



BUSH FIRE SERVICE

Standard Operating Procedures

Adopted by Council – 5 March 2026


Council Resolution No. OCM032/03/26

Shire of Toodyay

Bush Fire Service - Standard Operating Procedures

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Introduction

The Shire of Toodyay Bush Fire Operating Procedures is collection of operational procedures covering both administrative and operational standards for the Shire of Toodyay's Bush Fire Service.

The purpose of these procedures is to:

- Set Objective and Values;
- Set Membership Requirements;
- Define and Standardise Administration; and
- Ensure Safe Workplace Procedures.

The procedures within this document have been adopted by the Shire of Toodyay.

Interpretation

The following terms/abbreviations have the following meaning in this document, unless the context otherwise specifies:

| Term | Meaning |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| "The Act" | the Bush Fires Act 1954 and amendments. |
| "The Regulations" | the Bush Fires Regulations 1954 and amendments. |
| "Bush Fire Service" | Is the overarching term including volunteer Bush Fire Brigades and its members, Bush Fire Control Officers, and related activities thereof. |
| "DFES" | the Department of Fire and Emergency Services. |
| "Ordinary Meeting" | Any meeting of the Brigade other than an annual general meeting, operational meeting or a special meeting. |
| "Absolute Majority" | 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. |
| "Firefighter" | A member of a Brigade with the competency and currency to carry out operational firefighting duties. |
| "Auxiliary" | A member that provides support to operational fire fighters of the Brigade. |
| "BART" | An application used by the Bush Fire Service to manage turnouts, attendance and disseminate information to members. |
| "BFS" | Bush Fire Service |

| Term | Meaning |
|--------------------|------------------------------------------------------------------------------------------------------------------|
| "BGU" | A collective term for a Brigade Group or Unit. |
| "CEO" | Chief Executive Officer of the Shire of Toodyay. |
| "CESM" | The Community Emergency Services Manager of the Shire of Toodyay. |
| "CBFCO" | The Chief Bush Fire Control Officer appointed by the Shire of Toodyay under Section 38 of the Act. |
| "DCBFCO" | A Deputy Chief Bush Fire Control Officer appointed by the Shire of Toodyay under Section 38 of the Act. |
| "DPLH" | Department of Planning Lands and Heritage |
| "FCO" | A Bush Fire Control Officer appointed by the Shire of Toodyay under Section 38 of the Act. |
| "Local Government" | The Local Government established under the <i>Local Government Act 1995</i> , specifically the Shire of Toodyay. |

Review

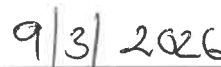
This document is considered to be a living document that may, from time to time, may require updating and review. Any review resulting in change shall have consultation via the Bush Fire Advisory Committee and endorsement via Council.

Authorisation

These procedures have been produced and issued under the authority of the Shire of Toodyay and endorsed by the Shire of Toodyay Council.



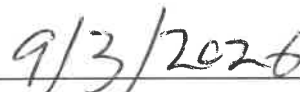
Cr Michael McKeown
Shire President
 Shire of Toodyay



Date



Aaron Bowman JP
Chief Executive Officer
 Shire of Toodyay



Date

SOP.1 Objectives and Values

| | |
|------------------|-----------------------|
| Item Number | SOP.1 |
| Item Subject | Objectives and Values |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

This SOP defines the objectives of, and the values promoted by the Shire of Toodyay Bush Fire Service. Together, these form the foundation upon which all other procedures within this document are based.

PROCEDURE

1. Objectives

The objectives of the Shire of Toodyay Bush Fire Service are to:

- (a) Provide timely, quality and effective emergency service;
- (b) Minimise the impact of emergencies on the community;
- (c) Work with the community to increase bush fire awareness and fire prevention;
- (d) Provide a workplace where every individual is treated with respect, in an environment free from discrimination or harassment;
- (e) Work cohesively with other agencies;
- (f) Report to Council on matters via the Shire of Toodyay Bush Fire Advisory Committee;
- (g) Conduct operations in a safe and legislative compliant manner.

2. Values

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

ANNEXES

Nil



FORMS

Nil

REFERENCES

Nil

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| <i>End SOP.1</i> |
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SOP.2 Shire of Toodyay Bush Fire Service Structure

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|------------------|----------------------------------------------|
| Item Number | SOP.2 |
| Item Subject | Shire of Toodyay Bush Fire Service Structure |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

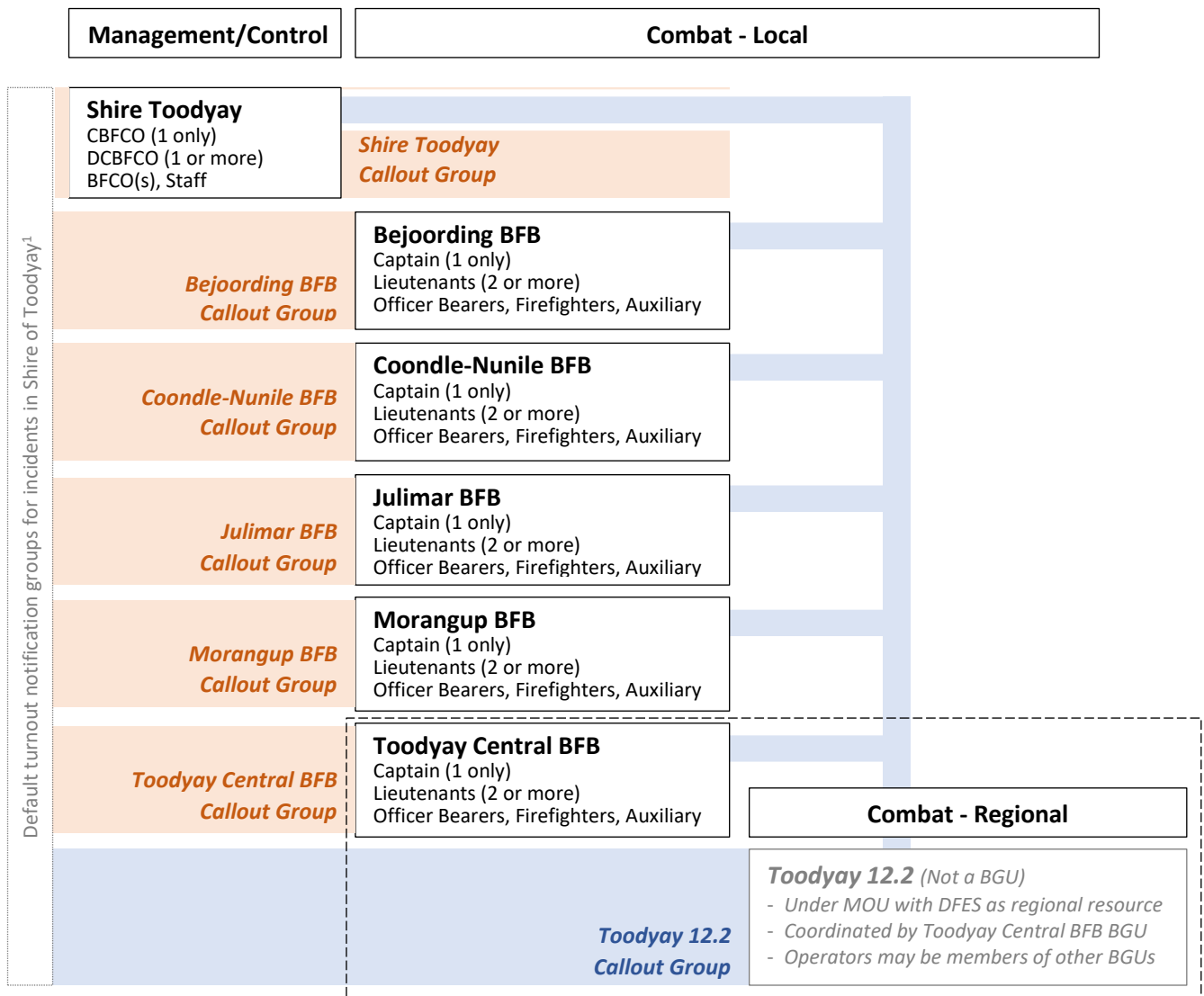
INTRODUCTION

This SOP defines the structure of Business Groups or Units (BGUs) of the Shire of Toodyay Bush Fire Service, callout groups and default turnout inclusions. The structure shown below indicates the BGUs established under Section 41 of the Act. Ranks & roles are further described in *SOP.6 – Membership Ranks & Roles*.

PROCEDURE

See diagram over the page

1. Service Model



Note: Where a Combat BGU member is appointed as a Bush Fire Control Officer and/or employed by the Shire of Toodyay in a Bush Fire Service-related role, dual listing to the Shire Toodyay BGU will occur.

¹ Default BGUs may be tailored to suit site/facility specific deployment procedures which include other stakeholder agencies.

ANNEXES

Nil

FORMS

Nil

REFERENCES

SOP.6 – Membership Ranks & Roles

End SOP.2

SOP.3 Membership Requirements

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|------------------|-------------------------|
| Item Number | SOP.3 |
| Item Subject | Membership Requirements |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

This SOP defines the conditions of volunteer membership of the Shire of Toodyay Bush Fire Service, conditions which govern initial and ongoing eligibility for the membership.

This procedure applies equally to all volunteer members regardless of rank, role or status unless otherwise specified.

PROCEDURE

1. Conditions of Membership

A member shall:

- 1.1 Meet and act in accordance with all requirements of the *Shire of Toodyay Bush Fire Operating Procedures*, to the extent a given procedure or part thereof, is relevant to their membership *rank, role or status*, or tasking. This includes, but is not limited to:
 - (a) The Objective and Values of the Shire of Toodyay Bush Fire Service as per *SOP.1 – Objectives & Values*.
 - (b) Compliance with minimum training standards, including any additional and/or maintenance requirements which may arise from time to time as per *SOP.6 – Membership Rank & Roles*.
 - (c) Maintain currency in relevant skills, by meeting the minimum activity requirements of this SOP.
 - (d) The onboarding process of this SOP.
- 1.2 Act in accordance with all relevant legislation (and associated regulations) while conducting activities related to their membership. This includes, but not limited to:
 - (a) *Bush Fires Act 1954*;
 - (b) *Fire Brigades Act 1942*;
 - (c) *Workplace Health and Safety Act 2020*;
 - (d) *Road Traffic Act 1974*;
 - (e) *Equal Opportunity Act 1984*.
- 1.3 Maintain and actively monitor the following contact methods:
 - a) Mobile phone (both voice and standard message service (SMS)); and

- b) Email; and
 - c) Post.
- 1.4 Maintain currency of personal details (including contact details) by written advice to:
- a) Their brigade Captain and;
 - b) The Shire and;
 - c) DFES (via the DFES Volunteer Hub).
- 1.5 Permit the Shire to provide to DFES and any other party providing supporting systems related to membership and the activities thereof, details of the membership, including but not limited to, personal details, training records and service history.

2. Membership Types

Memberships may be of the following types:

- 2.1 Firefighter – A member of a Bush Fire Brigade who undertakes fire suppression activities. A firefighter will have a rank designation of Firefighter, Lieutenant, Captain and/or Bush Fire Control Officer (including Chief or Deputy); or
- 2.2 Auxiliary – A member who does not undertake fire suppression activities but actively fulfills a defined support role(s) or task(s). A brigade shall, for each auxiliary member:
- (a) Provide assignment of role and justification for it as part of the membership application, subject to the approval of the Shire of Toodyay; and then;
 - (b) Annually, as part of (or accompanying) the Annual General Meeting minutes outline the role and the ongoing justification for that member; and
 - (c) An auxiliary membership shall not be created or maintained where the individual is not undertaking a defined role.

Please note membership does not include “Life Member” recipients – Please refer to *SOP.10 – Awards & Recognition*.

3. Membership Statuses

Memberships may be of the following status:

- 3.1 Current (Active) – A member of a Bush Fire Brigade who is actively undertaking their role consistent with relevant requirements.
- 3.2 Current (Leave of Absence) – A member who has applied for and been approved for, leave for their duties of a temporary nature. Leave of Absences:
- (a) Must be requested and approved via the brigade Captain.
 - (b) Must be reported (including start date) by the Captain to the Shire for recording.
 - (c) Be for a maximum period of 12 months. Extension will be considered on a case-by-case basis by the Shire and may be approved with conditions (for example, re-training or skills confirmation).

- 3.3 Membership statuses listed in 3.1 and 3.2 above may additionally be subject to Probation requirements as set out in *SOP.4 Membership Applications & Onboarding*.

4. Minimum Ongoing Participation

- 4.1 Shire of Toodyay Volunteer Bush Fire Brigade members are required to provide a meaningful contribution to the brigade. This ensures:
- (a) Monetary and administration overheads related to memberships are being appropriately allocated; and
 - (b) Workload and tasks are being shared by members; and
 - (c) Where applicable, training skills and competencies are maintained.
- 4.2 A member shall, as applicable to their role, maintain the following minimum duties/attendances annually (measured as a financial year) as below:
- (a) Firefighters – Minimum of eight (8) recorded attendances of the following:
 - (i) Turnouts to incidents as a brigade member.
 - (ii) Completion of DFES recognised training or documented brigade training or vehicle checks relevant to the role, where such occurrences do not exceed 50% of the of the minimum required attendances.
 - (b) Auxiliary – Completion of assigned task(s) to the satisfaction of the Captain, with a minimum of eight (8) recorded attendances to station.
- 4.3 If extenuating circumstances prevent a member from meeting their Brigade commitments, it is the responsibility of the member to notify the Brigade Captain. In some instances, Leave of Absence requests/application may be appropriate.
- 4.4 Where minimum requirements of 4.2 are not met, a member's Captain may, following assessment of any extenuating circumstances:
- (a) Prohibit a firefighter to attend incidents (or normal duties) until:
 - (i) Member re-trains to the minimum training standard of *SOP.4 – Membership Applications & Onboarding* (Item 2.3); or
 - (ii) The firefighter demonstrates their skill competency, to the Captain's satisfaction.
 - (b) When a member is subject to 4.4a) above, the Captain will provide written advice of the action to the member and the Shire.
- 4.5 Members will be taken as resigned where:
- (a) No attendances are recorded over twelve (12) month period; or
 - (b) Attendances do not meet 50% of the requirement for two consecutive twelve (12) month periods.

ANNEXES

Nil

FORMS

Nil



REFERENCES

SOP.4 – Membership Applications & Onboarding

SOP.6 – Membership Ranks & Roles

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| <i>End SOP.3</i> |
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SOP.4 Membership Applications & Onboarding

| | |
|------------------|--------------------------------------|
| Item Number | SOP.4 |
| Item Subject | Membership Applications & Onboarding |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

The Shire of Toodyay has a responsibility to the Bush Fire Service to ensure that a due diligence process is applied during recruitment to ensure that persons are of suitable character. Likewise the Bush Fire Service has an obligation to give every new member a fair chance to learn and integrate into the service. This SOP outlines the membership application and onboarding process.

PROCEDURE

1. Membership Application Process

- 1.1. A new (prospective) member must be invited by a Brigade Captain to complete the Shire of Toodyay Bush Fire Service Application Form (found on BART). In doing so the prospective member accepts the Shire of Toodyay conditions of membership (*SOP.3 – Membership Requirements*) and provides this form to the relevant Brigade Captain.
- 1.2. Upon (or prior to) receipt of a membership form from the prospective member the Brigade Captain will:
 - (a) Confirm with the applicant that they understand the requirements of the role for which the application applies, as well as the conditions of membership (*SOP.3 – Membership Requirements*); and
 - (b) Advertise the existing brigade membership the name of the prospective member and provide a period of no less than 7 days for the existing members to raise objections or request for discussion; and
 - (c) Consider, but not otherwise be bound by, the outcome of any information received from the brigade membership in when considering endorsing (or not) the membership application. If endorsing:
 - (i) Conduct with the applicant, the Local/Site Induction and document as per the documentation contained as part of the Shire of Toodyay Bush Fire Service Application Form. The Captain may elect to defer this step/item until after completion of Criminal History Check (item 1.3 and determination by the Shire item 1.4 pending completion of the Local/Site Induction).
 - (ii) Provide the endorsed application form to the Shire (CESM), along with evidence of advertising to the brigade (including any received objection responses) and completed and endorsed Local/Site Induction documentation.

- 1.3. A new member must complete a Criminal History Check (governed by *SOP.27 – Criminal History Checks*) – The Shire will initiate this process directly with the applicant.
- 1.4. Final acceptance of the application shall be at the discretion of the Shire of Toodyay.
 - (a) The Shire shall notify both the applicant and Brigade Captain of the outcome. If successful, the onboarding process below shall be followed.

2. Onboarding

- 2.1 The Shire shall:
 - (a) Record completion of the Local/Site Induction in the eAcademy as 'DFES Volunteer Firefighter Induction' (DFES0401) as part of the member's training record.
 - (b) Enrol the member in DFES Work Health and Safety Induction (DFES1081) in the DFES eAcademy.
 - (c) Provide DFES Volunteer Hub/eAcademy access instructions (and relevant details) to the member.
 - (d) Create BART application account and provide access instructions to the member.
 - (e) (Firefighters only) Add the member to the DFES SMS callout list(s) relevant to the membership.
- 2.2 The Captain shall:
 - (a) Assign and introduce a brigade member (or members) of not less than two years of service, as a mentor(s) for the new member, for the duration of the new member's probation period.
 - (i) The Captain is to consult the mentor(s) with any matters relating to Item 3 of this SOP.
 - (b) Ensure that the member has obtained access to the DFES Volunteer Hub/eAcademy and understands how to use it.
 - (c) Ensure that the member has obtained access to the BART application and understands how to use it.
 - (d) Assist with enrolling the member on training courses required for their role – refer to *SOP.6 – Membership Ranks & Roles*.
 - (e) Assist member in ordering PPC/E (See *SOP.11 – Personal Protective Clothing/Equipment*)
- 2.3 The member shall:
 - (a) Complete the DFES Work Health and Safety Induction (DFES1081) online, via the DFES eAcademy within 30 days of membership confirmation notification from the Shire.
 - (b) (Firefighters only) Prior to, and for the purpose of enabling, Operational (Firefighter) duties complete the 'Minimum Training Requirement' of *SOP.6 – Membership Ranks & Roles*, being:
 - (i) Bush Fire Safety Awareness (all current modules); and

- (ii) Firefighting Skills (all current modules, excluding Ropes and Ladders); and
- (iii) AIIMS Awareness.

3. Probation

- 3.1 All new Shire of Toodyay Bush Fire Brigade personnel's membership shall be probationary until:
- (a) The individual can competently and safely undertake their duties without direct supervision to the satisfaction of their Captain.
 - (b) A Captain may not remove a probationary status if:
 - (i) The individual has not met minimum training requirements for the role; or
 - (ii) Less than 12 months have elapsed since completion of minimum training requirements of the role.
 - (iii) The individual has not met the minimum participation requirements of the role (*SOP.3 – Membership Requirements*)
 - (c) During the above period, the Brigade Captain may make application in writing to the Shire (via the CESM) requesting termination of; or additional conditions attached to the personnel's membership sighting any conduct not reflective of this procedure manual.
 - (d) The CEO shall make a determination in regard to the request either:
 - (i) Upholding the request;
 - (ii) Dismissing the request;
 - (iii) Applying another outcome (for example, an extended period of probation, or other restriction of duty) following consultation with the Brigade Captain.
 - (e) The Captain shall advise the Shire (CESM) in writing upon successful completion of probation.

ANNEXES

Nil

FORMS

Shire of Toodyay Bush Fire Service Application Form (BART > Documents)

PPC/E Application Form (Online) (BART>Document)

REFERENCES

SOP.3 – Membership Requirements

SOP.6 – Membership Ranks and Roles

SOP.11 – Personal Protective Clothing/Equipment

SOP.27 – Criminal History Checks

End SOP.4

SOP.5 Membership Rights and Disciplinary Procedures

| | |
|------------------|-----------------------------------------------|
| Item Number | SOP.5 |
| Item Subject | Membership Rights and Disciplinary Procedures |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

All Shire of Toodyay Bush Fire Service personnel are expected to conduct themselves in line with services' Objectives and Values, the requirements of the Shire of Toodyay Bush Fire Operating Procedures and all relevant laws. This SOP outlines the rights of volunteer members and processes members may be subjected to when standards are not demonstrated.

PROCEDURE

1. Rights of a Volunteer Member

- 1.1 The Shire of Toodyay is committed to providing a work environment in which all persons can expect to be treated with respect. It ensures that all individuals uphold State and Federal laws concerning harassment, bullying and discrimination.
- 1.2 A member's ability to contribute shall be considered and reviewed by the Captain to ensure appropriate rank or role tasking is provided in line with the needs of the brigade/service. For example, this could include (but not limited to) where physical ability (or changes over time), make the fulfilment of an existing role no longer possible. In this situation the Captain should engage with the member about other mutually suitable roles/taskings or reasonable adjustment to role/tasking. Knowledge, skillsets, experience and ability must be considered without discrimination to gender, disability, age, race or religion.
- 1.3 A member's membership may not be terminated or have conditions placed on it without the member being given an opportunity to respond to the reason(s) for the action, except where the Shire of Toodyay Bush Fire Operating Procedures specifically states the grounds on which a member 'will be taken to have resigned'
- 1.4 A member may lodge a written objection to the CEO should they consider they have been unfairly dealt with.
- 1.5 In the instance the CEO has a conflict of interest, the CEO shall refer the matter to the CBFCO for determination.
- 1.6 The CEO (or CBFCO) shall consider the objection and resolve it by either:
 - (a) Dismissing the objection; or
 - (b) Revoking or imposing a different decision after consultation with the Brigade Captain

2. Termination of Membership

- 2.1 Membership may be terminated in the following ways:
- (a) The member provides written notification to the Brigade; or
 - (b) Has received two (2) official warnings from the CEO (or CBFCO) for violation of law or the Shire of Toodyay Bush Fire Operating Procedures; or
 - (c) Fails to maintain minimum participation as per *SOP.3 – Membership Requirements* (Item 4.2) or any other part of the Shire of Toodyay Bush Fire Operating Procedures which specifically states the grounds on which a member 'will be taken to have resigned'.
- 2.2 Upon termination of Membership, all property, including PPC/E provided by the Shire will be returned within fourteen (14) days.

3. Suspension of Duties

- 1.1. A member may be suspended from duties where/when:
- (a) An unlawful or unsafe act has been conducted or alleged; and while
 - (b) An investigation is being undertaken to determine appropriate outcomes.
- 1.2. Outcomes may include:
- (a) Termination of Membership; or
 - (b) Restrictions placed of duties of the member; or
 - (c) Further retraining of the member.

ANNEXES

Nil

FORMS

Nil

REFERENCES

SOP.3 – Membership Requirements.

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| <i>End SOP.5</i> |
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SOP.6 Membership Ranks and Roles

| | |
|------------------|----------------------------|
| Item Number | SOP.6 |
| Item Subject | Membership Ranks and Roles |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

To ensure that the Shire of Toodyay Bush Fire Service operates effectively a number of roles are required both legislatively via the *Bush Fires Act 1954* and for other practical purposes. This SOP defines the roles and responsibilities within the service.

PROCEDURE

1. Overview

| | Fire Fighter | Auxiliary | Appointment By/Method | Minimum Requirement |
|------------------------|--------------|-----------|-----------------------|-------------------------|
| CBFCO | ● | | Council/SOP.9 | 1 (only) per LG |
| DCBFCO | ● | | Council/SOP.9 | 1 (minimum) per LG |
| BFCO | ● | | Council/SOP.9 | |
| Captain | ● | | Brigade/SOP.7 | 1 (only) per brigade |
| Lieutenant | ● | | Brigade/SOP.7 | 2 (minimum) per brigade |
| Firefighter | ● | | Brigade/SOP.7 | |
| Secretary | ● | ● | Brigade/SOP.7 | 1 (minimum) per brigade |
| Treasurer | ● | ● | Brigade/SOP.7 | 1 (minimum) per brigade |
| Training Officer | ● | ● | Brigade/SOP.7 | |
| Equipment Officer | ● | ● | Brigade/SOP.7 | |
| Chairperson | ● | ● | Brigade/SOP.7 | |
| Auxiliary (other role) | ● | ● | Brigade/SOP.7 | |

2. Membership Ranks

Memberships may be of the following status:

2.1 CHIEF BUSH FIRE CONTROL OFFICER

2.1.1 Role: The Role of Chief Bush Fire Control Officer (CBFCO) is an appointment by the Shire and is a requirement of the Act. The CBFCO role is the ranking Bush Fire Control Officer and as such plays a key role in liaison and advising the Shire administration. The role requires strong leadership both during active incidents and in promoting the values and standards of the Shire of Toodyay Bush Fire Service.

2.1.2 Duties and Responsibilities:

- During incidents manage the fire resources of the Shire's Bush Fire Service and when necessary, assume the role of the Incident Controller in accordance with State Hazard Plan – Fire.
- Demonstrate positive leadership and mentor other Fire Control Officers, Brigade Captains and members.
- Establish and maintain effective communication with the Shire of Toodyay, FCOs, Brigades, DFES, DBCA, other emergency services and agencies. Participate in stakeholder meetings and exercises.
- Actively provide advice on:
 - Variations to the Restricted Burning Period and Prohibited Burning Period;
 - Declaration of Harvest and Vehicle Movement Bans;
 - Other Local Government controls of The Act.
- Be a member of and attend Shire of Toodyay Bush Fire Advisory Committee meetings.
- Be a member of and attend District Operations Advisory Committee (DOAC).

2.1.3 Applied Skillsets:

- Firefighting experience of 10 years, relevant to the Shire context.
- Leadership Skills including knowledge of managing a volunteer organisation.
- Effective interpersonal skills.
- Knowledge of The Act & Regulations.
- Knowledge of State Hazard Plan Fire.
- Knowledge of Response Plans applicable to the Shire of Toodyay.
- Ability to perform under stressful conditions.
- Commitment to attend additional fire and emergency management training.

2.1.4 Qualifications:

- Bushfire Safety Awareness.
- Firefighting Skills.
- AIIMS Awareness.
- Structural Fire Fighting.
- Advanced Bush Fire Firefighting 2020.
- Crew Leader 2020.
- Machine Supervision.
- Sector Commander.
- AIIMS 2017.
- Incident Controller Level 1.
- Ground Controller.
- Fire Control Officer.
- WAERN Basic & Advanced Radio Use.

2.1.5 Dual Rank Prohibitions:

- Appointment to this role prohibits concurrent appointment to any other rank of Bush Fire Control Officer.

2.2 DEPUTY BUSH FIRE CONTROL OFFICER

2.2.1 Role: The Role of Deputy Chief Bush Fire Control Officer (DCBFCO) is an appointment by the Shire and is a requirement of the Act. DCBFCO appointments are ranked numerically with one (1) being the highest. DBFCOs assist the CBFCO in liaising with and advising the Shire administration. The role requires strong leadership both during active incidents and in promoting the values and standards of the Shire of Toodyay Bush Fire Service.

2.2.2 Duties and Responsibilities:

- During incidents manage the fire resources of the Shire's Bush Fire Service and when necessary, assume the role of the Incident Controller in accordance with State Hazard Plan.
- Demonstrate positive leadership and mentor other Fire Control Officers, Brigade Captains and other members.
- Maintain effective communication with the Shire of Toodyay, FCOs, Brigades, DFES, DBCA, other emergency services and agencies. Participate in stakeholder meetings and exercises.
- Actively provide advice on:
 - Variations to the Restricted Burning Period and Prohibited Burning Period;
 - Declaration of Harvest and Vehicle Movement Bans;
 - Other Local Government controls of The Act.

- Be a member of and attend Shire of Toodyay Bush Fire Advisory Committee meetings.
- Be a proxy to the CBFCO's District Operations Advisory Committee (DOAC) requirements.

2.2.3 Applied Skillsets:

- Firefighting experience of 10 years, relevant to the Shire context.
- Leadership Skills including knowledge of managing a volunteer organisation.
- Effective interpersonal skills.
- Knowledge of The Act & Regulations.
- Knowledge of State Hazard Plan Fire.
- Knowledge of Response Plans applicable to the Shire of Toodyay.
- Ability to perform under stressful conditions.
- Commitment to attend additional fire and emergency management training.

2.2.4 Qualifications:

- Bushfire Safety Awareness.
- Firefighting Skills.
- AIIMS Awareness.
- Structural Fire Fighting.
- Advanced Bush Fire Firefighting 2020.
- Crew Leader 2020.
- Machine Supervision.
- Sector Commander.
- AIIMS 2017.
- Incident Controller Level 1.
- Ground Controller.
- Fire Control Officer.
- WAERN Basic & Advanced Radio Use.

2.2.5 Dual Rank Prohibitions:

- Appointment to this role prohibits concurrent appointment to any other rank of Bush Fire Control Officer.

2.3 BUSH FIRE CONTROL OFFICER

2.3.1 Role: The Role of Bush Fire Control Officer (BFCO) is an appointment by the Shire. BFCOs assist the CBFCO and DBFCOs in the effective coordination of operational incidents. The role requires strong

leadership both during active incidents and in promoting the values and standards of the Shire of Toodyay Bush Fire Service.

2.3.2 Duties and Responsibilities:

- During incidents assume the role of the Incident Controller and manage the resources of the Shire's Bush Fire Service and when necessary.
- Demonstrate positive leadership and mentor other Fire Control Officers, Brigade Captains and other members.
- Maintain effective communication with the Shire of Toodyay, FCOs and Brigades. Participate in stakeholder meetings and exercises.
- Actively provide advice on:
 - Variations to the Restricted Burning Period and Prohibited Burning Period;
 - Declaration of Harvest and Vehicle Movement Bans.

2.3.3 Applied Skillsets:

- Firefighting experience of 8 years, relevant to the Shire context.
- Leadership Skills including knowledge of managing a volunteer organisation.
- Effective interpersonal skills.
- Knowledge of The Act & Regulations.
- Knowledge of Response Plans applicable to the Shire of Toodyay.
- Ability to perform under stressful conditions.
- Commitment to attend additional fire and emergency management training.

2.3.4 Qualifications:

- Bushfire Safety Awareness.
- Firefighting Skills.
- AIIMS Awareness.
- Structural Fire Fighting.
- Advanced Bush Fire Firefighting 2020.
- Crew Leader 2020.
- Machine Supervision.
- Sector Commander.
- AIIMS 2017.
- Incident Controller Level 1.
- Ground Controller.

- Fire Control Officer.
- WAERN Basic & Advanced Radio Use.

2.3.5 Dual Rank Prohibitions:

- Appointment to this role prohibits concurrent appointment to any other rank of Bush Fire Control Officer.

2.4 CAPTAIN

2.4.1 Role: The Role of Captain is the manager of the Bush Fire Brigade. Captains are to provide leadership and ensure their brigade and members are operating with alignment to these SOPs.

2.4.2 Duties and Responsibilities:

- Becomes an Office Bearer of the Brigade.
- Demonstrate positive leadership, integrity and actively mentor Lieutenants and other members.
- Delegate brigade activity tasks to Lieutenants or other functional roles.
- Conduct Brigade briefings, post-incident analyses, and represent the Brigade at various meetings.
- Undertake responsibility for the proper management of brigade assets and reporting faults to the Shire.
- During incidents assume the role of the Incident Controller where an FCO is not present.
- Maintain effective communication with the FCOs and other Brigades. Participate in stakeholder meetings and exercises.
- Presiding member for Brigade meetings (unless delegated by motion of meeting).
- Be a member of and attend Shire of Toodyay Bush Fire Advisory Committee meetings.

2.4.3 Applied Skillsets:

- Firefighting experience of 5 years, relevant to the Shire context.
- Effective interpersonal skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Ability to perform under stressful conditions.
- Commitment to attend additional fire and emergency management training.

2.4.4 Qualifications:

- Bushfire Safety Awareness.
- Firefighting Skills.

- AIIMS Awareness.
- Structural Fire Fighting.
- Advanced Bush Fire Firefighting 2020.
- Crew Leader 2020.
- Machine Supervision.
- Sector Commander.
- WAERN Basic & Advanced Radio Use.

2.4.5 Dual Rank Prohibitions:

- Appointment to this role prohibits concurrent appointment to any other rank of Lieutenant.

2.5 LIEUTENANT

2.5.1 Role: The Role of Lieutenant forms part of the leadership team within the Brigade. A Brigade must appoint a minimum of two (2) Lieutenants. Lieutenant appointments are ranked numerically with one (1) being the highest. Lieutenants assist the Captain in the management of the brigade, with a particular focus on managing crews during rostered periods/incidents.

2.5.2 Duties and Responsibilities:

- Becomes an Office Bearer of the Brigade.
- Support the Captain in the management of the brigade.
- Demonstrate positive leadership, integrity and actively mentor brigade members.
- Delegate appropriate tasks to firefighters.
- Conduct Brigade briefings, post-incident analyses, and represent the Brigade at various meetings.
- Actively manage assigned rostered crew and brigade personnel at incidents.
- Maintain effective communication with the Captain and other Lieutenants. Actively participate in brigade meetings and exercises.
- Act in the role of Captain, during periods of Captain's leave (rank based).
- Be a proxy to the Captain's Shire of Bush Fire Advisory Committee (BFAC) requirements.

2.5.3 Applied Skillsets:

- Firefighting experience of 2 years, relevant to the Shire context.
- Effective interpersonal skills.
- Good Written and Verbal Communication Skills
- Leadership Skills.

- Ability to perform under stressful conditions.
- Commitment to attend additional fire and emergency management training.

2.5.4 Qualifications:

- Bushfire Safety Awareness.
- Firefighting Skills.
- AIIMS Awareness.
- Structural Fire Fighting.
- Advanced Bush Fire Firefighting 2020.
- Crew Leader 2020.
- Machine Supervision.
- WAERN Basic & Advanced Radio Use.

2.5.5 Dual Rank Prohibitions:

- Appointment to this role prohibits concurrent appointment to the rank of Captain or any other rank of Lieutenant.

2.6 FIREFIGHTER

2.6.1 Role: A Firefighter works as a member of a cohesive and cooperative team, under supervision, in a variety of tasks including fire suppression, training and community engagement. It represents the lowest, but critically important, operational rank.

2.6.2 Duties and Responsibilities:

- Work under the direction of Captain, Lieutenant or other senior operational rank.
- Work as a team.
- Attend Brigade briefings, post-incident analyses, and represent the Brigade at various meetings.
- Maintain effective communication with the Captain and Lieutenants.
- Actively participate in brigade meetings and exercises.

2.6.3 Applied Skillsets:

- Teamwork.
- Ability to perform under stressful conditions.
- Commitment to attend additional fire and emergency management training.

2.6.4 Qualifications:

- Bushfire Safety Awareness.
- Firefighting Skills.
- AIIMS Awareness.

2.6.5 Dual Rank Prohibitions:

- Nil

2.7 AUXILLARY

2.7.1 Role: member who does not undertake fire suppression activities but instead actively fulfills a defined support role(s) or task(s) as defined in section 3 of this SOP.

2.7.2 Duties and Responsibilities:

- Work under the direction of Captain (or their delegate), to fulfill the allocated role/task.
- Work as a team.

2.7.3 Applied Skillsets:

- Teamwork.
- Ability to perform under stressful conditions.

2.7.4 Qualifications:

- Commitment to undertake training relevant to the role undertaken.

2.7.5 Dual Rank Prohibitions:

- Cannot be appointed to Firefighter, Lieutenant, Captain or any Rank of BFCO.

3. Membership Roles

3.1 SECRETARY

3.1.1 Role: The role of Secretary is to manage administrative matters of the Brigade. A brigade must appoint this role. The position can be held by an auxiliary member or an operational member of any rank. The role reports to the Captain.

3.1.2 Duties and Responsibilities:

- Becomes an Office Bearer of the Brigade.
- Work under the direction of Captain.
- Maintain up to date distribution list of members.
- Distribute brigade meeting invitations/agendas, in accordance with this procedure manual.
- Prepare meeting agendas and minutes.
- Circulate correspondence from the Shire to members (as requested).
- Document and record all Brigade Correspondence.

3.1.3 Applied Skillsets:

- Effective interpersonal and organisational skills.
- Good written and verbal communication skills, including minute taking.

- Good computer skills.

3.1.4 Qualifications:

- Commitment to undertake training relevant to the role undertaken.

3.1.5 Dual Role Prohibitions:

- Nil

3.2 TREASURER

3.2.1 Role: The role of Treasurer is to manage and report to the membership financial matters of the Brigade. A brigade must appoint this role. The position can be held by an auxiliary member or an operational member of any rank. The role reports to the Captain.

3.2.2 Duties and Responsibilities:

- Becomes an Office Bearer of the Brigade.
- Manage the financial affairs of the Brigade.
- Maintain up to date and accurate financial records.
- Provide & table detailed income and expenditure reports to meetings.

3.2.3 Applied Skillsets:

- Sound understanding of accounting principles.
- Sound computer skills.

3.2.4 Qualifications:

- Commitment to undertake training relevant to the role undertaken.

3.2.5 Dual Role Prohibitions:

- Nil.

3.3 TRAINING OFFICER

3.3.1 Role: The role of Training Officer is to manage and coordinate Brigade level training and to assist members with seeking relevant (approved) DFES or external courses. A brigade may appoint this role. The position can be held by an auxiliary member or an operational member of any rank. The role reports to the Captain. Where this role is not appointed, the Captain assumes responsibility for the brigade's needs of this role function are met/delegated.

3.3.2 Duties and Responsibilities:

- Becomes an Office Bearer of the Brigade.
- Develop, coordinate and promote brigade level training consummate to identified or directed requirements.
- Provide mentoring for members seeking additional training.
- Seek advice/assistance from relevant members, Shire or DFES in training related matters.

- Assist the Captain ensuring that members meet the relevant training requirements of this SOP relevant to their role.

3.3.3 Applied Skillsets:

- Effective interpersonal skills.
- Good written and verbal communication skills.
- Organisation and time management skills.
- Ability to adapt and design training sessions.
- Provide support and guidance to volunteers through continuous learning.

3.3.4 Qualifications:

- Commitment to undertake training relevant to the role undertaken.

3.3.5 Dual Role Prohibitions:

- Nil.

3.4 EQUIPMENT OFFICER

3.4.1 Role: The role of Equipment Officer is to manage equipment of the Brigade and assist members with seeking new or replacement PPE/PPC. A brigade may appoint this role. The position can be held by an auxiliary member or an operational member of any rank. The role reports to the captain. Where this role is not appointed, the Captain assumes responsibility for the brigade's needs of this role function are met/delegated.

3.4.2 Duties and Responsibilities:

- Becomes an Office Bearer of the Brigade.
- Develop, maintain and promote systems to manage the equipment of the Brigade and its members.
- Ensure that Brigade equipment is checked and confirmed as operationally ready.
- Tag-Out and report issues effecting equipment readiness and safety.

3.4.3 Applied Skillsets:

- Effective interpersonal skills.
- Sound knowledge of Brigade equipment and its operation.
- Effective recording and reporting skills.

3.4.4 Qualifications:

- Commitment to undertake training relevant to the role undertaken.

3.4.5 Dual Role Prohibitions:

- Nil.

3.5 Presiding Member

3.5.1 Role: The role of Presiding Member is to officiate brigade meetings.

3.5.2 Duties and Responsibilities:

- Becomes an Office Bearer of the Brigade.
- Work closely with the Captain and Secretary in coordination of meetings.

3.5.3 Applied Skillsets:

- Effective interpersonal skills.
- Sound knowledge of meeting conduct and requirement of this *SOP.7 – Meetings*.
- Effective recording and reporting skills.

3.5.4 Qualifications:

- Commitment to undertake training relevant to the role undertaken.

3.5.5 Dual Role Prohibitions:

- Nil.

3.6 OTHER SUNDRY

Other sundry non-operational roles related to specific (non-operational) tasks may be created by the Captain. Such roles are typically task oriented to provide specific support to Brigade operations and may include, but not limited to:

- Mentor;
- Station Cleaning;
- Gardens/Grounds;
- Appliance Detailing; and
- Recruitment.

Such positions can only be held by an auxiliary member or an operational member of any rank. The role reports to the Captain. Where a tasking is not undertaken by a defined role, - the Captain assumes responsibility for delegation/completion of required tasks.

ANNEXES

Nil

FORMS

Nil

REFERENCES

Nil

End SOP.6

SOP.7 Meetings

| | |
|------------------|--------------|
| Item Number | SOP.7 |
| Item Subject | Meetings |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

Brigade meetings are an important component to a well-functioning Brigade. Meetings allow for election of officers, bottom-up and top-down information flow and the ability to raise and address identified issues. Brigade meetings are an important link to/from the Bush Fire Advisory Committee.

PROCEDURE

1. Ordinary Meetings

- 1.1. A brigade may at any time call an ordinary meeting of its members.
- 1.2. One ordinary meeting shall be held in conjunction with the Annual General meeting.
- 1.3. Ordinary Meetings shall be run in accordance with the requirements of this SOP.

2. Annual General Meeting

- 2.1 Each Brigade shall hold an Annual General Meeting each calendar year by the month of June.
- 2.2 The agenda for an annual general meeting shall include:
 - (a) Reports of office bearer positions;
 - (b) Tabling of financial reports by the Treasurer;
 - (c) Election of office bearer positions for the brigade;
- 2.3 Notice of meeting given under Item 4 of this SOP shall include the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer(s).
- 2.4 Annual General Meetings shall be run in accordance with the requirements of this SOP.

3. Special Meeting

- 3.1 A Brigade may at any time call a Special Meeting of its members.
- 3.2 Special Meetings shall be run in accordance with the requirements of this SOP.

4. Notice of Meetings

- 4.1 Notice of a meeting in this section shall:
 - (a) Be given by the Secretary; to
 - (b) Each member of the Brigade;

- (c) At a period prior to the commencement of the meeting no less than applicable in item 4.2 below;
- (d) Using any one (1) or more contact methods as per *SOP.3 – Membership Requirements* (Item 1.3); and
- (e) State the date, time and place, and agenda of the meeting.

4.2 Minimum Meeting Notice Periods:

- (a) Ordinary Meeting – fourteen (14) days;
- (b) Annual General Meeting – fourteen (14) days;
- (c) Special Meeting – three (3) days; except
 - (i) Where Election of Office Bearer(s) is an agenda item, in which case the period shall be fourteen (14) days.

5. Presiding Member (Chairperson)

5.1 All meetings covered by this SOP shall have an identified Presiding Member:

- (a) If previously elected (*See SOP 6 – Item 3.5*), the Presiding Member shall Chair the meeting;
- (b) If the Presiding Member is not present (or not elected), the Captain will chair the meeting;
- (c) If the Presiding Member is not present (or not elected) and the Captain is not present, the highest-ranking lieutenant shall chair the meeting.

6. Quorum

6.1 Business may only be transacted at a meeting where:

- (a) A suitable Chairperson is present as per item 5.4 above; and
- (b) At least eight (8) or 50% of eligible membership is present (whichever is less); including
- (c) At least two (2) Brigade Office Bearer members of the brigade are present.
- (d) For the purpose of 6.1(b) above, eligible membership is defined as:
 - (ii) Brigade Office Bearers; and
 - (iii) Firefighters.

7. Voting

7.1 Only eligible membership (as defined in 6.1d) above) shall be entitled to vote at meetings, except where:

- (a) The eligible membership, by majority vote, determine the item of business to be open to all brigade members present.

7.2 In the event of an equality of votes, the presiding member shall cast an additional, deciding vote.

7.3 A member entitled to vote, shall be entitled to only one vote even if they hold multiple brigade rank/roles.

7.4 Conflict of Interest: A member is required to abstain from voting where there is a real or perceived conflict of interest.

- (a) The decision to abstain may be made, and announced, by the member themselves or the presiding member.
 - (b) This requirement does not apply to an item at an Annual General Meeting or other meeting, where election of a brigade rank or role is being determined.
- 7.5 Contested Rank/Role Elections: Where there is more than one candidate for a rank/role a formal secret ballot shall be held.
- (a) The ballot shall be officiated by an invited Fire Control Officer; or
 - (b) Where there is no invited Fire Control Officer in attendance, by the presiding Member.
- 7.6 Voting by eligible membership not present at a meeting will not be permitted.

8. Brigade Elections (of Office Bearers)

- 8.1 Election of Office Bearers will be determined:
- (a) Each year at the Annual General Meeting (for all ranks/roles); or
 - (b) At an Ordinary or Special meeting, when a required rank or role becomes vacant which does not align with the Annual General Meeting.
- 8.2 The notice of meeting will, as applicable, call for nominations for each role.
- 8.3 Nominations:
- (a) Must be seconded by an eligible member (as defined in 6.1.(d) above); and
 - (b) Should be notified in writing to the brigade secretary no less than seven (7) days prior to the meeting.
 - (c) Where no nominations (or in the case of Lieutenants, an insufficient number of nominations) for a rank role have not been received prior to the commencement of the meeting, the Presiding Member (noting item 8.4) shall call for nominations and seconders at the meeting.
- 8.4 At the meeting, the highest-ranking Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer will assume (act in) the Presiding Member function for the purpose of conducting the elections.
- (a) The Acting Presiding Member will commence by declaring all positions vacant.
- 8.5 The Captain role will be the first position decided.
- 8.6 Prior to the election of Lieutenants the meeting shall decide, by majority vote, to:
- (a) Award Lieutenant rankings (in ascending order) by majority vote(s); or
 - (b) Authorise the Captain to decide rank.
 - (i) Where the Captain does not advise rank decision at/to the meeting, the determination will be included as an addendum to the minutes.

9. Minutes

- 9.1 All meetings covered by this SOP shall be recorded by way of formal minutes. The minutes shall:
- (a) Include a record of attendees, apologies and guests;
 - (b) Copies of reports tabled/given;
 - (c) Record of outcomes or decisions made;
 - (d) Be distributed to all members and the Shire no later than twenty-one (21) days after the meeting;
 - (e) Minutes are to be confirmed. The minutes of a previously held meeting will be presented for confirmation at a subsequent meeting as below:
 - (i) Ordinary Meeting – At then next ordinary meeting following the distribution timeline in 9.1.(d).
 - (ii) Special Meeting – At then next ordinary meeting following the distribution timeline in 9.1.(d).
 - (iii) Annual General Meeting – At the next Annual General Meeting.

ANNEXES

Nil

FORMS

Nil

REFERENCES

SOP.3 – Membership Requirements

SOP.6 – Membership Ranks & Roles

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| <i>End SOP.7</i> |
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SOP.8 Brigade Financial Controls

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| Item Number | SOP.8 |
| Item Subject | Brigade Financial Controls |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

This SOP highlights the minimum controls which shall be applied in management of the Brigades finances.

PROCEDURE

1. Accounts Held

- 1.1. The Brigade must report and disclose in the minutes of each Annual General Meeting, each account and with which financial institution it will be held for the ensuring financial year.
- 1.2. The Brigade must appoint and maintain a minimum of (2) and maximum of (3) Office Bearers as account signatories for all accounts held. This will include the Captain and Treasurer.
- 1.3. Account, creation, closure or other change to an account must be authorised by majority vote at an Ordinary or Special Meeting of the Brigade.
- 1.4. Transactions:
 - (a) Any expenditure (withdrawal) must be authorised in writing by a minimum of two signatories (as defined in 1.2) and;
 - (b) The Treasurer will record and reconcile all income and expenditure to Brigade accounts and maintain record of relevant supporting records (invoices, statements etc).

2. Financial Reports

- 2.1 The Treasurer will prepare for each Ordinary Meeting, a financial report including all income and expenditure for the period from the last Ordinary meeting.
- 2.2 The Treasurer will prepare for each Annual General Meeting, a financial report including all income and expenditure for the period from the last Annual General Meeting.

3. Audit Controls

- 3.1 The Shire, either directly, or by an appointed accredited third party, reserves the right to audit brigade finances.

ANNEXES

Nil



FORMS

Nil

REFERENCES

Nil

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| <i>End SOP.8</i> |
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SOP.9 Appointment of Bush Fire Control Officers

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| Item Number | SOP.9 |
| Item Subject | Appointment of Bush Fire Control Officers |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

Under the *Bush Fires Act 1954* the Shire is responsible for appointment of Bush Fire Control Officers. Bush Fire Control Officers are given special powers under the Act, and it is therefore important it has a robust appointment process. This process is outlined in this SOP.

PROCEDURE

1. Nomination of Fire Control Officer Candidates (to BFAC)

- 1.1. Nominations for appointment for FCO must come from:
 - (a) A brigade AGM, Ordinary or Special meeting where the nomination is made in writing and received by the brigade secretary seven (7) days prior to the meeting and the nomination achieves a simple majority proxy in a formal secret ballot and the CBFCO, DCBFCO or CEO (or their delegate) is present; or
 - (b) A member of BFAC; or
 - (c) Self-nomination of a current FCO.
- 1.2. All nominations must be formally received in writing to the Executive Officer of The Bush Fire Advisory Committee a minimum of twenty-one (21) days prior to the August BFAC.
- 1.3. All nominees must be a registered member of one (or more) of the following services (twenty-one) 21 days prior to the August BFAC:
 - (a) Bushfire Brigade of the Shire of Toodyay (as per *SOP.4 – Membership Applications & Onboarding*); or
 - (b) A registered DFES Brigade with operational responsibilities within the Shire of Toodyay.
- 1.4. All nominations should indicate acceptance, or non-acceptance, if nominated, for Chief or Deputy Roles. No indication will be deemed as non-acceptance.
- 1.5. A nomination acceptance from a non-appointed FCO (i.e. new nomination), shall include a cover letter indicating:
 - (a) Their reason for seeking the role; and
 - (b) The qualities they bring to the role; and
 - (c) Their capacity to carry out such duties.

- 1.6. The CEO, within their delegated authority from Council, will appoint FCO to such staff or contractors who require it for their roles without need to nominate via BFAC.

2. Guiding Principles for BFAC Recommendations to Council

- 2.1 During the process 3.1-3.5, each nominated candidate nominated for recommendation by the committee should be done so in an individual recommendation to ensure each candidate is assessed on their merit alone.
- 2.2 In making nominations, BFAC should consider what is an appropriate number of BFCOs for the Shire including the following factors:
 - (a) Shift coverage and redundancy (for leave); and
 - (b) Ability to retain skills by frequent opportunity to manage incidents; and
 - (c) Previous Council Resolution (300/10/14), which provides guidance that the appropriate maximum number of BFCOs for incident management purposes is eleven (11).

3. Recommendation of Nomination (to Council)

- 3.1 The Shire shall prepare a report for the consideration of BFAC which will:
 - (a) Include all nominations received in line with Item 1.1 above including acceptance or non-acceptance of any potential CBFCO or DCBFCO nominations.
 - (b) Include a summary of training in line with the requirements of *SOP.6 – Membership Ranks and Roles* Items 2.1.4, 2.2.4 and 2.3.4.
 - (c) Include a history of FCO role related turnout activity related to current, re-nominated FCOs.
 - (d) Include acknowledgment of any discrepancy of a candidate with any requirement of *SOP.6 – Membership Ranks and Roles* Items 2.1, 2.2 and 2.3.
 - (e) Include any other information which may be considered pertinent to the assessment of the nomination, for example, (but not limited to), cover letters of new applicants.
 - (f) Be circulated to BFAC members no less than fourteen (14) days prior to the August meeting with the agenda.
- 3.2 Recommending CBFCO to Council: At each August BFAC, the Chair shall call for nominations for the position of CBFCO.
 - (a) The nomination shall:
 - (i) Come from the pool of candidates nominated in Item 1 of this SOP; and
 - (ii) Relate to a candidate who has expressed acceptance of nomination for the CBFCO role; and
 - (iii) Require a mover; and
 - (iv) Require a seconder.
 - (b) In the event there is more than one nomination for the role. The nominations will form BFAC Recommendation and Alternate BFAC

- Recommendation(s) to be voted on sequentially until a Recommendation is passed by the committee.
- (c) If all recommendations fail, the Shire shall prepare an Officer's Recommendation for the consideration of Council with respect to the appointment of the CBFCO role.
- 3.3 Recommending DCBFCO1 to Council: At each August BFAC, the Chair shall call for nominations for the position of DCBFCO1.
- (a) The nomination shall:
 - (i) Come from the pool of candidates nominated in Item 1 of this SOP; and
 - (ii) Relate to a candidate who has expressed acceptance of nomination for the DCBFCO role; and
 - (iii) Not be for an individual already recommended by BFAC (to Council) for a higher rank; and
 - (iv) Require a mover; and
 - (v) Require a seconder.
 - (b) In the event there is more than one nomination for the role. The nominations will form BFAC Recommendation and Alternate BFAC Recommendation(s) to be voted on sequentially until a Recommendation is passed by the committee.
 - (c) If all recommendations (of 3.3) fail, the Shire shall prepare an Officer's Recommendation for the consideration of Council with respect to the appointment of the DCBFCO1 role.
- 3.4 Additional DCBFCOs: The committee may subsequently determine the need for an additional ranked DCBFCO. Once the need is determined by simple majority, the process of Item 3.3 is repeated, indexing the ranking by one. This item (3.4) may be repeated while the Committee's desire for additional ranked DCBFCOs is sustained.
- 3.5 Additional (non-ranked) BFCOs: The committee may subsequently determine the need for an additional BFCOs. Once the need is determined by simple majority, the Chair shall call for nominations for the positions of BFCO.
- (a) The nomination shall:
 - (i) Come from the pool of candidates nominated in Item 1 of this SOP; and
 - (ii) Require a mover; and
 - (iii) Require a seconder.
 - (b) In the event there is more than one nomination for BFCO. The nominations will form multiple individual BFAC Recommendations to be voted on.

ANNEXES

Nil

FORMS

Nil

SOP.9 Appointment of Bush Fire Control Officers

BUSH FIRE SERVICE Standard Operating Procedures



REFERENCES

SOP.4 – Membership Application and Ranks & Onboarding

SOP.6 – Membership Ranks & Roles

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| <i>End SOP.9</i> |
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SOP.10 Rewards and Recognition

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| Item Number | SOP.10 |
| Item Subject | Rewards and Recognition |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

The valuable contribution of emergency services volunteers requires acknowledgment. Recognition may take many forms, from the Brigade-level acknowledgment to state and federal awards. This SOP outlines the qualification, application and awarding process for the most common methods of recognition.

PROCEDURE

1. Life Membership

Contrary to its title, Life Membership does not constitute membership of a Brigade. It is a title awarded to show gratitude from the Brigade to a long or exceptional serving member. Life Membership recipients become alumni of the Brigade, with the expectation that the Brigade will extend invitations to special events and functions, such as medal presentation, service recognition events or special social function as held from time to time.

- 1.1. A brigade may consider Life Membership for one of its members at the time they:
 - (a) Resign their membership¹; or
 - (b) Are no longer active as per the *SOP.3 – Membership Requirements* (Item 4.2)¹.
- 1.2. Life membership should be considered where the individual has provided exceptional contribution in their service Brigade and must be considered by the membership on merit and be passed by the membership at an Ordinary or Special meeting of the Brigade.
- 1.3. The Shire may, either directly or at request of a Brigade Captain, withdraw the Life Membership recognition of an individual if past or subsequent behaviours are deemed unfitting of the Objective and Values of the Bush Fire Service.

2. DFES (State/Federal Program)

DFES coordinate a long service recognition scheme including for Bush Fire Service. DFES also manage the applications for the National Service Medal for Western Australia in coordination with the federal issuing body. The Shire encourages its Brigades and

¹ Life Membership recognition awarded to existing, current members prior to the initial publishing of this SOP will be honoured under grandfathering arrangements.

members to access these schemes where eligible. Application and approval processes apply. Applications and approvals shall consider the following requirements:

- 2.1 Shire of Toodyay Bush Fire Service personnel become eligible for the following DFES Long Service awards, at the following time periods:
 - (a) Bush Fire Service Medallion (5 Years service);
 - (b) Bush Fire Brigade Medal (10 Years service);
 - (c) Clasps to the Bush Fire Brigade Medal (each subsequent 5-year active service period).
- 2.2 Additionally, active Fire Fighting personnel of Shire of Toodyay Bush Fire Service personnel become eligible for the following federal Long Service awards, at the following time periods:
 - a) National Medal (15 Years active firefighter service);
 - b) Clasps to the National Medal (each subsequent 10-year active firefighter service period).
- 2.3 Applications for Long Service Awards and Medals can be made throughout the year via the online DFES Reward and Recognition System.
- 2.4 Applications may be made by either:
 - (a) The member; or
 - (b) A member's Captain; or
 - (c) The Shire.
- 2.5 Applications will be referred for approval by either the member's Captain, or the Shire (CESM)
- 2.6 Applications may only be made where the period of service being claimed can genuinely be attributed as active service. Applicants and approvers shall consider the service in line with *SOP.3 – Membership Requirements* (Item 4.2).

3. Brigade Awards

- 3.1 Brigades may recognise service of one of its members by way of an award provided:
 - (a) The award is for service inline with the Objectives and Values of *SOP.1 – Objectives & Values*;
 - (b) The decision to award is either:
 - (i) By the Captain; or
 - (ii) Majority vote of membership present at an Ordinary Meeting.

4. Other Awards

Other awards may be considered on a case-by-case basis and should be applied for and endorsed at the appropriate level, depending on the nature of the award.

ANNEXES

Nil

FORMS

DFES Volunteer Hub (www.volunteerhub.dfes.wa.gov.au) > Awards

REFERENCES

SOP.3 – Membership Requirements

End SOP.10

SOP.11 Personal Protective Clothing/Equipment

| | |
|------------------|----------------------------------------|
| Item Number | SOP.11 |
| Item Subject | Personal Protective Clothing/Equipment |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

Emergency service response is an intrinsically hazardous undertaking, with limited capacity to manage hazards in workplaces which are ordinarily not under Shire control, and dynamic by nature. Therefore, Personal Protective Clothing and Personal Protective Equipment (PPC/E) must always be utilised to supplement and augment other means of hazard control to further minimise risk of injury, particularly where other hazard control measures are not feasible or cannot be implemented immediately.

The WHS Act 2020 establishes the obligation of the employer to provide PPC/E where it is not practical to avoid the presence of hazards in the workplace. Members of the Shire of Toodyay Bush Fire Service whether, employed or volunteer, are considered equal under the legislation.

To ensure that the Shire of Toodyay Bush Fire Service operates safely and effectively it is a requirement of members to ensure they obtain, maintain and don PPC/E appropriate to their role/tasking.

PROCEDURE

1. Principles

- 1.1 All members must request, and maintain, to a serviceable standard, all items (including accessories) listed as 'Essential Issue' for their membership type and any 'Optional Issue' items issued (see table in Section 2).
- 1.2 All PPC/E issued remains the property of the Shire of Toodyay and must be returned in full upon cessation of membership or membership role change no longer necessitating items.
- 1.3 All PPC/E issued is for the expressed purpose of brigade activities only. Use mutually exclusive to brigade activities is not permitted.
- 1.4 Self-Supply or substitution of any 'Essential Issue' items (see table in Section 2) must not occur without expressed written permission of the Shire of Toodyay. This ensures that correct specifications/standards are maintained.
- 1.5 Additional items of non-personal issue PPC/E will be required for certain tasks and must be donned where required, for example, high-vis vests, disposable gloves, safety glasses. Other SOPs within this document, may mandate use of PPC/E not covered in this SOP and must be followed.

2. Issue/Entitlement

| | | Head | | | | | | Body/Arms | | | Legs/Feet | | | Misc. |
|-------------|-----------------------|---------------------------------------|------------------------|---------------------|-------------------------------------------|---------------------------|----------------|---------------------------------------|--------------------------------|----------------|----------------------------------|-----------------------------------|--------------|---------|
| | | Helmet (Wide Brim Kevlar, AS/NZS1801, | Googles (AS/NZS1337.1) | Torch (Helmet Clip) | Respirator (Full Face, 2xSets of Filters, | Flash Hood (ISO9001:2015) | Brimmed Hat | Tunic (Level 1, AS/NZ 4824, with Name | Gloves (Level 1, AS/NZS2161.6) | T-Shirt | Trousers (Level 1, Belt, Buckle) | Boots (AS/NZS 4821:2014, Lace Zip | Socks (pair) | Kit Bag |
| Firefighter | Essential Issue (Qty) | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | | | |
| | Optional Issue (Qty) | | | | 1 | | 1 ¹ | | | 1 ¹ | | | 1 | |
| Auxiliary | Essential Issue (Qty) | | | | | 1 | | | | | 1 | | | |
| | Optional Issue (Qty) | | | | | | | | 2 | 1 | | | | |

¹ Second set eligible upon completion of membership probation. Supports washing requirement downtime of primary set. NB: Second name badge, belt and buckle not eligible.

3. Operational Donning

| | Head | | | | | | Body/Arms | | | Legs/Feet | | |
|------------------------------------------------|---------------------------------------|------------------------|---------------------|-------------------------------------------|---------------------------|----------------|---------------------------------------|--------------------------------|----------------|----------------------------------|-----------------------------------|-------|
| | Helmet (Wide Brim Kevlar, AS/NZS1801, | Googles (AS/NZS1337.1) | Torch (Helmet Clip) | Respirator (Full Face, 2xSets of Filters, | Flash Hood (ISO9001:2015) | Brimmed Hat | Tunic (Level 1, AS/NZ 4824, with Name | Gloves (Level 1, AS/NZS2161.6) | T-Shirt | Trousers (Level 1, Belt, Buckle) | Boots (AS/NZS 4821:2014, Lace Zip | Socks |
| Fire Ground | ✓ | ✓ | ✓ | ✓ ¹ | ○ ¹ | ✓ ¹ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| On Station (indoors Vehicle Bay) | | | | | | | | ✓ ¹ | ✓ ² | ✓ ² | ✓ ² | |
| On Station (outdoors) | | | | | | ✓ ¹ | | ✓ ¹ | ✓ ² | ✓ ² | ✓ ² | |
| On Station (indoors Facilities Section) | Suitable Attire, Closed in Shoes | | | | | | | | | | | |

○ = Optional Item.

¹ Donned as required suitable to task.

² Non-issue substitute consummate to task acceptable.

4. Care/Cleaning/Maintenance

- 4.1 All items of PPC/E are to inspected post use for serviceability. This ensures items are free of defects, unreasonable wear and tear and appropriate consumables/spares are available at next use.
- 4.2 All items of PPC/E must be regularly cleaned to prevent buildup of carcinogens present in smoke (including bushfire smoke), limiting future contact with skin.
 - 4.1.1 Fabric items should be machine washed.
 - 4.1.2 Respiratory Protective Equipment post use cleaning procedure must be followed after each wear.

- 4.1.3 Non-fabric items should be regularly decontaminated using a damp cloth/fire wipes.
- 4.3 Storage environment of PPC/E shall endeavour to protect PPE from harmful environments which may reduce the items serviceability/level of protection to wearer.

ANNEXES

Nil

FORMS

Shire of Toodyay Bush Fire Service Application Form (BART > Documents)

PPC/E Application Form (Online) (BART>Documents)

REFERENCES

SOP.12 – Diesel Particulate Management

| |
|-------------------|
| <i>End SOP.11</i> |
|-------------------|

SOP.12 Diesel Particulate Management

| | |
|------------------|-------------------------------|
| Item Number | SOP.12 |
| Item Subject | Diesel Particulate Management |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

Operation of diesel combustion engines produce emissions which can be harmful to health. This can be via inhalation of emissions or secondary contact of settled particulate matter on surfaces, such as clothing which then comes into contact with skin. The impacts of diesel particulate matter (DPM) are most prominent in enclosed spaces (station appliance bays). This SOP contains administrative controls (procedures) designed to reduce density and accumulation of (DPM) and associated health effects.

An engine for the purpose of this SOP includes both the appliance engine and the appliance pump set engine or auxiliary engine.

PROCEDURE

1. Principals

- 1.1 **Ventilation:** Multiple external appliance bay doors shall be opened during the operation of engines. For stations featuring drive through appliance bays, this will include at least the door in front and the door behind the appliance with the engine in operation. For stations featuring single access bay, this will include, as a minimum, the door in front and any doors adjacent to the appliance with the engine in operation.
- 1.2 **Adjacent Functional Areas:** Doors connecting functional areas adjacent to any part of the appliance room (for instance, storerooms, change rooms and respiratory cleaning rooms) shall be closed during the operation of engines. It is best practice to leave such doors closed as a default position, such that the station is prepared for returning (entering) vehicles.
- 1.3 **Appliance Cabins:** Standard stowage of appliances in appliance bays shall have windows in a fully up position to prevent accumulation of DPM in cabins. This also assists as a barrier to vermin and other pests gaining entry.
- 1.4 **Personal Protective Clothing/Equipment (PPC/E):**
 - (a) Storage of:

PPC/E shall not be stored directly in an appliance bay area without a physical barrier to ensure DPM does not settle on such items. Controls may vary between stations. Examples of acceptable controls are:

 - Storage of PPC/E in designated room/area separated by a closed door.
 - Storage of PPC/E in enclosed cabinets/lockers.

- Storage of PPC/E in kit bags.

Personal items of clothing doffed during donning of PPE shall be stored in the place of the donned PPC/E via an acceptable method above.

- (b) Use of:

Personal protective equipment (for example gloves) shall be worn when interacting with surfaces or equipment (for example exposed appliance surfaces/equipment, or appliance bay stored foam containers) which has not been cleaned.

- 1.5 **Catering Equipment:** Catering equipment (for example barbeques) shall have a physical barrier to ensure DPM does not settle on the food contact surface.
- 1.6 **Cleaning:** Operational surfaces, such as bench tops without a physical barrier to DPM, chairs should be cleaned regularly or cleaned before use.

ANNEXES

Nil

FORMS

Nil

REFERENCES

Nil.

Shire of Toodyay Bush Local (Site) Induction Guide (BART > Documents)End SOP.12

SOP.13 Driving General

| | |
|------------------|-----------------|
| Item Number | SOP.13 |
| Item Subject | Driving General |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

Driving vehicles as part of your duties imposes additional responsibilities on the driver and Crew Leader if present. Drivers and Crew Leaders are accountable for the use, operation, security and maintenance of their vehicles and the adherence to procedures in the event of an accident.

SOP.14 – Respond Under Emergency Conditions provides drivers with additional guidance when responding to incidents under emergency conditions.

PROCEDURE

1. Principles

- 1.1 Drivers must follow the principles and requirements of this, and associated, SOPs. 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.
- 1.2 Drivers must, in the first instance ensure the safety of the crew and the public when responding to an incident, and secondly endeavour to arrive at the incident as soon as practicable.

2. Licensing Requirements

- 2.1 Personnel are to hold a current license, considering any license conditions and restrictions, indicating qualification to drive the equivalent class of vehicle.

3. Provisional Driver's License

- 3.1 Provisional (P plate) driver's licence holders are bound by the following restrictions when driving any Bush Fire Service operational vehicles. Provisional driver's licence holders must:
 - (a) Not drive as part of operational incidents; and
 - (b) Not drive off a formed roadway where four-wheel drive is required; and
 - (c) Display 'P' plates while driving; and
 - (d) Follow any restriction of their provisional license.

4. Learner's Permit

- 4.1 Learner's permit holders are only allowed to drive Shire Bush Fire Service vehicles where:
 - (a) The permit is applicable to the class of vehicle being driven; and
 - (b) 'L' plates are displayed; and

- (c) A Shire Bush Fire Service Member, who meets the requirements of this SOP for the appliance being driven is supervising; and
- (d) The scenario is of non-operational (incident) nature; and
- (e) Not drive off a formed roadway where four-wheel drive is required; and
- (f) Operational (turn out) requirements of the service can be met (i.e. swapping of crew); and
- (g) The purpose of seeking the licence is:
 - (i) for the purpose of the member's Bush Fire Service role; and
 - (ii) the member has been approved by both the Captain and the Shire.

5. Traffic Infringements and Loss of Driver's Licence

- 5.1 If any Shire Bushfire Service personnel lose their licence (suspended, disqualified or cancelled), or are aware of an impending loss or restriction of licence, they must report the matter to their Captain and the Shire within fourteen (14) days. Members who lose their licence will not undertake driving duties until their licence has been reinstated.
- 5.2 Extraordinary (E Plate) Driver's Licence Holders will not undertake driving duties until their licence has been re-instated.
- 5.3 Personnel are directly personally responsible for any traffic infringement(s) issued.

6. Training & Endorsement Requirements

- 6.1 Further to Item 2 of this SOP, drivers of Shire Bush Fire Service vehicles will be deemed competent in relevant training endorsements in order to operate such vehicles in the following relevant contexts:
 - 6.1.1 **Normal Road Conditions** – Common usage context: training, appliance makeup, non-emergency condition response to incidents.
Training/Endorsement Requirement:
 - DFES Drive Operate Appliance (DOA) for relevant vehicle type being driven.
 - 6.1.2 **Emergency Conditions** – Common usage context 'Fire Call' (lights/sirens) response to an incident (see also *SOP.14 – Respond Under Emergency Conditions*).
Training/Endorsement Requirement:
 - DFES Drive Operate Appliance (DOA) for relevant vehicle type being driven; and
 - DFES On-Road Driving (DFES0470)².*Future recommended Training:*
 - DFES Emergency Driving (DFES1028)³

² Acceptable alternative DFES1050 (externally provided, DFES recognised competency PUAVEH001).

³ Due to identified challenges in training delivery capacity, this is a recommendation with view of becoming mandatory at a yet to be determined future date.

- 6.1.3 **Off-Road** – Any off-road situation requiring the use of four-wheel drive (see also *SOP.15 – Off Road Driving*)

Training/Endorsement Requirement:

- DFES Drive Operate Appliance (DOA) for relevant vehicle type being driven; and
- DFES On-Road Driving (DFES0470)²; and
- DFES Off-Road Driving (DFES0470)^{4,5}.

7. Driving Standards

7.1 Drivers of vehicles are subject to all regulations and laws detailed in WA Road Traffic Legislation. Additionally, all drivers of Shire Bush Fire Service vehicles, are to adhere to the following driving standards as stipulated below:

7.1.1 **Fatigue** – Drivers should avoid driving between midnight and 0600hrs (excluding operational requirements), or when the driver has been awake for seventeen (17) hours or more. When driving for extended periods, drivers should take a 10-minute break every two hours. Where extended driving time is required, drivers are to plan realistic driving schedules including an overnight stay where necessary.

7.1.2 **Medical Conditions** – Drivers must notify both their Captain and the Shire in writing of any medical condition that could affect their driving ability. Drivers with a medical condition and/or who are taking any medication that may affect their ability to drive, must notify the Department of Transport.

7.1.3 **Smoking** – Smoking is not permitted within any Shire of Toodyay vehicles.

7.1.4 **Headlights On** – Drivers are to ensure that vehicles are driven with headlights on at all times.

7.1.5 **Faults** – Vehicle faults are to be reported to, Brigade Captain, Equipment Officer (if appointed) and the Shire for rectification. See also *SOP.17 – Fault Reporting (including Tag Out Procedures)*.

7.1.6 **Traffic Crash** – The following actions shall be undertaken if involved in a traffic accident:

- Stop immediately and give assistance to anyone who has been injured.
- Do not admit liability.
- Inform DFES Comcen and Incident Control (phone preferred) if on operational incident.
- Provide Name, Shire address to owner/driver of other vehicle or property involved.
- Obtain Name and address of other vehicle or property involved.

⁴ Acceptable alternative DFES1061 (externally provided, DFES recognized competency TLIC2023/5).

⁵ Due to identified challenges in training delivery capacity, this requirement has a transitional period ending 30 June 30.

- Document (photograph) the scene.
- Report to Police if; a person has been injured or combined damage exceeds \$3,000.
- Report to Shire and assist with additional reporting.

7.1.7 **Cleanliness** – Vehicles are to be kept clean and tidy both internally and externally at all times, or as soon as practical following operational fatigue management has been addressed.

7.1.8 **Vehicle Crewing** – Vehicles may only be crewed by the number of personal for which the vehicle is designed/licenced. Fire ground use of vehicles will be reduced based on supply of critical equipment if per-seat allocation is less (i.e. Light Tanker becomes maximum two crew due to availability of in-cab-air and burn over blankets).

7.1.9 **Travelling on the Outside of Vehicles** – Personnel are only to ride on the outside of vehicles when the vehicle is specifically designed for that purpose and only when engaged in direct firefighting activities.

7.1.10 **Reversing** – Drivers of vehicles are to be assisted by crew members at all times as described in the DFES On-Road Driving Student Resource, who shall assist reversing movements while ensuring the surface is appropriate for the vehicle. Where assistance is not available or practicable, the driver shall take all reasonable precautions to ensure the rear of the vehicle is clear before reversing.

7.1.11 **Auxiliary Braking System (Retarders):** Drivers must be aware of auxiliary braking system(s) applicable to their appliance, how they operate and consider their use. Systems can include (but not limited to) exhaust brakes, hydraulic drive line retarders. Incorrect use of retarders could result in drive wheel skidding and loss of control of the vehicle if not utilised correctly. Factors to consider are loose or slippery (wet) surfaces, load carried (unloaded), vehicle attitude (cornering). Engagement of or setting of auxiliary braking system(s) must be adjusted to situation. Drivers should complete the DFES eAcademy online training: *Auxiliary - Retarder Braking Systems*.

7.1.12 **Use of Vehicles** – The following table provides relevant permission authority for any use of vehicle.

| | |
|---------------------------------------------------------------------------------|-------------------------------------------------|
| Incident | DFES Comcen, Shire (CESM, CBFCO, DCBFCO) |
| Makeup/Vehicle Checks | Brigades Captain or delegate (duty Crew Leader) |
| Training <i>(incl. familiarisation, drills, excludes use of fire)</i> | Brigade Captain |
| Controlled Burning | Shire (CESM, CBFCO, DCBFCO) |

| | |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Other Non-operational Use | Fire Support Vehicles: By allocated driver, within Shire where available for incident response. Combat Appliances: Shire (CESM, CBFCO, DCBFCO) |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|

ANNEXES

Nil

FORMS

Nil

REFERENCES

SOP.14 – Respond Under Emergency Conditions

SOP.17 – Fault Reporting (Including Tag Out Procedure)

DFES On-Road Driving Student Resource (via eAcademy)

Shire of Toodyay Bush Fire Service Driver’s Licence Upgrade Process (BART>Documents)

eAcademy: Auxiliary - Retarder Braking Systems online course

| |
|-------------------|
| <i>End SOP.13</i> |
|-------------------|

SOP.14 Respond Under Emergency Conditions

| | |
|------------------|------------------------------------|
| Item Number | SOP.14 |
| Item Subject | Respond Under Emergency Conditions |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

Emergency vehicles are used to respond to an urgent situation. If a vehicle is approved as an emergency vehicle, and the driver is trained to the required standards, then that person is exempt from certain road laws within the Road Traffic Code 2000 when responding to an emergency.

The *Road Traffic Act (RTA) 1974* and *Road Traffic Code (RTC) 2000* provide drivers of emergency vehicles, responding under emergency conditions with a defence (exemption) against certain driving offences. Whilst the RTA and RTC may provide 'lawful authority', The Shire of Toodyay, in line with DFES standards, places additional controls on drivers when responding under emergency conditions. This SOP is designed to align with DFES requirements for consistency among services and alignment with training. This SOP therefore should be reviewed, at a minimum, in line with DFES amendments to DFES SOP 3.3.1.

PROCEDURE

1. Qualification Requirements

Drivers of emergency vehicles responding under emergency conditions (red and/or blue emergency beacons and/or sirens) must:

- 1.1 Hold a current driver's license indicating qualification to drive the equivalent class of vehicle; and
- 1.2 Have undertaken a DFES approved driving course(s) (see *SOP.13 – Driving General*); and
- 1.3 Have successfully completed the relevant driver/operator assessment for the vehicle type, if applicable (see *SOP.13 – Driving General*).

2. Departmental Authority to Respond Under Emergency Conditions

- 2.1 Section 61B of the RTA and 281 of the RTC defines the legal requirements and associated exceptions to drive under emergency conditions. The Shire, in line with DFES procedures, places additional conditions on these. Shire Bush Fire Service personnel are authorised to respond under emergency conditions in the following circumstances;
 - (a) Request for response has come via DFES Communications Centre (ComGen); and
 - (b) It is reasonable to assume human life is likely to be in danger; and
 - (c) Requires an urgent response.

- 2.2 The Officer in Charge/Crew Leader of the appliance is to decide if a response under emergency conditions, based on the previous criteria, and any other factors, is appropriate. When deciding if a response under emergency conditions is appropriate the OIC/CL should consider (but not limited to);
- (a) Information from ComCen or Incident Controller;
 - (b) Available (or lack of) incident intelligence;
 - (c) Potential for incident escalation/complexity;
 - (d) Role the appliance/crew/resource will contribute to the incident, and the urgency for the appliance/crew/resource;
 - (e) Phase of the incident (escalation, consolidation, recovery);
 - (f) Requires an urgent response.

The OIC/CL shall re-evaluate all factors as information becomes available and adjust the requirement to respond under emergency conditions accordingly.

NOTE: Personnel must not drive under emergency conditions for any reason unless authority is met. Where authority has not been met, personnel may face disciplinary proceedings. The driver must take care when responding to an incident under emergency conditions to ensure the safety of other road users and occupants of the vehicle. No risk is justified if it is likely to jeopardise the safe arrival of vehicle and crews at an incident or the safety of others within the community.

- 2.3 Role of Incident Control – The first arriving Incident Controller (FCO or Crew Leader) shall advise if further appliances are to continue to respond under emergency conditions. This must be continually re-evaluated.

3. Driving Standards

- 3.1 The following standards apply to all Shire Bush Fire Service personnel drivers when driving under emergency conditions:
- **Blood Alcohol Concentration (BAC)** – All personnel must have a BAC of 0.00% when driving under emergency conditions.
 - **Private Vehicles** – Under no circumstances is a private vehicle (that is not a recognised emergency vehicle) permitted to be driven under emergency conditions.
 - **Towing Trailers** – Under no circumstances shall a trailer be towed at a speed greater than 100km/h.
 - **Provisional (P plate) Driver's Licence Holders** – Under no circumstances are P plate drivers to drive under emergency conditions.
 - **OIC/CL Driving Emergency Conditions** – The Crew Leader should refrain from driving under emergency conditions when a suitably qualified alternative driver is available. This enables the OIC/CL to oversee a driver's actions.
 - **Railway Crossings** – Under no circumstance shall drivers proceed through flashing lights, stop signs, gates, booms or barriers, or past a person controlling railway level crossings.
 - **Restrictions on traffic in pedestrian mall** – Drivers shall not drive through a pedestrian or shopping mall, unless proceeding to an incident

within the mall, or there is no other way to access the incident. Drivers shall not drive at a speed excessive to the conditions and volume of pedestrian traffic.

- **Road Works** – Drivers are not to exceed posted speed limits through roadworks. In addition, drivers must make every endeavour to comply with the direction given by authorised personnel where:
 - (a) a portion of the road is subjected to work being done, over or under it; or
 - (b) a survey is being conducted at any point on a road, by a competent authority.
- **One Way Streets** – Drivers are to avoid proceeding against the traffic in a one-way street unless the incident location cannot be otherwise approached without undue delay.

4. Lights & Sirens

4.1 Drivers responding under emergency conditions are to display emergency beacons and sirens as follows:

- **Driving to an Emergency** – Both emergency beacons and sirens. Where there is light or non-existent traffic, beacons only are acceptable at the discretion of the Crew Leader. Note. During long-range deployments sirens are to be engaged when traffic is encountered.
- **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 Fire ground** – Emergency beacons only.

5. Speed

5.1 Section 61B of the RTA and Regulation 281 of the RTC gives drivers of emergency vehicles certain exemptions when proceeding to an incident if the driver is demonstrating reasonable care⁶ and the emergency vehicle is identified by activated emergency beacons and/or sirens. The Crew Leader will provide oversight of their driver's decision-making regarding speed; however, the driver is ultimately responsible for her/his actions. The Shire, inline with DFES procedures, places additional controls for driving under emergency conditions over and above the defence provided by the RTA (Section 61B) and RTC (Regulation 281), as follows:

- **Standard** – Drivers of emergency vehicles are not to exceed the posted speed limit by more than 20km/h when proceeding to an incident under emergency conditions.
- **Exceptions** – However, where it is reasonable to assume that human life is likely to be in danger and the driver demonstrates reasonable care, the

⁶ Reasonable care is the degree of caution and concern for the safety himself/herself and others an ordinarily prudent and rational person would use in the circumstances. It is a subjective test to determine if a person is negligent, meaning he/she did not exercise reasonable care. The People's Law Dictionary by Gerald and Kathleen Hill.

driver may exceed the posted speed limit by more than 20km/h in the following circumstances:

- the driver is not the OIC/CL*; and
- the driver obtains approval from the OIC/CL*; and
- the OIC/CL* has completed a risk assessment prior to providing approval; and
- the OIC/CL* continually re-evaluates the conditions following approval.

**** Drivers of vehicles which do not have a brigade/unit operational officer (Captain or Lieutenant) present are not permitted to exceed the posted speed limit by more than 20km/h.***

6. Moving Through Controlled intersections

6.1 Intersections controlled by traffic lights and/or signage pose a greater hazard to emergency responders as members of the public moving in accordance with traffic signals may be inattentive to peripheral threats. When moving through controlled intersections contrary to the flow of traffic, drivers are to undertake the following:

- (a) Approach controlled intersections with activated emergency beacons and sirens sounding.
- (b) Approach controlled intersections at a speed which will enable you to bring the vehicle to a complete stop if necessary prior to entering the intersecting carriageway. The driver shall not continue their course unless they are satisfied that it is safe to do so.
- (c) When travelling in convoy, individually slow and check safety before proceeding as above.
- (d) Air horns (where fitted) may be used to supplement emergency beacons and sirens as required to ensure other road users are aware of the vehicle and intention to proceed. The driver should use discretion when using the air horn.
- (e) Drivers must never force road users through controlled intersections.

7. Contra Travel

Travel against the flow of traffic poses increased risks to responders and other road users. This is primarily based on public vehicles not expecting a vehicle driving contra flow. Where the OIC/CL has considered all alternate routes, and deemed that the most effective route of travel is against the flow of traffic, the procedure to follow is:

- (a) The driver and Crew Leader must agree in audible conversation that this is the most effective route;
- (b) All vehicles must proceed with activated emergency beacons and sirens sounding;
- (c) The driver must not proceed unless they deem road conditions are safe to do so;
 - Taking extreme care or at a speed that enables immediate stopping when required

- Judicious use of air horns; and
 - Ensuring wherever possible, by their actions they do not force other road users to contravene the Road Traffic Code.
- (d) The risk assessment that supports the decision to proceed contra flow has considered:
- Life involvement;
 - Classification of emergency of emergency information available;
 - Weather conditions and road surface conditions;
 - Traffic conditions and driver experience; and
 - Visibility.

8. Consequences

Drivers may be liable for driving an emergency vehicle under emergency conditions without following this procedure, or for gross errors of judgement if deemed not to be demonstrating reasonable care. Annex A – Legislation Excerpt from RTA Section 60, 60A, 61 & 62 defines “Reckless, Dangerous and Careless Driving”.

Drivers who are in breach of the above procedures may be subject to disciplinary proceedings as detailed in *SOP.5 – Membership Rights & Disciplinary Procedures*.

ANNEXES

| <i>Legislation Excerpts - Road Traffic Act 1974</i> | |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Excerpt | Detail |
| Section 60 | <p>Driving in reckless manner</p> <p>(1) For the purposes of this section, a motor vehicle is driven in a reckless manner if it is driven in a manner (which expression includes speed) that is inherently dangerous or that is, having regard to all the circumstances of the case, dangerous to the public or to any person.</p> |
| Section 60A | <p>Driving at reckless speed</p> <p>(1) A person commits an offence if the person drives a motor vehicle at a speed of 155 km/h or more on any other length of road.</p> <p>(2) A person commits an offence if the person drives a motor vehicle at 45 km/h or more above the speed limit –</p> <p style="padding-left: 40px;">(a) In a confiscation zone; or</p> <p style="padding-left: 40px;">(b) On any other length of road.</p> |
| Section 61 (no exemptions) | <p>Dangerous driving</p> <p>(1) Every person who drives a motor vehicle in a manner (which expression includes speed) that is, having regard to all circumstances of the case, dangerous to the public or to any person commits an offence.</p> |
| Section 61B | <p>Defence for certain officers driving at reckless speed</p> |

Legislation Excerpts - Road Traffic Act 1974

| Excerpt | Detail |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>The driver of a motor vehicle is not guilty of an offence under section 60A if —</p> <p>(a) either —</p> <ul style="list-style-type: none"> (i) the driver is on official duty as a police officer and the driving is substantially in accordance with the Commissioner’s policies and guidelines relating to driving, applicable at the time of the driving, and any direction given under such a policy or guideline; or (ii) the driver is on official duty responding to a fire or fire alarm; or (iii) the driver is on official duty responding to an emergency or rescue operation where it is reasonable to assume that human life is likely to be in danger; or (iv) the motor vehicle is an ambulance and is being used to answer an urgent call or to convey a person to a place for the provision of urgent medical treatment; <p>AND</p> <p>(b) the driver is taking reasonable care; and</p> <p>(c) the vehicle is displaying a blue or red flashing light or sounding an alarm unless, in the circumstances, it is reasonable for a light not to be displayed or an alarm not to be sounded.</p> |
| <p>Section 62 (no exemptions)</p> | <p>Careless driving</p> <p>Every person who drives a motor vehicle without due care and attention commits an offence</p> |

Road Traffic Code 2000

| | |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Regulation 281</p> | <p>Exemption for drivers of emergency vehicles (other)</p> <p>A provision of this regulation does not apply to the driver of an emergency vehicle that is not being used for official duties by a police officer if –</p> <p>(a) in the circumstances –</p> <ul style="list-style-type: none"> (i) the driver is taking reasonable care; and (ii) it is reasonable that the provision should not apply; AND <p>(b) the vehicle is a motor vehicle that is moving and the vehicle is displaying a blue or red flashing light or sounding an alarm.</p> |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

FORMS

Nil

REFERENCES

Road Traffic Act 1974

Road Traffic Code 2000

[SOP.14 Respond Under Emergency Conditions](#)

BUSH FIRE SERVICE Standard Operating Procedures

SOP.5 – Membership Rights & Disciplinary Procedures

SOP.13 – Driving General

SOP.17 – Fault Reporting (Including Tag Out Procedure)

DFES SOP 3.3.1 – Respond Under Emergency Conditions

DFES On-Road Driving Student Resource (via eAcademy)

End SOP.14

SOP.15 Off-Road Driving

| | |
|------------------|------------------|
| Item Number | SOP.15 |
| Item Subject | Off-Road Driving |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

Bush Fire Service personnel may be required to conduct firefighting operations, or other operational tasks where conventional vehicles cannot go. Even within urban areas there are areas where the only access is either by Four-Wheel-Drive (4WD) or foot. With the right combination of experience, attitude and equipment, a driver can move safely over obstacles and terrain that would be impassable in a conventional vehicle. However, even in the most advanced 4WD vehicle they cannot negotiate the impossible. This SOP has been developed for alignment with the DFES Off-Road Driving course content (v1.2) and as such should be reviewed in line with future DFES review of this product.

For the purpose of this SOP, off-road situation is defined as any situation where use of four-wheel drive is required. This SOP outlines additional principals to be followed when driving a vehicle off-road.

PROCEDURE

1. Qualification Requirements

Drivers of emergency vehicles responding under emergency conditions (red and/or blue emergency beacons and/or sirens) must:

- 1.1. Hold a current driver's license indicating qualification to drive the equivalent class of vehicle; and
- 1.2. Have undertaken a DFES approved driving course(s) (see *SOP.13 – Driving General*); and
- 1.3. Have successfully completed the relevant driver/operator assessment for the vehicle type, if applicable (see *SOP.13 – Driving General*).

2. Usage of Four-Wheel Drive Function

- 2.1 Four-wheel drive should be engaged in the following circumstances;
 - (a) Cross-country driving where maximum traction is required; or
 - (b) Negotiating very steep hills (15 degrees, or more) up or down; or
 - (c) Negotiating short vertical rises (15 degrees, or more) up or down; or
 - (d) Crossing soft terrain, mud or sand; or
 - (e) Water crossings; or
 - (f) Towing in slippery conditions;
 - (g) Where:

- (i) There is a need to traverse the terrain/obstacle; and
- (ii) The vehicle is capable of safely traversing the terrain/obstacle; and
- (iii) The operator is capable of safely traversing the terrain/obstacle with the vehicle.

2.2 Four-wheel drive must not be engaged in situations where a normal car can travel with ease, for example, sealed roads or roads with a hard-packed surface. This practice may result in transmission wind-up and other mechanical damage. Exception: vehicle is fitted with constant (full-time) four-wheel drive.

NOTE: It is not the function of driving off a formed/gazetted road, which mandates the use of four-wheel drive, but the assessment of the terrain/obstacle being traversed.

3. Terrain/Obstacles which will not be traversed.

3.1 The use of four-wheel drive does not guarantee given terrain can be safely or successfully traversed. The following situations should be regarded as beyond the capability and not attempted:

- Cross-gradients beyond 15 degrees;
- Entry or Exit Angles beyond those of the vehicle;
- Water depth beyond height of the tyre (Note: flow rates may decrease this threshold)

NOTE: The above is not an exhaustive list of terrain/obstacles which should not be attempted. Where in doubt – do not proceed.

4. Driving Standards

4.1 The following standards apply to all Shire Bush Fire Service personnel drivers when driving under off-road conditions:

(a) Use of Low Range – Where control and torque are required.

- Steep descents – Four-wheel drive Low range first gear.
- Steep ascents – Four-wheel drive Low range first or second gear.
- Rough & Rocky Terrain – Four-wheel drive Low range first or second gear.
- Water crossings – Four-wheel drive Low range second gear.
- Stall out Situations – Four-wheel drive Low range reverse gear.
- Foot printing in Sand – Four-wheel drive Low range reverse/first gear

(b) Use of High Range – Situations where low range fourth (or higher gear) would otherwise be considered.

- Relatively flat, smooth but slippery terrain i.e sand/mud.

(c) Stall out Procedure – Will be used to recover a stalled vehicle.

(d) Vehicle and Passenger Sympathy – The driver will give due consideration to vehicle and passenger sympathy.

(e) Seatbelts – Shall be worn in off-road situations. Exception: Firefighters who are regularly alighting the vehicle as part of direct firefighting operations, on a risk assessment.

- (f) **Vehicle Controller** – A vehicle controller will be used where the driver cannot sight obstacles in the terrain for the duration of the traversing the hazard (i.e: ruts, sumps rocks, crests). A vehicle controller's directions will be followed by the driver. A vehicle controller should also be used during vehicle recovery to coordinate actions of personal/vehicle(s). Where an additional Off-Road trained (*SOP.13 – Driving General*) person is present, they shall fulfill the vehicle controller function.
- (g) **Dieback** – Vehicles exiting a known dieback area shall be washed down entering non-dieback area.

5. Off-Road to On-Road Checks

- 5.1 Upon completion of off-road driving activities, the appliance shall be checked and readied for normal on-road/bitumen driving:
- Disengage 4WD (hubs to remain locked);
 - Stop vehicle;
 - Apply park brake;
 - Leave engine running;
 - Raise hood (light tanker only) - check hoses, fittings & battery;
 - Turn engine off & select gear;
 - Check equipment & body panel damage;
 - Tyres – Pressure, condition;
 - Under vehicle - drive train, leaks, objects caught;
 - Adjust mirrors;
 - Check lights and beacons;
 - Wash down vehicle.

ANNEXES

Nil

FORMS

Nil

REFERENCES

SOP.5 – Membership Rights & Disciplinary Procedures

SOP.13 – Driving General

DFES Off-Road Driving Student Resource (via eAcademy)

End SOP.15

SOP.16 Appliance (Vehicle) Inspection & Makeup

| | |
|------------------|-------------------------------------------|
| Item Number | SOP.16 |
| Item Subject | Appliance (Vehicle) Inspection and Makeup |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

This SOP ensures that the vehicles of the Shire's Bush Fire Service are maintained in ready to use state which considers operational requirements, appliance safety and related station safety.

PROCEDURE

1. Inspections

- 1.1. Shire of Toodyay Bush Fire Service vehicles shall be inspected weekly, and as required following use (see Item 2 of this SOP).
- 1.2. Inspection items and outcomes will be recorded and retained by the Brigade, and produced by review for the Shire on request.

2. Makeup

- 2.1 Makeup Requirements: At the completion of use, crews shall make up their appliance to ensure readiness for next use and station related safety considerations. Makeup shall include:
 - Replenishment of consumables (i.e: fuels, water, foam, drinking water and welfare packs) as required.
 - Checking, cleaning and correct stowage of equipment (including foam flush out – see *SOP.21 – Appliance Operation General*).
 - Appliance cleaning, rubbish removed, cabin swept out, exterior washed.
 - Appliance windows up (diesel particulate matter safety – see *SOP.12 – Diesel Particulate Management*).
 - All delivery and hose lines isolated (station safety, reduces leaks and slip hazards).
 - Appliance electrically isolated and on charge.
 - Reporting of any identified faults (see *SOP.17 – Fault Reporting (Including Tag Out Procedures)*)
- 2.2 Fatigue Management Considerations: In circumstances where appliance makeup tasks cannot be completed where breach of *SOP.18 – Fatigue Management*, would occur; crews shall follow the following procedure:
 - If possible, prioritise tasks which can be completed; and

- Immediately advise the Bridge Captain, and duty Lieutenant to arrange replacement personnel to complete makeup tasks, at the earliest opportunity; and
- Provide information tag on appliance steering wheel outlining any operational limitation (i.e. low fuel) where the makeup task has not been carried out.

ANNEXES

Nil

FORMS

Nil

REFERENCES

SOP.12 – Diesel Particulate Management

SOP.17 – Fault Reporting (Including Tag Out Procedures)

SOP.21 – Appliance Operation General

| |
|-------------------|
| <i>End SOP.16</i> |
|-------------------|

SOP.17 Fault Reporting (including tag out PROCEDURES)

| | |
|------------------|------------------------------------------------|
| Item Number | SOP.17 |
| Item Subject | Fault Reporting (Including Tag Out Procedures) |
| Adoption Date | 5 March 2026 |
| Last Review Date | |


INTRODUCTION

This SOP provides guidance to Shire of Toodyay Bush Fire personnel in procedures to report facility/appliance faults/hazards and other actions related including 'tagging out' process. These processes aim to assist in providing a safe and functional fleet and workplace facility environment.

PROCEDURE

1. Facility or Appliance Faults

- 1.1 Any facility or appliance faults are to be reported to the Brigade Captain and their delegated officer if appointed (i.e. Equipment Officer)
- 1.2 Brigade Captain (or delegate) to report to the Shire in writing.
- 1.3 Personnel should where appropriate and safe to do so enact control measures from the Hierarchy of Control where the fault has or could conceivably represent a hazard as represented in the following table:

| CONTROL MEASURE | PREFERENCE/EFFECTIVENESS |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Elimination Example: remove effected equipment. | Most Preferred/Effective  |
| Substitution Example: Swap for unaffected equipment. | |
| Isolation Example: Remove power source. | |
| Engineering Example: Provide guard (NB: usually not suited for interim/temporary control). | |
| Administration Example: Provision of guidelines or SOPs (NB: usually not suited for interim/temporary control). | |

| CONTROL MEASURE | PREFERENCE/EFFECTIVENESS |
|----------------------------------------------------------------|---------------------------|
| Personal Protective Equipment Example: Use of Gloves | Least Preferred/Effective |

1.4 As appropriate, the Brigade Captain (or delegate) will communicate, relevant facility or appliance faults, any interim control measures, resolution progress and resolution advice to members.

2. Tag Out Procedures (incorporating Out of Service Tag and Information Tag Usage)

2.1 **Out of Service Tag:** Provides critical, and specific instruction prohibiting the use of the effected equipment/appliance.

2.1.1 To be used when:

- A feature, piece of equipment of an appliance or facility is inoperable or unsafe to use.

2.1.2 To be attached to:

- Equipment: To the piece of equipment in a prominent location (point of operation);
- Vehicle: To the Steering wheel of the appliance.

2.2 **Information Tag:** Provides advise to the user of equipment/vehicle of non-critical reduction in capability or capacity.

2.2.1 To be used when:

- A feature, piece of equipment of an appliance or facility requires servicing or repair but is not otherwise unsafe or inoperable.
- On an appliance to advise where a non-critical component or equipment has been tagged out.

2.2.2 To be attached to:

- Equipment: To the piece of equipment in a prominent location (point of operation);
- Vehicle: To the Steering wheel of the appliance.

2.3 **Tag Removal:**

2.3.1 An Out of Service tag may only be removed when an appropriate service personnel, technician or supervisor has deemed the effected equipment safe after repair and testing.

2.3.2 An Information tag may be temporally removed from the steering wheel of the vehicle for operation. It must be replaced following said use. Permanent removal of an information tag can occur once the subject of the tag is resolved.

ANNEXES

Nil

FORMS

[SOP.17 Fault Reporting \(including tag out PROCEDURES\)](#)

Nil

REFERENCES

SOP.17 – Fault Reporting (Including Tag Out Procedures)

End SOP.17

SOP.18 Fatigue Management

| | |
|------------------|--------------------|
| Item Number | SOP.18 |
| Item Subject | Fatigue Management |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

Fatigue is caused by prolonged periods of physical and/or mental exertion without sufficient opportunity to rest and recover. The job of managing emergency incidents can be both physically and mentally exhausting with limited opportunity for rest and recovery. Fatigue can also be accumulated from non-firefighting aspects of an individual's life – this is particularly relevant in the volunteer emergency responder context – this is referred to as pre-existing fatigue. Regardless of its origin, fatigue may cause poor judgement and slower reactions which increases the risk of workplace injuries. It is therefore imperative that fatigue is managed as best as possible given the situation, environment and resources available.

PROCEDURE

1. Onus to Attend

Bush Fire Service personnel are to consider their pre-existing fatigue before attending station/an incident. While there are requirements on personnel to contribute, including minimum requirements to maintain skill proficiency (see *SOP.3 – Membership Requirements*), fatigue in the context of safety must be considered in each individual instance. There is no onus to attend station/an incident where fatigue has been assessed as present by the individual.

2. Shifts

Shifts provide a framework for incident management planning, expectations to firefighters and manages fatigue related safety on the fire ground.

2.1 Shift Length

- 2.1.1 The total time that Bush Fire Service personnel can work (including turnout, demobilisation and makeup) shall not exceed twelve (12) hours.
- 2.1.2 Shire of Toodyay Incident Controllers will target an eight (8) hour (three shifts daily) on fire ground shift length.
- 2.1.3 Shire of Toodyay Incident Controllers may increase the eight (8) hour target to meet operational requirements where the twelve (12) hour 'door to door' time of crews would not be exceeded. Incident controller should consider existing crew fatigue/capability and work conditions of effected crew when considering exceeding eight (8) hour fire ground duties.
- 2.1.4 At non-Shire of Toodyay controlled incidents (usually out of Shire), crews will be required to factor overall travel and makeup duration, when completing estimated time of departure on their T-Card. In some

instances, an eight (8) on-ground contribution will not be achievable and should be communicated with Incident Control on arrival.

2.2 Rest Between Shifts

2.2.1 Personnel are required to observe minimum rest periods between shifts once certain hours have been reached. The period of rest shall be ten (10) hours where the preceding shift (or cumulative shift hours) over the preceding 12-hour period reaches eight (8) hours.

2.3 Exceeding Shift Lengths

2.3.1 In instances where shift length would be exceeded, crews can no longer be involved in operations (including normal demobilisation and makeup) after twelve (12) hours. Arrangements will be made for effected personnel to be transported to their home address (or accommodation) by non-effected personnel/means.

3. Disclosure Requirements

3.1 Crews with a member or members unable to complete standard shift lengths due to identified pre-existing fatigue will advise Incident Control of such shift length limitation at their earliest opportunity.

3.2 This will be noted in the Estimated Departure Time (EDT) provision of the T-Card by the crew (or Incident Control personnel upon receipt of advice).

4. Additional Requirements

4.1 Crew leaders are to enquire as to the pre-existing fatigue of crew members at the commencement of a shift and ensure relevant disclosure to Incident Control and consider and implement control measures.

4.2 Appliance drivers shall also observe fatigue requirements of *SOP.13 – Driving General*.

ANNEXES

Nil

FORMS

Nil

REFERENCES

SOP.3 – Membership Requirements

SOP.13 – Driving General

End SOP.18

SOP.19 Fuel & Chemical Use & Storage

| | |
|------------------|-------------------------------|
| Item Number | SOP.19 |
| Item Subject | Fuel & Chemical Use & Storage |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

Correct storage of and use of fuels and chemicals is an important component of workplace health and safety. This SOP provides procedures for management of fuels and chemicals on station.

PROCEDURE

1. Justification and Approval

- 1.1. A fuel or chemical must
 - (a) Have a justifiable use;
 - (b) Have a justifiable case for bulk storage (i.e. cannot be obtained in a timely manner from another source. For example, bulk storage of kerosene and diesel is not considered justifiable given low usage, low operational impact, and high availability from the Shire of Toodyay Depot).
 - (c) Fuel obtained from the Shire depot being placed in the approved vessel is required to be undertaken with the auxiliary fuel fob and recorded on the day sheet located in the Depot Reception.
 - (d) Have a Product Safety Data Sheet (PSDS) available.
 - (e) Have approval by the Shire for the facility.

2. Storage

- 2.1 A fuel must be stored in either:
 - (a) Their intended usage vessel (i.e. fuel tank); or
 - (b) Where permitted, for bulk storage, the fuel must be stored in the correct AFAC approved jerry can with AFAC approved identification tag.
 - (c) Low flash point fuel storage container (i.e. unleaded) shall include 'deto-stop' controls.
- 2.2 Bulk fuel storage shall be on bunding in case of storage container leak.
- 2.3 The table below indicates approved fuel types of quantities for each bush fire facility.

| Facility | Fuel Type & Maximum Qty | Use |
|------------|-------------------------|----------------------|
| Bejoording | Diesel 1x20ltr | Appliance, Generator |

| Facility | Fuel Type & Maximum Qty | Use |
|-------------------------|-------------------------|--------------------------|
| Coondle-Nunile | Diesel 1x20ltr | Appliance, Generator |
| Julimar | Diesel 1x20ltr | Appliance, Generator |
| Morangup Colocation Ctr | Diesel 1x20ltr | Appliance, Generator |
| Morangup Colocation Ctr | Unleaded 4x20ltr | SES use only* |
| Toodyay Colocation Ctr | Diesel 1x20ltr | Appliance |
| Toodyay Colocation Ctr | Unleaded 4x20ltr | 12.2 Aux Pump, Generator |

* **NOTE:** This SOP does not bind SES however inclusion in the above table is for transparency on expected on station storage.

2.4 Fuels and chemicals shall be stored where sufficient ventilation is present.

3. Use of Fuels & Chemicals

3.1 Will only be used in line with manufactures recommendations, utilising correct PPE/C vessels and equipment.

3.2 Refilling of tanks/containers shall:

(a) Not occur indoors where the substance is flammable or create a slip hazard if spilled.

(b) Not occur on running or hot plant/equipment.

3.3 Do not use any related equipment or vessel that has any noticeable damage to it or appears to be leaking in any way.

4. Spill or Breach of Vessel Procedure

4.1 Stop and assess the source of the spill/breach and assess risk.

4.2 If safe to do so, contain the spill using absorbent material and isolate the area (otherwise consider evacuating personnel or ignition sources [for example]).

4.3 If safe to do so, clean up and dispose of materials as per SDS instructions.

4.4 Decontaminate personnel and equipment.

4.5 Report to Captain (or delegate).

ANNEXES

Nil

FORMS

Nil

REFERENCES

Nil

End SOP.19



SOP.20 Mobilisation & demobilisation

| | |
|------------------|-------------------------------|
| Item Number | SOP.20 |
| Item Subject | Mobilisation & Demobilisation |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

Correct mobilisation and demobilisation procedures ensure safety, provision of situational awareness to others, assists in record keeping/reporting, and strengthens compliance with other legislation (i.e. Road Traffic Code 2000). This SOP sets out procedures to be followed.

PROCEDURE

1. Prerequisites for Mobilisation (to an Incident)

- 1.1. The following must be met before mobilising to an incident:
 - (a) Have been turned out by DFES Communications Centre (SMS or Phone) or tasked locally by CBFCCO, DCBFCCO or CESM; and
 - (b) Minimum of two (2) crew members present (per brigade appliance), including endorsed driver for the appliance type.
 - (c) Minimum of one (1) non-probationary crew member present (per brigade appliance), with ratio of non-probationary to probation crew members not exceeding 1:2, following a risk assessment of likely tasking/conditions by the non-probationary member (or Captain or Lieutenant if present).
- 1.2. Under no circumstance may:
 - (a) Member or members turnout to an incident of their own volition.
 - (b) Turn out an appliance, with a driver only – unless expressed permission is sought and granted by the incident controller (or in the case of out-of-shire deployment, the CBFCCO, DCBFCCO or CESM).

NB: Reducing the crewing of an appliance during the incident (by or to any number) will require above approvals.

2. Mobilising

- 2.1 The following procedure will be followed during mobilisation:
 - (a) Communicate their turnout to station within their brigade (usually, via BART application);
 - (b) Obey all road rules/regulations en-route to station.
 - (c) Don PPE (at station), and stow additional PPE on appliance;
 - (d) On turnout:
 - (i) Radio (or Call) 6IP with turnout message “6IP, This is <Call Sign>, Turning Out to <Incident Description/Name>, Over”;

- (ii) Radio Incident Control (Ch 327, unless advised otherwise) with turn out message “*Incident Control, This is <Call Sign>, Turning Out to <Incident Description/Name>, Over*”.
- (e) Follow *SOP.12 – Diesel Particulate Management (when running, removing appliance from engine bay)*.
- (f) Ensure that Station secure before departure.
- (g) During turnout, crew other than the driver will be responsible for:
 - (i) Use of Radio (including monitoring of both local and command (6IP) channel);
 - (ii) Navigation to Incident;
 - (iii) Completion of T-Card.
- (h) During turnout, need for use of emergency conditions (lights and sirens) shall be regularly evaluated.

3. Upon Arrival

3.1 The following actions will be performed upon arrival:

- (a) Radio (or Call) 6IP with arrival message “6IP, This is <Call Sign>, We have Arrived <Incident Description/Name>, Making Contact, Over”;
- (b) Make contact with incident control, if possible, in person, otherwise via radio ((Ch 327, unless advised otherwise) “*Incident Control, This is <Call Sign>, We have Arrived, Making Contact, Over*” to receive briefing and tasking.
- (c) Hand in T-Card at earliest opportunity.
- (d) Ready crew/appliance for tasking:
 - (iv) If/when sector channel change set radio to that channel ensuring (incident control) channel is also monitored);
 - (v) Set external rebroadcast speaker to sector/fireground channel;
 - (vi) Don additional PPE as required (i.e. flash hood/respiratory protective equipment);
 - (vii) Start pump and show water;
 - (viii) Ready appliance for off road conditions (if applicable).

NOTE: If you are the first arriving resource (i.e. before Control), the Crew Leader will assume control of the incident until relieved by a more senior officer.

4. Demobilisation

4.1 The following actions will be performed during demobilisation:

- (a) Seek permission/instruction from Incident Control to depart.
- (b) Request that appliance/resource T-Card is ‘pulled’.
- (c) Check/ready appliance for departure:
 - (ix) Check you have all equipment (if leaving equipment – diarise and inform Sector Commander/Incident Control);

- (x) Check for damage, ensure lights are operational and visible;
- (xi) Check for items lodged in under body or between dual wheels;
- (xii) Only refill tank using incident water if, approved by Incident Control.

NB: See also *SOP.15 – Off-Road Driving (Item 8 – Off Road to On-Road Checks)*

- (d) Set radios back to Command (6IP), and local repeater channel (327) or other channel suitable for the journey.
- (e) Radio (or call) 6IP with departure message “6IP, This is <Call Sign>, We have Been Stood Down from <Incident Description/Name>, returning to Station, Over”;
- (f) During journey, crew other than the driver will be responsible for:
 - (xiii) Use of Radio (including monitoring of both local and command (6IP) channel);
 - (xiv) Navigation to station.

5. Makeup

- 5.1 On return to station, crew are to perform the following:
- (a) Makeup of appliance as per *SOP.16 – Appliance (Vehicle) Inspection and Makeup & SOP.17 – Fault Reporting (Including Tag Out Procedures)*;
 - (b) Place Appliance back on station, observing *SOP SOP.12 – Diesel Particulate Management*.
 - (c) Radio (or call) 6IP with back on station message “6IP, This is <Call Sign>, We are Made-up and Back On Station, Over”;
 - (d) Complete relevant paperwork (i.e. turnout log or incident forms) ;
 - (e) Service and stow PPE as per relevant SOPs;
 - (f) Debrief incident with crew members (as required);
 - (g) Ensure station is secure prior to departure.

ANNEXES

Nil

FORMS

Nil

REFERENCES

SOP.12 – Diesel Particulate Management

SOP.16 – Appliance (Vehicle) Inspection and Makeup

SOP.17 – Fault Reporting (Including Tag Out Procedures)

End SOP.20

SOP.21 Appliance Operation General

| | |
|------------------|-----------------------------|
| Item Number | SOP.21 |
| Item Subject | Appliance Operation General |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

Correct operation of the firefighting appliances/equipment ensures, safety of personnel, interoperability of crews, and longevity of appliance.

PROCEDURE

1. Use of Foam

A Class foam greatly enhances the penetration and insulation properties of water. Used correctly, A Class foam generates efficiencies during attack and mop-up phases by preventing re-ignition of previously suppressed fuels. Some foam concentrates pose a risk to the environment and there are restrictions imposed on their use near sensitive waterways and agricultural/horticultural areas. Use of foam can lower water usage at an incident, however, comes with makeup over heads.

- 1.1. Crew leader has autonomy as to the use of foam except where:
 - (a) Incident control has specifically directed the use or non-use of foam; or
 - (b) Where firefighting operations are in or near a waterway (creek, river, lake, swamp etc) due to risk to aquatic and water-based ecosystems due to the immediate dispersal and contact with aquatic fauna and flora within the biodegradation period.
- 1.2. Ratio Considerations:
 - (a) Normal application ratio is 0.1%.
 - (b) Ratio should not exceed 0.5% when using conventional firefighting branch.
- 1.3. Makeup Considerations:
 - (a) When foam is used, the appliances tank and delivery system must be flushed until foam is removed. This involves all delivery lines (deck hoses, hose reels, monitor positions, and delivery outlets) regardless of whether the delivery line was used or not.

Note: Failure to do so, will cause premature internal damage to pipework and valve overtime.

- 1.4. Personal Protection and Decontamination:
 - (a) Wear Level 1 PPE, including gloves and goggles. Be mindful that mixed foam streams are more likely to be affected (carried) by wind.
 - (b) If contact with body occurs immediately flush with clear water.

- (c) If ingested or contact with eyes, seek immediate medical treatment.

2. Boarding & Alighting

Correct boarding and alighting of appliances can help reduce strains, slips or falls. It is necessary that correct procedure is followed at all times.

2.1 Procedure:

- (a) Body shall be facing the appliance when ascending or descending appliance (cab or deck) steps;
- (b) Three (3) points of contact shall be maintained at all times;
- (c) If transferring equipment, this will need to be placed on the floor/deck prior to ascending or descending or passed up/down with assistance of a crew member.
- (d) Vehicle must be stationary when performing the above.
- (e) Never jump, or make other movements rapid, or otherwise, which may result in over extension or reduced control due to risk of injury.
- (f) Do not climb on appliances where engineering (steps & holds) have not been provided.

2.2 Additional Considerations:

- (a) Assess and consider effect of vehicle pitch/roll (i.e. parked on a hill);
- (b) Assess and consider effect of water mud or dirt on surfaces, boots or gloves which may reduce friction.

3. Hose Reels (use of)

Use of hose reels is one of the most common firefighting tasks, and it is easy to overlook the safety considerations associated.

3.1 Basics:

- (a) Always show water prior to advancing on fire (walking away from truck).
- (b) Always roll rubber hoses while line is pressurised, to prevent hose deforming on drum.
 - (i) If this occurs, unroll entire hose, pressurise line and re-roll onto drum.
- (c) Always wear PPE (including gloves) when using hose reels.
- (d) Hose reels are not fire/heat proof. Ensure hose is not laid on hot ground.

3.2 Winding onto drum, presents potential hand/finger pinch point/entrapment and thus this procedure should be complete with two people:

- (a) Person A – Operates the winder control (manual or electric) and guides hose neatly onto drum; while
- (b) Person B – Monitors the remaining hose length, or snags (such as kink or entanglement) and communicates this to Person A (by verbal or firmly placing hand on shoulder in noisy environments). Failure to stop the process prior to a kink, engagement or firefighting branch could result in hand entrapment/injury in roller mechanism).

- (c) Avoid dragging branches on the ground when winding the hoses on the reel as this can damage the equipment.

3.3 Isolate hose reels as part of makeup to avoid depressurisation or leaks on station.

4. Lockers & Doors

4.1 To ensure safety, secure stowage of equipment and prevent foreign objects (including embers) entering cabin or lockers, crews are to ensure that doors are closed immediately and not left open unnecessarily. Stowage of equipment must be in designated location using correct restraints (where provisioned).

5. Drip Torches (use of, stowage & makeup)

5.1 Use of:

- (a) A drip torch (or any other fire lighting device) shall only be used with and in line with the expressed permission of the Incident Controller (or Burn Controller if a mitigation activity).
- (b) Fuel: The Shire of Toodyay promotes the use of Kerosene (to eliminate mixing risks) however, where Kerosene is unavailable a mix of 75% Diesel and 25% Unleaded may be used.

5.2 Stowage & Makeup.

- (a) Ensure the drip torch and jerry cans are full (Kerosene)
- (b) When stowed on vehicle, ensure that bleed valve is shut (screwed down, to prevent spillage) and wand valve open (to allow venting).

6. Collar Tanks

6.1 Use of:

- (a) Incident Control will consider the need and opportunity to utilise collar tanks to meet operational need. Operators of collar tank equipped appliances/vehicles should make recommendations to Incident Control (or Sector Commander) regarding potential use of collar tanks as part of situation reports.
- (b) Deployment of Collar tanks must be conducted by a minimum of two personnel, including one who holds the DFES Drive Operate Appliance (DOA) for relevant vehicle type (where relevant) containing the Collar Tank (and associated equipment).

6.2 Use for Hellitak Operations:

- (a) A Ground Supervision must be appointed to control collar tank activity.
- (b) Tank must be positioned with minimum 120m diameter clearance – this includes fixed hazards and loose objects which may pose a risk from rotor wash.
- (c) Only collar tanks with capacity of 10,000ltrs or greater may be used.
- (d) **Additional heavy rubber protection (conveyor belt quality or similar) if possible be placed on the tank bottom to prevent damage to the tank skin.**
- (e) **Collar tank must be confirmed as 100% full before helitak hover fill.**

Refer to **DFES SOP 3.11.5 – Floating Collar Tank Operations** for enhanced air operation considerations/procedures.

6.3 Makeup:

- (a) Makeup of Collar tanks must be conducted by a minimum of two personnel, including one who holds the DFES Drive Operate Appliance (DOA) for relevant vehicle type (where relevant) containing the Collar Tank (and associated equipment).
- (b) Collar Tank must be aired on station until dry to complete Makeup.

ANNEXES

Nil

FORMS

Nil

REFERENCES

| |
|---------------------------------------------------------------------|
| <i>DFES SOP 3.11.5 – Floating Collar Tank Operations End SOP.21</i> |
|---------------------------------------------------------------------|

SOP.22 Structure, Vehicle & Rubbish Fires (including HAZMAT)

| | |
|------------------|-------------------------------------------------------|
| Item Number | SOP.22 |
| Item Subject | Structure, Vehicle & Rubbish Fires (including HAZMAT) |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

Bush Fire Brigades (Service) bear the primary response and responsibility for structure, vehicle and rubbish fires outside of gazetted fire districts. Conversely, Fire and Rescue Service bear the primary response and responsibility for all fires within gazetted fire districts.

The nature of structure, vehicle and rubbish fires do not vary significantly with location, however it is important to understand the differences in capability (equipment and training) of each service and the considerations and limitations bush fire service personnel must observe when attending such incidents.

It is important to note that Fire and Rescue Service are responsible for HAZMAT incidents (regardless of location) and recognise that all structure, vehicle and rubbish fires contain HAZMAT-like risk to personnel regardless of incident classification type.

This SOP contains instruction, to both senior personnel (incident controllers, crew leaders of first arriving appliances) and firefighting personnel.

PROCEDURE

1. Resourcing

- 1.1. Upon receipt of a callout to a structure, vehicle or rubbish fire, the Shire of Toodyay Bush Fire Service shall:
 - (a) Request (or confirm) the requirement for Fire and Rescue Service to attend, via DFES Communication Centre; and
 - (b) Consider notifying the Regional Duty Coordinator/need for a DFES Officer to attend.

NB: These actions will usually be performed by CBFCO, DCBFCO or CESM, however first responding crews may confirm with DFES Communication Centre if unable to obtain confirmation locally on turnout.

2. Priorities

- 2.1 First arriving, shall prioritise incident size-up. Where possible make contact with persons with knowledge of incident/site (or otherwise determine):
 - (a) Establish if there are any persons entrapped in structure or vehicle. Effect rescues only where safe to do so;
 - (b) Hazards including, gas bottles, power supply, alternate power supplies (i.e. solar panels), contents of structure/vehicles such as chemicals.

Where safe to do so hazard should be isolated (i.e. fuse pulled) or removed from exposure.

- (c) Identify exposures (risk of fire spreading) to other buildings, or assets, including bush.
- (d) Communicate the above (SITREP/PAFTAC) to DFES Communication Centre and incoming resources.
- (e) Plan for tasking (use) of incoming resources and need for additional resources (including Police and Western Power).

3. Fire Fighting

3.1 Active fire suppression by Bush Fire Service personnel, shall be limited to external techniques where:

- (a) A safe distance is observed, noting potential for structural collapse, or risk posed by pressurised vessels such as cylinders, shock absorbers, air bag systems or tail shafts etc.
- (b) Personnel are positioned up-wind (out of the smoke). Please note that standard issue filtration respiratory protective equipment is not designed to protect against non-organic particulate matter and must not be used as a control method for structure/vehicle/rubbish fires.
- (c) Personnel are positioned clear of contaminated run-off.
- (d) Firefighting may not be conducted at heights over 2m (i.e. from a ladder or platform) or below ground level (i.e. rubbish pit).

4. Role of/interaction with Fire and Rescue Service

Liaison and cooperation of Bush Fire and Fire and Rescue services is essential to ensure safe and effective combat. It is important that key personnel understand their roles which differ slightly based on incident classifications. The below provides guidance on role/tasking requirements.

4.1 Non-HAZMAT Fire outside of Gazetted Fire District:

Control Function: Bush Fire Service

Operations Function: Consider Fire and Rescue OIC (DFES Officer), with close liaison from Bush Fire Service to ensure support functions are coordinated.

Primary Combat: Fire and Rescue

Support Combat: Bush Fire Service (noting limitations in Item 3). This may involve external combat support or non-combat taskings such as road closures or water supply.

NB: The above scenario assumes Level 1 incident level classification, and no formalised (Section 13 of the Act) transfer of control to DFES.

4.2 HAZMAT Fire outside of Gazetted Fire District

Control Function: DFES/Fire and Rescue OIC. Re-classification of a structure, vehicle or rubbish fire to HAZMAT incident will necessitate handover of control.

Operations Function: DFES/Fire and Rescue OIC), with close liaison from BFS to ensure support functions are coordinated.

Primary Combat: Fire and Rescue, supported by Bush Fire Service (noting limitations in Item 3)

Support Combat: Bush Fire Service (noting limitations in Item 3). This may involve external combat support or non-combat taskings such as road closures or water supply.

ANNEXES

Nil

FORMS

Nil

REFERENCES

SOP.11 – Personal Protective Clothing/Equipment

End SOP.22

SOP.23 Alcohol & Other Drug Management

| | |
|------------------|---------------------------------|
| Item Number | SOP.23 |
| Item Subject | Alcohol & Other Drug Management |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

The use or consumption of alcohol or other drugs (AOD) can adversely affect a person's ability to perform tasks, putting themselves and others at risk. All Shire of Toodyay Bush Fire personnel are expected to be fit for duty when presenting for any related activity, response, administration or training.

This SOP has been designed to align with DFES Policy 95: Alcohol and Other Drugs Management.

PROCEDURE

1. Overarching Principals

- 1.1. Personnel shall NOT respond to an incident or present to any other service-related activity if AOD have been consumed in quantities that contravenes any written Law or Policy or where otherwise legal consumption causes impairment.
- 1.2. AOD shall NOT be consumed by personnel whilst undertaking any task or function associated with their membership.

2. Mandatory Requirements

- 2.1 A member must:
 - (a) Report for duty with a BAC of 0.000% if when undertaking operational roles. An exception to this requirement is when the member is called upon to attend an 'incident' without prior notice. In this case, a BAC of less than 0.050% is to be observed and reported to the crew leader/supervisor (noting operational exclusions of SOP.14 – Respond Under Emergency Conditions). In such instances the crew leader/supervisor will prioritise (substitute) other appropriate personnel to the crew/tasking where available.
 - (b) Have a BAC of 0.000% to perform an aviation related role (i.e. Ground Controller)
 - (c) Not consume AOD while in uniform (Bush Fire Service) identifiable apparel (including off-duty).
 - (d) Report any observations of personnel being impaired to the appropriate supervisor (most senior member present). The supervisor/most senior member will:
 - (i) Verify the report (and where verified, or in any doubt, stand the member down from duty);

- (ii) Make appropriate arrangements for transport from site to a safe location (i.e. home);
- (iii) Notify Captain of the occurrence, who will liaise with the Shire for any required investigations/actions including those of *SOP.5 - Membership Rights and Disciplinary Procedures*.

3. Confidentiality

- 3.1. Confidentiality of any individuals involved will be maintained, with identity only disclosed to senior ranks or investigating officials to the extent required to fulfill the requirements of this SOP.
- 3.2. Members should be reminded of /offered available support/wellness services as required.

ANNEXES

Nil

FORMS

Nil

REFERENCES

SOP.8 – Respond Under Emergency Conditions

DFES Policy 95: Alcohol and Other Drugs Management

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|-------------------|
| <i>End SOP.23</i> |
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SOP.24 Accident, Injury & Near Miss reporting

| | |
|------------------|----------------------------------------|
| Item Number | SOP.24 |
| Item Subject | Accident, Injury & Near Miss Reporting |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

Reporting is a safety and knowledge gaining practice that involves identifying, documenting, and analysing incidents that have or could have resulted in injury or damage. The primary objective of reporting is to support learning and improved safety controls. They also however, support insurance claims, or support refinement of non-safety related procedures to ensure optimisation of uptime of equipment or reduction in expenditure where known outcomes can be avoided/minimised.

PROCEDURE

1. Need to Report

- 1.1. Reporting must occur when:
- (a) An accident involving injury; or
 - (b) An accident involving damage to an appliance; or
 - (c) An accident involving damage to other property occurs; or
 - (d) A near-miss occurrence of any of the above.

2. Reporting Process

- 2.1 During an incident the occurrence must be reported to Incident Control at the earliest opportunity. This may allow control to take immediate actions to prevent subsequent occurrences.
- 2.2 After or outside of an/the incident:
- (a) Crew/affected person(s) must also report within/via their brigade structure.
 - (b) Crew should complete the Shire of Toodyay Incident Report Form (accessible via BART Documents).
 - (c) Participate, on request, in any incident investigation or related process. Such processes may include debriefs, Shire or other authority investigation or insurance claim requirements.

ANNEXES

Nil

FORMS

Nil

REFERENCES

Nil

End SOP.24

SOP.25 Working On Roads

| | |
|------------------|------------------|
| Item Number | SOP.25 |
| Item Subject | Working on Roads |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

Working on or near roads is a common occurrence for emergency service personnel and can present a significant risk to responders. Fires may also damage road infrastructure or adjacent environment (trees) posing further risk to their use by responders and the general public.

PROCEDURE

1. Risk Assessment

- 1.1. All personnel should conduct continued risk assessment when working on or near a roadway. The risk assessment is to include:
 - (a) Volume, type and speed of traffic; and
 - (b) Visibility including sight lines (crests/corners) for approaching vehicles; and
 - (c) Other visibility impairments, i.e. smoke, fog; and
 - (d) Time of day (including position of sun).

2. Reducing the Risk

- 2.1 Where a risk is identified controls must be implemented. Controls to be considered include:
 - (a) Withdrawing operations from the roadway. This may be temporary while other measures are implemented or exist for the duration of the incident. Consider alternative work locations (i.e. from within adjacent property-fire breaks).
 - (b) Close the road or request the road to be closed. Where immediate action is taken by a crew to ensure safety, incident control must be notified. Please note closing the road does not guarantee no traffic, full caution and LACES must be maintained.
 - (c) Adopt the fend-off positioning of appliance.
 - (d) Utilise road cones and E-Flares to increase visibility.

3. Ongoing Management Considerations (incident control)

- 3.1 When a road is closed Incident Control will:
 - (a) Allocate resources to the closure.
 - (b) Request Police to attend to assist with the closures.

- (c) Notify road owner (usually Main Roads WA or Local Government) of the closure, its nature, expected duration, and request resources to assist relive Police.

3.2 When a road is impacted by fire or condition effected by operations:

- (a) The road owner will be responsible for assessing and reopening the road where incident operations (control) permit. All personnel shall be informed of and acknowledge the opening prior to implementation.

ANNEXES

Nil

FORMS

Nil

REFERENCES

Nil

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|-------------------|
| <i>End SOP.25</i> |
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SOP.26 Operations in Rail Corridors

| | |
|------------------|-----------------------------|
| Item Number | SOP.26 |
| Item Subject | Operation in Rail Corridors |
| Adoption Date | 5 Marh 2026 |
| Last Review Date | |

INTRODUCTION

Working on or near railway lines is a common occurrence in the context of Toodyay and surrounding areas. Working in these areas presents a significant risk to emergency service personnel. Of particular note is the main Trans-continental (east-west) line.

PROCEDURE

1. Limitation of Operation

- 1.1. Firefighters shall not conduct operations over a railway line, or within three (3) meters of the outer rail until the line is confirmed closed by the network operator.

2. Closure Procedure

- 2.1 When required closure is to be requested by incident control either:
 - (a) Via DFES Communications Centre; or
 - (b) Via the Regional Duty Coordinator, DFES Communications Centre; or
 - (c) Directly with Rail Control (Arc Infrastructure), with DFES Communications Centre.
- 2.2 The line shall be considered open until confirmed closed and all rail traffic cleared by Rail Control.
- 2.3 Regular updates related to the closure should be provided to:
 - (a) Arc Infrastructure; and
 - (b) DFES Communications Centre; and
 - (c) DFES Regional Duty Coordinator.

3. Other Considerations

- 3.1 Emergency responders are to consider the linear barrier a railway line forms and its effect on:
 - (a) Application of suppression strategies and activities.
 - (b) Crew safety – ability to safely egress an area or manoeuvre in a narrow corridor.

4. Opening Procedure

- 4.1 The rail operator will be responsible for assessing and reopening the line where incident operations (control) permit. Immediately prior to opening:

- (a) All personnel shall be informed of and acknowledge the opening prior to implementation.

ANNEXES

Nil

FORMS

Nil

REFERENCES

Nil

End SOP.26

SOP.27 Criminal History Checks (CHC)

| | |
|------------------|-------------------------------|
| Item Number | SOP.27 |
| Item Subject | Criminal History Checks (CHC) |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

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 Members)

- 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).

Note: The Verifying Officer may elect to approve and register the applicant as a member where only a single and simple offence older than 5 years is disclosed; or

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

4. Disputes Regarding the Accuracy of a CHC

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

5. Duty of Disclosure

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

6. Confidentiality

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

7. Costs

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

8. Conviction Risk Assessment Guide

- 8.1 The following factors will be considered in the assessment of an individual CHC results:
- (a) The seriousness of the conviction or offence and its relevance to the role in question;
 - (b) 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;
 - (c) The age of the applicant when the offences occurred;
 - (d) The length of time since the offence occurred;
 - (e) Whether the applicant has a pattern of offences;
 - (f) 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;
 - (g) Whether the applicant's circumstances have changed since the offence was committed (for example, past drug use);
 - (h) Whether the offence has been decriminalised by Parliament or it was an offence overseas but not in Australia;
 - (i) The attitude of the applicant to their previous offending behaviour;
 - (j) References from people who know about the offending history.
- 8.2 The following table provides guidance in assessment of offences.
- NB:** This table is a guide only and does not cover all possible offences and scenarios.

| Risk Category | Offences | Advisory Note |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Extreme | Arson Murder-Attempted Murder Sexual Assault Offences Serious Assault (Grievous Bodily Harm +) Deprivation of Liberty Robbery Offences Burglary (Dwelling) Drug Offences (Sell/Supply) Any offences against children | Any of these offences would likely prohibit service. |
| High | Manslaughter Driving Causing Death Assault Offences Indecent Assault Offences Assault Police/Public Officer Stealing as a Servant Fraud Offences Indecent-Obscene acts | Any of these offences may prohibit service. |
| Medium | Threatening Behaviour Steal Motor Vehicle Theft-Receiving/Illegal Use Burglary (Non-Dwelling) Breach of a Restraint Order Graffiti Drug Offences (Possess) Property Damage | Any of these offences may prohibit service. |
| Low | Antisocial Offences (Disorderly Conduct) Traffic Offences (Drink Driving etc.) | Simple offences - multiple offences may prohibit service. |

NOTES

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

ANNEXES

Nil

FORMS

Nil

REFERENCES

SOP.4 – Membership Applications & Onboarding

End SOP.27

SOP.28 Stowage of Non-Standard Items on Appliances

| | |
|------------------|---------------------------------------------|
| Item Number | SOP.28 |
| Item Subject | Stowage of Non-Standard Items on Appliances |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

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

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

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

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

PROCEDURE

1. Checks

- 1.1. The checklist contained in this SOP's Annex 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. 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.

Regardless of whether Shire approval is required, or permission given the below principals shall apply.

2. Costs

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

3. Removal

- 3.1 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) Determines the need for the equipment is no longer justified; or
- (e) Identifies any other breach of this or related SOP.

ANNEXES

Checklist

| Consideration | Yes | No | 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> | | | Addition of a fully loaded vehicle fridge may cause appliance weight compliance issues. |
| <p>Appliance Modifications:</p> <p>Will the proposed equipment stowage require modification or addition to locker facilities, electrical circuits or mounting/fastening arrangements?</p> | | | Addition of a battery-operated equipment requiring charges (hard wired or additional outlets) i.e., Dash Camera |
| <p>Effect on Existing Stowage, Function or Capability:</p> <p>Will any existing stowage (standard or non-standard) be moved or removed in order to accommodate the stowage of the proposed equipment or effect an existing function/capability of the appliance?</p> | | | Windscreen mounted GPS navigation display interfering with heat shield curtains. |
| <p>Safety - Training/Procedure:</p> <p>Does the proposed item of equipment have training requirements and/or additional procedures for its safe and effective operation?</p> <p>NB: This Should be based on compliance with WHS Act 2020.</p> | | | Chainsaw would require trained operators. |
| <p>Safety – Unexpected Movement:</p> <p>Is there a risk that the proposed equipment may move in such a way to which may harm an occupant of the appliance (i.e., during heavy braking)?</p> | | | Poorly engineered fitment of a vehicle fridge. |
| <p>Safety – Fuels & Energy Source</p> <p>Does the introduction of the proposed item of equipment introduce the need for new or increased fuel or battery storage?</p> | | | Petrol powered small plant items (i.e., Blowervac or Chainsaw) |

FORMS

Nil

REFERENCES

Nil

End SOP.28

SOP.29 Chainsaws

| | |
|------------------|--------------|
| Item Number | SOP.29 |
| Item Subject | Chainsaws |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

This SOP relates to use of chainsaws. It is intended to be read in conjunction with *SOP.28 – Stowage of Non-Standard Items on Appliances* which covers additional aspects including, appliance weight/stowage compliance, training, administration, servicing and financial requirements.

PROCEDURE

1. Permission to Carry

- 1.1. On application to the Shire by a Brigade, an appliance may be provided permission under *SOP.28 – Stowage of Non-Standard Items on Appliances* to carry a battery-operated chainsaw.
- 1.2. The Shire shall consider the operational need, suitability of appliances to carry and the capacity of the brigade to meet the requirements of this SOP.

2. PPE Standards

- 2.1 The operator must wear suitable PPE which does not compromise standard firefighting PPE. This will include:
 - (a) Mesh face guard (attached to bushfire helmet); and
 - (b) Zip on Chaps (over bushfire trousers); and
 - (c) Goggles; and
 - (d) Gloves.

3. Training Standards

- 3.1 Only trained operators are permitted to operate the saw:
 - (a) To the scope to which they are trained (see below table); and
 - (b) Within the capability of the saw.

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

| Level of Training | Scope |
|-------------------------------------------------------|-----------------------------------------------------------------|
| FPICOT2239A – <i>Trim and cut felled trees</i> | Fallen Timber, Pruning, standing timber to 100mm dia/4m height. |

| Level of Training | Scope |
|---------------------------------------------------------------|------------------------------------------------|
| FPICOT2236 – <i>manual tree falling (basic)</i> | Sound standing timber to 500mm dia/20m height. |
| FPIFGM3212 – <i>Fall trees manually (intermediate)</i> | Sound standing timber to 800mm dia/40m height. |
| FPIFGM3213 – <i>Fall trees manually (advanced)</i> | Any size trees, including stags. |

4. Usage in Operations

- 4.1 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. In determining authorisation, the Crew Leader must consider a risk assessment from the operator.
- 4.2 A spotter must be used at all times the saw is in use.
- 4.3 A clear and suitable path of retreat must be identified.
- 4.4 A saw must only be used for any felling operations during daylight hours.

ANNEXES

Nil

FORMS

Nil

REFERENCES

Nil

End SOP.29

SOP.30 Use of Drones During Bush Fire Operations

| | |
|------------------|------------------------------------------|
| Item Number | SOP.30 |
| Item Subject | Use of Drone During Bush Fire Operations |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

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

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

PROCEDURE

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

1. Limitations

- 1.1. This SOP only applies to incidents/operations where Shire of Toodyay is the controlling agency. This SOP does not cover use of drones at incidents controlled by other agencies (regardless of Incident Controller agency).

2. Non-Incident Use

- 2.1 Drones may be used in exercises, training bush fire mitigation activities, provided:
 - (a) The activity has a clearly defined management hierarchy, with role equivalent to an Incident Controller (e.g., Exercise Controller). Subsequent references to Incident Controller in this SOP may be substituted with the equivalent role/role title in such instances.
 - (b) Both the activity and use of the drone asset has been explicitly approved by a Bush Fire Control Officer appointed by the Shire of Toodyay.

3. Authorisation to Use

- 3.1 Drone operations may only commence, be conducted in line with and for the duration of expressed permission by Incident Controller.
- 3.2 The Incident Controller may delegate this responsibility to the Deputy Incident Controller or the Operations Officer by explicit diarised instruction. Subsequent delegation may only occur with explicit diarised permission of the Incident Controller. Where delegation has occurred, subsequent references to the Incident Controller in this SOP, may be substituted with delegated role title.

4. Sectorisation

- 4.1 Upon authorisation to commence drone operations, drone operations must be sectorised (as a functional sector) to be called 'Sector Drone', and a sector commander appointed (callsign 'Sector Commander Drone'). The drone operator may fulfill the role of Sector Commander Drone.

5. Communications Standards (Operator to Incident Controller)

- 5.1 As minimum, of one of the following methods of communication must be always maintained:
- (a) Person to person, visual line of site (preferred); or
 - (b) Via radio, tested prior to flight and during flight at 5-minute intervals or otherwise directed by the incident controller (i.e., reduced time frequency during mop-up phase) and where operator's radio selcall number has been provided and confirmed with the incident controller.
 - (c) Where an Air Operations (or Air Intelligence) channel has been assigned to the incident, this must be monitored by the operator.

6. Cessation of Operations

- 6.1 Operations should immediately end upon:
- (a) Completion of task set/agreed by the Incident Controller; or
 - (b) Loss of communications with Incident Controller; or
 - (c) Operator becoming aware of other aircraft operating in the operational area; or
 - (d) Request of Incident Controller.

7. Operator's Location

- 7.1 Except in the case of 5.1.(a), the operator's location is to be reported to and confirmed by the incident controller prior to any operation. This may be via confirmed DFES Automated Vehicle Locator system or by Emergency Services Directory quoted publication name, map number and six figure grid reference.

8. Identification of Drone

- 8.1 Drone should have identifying red and blue flashing lights attached and operational during flight. Should this condition not be met it must be communicated to the Incident Controller.

9. Authorisation of Operator

- 9.1 The operator must:
- (a) Be a current registered member of a Shire of Toodyay Bush Fire Brigade/Service; and
 - (b) Have completed, and maintain, all relevant training and accreditation by/of the Civil Aviation Safety Authority (CASA) relevant to the aircraft and operations; and
 - (c) Have supplied evidence of the above CASA training/endorsements to the Shire of Toodyay; and

- (d) Sign a copy of this SOP in its entirety to demonstrate understanding of the requirements of this SOP. This document must be endorsed by the Community Emergency Services Manager and Chief Bush Fire Control Officer; and
- (e) Advise the Community Emergency Services Manager and Chief Bush Fire Control Officer upon any lapsing or cessation of training or accreditation required by CASA.

10. Records and Reporting

10.1 The operator must:

- (a) Record all flight commencement and cessation times; and
- (b) Record and report via Incident Controller any incidents or near misses during operation.
- (c) Complete any required incident/near miss/insurance reporting as relevant resulting from drone operations; and
- (d) Attend any operational debriefs (provided reasonable notice and scheduling consultation has occurred).

ANNEXES

Nil

FORMS

For the purpose 9.1.(d) above:

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|
| Operator Declaration: I have been provided a copy of and understand the requirements of this SOP (Shire of Toodyay Bush Fire Operating Procedures – Standard Operating Procedure 30 – Use of Drones at Bushfire Incidents). | | |
| Name | Signature | Date |

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|
| Chief Bush Fire Officer Endorsement: I endorse _____, for drone operations in line with this SOP (Shire of Toodyay Bush Fire Operating Procedures – Standard Operating Procedure 30 – Use of Drones at Bushfire Incidents). | | |
| Name | Signature | Date |

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|
| Community Emergency Services Manager Endorsement: I endorse _____, for drone operations in line with this SOP (Shire of Toodyay Bush Fire Operating Procedures – Standard Operating Procedure 30 – Use of Drones at Bushfire Incidents). | | |
| Name | Signature | Date |

REFERENCES

Nil

End SOP.30

SOP.31 Use of Flash Hoods During Bush Fire Operations

| | |
|------------------|------------------------------------------------|
| Item Number | SOP.31 |
| Item Subject | Use of Flash Hoods During Bush Fire Operations |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

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

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

PROCEDURE

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

1. Usage Scenarios

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

2. Safety (Body Heat Management)

- 2.1 A flash hood is a head covering, restricting one of the body's most efficient method of regulating (loosing) heat:
 - (a) Only use during operations where risk of embers contacting the skin or radiant heat exposure is elevated. Options for removing personnel from such risks/environments should be considered before operations with flash hoods commence.
 - (b) Minimise time spent wearing flash hood by:
 - (i) Limiting time spent in such operating conditions; and

- (ii) Removing flash hood as soon as conditions allow (i.e. change of location, task); and
- (iii) Rotating crew members through task necessitating a flash hood.
- (c) Monitor wearers for signs of heat stress and fatigue. Remove any effected personnel immediately from active firefighting duties and follow first aid treatment.
- (d) Do not wet the flash hood (or other PPE/C) to aid cooling due to increased risk of steam burns.

3. Care and Maintenance

- 3.1 Flash hoods are to be washed following use as per other clothing related PPE/C items.
- 3.2 Flash hoods are to be protected from contamination and damage when not in use (i.e. within a protective bag in tunic pocket or stowed within respiratory mask bag).
- 3.3 If damaged or otherwise unserviceable, replacement must be sought.

4. Donning (and Doffing) Procedure

- 4.1 Safety: Donning/Doffing of a flash hood requires removal of helmet. Ensure this is done in an environment where removal of helmet can be performed safely.
- 4.2 When also utilising full face respiratory protection, the flash hood is donned over (after) the donning of the respiratory protection.

ANNEXES

Nil

FORMS

Nil

REFERENCES

SOP.11 – Personal Protective Clothing/Equipment

End SOP.31

SOP.32 Recording & Use of Data/Information

| | |
|------------------|-------------------------------------|
| Item Number | SOP.32 |
| Item Subject | Recording & Use of Data/Information |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

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

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

SCOPE/DEFINITIONS

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

For the interpretation of this SOP, the term 'data/information' includes, but is not limited to; photographs, videos, audio recordings, sketches, conversations and observations (knowledge of incident).

PROCEDURE

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

1. General Principle

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

All other recordings of data/information shall:

- (a) Comply with legislation – The recording of data/information at and/or of certain locations may be illegal, and shall be deemed to include:
 - (i) Recordings of Defence facilities/installations.
 - (ii) Recordings made on and of private property.
- (b) Be Respectful of Others – Seek permission/consent to make a recording (for example, a photograph) of others.

- (c) Not disclose what would otherwise be private – Recordings of belongings or assets of individuals or organisations shall not be made – may breach 1.1(a)(i) or (ii).
 - (d) DO NOT disclose incident information to the media (including social media).
- 1.2. Breaches may be considered in line with this SOP and *SOP.1 – Objectives and Values* and dealt with under *SOP.5 – Membership Rights and Disciplinary Procedures* or by other agencies where a legislation breach has occurred.

2. Dissemination of Data/Information

2.1 The purpose of and what is contained in a recording will determine how it may subsequently be used. Dissemination of recordings shall be restricted as per the categories below.

- (a) Recordings made under the 'General Principal' – Such data/information shall be considered part of the incident (operations of the incident's controlling agency) and shall only be disseminated:
 - (i) to relevant incident personnel;
 - (ii) as directed by the incident's controlling agency;
 - (iii) as part of an investigation or inquiry by another authorised agency (for example: WA Police, WorkSafe WA).

Disseminations of data/information made under the 'General Principal' for other reasons is not permitted.

- (b) Recordings made for Social or Promotional Purposes – Most commonly (but not limited to) photographs and videos, are often captured for self or brigade promotional purposes. Such purposes are valid, but as they do not comply with 'General Principal' shall only be disseminated subject to:
 - (i) Consent of other identifiable individuals in the recording;
 - (ii) Not reveal non-publicly accessible assets and/or location which may reveal an individual's property (privacy). NB: This includes stored metadata (i.e. photograph location coordinates).
 - (iii) Must depict operations in line with, and not contradicting, the Shire of Toodyay Bush Fire Operating Procedures.
 - (iv) Must not be used to promote a business.
 - (v) Must not be used in the context of embarrassing or attacking an individual, organisation or group or in a fashion which could be deemed vulgar or offensive.

Any recording and its metadata should be checked carefully for compliance with the above and modified for compliance with this SOP prior to dissemination. If in doubt, it is recommended that dissemination does not occur. The Shire may direct the removal of any material (from any platform) it deems non-compliant with this SOP or *SOP.1 – Objectives and Values*.

3. Retention/Destruction of Data/Information

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

ANNEXES

Nil

FORMS

Nil

REFERENCES

SOP.1 – Objectives and Values. End SOP.32

SOP.33 Crew Safety General

| | |
|------------------|---------------------|
| Item Number | SOP.33 |
| Item Subject | Crew Safety General |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

The following procedures are designed to minimise the risks associated with operational bush firefighting. Crew safety at bushfires is underpinned by a developed knowledge and experience of bush fire behaviour, situational awareness and the application of safety procedures. All emergency services personnel are responsible for their own safety and the safety of others at an incident. The Incident Controller has ultimate responsibility to ensure the implementation of safe working practices at an incident with protection and preservation of life always prioritised over fire suppression.

This SOP is designed to align with DFES *SOP 3.05.10 Crew Safety at Bushfires*.

PROCEDURE

1. LACES

- 1.1. During bushfire operations, there is a requirement to continuously reassess the changing dynamics of the fire to ensure a safer working environment for all. All personnel are to utilise LACES to plan their safety at incidents. The concept of LACES with descriptions and tasking for each component is detailed below:

| Control & Description | Tasks |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Lookouts</p> <p>The establishment of lookouts at a bushfire is vital. Lookouts maintain awareness of the environment immediately surrounding personnel.</p> | <ul style="list-style-type: none"> • Monitor the immediate surroundings of the crew • Look for potential hazards • Observe current weather • Look for changes in weather (wind strength, direction) • Monitor fire behaviour • Monitor vehicle movements • Maintain line of sight with crew/personnel • Signs of fatigue |
| <p>Awareness</p> <p>Awareness is the responsibility of all personnel. OIC (and crew leaders) are responsible for</p> | <ul style="list-style-type: none"> • Remain aware of the fire situation including (Current and potential weather, Terrain and aspect, fuel types and fuel loads, hazards, crew locations) |

| Control & Description | Tasks |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>ensuring common operating picture between personnel.</p> | <ul style="list-style-type: none"> • Be alert and act decisively before situations become critical. • Consider welfare and fatigue management and requirements |
| <p>Communications</p> <p>OIC (and crew leaders) are responsible for establishing and maintaining effective communications. It is not acceptable for personnel to be without communications at any time at a bushfire.</p> | <ul style="list-style-type: none"> • Receive a pre-deployment briefing from the IC (preferably SMEACS) • On arrival at the fireground establish radio communications • Maintain radio communications by ensuring planned regular communications within the chain of command • Ensure that visual and/or verbal communications are maintained between crew. • Immediately communicate any changes in situation |
| <p>Escape Routes</p> <p>OIC (and crew leaders) are responsible for identifying and communicating to crew a minimum of 2 suitable escape routes.</p> | <p><i>Locating Suitable escape routes that include:</i></p> <ul style="list-style-type: none"> • Containment lines of appropriate width • Firebreaks • Roads (sealed or unsealed) <p><i>OIC are to ensure all personnel:</i></p> <ul style="list-style-type: none"> • Know their escape route at all times • Ensure vehicles are positioned to allow for rapid escape |
| <p>Safety Zones</p> <p>A safety zone is an area cleared of flammable material and large enough to provide adequate space for crew protection.</p> | <ul style="list-style-type: none"> • Safety zones must be monitored by OIC to ensure they remain suitable for use • All personnel must be aware of the location of established safety zones. • OIC are to ensure that an appropriate safety zone is identified and accessible to crews at all times at a bushfire. |

2. Routine Safety Practices

- 2.1 The safety of Emergency Services Personnel is to be the highest priority. The below safety items/procedures are designed to ensure the safety of all emergency services personal at incidents. Hazards exist at bush fires and the ongoing reassessment of risk to emergency services personal needs to be undertaken.

| Safety Practice | Description |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Red Flag Warnings | Red Flag Warning is a message system that provides a process to ensure critical messages (such as immediate weather changes) are confirmed and received by all relevant emergency services personnel. |
| Operational Pre-Start Briefings | Provides emergency services personnel with critical information relating to the incident. The briefing/s should include previous, current and predicted information on the incident as well as safety messages, tasking, predicted outcomes and contingency plans. |
| Situation Reporting | Regular reports on the progress of an incident and the efforts to control it. It confirms the location of the fire, its status and potential, the number, nature and effectiveness of resources deployed. Situation reports are normally provided at regular intervals. |
| Protective Water Supply | Crews should maintain 25% reserve of the water on an appliance during bushfire operations. This to ensure there is sufficient water to protect crews while exiting the incident area should they be impacted by fire. |
| Appliance Fuel Supplies | Crews should maintain a minimum fuel supply in appliances of one third (1/3) to ensure that the appliance and water deluge systems maintain functionality whilst on the fire ground. On appliances where the firefighting pump fuel is a direct supply from the appliance fuel tank, the firefighting pump will not work once it reaches a quarter of a tank (this will affect water deluge system operation on applicable appliances). |

3. Common Hazards

During bushfire operations emergency services personnel are surrounded by many hazards. A list of common hazards identified from previous safety incidents has been developed to assist personnel in managing safety however this list does not identify all hazards on fire ground.

| Hazard | Description |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Dead Man Zone | The 'dead man zone' is the area directly around a bushfire that is likely to burn within 5 minutes and encompasses the distance the fire can travel in 5 minutes if the wind changes direction, turning a flank fire into a head fire. While conducting fire suppression in the dead man zone, there is a risk that the fire intensity and spread can suddenly increase dramatically if the wind direction changes, leaving little or no time for firefighters to seek refuge before being enveloped in a burnover. The safest place to be when conducting fire suppression duties within vegetation is on burnt ground where the fuel load has already been consumed by the fire, well out of the dead man zone. |

| Hazard | Description |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Entrapment | A situation in which individuals are exposed to life threatening or potentially life-threatening conditions from which they cannot safely remove themselves. |
| Burnover | A section of a bushfire that overruns personnel and/or equipment. Crews are to maintain situational awareness and be mindful of the Dead Man Zone to minimise the potential for burnover. |
| Radiant Heat | The transfer of heat from a bushfire to nearby objects i.e. trees, appliances, personnel, etc. This is the direct heat felt from the bushfire. Crews should ensure correct position of appliances/personnel and use of PPE/C to reduce exposure to radiant heat. |
| Visibility | Visibility can be greatly reduced by many factors during operations at incidents. These can include smoke, dusk, dawn, night fall and steep dense terrain. Each of these have their own risks associated with them including vehicle accidents, slips, trips and falls, overhead dangers and personnel being struck by vehicles. |
| Refuelling | <p>When refuelling plant and equipment during operations firefighters are exposed to a significant risk of injury should the fuel or vapour ignite – this is partially true of unleaded fuel. Fuel cans stored on appliances are likely to become pressurised due to exposure to higher ambient temperatures, direct sun, proximity to heat sources (e.g. exhaust, fire) and vibration. If opened too quickly, pressurised fuel and fuel vapours will discharge rapidly. It is possible for the fuel to ignite and cause significant injury to personnel.</p> <p>Fuel can opening Procedure:</p> <ol style="list-style-type: none"> 1. Remove to shaded area, away from heat/ignition sources. 2. Point can open away from body (do not place face over opening). 3. Slowly open the can, pause when venting occurs until venting ceases, then proceed. |
| Riding on Appliances | Refer <i>SOP.13 - Driving General</i> |
| Machinery | Throughout operations at bushfires, various machines may be required to contain and control the fire. When operating around machinery there are risks to emergency services personnel and operators. The use of trained and experienced machine supervisors when machinery is engaged at incidents will ensure some of these risks are addressed. These risks may result in injury or death of personnel and cause vehicle damage. Risks include unskilled operators, lack of visibility, unfamiliar terrain and entrapment while creating new control lines. Further information on the use of |

| Hazard | Description |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>machinery and the hazards associated with their operation is in Bush Fire Firefighting and Machine Supervision learners' manuals found on the eAcademy.</p> |
| <p>Aircraft</p> | <p>Aircraft are an integral part of firefighting operations at bush fires. Activities including reconnaissance, fire detection and water bombing all increase risks to pilots and ground personnel at bushfires. Where water bombing suppression is being used crews shall:</p> <ul style="list-style-type: none"> • Ensure constant communication (as per incident communication plan) and: • Move away from the fire line when requested/communicated. <p>If caught on foot in the drop Zone:</p> <ul style="list-style-type: none"> • Walk, don't run; and • Position yourself in a clear area way from loose objects, and overhead object (trees & branches) • Position branches/hand tools away from body. • Crouch down and hold onto helmet. |
| <p>Respiratory</p> | <p>Common respiratory hazards present at bushfires are thermally generated particles (particulate matter) and gaseous toxins released during the ignition of vegetation. Additionally, bushfire firefighting along the rural urban interface (RUI) has the potential to involve a complex mixture of unknown fuels and therefore atmospheric hazards. The particulates and gaseous toxins contained in bushfire smoke have the potential to cause irritation to the eyes and upper respiratory tract, leading to acute and chronic health effects. Crews are to ensure that respiratory protective equipment is donned in line with the exposure/risk. Crews should remove themselves from situations where respiratory risk exceeds the available protective equipment.</p> |
| <p>Heat Related</p> | <p>Emergency services personnel are reminded to take extra care to reduce the risk of heat-related illnesses. Emergency services personnel are at an increased risk due to the duration of time spent performing physically demanding activities within extreme environmental conditions. Heat-related illness occurs when our body is unable to cool itself sufficiently and maintain a healthy temperature. If ignored or left untreated, symptoms can become severe and may require immediate medical attention. Prevention is the best approach, and therefore it is important that all personnel take appropriate steps to prevent heat-related illness. Continually monitor yourself and crew members for symptoms of heat-related illness and notify your supervisor immediately if symptoms are experienced. Early management is the key. The OIC should also continuously monitor operational activity during adverse environmental conditions.</p> |

| Hazard | Description |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Personnel must maintain hydration and consider electrolyte replacement. |
| Terrain | Bushfires can occur over many various types of terrain. Each type of terrain can pose a significant risk to personnel. When working on steep and sloping terrain for example, risks such as increased rates of spread, rough ground, rocky terrain and risk of vehicle rollover are increased. |
| Off road driving | Refer <i>SOP.15 – Off Road Driving</i> |
| Trees and Overhead Risks | <p>The impact of intense fire on trees weakens both trunks and limbs. Limb failure or total tree collapse may occur well after the passing of the fire front and presents a hazard to firefighters during both the offensive attack and mop-up phases of a fire. Equally, previous events may have weakened tree limbs and present compounded hazards. Firefighters must remain aware of the risk to their personal safety from falling limbs and unstable trees and are encouraged to frequently 'Look Up for Overhead Dangers'. Isolation of hazardous trees is integral to reduce the risk of injury or death to emergency services personnel. The unstable tree should be marked to identify the hazard and any tracks, roads or areas cordoned off to reduce the risk of injury to firefighters. Trees suspected of posing a risk to firefighters are to be communicated and marked by the following standard:</p> <ul style="list-style-type: none"> • RED, RED/WHITE or PINK - Tree is suspected to be hazardous. • BLUE or BLUE / WHITE - Tree should be extinguished. • YELLOW - Tree should be pushed/felled. • BLUE / YELLOW COMBINATION - Tree to be felled and extinguished. <p>Operational personnel are encouraged to complete the <i>Tree Hazard Awareness (DFES1096)</i> training via the eAcademy.</p> |
| Support Wires | Some power poles are stabilised using an anchored wire rope (guy wire) to provide tension. In some situations, this supporting cable is established over property boundaries and within firebreaks where firefighting operations occur. These cables pose a hazard as they may not be initially observed by firefighting crews due to obstruction by vegetation, smoke, dust or darkness. If such cables are encountered at an incident, demarcation tape or some other form of high visibility indicator should be used to indicate the hazard. |
| Unexploded Ordnance (UXO) | UXOs may be detonated through vibration, wilful tampering, and mechanical disturbance or localised and extended exposure to a heat source all of which occur during bushfires. If a UXO detonates during firefighting activities, it could cause death or injury to |

| Hazard | Description | | | | | | | | |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>personnel operating in these areas. Strict guidelines are to be adhered to when operating in and around UXO areas as per the following definitions:</p> <table border="1" data-bbox="517 434 1447 1171"> <thead> <tr> <th data-bbox="517 434 724 539">UXO Category</th> <th data-bbox="724 434 1447 539">Fire Control Limitations</th> </tr> </thead> <tbody> <tr> <td data-bbox="517 539 724 719">Other</td> <td data-bbox="724 539 1447 719">These areas have no constraints to fire control operations. Access is not limited. All types of ground and aerial suppression equipment can be used</td> </tr> <tr> <td data-bbox="517 719 724 972">Slight</td> <td data-bbox="724 719 1447 972">Rubber tyred appliances and machinery may operate on/from preidentified, existing, well-traveled tracks. Machinery can be utilised to remove surface fuels on said tracks to a depth of 250mm. Aerial suppression tactics can be applied.</td> </tr> <tr> <td data-bbox="517 972 724 1171">Substantial</td> <td data-bbox="724 972 1447 1171">No access by land based firefighting resources. Air operations may be used by mutual agreement of incident controller and air operations personnel.</td> </tr> </tbody> </table> <p>If a suspected UXO is found during fire control operations, firefighters are to carry out the following actions:</p> <ul data-bbox="528 1283 1447 1899" style="list-style-type: none"> • Clearly mark the site without disturbing the immediate vicinity; • Do not use stakes driven into the ground to mark off an area of UXO as the Explosive Ordinance (EO) may be sensitive to ground shock and vibrations caused by hammering; • Photograph the item in situ, and any identifying markers to aid in locating the EO. • Withdraw from the area. • Notify the Sector Commander/Ops Officer/IC, who is to immediately notify WAPOL through the COMCEN • Evacuate to a distance of no less than 200m from the identified EO, however if possible, maintain a presence near the site until advised to the contrary. • IC to implement alternative firefighting strategies that reduce the presence of firefighters within the immediate area. <p>Further guidance is available <i>DFES SOP 3.05.13 - Operating Within Registered Unexploded Ordnance Sites</i>.</p> | UXO Category | Fire Control Limitations | Other | These areas have no constraints to fire control operations. Access is not limited. All types of ground and aerial suppression equipment can be used | Slight | Rubber tyred appliances and machinery may operate on/from preidentified, existing, well-traveled tracks. Machinery can be utilised to remove surface fuels on said tracks to a depth of 250mm. Aerial suppression tactics can be applied. | Substantial | No access by land based firefighting resources. Air operations may be used by mutual agreement of incident controller and air operations personnel. |
| UXO Category | Fire Control Limitations | | | | | | | | |
| Other | These areas have no constraints to fire control operations. Access is not limited. All types of ground and aerial suppression equipment can be used | | | | | | | | |
| Slight | Rubber tyred appliances and machinery may operate on/from preidentified, existing, well-traveled tracks. Machinery can be utilised to remove surface fuels on said tracks to a depth of 250mm. Aerial suppression tactics can be applied. | | | | | | | | |
| Substantial | No access by land based firefighting resources. Air operations may be used by mutual agreement of incident controller and air operations personnel. | | | | | | | | |

| Hazard | Description |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Operational personnel are encouraged to complete the <i>Unexploded Ordinance – UXO (DFES1121)</i> training via the eAcademy. |
| Bridges | <p>Bridges can present risk to responders and should not be crossed where appliance weight or size is beyond the capacity of the bridge.</p> <p>Considerations include:</p> <ul style="list-style-type: none"> • Weight limit restricted bridges; • Bridges impacted/may have been impacted by fire; • Private access bridges when construction and maintenance standards cannot be determined. <p>Suspect, compromised, weight limited bridges must be reported in Incident Control immediately.</p> <p>Crews are to observe all weight limits and should be familiar with known size or load restricted bridges in their response area as part of pre-incident planning and route selection.</p> |
| Fencing | <p>Fencing presents many risks to fire fighters at incidents. Firefighters can be trapped in paddocks by fencing with an approaching fire front and have no safe exit options. If the driver has not seen the fencing material it can become entangled in the drive train of appliances making them immobile with the possibility of the crew and appliance being overrun by fire.</p> <p>Where fences are required to be cut, they are to be:</p> <ul style="list-style-type: none"> • Cut midway between posts, wearing full PPE, in case of recoil. • Recorded and communicated with incident control. • Clearly marked with flagging tape. |
| Catalytic Converters | <p>Catalytic converters form part of the exhaust system on many firefighting appliances. A catalytic converter operates between 300-600 degrees Celsius and although shielded, there is a potential for dry grass and other combustible material to get caught in the shielding and ignite. Crews should:</p> <ul style="list-style-type: none"> • Avoid remaining stationary for long periods in unburnt vegetation, particularly grassed areas; and • Monitor potential buildup of combustible material around exhaust systems and catalytic converters. |
| Diesel particulate diffuser regeneration | <p>Firefighting appliances that include Diesel Particulate Diffusers (DPD) in their exhaust systems require regular regeneration. This regeneration burns off the soot and prevents blockages. Appliances with DPD have two potential risks associated with DPD regeneration:</p> |

| Hazard | Description |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> • Should regeneration not occur, the appliance may go into limp mode slowing exit from fire ground with the potential for entrapment. • As the exhaust system becomes very hot during regeneration, potential for dry grass to ignite under the appliance. <p>Crews operating DPD-equipped appliances should regularly monitor particulate levels during vehicle checks and, when necessary, initiate manual regeneration procedures in accordance with manufacturer guidelines.</p> |
| Operations Around Electrical Infrastructure | <p>Firefighting operations in close proximity to high voltage power lines expose crews to significant risk. The conductivity of water used in suppression and elevated carbon density present in bushfire smoke requires safe working procedures to be followed:</p> <ul style="list-style-type: none"> • Always assume all power lines are energized (even if down). Immediately report the hazard to Incident Control, who will notify the relevant power authority • Do not fight the fire within 25m of the outside line of the power line. • If the smoke plume impinges on the power lines do not direct a water stream inside the zone. • Water streams of no more than 1.5m in height can be directed inside the zone provided the smoke is not impinging on the power lines. • When moving a vehicle under power lines, always pass under the wires more than 25m away from the fire or smoke plume. |
| Auxiliary Braking System (Retarders) | Refer <i>SOP.13 – Driving General</i> |

ANNEXES

Nil

FORMS

Nil

REFERENCES

SOP.13 – Driving General

SOP.15 – Off-Road Driving

DFES SOP 3.05.13 - Operating Within Registered Unexploded Ordnance Sites

eAcademy: Tree Hazard Awareness (DFES1096) online course

eAcademy: Unexploded Ordnance – UXO (DFES1211) online course



End SOP.SOP.33

SOP.34 SMOKING

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|------------------|--------------|
| Item Number | SOP.34 |
| Item Subject | Smoking |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

There is overwhelming evidence that exposure to environmental tobacco smoke (ETS) is harmful to health. There is no safe level of exposure to ETS. Long term exposure can have serious adverse health effects including heart disease and lung cancer. (Department of Health Western Australia – Supporting Smoke Free Workplaces)

PROCEDURE

1. Guiding Principals

- 1.1. Passive smoking can impact on others.
- 1.2. This procedure seeks to ensure that the Shire of Toodyay can meet its obligations to ensure a safe working environment.

2. Policy Statement

- 2.1 Smoking is not permitted in any Shire of Toodyay Vehicle (owned or leased), buildings or in the immediate vicinity of entrances to Shire Buildings. This includes:
 - 2.1.1 Buildings or parts of buildings/outdoor eating areas, amenity areas and emergency exits.
 - 2.1.2 Areas where 'no smoking' or other smoking prohibition signs are displayed (i.e. chemical and fuel storage areas).
 - 2.1.3 Within five (5) meters of any entrance to buildings, air-conditioning intakes, ventilation louvers, and windows.
- 2.2 Smoking is prohibited around portable fuel stores, equipment utilising fuels, and refilling processes.
- 2.3 Cigarette butts (or similar waste) will be correctly disposed of as rubbish (not litter).

ANNEXES

Nil

FORMS

Nil

REFERENCES

Nil

SOP.35 Operations in Aboriginal Heritage Areas

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|------------------|-----------------------------------------|
| Item Number | SOP.35 |
| Item Subject | Operations in Aboriginal Heritage Areas |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

The Shire of Toodyay recognises the importance of Aboriginal Cultural Heritage (ACH) and the added challenge of respecting this heritage during bush-fire suppression operations. This SOP covers the need to identify potential ACH, report to appropriate body, apply for relevant permits and modify firefighting strategies to minimise ACH impacts, while maintaining normal firefighting priorities of life and property.

PROCEDURE

1. Identification

- 1.1. The Incident Controller will make all reasonable and timely endeavours to identify if the incident area has, is, or is likely to impact, an ACH Registered Site or Lodged Place. This may be done via:
 - 1.1.1 The Department of Planning Lands and Heritage (DPLH) online [Aboriginal Cultural Heritage Inquiry System](#); or
 - 1.1.2 Referring to maps provided via BART; or
 - 1.1.3 In the case of heavy workload or a location with lack of connectivity, delegate the identification process.

2. Reporting and Permits

- 2.1 Where the incident area is identified as impacted, impacting or may impact an ACH Registered Site or Lodged Place, and operations are required within the identified sites or places notification is to be given to Department of Planning Lands and Heritage (DPLH) and Section 8/10 permits applied for by the following procedure:
 - 2.1.1 The Incident controller shall notify a Shire Officer (below) to initiate relevant notification/permit application and diarise the request.. Shire Officers:
 - (a) Community Emergency Services Manager (CESM);
 - (b) Executive Manager Infrastructure Assets & Services
 - (c) Emergency Management Officer (EMO);
 - 2.1.2 The Shire Officer Shall:
 - (a) Submit the notification and permit application online via the DPLH [Aboriginal Cultural Heritage \(ACHknowledge\) Portal](#) using their account.

- (b) The application shall include the minimum following information:
 - (i) Incident location;
 - (ii) incident Number;
 - (iii) Registered Site or Lodged Place identifier number(s); and
 - (iv) Nature of Impacts (type of firefighting activities).
- (a) Upon completion of the application, advise the Incident Controller and provide
 - (i) The application reference number; and
 - (ii) A copy of the application.
- (b) Monitor their account/account linked email for a response and provide any response/permit to the incident controller.

3. Post Incident Actions

- 3.1 The incident controller, in conjunction with Shire will review post incident permit conditions (if any), and action as required.

ANNEXES

Nil

FORMS

Nil

REFERENCES

Aboriginal Cultural Heritage Inquiry System

<https://espatial.dplh.wa.gov.au/ACHIS/index.html?viewer=ACHIS>

Aboriginal Cultural Heritage (ACHknowledge) Portal (<https://achknowledge.dplh.wa.gov.au/>)

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| <i>End SOP.35</i> |
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SOP.36 Operations in Dieback Areas

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|------------------|-----------------------------|
| Item Number | SOP.36 |
| Item Subject | Operations in Dieback Areas |
| Adoption Date | 5 March 2026 |
| Last Review Date | |

INTRODUCTION

Incident Controllers (IC) have a responsibility to consider the potential for spread of dieback (*phytophthora* sp.) during firefighting operations. The decision, actions and observations of crews can also assist with limiting the spread.

Bushfire suppression activities pose a significant risk of introducing and spreading dieback, especially where they intersect with areas of moist soil, creek lines and swamps or firefighting cavities occur high in the landscape.

While dieback management is an important consideration in fire management it represents an environmental priority that must be considered after (below), states strategic control Priorities, being preservation of life, property and critical infrastructure.

This SOP has been developed to align with *DFES SOP 3.05.14 – Dieback Hygiene*

1. Fire-breaks/Control Line Principals

Earth moving machinery are a major means of introducing or distributing *Phytophthora* (the plant pathogen that causes dieback) to the fire ground.

- 1.1. Where possible ensure that machinery and vehicles are clean (complete absence of soil and organic matter from potential carriers prior to work commencing);
- 1.2. Where possible, and safe to do so, construct containment lines and breaks by hand-tools;
- 1.3. Where appropriate, use rubber-tyred machinery in preference to tracked machines, as rubber-tyred machines are less likely to transfer soil and are easier to clean;
- 1.4. Where possible, plan and construct containment lines to avoid moisture gaining sites and wetlands zones;
- 1.5. Where possible, plan and construct containment lines low in the landscape to reduce area effected by water run-off from disturbed ground.

2. Water Sources

Some water sources may contain *Phytophthora* and hence their use in firefighting suppression could increase the likelihood of dieback introduction/spread.

- 2.1 Where possible prioritise the use of scheme or bore water sources over ground water sources (lakes, dams and streams).

3. Hygiene Practices

Introduction or removal of soil (transfer) between sites or areas is common cause of dieback spread.

- 3.1 Where possible ensure that machinery and vehicles are clean (complete absence of soil and organic matter from potential carriers prior to work commencing); and
- 3.2 Machinery and Vehicles and footwear are cleaned (wash down) prior to departure. Noting that:
 - 3.2.1 Washdowns should, where possible occur, low in the landscape on hard surface which is less likely to absorb the moisture.
 - 3.2.2 When exiting a known dieback zone wash downs are completed as close to the known dieback effected area as possible.

ANNEXES

Nil

FORMS

Nil

REFERENCES

DFES SOP 3.05.14 – Dieback Hygiene

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| <i>End SOP.36</i> |
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