



# **Bush Fire Advisory Committee**

# **MINUTES**

Section 67 of the *Bush Fires Act 1954*

Committee Brief:

*To provide advice to the local government on matters pertaining to obligations contained within the Bush Fires Act, organising, managing, resourcing and training volunteer bush fire brigades.*

**General Meeting of Bush Fire Advisory Committee**  
**Held in Council Chambers**  
**5.00 pm Tuesday 1 November 2016**

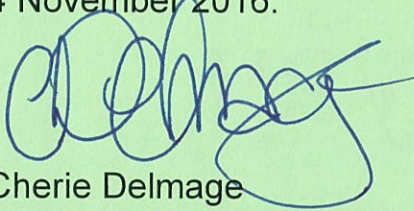
Committee Members as per Council Resolution No. 198/10/15

Council Members:	Cr Rayner, Cr Twine, Cr Welburn
Community Members:	Chief Bush Fire Control Officer, Deputy Bush Fire Control Officer (DBFCO) 1, Bejoording Brigade Representative, Morangup Brigade Representative, Coondle-Nunile Representative, Julimar Brigade Representative, Toodyay Central Brigade Representative, Toodyay Volunteer Fire & Rescue Representative, Fire Control Officer Representative, Representative, Department of Parks & Wildlife Representative, Department of Fire & Emergency Services (DFES) Representative
Staff Members:	S Scott - CEO, R Koch – DBFCO 2 & CESM,
Deputies:	Cr Chitty, Cr Wood

MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 1 NOVEMBER 2016

### Distribution

These minutes of meeting were approved for distribution on  
4 November 2016.



Cherie Delmage  
**ACTING CHIEF EXECUTIVE OFFICER**

**Please Note:** These Minutes will remain "Unconfirmed" until the next Bush Fire Advisory Committee Meeting, where the Minutes will be tabled and confirmed subject to any amendments made by the Committee.


The "Confirmed" Minutes are then signed off by the Chairperson.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into a separate attachment to these Minutes.

### Confirmation

These minutes of meeting were confirmed at a meeting held on

7TH FEBRUARY 2017

Signed:  .....

*Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.*

Information about Committee Meetings is located on the website  
<http://www.toodyay.wa.gov.au/council-committees.aspx>

Minutes can be found on the website (under the heading "Committee Meetings") at  
<http://www.toodyay.wa.gov.au/agendas-minutes.aspx>

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ATTACHMENT *with separate index follows Item 7*

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# Shire of Toodyay

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## MINUTES

### 1. OPENING PROCEDURES

The meeting was declared open at 6.07 pm by the Chairperson.

#### 1.1 Announcement of Visitors

Nil

#### 1.2 Record of Attendance and Apologies

##### Members

Mr R Koch	Community Emergency Services Manager (CESM)
Cr B Rayner	Council Member
Cr E Twine	Council Member
Cr R Welburn	Council Member
Mr C Stewart	Chief Bush Fire Control Officer (CBFCO)
Mr R Hunter	Deputy Bush Fire Control Officer (DBFCO) 1
Mr B Grey	Bejoording Brigade Representative
Mr S Gamble	Morangup Brigade Representative
Mr C Stevens	Coondle-Nunile Brigade Representative
Mr P Sapwell	Julimar Brigade representative
Mr M McKeown	Toodyay Central Bush Fire Brigade representative
Mr I McGregor	Volunteer Fire and Rescue (Toodyay) representative
Mr C Wroth	Fire Control Officer (FCO) representative (Chair)
Cr T Chitty	Deputy Council Member
Cr K Wood	Deputy Council Member
Mr M Bowen	Department of Fire and Emergency Services (DFES)
Mr M Pasotti	Department of Parks and Wildlife representative
Mr S Scott	Chief Executive Officer

##### Staff

Nil

##### Apologies

Mr C Wroth	Fire Control Officer (FCO) representative (Chair)
Mr M Bowen	Department of Fire and Emergency Services (DFES)
Mr M Pasotti	Department of Parks and Wildlife representative

##### Guests

Nil

**Members of the Public**

Nil

**2. TABLING OF MINUTES AND STATUS REPORT**

**2.1 Minutes of Meeting held on 2 August 2016**

**OFFICER'S RECOMMENDATION/MOTION**

**MOVED** Mr I McGregor                      **SECONDED** Mr C Stewart

That the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 2 August 2016 be confirmed.

**MOTION CARRIED**

**2.2 Matters arising from previous minutes**

**2.2.1 Recommendations to Council**

C Stewart

Summary of Question One

What BFAC recommendations had been to Council?

*The CESM advised that (1) the FCO Recommendation was considered and passed by Council; (2) the Bush Fire Operating Procedures were postponed to enable further consideration at this meeting.*

Cr B Rayner

Summary of Question Two

What measures, in respect to FCO training standards, are there to encourage compliance?

*The CESM advised that 'all FCO's were made aware of their training requirements after the matter was dealt with by Council.'*

**MOTION/BFAC RECOMMENDATION**

**MOVED** Mr R Hunter                      **SECONDED** Mr C Stewart

The BFAC recommends to Council the following:

'That Council authorise the CEO to write to appointed FCOs advising of any outstanding training, and that those who require training undertake training at the earliest available opportunity.'

**MOTION CARRIED**

Mr S Gamble

Summary of Question Three

What is FCO Bartels membership status, considering he has not been active with Morangup Brigade?

*The CESM stated that 'FCOs are appointed by the Shire and are not a rank within the BFB brigade. FCO's are listed on the 'Shire Toodyay' brigade along with Staff FCO's.'*

**2.3 Review of the BFAC Status Report**

Status report not provided.

The CESM advised that the 'taking of the Bush Fire Operating Procedures to Council remains outstanding however all other items have been addressed. The Status Report will be reviewed at the next scheduled BFAC meeting.'

**3. PRESENTATIONS OR EVENTS**

**3.1 Presentation of reports, people coming, topics, et cetera**

Nil

**3.2 Report on events that took place perhaps**

Mr C Stewart provided a verbal update on the 'Are You Bushfire Ready? Community engagement event' to be held on 22 Nov 2016 in Toodyay.'

**4. REPORTS FROM SHIRE OFFICERS**

**4.1 Report(s) from CESM**

- Verbal updates were provided in respect to the following:
- Vehicle Identifier Sticker rollout, promotion and uptake;
- ID Cards – further advice to follow to brigades;
- BFB training –  
28/10 Scott Promask/Comprehensive Crew Protection training,  
05/11 Scott Promask/Comprehensive Crew Protection training,  
06/11 Introduction to Fire Fighting, 26/27 Bush Fire Firefighting.
- PPE – Helmet upgrade progress;
- Bush Fire Operating Procedure update progress - Presented additional requested changes from Shire Administration. Call for 'Out-of-Session' response by COB Wed 9 Nov 2016, with view of taking amended document to Council.

**4.2 Report(s) from CEO**

Nil

## 5. BRIGADE UPDATES AND REPORTS

### 5.1 Roundtable discussion

#### 5.1.1 Voting and Non-Voting Membership to BFAC

The CESM provided a verbal overview in respect to the voting expectation of members (all members expected to vote).

Feedback (via CESM) from Mark Bowen (DFES) is that DFES and DPaW are generally regarded as non-voting members of BFAC, with primary role to provide specialist advice/updates.

#### **MOTION/BFAC RECOMMENDATION**

**MOVED** Mr C Stewart                      **SECONDED** Cr R Welburn

The BFAC recommends to Council the following:

‘That Council review the BFAC membership to remove such that DFES and DPAW representatives are non-voting members.’

**MOTION CARRIED**

#### 5.1.2 Morangup BFB

Thanked FRS for their support with vehicle fire training.  
Resignation of two members.

#### 5.1.3 Central

Nil

### 5.2 Other Reports (if applicable)

#### 5.2.1 DCBFCO

Provided feedback on Inc # 345254 with discussion from membership.

#### 5.2.2 Toodyay FRS

Thanked BFB for how well they worked with FRS at two recent house fires. Foreshadowed plans for combined BFB/FRS pumping drills/training.

#### 5.2.3 Cr E Twine

Comments on environmental committee regarding firebreaks. CESM acknowledged that he has been invited to the next meeting discuss, and will report back to BFAC.

#### 5.2.4 CBFCO

Reported that there had been ‘two recent house fires and one bushfire.’



MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 1 NOVEMBER 2016

**5.2.5 Coondle**

Nil

**5.2.6 Cr Welburn**

Raised concern regarding condition of firebreaks in DPAW reserves within the Shire.

**6. CONFIRMATION OF NEXT MEETING**

The next meeting of the Bush Fire Advisory Committee is anticipated to be held in the New Year on 7 February 2017.

**7. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 7.00pm.





# **ATTACHMENTS**

to Minutes of the

**Bush Fire Advisory  
Committee Meeting**

**1 November 2016**

**ATTACHMENTS**  
TO MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 1 NOVEMBER 2016

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**TABLING OF MINUTES AND STATUS REPORT**

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**Review of the BFAC Status Report** **1**

**REPORTS FROM SHIRE OFFICERS**

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**Review of the Bush Fire Advisory Operating Procedures** **3**



# STATUS REPORT Bush Fire Advisory Committee

Including Recommendations made to Council, Action List and Completed items

<b>Recommendations made to Council</b>					
<b>Meeting Date</b>	<b>Item</b>	<b>Title/Description of Item</b>	<b>Resp. Officer</b>	<b>Proposed / Notes / Actions to be taken</b>	<b>Comment</b>
1/11/2016	2.2.1	Recommendations to Council	CESM	'That Council authorise the CEO to write to appointed FCOs advising of any outstanding training, and that those who require training undertake training at the earliest available opportunity.'	
1/11/2016	5.1.1	Voting and Non-Voting Membership to BFAC	CESM	'That Council review the BFAC membership to remove such that DFES and DPAW representatives are nonvoting members.'	
2/08/2016	4.1.2	Bushfire Operating Procedure	CEO	Amendments to be put to Council.	
<b>Action List</b>					
<b>Meeting Date</b>	<b>Item</b>	<b>Title/Description of Item</b>	<b>Resp. Officer</b>	<b>Proposed / Notes / Actions to be taken</b>	<b>Comment</b>
2/08/2016	4.1.3	Vehicle Identification Stickers – Include Private Plant and Farmer Response. (CEO)	CEO		

<b>COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)</b>					
<b>Meeting Date</b>	<b>Item</b>	<b>Title/Description of Item</b>	<b>Resp. Officer</b>	<b>Status / Action / Notes</b>	<b>RESOLUTION NO.</b>
2/08/2016	4.1.1	FCO Recommendations to be put to Council.	CEO	The BFAC Recommendations went to Council for adoption.	160/09/16 161/09/16

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# MEMORANDUM

**MEMO TO:** Committee Members  
**FROM:** C Delmage – Acting CEO  
**DATE:** 3 November 2016  
**OUR REF:** CD:MR  
**FILE NO:** FIR3, COFG1/OCR28271  
**SUBJECT:** Bush Fire Operating Procedures

## Administration Centre

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Dear Members

As discussed in the recent Bush Fire Advisory Committee (BFAC) Meeting, attached please find a copy of the current draft of the Bush Fire Operating Procedures, provided by the Community Emergency Services Manager (CESM). To avoid unnecessarily delaying endorsement by Council, I am seeking out of session approval of the draft.

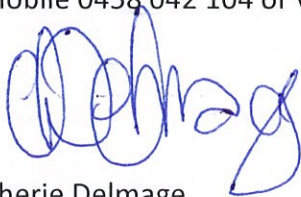
All current corrections/changes are marked up. Please review these corrections/changes. Please advise any further comment/correction by COB Wed 9 November 2016 to [cesm@toodyay.wa.gov.au](mailto:cesm@toodyay.wa.gov.au)

No feedback will be taken as your endorsement of the current draft.

In the case of no further corrections, our CESM will proceed to take the amended document to Council for endorsement.

Any feedback (excluding typos) which would constitute a change in content will be recirculated via the membership.

If you have any queries in relation to the above please contact Rob Koch, CESM, on his mobile 0458 042 104 or via email on [cesm@toodyay.wa.gov.au](mailto:cesm@toodyay.wa.gov.au)



Cherie Delmage  
Acting Chief Executive Officer

Encl.



## **VOLUNTEER BUSH FIRE BRIGADE**



# **Bush Fire Operating Procedures**

*Bush Fire Administration Manual including Standard Operating Procedures*

Adopted by Council as Council's Interim Policy on 24 June 2014  
Council Resolution 155/06/14

Note: Revision of this document will be required when the Bush Fire Brigades Local Law is adopted. This document will be advertised with the Bush Fire Local Law for public comment and submissions during that process

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## **Bush Fire Operating Procedures**

*for Bush Fire Brigades and Operations*

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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**

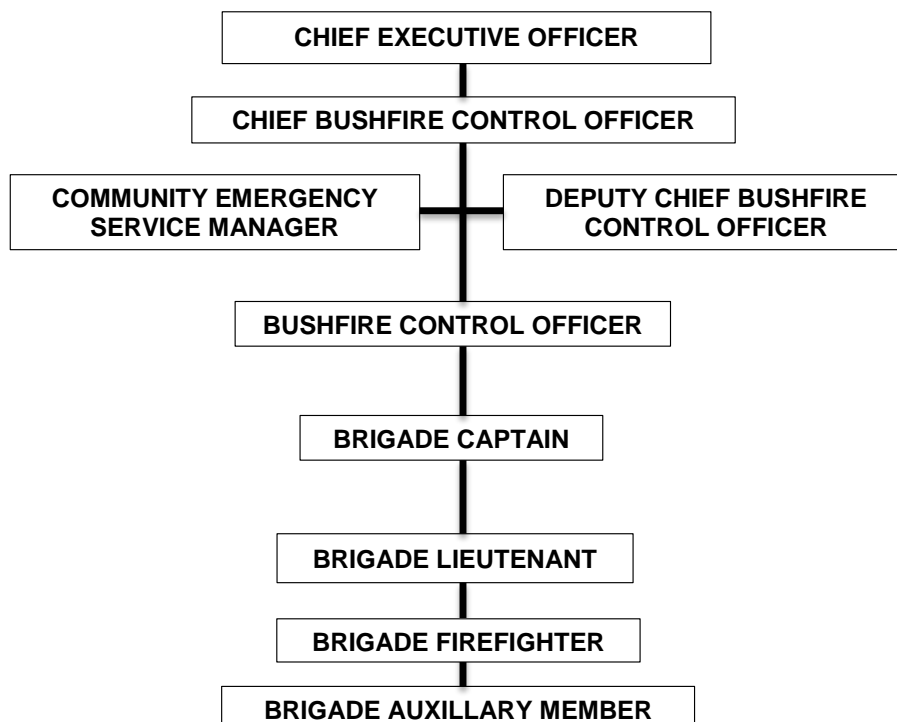
In these procedures, unless the context otherwise requires;

<b>"The ACT"</b>	means the Bush Fires Act, 1954 and amendments
<b>"The Regulations"</b>	means the Bush Fires Regulations 1954
<b>"Local Law"</b>	means the Shire of Toodyay Volunteer Bush Fire Brigades Local Law (when adopted).
<b>"Council"</b>	means the Shire of Toodyay Council.
<b>"DFES"</b>	means the Department of Fire and Emergency Services.
<b>"Ordinary Meeting"</b>	means any meeting of the Brigade other than an annual general meeting, operational meeting or a special meeting.
<b>"Absolute Majority"</b>	means more than half of the total votes of those eligible to vote whether present or not.
<b>"Normal Brigade Activities"</b>	as defined in Section 35A of the Act.
<b>"Fire fighter"</b>	means a member of a Brigade with the competency and currency to carry out operational firefighting duties.
<b>"Auxiliary"</b>	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"	<del>means –a dated listed for review will list the date a review has occurred–</del> via a Meeting of Council.
"Local Government"	means the Local Government established under the Local Government Act 1995.

#### BRIGADE CHAIN OF COMMAND





**Legislation**

**Shire of Toodyay Volunteer Bush Fire Brigades Local Law**

The operation of Volunteer Bush Fire Brigades shall be in accordance with the Shire of Toodyay Volunteer Bush Fire Brigades Local Law. Where there is any inconsistency between these procedures and the Local Law, the Local Law shall prevail.

**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.

..... / ..... / .....  
**DAVID DOW**  
**SHIRE PRESIDENT** **DATE**  
**SHIRE OF TOODYAY**

..... / ..... / .....  
**STAN SCOTT**  
**CHIEF EXECUTIVE OFFICER** **DATE**  
**SHIRE OF TOODYAY**



*Bush Fire Operating Procedures*  
*For Bush Fire Brigades and Operations*

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Document No	BFOP1	Version Number:	1	Effective Date:	23/09/2013	Review Date	
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# **SECTION ONE**

# **Administrative**

# **Procedures**

Volunteer Bush Fire Brigades

Document No	DR1	Version Number:	1	Effective Date:		Review Date	17/12/2012
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Document No	BFOP1	Version Number:	1	Effective Date:	23/09/2013	Review Date	
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## 1. OBJECTIVES AND VALUES

### 1.1. Objectives

The Shire of Toodyay Volunteer Bush Fire Brigades shall undertake the following objectives:

- 1.1.1. Provide timely, quality and effective emergency service;
- 1.1.2. Minimize 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

- 2.1.1 A new member is to complete a DFES volunteer nomination form and accept the Shire of Toodyay conditions for membership.
- 2.1.2 The application must be endorsed by the Shire of Toodyay and DFES.

### 2.2 Conditions of Membership

The conditions of membership shall refer to:

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

All Volunteer Bush Fire members are required to complete the DFES Volunteer Induction and Introduction to Fire Fighting prior to commencing active fire fighter duties, fire fighters must complete the DFES Bushfire Fighting competency. Competencies in these modules shall be the minimum acceptable standard required for a volunteer bush fire fighter to perform operational duties.

Members must comply with the legislative requirements of:

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

### **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 Portal, 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 that a 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 a 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, Shire of Toodyay Bush Fire Local Law of this Bush Fire 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~~ Rights of a Volunteer Member**

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

~~Any person-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 ~~deal-resolve it with it~~ by either:

- a) Dismissing the objection;

b) ~~Varying to~~ the decision after consultation with the Brigade Captain and Lieutenants-;

c) ~~Revoking the original decision; and imposing a different decision,~~

e) ~~—~~

~~Imposing an different decision; or~~

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## 2.9 ~~EQUAL~~ 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 ~~employees and volunteers~~ individuals uphold State and ~~Commonwealth~~ Federal laws concerning harassment and discrimination. All complaints will be in accordance with the Shire's Grievance Procedure. ~~and have a work environment that embodies the core values of the Shire.~~



## *Section One - Administrative Procedures*

*For Bush Fire Brigades and Operations*

### **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 to be in conjunction with the Brigade AGM and. And as per the Shire of Toodyay Bush Fire Local Law.
- 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:			
APOLOGIES:			
OPENING:			
<b>MINUTES OF PREVIOUS MEETING</b>			
MOTION:	That the Minutes of the Meeting held on ..... be confirmed.		
	Proposed:	Seconded:	Carried: Unanimously
<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>			
<b>CORRESPONDENCE</b>			
MOTION:	That the correspondence be accepted.		
	Proposed:	Seconded:	Carried: Unanimously
<b>MATTERS ARISING FROM CORRESPONDENCE</b>			
<b>TREASURERS REPORT</b>			
MOTION:	That the Financial Statement be accepted and the payments be made.		
	Proposed:	Seconded:	Carried: Unanimously
<b>MATTERS ARISING FROM TREASURERS REPORT</b>			
<b>CAPTAINS REPORT</b>			
Grant –			
MOTION:	That the Captains Report be accepted.		
	Proposed:	Seconded:	Carried: Unanimously.
<b>MATTERS ARISING FROM CAPTAINS REPORT</b>			
<b>EQUIPMENT OFFICER'S REPORT</b>			
MOTION:	That the Equipment Officer's report be accepted.		
	Proposed:	Seconded:	Carried: Unanimously.
<b>MATTERS ARISING FROM EQUIPMENT OFFICER'S REPORT</b>			
<b>TRAINING OFFICER'S REPORT</b>			
As tabled –			



**Section One - Administrative Procedures**  
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MOTION: That the Training Officer's report be accepted.  
 Proposed: \_\_\_\_\_ Secinded: \_\_\_\_\_ Carried: \_\_\_\_\_  
 Unanimously

**MATTERS ARISING FROM TRAINING OFFICER'S REPORT**

NEXT TRAINING: \_\_\_\_\_

BUSH FIRE ADVISORY COMMITTEE (BFAC) REPORT \_\_\_\_\_

GENERAL BUSINESS \_\_\_\_\_

NEXT MEETING: \_\_\_\_\_

CLOSURE: \_\_\_\_\_

Document No	BFOP1	Version Number:	1	Effective Date:	23/09/2013	Review Date	
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**3.2 Annual General Meeting (AGM)**

- 3.2.1 The Brigade shall hold an annual general meeting in conjunction with the Shire of Toodyay Bush Fire Brigade Local Law;
- 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 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) **mM**ust 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 As per the Shire of Toodyay Bush Fire Local Law all other Brigade Meetings:

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

### 3.7 Voting

3.7 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 ~~active~~ 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~~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 Candidates for Brigade Elections

- 5.1.1 Nominations are required to be presented at the Annual General meeting to be held in conjunction with the Shire of Toodyay Bush Fire Local Law~~:-~~
- 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 ~~B~~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-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 ~~O~~rdinary and Annual General Meeting, present a financial report and;
- 6.2.3 ~~F~~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 Brigades Local Law;
- 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 CBFCO, CESM and CEO for consideration.

## 8. AMENDMENT TO ADMINISTRATION PROCEDURE MANUAL

**8.1** ~~The~~ The Brigade may, by resolution, recommend to the Shire of ~~Toodyay~~ 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
- a)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 unhappy-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 can-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 log book 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



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**Qualifications of Lieutenant**

- ~~experience with a minimum of 2 years~~
- Following courses completed
  - Introduction to Fire Fighting
  - Bush Fire ~~Fire~~ Fighting
  - Crew Leader
  - Advanced Bush Fire Fighting
  - Structural Fire Fighting
  - AIMS 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 log book 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 Bush Fire Brigade Local Law, 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 –**

- ~~Firefighting experience of 5 years and preferable time spent as a Lieutenant.~~
- Following courses completed
  - Introduction to Fire Fighting
  - Bush Fire ~~Fire~~Fighting
  - Crew Leader
  - Advanced Bush Fire ~~f~~Fire-fighting
  - 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 CBFCA and/or CEO.



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### 10.3 Bush Fire Control Officer

#### 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 wild fire 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:

- 10.3.1 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;
- 10.3.2 Identify and conduct risk assessments of fire hazards within the Shire of Toodyay;
- 10.3.3 Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government;
- 10.3.4 Maintain a personal log book to include a record of events and decisions during an incident;
- 10.3.5 Take control, command and manage resources during wildfire or hazard reduction burns within the Brigade area they are appointed;
- 10.3.6 To take control of firefighting operations at a wildfire outside their Brigade area where no other Fire Control Officer is present;
- 10.3.7 Demonstrate Positive leadership and mentor Captains and Brigade members;

- 10.3.8 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 –**

- ~~Firefighting experience of 8 years~~
- Following courses completed
  - Introduction to Fire Fighting
  - Bush Fire Fighting
  - Crew Leader
  - Advanced Bush Fire Fighting
  - 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)			

**10.4 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:

- 10.4.1 Preside over official Brigade meetings and is a neutral party and has no voting rights;
- 10.4.2 Ensure meeting procedure and protocol is maintained;
- 10.4.3 Promote the aims and objectives of the Brigade where possible;
- 10.4.4 Advise the Brigade on administrative matters;
- 10.4.5 Report Brigade matters to the Captain;
- 10.4.6 Promote open fair discussion during debate in relation to Brigade matters; and
- 10.4.7 Ensure minutes of meetings are signed and dated by the chairperson.

**Criteria**

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

**Qualifications**

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

Review Date(s)			



## 10.5 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:

- 10.5.1 Ensure members receive notification of Brigade meetings in accordance with this procedure manual;
- 10.5.2 Prepare an agenda for Brigade meetings and distribute to members and to the Shire of Toodyay;
- 10.5.3 Ensure minutes of Brigade meetings are recorded and distributed to all members and the Shire of Toodyay within fourteen (14) days;
- 10.5.4 Document and record all Brigade correspondence;
- 10.5.5 Ensure Brigade information is disseminated to all listed members;
- 10.5.6 Disseminate circulars and other information to all Brigade members;
- 10.5.7 Work cohesively with Shire of Toodyay management and administrative 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

### Qualifications of Secretary

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



Review Date(s)			

## 10.6 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:

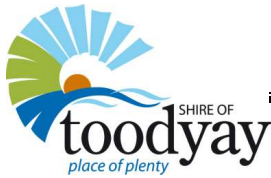
- 10.6.1 Manage financial affairs of the Brigade;
- 10.6.2 Maintain Brigade financial records and provide detailed report of income and expenditure at meetings;
- 10.6.3 Ensure that the Brigade Financial records are audited by an external body or agency annually;
- 10.6.4 Provide the Shire of Toodyay with financial statements of Brigade income and expenditure after each financial year;
- 10.6.5 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

### Qualifications of Treasurer

- ~~Knowledge and understanding of accounting principles.~~
- ~~Computer skills.~~



Review Date(s)			

## 10.7 Brigade Training Officer

### Role

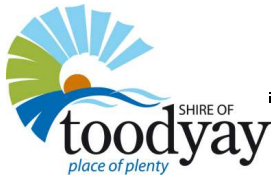
The Brigade Training Officer is responsible for the management and coordination of Brigade training, and the documentation of these activities. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports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

### Duties and Responsibilities

Duties and Responsibilities of the Brigade training coordinator shall include:

- 10.7.1 ~~Endeavour~~ Ensure ~~to 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;
- 10.7.2 Ensure regular training sessions are conducted within the Brigade to maintain currency of qualification and skill;
- 10.7.3 Provide mentoring for members who express an interest in training;

### Criteria for Training Officer



Qualifications for Training Officer

Review Date(s)			

**10.8 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:

- 10.8.1 Manage Brigade equipment and maintain register of all assets;
- 10.8.2 Ensure Brigade equipment is maintained and operationally ready;
- 10.8.3 Coordinate and record maintenance checks on equipment as required;



**Section One - Administrative Procedures**

*For Bush Fire Brigades and Operations*

- 10.8.4 Report all damage of Brigade equipment or property to Captain immediately:-
- 10.8.5 Manage Brigade requests for replacement items and equipment. Compile documentation with replacement item and submit to the Shire of Toodyay:-
- 10.8.6 Submit to the Brigade Captain a request for replacement of equipment for inclusion in ESL equipment replacement program.

**Criteria for Equipment Officer**

**Qualifications for Equipment Officer**

Review Date(s)			

## 10.9 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

- 10.9.1 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;
- 10.9.2 Promote the AIMS 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);
- 10.9.3 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;
- 10.9.4 Demonstrate positive leadership and mentor DCBFCOs, FCOs, Captains and Brigade members;
- 10.9.5 Promote Community fire prevention as a priority, to identify and reduce fire hazards;
- 10.9.6 Develop the fire organisation to effectively and efficiently control wildfires;
- 10.9.7 Develop and promote the use of Standard Operating Procedures and Guidelines, minimum training standards, identify hazards and assess risk to prevent injury volunteers and implement the principals of **OHS OSH** for volunteers to develop a safe working environment for fire fighters;
- 10.9.8 Ensure welfare preparedness is arranged for the provision of food, medical aid and counselling services for volunteers;
- 10.9.9 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;
- 10.9.10 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.
- 10.9.11 Promote the values of Volunteer Fire Brigades to the community and within the Brigades:-
- 10.9.12 Delegate specific tasks to DCBFCO'S, FCO'S, CESH or Brigades:-
- 10.9.13 Liaise with the Shire of Toodyay, DFES and other organisation 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:-
- ~~Currently holds all of the preferred qualifications of the Fire Control Officer.~~
- Be a member of the DOAC, BFAC and LEMC

**Qualifications of Chief Bush Fire Control Officer –**

- ~~Firefighting experience of 10 years~~
- Following courses completed
  - Introduction to Fire Fighting
  - Bush Fire Fighting
  - AIIMS Awareness
  - Crew Leader
  - Advanced Bush Fire Fighting
  - Structural Fire Fighting
  - Sector Commander
  - Fire Control Officer



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- Incident Controller Level 1
- AIIMS 4
- Ground Controller
- Machine Supervision

Review Date(s)			



## 10.10 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

- 10.10.1 The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker, and planner and assists the CBFCO in managing the Bush Fire Organisation;
- 10.10.2 The Deputy Chief Bush Fire Control Officer may deputise in the absence of the Chief Bush Fire Control Officer;
- 10.10.3 Demonstrate positive leadership and mentor, FCOs, Captains and Brigade members;
- 10.10.4 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;
- 10.10.5 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.



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- 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 –**

- ~~Firefighting experience of 10 years~~
- Following courses completed
- Introduction to Fire Fighting
- Bush Fire Fighting
- AAIMS Awareness
- Crew Leader
- Advanced Bush Fire Fighting
- Structural Fire Fighting
- Sector Commander
- Fire Control Officer
- Incident Controller Level 1
- AAIMS 4
- Ground Controller
- Machine Supervision

Review Date(s)			



# **SECTION TWO**

## **Standard Operating Procedures**

Volunteer Bush Fire Brigades

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## *Section Two – Standard Operating Procedures*

*For Bush Fire Brigades and Operations*

### **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. Should a Brigade member feel 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 Fire Advisory Committee. The Fire Advisory Committee will discuss the matter and make a recommendation to Council that the SOP be added or amended.



*Section Two – Standard Operating Procedures*

*For Bush Fire Brigades and Operations*

**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**

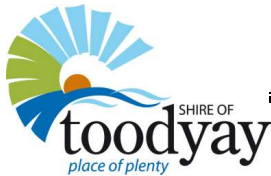
All drivers must hold a valid and current class of driving license for the vehicle type that is being driven.

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**



## Section Two – Standard Operating Procedures

*For Bush Fire Brigades and Operations*

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 SOP"s  
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

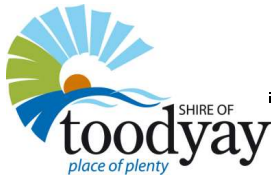
Vehicle is to operate in low range 4X4 at all times when driving off road on the fire ground.

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.



*Section Two – Standard Operating Procedures*

*For Bush Fire Brigades and Operations*

- 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)			





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**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)			



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*For Bush Fire Brigades and Operations*

**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)			



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*For Bush Fire Brigades and Operations*

<b>SOP.4 CREWING OF BRIGADE FIRE APPLIANCES</b>
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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 WILD FIRES AT RUBBISH TIPS**

Procedure No.	SOP.5
Procedure Subject:	Response to wild fires 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 effected 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 Suppression as directed by the Senior Brigade/CBFCO (Incident Controller).



*Section Two – Standard Operating Procedures*

*For Bush Fire Brigades and Operations*

**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)			



*Section Two – Standard Operating Procedures*

*For Bush Fire Brigades and Operations*

**SOP.6 DETECTION OF FIRES, SHIRE RESPONSE AND MOBILISATION OF BRIGADES**

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.

SOP.6 Review Date(s)			



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*For Bush Fire Brigades and Operations*

**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.



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*For Bush Fire Brigades and Operations*

**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)			





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*For Bush Fire Brigades and Operations*

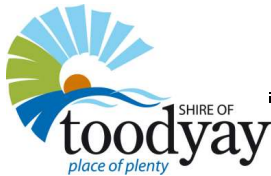
**SOP.8 RADIO CALL SIGN SYSTEM**

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)			



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*For Bush Fire Brigades and Operations*

**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

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## 1. CHIEF BUSH FIRE CONTROL OFFICERS

- **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

**Comment [C1]:** The use of a plural does not align with Section 38A(1) of the Bush Fires Act. In short there may only one Chief Bush Fire Control Officer.

*38 (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*

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.



## *Section Two – Standard Operating Procedures*

*For Bush Fire Brigades and Operations*

- 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).

## 2. 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.

### **3. 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 fire fighting 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.

#### **4. 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 effected 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.



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- 11 Provide incident Situation reports to the Brigade Captain and ensure that all personnel are aware of the incidents 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.

### 3 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.



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- 10 Ensure that all radio communication used is in accordance with standard operating procedures.

SOP 9 Review Date(s)			



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**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 nears misses on an operational fire ground must be reported to either the
  - CBFCO
  - DCBFCO
  - CESH
  - 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)			



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**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.

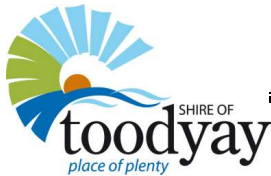
Call-out of these resources will be in accordance with the Local Authority and Brigade Response Plans and supported by the Local Emergency Management Plan.

**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



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Region Duty Officer will then:

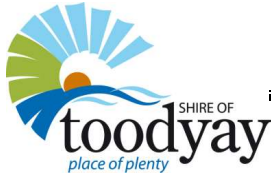
- 1 Contact the appropriate CBFCO requesting the above be provided;
- 2 Once the request has been actioned, confirm back the arrangements made; AND
- 3 Advise the State Duty Officer of action taken.

**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)			



<b>SOP.12 FIRST AID</b>
-------------------------

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 run off drains swiftly and directly into nearest natural watercourse.
- Never assume machinery is clean. Always inspect before allowing entry or commencement of work.



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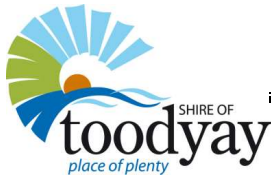
*For Bush Fire Brigades and Operations*

**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)			



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**SOP.14 DECEASED PERSON / PRESERVATION OF SCENE**

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

**PROCEDURE**

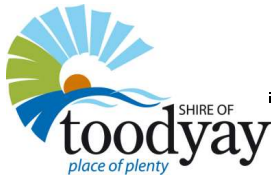
The Police have a requirement under the Coroners Act and Police Routine Orders **to view the body of a deceased person, in situ** so that evidential information and forensic details may be obtained.

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)			



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*For Bush Fire Brigades and Operations*

**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)			



<b>SOP.16 FIRE LIGHTERS AND FUEL REQUIREMENTS</b>
---

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)			



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**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.

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**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 a 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)			



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**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**

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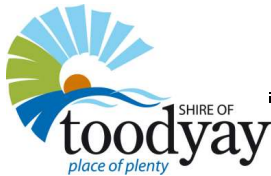
Depending on the location of the structure fire incident, it is advised that extra water resourcing may be required and additional bulk water tankers may need to be sourced.

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 the 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.



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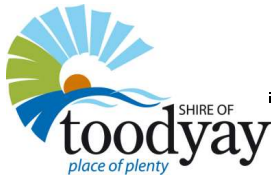
Once the decision has been made to impose the harvest, vehicle and hot works ban then the following notifications must be made;

- 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)			



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**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)			



# **SECTION THREE**

## **Review Table**

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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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