

# Bush Fire Advisory Committee

## MINUTES

*Section 67 of the Bush Fires Act 1954*

### Tuesday 20 November 2018

**Committee Brief:**

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

**Members as per Council Resolution No. 171/10/17**

- Councillor Welburn, Council Member
- Councillor Rayner, Council Member
- Councillor Twine, Council Member
- Councillor Dow, Council Deputy Member
- Chief Bush Fire Control Officer
- Deputy Bush Fire Control Officer (DBFCO) 1
- Deputy Bush Fire Control Officer (DBFCO) 2
- Bejoording Brigade Representative
- Morangup Brigade Representative
- Coondle-Nunile Representative
- Julimar Brigade Representative
- Toodyay Central Bush Fire Brigade Representative
- Toodyay Volunteer Fire & Rescue Representative
- Chief Executive Officer Shire of Toodyay
- Community Emergency Services Manager
- Department of Parks & Wildlife Representative
- Department of Fire & Emergency Services (DFES) Representative

### Distribution

These minutes of meeting were approved for distribution on 29 November 2018.



Stan Scott  
**CHIEF EXECUTIVE OFFICER**

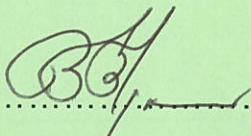
**Please Note:** These Minutes will remain "Unconfirmed" until the next Bush Fire Advisory Committee Meeting, where the Minutes will be tabled and confirmed subject to any amendments made by the Committee.

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

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

### Confirmation

These minutes of meeting were confirmed at a meeting held on 5 FEB 2019

Signed:  .....

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

## CONTENTS

1.	OPENING PROCEDURES.....	1
1.1	Announcement of Visitors .....	1
1.2	Record of Attendance and Apologies .....	1
2.	TABLING OF MINUTES AND STATUS REPORT.....	2
2.1	Minutes of Meeting held on 21 August 2018.....	2
2.2	Matters arising from previous minutes .....	2
2.3	Review of the BFAC Status Report.....	2
3.	PRESENTATIONS OR EVENTS .....	2
3.1	Presentation of reports, people coming, topics, et cetera .....	2
3.2	Report on events that took place.....	2
4.	REPORTS FROM SHIRE OFFICERS.....	2
4.1	Report(s) from CESM.....	2
4.1.1	Criminal History Checks and Probation Period .....	2
4.1.2	Chainsaws and Non-Standard Stowage .....	3
4.2	Report(s) from CEO .....	3
5.	UPDATES AND REPORTS .....	3
5.1	Brigade Roundtable discussion and reporting .....	3
5.1.1	Julimar.....	3
5.1.2	Bejoording .....	3
5.1.3	C Stewart (CBFCO).....	3
5.1.4	Crew availability .....	3
5.1.5	Coondle.....	3
5.1.6	Central.....	4
5.1.7	Cr Rayner .....	4
5.1.8	R Koch CESM .....	4
5.1.9	FCO Forsyth.....	5
6.	CONFIRMATION OF NEXT MEETING .....	5
7.	CLOSURE OF MEETING.....	5

---

ATTACHMENT *with separate index follows Item 7*

---



# Shire of Toodyay

---

## MINUTES

20 NOVEMBER 2018

### 1. OPENING PROCEDURES

Cr B Rayner, Chairperson, declared the meeting open at 6.03pm.

#### 1.1 Announcement of Visitors

Nil

#### 1.2 Record of Attendance and Apologies

##### Members

Cr B Rayner	Shire President/Council Member
Cr E Twine	Council Member
Mr C Stewart	Chief Bush Fire Control Officer
Mr R Koch	Deputy Bush Fire Control Officer (DBFCO) 2
Mr B Grey	Bejoording Brigade Representative
Mr N Griggs	Coondle-Nunile Representative
Mr S Holding	Julimar Brigade Representative
Mr M McKeown	Toodyay Central Bush Fire Brigade Representative
Mr I McGregor	Toodyay Volunteer Fire & Rescue Representative

##### Staff

Mr J Hansen

##### Apologies

Mr M Pasotti	Department of Parks & Wildlife Representative
Mr T Bendtsen	Department of Fire & Emergency Services (DFES)
Mr S Gamble	Morangup Brigade Representative
Mr S Scott	Chief Executive Officer Shire of Toodyay
Cr R Welburn	Council Member
Mr R Hunter	Deputy Bush Fire Control Officer (DBFCO) 1

##### Visitors

M Middleton  
K Bowen  
G Forsyth



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

**2.1 Minutes of Meeting held on 21 August 2018**

**OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO 12/11/18**

**MOVED** Mr M McKeown

**SECONDED** Mr B Grey

That the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 21 August 2018 be confirmed.

**MOTION CARRIED 9/0**

**2.2 Matters arising from previous minutes**

Nil

**2.3 Review of the BFAC Status Report**

The Status Report was reviewed.

**3. PRESENTATIONS OR EVENTS**

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

Nil

**3.2 Report on events that took place**

- Rural Urban Interface Exercise (RUI) which took place in Toodyay well attended and good feedback.
- Introduction to Firefighting and Bush Fire Firefighting training courses held in October
- CESM and FCO Rayner Attendance at the Farmers Marked promoting 5 minute Fire Chat.

**4. REPORTS FROM SHIRE OFFICERS**

**4.1 Report(s) from CESM**

*Refer to the attachments to these minutes for the email (and reports provided as attachments to the email) written by the CESM that was sent out to all BFAC Members on 16 November 2018.*

**4.1.1 Criminal History Checks and Probation Period**

A typographical correction to SOP 21, Item 4.2 (remove the word 'the' before the word 'any') will be made.

**OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO. 13/11/18**

**MOVED** Mr N Griggs

**SECONDED** Cr E Twine

The Bush Fire Advisory Committee (BFAC) recommends to Council the following:

That Council endorse proposed changes to the Shire of Toodyay Bush Fire Operating Procedures as follows:

1. Changes to Section 1, Items 2.1 and 2.2
2. Inclusion of SOP.21 Criminal History Checks (CHC), with amendment.

**MOTION CARRIED 9/0**

#### **4.1.2 Chainsaws and Non-Standard Stowage**

A typographical correction to SOP 22, Table in procedure, Consideration column, Effect on Existing stowage row, replace word 'exiting' with 'existing' will be made.

#### **BFAC RECOMMENDATION/BFAC RESOLUTION NO. 14/11/18**

**MOVED** Mr B Grey

**SECONDED** Mr M McKeown

The Bush Fire Advisory Committee (BFAC) recommends to Council the following:

That Council adopt Standard Operating Procedures (SOPs) as part of the Shire of Toodyay Bush Fire Operating Procedures as follows:

1. SOP.22 Stowage of Non-Standard Items on Appliances, with amendment; and
2. SOP.23 Chainsaws

**MOTION CARRIED 8/1**

#### **4.2 Report(s) from CEO**

Nil

### **5. UPDATES AND REPORTS**

#### **5.1 Brigade Roundtable discussion and reporting**

##### **5.1.1 Julimar**

Coping better than expected with crew availability for mid-week turnout.

##### **5.1.2 Bejoording**

Lieutenant, has an injury which will prevent member's turnout till further notice. Measures in place others to back fill rosters.

##### **5.1.3 C Stewart (CBFCO)**

Car fire drill/training with Coondle a big success. Thanks all brigades which participated in the recent op-shop donation/recognition.

##### **5.1.4 Crew availability**

Asked all brigade to understand crew availability over holiday period and put in place amended rosters and advise any short falls. Expressed concern that a single resident could cause delay to well actioned mitigation programs – referencing the recent verge mulching program in Julimar.

##### **5.1.5 Coondle**

Light on crews mid-week. Potential new member. Raised question around need for process for

disclosure/management of health related concerns with members.

**5.1.6 Central**

Two new members

**5.1.7 Cr Rayner**

Congratulated SJA and FRS on combined demonstration at the Toodyay Show.

**5.1.8 R Koch CESM**

- Support vehicle enhancements.
- Fire Support Vehicle refit with enhanced communications capability – thanked Rowan Hunter to time dedicated to this.
- CESM Vehicle will be undergoing a similar refit shortly.
- Cool room trailer out of action following failed of cooling unit. Opportunity being taken to refit this trailer to serve both cool room and portable toilet function.
- Acknowledged Central Brigade and Bendigo bank for supply of electronic FDR sign. Currently working tough installation planning permission. Shire will take over running costs.
- Julimar Fire Aust Day 2017 – CESM attended court for the trail, which was subsequently averted by a late guilty plea by the accused. Sentencing is laid down for December. Reminder of the value of brigade members reporting suspicion from the fire ground.
- Rural Fire Division Workshop attended by Chief, CESM and FCO Hansen.
- New infringements for Total Fire Bans – Now \$1,000 not \$250. Unfortunately, all other bushfires act infringement values remain unchanged.
- Shire funded mitigation has occurred on Julimar subdivision road verges and around the Julimar fire shed.
- FCO meeting well attended by FCO and captains/proxy.
- Review of new permit issuing system/process and events from the permits currently underway.



MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 20 NOVEMBER 2018

**5.1.9 FCO Forsyth**

Signed:   
Presiding Member  
Date: 5 FEB 2019

Raised issued of Shire poor verge program in respect to spraying and graded width. (Some discussion and update from CESM)

**BFAC RECOMMENDATION/BFAC RESOLUTION NO. 15/11/18**

**MOVED** Mr G Forsyth

**SECONDED** Mr C Stewart

The Bush Fire Advisory Committee (BFAC) recommends to Council the following:

That Council review and adopt changes to the verge spay and maintenance grading program in regards to specification and timing in preparation for next fire season.

**MOTION CARRIED 9/0**

**6. CONFIRMATION OF NEXT MEETING**

The next meeting of the Bush Fire Advisory Committee is scheduled to be held on 25 February 2016 commencing at 6.00pm. (Refer to the Attachments to the Minutes for the 2019 Schedule).

**7. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 7.10pm.



# Attachments to Minutes

Bush Fire Advisory Committee

20 November 2018

## TABLING OF MINUTES AND STATUS REPORT

---

**2.3 Updated BFAC Status Report** **1**

## REPORTS FROM SHIRE OFFICERS

---

**4.1 Report(s) from CESM** **4**

Email from CESM dated 16 November 2018 4

Report 4.1.1 Criminal History Checks and Probationary Period. 5

Report 4.1.2 Chainsaws and Non-Standard Stowage 8

Amendments proposed for Standard Operating Procedures – from the Bush Fire Operating Procedures document 10





## STATUS REPORT Bush Fire Advisory Committee

Including Recommendations made to Council, Action List and Completed items

Recommendations made to Council			<i>Responsible Officer CESM / CEO</i>
Meeting Date	Item	Title/Description of Item	Recommendation Made / Other Comment
20/11/18 BFAC	4.1.1	Criminal History Checks and Probation Period	That Council endorse proposed changes to the Shire of Toodyay Bush Fire Operating Procedures as follows: 1. Changes to Section 1, Items 2.1 and 2.2 2. Inclusion of SOP.21 Criminal History Checks (CHC), with amendment.
20/11/18 BFAC	4.1.2	Chainsaws and Nonstandard Stowage	That Council adopt Standard Operating Procedures (SOPs) as part of the Shire of Toodyay Bush Fire Operating Procedures as follows: 1. SOP.22 Stowage of Non-Standard Items on Appliances, with amendment; and 2. SOP.23 Chainsaws
20/11/18 BFAC	5.1	Brigade roundtable discussion and reporting	That Council review and adopt changes to the verge spay and maintenance grading program in regards to specification and timing in preparation for next fire season.

Action List			<i>Responsible Officer CESM / CEO</i>	
Meeting Date	Item	Title/Description	Actions to be taken	With the Aim of:
21/08/2018	4.1.1	Criminal History Checks	1. That BFAC Members note the attached proposal incorporating Criminal History Checks, Probationary Period and Amendments to Termination of Membership in to the Shire of Toodyay Bush Fire Operating Procedures and provide comment to the CESM by 30 September 2018; and 2. The CESM provide an amended version of the attached proposal, consolidating amendments, as appropriate, to the BFAC at the November 2018 BFAC Meeting.	Bringing it back to BFAC at the November 2018 BFAC Meeting.



## STATUS REPORT Bush Fire Advisory Committee

Including Recommendations made to Council, Action List and Completed items

<b>Action List</b>		<i>Responsible Officer CESM / CEO</i>		
Meeting Date	Item	Title/Description	Actions to be taken	With the Aim of:
21/08/2018	4.1.2	Use of Chainsaws in Bushfire Response	<ol style="list-style-type: none"><li>1. That a standard operating procedure be drafted that will allow chainsaws to be used by trained brigade members; and</li><li>2. The drafted procedure will be brought back to the BFAC in November 2018 for consideration.</li></ol>	Bringing it back to BFAC at the November 2018 BFAC Meeting.



## STATUS REPORT Bush Fire Advisory Committee

Including Recommendations made to Council, Action List and Completed items

COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)				
Meeting Date	Item	Title/Description of Item	Status / Action / Notes	RESOLUTION NO.
21/08/2018 BFAC Meeting	4.1.3	Recommendations (by Ballot)	Nominated Positions Name Chief Bush Fire Control Officer C Stewart Deputy CBFCO1 R Hunter Deputy CBFCO2 R Koch Fire Control Officers (FCO's) C Stewart R Hunter B Wood G Forsyth J Wakka C Wroth J-D Bartels K Maddrell J Hansen B Rayner I McGregor	Complete.

Formatted: Centered

Formatted: Centered

**From:** Rob Koch

**Sent:** Friday, 16 November 2018 11:13 AM

**To:** Maria Rebane <execsec@toodyay.wa.gov.au>; Bejoording Bush Fire Brigade <bgantennas@bigpond.com>; Bushfire Risk Management Planning Coordinator <brmpc@beverley.wa.gov.au>; CAPTAIN - COONDLE - NUNILE BRIGADE <nick.griggs@bigpond.com>; clstewart@westnet.com.au; Councillor Judy Dow <cr.judydow@toodyay.wa.gov.au>; Councillor Rayner <cr.rayner@toodyay.wa.gov.au>; Councillor Twine <cr.twine@toodyay.wa.gov.au>; Councillor Welburn <cr.welburn@toodyay.wa.gov.au>; DEPARTMENT OF PARKS AND WILDLIFE REPRESENTATIVE <Michael.Pasotti@dec.wa.gov.au>; Deputy 1 - CBFCO <rowan@3monkeysav.com>; MORANGUP BUSH FIRE BRIGADE REPRESENTATIVE <captainmvbfb@gmail.com>; Stan Scott <ceo@toodyay.wa.gov.au>; Steven Gamble (nevets54@optusnet.com.au) <nevets54@optusnet.com.au>; TOODYAY CENTRAL BUSH FIRE BRIGADE <mmckeown2@bigpond.com>; Torben Bendtsen <Torben.BENDTSEN@dfes.wa.gov.au>; Troy McMahon - BRMP Officer <Tyron.McMahon@dfes.wa.gov.au>; VOLUNTEER FIRE AND RESCUE (TOODYAY) REPRESENTATIVE <irmacca288@hotmail.com>; Wade Robson (waderobson09@gmail.com) <waderobson09@gmail.com>

**Subject:** RE: OAM37815 - Agenda - BFAC for 20 November 2018 - Additional Reports

**Importance:** High

Hi All,

As per referenced in the recently circulated BFAC agenda, please find attached Officer's report and draft changes to the Shire of Toodyay Operating Procedures in relation to agenda item 4.1.1. Criminal History Checks/Probation Period.

Additionally, please find attached Officer's report and draft changes to the Shire of Toodyay Operating Procedures in relation to an additional new agenda item 4.1.2. Chainsaws and Non-Standard Stowage.

To assist navigation of the draft changes Shire of Toodyay Operating Procedures the following pages contain the relevant changes/additions:

Item	Document Page Reference	Electronic Page Reference
<b>2.1 New Membership Application (CHC requirement on application)</b>	4	12
<b>2.2 Conditions of Membership (Probation Period)</b>	5	13
<b>SOP.21 Criminal History Checks</b>	79	94
<b>SOP.22 Stowage of Non-Standard Items on Appliances</b>	84	99
<b>SOP.23 Chainsaws</b>	87	102

Regards. Rob.

---

**Robert Koch**

*Community Emergency Services Manager*  
Shire of Toodyay / Shire of Goomalling

Mobile: 0458 042 104

Email: [cesm@toodyay.wa.gov.au](mailto:cesm@toodyay.wa.gov.au)



#### 4. REPORTS FROM SHIRE OFFICERS

##### 4.1.1 Criminal History Checks & Probationary Period

<b>Date of Report:</b>	16/11/2018
<b>Author:</b>	R Koch – Community Emergency Services Manager

#### **PURPOSE**

For Shire of Toodyay Bush Fire Advisory Committee to consider the information in this report in relation to a second draft Standard Operating Procedure (SOP) for Criminal History Checks (CHCs) for Bush Fire Brigade Volunteers.

Given this subject has now been discussed at a both the May and August 2018 BFAC meetings, the Officer now seek a recommendation to Council in regards to the proposed SOP (attached).

#### **BACKGROUND**

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

This topic was initially discussed during at the May 2018 BFAC with an initial draft reviewed at the November 2018 BFAC.

#### **OFFICER COMMENT**

##### Criminal History Checks

The CHC SOP has been redrafted since the August Meeting with the objective of:

- a) Combining the former Mandatory Requirements and Procedure portions of the document into a single body. This has removed duplication and risk of confusion between similar statements.
- b) Removing confusion between the terminology of Criminal History Check and National Police Clearance (which may be considered equivalent following clarification from DFES Professional Standards).
- c) Clarification of Process roles. The Verifying Officer is the officer responsible for initiating the CHC process and initial analysis of the returned results. For the purpose of application of knowledge and

consistency it is anticipated with will be the officer responsible for the Human Resources function in the Shire.

Despite the redrafting, the purpose and scope of the document may be considered consistent.

The proposed SOP has been added as SOP.21 in the attached draft of the Shire of Toodyay Bush Fire Operating Procedures. A corresponding entry has been inserted in to Section 1, Item 2.1 (New Membership Application) to reference the proposed requirement.

For the purpose of clarity, this SOP is intended to be used for new membership applications and where directed by the CEO for an existing member. It's adoption would not automatically trigger wholesale retrospective CHCs on the existing membership.

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

As yet a service provider has not been officially selected/engaged, however based on feedback the Shire currently understands the following about the actual application process.

1. BFS Membership Application from Received by Shire (as per current procedure).
2. Shire initiates CHC process with provider utilising the email address supplied by applicant.
3. Applicant uploads required documents base on instructions received from provider.
4. Shire receives CHC results from provider.

For the most part, this puts the onus on the applicant to transact the documents, though the officer does note that the brigade and/or shire may need to provide assistance in cases access to scanners/internet or those who may require assistance navigating an online process.

### Probationary Period

Section 1, Item 2.2 (Conditions of Membership) of the attached draft Shire of Toodyay Bush Fire Operating Procedures has been numbered and had a new item (2.2.4) inserted into it. This proposes that a condition of Membership is includes a probationary period of three months (or completion of basic training requirements), whichever is the latter. During this time any behaviour or actions not in line with the Shire of Toodyay Bush Fire Operating Procedures may be referenced by a Brigade Captain in a written request to the CEO suggesting termination of or restriction of the member's duty.

**OFFICER'S RECCOMENDATION**

**That BFAC recommend to Council that:**

The following proposed changes to the Shire of Toodyay Bush Fire Operating Procedures are endorsed:

1. Changes to Section 1, Items 2.1 and 2.2
2. Inclusion of SOP.21 Criminal History Checks (CHC)

#### 4. REPORTS FROM SHIRE OFFICERS

##### 4.1.2 Chainsaws and Non-Standard Stowage

<b>Date of Report:</b>	16/11/2018
<b>Author:</b>	R Koch – Community Emergency Services Manager

#### PURPOSE

For Shire of Toodyay Bush Fire Advisory Committee to consider the information in this report in relation to draft Standard Operating Procedure (SOP) for Non-standard equipment/stowage and a related SOP regarding the use of Chainsaws.

Following consideration of this report and proposed SOPs, BFAC may make recommendation to Council for adoption of the proposed SOPs into the Shire of Toodyay Bush Fire Operating Procedures.

#### BACKGROUND

The subject of chainsaw use on the fire ground has been discussed at the May and August 2018 BFAC, with a recommendation (11/02/18) at the latter that SOP(s) be drafted for subsequent consideration by BFAC.

In drafting this SOP the officer has liaised with;

- Shire Works/OSH personnel in relation to existing procedures within the Shire;
- Department of Biodiversity, Conservation and Attractions, Parks and Wildlife Service for peer advice;
- A respected certified Chainsaw training provider.

#### OFFICER COMMENT

In analysis of topics related to the August 2018 BFAC recommendation the officer identified that some issues were secondary to the subject of safe operation of a chainsaw. These included items like correct stowage, potential weight compliance issues and other responsibilities, both administration and financial. Thus the officer proposes two SOPs as per the following summary:

##### SOP.22 Stowage of Non-Standard Items on Appliances

This proposed SOP aims to provide a frame work by which to identify risks associated with adoption of additional equipment on bush fire appliances. It covers issues such as:

- Vehicle weigh compliance
- Impact on existing stowage/capabilities

- Any requirement for appliance modification
- Training requirements
- Other safety aspects.

Where any of the above issues are triggered by the adoption of proposed equipment, there would be an onus on the Brigade to liaise with the Shire to request permission. This aims to reduce risk of non-compliant appliances, manage other safety compliance and funding agreement terms (i.e. conditions of capital grants under which the appliances are provided) to which the Shire is required to comply.

The proposed SOP also provide a default position in relation to cost, training, and administration associated with such additional equipment.

### SOP.23 Chainsaws

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

This SOP provides specifics in relation to acceptable use and training standards in relation to the use of chainsaws.

The intent of the SOP is to be as broad as possible, while remaining within the advice of sought internal and external to the Shire.

#### **OFFICER'S RECCOMENDATION**

##### **That BFAC recommend to Council that:**

The following Standard Operating Procedures (SOPs) are adopted as part of the Shire of Toodyay Bush Fire Operating Procedures:

1. SOP.22 Stowage of Non-Standard Items on Appliances
2. SOP.23 Chainsaws



## Bush Fire Operating Procedures

*(Bush Fire Administration Manual including Standard Operating Procedures)*

Adopted by Council as Council's Interim Policy on 26 June 2018  
Council Resolution **119/06/18**

### VOLUNTEER BUSH FIRE BRIGADE



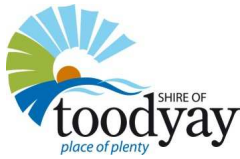
---

## INDEX

---

<b>Introduction</b> .....	<b><i>i</i></b>
<b>Review</b> .....	<b><i>i</i></b>
<b>Interpretation</b> .....	<b><i>i</i></b>
<b>Authorisation</b> .....	<b><i>iii</i></b>
<b>SECTION ONE Administrative Procedures</b> .....	<b>1</b>
1. <b>OBJECTIVES AND VALUES</b> .....	<b>3</b>
1.1. Objectives .....	<b>3</b>
1.2. Values .....	<b>3</b>
2. <b>MEMBERSHIP</b> .....	<b>4</b>
2.1 New Membership Application .....	<b>4</b>
2.2 Conditions of Membership .....	<b>4</b>
2.3 Induction .....	<b>5</b>
2.4 Brigade Commitments .....	<b>5</b>
2.5 Change of Details .....	<b>65</b>
2.6 Termination of membership .....	<b>76</b>
2.7 Suspension of membership .....	<b>87</b>
2.8 Rights of a Volunteer Member .....	<b>87</b>
2.9 Equal Opportunity and Grievance Process .....	<b>87</b>
3. <b>MEETINGS OF THE BUSH FIRE BRIGADES</b> .....	<b>98</b>
3.1 Ordinary Meetings .....	<b>98</b>
3.2 Annual General Meeting (AGM) .....	<b>1244</b>
3.3 Special Meeting .....	<b>1244</b>
3.4 Operational Meeting .....	<b>1244</b>
3.5 Notice of a Meeting .....	<b>1312</b>
3.6 Quorum .....	<b>1413</b>
3.7 Voting .....	<b>1413</b>
4. <b>MANAGEMENT COMMITTEE</b> .....	<b>1544</b>
5. <b>BRIGADE ELECTIONS</b> .....	<b>1645</b>
5.1 Nomination of Office Bearer Candidates for Brigade Elections .....	<b>1645</b>
5.2 Special Elections .....	<b>1645</b>
6. <b>BRIGADE FINANCES / AUDIT CONTROLS</b> .....	<b>1746</b>
6.1 Accounts at Financial Institutions .....	<b>1716</b>
6.2 Financial Reports .....	<b>1746</b>
7. <b>RULES</b> .....	<b>1817</b>
8. <b>AMENDMENT TO ADMINISTRATION PROCEDURE MANUAL</b> .....	<b>1817</b>
9. <b>COMPLAINTS AND GRIEVANCES</b> .....	<b>1918</b>
10. <b>THE DUTIES AND RESPONSIBILITIES OF VOLUNTEER BUSH FIRE BRIGADE OFFICE BEARERS</b> .....	<b>1918</b>
10.1 Lieutenant .....	<b>1918</b>
10.2 Captain .....	<b>2224</b>
10.3 Presiding Member (if appointed) .....	<b>2524</b>
10.4 Secretary .....	<b>2625</b>
10.5 Treasurer .....	<b>2726</b>
10.6 Brigade Training Officer .....	<b>2827</b>
10.7 Brigade Equipment Officer .....	<b>2928</b>





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

<b>11. BUSH FIRE CONTROL OFFICERS .....</b>	<b><del>3029</del></b>
11.1 Duties and Responsibilities of the Chief Bush Fire Control Officer (CBFCO).....	<del>3029</del>
11.2 Duties and Responsibilities of a Deputy Chief Bush Fire Control Officer (DCBFCO)	
<del>3332</del>	
11.3 Duties and Responsibilities of a Bush Fire Control Officer (FCO).....	<del>3534</del>
11.4 Nomination of Fire Control Officer Candidates (to BFAC) .....	<del>3837</del>
11.5 Recommendation of Nominations (to Council) .....	<del>3938</del>
11.6 Termination of FCO designation .....	<del>4140</del>
<b>SECTION TWO Standard Operating Procedures .....</b>	<b><del>3535</del></b>
SOP.1 DRIVING GUIDELINES FOR BUSH FIRE BRIGADES .....	<del>3838</del>
SOP.2 PERSONNEL PROTECTIVE EQUIPMENT .....	<del>4141</del>
SOP.3 ALCOHOL AND DRUG CONSUMPTION .....	<del>4242</del>
SOP.4 CREWING OF BRIGADE FIRE APPLIANCES .....	<del>4343</del>
SOP.5 RESPONSE TO WILD FIRES AT RUBBISH TIPS .....	<del>4444</del>
SOP.6 DETECTION OF FIRES, SHIRE RESPONSE AND MOBILISATION OF BRIGADES ....	<del>4646</del>
SOP.7 SMOKE AFFECTED ROADS .....	<del>4848</del>
SOP.8 RADIO CALL SIGN SYSTEM .....	<del>5050</del>
SOP.9 OPERATIONAL AND INCIDENT MANAGEMENT RESPONSIBILITIES.....	<del>5151</del>
1. CHIEF BUSH FIRE CONTROL OFFICER .....	<del>5252</del>
2. DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS.....	<del>5555</del>
3. FIRE CONTROL OFFICER (FCO) / BRIGADE CAPTAIN .....	<del>5656</del>
4. BRIGADE LIEUTENANT .....	<del>5858</del>
5. FIRE FIGHTER .....	<del>6060</del>
SOP.10 ACCIDENT REPORTING .....	<del>6262</del>
SOP.11 MUTUAL – BETWEEN SHIRES AND REGIONS.....	<del>6363</del>
SOP.12 FIRST AID .....	<del>6565</del>
SOP.13 DIEBACK – BASIC GUIDELINES .....	<del>6666</del>
SOP.14 DECEASED PERSON / PRESERVATION OF SCENE .....	<del>6868</del>
SOP.15 INCIDENT NOTIFICATION PROCEDURES .....	<del>6969</del>
SOP.16 FIRE LIGHTERS AND FUEL REQUIREMENTS .....	<del>7070</del>
SOP.17 VEHICLE FIRES OUTSIDE OF GAZETTED TOWNSITE .....	<del>7171</del>
SOP.18 STRUCTURE FIRES OUTSIDE OF GAZETTED TOWN SITE .....	<del>7373</del>
SOP.19 HARVEST AND VEHICLE MOVEMENT BANS.....	<del>7575</del>
SOP.20 BACK BURNING DURING BUSHFIRE INCIDENTS.....	<del>7777</del>
<b>SECTION THREE Review Table.....</b>	<b><del>7777</del></b>
<b>SECTION FOUR DFES Adopted Standard Operating Procedures.....</b>	<b><del>8181</del></b>



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

**Introduction**

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

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

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

**Review**

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

**Interpretation**

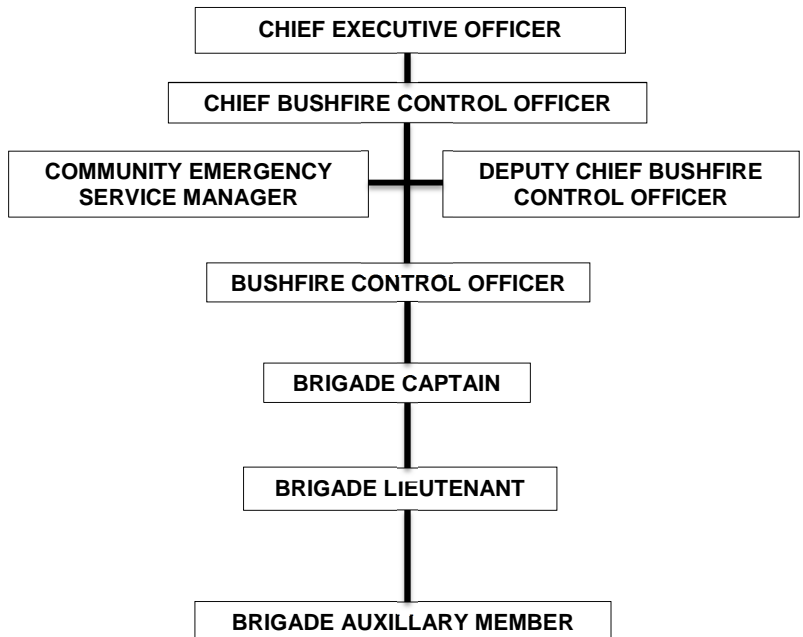
In these procedures, unless the context otherwise requires;

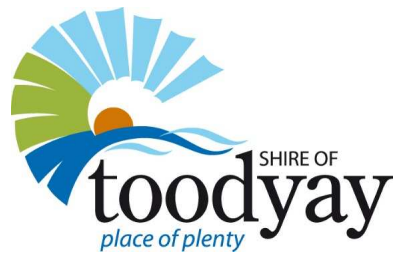
<b>"The ACT"</b>	means the Bush Fires Act, 1954 and amendments
<b>"The Regulations"</b>	means the Bush Fires Regulations 1954
<b>"Council"</b>	means the Shire of Toodyay Council.
<b>"DFES"</b>	means the Department of Fire and Emergency Services.
<b>"Ordinary Meeting"</b>	means any meeting of the Brigade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



<b>"Cadet"</b>	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.
<b>"CEO"</b>	means Chief Executive Officer of the Shire of Toodyay
<b>"CESM"</b>	means the Community Emergency Services Manager for the Shire of Toodyay
<b>"CBFCO"</b>	means the Chief Bush Fire Control Officer appointed by the Shire of Toodyay
<b>"FCO"</b>	means a Fire Control Officer appointed by the Shire of Toodyay
<b>"Review Date"</b>	means a dated listed for review via a Meeting of Council.
<b>"Local Government"</b>	means the Local Government established under the Local Government Act 1995.

**BRIGADE CHAIN OF COMMAND**





# SECTION ONE

## Administrative Procedures

Volunteer Bush Fire Brigades

Document No	DR1	Version Number:	1	Effective Date:		Review Date	17/12/2012
-------------	-----	-----------------	---	-----------------	--	-------------	------------



**2. MEMBERSHIP**

**2.1 New Membership Application**

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

**Commented [C1]:** This does not constitute a change to current process. The change reflects the terminology (title) of the form.

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

2.1.23 The application must be endorsed by the Shire of Toodyay, ~~and DFES.~~

**Commented [C2]:** This was brought up as a comment at the last BFAC, that DFES does not endorse LG BFB membership applications.

**2.2 Conditions of Membership**

2.2.1 The conditions of membership shall refer to:

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

2.2.2 Basic Training: All Volunteer Bush Fire members are required to complete the DFES Volunteer Induction and Introduction to Fire Fighting prior to commencing active 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.

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

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

Document No	BFOP1	Version Number:	1	Effective Date:	26/06/2018	Review Date	
-------------	-------	-----------------	---	-----------------	------------	-------------	--



## Section One - Administrative Procedures

For Bush Fire Brigades and Operations

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

a) three months from becoming a member;

b) completion of the basic training relevant to the role (as outlined in item 2.2.2 of this section.

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

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

a) Upholding the request;

b) Dismissing the request;

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

### 2.3 Induction

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

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

### 2.4 Brigade Commitments



**SOP.21 CRIMINAL HISTORY CHECKS (CHC)**

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

**INTRODUCTION**

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

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

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

**PROCEDURE**

**1. APPLICATION (New Member)**

- 1.1 All prospective Shire of Toodyay Volunteer Bush Fire Brigade members must complete the nominated service provider application/consent. **Alternative:** An applicant may provide an existing CHC providing it is not more than 3 months old. The applicant must provide a statutory declaration to certify the CHC is true and correct and they have not been charged with or convicted of an offence (excluding minor traffic offences such as speeding) since the CHC was issued.
- 1.2 Where the applicant is under 18 years of age. A parent or guardian must consent to a CHC for a person under 18 years as part of the application.



1.3 Where an applicant is from overseas and in the country on a visa, a certified copy of their visa must be provided to support their application.

1.4 The Verifying Officer (Shire of Toodyay Staff Member) will complete any relevant portion of the application in relation to the organisation (Shire of Toodyay). This may include the sighting and verification of documents.

## **2. APPLICATION (Existing Member)**

2.1 The CEO may request existing Shire of Toodyay Volunteer Bushfire Brigade member undertake a CHC at any time including (but not limited to):

a. when a member is promoted or transfers to a higher risk role in the service

or

b. where a member advises the Shire of Toodyay of the existence of a charge or conviction under 5.1 of this SOP.

or

c. where the Shire of Toodyay may have reason to suspect that the member has not disclosed a charge or conviction as per their obligation under 5.1 of this SOP.

2.2 The member must comply with the CEO's request to provide a CHC within 28 days, by completing the new member application process as per Item 1 of this SOP. (For the purposes of interpreting terminology of this SOP, the member will be deemed to be an 'applicant' or 'prospective' in such a circumstance).

## **3. RESULTS (New & Existing Members)**

3.1 The Verifying Officer will receive notification of the CHC result from the Service provider being:

a. No disclosable history

or

b. Disclosable history (with relevant details).

3.2 Based on the CHC result the Verifying Officer will either:

a. Recommend the applicant be approved and registered as a member (where there was no disclosable history).

or

b. Make a recommendation to the CEO that the applicant be approved and registered as a member where the disclosable history is deemed not significant or not relevant.

or

c. Inform the applicant in writing of the disclosable history in the CHC, and provide them with 28 days to respond and upon receipt of their response (or expiry of the response period) make a recommendation to the CEO that the applicant be/not be approved/registered as a member where the disclosable history



## *Section Two – Standard Operating Procedures*

*For Bush Fire Brigades and Operations*

is deemed significant or relevant. In this process the Shire of Toodyay may seek permission of the applicant to discuss the application (and all relevant details) with the Captain of the Brigade and/or the Chief Bush Fire Control Officer.

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

### **4. DISPUTES REGARDING THE ACCURACY OF A CHC**

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

### **5. DUTY OF DISCLOSURE**

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

### **6. CONFIDENTIALITY**

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

### **7. COSTS**

- 7.1** The Shire of Toodyay will cover the costs of CHCs, except in the instance of provision of existing CHC, which will be at the discretion of the CEO, as it may be reasonably assumed that the CHC was originally obtained for other purposes.

### **8. CONVICTION RISK ASSESSMENT GUIDE**

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



**Section Two – Standard Operating Procedures**  
*For Bush Fire Brigades and Operations*

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

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

<b><u>Risk Category</u></b>	<b><u>Offences</u></b>	<b><u>Advisory Note</u></b>
<b><u>Extreme</u></b>	Arson Murder- Attempted Murder Sexual Assault Offences Serious Assault (Grievous Bodily Harm +) Deprivation of Liberty Robbery Offences Burglary (Dwelling) Drug Offences (Sell/Supply) Any offences against children	Any of these offences would likely prohibit service.
<b><u>High</u></b>	Manslaughter Driving Causing Death Assault Offences Indecent Assault Offences Assault Police/Public Officer Stealing as a Servant Fraud Offences Indecent-Obscene acts	Any of these offences may prohibit service.
<b><u>Medium</u></b>	Threatening Behaviour Steal Motor Vehicle	Any of these offences may prohibit service.



**Section Two – Standard Operating Procedures**

*For Bush Fire Brigades and Operations*

	<u>Theft-Receiving/Illegal Use Burglary (Non-Dwelling) Breach of a Restraint Order Graffiti Drug Offences (Possess) Property Damage</u>	
<u>Low</u>	<u>Antisocial Offences (Disorderly Conduct) Traffic Offences (Drink Driving etc.)</u>	<u>Simple offences - multiple offences may prohibit service.</u>

**NOTES**

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

<u>SOP.21 Review Date(s)</u>			



**SOP.22 Stowage of Non-Standard Items on Appliances**

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

**INTRODUCTION**

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

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

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

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

**PROCEDURE**

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

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

Consideration	Y	N	Example
<p>Appliance Weight Compliance:</p> <p>Will GMV and/or Axle ratings be exceeded post stowage of the proposed equipment?</p> <p>NB: Vehicle will require weighbridge weighing to determine this. 90kg per seat must be factored into the above calculations. If a weighing has not been recorded, answer 'N'.</p>			<p>Addition of a fully loaded vehicle fridge may cause appliance weight compliance issues.</p>



**Section Two – Standard Operating Procedures**

*For Bush Fire Brigades and Operations*

<p><u>Appliance Modifications:</u></p> <p><u>Will the proposed equipment stowage be require modification or addition to locker facilities, electrical circuits or mounting/fastening arrangements?</u></p>		<p><u>Addition of a battery operated equipment requiring charges (hard wired or additional outlets) i.e. Dash Camera</u></p>
<p><u>Effect on Existing Stowage, Function or Capability:</u></p> <p><u>Will any exiting stowage (standard or non-standard) be moved or removed in order to accommodate the stowage of the proposed equipment or effect an existing function/capability of the appliance?</u></p>		<p><u>Windscreen mounted GPS navigation display interfering with heat shield curtains.</u></p>
<p><u>Safety - Training/Procedure:</u></p> <p><u>Does the proposed item of equipment have training requirements and/or additional procedures for its safe and effective operation?</u></p> <p><u>NB: This Should be based on compliance with OSH Act 1984.</u></p>		<p><u>Chainsaw would require trained operators.</u></p>
<p><u>Safety – Unexpected Movement:</u></p> <p><u>Is there a risk that the proposed equipment may move in such a way to which may harm an occupant of the appliance (i.e. during heavy braking)?</u></p>		<p><u>Poorly engineered fitment of a vehicle fridge.</u></p>
<p><u>Safety – Fuels &amp; Energy Source</u></p> <p><u>Does the introduction of the proposed item of equipment introduce the need for new or increased fuel or battery storage?</u></p>		<p><u>Petrol powered small plant items (i.e. Blowervac or Chainsaw)</u></p>

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



**Section Two – Standard Operating Procedures**

*For Bush Fire Brigades and Operations*

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

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

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

**NOTES**

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

<u>SOP.22 Review Date(s)</u>			



**Section Two – Standard Operating Procedures**

*For Bush Fire Brigades and Operations*

**SOP.23 Chainsaws**

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

**INTRODUCTION**

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

**PROCEDURE**

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

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

<b>Level of Training</b>	<b>Scope</b>
<b>FPICOT2239A – Trim and cut felled trees</b>	Fallen Timber, Punning, standing timber to 100mm dia/4m height.
<b>FPICOT2236 – manual tree falling (basic)</b>	Sound standing timber to 500mm dia/20m height.





**Section Two – Standard Operating Procedures**

*For Bush Fire Brigades and Operations*

<b>FPIFGM3212 – Fall trees manually (intermediate)</b>	<u>Sound standing timber to 800mm dia/40m height.</u>
<b>FPIFGM3213 – Fall trees manually (advanced)</b>	<u>Any size trees, including stags.</u>

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

**NOTES**

<u>SOP.23 Review Date(s)</u>			

