

Bush Fire Advisory Committee Meeting

Minutes

6 May 2014

MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 6 MAY 2014

Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Bush Fire Advisory Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the Council.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 8 May 2014.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on17.9.14.

Signed:..... (ACTING CHAIRPERSON)

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

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ADDENDUM *with separate index follows Item 12*

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Shire of Toodyay

BUSH FIRE ADVISORY COMMITTEE MEETING – 6 MAY 2014

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Elected Chairperson of the BFAC was not present at the scheduled commencement time of the meeting. Members nominated Corry Munson, CESH, as Acting Chairperson of the Bush Fire Advisory Committee. The CESH accepted the nomination and assumed the chair.

The Acting Chairperson declared the meeting open at 6.06 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Mr C Munson	Community Emergency Services Manager (CESM)
Cr B Lloyd	Council Representative
Cr B Rayner	Council Representative
Mr M McBride	Chief Bush Fire Control Officer (CBFCO)
Mr M Rogers	Deputy Bush Fire Control Officer (DBFCO) 1
Mr M Briggs	Deputy 2 CBFCO 2
Mr C Stewart	Deputy 3 CBFCO 3
Mr P Sapwell	Julimar Brigade representative
Mr M McKeown	Toodyay Central Bush Fire Brigade representative
Cr A McCann	Deputy Council Representative
Cr S Craddock	Deputy Council Representative
Mr M Bowen	Department of Fire and Emergency Services (DFES)
Mr M Pasotti	Department of Parks and Wildlife representative

Staff

Mrs M Rebane	Executive Assistant
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Visitors

J Briggs
D Bartels

2.2 APOLOGIES

Mr S Gamble	Morangup Brigade Representative
Mr I McGregor	Volunteer Fire and Rescue (Toodyay) representative
Mr M Middleton	Coondle-Nunile Brigade Representative
Ms H Wearmouth	Bush Fire Volunteer Training Officer Representative
Mr C Wroth	Fire Control Officer (FCO) representative (Chair)
Mr S Scott	Chief Executive Officer
Mr L Haywood	Bejoording Brigade Representative

3. DISCLOSURE OF INTERESTS

The Chairperson advised that no disclosures of interest in the form of a written notice prior to the commencement of the meeting had been received.

4. PUBLIC QUESTIONS

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the BFAC Meeting held on 18 March 2014 there were no questions taken on notice.

4.2 PUBLIC QUESTION TIME

There were no public questions.

5. CONFIRMATION OF MINUTES

5.1 Bush Fire Advisory Committee Meeting held on 18 March 2014

MOVED M Briggs

SECONDED M McBride

That the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 18 March 2014 be confirmed subject to the following amendments:

- On page 4 in the second dot point the short term VR&R be amended to VFRS and the short term BFRS be amended to BFB; and
- On page 9 the first paragraph the words "Resource for Risk Report compiled by DFES and Shire of Toodyay Representatives" replace the words "Risk Management Report".

MOTION CARRIED

5.2 Matters arising from previous minutes

5.2.1 Recommendation – Fire movement bans and Fire Danger Index (FDI)

The CBFCO stated as follows:

“The total fire ban and FDI changed the other week when working on the procedure manual. Originally it was intended to have the duration continue to midnight on the date of issue. After talking to farmers and input from them and from the sub-committee that met last Tuesday it was decided that the wording in any issuing of a Harvest and Vehicle Movement Ban would state “continue until further notice”. The messages would be sent through the SMS system.”

6. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

6.1 Petitions

Nil.

6.2 Deputations

Nil.

6.3 Presentations

Nil.

6.4 Submissions

Nil.

**7. BUSINESS LEFT OVER FROM PREVIOUS MEETING
(if adjourned)**

Nil.

8. REPORTS OF OFFICERS

8.1. Matters to be reported

Date of Report:	1 May 2014
Proponent:	Shire of Toodyay
File Ref:	COC3
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil.
Voting Requirements:	Simple Majority

INTRODUCTION

The purpose of this report is to provide opportunity to the Committee Members to report on any matters relating to *Section 67(1) of the Bush Fires Act 1954*.

STATUTORY ENVIRONMENT

Section 67 (1) of the Bush Fires Act 1954 states as follows:

A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Report - CBFCO

Some FCO's are not following what we laid down in permits with fire breaks around trees and this matter will be discussed in urgent business at the end of the meeting.

8.2 Bush Fire Operating Procedure

Date of Report:	1 May 2014
Proponent:	Bush Fire Advisory Committee
File Ref:	COC3
Author:	Corry Munson – CESM
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Bush Fire Operating Procedures – <i>to be provided as a separate attachment in time for the meeting.</i>
Voting Requirements:	Simple Majority

INTRODUCTION

The purpose of this report is for the Bush Fire Advisory Committee to recommend to Council that it adopts and implements the Toodyay Volunteer Bush Fire Brigade Operating (Administration) Procedure to all the Bush Fire Brigades in the Shire of Toodyay.

BACKGROUND

The Bushfire Brigade Operating (Administration) Procedures is an under pinning document to the proposed Shire of Toodyay Bush Fire Local Law.

The document has been developed with intentions to guide and regulate the day-to-day administration of the brigades and provide operating procedures for the safe workings on the fire ground.

The Bush Fire Operating Procedures is a living document that will require annual review. It is proposed that in August of each year the Brigades will be requested to submit any changes or updates to the BFAC Committee in September for their consideration.

CONSULTATION

This Administration Procedure has been developed by the CBFCO, the CEO and the previous CESM. Examples were sought from other Shires during the production of this document. Revision of the Toodyay Volunteer Bush Fire Brigade Operating (Administration) Procedures has been achieved through a sub-committee of the Bush Fire Advisory Committee.

STATUTORY ENVIRONMENT

Part V of the *Bush Fires Act 1954*, Clause 62 states as follows:

62. Local government may make local laws

- (1) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 for and in relation to —
- (a) the appointment, employment, payment, dismissal and duties of bush fire control officers;
 - (b) the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and
 - (c) any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.

In Part 3 Organisation and Maintenance of bush fire brigades, Clause 3.2 states as follows:

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made from time to time.

OFFICER'S COMMENT

The Bush Fire Operating Procedures is an urgently required document that needs to be implemented well before the next summer bushfire season.

The Bush Fire Operating Procedures will set the same standard of administration and operating across all of the bushfire brigades in the Shire of Toodyay.

OFFICER'S RECOMMENDATION

The Bush Fire Advisory Committee recommends to Council the following:

That the Bush Fire Operating Procedures be adopted by Council as an underpinning document to the Bush Fire Brigade Local Law.

The Acting Chairperson provided an overview of the attachment presented to the Members.

The Acting Chairperson requested that the minutes record an acknowledgement of the amount of work put in by the BFAC Members.

OFFICER'S RECOMMENDATION / MOTION

MOVED C Stewart

SECONDED P Sapwell

The Bush Fire Advisory Committee recommends to Council the following:

That the Bush Fire Operating Procedures be adopted by Council as an underpinning document to the Bush Fire Brigade Local Law.

MOTION CARRIED

9. REPORTS OF COMMITTEE MEMBERS

9.1 Department of Fire and Emergency Services (DFES)

M Bowen advised that Ralph Smith had offered to facilitate a 3 hour information session with the BFAC to discuss bush fire attack levels and bush fire prone areas. It was proposed that the invitations for the information session be sent to:

- Members of the BFAC Committee;
- Planning and Development (including Building) Staff Members from the Shire; and
- Senior Officers and Managers of the Brigades.

The approximate maximum number of one session would be 30.

M Bowen will arrange this through the CESM.

9.2 DBFCO1

Discussion Points as follows:

- CBFCO Position;
- Fire Permits - a few people who have been issued with permits are taking no notice of the restrictions that are clearly defined on the back of each permit. M Rogers stated that he had spoken with the Manager Works and Services and Ranger Alan Knapp to no avail.

Clarification was sought with respect to the prosecution process and the issue of enforcement.

MOTION

MOVED M Rogers

SECONDED M McKeown

The Bush Fire Advisory Committee recommends to Council the following:

That the CESM bring to the attention of the CEO that Rangers are not conducting inspections, issuing infringements, nor following up on breaches of permits in an efficient manner.

MOTION CARRIED

9.3 CBFCO 2

Thanked the brigades for their efforts and turnouts.

9.4 CBFCO 3

Thanked the brigades for their efforts and turnouts especially in light of the fact that people are breaching permit conditions in the middle of the night.

9.5 CBFCO

The Shire is in an unrestricted burning period now. Thanked Julimar Brigade who were sent out to a Northam Fire on Anzac Day between the hours of 8.00pm to 4.00 am.

Thanked the Deputies for this season.

9.6 Julimar Brigade Representative

Julimar Brigade held their AGM and the only change was in the treasurer and training positions.

9.7 Toodyay Central Bush Fire Brigade Representative

Advised that the AGM will be held on 27 May 2014.

9.8 Department of Parks and Wildlife Representative

Since the change in weather there have only been two days suitable for broad scale forest burning. Moving into the winter pattern now.

9.9 CESM

Discussion Points as follows:

- Burn programs;
- Mitigation works on reserves;

- Coondle 24 Truck Restoration.

MOTION

MOVED M McKeown

SECONDED M Rogers

The Bush Fire Advisory Committee recommends to Council the following:

That an advertisement be placed seeking expressions of interest from the community in relation to purchasing the Coondle 24 truck.

MOTION CARRIED

10. NEW BUSINESS OF AN URGENT NATURE

10.1 Medals

National Medals need handing out. Discussion ensued.

Consensus: take back to the brigades and seek feedback. CBFCO to contact all other Captains.

10.2 Permits

17 FCO's are responsible for writing permits. Unfortunately trees are still being lit due to no fire breaks in existence around the trees.

Discussion ensued.

MOTION

MOVED P Sapwell

SECONDED M Rogers

The Bush Fire Advisory Committee recommends to Council the following:

The CEO forms a subcommittee to undertake a review of all FCO's in liaison with the Bush Fire Brigades then report back to the BFAC at their next meeting.

MOTION CARRIED

10.3 Position of Chief - September

Discussion in relation to this position ensued.

11. NEXT MEETING

22 July 2014

12. CLOSURE OF MEETING

The Acting Chairperson declared the meeting closed at 7.17 pm.



ADDENDUM

Attachments to Minutes of the

BUSH FIRE ADVISORY COMMITTEE MEETING

6 May 2014

ADDENDUM
ATTACHMENTS TO MINUTES OF THE BUSH FIRE ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 6 MAY 2014

CONTENTS

REPORTS OF OFFICERS

Bush Fire Operating Procedures (containing Standard Operating Procedures and the Administration Manual) with its own index.



VOLUNTEER BUSH FIRE BRIGADE



Bush Fire Operating Procedures

Bush Fire Administration Manual including Standard Operating Procedures

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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 at the Bush Fire Advisory Committee Annual General Meeting.

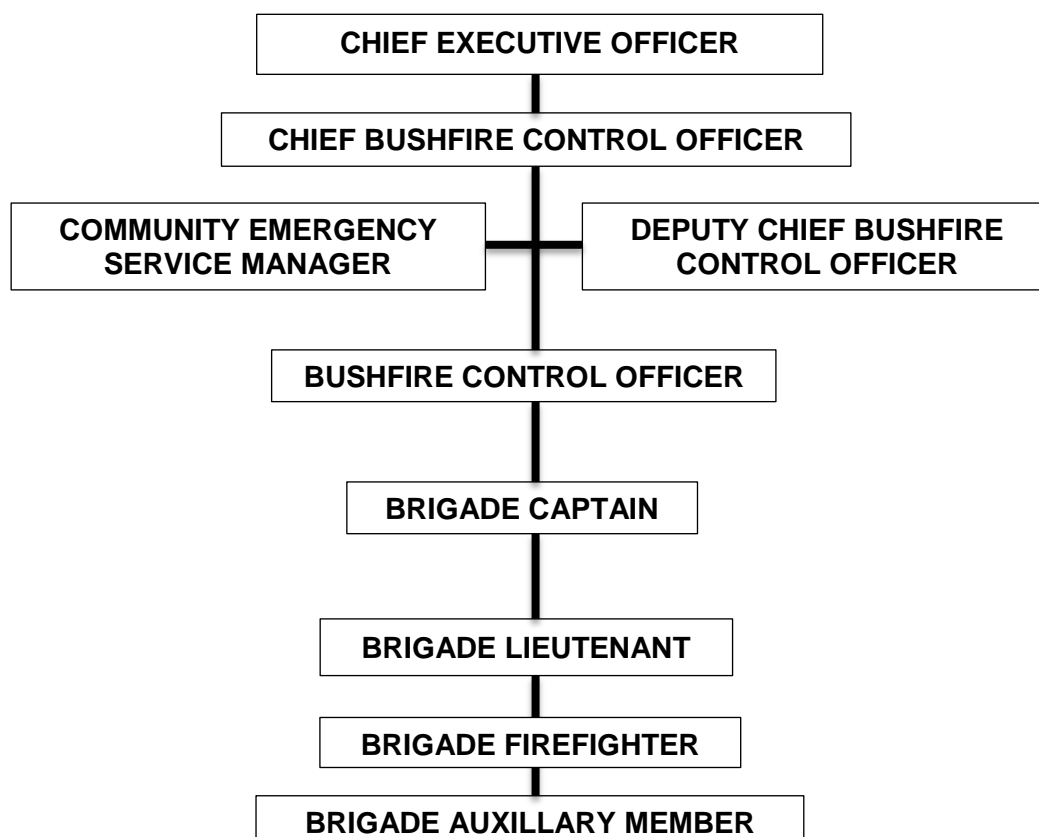
Interpretation

In these procedures, unless the context otherwise requires;

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

"Cadet"	means a member of a Brigade aged between twelve (12) and up to sixteen (16) years of age. The member is not allowed to carry out operational firefighting duties.
"CEO"	means Chief Executive Officer of the Shire of Toodyay
"CESM"	means the Community Emergency Services Manager for the Shire of Toodyay
"CBFCO"	means the Chief Bush Fire Control Officer appointed by the Shire of Toodyay
"FCO"	means a Fire Control Officer appointed by the Shire of Toodyay
"Review Date"	will list the date a review has occurred 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* 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

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SECTION ONE

Administrative

Procedures

Volunteer Bush Fire Brigades

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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:

- FES Act 1998;
- Bush Fires Act 1954 and Bush Fires Regulations 1954;
- Occupational Health and Safety Act 1984
- Equal Opportunity Act 1984; 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.

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

The Shire of Toodyay and Department of Fire and Emergency Services are to be notified of any change of personal details by completing a DFES volunteer application form and forwarding it to the Shire of Toodyay 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.

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.

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 of a Volunteer Member

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

Any person 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 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 an different decision; or

2.9 EQUAL Opportunity and Grievance Process

The Shire of Toodyay policy is committed to providing a work environment in which all persons can expect to be treated with respect. It ensures that all employees and volunteers uphold State and Commonwealth laws concerning harassment and discrimination, and have a work environment that embodies the core values of the Shire.

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 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:

MINUTES OF PREVIOUS MEETING

MOTION:

That the Minutes of the Meeting held onbe confirmed.

Proposed:

Seconded:

Carried:

Unanimously

MATTERS ARISING FROM PREVIOUS MINUTES

CORRESPONDENCE

MOTION:

That the correspondence be accepted.

Proposed:

Seconded:

Carried:

Unanimously

MATTERS ARISING FROM CORRESPONDENCE

TREASURERS REPORT

MOTION:

That the Financial Statement be accepted and the payments be made.

Proposed:

Seconded:

Carried:

Unanimously

MATTERS ARISING FROM TREASURERS REPORT

CAPTAINS REPORT

Grant –

MOTION:

That the Captains Report be accepted.

Proposed:

Seconded:

Carried:

Unanimously.

MATTERS ARISING FROM CAPTAINS REPORT

EQUIPMENT OFFICER'S REPORT

MOTION:

That the Equipment Officer's report be accepted.

Proposed:

Seconded:

Carried:

Unanimously.

MATTERS ARISING FROM EQUIPMENT OFFICER'S REPORT

TRAINING OFFICER'S REPORT

As tabled –

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

MATTERS ARISING FROM TRAINING OFFICER'S REPORT

NEXT TRAINING:

BUSH FIRE ADVISORY COMMITTEE (BFAC) REPORT

GENERAL BUSINESS

NEXT MEETING:

CLOSURE:

3.2 Annual General Meeting

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

3.6 Quorum

A quorum for:

3.6.1 Management Committee meetings:

- 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:

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

3.7 Voting

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

In the event of an equality of votes:-

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

When voting on operational matters at any brigade meeting, only listed 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 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 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:
 - Brigade Captain
 - Brigade Lieutenants
 - 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 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 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

Where a supplementary election must be held due to a vacancy in the position as a result of an early resignation or other reason:

- 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;
- The Captain or Management Committee via the Secretary must advise each member of the Brigade in writing giving a minimum of 14 days' notice of the special meeting the election is to be held; and
- 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

The Brigade must, at each ordinary and Annual General Meeting, present a financial report and 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 14 days of acceptance by the Brigade at an Ordinary Meeting, or Special Meeting, send a copy of the proposed rule or amendment to the CBFCA, CFSM and CEO for consideration.

8. AMENDMENT TO ADMINISTRATION PROCEDURE MANUAL

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

- 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
- 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 September each year. Proposed rules or amendments are to be sent to the CEO by close of business on 31 July. 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 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 complain in writing the CEO of the Shire of Toodyay.

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.

Represent the Brigade membership on the executive Management Committee.

Criteria of a Lieutenant-

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

Qualifications of Lieutenant

- Firefighting experience with a minimum of 2 years
- Following courses completed
 - Introduction to Fire Fighting
 - Bush Fire Fighting
 - Crew Leader
 - Advanced Bush Fire Fighting
 - Structural Fire Fighting
 - AIIMS Awareness

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 AIMS 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 -

- 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 Fighting
 - Crew Leader
 - Advanced Bush Fire fighting
 - Structural Fire Fighting
 - Sector Commander
 - AIIMS awareness

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

Review Date(s)			

10.3 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, AAIMS 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;
- 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 In the absence of the Brigade Captain 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 Brigade Captain or 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 -

- 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
 - Incident Controller Level 1
 - AIIMS awareness
 - Ground Controller

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.

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 administration staff on matters pertinent to Brigade administration;

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

Qualifications

- 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;

Qualifications

- 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 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;

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.
- 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.

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.

- 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 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.

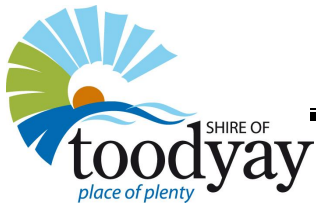
- 10.9.11 Promote the values of Volunteer Fire Brigades to the community and within the Brigades.
- 10.9.12 Delegate specific tasks to DCBFCO'S, FCO'S, CESM or Brigades.
- 10.9.13 Liaise with the Shire of Toodyay, DFES and other organisation to achieve the duties outlined above.

Criteria of Chief Bush Fire Control Officer -

- 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
 - Crew Leader
 - Advanced Bush Fire Fighting
 - Structural Fire Fighting
 - Sector Commander
 - Fire Control Officer
 - Incident Controller Level 1
 - AIIMS 4
 - Ground Controller
 - Machine Supervision



Section One - Administrative Procedures

For Bush Fire Brigades and Operations

Review Date(s)			

10.10 DEPUTY CHIEF BUSH FIRE CONTROL OFFICER (DCBFCO)

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

Role

- 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 -

- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Toodyay.
- Currently holds all of the preferred qualifications of the Fire Control Officer.
- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Toodyay
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.

Qualifications of Chief Bush Fire Control Officer –

- Firefighting experience of 10 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
- Incident Controller Level 1
- AIIMS 4
- Ground Controller
- Machine Supervision

Review Date(s)			



SECTION TWO

Standard Operating Procedures

Volunteer Bush Fire Brigades

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INTRODUCTION

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

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

Input from Brigade members is welcome. 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.

SOP.1 DRIVING GUIDELINES FOR BUSH FIRE BRIGADES
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Procedure No.	SOP.1
Procedure Subject:	Driving Guidelines for Bush Fire Brigades
Adoption Date:	
Last Reviewed:	

INTRODUCTION

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

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

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

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

PROCEDURE

1. DRIVING CONDITIONS FOR BUSH FIRE BRIGADE PERSONNEL

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

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

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

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

2. FIRE CALL CONDITIONS CODE I

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

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

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

Drivers and Officers should also refer to DFES issued 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.

- Brigade units are not to be used other than for call outs or normal brigade activities as defined the Bush Fires Act so as to receive insurance cover

6. TURN OUT PROCEDURE

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

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

SOP.1 Review Date(s)			

SOP.2 PERSONNEL PROTECTIVE EQUIPMENT

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

STANDARD OF DRESS FOR ALL FIRE FIGHTING PERSONNEL WILL BE:

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

RECOMMENDED STANDARD FOR BUSH FIRE FIGHTING

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

EQUIVALENT STANDARD

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

SOP.2 Review Date(s)			

SOP.3 ALCOHOL AND DRUG CONSUMPTION

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

PROCEDURE

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

SOP.3 Review Date(s)			

SOP.4 CREWING OF BRIGADE FIRE APPLIANCES

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

- (a) If incident is confirmed to be hazardous, Brigade members will assist VFRS who will assume the Hazard Management Agency role.
- (b) Consideration will be given to evacuation of persons likely to be effected by fire products.
- (c) 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).

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

SOP.5 Review Date(s)			

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

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)			

SOP.7 SMOKE AFFECTED ROADS

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

PROCEDURE

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

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

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

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

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

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

Gazetted Roads under the Care & Control of the Local Government

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

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

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

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

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

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

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

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

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

SOP.7 Review Date(s)			

SOP.8 RADIO CALL SIGN SYSTEM

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

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

SOP.10 Review Date(s)			

SOP.9 OPERATIONAL AND INCIDENT MANAGEMENT RESPONSIBILITIES

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

PROCEDURE

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

Local Government has the responsibility for the planning, command and control of fire response within the Shire through their CBFEO 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

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

management communications between the Brigades, Regional Operations Centre and DFES Comcen.

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

- 14 Assign specific functional responsibilities to Deputy CBFCO's in the areas of communications, intelligence, logistics support and welfare.

- 15 Ensure that all tasks undertaken during incidents are carried out in the safest possible manner (bearing in mind at all times, the hazardous nature of emergency incident management).

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.
- 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.

5 FIRE FIGHTER

PRINCIPLE RESPONSIBILITIES

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

PRINCIPLE TASKS

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

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

SOP 9 Review Date(s)			

SOP.10 ACCIDENT REPORTING

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

PROCEDURE

All accidents and near miss accidents must be reported.

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

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

SOP.10 Review Date(s)			

SOP.11 MUTUAL – BETWEEN SHIRES AND REGIONS

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

INTRODUCTION

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

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

SHIRE TURNOUT RESPONSIBILITIES

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

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

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

DISTRICT OPERATION CENTRE RESPONSIBILITIES

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

When making a request DFES will supply the following information:

- 1 Number and type of fire appliances and minimum crewing
- 2 The task the appliance are to perform
- 3 The duration the resources will be required for
- 4 Where and to who will the resources report to?
- 5 When are the resources required at the forward control?
- 6 Welfare and Relief arrangements

Region Duty Officer will then:

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

BRIGADES TO PROVIDE OWN CREW LEADERS

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

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

SOP.11 Review Date(s)			

SOP.12 FIRST AID

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

PROCEDURE

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

SOP.12 Review Date(s)			

SOP.13 DIEBACK – BASIC GUIDELINES

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

HYGIENE GUIDELINES

1 Cleaning Machinery

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

2 Firebreaks

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

SUMMARY

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

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

SOP.13 Review Date(s)			

SOP.14 DECEASED PERSON / PRESERVATION OF SCENE

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

PROCEDURE

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

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

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

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

SOP.14 Review Date(s)			

SOP.15 INCIDENT NOTIFICATION PROCEDURES

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

1. INCIDENT CONTROLLER

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

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

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

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

2. BRIGADES

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

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

SOP.15 Review Date(s)			

SOP.16 FIRE LIGHTERS AND FUEL REQUIREMENTS

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

PROCEDURE

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

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

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

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

SOP.16 Review Date(s)			

SOP.17 VEHICLE FIRES OUTSIDE OF GAZETTED TOWNSITE

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

INTRODUCTION

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

PROCEDURE

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

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

Beacons and head lights shall be on to warn approaching motorist.
Safety of firefighters working on the road shall be the number one priority.

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

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

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

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

NOTES

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

It is also advised that the brigade member conducting 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)			

SOP.18 STRUCTURE FIRES OUTSIDE OF GAZETTED TOWN SITE

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

INTRODUCTION

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

PROCEDURE

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

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

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

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

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

NOTES

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

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

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

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

SOP.18 Review Date(s)			

SOP.19 HARVEST AND VEHICLE MOVEMENT BANS

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

INTRODUCTION

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

PROCEDURE

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

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

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

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

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

The notification shall state the following information:

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

SOP.19 Review Date(s)			

SOP.20 BACK BURNING DURING BUSHFIRE INCIDENTS

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

INTRODUCTION

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

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

Some reasons for conducting back burns;

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

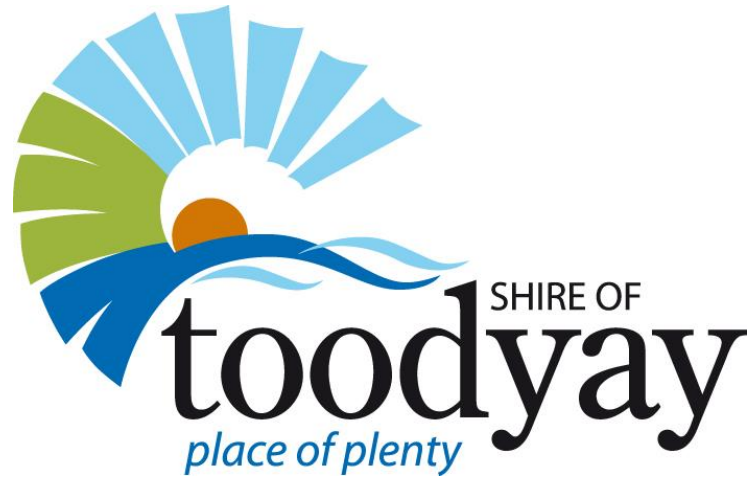
PROCEDURE

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

NOTES

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

SOP.20 Review Date(s)			



SECTION THREE

Review Table

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Review Table – Bush Fire Operating Procedures				
Review No	Date	Detail	Amended SOP Numbers <i>where applicable</i>	Council Resolution No <i>where applicable</i>



Section Three –Review Table
For Bush Fire Brigades and Operations

Document No	BFOP1	Version Number:	1	Effective Date:	23/09/2013	Review Date	
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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.

CONTENTS

NO	ADOPTED		TITLE	PAGE NO.
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Directive 3.2 – Incident Control

SOP 3.2.5 – AIIMS Communications Plan

COMMUNICATION PLAN INCIDENT

[Download Field Guides](#)

AVAILABLE SIMPLEX CHANNELS

CONTACTS:

RCC/COMCEN
Phone:

CONTROL/OPS POINT
Phone:

Air Reconnaissance

Incident Controller

Fire Bombing

Air Intelligence

Operations Officer
Asst. Ops Officer

Ground Controller

Division Commander:

Comms with Ops Officer and other Divisions

Period of Plan

From: _____

To: _____

Date/Time Prepared: _____

Prepared by: _____

Planning Officer

Situation:

Resources:

Mgt Support:

Information:

Comms:

	SECTOR; ___ 	SECTOR; ___ 	SECTOR; ___ 	SECTOR; ___ 	SECTOR; ___
	S.C.	S.C.	S.C.	S.C.	S.C.
	Vehicle ID	Vehicle ID	Vehicle ID	Vehicle ID	Vehicle ID
	AGENC	AGENC	AGENC	AGENC	AGENC

Logistics Officer

Supply:

Ground Support:

Facilities:

Catering:

Comms Maint:

Finance:

Medical:



1. Introduction These Procedures govern the use of T-Cards, to provide the Fire Services with a standard method of identification when arriving at incidents. It is used as a control of people that are on the fireground and where they are located.

2. Principles/Planning Factors T-Cards, so called due to their 'T' shape, come in various colours to relating to the type of appliance and/or agency concerned. Each appliance must carry a supply of 'T' cards, to record the following important information concerning resources operating at the incident.

A T-Card gives IMT info for

Crew changes & shift changes
Crew welfare
Ability to contact personnel by name
Recording types & locations of vehicles at incident scene

3. Immediate Actions On the way to an incident, the following details should be ensured completed on the T-card by a member of the team:

Unit Name (e.g. Perth Light Tanker)
Number of personnel in each team
The full names of the Team Leaders
The full names of the other Team Members
Where an appliance/vehicle only has one radio installed, you will be required to mark the T-Card by placing one coloured dot of the appropriate colour towards the left side of the T-Card.
Where an appliance/vehicle has two radios installed, you will be required to mark the T-Card with two coloured dots of the appropriate colour.

4. Recognising types of Radios.

When applying the dots, place them on the top of the T-Card with half of the dot visible on the front of the card. The colour marking system will be as follows:

Black	Mid Band VHF	Radios black in colour
Yellow	High Band VHF & UHF	Radios Yellow in colour
Green	High Band VHF & Mid Band VHF	Radios Green in colour

5. Subsequent Actions On arrival at the Incident Control Centre, the Date and Time of arrival should be completed by the incoming Unit/Team and the T-Card handed to the designated person at the Control Centre. The Unit/Team will be briefed and advised as to their radio channel for communications, who they report to, how to get there and objectives to be achieved whilst there. The T-Card is then placed in the relevant slot within the Incident Management Board.

6. Changeover of Teams When the Team complete their tasks and book out through the Control Centre, their departure date and time are noted on the T-Card and the card is filed for future reference should that be necessary. It should be noted that it is commonplace for the Unit to remain at the incident scene and only the Teams to change – when this occurs, the new incoming Team completes a new T-card.

7. Safety For firefighter safety – T-cards must be completed properly for all appliances & resources attending an incident.

DOCUMENT HISTORY

AUTHOR	POSITION	VERSION	DATE	DESCRIPTION of CHANGE
D Childs	Doctrine	1	Feb 2012	New SOP Source Documents <ul style="list-style-type: none"> ● SOP 7 T-Cards - retired document ● PUAFIR204 Respond to Wildfire V 2.0 January 2012 ● OPERATIONAL CIRCULAR 01/2012



Directive 3.2 – Incident Control

SOP 3.2.7 Red Flag Warnings

[Field Guide](#)

Introduction

1. Incident experience across Australia, in particular during major bushfires, has shown that a lack of access to timely and critical information by personnel at an incident has led to injuries and fatalities. Red Flag Warnings are a message system that provide a process to ensure critical information (such as fire weather changes) is confirmed as received to the lowest levels and understood by all personnel at the incident.

2. **Principles/Planning Factors.** The following principles/planning factors apply to all Red Flag Warnings.

PRINCIPLE	DESCRIPTION
Critical Information	Red Flag Warnings are to be precise messages which convey present or impending hazards to emergency responders outside the normal shift or deployment briefings, e.g. weather changes, hazardous materials, fire behavior, structural integrity, equipment failures etc
Hierarchy Control	Red Flag Warnings are to be initiated within the command hierarchy – IC, Ops Offr, Div. Comd, Sector Comd
100% Coverage	Red Flag Warnings must be passed to all personnel at the incident, including those from other agencies or private contractors
Receive & Acknowledge	At all levels, red flag warnings are to be acknowledged on receipt through confirmation of the message back to the sender
Record of Event	The transmission, receipt and acknowledgement of Red Flag Warnings is to be logged at each level within the chain of command
Pager message Not Acceptable	Paging is not acceptable as a primary method of conveying Red Flag Warnings, paging may be used as a backup only

Procedures

3. **Text Format.** The standard message text of a Red Flag Warning is as follows.

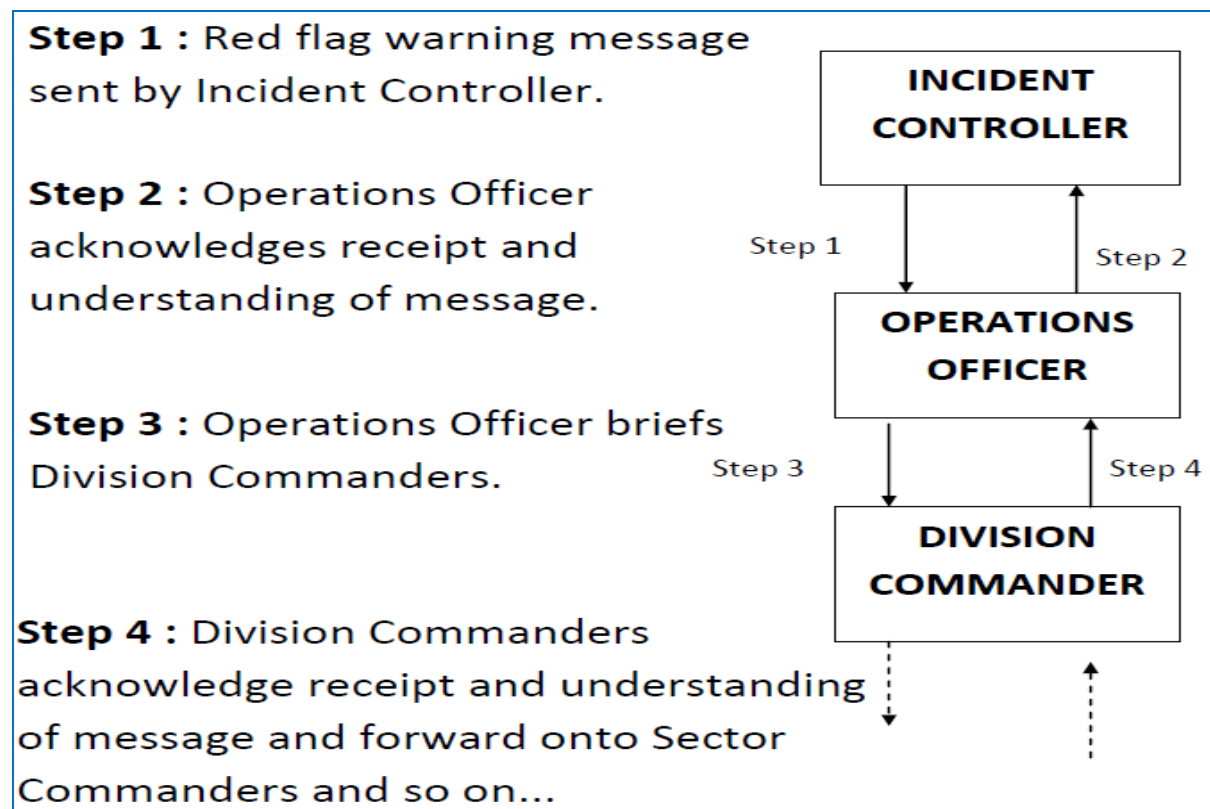
'RED FLAG WARNING. Personnel are advised of *<actual/forecast where appropriate>* conditions that may present a hazard to personnel as follows *<actual/forecast conditions>*. Personnel are to *<describe specific actions required to be taken>*. This message is to be passed to all personnel under your command.

ACKNOWLEDGE.'

4. **Recording, Receipt & Acknowledgement.** All Red Flag Warnings issued through the incident chain of command are to be recorded in incident diaries and Web EOC to indicate that they have been received and acknowledged as understood. The aim is to confirm that the message has been received in its entirety throughout the response structure. Additional detail is as follows.

INITIATOR ACTIONS	INCIDENT DIARY/Web EOC RECORD DETAILS
Record Text	<ul style="list-style-type: none"> The decision to send Text of the Red Flag Warning
Detail Recipients	<ul style="list-style-type: none"> Recipients
Send Message	
Record Acknowledgement	<ul style="list-style-type: none"> Confirm acknowledged receipt individually as it is received (log time)
Record Message Passage	<ul style="list-style-type: none"> Record confirmation that message has been passed to the next level
Record Confirmation of Successful Passage	

RECEIVER ACTIONS	INCIDENT DIARY/Web EOC RECORD DETAILS
Record Text	<ul style="list-style-type: none"> Text of the Red Flag Warning
Detail Recipients	<ul style="list-style-type: none"> Recipients
Send Message	
Record Acknowledgement	<ul style="list-style-type: none"> Confirm acknowledged receipt individually as it is received (log time)
Confirm Message Passage Upward	<ul style="list-style-type: none"> Confirmation of group receipt and reporting up the chain of command



AUTHOR	POSITION	VERSION	DATE	DESCRIPTION of CHANGE
D.Childs	Doctrine	1.0	June 2012	Re-write of SOP 68 Red Flag warnings Listed SOP now retired
G. Civil	OIO	1.1	Feb 13	Include reference to recording receipt and acknowledgement in Web EOC
S. Bignell	DOD	1.2	Sept 13	Deleted reference to RDC in Red Flag Warning Hierarchy of initiation of RFW. Consulted with Country for country perspective.



Directive 3.3 – Operational Support

SOP 3.3.1 – Driving Emergency Vehicles

Reference

Road Traffic Code 2000

Introduction

1. Driving DFES Operations appliances whether under emergency conditions or administrative duties imposes additional responsibility upon the OIC and driver. Drivers and OIC are accountable for the use, operation, security, and maintenance of their appliances and the adherence to management procedures in the event of accidents. Whilst response to the scene of an incident is to be conducted with urgency, OIC and drivers are in the first instance to consider and ensure the safety of the crew and public. No risk is justified if it is likely to prejudice the safe arrival of appliance and crews at an incident or the safety of others within the community.

2. **Non-Operational Driving** During non-operational periods (i.e. not involved in response), drivers and OIC of DFES operational appliances and vehicles are subject to all regulations and laws detailed in the *WA Road Traffic Code 2000*. As a general rule CFRS pumps and associated light tankers are to conduct non-operational travel together to ensure mobilising protocols are achieved.

3. **General DFES Driving Conditions** OIC and drivers are to adhere to the following DFES fleet policies.

Alcohol and Drugs	Drivers are not to operate DFES operations vehicles whilst under the influence of alcohol or non-prescribed drugs at any time.
No Smoking	There is to be no smoking within any DFES vehicle.
Mobile Phones	Drivers are not to use hand held mobile phones whilst the vehicle is in motion.
Onus for Traffic Infringements	Drivers will be personally responsible for any parking or traffic infringement.
Lights On	OIC are to ensure that appliances are driven with their headlights on during country travel.
Cleanliness	OIC are to ensure that appliances are kept clean and tidy both internally and externally at all times.
Seat Belts	DFES personnel are to wear seat belts at all times to ensure safety.
Travelling On The Outside Of Vehicles	DFES personnel are only to ride on the outside of appliances when the appliance is specifically designed to do so and only when engaged in actual fire suppression duties.

4. **Licence Requirements** DFES license requirements as per Department of Transport.

- Light Rigid (LR) – up to 8000kg Gross Vehicle Mass (GVM or maximum weight)
 - 1.4 bush fire type appliances
- Medium Rigid (MR) – over 8000kg GVM with only two axles (dual rear wheels included)
 - 2.4, 3.4, 4.4, Scania Urban Appliances MP&HR, HP, UP&HR
- Heavy Rigid (HR) – over 8000kg with three or more axles (not articulated)
 - CLP, SET, ICV5, Pod trucks and 12.2s

[Annex A](#)

5. **Provisional Driver's License Holders – Driving of Emergency Vehicles** Restrictions relating to the driving of DFES Operations appliances by provisional license holders are as follow:

- Provisional Licence Holders **MAY NOT** drive the following:
 - Any motor vehicle/appliance that has a Gross Vehicle Mass (GVM) of 4.5 tonnes or more (all dual rear wheel fire appliances)
 - Any motor vehicle/appliance that is equipped to seat 12 or more adults including the driver (personnel carrier)
 - **Any type** of emergency vehicle/appliance to an incident using emergency lights and sirens.
- Provisional Licence Holders **MAY** drive the following:
 - Any vehicle/appliance under GVM 4.5 tonnes (they must display the standard 'P' plate on the rear and front of the vehicle)

6. **Reversing Operational Appliances** Drivers are to be assisted by ground-based crew members, at all times when reversing. Assistance is to be provided as follows:

- **Appliances - General.** Having ascertained that all is clear at the rear of the appliance, the assisting crew member is to be positioned at the rear or front of the vehicle (whatever safety considerations dictate) in full sight of the driver, and direct the reversing movements.
- **Aerial Appliances.** When an oversize aerial appliance is being reversed in the vicinity of other appliances two crew members are to assist – one in front of the driver and the other at the offside rear of the appliance in sight of the forward crew member.

Pre-Driving Checks – Procedures

7. **Driver Pre-Requisites** Drivers of DFES Operations emergency vehicles are to have the following pre-requisites:

- Possess a current Australian driver's license indicating qualification to drive the equivalent class of vehicle
- Have undertaken a DFES approved on road/off road emergency driving course
- Have successfully completed a driver/operator qualification and completed a Driver Operator Firefighting Appliance Qualification Form for the particular appliance.

[DOFA Form](#)

8. **Complete Log-Book** Where applicable (SES emergency response vehicles), log-books are to be completed at the conclusion of the operational/training task.

9. **Ensuring Vehicle Operability** Emergency response vehicles are to be checked for operational safety and function prior to use. Responsibilities for the checking of vehicles and rectifying of faults are as follows.

TASK	OIC	DRIVER
VPOWER Checks	Ensure VPOWER checks are carried out	Carry out VPOWER checks
Faults/Deficiencies	Coordinate rectification	Record and report
Familiarise with appliance operation		Carry out cabin drill
Operate vehicle safely	Monitor competency	Operate safely

[VPOWER Checks & Cabin Drill](#)

Procedures for rectifying vehicle faults are detailed at Directive 4.3 – Repair & Recovery.

[Directive 4.3 – Repair & Recovery](#)**Emergency Response and Attendance – Procedures**

10. **Emergency Beacons and Sirens** Emergency beacons and sirens are to be displayed as follows:

CIRCUMSTANCE	BEACONS/SIRENS
Driving to an Emergency	Both emergency beacons and sirens.
Driving to an Emergency - Light or Non-existent Traffic	Beacons only is acceptable. Note. Sirens are to be re-engaged during long-range deployments when traffic is encountered and overtaking is required
Final Approach to an Incident	It is accepted practice to turn sirens off and make final approach to an incident displaying emergency beacons only.
Parked at an Incident	Emergency beacons only
Operating on a Fireground	Emergency beacons only

11. **Speed** The *WA Road Traffic Code 2000, Regulation 281* gives drivers of emergency vehicles certain exemptions when proceeding to an incident as long as the driver is demonstrating *reasonable care* and the emergency vehicle is identified by activated emergency beacons and/or sirens. Appliances responding to incidents are legally authorised to exceed set speed limits except under the following conditions:

- When operating on private property (Kings Park is private property)
- Where directed by a member of WAPOL
- Where it is not safe to do so e.g. school zones and roadworks (drivers may be held liable for gross errors of judgement if deemed not to be demonstrating *reasonable care*)

SO/OIC are to be involved in their driver's speed decision-making.

12. **Moving Through Controlled Intersections** Intersections controlled by traffic lights and signage pose a greater hazard to emergency responders driving against the flow of traffic as members of the public moving in accordance with traffic signals are inattentive to peripheral threats. When moving through controlled intersections against the flow of traffic, appliances are to undertake the following:

- All appliances are only to proceed through controlled intersections against the flow of traffic with activated emergency beacons and sirens sounding.
- Appliances are to slow to a speed which allows confirmation by driver and OIC of the safety to proceed.
- Appliances travelling in convoy are to individually slow and check safety before proceeding.
- Air horns (where fitted) are to be used to supplement emergency beacons and sirens as required to ensure other road users are aware of the appliances presence and intention to proceed.

13. **Reckless Driving** The *WA Road Traffic Code 2000, Regulation 18* removes exemptions under Regulation 281 to drive at speed if that driving is deemed careless, reckless or at a speed, or in a manner, that is dangerous to the public. When determining a safe speed, drivers and OIC are to consider:

- Weather conditions
- Traffic conditions
- Road surface conditions
- Vehicle ability/conditions
- Visibility

14. **Driving Off-Road** Prior to driving a DFES Operations appliance off-road, OIC and drivers are to ensure the following.

Vehicle Operability	<ul style="list-style-type: none"> • Pre-drive and pre-use checks are to be carried out (VPOWER and Cab-Drill) • Faults and/or any deficiencies have been rectified
Task	<ul style="list-style-type: none"> • The necessity to drive off-road has been considered
Vehicle Suitability	<ul style="list-style-type: none"> • The capability of the vehicle to negotiate the conditions has been considered
Driver Suitability	<ul style="list-style-type: none"> • The skills of the driver to drive the vehicle to its destination has been considered
Vehicle Task Preparation	<ul style="list-style-type: none"> • The vehicle has been prepared for driving off-road (mirrors, tyres etc.) • Check 4WD locking hubs are engaged (4WD hubs are to be left engaged unless the vehicle is to be used for long distance commuting.) • Deflate tyres as required. Driving style must be cognisant of the possibility of rolling deflated tyres off the rim and the vulnerability of tyre walls to staking.

15. **Re-instate Vehicle for On-Road Driving** Prior to returning a DFES Operations vehicle to on-road driving OIC and drivers are to ensure the following:

Vehicle Operability	<ul style="list-style-type: none"> • Disengage 4WD • Check vehicle to ensure it is mechanically safe and legally roadworthy • Re-inflate tyres if required – ensure correct tyre pressure using a tyre pressure gauge • Check all external equipment and check for body panel damage • Adjust mirrors
Dieback Transfer Awareness	<ul style="list-style-type: none"> • Following use in a known Dieback area - wash vehicle down (including underbody)

[TRK – Off-Road Driving](#)

16. **Recovery** DFES Operations appliances may be recovered using the fitted engineered and rated recovery points. Recovery points suited to snatch recovery techniques are colour-coded to indicate their rating as follows:

- Red. Light Tankers etc. (8 tonne tow capacity)
- Blue. Urban and Rural Tankers (27 tonne tow capacity)
- Yellow. Tow recovery only

All other recovery points are to be used for winch or emergency (towed) recovery only – these appliances are identified by the following transfer on the windscreen:



All recovery must be carried out using a recovery vehicle of equal or greater weight than the stranded vehicle. Additional information on recovery is detailed in the Learners Manual – Driving Off-Road. [TRK – Off-Road Driving](#)

ANNEX A – Department of Transport Driver’s License requirements

Light Rigid (LR) heavy vehicle class

A motor vehicle with a gross vehicle mass over 4.5 tonnes to a maximum of 8 tonnes (no axle limit) or which carries more than 12 passengers (including the driver) to a maximum of 8 tonnes.



- **Experience required to upgrade your licence or remove a restriction:**
 - Must have held: a C (Car) class licence for at least one (1) year.

Medium Rigid (MR) heavy vehicle class

A motor vehicle that has 2 axes and a gross vehicle mass greater than 8 tonnes.



- **Experience required to upgrade your licence or remove a restriction:**
 - Must have held a C (Car) class licence for at least one (1) year.

Heavy Rigid (HR) heavy vehicle class

A motor vehicle that has 3 or more axes and a gross vehicle mass greater than 8 tonnes.



- **Experience required to upgrade your licence or remove a restriction:** Must have held:
 - C (Car) class licence for at least two (2) years; **or**
 - LR (Light Rigid) class licence for at least one (1) year; **or**
 - MR (Medium Rigid) class licence for at least one (1) year.

<http://www.transport.wa.gov.au/licensing/20662.asp>

DOCUMENT HISTORY

AUTHOR	POSN	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	OIO	1	May 09	New SOP created. New sections created: <ul style="list-style-type: none"> (All) Source documents: <ul style="list-style-type: none"> SOP 36 – Road Traffic Code SOP 40 – DFES Driver Responsibilities <i>All listed SOP/SAP, now retired.</i>
A.J. Hinton	Doctrine	1.1	Jul 11	<ul style="list-style-type: none"> Content reviewed Version control Footer inserted Document History inserted
S. Curnow	Doctrine	1.1	Jan 13	<ul style="list-style-type: none"> Table included to outline requirements to re-instate 4WD appliance for on road driving New requirement for tyre gauges to be used during re-inflation added
D. Childs	Doctrine	1.2	Apr 13	Included in table Section 3 General DFES Driving Conditions <ul style="list-style-type: none"> Seat Belts Travelling On The Outside Of Vehicles Ref; RT Code Pt 19 Div. 1 284(1)b)
S.Bignell	Doctrine	1.3	Sep 13	Included DoT licensing requirements for heavy vehicles and links to DoT site Included DFES Requirement for completion of DFOA
K. Stanford	Doctrine	1.4	Nov 13	Included instruction for vehicle weight when carrying out recovery. Updated formatting.

	Directive 3.3 – Operational Support
	SOP 3.3.2 Road Hazard Management

Introduction

1. **General.** DFES Operations personnel and LG bush fire personnel have legislated powers enabling them to restrict and/or close roadways affecting or affected by incidents. The EM Act 2005, Fire Brigades Act 1942, Bush Fires Act 1954 and FES Act 1998 provide these powers and should be consulted should an officer not be familiar with their provisions. Personnel are to be aware of their responsibility for the safety and welfare of themselves, their colleagues and the public on roadways during all incidents and whilst working on roads for other operational reasons. These procedures detail the requirements for DFES personnel operating near or on roadways.

2. **Applicable Context.** There are two distinct contexts regarding road hazard management addressed in these procedures.

- Emergency incident response: where legislated powers apply
- Pre-planned activities/events: hazard reduction operations, community events, training etc.

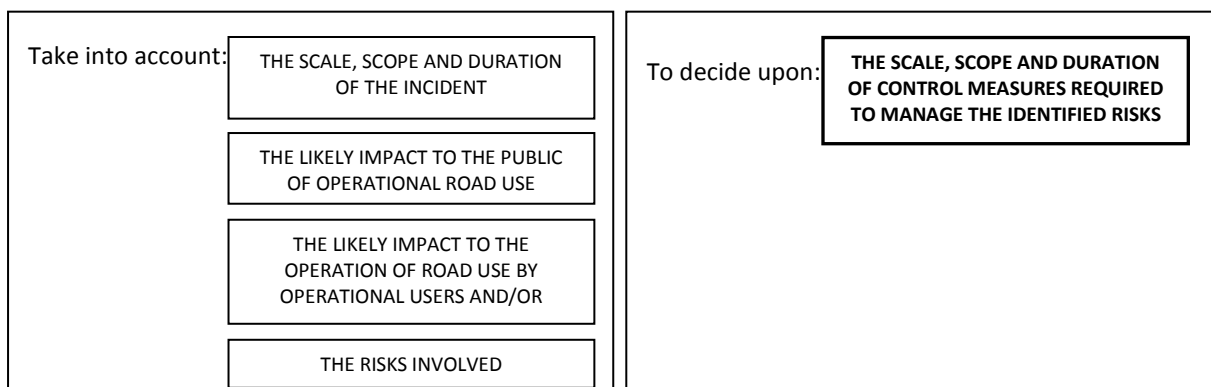
Procedures

3. **Identification of Hazards.** Whereas crew OIC are ultimately responsible for ensuring that operational risks are necessary and acceptable, *all* personnel are responsible for the identification of hazards. Where hazards exist the Supervisor (in the case of routine matters) or IC is to appoint or liaise with the following officers as necessary:

- Safety Advisor
- WAPOL (for traffic control and road closures)
- LG (for non-incident related matters)

4. **Personnel Operating On/Near Roadways.** Crews not directly involved in emergency operations should position themselves off the roadway, clear of the incident scene and the general flow of traffic for added personal safety.

5. **Traffic Management Planning.** When planning support or response for events or incidents, OIC is to ensure that appropriate control measures and management structures will be in place to ensure the safety of crews and road users. When planning traffic management control measures, the following issues must be considered.



6. Traffic Management Control Measures.

- **Road Traffic Control Signs.** Placement of personnel, vehicles and on-board signs/cones so as to protect the incident scene and operators from traffic. Most applicable at small incidents of less than four (4) hours duration on or beside the roadway such as rescues, incidents involving structures and bush lands.
- **Vehicle Control Points (VCP).** Most applicable at any prolonged or complex incident where partial or full closure of roads is required.

7. **Traffic Management Training Requirements.** This section refers to the risk management of pre-planned events e.g. hazard reductions operations. At least one member of the event team is to be trained in the 'Basic Worksite Traffic Management' course. A list of RTO providing Basic Worksite Traffic Management courses can be obtained from the MRWA website <https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Training/Pages/providers.aspx> or the local DFES Manager. Regions/Districts are responsible for the management, coordination and funding of this training. When this training is undertaken a copy of the certificates are to be forwarded to your Regional office for entry on DFES's training database. Where trained DFES staff Operations are not available units/brigades are to request assistance from LG or a LG contracted provider for traffic management duties.

8. **Lane Closures – Partial or Complete.** The protection of an incident worksite may require the closure or partial closure of a carriageway. Such alterations to the natural flow of traffic cause additional hazards to road users and require consideration to ensure early notification of the hazard and local control of speed. A diagram describing the general layout of warning signs and road cones to partially or completely close a roadway lane is at Appendix 1.

[General Emergency Roadway Setup](#)

Protection. Protection is best afforded by using the attending appliance in a **fend-off** position as a protective barrier to the worksite. The fend-off position is to be used as follows:

To protect one or all of the following:

- Personnel working at a protected incident scene
- Personnel working at the rear of the appliance
- Appliances at drills occurring near roadways, ie. aerial appliances

Where conditions create a hazardous work environment:

- Restricted notification/visibility due to bends on roadways
- High speed traffic areas (ie. freeways and highways)
- Low visibility due to fog, smoke etc.

The OIC or driver of the vehicle considers it necessary

[Fend-Off Position Setup](#)

Visibility. Safety is enhanced through making road users clearly aware of the presence of response personnel and appliances in close proximity to the roadway. OIC is to ensure the following safety precautions are observed when operating on/near roadways:

Visibility of Personnel. All crew members are to wear Level One PPE, Level Two PPE, high visibility jackets or high visibility vests.

Visibility of Incident.

- Appliances are to display hazard warning lights and beacons until the incident is closed
- Appropriate hazard signs and road cones and warning lights are to be used in proximity to the incident.

Early Notification/Speed Control. OIC is to provide early warning of traffic hazards by positioning Road Traffic Control Signs in accordance with the prescribed distances detailed within these procedures.

Road Traffic Control Signs (Emergencies) – Procedures

9. **General.** Portable roadside signage (tripod signs carried on appliances) is utilised by emergency crews to warn motorists of crews working on or near roadways for all emergency incidents.

10. **Authority to Position Road Traffic Control Signage.** Any person with authority to act under Emergency Services Legislation can install portable road signs.

11. **Positioning of Road Traffic Control Signage at Incidents.** Road Traffic Signage is to be positioned in accordance with the following guidelines.

FACTOR	GUIDANCE
Timing Of Positioning	Signs to be positioned as soon as possible after arrival once traffic has been assessed as a hazard
Location	Positioned on both traffic approaches where they are clearly visible to approaching traffic: <ul style="list-style-type: none"> - Take account of roadside vegetation, shade, weather, existing speed signs and advertising signs that may obscure or confuse the warning - Avoid locating signage where drivers are required to concentrate on other road hazards, ie. on bends, bridges, railway crossings etc. Not positioned where they may become a traffic hazard to motorists
Calculation of Distance from Incident Site (D-Distance from incident in metres) (S-Speed Limit in kmh)	Calculation: $D=2xS$ <i>(ie. $2 \times 110 \text{ kmh} = 220\text{m}$ - Position signage 220m from incident)</i> General Approach. $D=2xS$ on the opposite approach before the incident scene Approach to Road Cones. $D=2xS$ <i>before road cones</i>
Location of Road Cones	Road cones are to be placed at 6 metre intervals tapered towards the edge of the roadway
Removal of Signage	Once all hazards to traffic are removed (ie. smoke and/or debris) and the IC has declared the area safe, all roadside signage must be removed.

All distances are demonstrated at the figures at [Appendix 1](#).

[Road Traffic Warning Signage – Diagrams](#)

12. **Additional Traffic Warning Measures.** The following additional traffic warning measures are also to be employed at incidents when appliances are in a static position and a traffic hazard is present:

- All appliances are to display beacons
- All appliances are to display hazard warning lights
- Portable flashing hazard lights are to be utilised in conjunction with road cones at night.

13. **Road Closure & Diversion of Traffic.** In general, DFES Operations crews have the authority to close roads to ensure the safety of crews and public, but **NOT** to divert traffic. Additional detail is as follows:

- Crews may close any roadway to traffic during an emergency. However, the diversion of traffic utilising alternative routes can only be authorised by Main Roads Western Australia (MRWA) or the relevant LG
- WAPOL are the HMA responsible for road transport emergencies and are responsible for the control of traffic and road closures for all road traffic accidents
- Where emergency incidents are likely to be longer than four (4) hours duration the IMT is to request WAPOL to establish VCP and a traffic management plan

Road Traffic Control Signs (Non-Emergencies) – Procedures

14. **General.** Roadside signage (LG or contractor signage) is utilised to warn motorists of crews working on or near roadways for all non-emergency work.

15. **Authorised Signage.** Traffic signage for all non-emergency work (ie. hazard reduction burns or training) is to be in accordance with AS 1742.3 and 'MRWA Traffic Management for Works on Roads Code of Practice' Local units/brigades are to liaise directly to arrange the use of LG signs which meet these standards. Where this is not feasible the services of a private traffic management company is to be engaged. Costs associated with the use of a private company will be borne by the individual unit/brigade/LG.

16. **Smoke Management.** Where possible, burns should not be undertaken when forecast winds are likely to blow smoke across major public roads.

17. **Positioning of Road Traffic Control Signage at Hazard Reduction Burns/Training.** Road traffic control signage warning of hazard reduction burns or training events is to be positioned in accordance with the following guidelines.

FACTOR	GUIDANCE
Timing Of Positioning	Signs to be positioned prior to the commencement of the hazard reduction burn or training event
Location	Positioning Sequence (radiating from work site): <ul style="list-style-type: none"> - <i>Smoke Hazard</i> - <i>Workmen Ahead</i> - <i>Reduce Speed</i> (see figure X) Positioned on both traffic approaches where they are clearly visible to approaching traffic: <ul style="list-style-type: none"> - Take account of roadside vegetation, shade, weather, existing speed signs and advertising signs that may obscure or confuse the warning - Avoid locating signage where drivers are required to concentrate on other road hazards, ie. on bends, bridges, railway crossings etc. Not positioned where they may become a traffic hazard to motorists
Calculation of Distance from Incident Site (D-Distance from incident/next warning in metres) (S-Speed Limit in kmh)	'Smoke Hazard' Signage Calculation to burn edge: $D=2 \times S$ (ie. $2 \times 110 \text{ kmh} = 220\text{m}$ - Position signage 220m from edge of burn) 'Workmen Ahead' Signage Calculation to smoke hazard sign: $D=0.5 \times S$ (ie. $0.5 \times 110 \text{ kmh} = 55\text{m}$ metres Position signage 55m before "Smoke Hazard Ahead" sign

	<p>'Reduce Speed' Signage Calculation to workmen ahead sign $D=0.5 \times S$ <i>(ie. $0.5 \times 110 \text{ kmh} = 55\text{m metres}$ Position signage 55m before 'Workman Ahead' sign)</i></p>
Removal of Signage	Once all hazards to traffic are removed (ie. smoke and/or debris) and the OIC has declared the area safe, all roadside signage must be removed.

All distances are demonstrated at the figures at Appendix 1.

[Road Traffic Warning Signage – Diagrams](#)

18. **Additional Traffic Warning Measures.** The following additional traffic warning measures are to be employed at hazard reduction burns and training events where a traffic hazard is present:

- All appliances are to display beacons
- All appliances are to display hazard warning lights
- Portable flashing hazard lights are to be utilised in conjunction with road cones at night

Vehicle Control Points (VCP) - Procedures

19. **General.** Vehicle Control Points (VCP) are established to control the flow of traffic into and out of an incident area. Any HMA (whether IC or not) may initiate the establishment of a VCP due to safety concerns or time constraints, however only WAPOL has the legislated authority to physically implement this intent. HMA who implement immediate VCP without prior notification must inform the IC ASAP as the IC retains responsibility for all decision-making concerning VCP implementation and removal –WAPOL manage the VCP function, implementation and removal.

20. **VCP Procedures.** VCPs may result in partial or complete road closures.¹

- **WAPOL to be informed.** Liaison with the WAPOL Commander (usually through the IMG WAPOL LO) must be established ASAP and maintained throughout the incident. The rationale for partial or complete closure and re-opening must be documented and communicated to WAPOL as the implementing authority in accordance with the checklist at Appendix 1.
- **Document Decision-Making.** All IC decisions and actions must be clearly documented and communicated to DFES COMCEN or the ROC (if established).
- **Risk Assess Re-Opening of Roadways.** The decision to open a road, either partially or complete, after closure through the establishment of VCP must be accompanied by a documented risk assessment and appropriate risk treatments. The risks and consequences associated with a complete or partial re-opening of a roadway must be assessed and documented in accordance with the suggested Risk Assessment at Appendix 2.

¹ A partial road closure may permit movement of certain pre-ordained groups (eg. residents), under certain conditions (eg. escort). A complete road closure will deny access to all vehicular and pedestrian traffic with the exception of emergency responders undertaking response activities approved by the IC.

Crew Safety When Painting Hydrants and Road Markings

21. **General.** Hydrant servicing poses a specific risk to DFES Operations personnel due to the predictable exposure of crew members to traffic hazards. To ensure visibility and protection of crew members when hydrant servicing is undertaken on roadways the following procedures are to be observed:

Visibility.

- Appliances are to display hazard warning lights.
- Personnel are to wear a high-visibility garment.
- Position appliances to ensure adequate warning of the presence of working crews to approaching vehicles (use the formula $D=2xS$ as for traffic control signage).

Protection.

- Park an appliance 10 to 15 metres back from the hydrant to be serviced to ensure adequate protection from traffic for the crew (without causing additional hazard/obstruction ie. do not park in intersections).
- Task one crew member to monitor the traffic and warn of any impending dangerous situation (don't wait to be tasked – safety of personnel at work is the responsibility of all the employees).

Note. Protection will be enhanced by not creating a traffic hazard. Position appliances to allow safe passage of two-way traffic. In residential streets, traffic may unavoidably be restricted to allow controlled single file traffic only – if so, assist with traffic flow and restrict stationary presence of appliances to less than 5 minutes. Avoid causing traffic to cross over 'no-passing' lines.

Appendices.

1. Road Traffic Warning Signage – Diagrams
2. Form OPS-EM-IMT-OPS010 - VCP Checklist
3. Form OPS-EM-IMT-OPS011 – Risk Assessment – Bushfire Road Opening

ROAD TRAFFIC WARNING SIGNAGE – DIAGRAMS

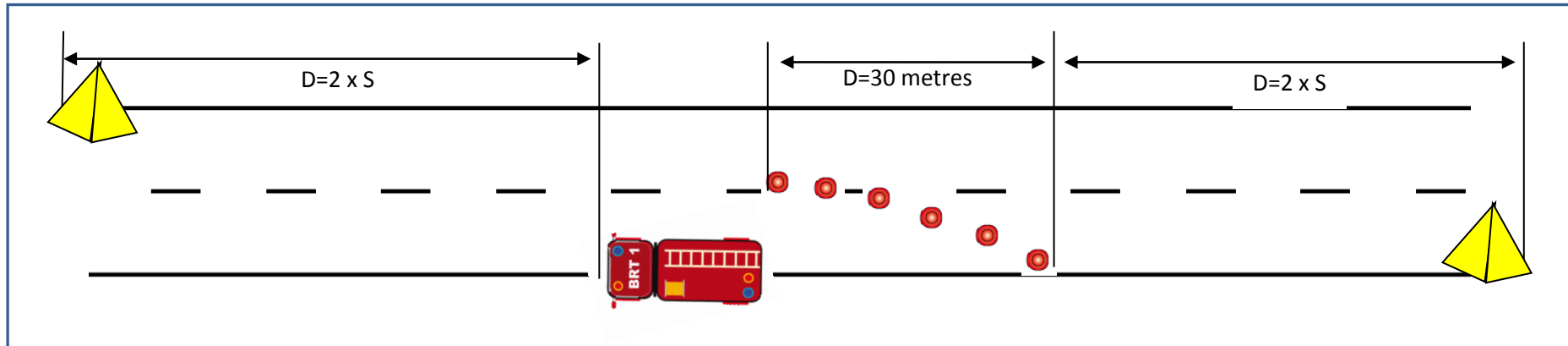


Figure 1 – Road Traffic Control Signs in Support of General Emergency Roadway Setup

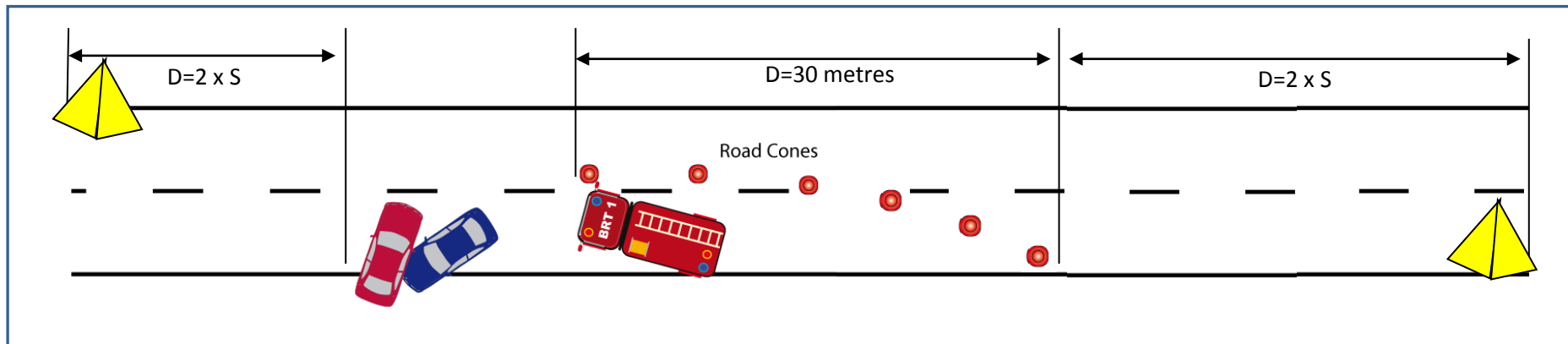


Figure 2 – Road Traffic Control Signs in Support of Incident and Fender-Off Position

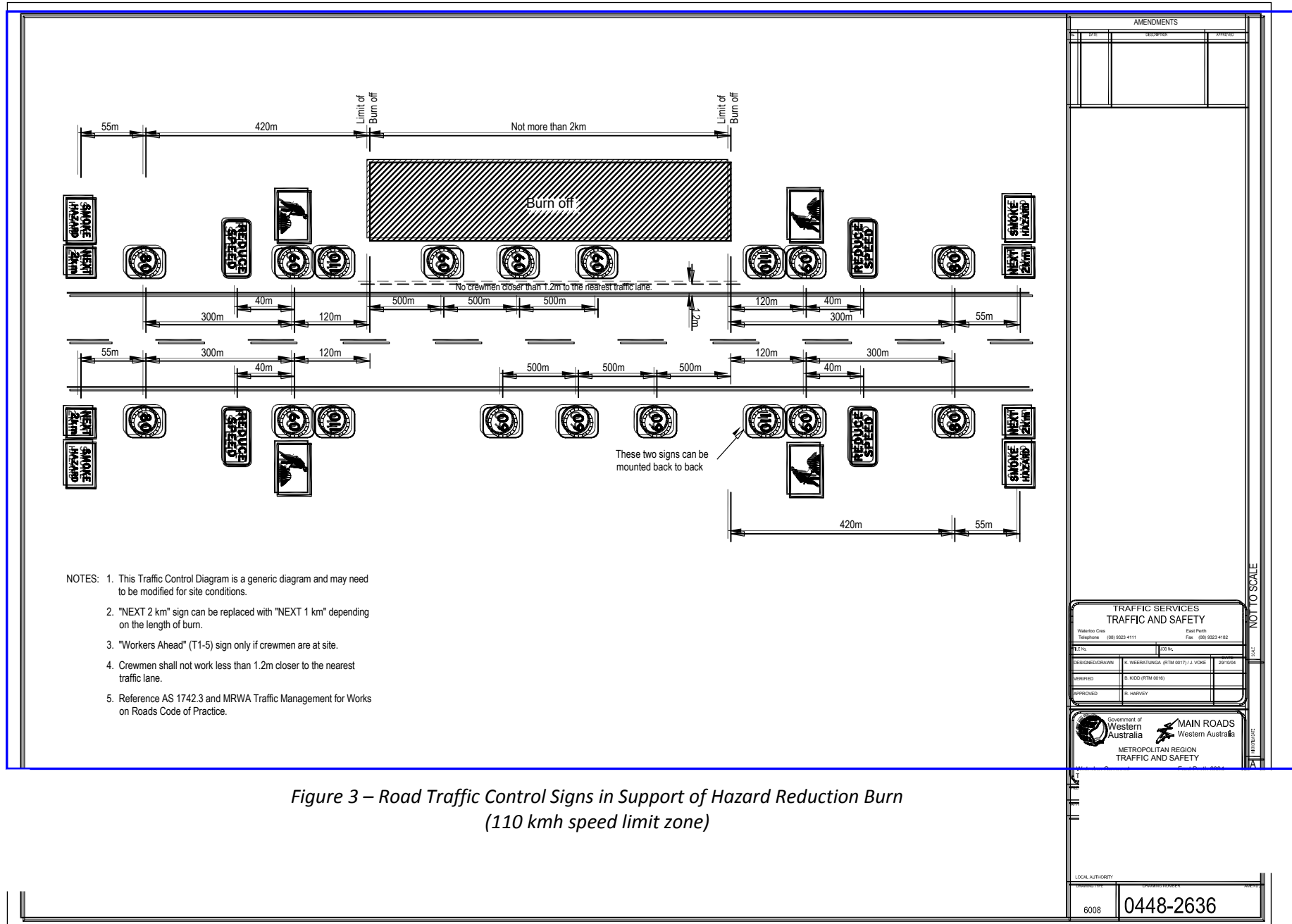
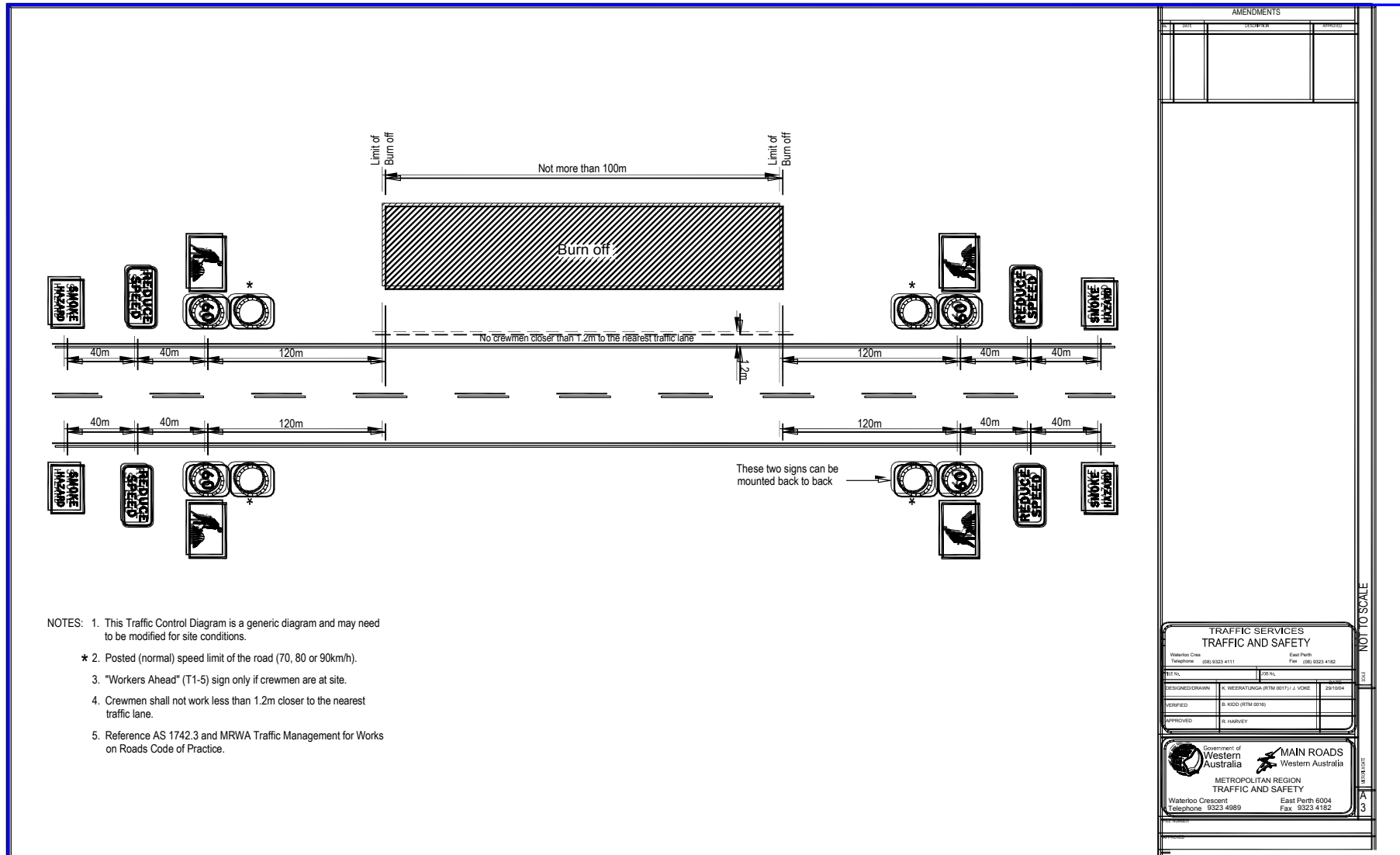


Figure 3 – Road Traffic Control Signs in Support of Hazard Reduction Burn (110 kmh speed limit zone)



- NOTES: 1. This Traffic Control Diagram is a generic diagram and may need to be modified for site conditions.
- * 2. Posted (normal) speed limit of the road (70, 80 or 90km/h).
 - 3. "Workers Ahead" (T1-5) sign only if crewmen are at site.
 - 4. Crewmen shall not work less than 1.2m closer to the nearest traffic lane.
 - 5. Reference AS 1742.3 and MRWA Traffic Management for Works on Roads Code of Practice.

(METROPOLITAN

Figure 4 – Road Traffic Control Signs in Support of Hazard Reduction Burn (60-90 kmh speed limit zones)

)

VCP CHECKLIST

OPS-EM-IMT-OPS010

ISSUE	DATE TIME GROUP (DTG)	
	COMPLETED	COMMENTS AND REVIEW
1. Liaison. Contact and link with WAPOL Commander established.		
2. Hazard Assessment. Hazards from hazard impact to roadway jointly identified and assessed: <ul style="list-style-type: none"> • Fire impact • Smoke impact • Debris • Fireground debris impact • Compromised structure impact • Emergency Services Personnel • HAZMAT impacts 		
3. Roadway Condition/Suitability. Roadway condition/suitability assessed (previous incident impacts)		
4. Rules of Access. Rules of access for specific classes of persons/vehicles assessed, documented and communicated to WAPOL		
5. Duration & Location. Duration/extent and location of VCP agreed with WAPOL, documented and communicated.		
6. Ongoing Assessment. Ongoing VCP requirement assessment regime established (Patrol, aerial survey, Operations reports).		
7. Duration. Consequences of VCP duration and extent assessed and documented (risk to Ops, users, including social, economic impacts and user welfare). Human Impact.		
8. Treatments. VCP consequence treatments considered, actioned and documented.		

RISK ASSESSMENT – BUSHFIRE ROAD OPENING

This risk assessment is designed to assist in situational analysis prior to deliberate decision-making related to the opening of roadways affected by bushfire.

OPS-EM-IMT-OPS011

HAZARD – Fire/Ember Attack/Smoke					DECISION/EXECUTION		
CONSIDERATIONS	RISK FACTOR	LIKELIHOOD	CONSEQUENCE	RISK RATING (E-H-M-L)	MITIGATION/CONTROLS	COURSES AVAILABLE ²	DECISION/OUTCOME
Need							
• Reason to Open Roadway							
• Need to Open Roadway							
Quantified Risk							
• No. of Vehicles							
• No. of Persons							
• Time past post of convoy							
• Time through hazard							
Fire Behaviour							
• Rate of Spread							
• Weather –Now							
• Weather – Forecast							
Protection							
• Aerial Recon available							
• Road patrol available							
• Escort available							
• Escort capability							

² Options available include variations on:

- Road Remain Closed
- Monitor Situation (nominate target/subject to monitor)
- Open Road – One Way (with/without escorts)
- Open Road – Both Ways (with/without escorts)

DOCUMENT HISTORY

AUTHOR	POSN	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	OIO	Draft	May 09	New SOP created. New sections created: <ul style="list-style-type: none"> (All) Source documents: <ul style="list-style-type: none"> SOP 35 – Operational Safety on Roadways <i>All listed SOP/SAP, now retired.</i>
K. Lusk	OIO	V1.0	Sept 11	Updated footers and released document
D.Childs	Doctrine	V1.1	Apr 13	7. Clarification of Traffic Management Training requirements. 21. Removal of “and/or emergency beacons” to align with Road Traffic Code 2000.



Directive 3.4 – Structural Fire

SOP 3.4.8 - Electrical Hazard Procedures

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Introduction

1. Live electricity at structural fires is a deadly risk to firefighters. **Where electrical hazards are encountered, the regional power supply company or Western Power is to be mobilised through the COMCEN in the first instance in order to assess and isolate the risk.** This SOP details the procedures to be followed to minimise the risk of live electricity to firefighters.

2. **Isolation Method.** The isolation method is as follows.

Isolation Method	<ul style="list-style-type: none"> • Operate all switches at arms' length with the back of the hand • Turn the head away to avoid possible flash injuries.
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3. **Structural Isolation Procedures.**

CIRCUMSTANCE	PROCEDURE
Isolation of mains electricity	<ul style="list-style-type: none"> • Electricity should always be disconnected: <ul style="list-style-type: none"> - When the situation is unknown. - At any time that water is to be applied within a structure. - At any time firefighters are at risk from electric shock. - On adjacent buildings if fire impingement is reasonably expected. • OIC are responsible for checking that the power to a structure is switched off at the main board and that the fuses have been removed prior to commencing direct attack on fires. When disconnecting the power supply Follow the Isolation Method • In large buildings or building complexes the COMCEN is to be consulted to ascertain from the power supply company or building management agency if additional electrical distribution boards are located in adjacent buildings.
Residual active power after isolation at main board	<p>When power is isolated at the main board or meter, the overhead wire from the street distribution pole to the meter board is still live and can pass through the roof space to the meter.</p> <ul style="list-style-type: none"> • If safety of firefighters is in doubt, have the electricity isolated by the regional power supply company. • Do not work, park appliances or position equipment beneath overhead street connection power lines. • Keep this area clear of equipment. • Be wary if this area is involved with fire as the wire may separate from the structure and drop to the ground <p>Note. Only the regional power supply company can isolate main power supply cables that pass through the roof space of front units to rear units such as in older type duplexes/units.</p>
Isolation of Solar Electrical Systems	<p>The presence of solar electrical systems is required to be indicated through signage within the main electrical board, but may also be identified by observing panels on the roof or local knowledge. Despite mains power and solar array isolation, solar panels continue to produce electricity until denied solar energy. The following procedure to isolate solar electrical systems must be thorough to ensure FF safety.</p> <ul style="list-style-type: none"> • Locate and isolate both AC and DC isolating mechanisms. Isolate in correct order: <ol style="list-style-type: none"> 1. Mains power 2. AC 3. DC • Cover solar panels with salvage sheet/non-light penetrating material • Complete 'Warning Do Not Operate' tag in accordance with <i>SOP 3.4.9 – Hazard isolation Tagging</i> <p>Note. Solar components involved in fire are to be extinguished with CO₂ extinguisher as for any other electrical device.</p>

4. Open Electrical Source Procedures.

CIRCUMSTANCE	PROCEDURE
When an electrical hazard is found	<ul style="list-style-type: none"> • Inform OIC and all crew members immediately • Cease the use of water as a suppressant until the safety of continuing is determined • Demarcate and isolate the danger area as soon as possible • Maintain a minimum safety distance of 10 metres (from emergency service personnel and equipment) from wires that have made contact with the ground • Observe and monitor residual water flows • Maintain a minimum safety distance of 30 metres from members of the public
Location of a broken wire	<ul style="list-style-type: none"> • Locate both ends in order to: <ul style="list-style-type: none"> - Determine the size of the danger area, and - Ensure the energy source is not being transferred through another conductor e.g. steel fence, vehicle body etc.
Wires that have made contact with the ground	<ul style="list-style-type: none"> • On arrival at an incident treat all wires in contact with the ground as though they are energised. • Keep well clear of wires that are in contact with the ground - maintain the minimum safety distance (10 metres for low voltage wires). • Call for isolation of power by the regional power supply company through the COMCEN • Locate wire ends to ensure source is not being transferred through another conductor e.g. Steel fence, vehicle body etc.

5. Reconnection Procedures.

CIRCUMSTANCE	PROCEDURE
Retaining Power in a Structure	<p>Electricity may remain connected, or be re-connected at the OIC's discretion under the following circumstances:</p> <ul style="list-style-type: none"> • When conducting search and rescue • To provide lighting, run fire pumps, exhaust systems or lifts when water is not required or in use. <p>Note. Reconnection is only to be undertaken in consultation with a licensed electrician. Extreme caution must be taken and all personnel must be made aware of the presence of live electrical wiring.</p>

6. Electrical Hazard Rescue Procedures.

CIRCUMSTANCE	PROCEDURE
Persons in contact with electrical wires	<p>When removing a person in contact with high or low voltage electrical wiring</p> <ul style="list-style-type: none"> • Request the assistance of the Power Authority • Disconnect the power source in all cases • Use isolation procedures and AC Hot Stick to confirm isolation • Do not attempt to aid the victim until the electrical current has been switched off
Vehicle accidents and electrical hazards	<p>Where a vehicle has collided with a Power Pole or is in contact with electrical wires</p> <ul style="list-style-type: none"> • Request the assistance of the Power Authority • Apply safety procedures to minimise hazard of pole falling if possible • Maintain a minimum safety distance of 10m at all times. Clearly mark danger area • If wire is under vehicle and driver is unhurt, instruct them to drive slowly clear of the wire into a safe area • Occupants remaining in the vehicle must be advised to remain still and avoid touching any metal on the vehicle • Rescue can only be effected once power supply has been isolated

DOCUMENT HISTORY

AUTHOR	POSN	DATE	DESCRIPTION of CHANGE
A.J. Hinton	OIO	Jan 10	<p>New SOP created. New sections created:</p> <ul style="list-style-type: none"> (Nil) <p>Source documents:</p> <ul style="list-style-type: none"> SOP 20 – Electrical Hazards V5 May 10 <p><i>All listed SOP/SAP, now retired.</i></p>
K. Lusk	OIO	Aug 11	<p>New sections created</p> <ul style="list-style-type: none"> Persons in contact with electrical wires Vehicle Accidents and Electrical hazards <p><i>Note that these will be removed and added to Rescue SOP once completed</i></p>
B.Machielsen	Doctrine	Jan 14	Fixed Hyperlink

	Directive 3.5 Bushfire
	SAP 3.5.A – Total Fire Bans (TFB)

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Introduction

1. **General.** A Total Fire Ban is generally imposed as a prevention measure to warn the wider community that a day of predicted adverse fire weather is imminent and they must be particularly careful not to cause an ignition in bushland/vegetation on the day the ban is declared. These procedures explain the administrative processes required to support the decision-making and implementation of Total Fire Bans (TFB) by DFES Operations. Further explanation of TFB is described at *D3.5 – Bushfires*.

[D3.5 – Bushfires](#)

2. **Key Administrative Appointments.** Key DFES Operations appointments in the decision-making process are as follows:

State Operations Centre Meteorologist (SOCMET)	The SOCMET initiates TFB planning and implementation through the release of the preliminary BoM fire weather forecast at 1200hrs daily for the following 24 hour period.
State Situation & Awareness Officer (SAO)	The SAO is central to TFB declaration administration. The SAO is the key staff officer tasked to monitor BoM weather forecasts, identify TFB indicators, make recommendations to the Regional Duty Coordinator (RDC), review on-line information, complete TFB declaration documentation and notify key internal and external personnel, departments and agencies. The SAO graphically details the TFB districts as required and files a hard copy of all Regional Total Fire Ban Assessment Forms on DFES Trim File 17690.
Regional Duty Coordinator (RDC)	The RDC is the key Regional Officer tasked to monitor BoM weather forecasts and liaise with Chief Bush Fire Control Officers (CBFCO) and Local Governments (LG's) with regards to implementation of local TFB within their region. Confirmation by the RDC of the need to declare a TFB initiates TFB administration processes.
Regional Superintendents (RSUPT)	RSUPT are responsible to the Duty Chief Superintendent (DCS) for local TFB declaration decisions within their region, in particular confirmation and authentication that consultation between RDC and LG has occurred. The RSUPT is required to provide a report identifying the factors considered in making such decisions in writing via the RDC to the SAO.
Duty Chief Superintendent (DCS)	The DCS is to ensure regional level consultation has commenced as soon as weather warning indicate a TFB could be warranted in the days to come.
Duty Assistant Commissioner (DAC)	The DAC is the delegated authority to implement a TFB. The DAC has the authority to impose a TFB over and above the opinion of the affected LG and RSUPT.
Manager, Emergency Services Act Team (MESAT)	The MESAT works within the Office of the CEO. The MESAT is responsible for staffing and maintaining records of TFB exemption applications
Manager Legal & Legislation	The Manager Legal & Legislation works within the Office of the Commissioner and is responsible for staffing and maintaining records of TFB.

3. **TFB Declaration Considerations.** TFB declaration considerations are as follow.

CONSIDERATION	NOTES
FDI/FDR	<ul style="list-style-type: none"> The primary justification for recommending the declaration of a TFB is based around the forecast Fire Danger Index (FDI) and resultant Fire Danger Rating (FDR) for BoM weather forecast districts. The state of WA is divided into the three TFB FDI indicator zones as detailed at Annex A. The forecast of weather that reaches these regional indicators is to initiate consultation between regional DFES staff and LG before recommending a TFB. Consideration indicators are not a mandatory point at which a TFB is to be implemented. <p style="text-align: right;">TFB FDI Indicator Zones</p> <ul style="list-style-type: none"> Specific FDI indicators for interpreting the boundaries of different key agencies are listed at the Zone/District/Area/Region Table. <p style="text-align: right;">FDI Zone, BoM Forecast District, LG Area and DFES Region Table</p>
Resource Exposure/ Existing Incidents	<ul style="list-style-type: none"> Any exposure to prolonged periods of adverse weather, when suppression resources are substantially committed and any additional outbreak of fire would impact on the resourcing of existing fires or response to any additional incident
Predicted Extreme Weather Behaviours	<ul style="list-style-type: none"> The likelihood of a weather event producing lightning, particularly high based and/or dry thunderstorms The expectation of wind change (e.g. northwest vectors, trough movements etc.) Exceptional existing conditions (e.g. cyclone)
Duration Of Existing Conditions	<ul style="list-style-type: none"> Expected duration of the worst fire danger conditions
Fuel Load	<ul style="list-style-type: none"> Local variations such as reduced fuel loads due to harvesting, grazing and planned fuel reduction programs
Community/ Bureaucracy Reaction Times	<ul style="list-style-type: none"> Timing for the extension or revoking of the TFB The timeframe required for the broadcast of the declaration through the media as required by the legislation <p>Note. Where extraordinary circumstances force quick decision-making, a lead time of at least 45 minutes following the DACs approval should be calculated for use as the 'Time of Declaration'.</p>

4. **The Role of Regional Consultation.** The objective of regional consultation is to ensure local involvement in decisions to impose restrictions upon community business and leisure activities. The imposition of TFB occurs across legislated boundaries and unity of intent and purpose strengthens the support of preventative restrictions by accessing and acknowledging local knowledge and experience.

5. **TFB Relationship with Machinery Movement Bans.** Local Government imposed Vehicle Movement and Harvest Bans operate independently of the TFB process. Movement Bans are applied by LG when actual conditions occur, not predicted conditions. In areas where TFBs are declared it is mandatory for LG to impose movement bans when the local measured Grassland FDI reaches 35. Hence, RDC must contact their LG representatives to discuss with them the intended TFB declarations.

6. **TFB Declaration Methods.** The minimum dissemination of TFB declarations to the public is to be by ABC Local Radio broadcast, television media release and DFES web based information services. Additional methods may be directed by the Minister or their delegate. TFB revocations are to be disseminated using the same methods as the initial declaration.

7. **Weather Forecasting.** Weather forecasting forms a basis for initiating the TFB decision-making process by predicting adverse and dangerous environmental conditions that are likely to expose the community to the threat of bushfire. DFES action in response to BoM weather forecasting is to occur as follows.

FORECASTING		ACTIONS
INITIATION	SCHEDULE	
DCS Teleconference	Twice Weekly	DCS. The identification of approaching adverse fire weather is to initiate planning of potential TFB declarations
	<ul style="list-style-type: none"> • 0900 Monday • 0900 Thursday 	RDC. <ul style="list-style-type: none"> • Analyse the implications of the BoM forecast, and projected FDI • Adjust regional Forecast Levels of Preparation (FLOP) • Make preliminary predictions of the LG districts and time periods likely to be declared under TFB provisions during the next seven (7) days • Commence discussions with LG about the need to declare TFB. • Decisions are to be forwarded to the SAO as soon as possible. • Confirm preliminary predictions and implications for regional FLOP and ROC activation understood. <ul style="list-style-type: none"> • DCS. Monitor Regional TFB processes.
BoM/SOCMET	Daily	SAO <ul style="list-style-type: none"> • Ensure RDC are notified of all FDI that exceed regional pre-set consideration indicators • Ensure RDC receive all emergency services weather briefings • Alert DCS to actual and potential TFB indicators • File hard copies of Regional TFB Assessment Forms on Trim File 17690.
	Preliminary. 1200hrs (for following 24 hr period)	RDC Preliminary. Adverse weather predictions identified at the 1200hrs preliminary forecast provide the opportunity for RDC to commence regional analysis and consultation processes at this point by clarifying the following information: <ul style="list-style-type: none"> • Which individual LG districts are affected by the forecast FDI • The percentage of LG districts/DFES region affected and the duration of FDI exceeding critical thresholds
	Confirmatory. 1600hrs and 0420-0440hrs	Confirmatory. The SOCMET release of the confirmed forecast is to be used to confirm decisions and preliminary actions undertaken based on the 1200hrs preliminary forecast. <ul style="list-style-type: none"> • When consideration indicators are confirmed the RDC is to liaise with LG to determine if a TFB is to be implemented. • Decisions made between the LG and RDC are to be recorded on the Regional Total Assessment Form, approved by the RSUPT and a signed copy forwarded to the SAO.
		DAC/DCS DAC to sign off on TFB
Note. District Fire Weather Forecasts from the BoM may be received by email or facsimile. A fire weather warning may be received through the Natural Hazard line, email or facsimile.		

8. **TFB Declaration Specifications.** TFB are to be described as follows:

- **Affected Areas.** TFB are to be declared using LG districts to describe the specific areas affected.
- **Time Periods.** TFB are to be declared in 24 hour time periods - midnight to midnight (detailed by the date)

9. **TFB District Mapping.** Maps indicating the Fire Forecast Districts, LGA's and DFES Regions can be accessed on the intranet under GIS Map Products as follows.

MAPPING	SOURCE
STATE	State BOM Forecast Districts
SOUTH-WEST	South-West BOM Forecast Districts

Procedures

10. **General.** The SAO, DCS and RSUPT are the key appointments to enabling DFES Operations TFB procedures. As the SAO and DCS are rostered positions, the following procedures are provided to standardise SAO/DCS actions during TFB administration.

- Confirming TFB is not Required (Annex B)
- Approving a TFB (Annex C)
- Revoking a TFB (Annex D)

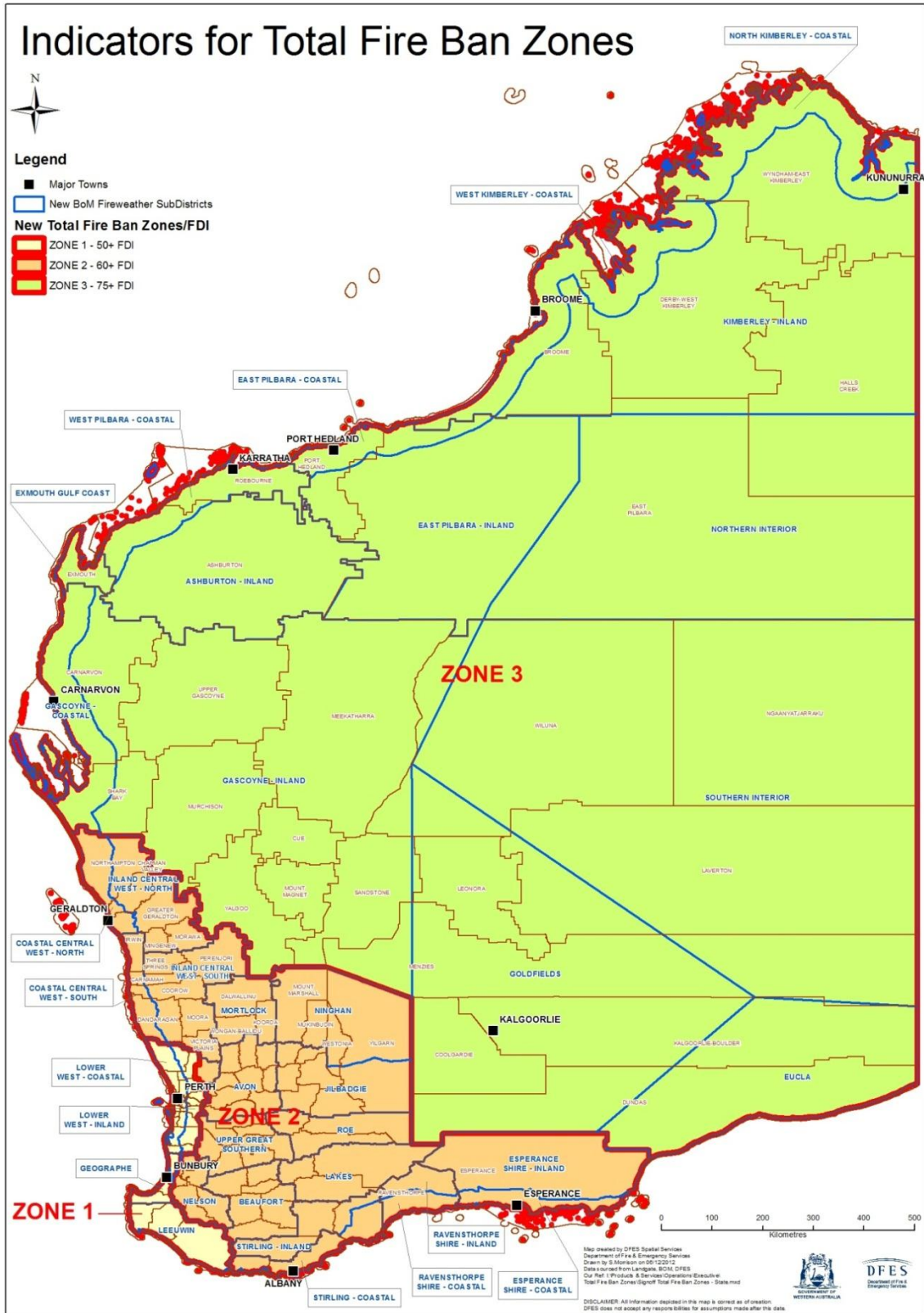
11. **Regional TFB Decisions – Written Confirmation.** Where a TFB FDI consideration indicator is identified a signed Regional TFB Assessment Form is to be supplied by email/fax to the SAO confirming the regional consultation, variables considered and reasons. For audit purposes the name and telephone number of the LG representative who was consulted in the decision making process is to be recorded on the Regional TFB Assessment Form. The Regional TFB Assessment Form can be found at *Ops Resources/District Management/Total Fire Ban*.


[Regional TFB Assessment Form – South-West](#)
[Regional TFB Assessment Form – Lower South-West](#)
[Regional TFB Assessment Form – Great Southern](#)
[Regional TFB Assessment Form – Goldfields/Midlands](#)
[Regional TFB Assessment Form – Midwest/Gascoyne](#)
[Regional TFB Assessment Form - Pilbara](#)
[Regional TFB Assessment Form - Kimberley](#)
[Regional TFB Assessment Form - Metropolitan](#)

12. **Regional TFB Decisions – Capture & Filing.** Completed Regional TFB Assessment Forms are to be filed by SAO's in hard copy form on TRIM File 1790.

13. **TFB Exemptions.** The DFES Commissioner is permitted to grant TFB exemptions in accordance with Section 22 of the Bush Fires Act 1954. Industry should be encouraged to apply for seasonal exemptions well ahead of time. The MESAT is the central staffing officer for all TFB exemption applications. The following procedural aspects apply to the staffing of TFB exemptions:

MAP – TFB FDI ZONES – STATE



		
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Procedures

General

7. Aircraft accidents demand that the OIC appreciates the variables involved and be prepared to direct actions in accordance with the observed risks. The following procedures are provided to enable understanding and training to a minimum standard.

PPC

Turn-out PPC is to be as for a Property/Structure Fire as described in [SOP 3.10.1](#) OICs are to adjust from this standard in accordance with initial size-up.

Prioritisation of Tasks

8. Aircraft accidents are a combination of fire, HAZMAT and rescue. The following prioritisation of tasks will ensure the safety of responders whilst attending to the preservation of the aircraft as quickly as possible.

PHASE	TASK	REMARKS
Arrival	Locate 70m upwind uphill	
Appreciation/Size-Up	Identify threats to life/property: x Fire x Explosive Risk x HAZMAT/Plume	
Secure Area	Establish HOT WARM COLD Zones	HOT. Set to accommodate the hazard threat WARM COLD. Casualty Collection Point Exclude the general public
Fire	x Assess plume x Assess POC method x Evacuate downwind x Combat fire to extinguish	Fires are to be extinguished to enable HAZMAT mitigation to commence x B Class foam should be used against spilled surface fuels
HAZMAT	Identify explosive threat presence of HAZMAT	Fires and HAZMAT are to be mitigated to enable rescue
Rescue	Identify risks to operators conduct disentanglement, removal and transfer through the operation	Conduct primary search as soon as possible at arrival and secondary search as soon as the situation has been stabilised
Termination	Consider decontamination requirements	

Site Security

9. It is normal practice to secure all incidents to separate emergency responders and the general community. Guidance is as follows:

- x Exclusion Zones. Set up HOT-WARM-COLD zones in accordance with normal HAZMAT response. Minimum HOT zone on arrival is to be 70 metres. Re-assess the HOT zone as soon as possible with due consideration given to construction material hazards and possible explosive risks.
- x Preservation of Evidence. Exclude the general public from any evidence, this includes:
 - Wreckage/debris
 - Casualties (these may be spread from impact or parachute release)
 - Ground scars (important to investigators)

Site Handover/Takeover

10. Notwithstanding that WAPOL remain the HMA at aircraft accidents, sites are to be handed over to an ATSB official at a mutually agreed point when rescue has concluded and threats to the general public have been reduced to a safe level. From 2015, the handover brief is to cover the following:

- x Rescue Undertaken
- x Hazards (neutralised and remaining).
- x Security/Site Perimeter
- x Casualties/Deceased


Annexes:

Annex 1 - Considerations for Assessing Risk at Aircraft Incidents (pp5-

CONSIDERATIONS FOR ASSESSING RISK AT AIRCRAFT ACCIDENTS

Firefighting

There are additional risks involved in combating aircraft fires over and above normal structural/bush/vehicle fires. Generally speaking Firefighting Strategies are the best option upon arrival whilst the risk is assessed, however, strategies and tactics are to be based on assessing the following considerations:

CONSIDERATION	IDENTIFIABLE RISKS	NOTES	SIGNAGE
Explosives/ Armaments	<ul style="list-style-type: none"> x Military Armaments x Ejector Seats 	Mitigate or avoid. Systems containing explosive devices are indicated as follows:	
Fuel	<ul style="list-style-type: none"> x External Tanks x Spilled/Spilling Fuels 	Apply B Class foam blanket	
Pressurised Vessels	<ul style="list-style-type: none"> x Ejector Seat Components x Landing Gear x Tyres 	Mitigate or avoid. See rescue notes.	
Toxic Fumes	<ul style="list-style-type: none"> x Decomposing Materials x Cargo 	Consider respiratory protection requirements	
Dangerous Cargo		Access MSDS, labelling, manifests local knowledge	
Approach	<ul style="list-style-type: none"> x Turbines x Armaments 	Approach from 45° to avoid turbine blast and minimise exposure to armaments	


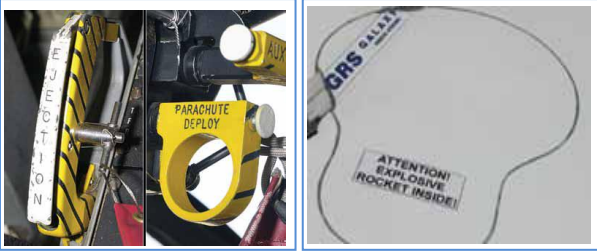


HAZMAT

Elements of an aircraft accident incident may constitute HAZMAT. Initial precautions are to take up a position 70 m upwind and up-hill from assessment can take place. OIC who assess the risk as involving HAZMAT are to approach the incident from that time forward as a HAZMAT. Strategies and tactics are to be based on assessment of the following considerations:

CONSIDERATION	IDENTIFIABLE RISKS	NOTES	SIGNAGE
HAZMAT/Fire	<ul style="list-style-type: none"> x Decomposing Fuselage Material x Fuel Fires x Cargo Fires 	<p>Key to making sound HAZMAT response decision is identification of products involved.</p> <p>Initially, approach all smoke plumes as toxic. Don BA and evacuate downwind as required.</p>	
Cargo	<ul style="list-style-type: none"> x Pesticides x Blood/Pathogens x Initially Unidentified 	Manifests and cargo may be held in the cockpit	
Fuel	<ul style="list-style-type: none"> x Leaking Fuel 	Leaking fuel limits avenues of approach and must be neutralised prior to rescue due to the risk of ignition	
Contaminants	<ul style="list-style-type: none"> x Hydraulic Fluid & Oils 	<p>Hydraulic fluid and oils escaping from damaged componentry may be toxic if absorbed.</p> <p>Avoid contact through skin wearing appropriate PPE</p> <p>Avoid contaminating others through contact during rescue.</p>	
Explosives	<ul style="list-style-type: none"> x Armaments x Ejector Seats x Canopy Detonators x Aircraft Recovery Parachute Systems 		See examples of signage in Rescue section below

Rescue

Rescue should be approached in accordance with the eight (8) stages, however there are additional risks involved in accessing and undertaking casualties from aircraft accidents. Strategies and tactics are to be based on assessment of the following considerations:

CONSIDERATION	IDENTIFIABLE RISKS	NOTES	SIGNAGE
Fire/Armaments	<ul style="list-style-type: none"> x Military Armaments x Fuel 	Maintain 70m exclusion zones until explosive been mitigated. Extinguish and disarm prior to rescue commencing	
LowLevel Explosives	<ul style="list-style-type: none"> x Military Armaments x Ejector Seats x Canopy Detonators x Aircraft Recovery Parachute Systems 	Defuse or avoid. Generally avoid anything painted yellow and black Ejector systems may have manual safety pins.	
Search	<ul style="list-style-type: none"> x Preimpact parachute exits x Partial fuselage wreckage x Walking wounded 	Conduct primary search as soon as possible secondary search when safe	
Pressurised Vessels	<ul style="list-style-type: none"> x Inflatable seatbelt assemblies x Landing Gear x Tyres x Oxygen Bottles 	Mitigate or avoid. Seatbelt activators are controlled by an EMA (located under the seat) which can be disconnected manually.	 <p style="text-align: center;">EMA</p>
Toxic Fumes	<ul style="list-style-type: none"> x Decomposing fuselage materials 	Consider respiratory protection requirements	
Gaining Access Safely	<ul style="list-style-type: none"> x Hydraulic lines x Electrical cabling 	Access points are marked on the fuselage as follows	

DOCUMENT HISTORY

AUTHOR	POSN	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	Doctrine Project Office	1	Dec 10	<p>New SOP created. New sections created:</p> <ul style="list-style-type: none"> x (All) <p>Source documents:</p> <ul style="list-style-type: none"> x Civil and Military Aircraft Accident Procedure Police Officers and Emergency Services Personnel x SOP 29 Aircraft Incidents <p>All listed SOP/SAP, now retired.</p>
D. OTT	ODO	1.2	May 13	Scheduled Review no content changes required
R.O'Neill	OIO	1.2	Nov 13	Edited Hyperlinks



Directive 3.11 – Air Operations

SOP 3.11.5 – Floating Collar Tank Operations

[Download Field Guide](#)

Introduction

1. This SOP provides guidance to members tasked with controlling the refilling of helitacs from floating collar tanks. Further information is provided at *Directive 3.11 – Air Operations*.

[D3.11 – Air Operations](#)

Principles/Planning Factors

2. The following principles/planning factors apply to all collar tank operations.

PRINCIPLE	DESCRIPTION
Ground Supervisor	A single member must be appointed to control collar tank activity
Ground Crew Safety	Position appliances, pumps and personnel 90m for Type 1 Helitac/ 60m for Type 3 helitac to a flank
Air Crew Safety	Advise pilots of all observed hazards on approach and departure paths
Site Selection	Select a site without excessive slope, which provides airframe, static supply and vehicular refill access
Preparation	Prepare the site to minimise damage to the collar tank and airframe Brief operators and crews of approach paths and no-go zones
Communications	Maintain comms between the controlling ground crew and the airframe pilot.
Site Security	Secure the site from casual intrusion by members of the public, stock etc. Consider demarcation options that do not present a risk to helicopter operations
Airframe Assessment	Ascertain which airframes are planned to use the site. Larger capacity airframes require additional preparation

Site Security

3. Sites selected for helitac refilling operations are to be isolated from the community. If required request Police assistance through the IMT.

Collar Tank Site Selection

4. Floating collar tanks sites should be evaluated against the following considerations..

CONSIDERATION	NOTES
Operational Dimensions	<ul style="list-style-type: none"> 200m diameter cleared area (where possible) unless located on a ridge. Confirm restricted sites suitability with contractor/operator
Approach and Departure Paths	<ul style="list-style-type: none"> Plan helicopter approach and departure paths to avoid populated areas in order to maximise public safety from unforeseen events such as an inadvertent release of a water/retardant on departure
Remove Debris	<ul style="list-style-type: none"> Remove items that may puncture the lining of the tank when filled with water or if the snorkel pump contacts the bottom of the tank. Minimise dust and debris as they pose risk to helicopter rotors and turbines Clear the immediate site of rocks, stumps and branches. Any features unable to be removed must be marked with fluorescent paint or similar.
Water Supply/Resupply	<ul style="list-style-type: none"> Refill Accessibility. Select sites that permit access which acknowledges the limitations of the planned refill appliance (approach slope, 2/4WD capacity). Adjacent Static Supplies. Pumps and appliances filling from adjacent static supplies must be located 90m from the collar tank and 50m to the flank of approach and departure paths.
Flexibility of Approach	<ul style="list-style-type: none"> If possible plan for approach from all directions to allow for changing winds. Where possible set up in the middle of community ovals/parks which will provide the flexibility for changing wind conditions.

5. **PPC:** Level 1 PPC (tunic, helmet goggles and gloves) with hearing protection is the maximum PPC expected of collar tank operators. Dress down principles should be applied where lower risk is assessed.

Procedures

General

6. The following procedures provide guidance for the assembly, filling and disassembly of floating collar tanks in support of helitacs.

Collar Tank Assembly

7. Deliberate planning of the orientation of the collar tank alignment prior to commencing erection is key to ensuring smooth helitac refilling – re-alignment after filling has commenced requires emptying of the tank which will cost time and delay aerial suppression operations.

STEP	NOTES
Protect Site (1)	<ul style="list-style-type: none"> Spread out a protective underlay and stake/weigh down if required Ensure stakes do not create a hazard to helicopter operations
Layout Tank	<ul style="list-style-type: none"> Unroll the tank on ground sheet Pull out all wrinkles/folds on base to maximise area
Alignment (1)	<ul style="list-style-type: none"> Align tank to ensure the primary water outlet is placed facing downhill Align filling method (appliance/pump) to inlet valve Attach any upslope tie downs to appropriate rings if required
Attach Fittings	<ul style="list-style-type: none"> Attach the camlock ball valves or blanking caps to outlets
Alignment (2)	<ul style="list-style-type: none"> Double check alignment of outlet for draining <p>Note. The tank cannot be moved once it is filling</p>
Protect Site (2)	<ul style="list-style-type: none"> Re-check for rocks, debris under the tank and protector before filling

Filling – Delivery Hose from Appliance/Pump

8. Floating collar tanks are to be filled as follows.

STEP	NOTES
Site Pump/Appliance	<ul style="list-style-type: none"> Site pump/appliance an appropriate distance, depending on aircraft type, from collar tank to protect from rotor wash
Connection	<ul style="list-style-type: none"> Connect delivery hose from pump or appliance <p>Note. Connections are camlock ball valves</p> <ul style="list-style-type: none"> Alternatively, delivery hose can be laid over the collar
Self Inflation	<ul style="list-style-type: none"> Commence filling - the collar enables the tank to rise on its own
Maintain Filler Function	<ul style="list-style-type: none"> Ensure the outlets have not folded underneath the tank as it is filling
Stabilisation	<ul style="list-style-type: none"> The tank will stabilise once approx 500ltr have been inserted
Security	<ul style="list-style-type: none"> Further tie downs may be needed if tank is on sloping ground

Disassembly

9. Floating collar tanks are to be disassembled and packaged for re-use as follows.

STEP	NOTES
Drain	Drain the tank thoroughly
Detach Fittings	Remove camlock ball valves and reinstall blanking caps
Air Dry	Sun and air dry both sides before folding
Prepare for Folding	<ul style="list-style-type: none"> Lay the tank flat on the ground and pull out all wrinkles on the bottom Align the outlets 180 degrees opposed Pull the collar together aligned along the axis between the two outlets
Fold	<ul style="list-style-type: none"> Fold 1/3 inward to centre (collar line) Fold opposite 1/3 inward to centre (collar line) Fold collar 1/3 inward to centre Fold opposite collar 1/3 inward to centre
Roll	<ul style="list-style-type: none"> Roll tank along axis and secure with strap Ensure outlets are visible and not folded against tank surfaces (puncture/damage risk)

Enhanced Procedural Considerations for Type 1 Helicopter

General

10. The use of collar tanks by Type 1 helicopters require additional preparation and controls as follow due to their size and pump capacity.

Preparation and Work Practices – Helicopter (Type 1)

ADDITIONAL REQUIREMENT	NOTES
Minimum 7500 ltr Capacity	<ul style="list-style-type: none"> Only use minimum 7500 litre or larger capacity floating collar tank Alternatively use rigid tanks
Additional Base Protection (Internal)	<ul style="list-style-type: none"> Additional heavy rubber protection (conveyor belt quality or similar) if possible be placed on the tank bottom to prevent damage to the tank skin.
100% Full to Commence Hover Fill	<ul style="list-style-type: none"> All floating collar tank must be full every time a Type 1 hover fills. The rotor wash from these helicopters is extremely turbulent and may overturn a half empty tank endangering bystanders and the helicopter.
Maintain 100% Full During Hover fill	<ul style="list-style-type: none"> Re-fill operations must be maintained throughout hover fill operations in order to maintain the weight of water in the collar tank Re-fill operators must be briefed on how to undertake this operation whilst maintaining safety distances Communications with the pilot are critical lest re-fill operations fail and the helicopter be required to immediately cease hover-fill before safety is compromised

11. Filling – Helicopter (Type 1) Bucket (not currently in service)

ADDITIONAL REQUIREMENT	NOTES
Minimum 11,000 ltr Capacity	<ul style="list-style-type: none"> Required to ensure diameter of tank sufficient to ensure safe bucket fill
Control Valves	<ul style="list-style-type: none"> Valve controlled buckets are preferred as these permit controlled delivery of water from the bucket If bucket has no control valve fitted additional protection/briefing of ground crews is required
Staged Delivery	<ul style="list-style-type: none"> 3-4 members will be required to support the tank from rotor wash until it is supported by water. These members are not to man-handle the bucket. All other personnel are to remain well clear the immediate tank site. The first load inserted will be a reduced amount. After the first load is placed in the tank and the stability of the tank is assured – all personnel must leave the immediate tank site.
Confirm Load Complete	The ground supervisor must confirm with the helicopter pilot that filling of the tank is complete before permitting personnel to approach the tank.

DOCUMENT HISTORY

AUTHOR	POSN	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	Doctrine Project Officer	V1	Jun 11	New SOP created. New sections created: <ul style="list-style-type: none">• (All) Source documents: <ul style="list-style-type: none">• Air Operations Technical Instructions• CASA Safety Orders All listed SOP/SAP, now retired.
A. Bannister		V1.1	May 12	Reviewed by Air Ops and some terminology changes, made current.
R.Oneill	OIO	V1.1	Nov 13	Edited Hyperlinks

