e.g., Captain cannot also be a Lieutenant.

2.2.1 CAPTAIN (FCO for Brigade)

The Captain of the Brigade shall be responsible for the leadership and management of the Brigade. As role model and a mentor for Members, the Captain should always act with integrity and consider each Member equally. All decisions should be in the interest of the Brigade and its Members. The position reports to the DCBFCO, CBFCO and/or MCS on Brigade related matters and represents the Brigade at BFAC and Local Government Committee meetings as required.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the Captain:

- Demonstrate positive leadership and mentor all Members;
- Take on the primary Fire Control Officer role for their response area
- Command, control and confidently manage firefighting activities at emergency incidents.
- To ensure incident control systems and management principles are implemented and maintained during all emergency incidents in accordance with SOPs;
- Maintain a personal incident diary with a detailed record of events and decisions that occur at an incident.
- Conduct Brigade briefings and post incident analysis of any incident involving firefighting or Incident management issues
- To ensure Members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with standard operating procedures as adopted by the Local Government
- To undertake responsibility for the proper management and maintenance of Brigade property and equipment
- To represent the Brigade on the BFAC and other meetings as required
- To adopt policies on behalf of the Brigade as recommended by the BFAC
- To adopt policies on behalf of the Brigade as directed by the Local Government CEO or CESM.
- Ensure conduct of Members is in accordance with the Code of Conduct and
- Report any injuries of personnel or damage to fire fighting and support vehicles immediately to the DCBFCO and/or MCS and CBFCO.
- Engage with members of the Brigade with regard to succession planning for Brigade Officer Positions.
- Actively comply with all duties of care under the WHS Act 2020.

2.2.2 FIRST (1ST) LIEUTENANT

The Lieutenant of a Brigade is responsible for the operational management of Members 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 First Lieutenant is required to conduct brigade training drills and assist with succession planning of new members with the assistance of the brigade Captains.

The Brigade should elect a minimum of one (1) Lieutenant. Additional Lieutenants may be appointed according to the needs of the Brigade. If operational circumstances require the number of Lieutenants for a Brigade to be more than four (4), as decided by the Brigade Leadership Team (BLT), a request is to be submitted in writing to the MCS for endorsement.

The Captain must rank all Lieutenants, according to their experience, qualifications and leadership skills. This will be determined by resolution at the first Brigade Leadership Team or general meeting.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of a Lieutenant:

- Provide support to the Captain and assist with the management of the Brigade;
- In the absence of the Captain or more senior Brigade Officer administer all powers and responsibilities of the Act (Part IV Section 44(1));
- Command and manage Members during emergencies and other Brigade related activities;
- Demonstrate positive leadership and mentor members.
- Engage with members of the Brigade with regard to succession planning for Brigade Officer Positions.
- Maintain a personal incident diary with a detailed record of events and individual's decisions that occur during all incidents
- Conduct briefings during and after incidents and maintain open lines of two-way communications between Members and the BLT
- Encourage positive interaction and teamwork between Members
- Ensure Local Government adopted standing operating procedures are adhered to at Brigade activities
- Ensure Fire Fighters engaged in firefighting activities hold competencies relevant to the task
- Conduct training activities for Fire Fighters where a Training Officer is not elected
- Document and record details of all training activities in Fire Fighters' personal logbook
- To ensure the behaviour of Members is in accordance with the Local Government Code of Conduct and
- Represent the Brigade Members on the BLT.
- Actively comply with all duties of care under the WHS Act 2020.

2.2.4 SECRETARY

The Secretary is to manage administrative matters of the Brigade. The position is not required to perform active operational duties but may be inclusive to an operational position held within the Brigade. The position reports to the President or Captain on administration matters pertinent to

the Brigade. If brigade does not have a President, then the Secretary will report all matters to the Captain.

DUTIES AND RESPONSIBILITIES

The Secretary shall perform the following functions:

- Ensure Members receive notification of Brigade meetings in accordance with the Meetings section of the Brigade Operating Procedures.
- Prepare an agenda for Brigade meetings and distribute to Members, relevant DCBFCO, CBFCO and CESM prior to meetings.
- Ensure minutes of Brigade meetings are recorded and distributed to all Members, relevant DCBFCO, CBFCO and MCS prior to next meeting.
- Document and record all Brigade correspondence.
- Ensure Brigade information is disseminated to all Members in a timely and effective manner.
- Make available circulars and other information to Members.
- Maintain a full list of membership details including Full name, A/H Contact number, Postal address, Residential address and Email address.
- Work cohesively with Local Government management and administration staff on matters pertinent to Brigade administration; and
- Represent the Brigade Members on the BLT.
- Actively comply with all duties of care under the WHS Act 2020.

2.2.5 TREASURER (OPTIONAL)

The role of the Treasurer is to manage and communicate with the Brigade on all financial matters. The position is not required to perform active operational duties but may be inclusive to an operational position held within the Brigade. The position reports to the President or Captain on financial matters pertinent to the Brigade.

Where a Treasurer is not elected, all duties and responsibilities will be that of the elected Brigade Secretary.

DUTIES AND RESPONSIBILITIES

- Manage financial affairs of the Brigade.
- Maintain Brigade financial records and provide detailed report of income and expenditure at meetings.
- Provide a detailed copy of all brigade income and expenditure prior to June 30 to the Local Government's Manager of Finance and CESM annually.
- Work cohesively with Local Government management and administration staff on matters pertinent to Brigade financial matters, including providing copies of financial statements if required.
- Represent the Brigade Members on the BLT.
- Actively comply with all duties of care under the WH&S Act 2020.

2.2.6 BRIGADE TRAINING OFFICER (OPTIONAL)

The Brigade Training Officer is responsible for the management and co-ordination 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 and first (1) Lieutenant on training matters pertinent to the Brigade. Where a Training Officer is not elected, the duties and responsibilities will be that of the First (1) Lieutenant.

DUTIES AND RESPONSIBILITIES:

- Ensure Brigade Members maintain basic skill levels equivalent to the competency standards required by the Local Government.
- Ensure regular training sessions are conducted within the Brigade to maintain currency of qualifications and skills of members.
- Maintain records of training undertaken by Members.
- Assist members to access training systems and DFES portal; and
- Provide mentoring for Members who express an interest in training to encourage future facilitators.
- Actively comply with all duties of care under the WHS Act 2020.

2.2.7 ASSISTANT TRAINING OFFICER (OPTIONAL)

The Brigade may nominate an Assistant Training Officer to provide support to the substantive position. In the absence of the Brigade Training Officer the Assistant Training Officer assumes the responsibilities of that position.

Duties and Responsibilities of the Assistant Training Officer are the same as those for the Brigade Training Officer.

2.2.8 BRIGADE EQUIPMENT / APPARATUS OFFICER (OPTIONAL)

The role of the Brigade 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 brigade 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 protective equipment/clothing. Where an Equipment / Apparatus Officer is not elected, the duties and responsibilities will be that of the Captain.

DUTIES AND RESPONSIBILITIES

The equipment officer shall perform the following functions:

- Coordinate maintenance and repair of Brigade equipment
- Maintain register of all Brigade assets.
- Maintain register of Brigade members PPC
- Report all damage of Brigade equipment or property to the Captain as appropriate to the circumstances;
- Manage Brigade requests for replacement items and equipment. Represent the Brigade Members on the BLT; and
- Produce a brief report at brigade meetings
- Actively comply with all duties of care under the WHS Act 2020.

MEMBERSHIP OF THE BRIGADE

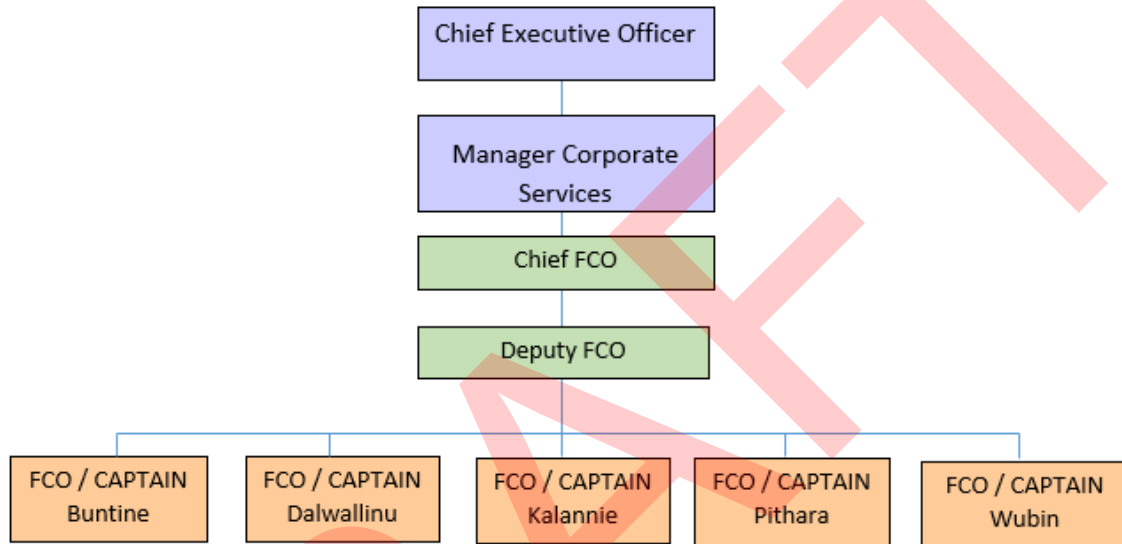
Section 3

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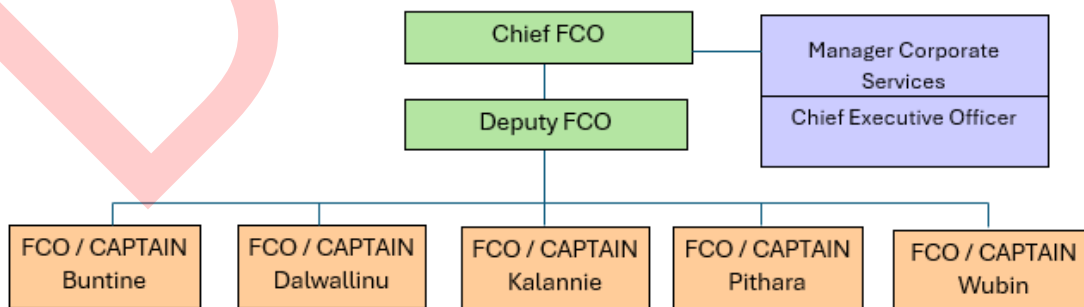
3. MEMBERSHIP OF THE BRIGADE

3.1 LOCAL GOVERNMENT BUSH FIRE SERVICE STRUCTURE

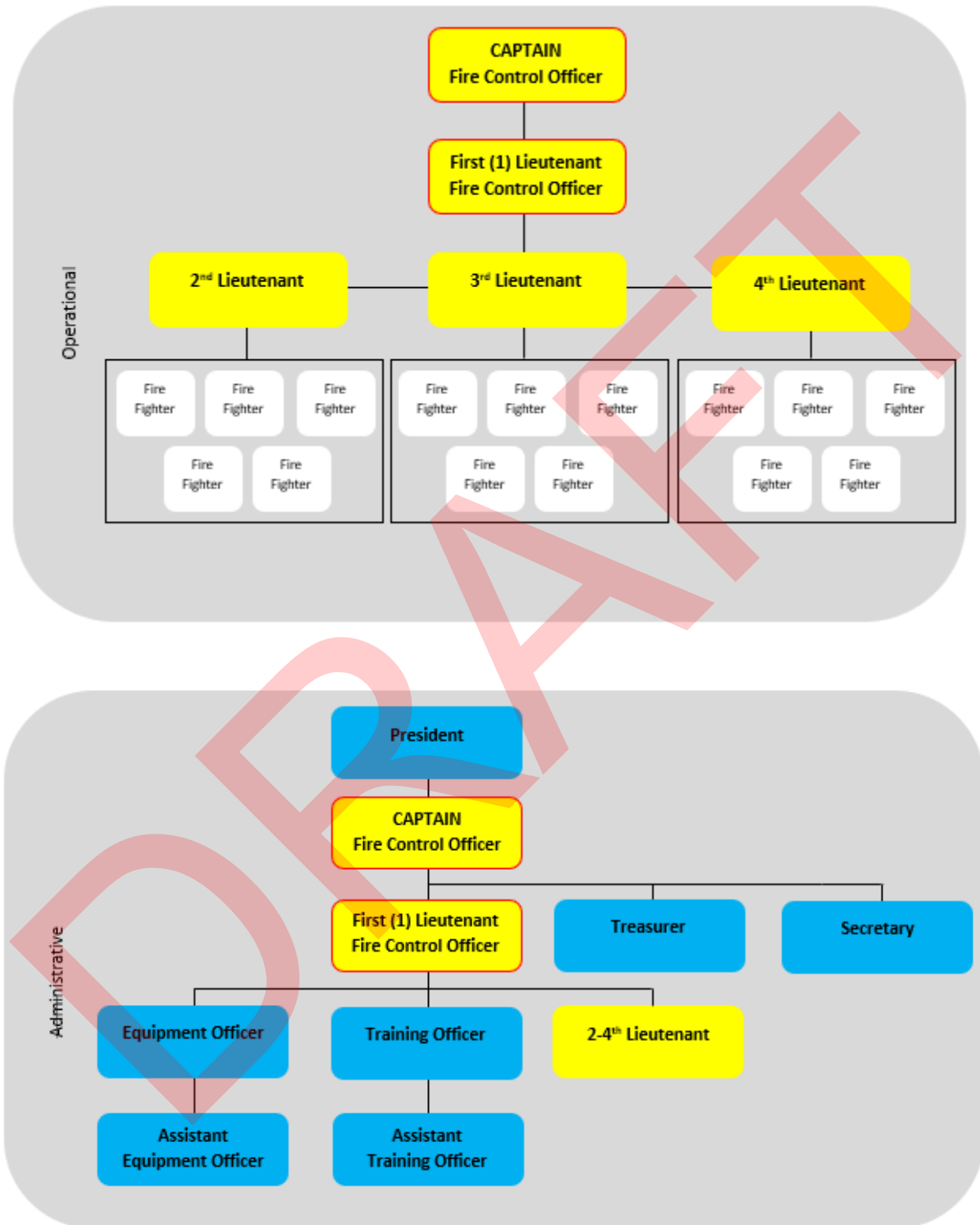
Administration Structure



Operational Structure



3.3 BRIGADES STRUCTURE



3.4 MEMBERSHIP OF THE BRIGADE

All Brigade members must be registered with the Local Government & DFES using the approved membership application package. Membership of the Brigade is separated into four categories.

- Firefighter
 - *Probationary*
 - *Active Member*
- Cadet
- Auxiliary Members
- *Inactive member*

3.4.1 DUAL MEMBERSHIP

Any member or applicant for membership of the Brigade who wishes to be a member of any other volunteer emergency organisation are required to discuss with their Captain and obtain approval from them. Members who are normal employment is with an emergency organisation are excluded from this provision.

3.4.2 CADET (Junior) FIRE FIGHTER

A Cadet Fire Fighter is one who has attained the age of 13 but yet to attain the age of 18 years and/or is a member who has joined as part of a school-based program. A Cadet may participate in most brigade activities except firefighting. *The relevant Brigade must have a cadet program and must be supervised by a parent or guardian during brigade duties.*

3.4.3 PROBATIONARY (TRAINEE) FIRE FIGHTER

A Probationary Fire Fighter is one who has not completed initial training modules, has not yet satisfied the BLT of their competency, completed 6-12 months of probation or a combination.

During the period as a Probationary Fire Fighter, members may be periodically assessed as competent to perform other duties as their level of training and experience increases by the BLT. These assessments continue until finally they are assessed as competent to become a Qualified Fire Fighter by the Captain and or the Brigade Training Officer. A probationary firefighter by discretion of the Captain may attend low impact incidents that suit their level of qualifications and abilities but must be supervised at all times by a senior member.

A probationary must be voted in by the majority at a brigade meeting prior to Active status.

3.4.4 FIREFIGHTER (active member)

A Firefighter is a Brigade member, who has completed the minimum training requirements, completed their probationary period, has been confirmed competent to perform all the duties of a Qualified Fire Fighter by the Brigade Training Officer and/or the Brigade Captain and has been voted in by the majority at a Brigade meeting. To maintain Active status the member must comply with all minimum standards.

3.4.5 AUXILIARY (ASSOCIATE) MEMBER

An auxiliary Member is a member who does not seek to undertake or continue to undertake firefighting activities. These members assist with other brigade related activities. Auxiliary members are required to have completed such training as may be required by the Brigade so as to perform those duties. Auxiliary members are not eligible for service medals.

3.4.6 INACTIVE MEMBER

An inactive member is a member who has not maintained the minimum contact requirements outlined in these Brigade Operating Procedures, they will then be removed from brigade membership. A brigade Captain and Secretary shall try and contact members to obtain an understanding of situation prior to removal.

Members who have not met the required standard or contacted the BLT for longer than 12 months may automatically be made inactive by the Captain/Secretary.

It is a member's responsibility to maintain contact with BLT and update relevant information for their contact, BLT details can be found by contacting Local Government Admin.

3.5 LIFE MEMEBRSHIP

Life membership of the Local Government Bush Fire Service shall be granted to a person who has served as an active, registered member of any Local Government Brigade or Brigades for not less than fifteen years. If a member meets the time served requirement, it shall be up another brigade member to nominate them for a life membership, this shall be reviewed by the BLT and a decision made and presented at the following AGM. A life member is not necessarily a firefighter.

3.5.1 BUSH FIRE SERVICE MEDAL

Brigade members in active roles will be considered for bushfire service medal if they have minimum or 25 years of service as bushfire volunteer and they have been a fire control officer at some stage of their career. Fire Control Officers Group to approve recipients in the annual meeting. DFES medal will be ordered and CEO to write a letter of appreciation for any approved recipients.

3.6 MEMBER DETAIL UPDATES

All Brigade Members are responsible for advising the Captain and Secretary of all personal detail changes, in particular:

- Change of Name
- Change of Address
- Change of Contact Number(s)
- Change of email address(s)
- Change of Driver's License Status (loss, upgrade, expiry) and
- Resignation of membership.

All updates are to be completed on bushfire change of membership form.

3.7 RESIGNATION/TERMINATION OF MEMBERSHIP

Where a Brigade Member decides to resign their membership from the Brigade, the Member shall provide a written notice in the form approved to the Captain advising of such.

Failure or inability to complete a written resignation of membership will see a member of the BLT finalise the notice as their agent. All written notices complete by a BLT member as an agent on behalf of the terminated member, require an additional signature of endorsement by a second BLT member. Once either notice has been completed, the process of de-registering the concerned Member shall take place.

The Brigade are required to begin the process of deregistration within twenty-one (21) days. This will include:

- Providing Local Government / DFES with termination date
- Removal of all contact from SMS / Pager / BART
- Facilitate the collection of issued brigade items include PPC/E, keys, formal uniforms and any other misc. equipment and return to the Captain.

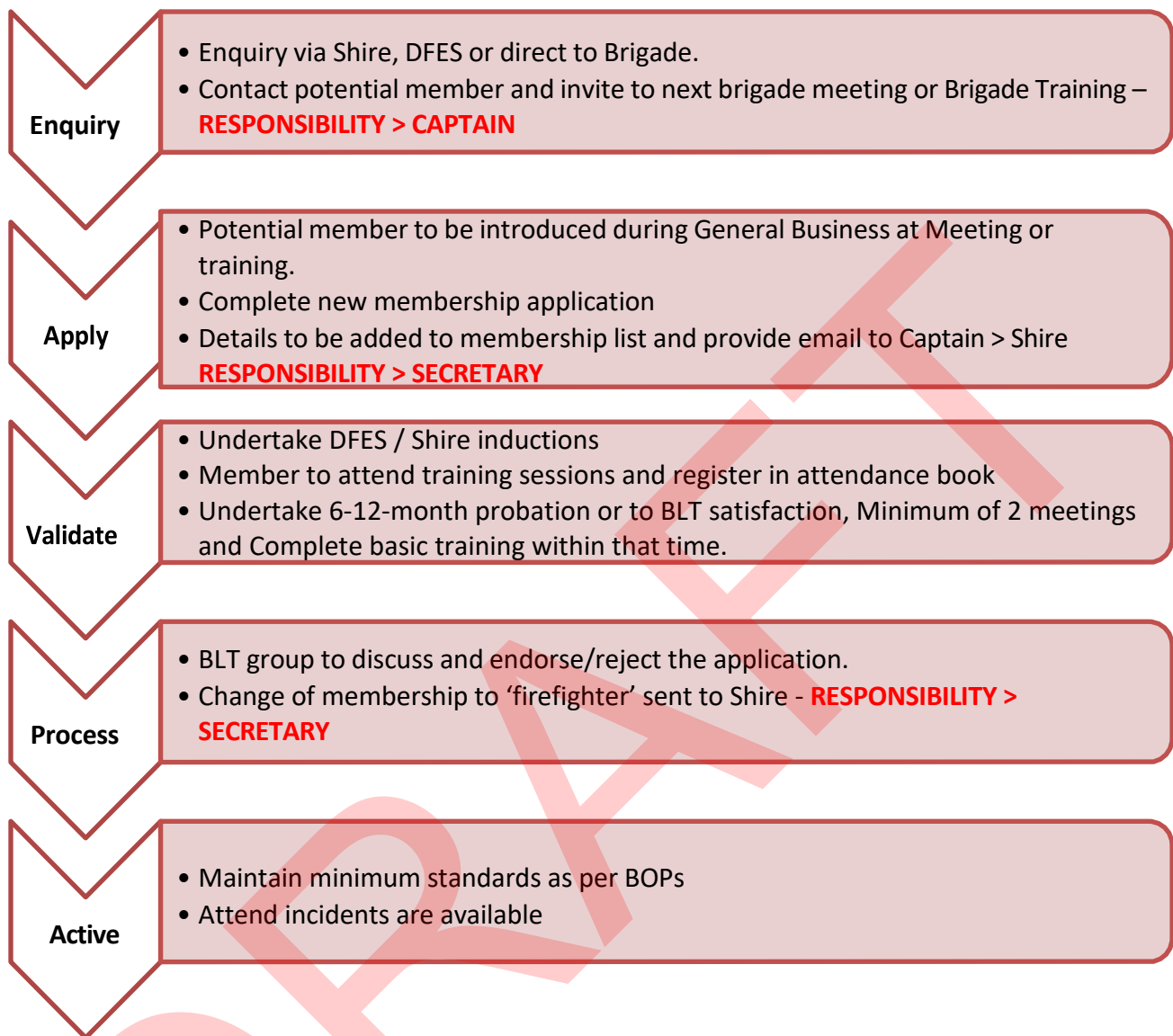
Any member who fails to reach minimum attendance as per [section 4.48](#) of the Brigade Operation Procedures is in danger of being terminated or being asked to improve their attendance, records will be reviewed six (6) monthly by the Brigade Secretary, prior to brigade meetings, and notice sent to members who are not reaching their minimum attendance.

Standard termination of membership will be determined by the BLT and endorsed by the Captain for the following reasons;

- Inappropriate behaviour in conflict with the Local Government Code of Conduct
- Deliberate insubordination (must be presented to CESM for opinion)
- Danger to self or fellow members
- Criminal convictions effecting position or standing within brigade
- Breach or disregard of *Bush Fire Act 1954*
- Failure to meet minimum standards as set out by the BoP

In circumstances when there is a serious breach of these procedures or CoC, the CEO, CESM or CBFCO may terminate a membership.

3.8 NEW RECRUIT MEMBER PROCESS



NOTE: A volunteer must actively contribute to both the operational and support aspects of the brigade. It is important that an applicant make every effort to be socially accepted and respected within the brigade, this may affect their acceptance as a firefighter.

3.9 NEW MEMBER CHECKLIST

- ☐ Tour of the station

- ☐ Explanation of the Induction process
- ☐ Received new member information handout and sign new Brigade Member form
- ☐ Received Application pack
- ☐ Received Induction book and complete WHS forms
- ☐ Brief explanation of the management roles and responsibilities
- ☐ Copy of the Code of Conduct, BFB Operating Procedures and Brigade rules (SAPs, SAPs, SOPs). CoC must be signed and returned
- ☐ Explanation of the training pathways available
- ☐ Captains' and other key member phone numbers
- ☐ Added to the Turnout Systems
- ☐ Details of the DFES website and how to access the DFES volunteer portal
- ☐ Allocated to the Brigade email group and WhatsApp groups
- ☐ Explanation of what content is acceptable to post to social media
- ☐ Completed a uniform request
- ☐ Explanation about Brigade Activation/Mobilisation
- ☐ Demonstration on how to operate the vehicle radio and portable radio
- ☐ Basic voice procedures when operating a radio
- ☐ Station domestic duties
- ☐ Location of first aid equipment
- ☐ Duties during vehicle checks
- ☐ Details about stores, tagging out equipment and reporting damaged or lost equipment
- ☐ Details about how to report Personal Accident and Vehicle Damage.
- ☐ Details about the Peer Support and Wellness program and general wellbeing
- ☐ Details on what to do if members need to change any of their personal information

Brigade Officer: _____

New Member: _____

Date completed: _____

Date completed: _____

Sign: _____

Sign: _____

Email signed copy to shire@dalwallinu.wa.gov.au and CC mcs@dalwallinu.wa.gov.au

OPERATIONS

Section 4

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4. OPERATIONS

4.1 COMPLIANCE TO ORDERS AND DIRECTIONS

Members of the Local Government Bush Fire Service shall familiarise themselves with the Local Government, Brigade and DFES (where appropriate) rules, policy and procedures.

Ignorance of the Member's awareness of applicable rules and procedures will not be accepted as a defence of non-compliance.

Responding to emergency incidents is an inherently dangerous role, for Incident Management to maintain safety, a Member must promptly, and willingly respond to the lawful directions and orders of the Brigade Officers, CBFCO, DCBFCO, MCS/CEO, other DFES Senior Officers, or designated line managers at incidents.

Refusal by members or the public to obey a lawful direction, or order, may invoke disciplinary action in accordance with the Disciplinary Action section of this document, in more serious cases where safety is a concern, police may be required to intervene.

Brigade members shall not publicly criticise or comment derogatorily towards instructions, directions, orders or tasking received by a Senior Officer or member of an IMT. If a member wishes to raise issues, they must do so appropriately through the chain of command in a timely fashion and provide the opportunity to appropriately resolve the matter.

Should a member receive conflicting orders, clarification is to be sought from the initial instructing Officer, their direct line management should take priority but communication to all is key.

Any member who receives an order or direction they believe to be unsafe, unjust and improper or in contradiction of any of the overarching documents or legislation, the member is empowered to respectfully decline to follow the order and provide justification to the Officer, they should also notify the CBFCO and CESM at their earliest opportunity.

In the aforementioned circumstance, the Member shall request the CBFCO or MCS/CEO to be contacted for instruction if the person issuing the order does not rescind or alter the original order.

A member **shall not undertake any duties that they are not appropriately trained and experienced in**, if a member of a IMT or leadership direct such member to undertake said task, it is the responsibility of the member to advise that they are not appropriately trained.

All complaints will be addressed in accordance with the Local Government's grievance procedure.

4.2 DISCIPLINARY ACTION

All disciplinary action is to be conducted as per the Local Government Code of Conduct & Grievance Policy for volunteer firefighters

4.3 GRIEVANCE PROCESS

All grievances are to be followed as per the Local Government CODE OF CONDUCT & DISPUTE RESOLUTION PROCEDURE - VOLUNTEER BUSH FIRE BRIGADE MEMBERS

4.4 OPERATIONS COMMAND

The CBFCO maintain regular contact with the Captains and senior operational personnel within the Local Governments' Fire Service. Members of the Operations Command (OC) will comprise of the following positions in order of rank:

- Chief Executive Officer
- Manager Corporate Services
- Emergency Management Officer
- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer
- Captains/Fire Control Officers

4.5 PPC/E

All members of the Local Government Bush Fire Service shall be issued with PPC/E on request of a new member kit or fair wear and tear.

A register is to be kept by the Local Government of any PPC/PPE issued to members. This information will contain an inventory of equipment issued including the:

- Equipment type
- Date of issue
- Size/s
- Expiry or replacement due date (for items that have an 'in service' life e.g. helmets)
- Date of return or disposal

The Local Government will provide bush firefighting Members with the following PPC/E

Firefighter:

- 1 x White Helmet (Inc. Visor)
- 1 x Name Sticker (first name and surname and name of the brigade, for example *JOHN SMITH, DALWALLINU BFB*)

- 1 x Level 1 Tunic (Orange)
- 1 x Level 1 Cargo Trousers (Orange)
- 1 x Level 1 Fire Fighting Gloves
- 1 x Full Face or Half Face Respirator

CBFO / FCO / Captain:

- 1 x White Helmet (Inc. Visor)
- 1 x Name Sticker (first name and surname and name of the brigade, for example *JOHN SMITH, DALWALLINU BFB*)
- 1 x Level 1 Tunic (Orange)
- 1 x Level 1 Cargo Trousers (Orange)
- 1 x Level 1 Fire Fighting Gloves
- 1 x Full Face Face Respirator
- Any other items as requested

4.7 RETURNING OF PPC/E AND DRESS UNIFORM

On resignation/ termination of membership with the Brigade and therefore the Local Government Fire Service, all issued PPC/E, equipment and formal dress are to be returned to the Brigade no later than twenty-one (21) working days from termination.

Failure to comply with this clause may result in the Local Government undertaking collection action against the member and recoup of costs associated.

4.8 CLEANING AND LAUNDERING OF PPC/E AND DRESS UNIFORM

It is imperative that brigade members maintain their issued PPC/E in a standard that portrays a safe, positive, and professional public image at all times.

It is accepted that during routine operations, tunics and trousers will become soiled and require laundering to ensure the effectiveness and safety of the PPC/E at future incidents. During training, the Officer in Charge (OIC) shall routinely inspect issued PPC/E to ensure brigade members are meeting the requirements of the DFES SAP 1.3.A. For PPE/C that is soiled during scrub fires and hazard reduction burning, PPC/E is to be cleaned as soon as possible. PPC/E manufacturer's instructions are to be followed at all times.

PPC/E will be replaced on a fair, wear & tear (FWT) basis. Members requiring PPC/E replaced shall contact the Equipment Officer or complete the online order request.

4.9 CONTAMINATED PPC/E

Any incidents where there is additional contamination such as asbestos, classified hazardous materials, biological hazards or contamination from house fires all PPE/C needs to be bagged and dry cleaned professionally. This decision will be determined by the OIC/IC of the job and collection of the contaminated PPC/E arranged through the individual brigades when returning to station.

4.10 ACCEPTABLE USE OF PPC/E AND DRESS UNIFORM

To ensure the Brigade maintains the highest possible professional image in the community, members are not to wear brigade provided PPC/E or 'work' shirts outside of brigade activities. The objective of which is to minimise any perceived conflict of interests or adverse reputational impact to the Local Government Fire Service. Dress uniform must only be worn at official Brigade activities and events. All PPC/E should be kept on Station unless authorised by Brigade Captain and should not be used outside of normal brigade activities, PPE can pose a carcinogenic risk to those exposed to unclean PPE. Brigade level 1 pants and turnout shirt should be worn for all meetings and brigade vehicle checks/training.

4.11 FIRECALL

Members representing a Brigade shall only turn out (Emergency Conditions) to an incident in Local Government approved Appliances with appropriate driver qualifications and endorsements. Approved vehicles shall be any of the Local Government fire trucks, high season DFES Vehicles or vehicles approved by the Local Government and have appropriate emergency status (vehicle identification sticker).

Members shall not respond to an incident representing a brigade unless directed to do so via DFES Communication or the CBFCO/DCBFO/MCS/CEO via BART or direct contact, this is to ensure correct procedures are followed ensuring insurance protection of the responding volunteers. Local volunteers taking directions via WhatsApp group must adhere to directions from CBFCO or Fire Control Officers. The use of private vehicles to respond to an incident is common practice however all road rules and directions must be followed, it is the individual's responsibility to ensure that both themselves and vehicle are logged against the job by notifying the Incident Controller on arrival and working under their direction. If a vehicle or member is not recorded as being at the fire by the Incident Controller, there is no way to ensure safety or claim insurance. Non-Emergency vehicles should have DFES ID stickers that can be obtained at the Local Government admin office.

4.12 INCIDENT NOTIFICATION AND NOTIFICATION OF RESOURCE REQUIREMENT

4.12.1 RAPID ALERT

Upon approval of the BLT all firefighting members who have been authorised to respond to an incident will receive a Rapid Alert message from DFES Communication Centre (ComCen).

Rapid Alert is a Short Message System (SMS) messaging platform that the Communications Centre (ComCen) and State Operations Centre (SOC) utilise in the delivery of emergency response and emergency management notifications to BGUs and DFES managers.

The Brigade Captain/Fire Control Officer (or duty lieutenant) should acknowledge the SMS by calling ComCen on 1800 198 140 and advise the following information;

- Name
- Brigade
- Acknowledgment of SMS
- Request any additional information

Example;

Good afternoon, this is Aaron from the Buntine Bush Fire Brigade, I am acknowledging the turnout message for the fire on Great Northern Highway, is there any other information I need to know about this job?

If a SMS is not acknowledged, ComCen will assume the message was not delivered successfully and send another every few minutes until it is acknowledged.

4.12.2 WhatsApp, Facebook, Text etc.

Brigade WhatsApp, Text, Facebook and other social media groups **are not** Local Government endorsed and should not be used for notification of incidents, training or meetings. Only authorised WhatsApp group for fireground updates is '**Dally Shire Firefighter**'. All communication on this group must strictly be relating to a fire incident. All group admins may delete any other messages with no notice. Fire reports on such groups are not official and members responding to such reports without advising DFES ComCen will be in breach of the BOPs and will not be covered by insurance.

Members may use these groups as social chatter but must utilise endorsed channels for office brigade duties. Brigades are encouraged to shut down unsolicited groups to avoid confusion.

4.13 DIRECT CALLS

Should a member be advised of a potential fire or request for assistance, record the information from the caller and **instruct them to dial 000 immediately**. This will ensure the incident is registered correctly and appropriate resourcing is mobilised as a priority. As a follow up precaution, it is advisable that you also contact 000 and advise of the call you received.

No appliances are to self-mobilise unless explicitly authorised by the CBFCO or MCS/CEO. Failure to contact either person, secondary advice should be made to the CBFCO.

Direct calls are to be reported to the DFES Communications Centre immediately prior to mobilising using 000.

4.14 STRIKE TEAM / TASK FORCE

During the increased threat period (Apx. September – April) there may be requests via the CBFCO to deploy as a task force or strike team, requests shall be made via BART.

Members will be required to take full PPE from their respective station and meet at an agreed location. Instructions will be made by the MCS, EMO or CBFCO. Members contacted direct by DFES must seek permission by the MCS or CBFCO prior to accepting.

4.15 STAND BY CREW AND CREW CHANGES

The CBFCO / DCBFCO will coordinate crew changes and standby rosters.

Notification will be sent via a BART message to all relevant brigades requesting crews including:

- Type of appliance and/or number of crew members required;
- Which incident crews are required for;
- Times required from/to.

Brigade Captains/Duty Officers should acknowledge the message and commence brigade arrangements.

Note: Brigade Captains should organise their own crews, the Captain will become the conduit between members and said requester.

4.16 STAND BY PROCEDURES FOR TFB DAYS

Where on a day there is a declared Total Fire Ban, the Local Government will organise their Bulk Water Tanker to be filled and on standby. Enhanced mobilisation of 2 or more brigades as well as other Local Government resources will be automatic dispatched there for it is critical for crews to provide a quality PAFTAC on arrival and hourly sitreps to **DFES ComCen via 1800 198 140**.

4.17 RELIEF CREWS

Where an incident is anticipated to be protracted, the Incident Controller through the BLT will request relief crews. A probationary fire fighter may be used with a senior member to gain fire ground experience, exposure and be fit for duty. At no times should a probationary firefighter be used on an active running fire due to risk level.

Crews will be advised of transport arrangements as required.

It is expected that relief crews are to arrive at the nominated change over point fifteen (15) minutes prior to the change over time and have all relevant PPE with them.

4.18 DRIVING UNDER OPERATIONAL CONDITIONS

The Local Government Bush Fire Service is obligated to respond to **all 000 calls** unless stipulated otherwise by a Local Government MCS, Emergency Management Officer, CEO or District Officer Comcen. As such, it is expected that all incidents will be treated as a priority call.

Only Members with appropriate training should respond using lights and sirens. If there is no one with appropriate qualifications, the OIC should advise ComCen 1800 198 140 that they are proceeding under **normal road conditions**.

4.18.1 OPERATIONAL CONDITIONS

Responding to an incident as requested and authorised to do so, or whilst conducting authorised brigade activities (as defined under Section 35 A of the *Bush Fires Act 1954*) in which operational procedures apply.

4.18.2 REFERENCES

Bushfires ACT 1954

Department of Transport Western Australia

Road Traffic Act 1974

Road Traffic Code 2000

Road Traffic (Authorisation to Drive) Regulations 2014.

Road Traffic (Vehicle) Regulations 2014.

4.19 LICENCE REQUIREMENTS

Licensing requirements according to class as outlined in schedule 1 of Road Traffic (Authorisation to Drive) Regulations 2014.

- | | |
|----|---|
| C | A motor vehicle, other than a motor cycle or motor carrier, that has a GVM of 4.5 t or less and that is equipped to seat not more than 12 adults including the driver |
| LR | A motor vehicle, other than a motor cycle or motor carrier, that —
has a GVM of 4.5 t or less and that is equipped to seat more than 12 adults including the driver;
or
has a GVM of more than 4.5 t but not more than 8 t |
| MR | A motor vehicle, other than a motor cycle or motor carrier that has 2 axles and a GVM of more than 8 t |
| HR | A motor vehicle, other than a motor cycle or motor carrier that has at least 3 axles and a GVM of more than 8 t |

It is a requirement that all members are to produce a copy of driver's licence at any time the MCS, Captain, Secretary CBFCO/DCBFCO request. A member may also e-mail a scanned copy of their current Western Australian driver's licence or provide a photocopy of the Western Australian driver's licence (front & rear) along with a copy of the Online Licence check to prove that their licence Status is Active. Any change to the status of a driver's license must be reported to the BLT and MCS immediately and the individual shall not drive any appliance that they are not currently approved to do so under any circumstances.

4.20 NOVICE (LEARNER) DRIVER

C Class learner drivers are not permitted to drive Local Government vehicles.

MR Class learner driver must be accompanied by an instructor as defined under the Road Traffic (Authorisation to Drive) Regulations 2014, who has held an authorised driver licence for a minimum of 4 years, the instructor must supervise the learner at all times both in and out of the vehicle. The learner driver;

- Must not exceed a speed limit of 100km/hr;
- Must display two L plates on the vehicle, one of which is visible from the front of the vehicle, and one which is visible from the back of the vehicle;

The Learner driver is not permitted to drive to, from or at the fire ground, at no time is the learner driver permitted to drive under operational conditions.

4.21 NOVICE (PROVISIONAL) DRIVER

As defined in section 10 of the Road Traffic (Authorisation to Drive) Regulations 2014 the novice driver (Type 1A) may only drive between the hours of 2400 and 0500 if it is for the purpose of travelling to or from employment and by the shortest practicable route for achieving that purpose. This means only when travelling between the station and home.

The provisional driver may not under any circumstance drive a Local Government Vehicle under operational conditions.

4.22 EXTRAORDINARY LICENCE

Members who hold an extraordinary licence are not permitted to drive any Local Government vehicle under operational conditions and must adhere to the conditions of their licence at all times.

4.23 QUALIFICATION REQUIREMENTS FOR AUTHORISATION TO BE AN AUTHORISED OPERATOR

All members of the Local Government Fire Service must hold the following to be able to drive a fire appliance under operational conditions;

- Current Western Australian drivers licence stating the relevant class;
- Has been a volunteer Fire Fighter within the Local Government Fire Service for a minimum of 1 year; or
- Has been assessed by the brigade training officer and deemed proficient,
- Has been approved by the brigade captain, and
- Has been endorsed by the Chief Bush Fire Control Officer or DCBFCO
- Must have the relevant Driver training

Any driver who licence has been disqualified must advise their brigade captain immediately and are not authorised to drive a Local Government vehicle.

4.24 OPERATIONAL CONDITIONS

Any member who has met the qualification requirements as outlined in this document may proceed under operational conditions subject to the following;

- The vehicle concerned is deployed on official duty responding to a fire or fire alarm;
- The vehicle concerned is deployed on official duty responding to an emergency or rescue operation where it is reasonable to assume that human life is likely to be in danger
- The driver exercising all reasonable care
- The vehicle is displaying a blue or red flashing light and sounding an alarm (As per section 61 B of the Road Traffic Act 1974)
- The vehicle is an Emergency Vehicle as defined under the Road Traffic (Vehicle) Regulations 2014.
- All instructions given are acknowledged

The driver must, when instructed by a Senior Officer, DFES Officer, COMCEN, or the Incident Controller, proceed under normal road conditions, and are subject to all laws and regulations as detailed under the Road Traffic Code 2000. It is important that drivers acknowledge the receipt of such instructions at all times, particularly when directed to by the COMCEN.

Members may be authorised by the CESM/CBFCO at his/her discretion from time to time under certain circumstances for a specific incident to respond to an incident under operational conditions should the CESM/Chief believe it is required. Under no circumstances is any other member, including captains/FCO/DCBFCO or Lieutenant authorised to upgrade a driver to operational conditions.

4.25 LIGHTS AND SIRENS

<i>Driving to an incident (Operational Conditions)</i>	Emergency beacons and sirens
<i>Driving to an incident (Operational Conditions) Light or no traffic</i>	Beacons only is acceptable- sirens should be re engaged when traffic is encountered,

	<i>and overtaking is required</i>
Final approach to an incident	Sirens may be turned off and beacons only displayed for the final approach
Parked at an incident	Emergency beacons only
Operating on the fire ground	Emergency beacons only

4.26 MOVING THROUGH CONTROLLED INTERSECTIONS

4.26.1 STOP SIGNS AND RED TRAFFIC SIGNALS

The driver of each individual appliance proceeding through a red light or stop sign must drive at a speed that allows them to come to a complete stop if required prior to entering the intersection and only proceed through the intersection at a speed which will allow you to bring the vehicle to a complete stop if necessary providing the driver is;

- Taking reasonable care;
- And the vehicle is displaying blue or red flashing lights and/or sounding an alarm (As defined in section 281 of the Road Traffic Code 2000)

4.26.2 RAIL CROSSINGS

The driver must adhere to control signals at ALL times when approaching a rail crossing, regardless of whether the driver is proceeding under operational or non-operational conditions.

The driver shall not proceed through a rail crossing if an approaching train is visible or emits an audible signal, the driver shall only proceed when he/she has ascertained it is safe to do so.

The driver when instructed by a rail employee shall stop the vehicle and shall only proceed as directed by the rail employee (As described in part 10 of the Road Traffic Code)

4.26.3 SCHOOL CROSSING GUARDS

Drivers must obey all instructions of School Crossing Guards and not exceed the posted speed limit.

4.26.4 TRAFFIC CONTROLLERS

Drivers must obey all instructions of Traffic Controllers.

4.27 SPEED

The driver of a vehicle proceeding under operational conditions must not exceed the posted speed limit by more than 20km/hr, subject to the following;

- The vehicle concerned is deployed On official duty responding to a fire or fire alarm;
- The vehicle concerned is deployed On official duty responding to an emergency or rescue operation where it is reasonable to assume that human life is likely to be in danger
- Is taking all reasonable care and safe to do so
- The vehicle concerned is displaying a blue and red flashing lights and sounding an alarm (As per section 61 B of the Road Traffic Act 1974)
- Adhere to the speed limit at ALL times when proceeding through a 'School Zone', road works or Kings Park, as defined under the Road Traffic Code 2000

- Any member found to be in breach of these rules will be subject to the disciplinary process

4.28 SEAT BELTS

Members must wear a seat belt at all times when traveling in a vehicle belonging to the Local Government, except for when engaged in Fire Fighting activities as per section 284.1(b) of the Road Traffic Code 2000. Whilst in some circumstances a seatbelt on the fire ground maybe impractical, the OIC should conduct a dynamic risk assessment and determine its need as accident are likely to occur.

4.29 DRUGS AND ALCOHOL

A driver or any other member must not operate a Local Government vehicle with a blood alcohol content greater than 0.05% or any prescribed illicit drugs in the persons systems as described in section 64AC of the Road Traffic 1974 Act. The recommended limit is 0.00%. If an approved person is to travel under emergency conditions, they must be a 0.00% alcohol limit.

4.30 MOBILE PHONES

Drivers are prohibited at all times to use a handheld mobile phone to perform any of the following actions;

- Hold the phone;
- Enter or place anything into the phone, or send or look at anything that is in the phone;
- Turn the phone on or off
- Operate any other function of the phone

This does not include the use of a CB radio or any other two-way radio, as per section 265 (1) of the Road Traffic Code 2000.

4.31 DISCIPLINARY PROCESS AND PENALTIES

Every member who drives a motor vehicle without due care and attention and fails in his/her duties as described in this document, commits an offence and is subject to disciplinary process which includes any or all of the following.

- Suspension from all driving privileges for a set period
- Suspension of membership for a set period
- Termination of membership

The MCS, CEO, CBFCO or their nominated representative (Fire Control Officer/Captain) may at their discretion prohibit a member from proceeding under operational conditions for a period to be determined at the time, if they feel the member has breached any of the conditions of this document or if they believe the member has acted in an unsafe manner at any time whilst driving a Local Government Vehicle, the MCS/CEO/CBFCO will notify the member in writing the terms of their suspension from driving.

Should a vehicle activate a red-light camera or speed detection camera, the OIC is to inform ComCen of activation, the vehicle details and location immediately so it can be recorded on the incident comments.

On return to the Station, the OIC shall inform the Captain of the Driver, Date of Birth, License and Incident Number, the Captain must then advise the MCS/CEO in writing of the incident.

4.32 ACCEPTABLE VEHICLE USE

Too, around and from:

- An incident.
- Hazard reduction burns.
- Training, either official or adhoc brigade training.
- Sanctioned brigade events such as (but not limited to) community engagement; meetings, etc. related to brigade management; briefings; fundraising.
- vehicle maintenance, repairs or testing
- brigade equipment collection or delivery
- other approved activity by MCS/CEO/CBFCO

All travel further than 50km from the fire station must obtain MCS, CEO or CBFCO approval.

4.33 DRIVER LICENSE CHECKS

The Brigade must undertake license checks. Included is expiry, status and license conditions as a matter of course, the inspection of Member's driver license occurs annually prior to fire season and is the responsibility of the Brigade Secretary. In the event that a member is unable to present a valid driver's license, they are not permitted to drive any brigade appliance under any circumstances.

All Members must comply with all conditions of use as listed below. The purpose of the following is to ensure that all members driving Local Government vehicles supplied to the Brigade as part of the Local Government Fire Service understand their responsibilities when in control and have charge of the vehicle. A Member charged with the control of a vehicle will be held directly responsible for the use and care of that vehicle.

All drivers must have a valid and appropriate class of driving license for the type of vehicle being driven.

Any person in charge of a Local Government vehicle must observe all applicable traffic laws and / or local government regulations. Where an infringement is incurred, the responsibility for the payment of the infringement is that of the individual who committed the infraction.

In accordance with the WH&S Act 2020 and applicable aspects of the Road Traffic Act 1974, the Driver of a Local Government vehicle owes themselves, their passenger(s) and the public a duty of care, ensuring that conveyance is carried out in a safe manner. The vehicle passenger(s) also have a right and responsibility to ensure the driver drives in a safe manner. Failure to ensure safe travel shall be reported to a member of the BLT.

Authorisation must be obtained before operating any Brigade vehicle. Members are to be endorsed by the Captain or Delegate as being competent in the operation of each appliance.

Members with provisional driving licenses must display 'P' plates on the vehicle in accordance with the

conditions of the license. It is the responsibility of the 'P' plate drivers to ensure the conditions of their license are being met.

Brigade vehicles & associated equipment shall only be used for Brigade business. Only Brigade members are to be carried in Brigade vehicles unless authorized by a member of the BLT. The Captain, or delegated officer(s) who are authorised may assign the use of vehicles within the Brigade.

Under no circumstances are Brigade vehicles or equipment to be altered or modified without Local Government or DFES approval. Modifications must be approved by the MCS or CEO.

All Brigade vehicles shall be parked in an area that is as safe and secure as reasonably practicable. Members must remove ignition key and ensure that the vehicle is secured in the event the vehicle is to be left unattended in a non-operational area. Confidential information and or personal items must not be left in unattended vehicles. In an operation setting, the key is to always be left in the ignition in case the need arises to move such vehicle urgently.

Brigades are responsible for general maintenance and monitoring the operational capability of the vehicle at all times. In the event a maintenance issue is identified outside of the general maintenance, then this issue shall be raised with the MCS.

On return to Station all fuels, water and general checks are to be completed and any defects are to be reported to the OIC who will then report it to the Captain and Equipment Officers and further notify the MCS.

All vehicles are the property of the Local Government or DFES. Any faults and or breakdowns are to be reported to the Captain immediately to ensure operational readiness. The MCS & CBFCO must also be notified.

In the event of an accident or traffic crash on a public or private road and the estimate cost of repair is expected to equal or exceed \$3,000 or causes injury or death to a person, the driver must report the incident to the Captain, MCS and CBFCO immediately. Police attendance will be required prior to the departing of the scene in the case above.

If there are no signs of injuries and/or if damage is below \$3,000, the driver is required to make a report to the Police & CBFCO/CESM within 24 hours. If the accident occurs whilst responding to an incident under fire call conditions, DFES ComCen is to be informed via phone (when safe to do so) followed by the MCS.

Where significant damage has been encountered which renders a vehicle unserviceable, the Captain shall notify the CBFCO & MCS and request be made for their attendance at the scene immediately.

Drivers and crew are responsible for reasonable cleanliness of the interior and exterior of the vehicle whilst it is in their control. As a minimum, VPOWER checks are to be completed one every two months through the off season and once a month during high threat (September – March). Dust, mud and other particulates must be cleaned to ensure a safe and effective environment.

Records of VPOWER checks are to be stored in the nominated file, with defects to be reported to the Equipment Officer immediately.

In consultation with the OIC, the driver of the vehicle is to ensure responsible use of the vehicle on the fire ground. This includes ensuring the vehicle is appropriately sited on the roadway or ensuring appropriate distance between a heat source or overhanging vegetation and vehicle.

The Captain may take a non-operational or unsafe vehicle offline. The CBFCO & MCS will be notified of any offline vehicles.

4.34 COMMAND & CONTROL WHILE ON OPERATIONAL DUTIES

Operational Command and Control ensures maximum efficiency of available resources allocated to an incident. By default, the highest-ranking member of the Brigade shall assume the function of the OIC – unless a member of the BLT holds specific qualifications or experience relevant to the incident, transfer of control may occur through mutual agreement. Upon arrival of an FCO they will automatically assume control as per the Act.

The IC of an incident shall make themselves visible and known to all members reporting to the incident by wearing the appropriate tabard vest at all times and positioning themselves at an established control point. It is expected, that inside the brigades working area the OIC shall assume control of the incident becoming the IC until arrival of an FCO, as per **State Hazard Plan – FIRE**. The AIIMS structure shall be implemented and the functions of the AIIMS structure may be delegated to appropriately qualified personnel.

IC shall be provided an incident brief from the crews present to enable operational decisions to be made. Unless otherwise stated the IC, shall be responsible for the flow of information up the “chain of command”.

The IC Shall brief and record all incoming crew to ensure safety is maintained.

4.35 RADIO COMMUNICATIONS

Members are to ensure that all communications are clear, concise and professional. Where a Brigade responds to a request for resources, the OIC will be responsible for all communication to DFES ComCen unless the role is otherwise delegated. As per current DFES doctrine. All member must maintain UHF Radio contact with each other at all times.

4.35.1 EMERGENCY MESSAGES

The Emergency Message is to be used in cases of extreme emergency. Emergency Messages are to be preceded by **‘EMERGENCY, EMERGENCY, EMERGENCY’** followed by the name and rank of the person sending the message, then the message. All other users of the radio network are to cease transmission and listen into the message.

4.35.2 FINAL DEPARTURE FROM INCIDENT

On departure from the scene the IC is to provide ComCen with a final summary and confirm incident closure. As per current DFES doctrine.

4.36 BRIGADE INFORMATION CIRCULARS

The Captain or their delegate (secretary) shall be responsible for sending and receiving generic emails to Brigade members.

4.37 LOCAL GOVERNMENT CIRCULARS

Where information from the Local Government is required to be distributed to the Brigade Members, the Local Government forward the circular to the Captain and Secretary for distribution.

Where information relates to a specific delegated function, the Local Government may contact the relevant Brigade Officer directly and CC to the Brigade Captain.

4.38 DFES CIRCULARS

The Captain or their delegate shall maintain awareness and communicate the DFES Circular(s) to their Members as soon as practicable. DFES Circulars can be found on the Volunteer portal.

<https://volunteerhub.dfes.wa.gov.au/logon>

4.39 DFES STANDARD OPERATING PROCEDURES

The Local Government has chosen to adopt all DFES Standard Operating Procedures. All SOP's are to be strictly adhered to unless they are contradicted by this policy or the Local Government Rules or Local Laws. (DFES SOPs can be accessed on the DFES Volunteer Hub) The Local Government may also have local SOPs; these will be communicated to brigades directly for dissemination.

4.40 REIMBURSEMENTS AND INVOICING

Invoices for all payments to the Brigade shall be provided by the Treasurer. Invoicing to the Local Government shall be within one (1) month period of receipt. The ATO compliant tax invoice will be made to -- LOCAL GOVERNMENT OF VICTORIA PLAINS.

This shall be provided prior to the receipt of any monies. All reimbursements of funds of the LGGS must be approved by the CESM prior to expenditure.

It is encouraged that the Brigade seek advice from the CESM prior to purchase of items as it may not be eligible under LGGS. If an item is not eligible under LGGS it will not be reimbursed to the brigade and as such the brigade will need to cover the cost.

4.41 BRIGADE STATION SECURITY

Unattended Brigade facilities present an opportunity for theft. All members are to take an active interest in the security of their brigade building and contents. The equipment held within Units is to be protected through basic security routines.

When station is unattended all doors including roller doors must be shut and secured, under no circumstances are stations to be left unsecured.

4.42 JOURNAL OF ATTENDANCE

All Brigades must record attendance of each member every time they attend the building. This is for a range of reasons, including Work Health and Safety (WH&S), insurance and reporting. This can be done

by completing a Journal of Attendance or Occurrence book. General duties are to be completed in Black pen, operational duties (Call outs) must be reported in red pen and include times, dates and members who attended.

4.43 STATION KEYS/ACCESS

- The Brigade facilities are keyed or coded by the Local Government in all instances.
- Once a Brigade Member has been registered and has undertaken their Introduction to Fire Fighter Training, they may apply for a brigade key/access through the Captain or delegate.
- The key number or those members with station access shall be passed to the Secretary for recording in the membership list.

4.44 DEBRIEF

- A debrief will be held after every incident. The complexity of the incident will determine the level of debrief required and urgency of the formal debriefs and shall be held by the OIC/IC.
- For complex incidents with significant resource commitments, the Brigade may consider approaching the Local Government for a formal debrief with internal and external stakeholders.

4.45 CRITICAL INCIDENT STRESS AND SERVICES AVAILABLE

- Members are to remain cognisant of dynamic nature of the Fire Service. Critical Incident Stress and Post-Traumatic Stress (PTS) affects different people in different ways. It is not uncommon members are exposed to critical incidents that may be graphic or impactful in nature and potentially confronting or distressing.
- High levels of stress may be experienced during normal brigade operations and may have a detrimental effect on member's normal life.
- Peer support and counselling services are available to all brigade members and their family. They are conducted in complete confidentiality.
- At all times the BLT, CBFCO or CESM will be available to discuss any incidents the members feel compelled to discuss.

4.46 FIRE REPORTING / IRS

- The OIC is required to complete a post incident fire report as soon as practical by calling the Emergency Management Officer with information.
Brigades may instead allocate this to the brigade Secretary or IRS trained member.
- Only trained and endorsed members are to input IRS reports into IRS system, others are to contact the EMO.
- IRS reports shall be entered within a period no more than **ten (10) working days** after the incident unless otherwise discussed with the Local Government.

4.47 HAZARD REDUCTION OPERATIONS

All hazard reduction activities must comply with the environmental protection act and the relevant Local Government permit requirements with special consideration to the Aboriginal Heritage Act. A brigade cannot be issued a permit under any circumstances however upon approval from the MCS or CEO may assist a landowner in conducting such activities, in this case a permit will be issues to the

landowner.

4.48 ATTENDANCE

It is important for Brigade members to maintain minimum standards of attendance (including rostered duties, training, meetings and response availability) to ensure all members maintain currency in all the required competencies and are familiar with safety processes & procedures.

4.48.1 General Guidelines

- Attendance levels are to be derived from an average of the number of training sessions, meetings, fires and hazard reduction burns attended. Attendance levels will be taken from existing records, based on Journal of attendance or occurrence book and incident reports. The Secretary is responsible for maintaining such data and providing to the Local Government annually.
- Any member who fails to meet a minimum attendance of 50% over twelve months (excluding incidents) will receive a written reminder approved by the Brigade Leadership Team. Similarly, any Brigade Lieutenant who does not reach 75% attendance will receive a written reminder from the Captain. Brigades may further develop an individualised minimum standard of attendance with approval from the CBFCO/MCS.
- Records will not include events that occur during the members working hours, i.e. Monday to Friday, 0900 hours to 1700 hours. Fire records will only apply where a rapid alert SMS has gone out notifying all members of an incident.
- Records will start from the beginning of the financial year and run until the end of that financial year.
- Extenuating circumstances that effect attendance records, such as extended leaves of absence or illness will be taken into consideration, a member however must make the BLT aware of such circumstances for consideration in advance where possible.
- Records will be regularly reviewed, where a member's attendance is deemed to be unsatisfactory that matter will be the subject of further investigation/consultation involving the BLT and the member concerned.

4.49 LEAVE OF ABSENCE

To be established by the Brigade in consultation with the CBFCO or MCS/CEO.

4.50 LETTERS OF ATTENDANCE

Should a letter of attendance be required for a member's place of employment, this can be arranged through their Captain or BLT, a copy must be sent to the MCS.

4.51 FIREFIGHTERS TRAINING.

4.51.1 BRIGADE TRAINING

Every Brigade member must first successfully complete specific, relevant, supervised training before undertaking any operational Brigade tasks. Members are also encouraged to attend additional courses, seminars and Brigade specialised training events whenever possible.

The Brigade Training Officer holds overall responsibility for coordinating and implementing training programs within the Brigade.

Training has the priority over any other non-operational activity, during scheduled training sessions. Any non-operational activity planned to occur during these hours must first be discussed with and approved by the Training Officer and Captain to ensure that it does not adversely affect training. A Brigade Officer can cancel training as a result of operational necessity. Attendance at training will not be recorded if you do not actively participate in the scheduled training session.

Qualified members should have the opportunity to organise and facilitate training, where appropriate, in conjunction with the Training Officer.

The Local Government's minimum standard is as per the DFES recommendation for each position.

4.51.2 MEMBER SKILLS REFRESHER

- Brigade members operate in a complex and high-risk environment, to ensure that they are best prepared, individuals need to maintain minimum skills.
- Captains are responsible for ensuring their brigades skills are kept up to date, the Captain should assess members capabilities prior to the start of season and ongoing throughout brigade activities. The Local Government may provide a 'skills refresher' document that must be signed off by the volunteer and captain/lieutenant.
- Captains and Lieutenants will be signed off by a qualified trainer assessor.

4.52 MEETINGS

A meeting is to be held a minimum of once a year. AGM to be held between the months of March 01 - May 31.

4.53 COMMUNITY ENGAGEMENT

All requests for brigade attendance at community engagement events shall be forward to the Brigade Captain for consideration as soon as practicable to make a decision. The MCS will be notified of all Community Engagement commitments as an FYI.

All community events outside of the district will require CBFCO/MCS approval.

Each request will be considered on merits, availability of members to attend, operational readiness of the brigade and potential positive social impact of the brigade attendance.

4.54 MEDIA REQUESTS

Brigades or members in the Bush Fire Service may be approached for comment on various events or

incidents in our community. All members are to remain cognisant that only the Local Government President is authorised to speak on behalf of the Local Government unless arranged prior.

All sanctioned comments are to be in line with Local Government & DFES policies and values, and ensure the brigade portrays a positive public image. All media enquiries should be directed to the Incident Controller, MCS or delegate.

Photos, videos or drone footage at incidents are **not permitted** without the approval of the IC especially if attending a sensitive incident. All breaches will result in dispensary actions.

Media breaches are considered serious due to the ongoing damage they can cause, depending on the nature a breach of this may result in termination of membership.

4.56 FATIGUE MANAGEMENT

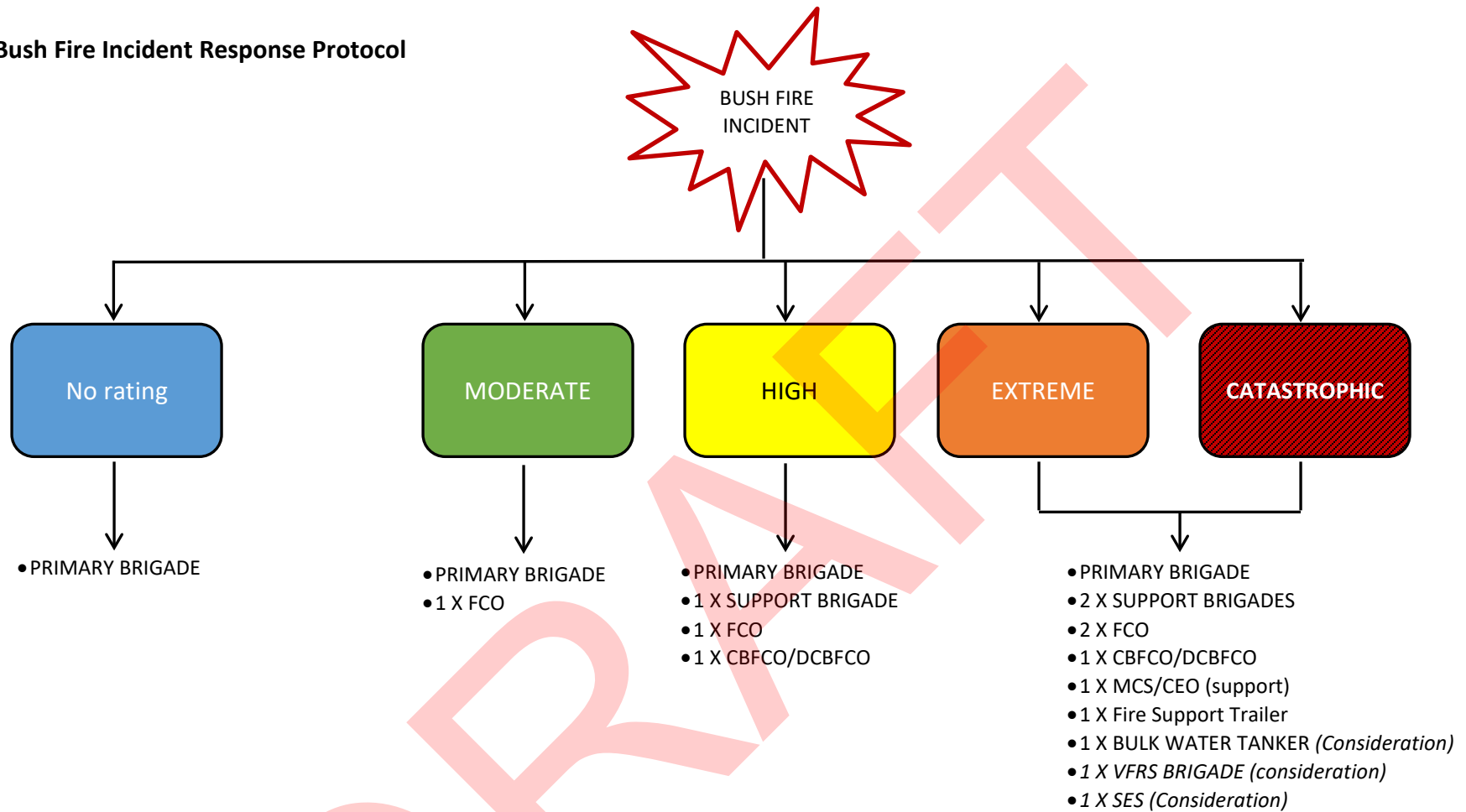
Fatigue is everyone's responsibility and must be managed by all when attending any fire or emergency incident. It also needs to be understood that there is a personal responsibility to maintain a suitable level of health and fitness to carry out tasks allocated.

Local Government volunteers are not to work a period greater than 12 hours, this is inclusive of travel time. It is the Officer in Charge/Crew Leader's responsibility to inform the Incident Controller/Operations Officer of the time the crew/s and appliance/s is available. On days where weather is extreme or firefighting conditions are difficult, the OIC should consider a shorter shift and inform the IC of such intentions ASAP.

For further information refer to DFES doctrine

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Minimum Bush Fire Incident Response Protocol



- The CBFCO will respond to bush fire incidents at the request of responding brigades or at his own discretion up too High Fire Danger Days (consideration of weather, incident location, arson events, etc.). Automatic response will occur on days when the Fire Danger Rating is extreme or above. If the CBFCO is not available, where possible arrangements with the DCBFCOs will be put in place to ensure coverage.
- The CBFCO may alter the minimum response protocols to reflect information regarding the incident that may require a reduced or increased response.
- FBI is the 'Fire Behaviour Index'