



# **Shire of Mundaring Bushfire Operating Procedures**

## List of Acronyms

<b>AGM</b>	Annual General Meeting
<b>AIIMS</b>	Australasian Inter-service Incident Management System
<b>BFAC</b>	Bush Fire Advisory Committee
<b>BFS</b>	Bush Fire Service
<b>BLT</b>	Brigade Leadership Team (Same meaning as "Committee" in Bush Fire Brigade Local Law 2013)
<b>BOP</b>	Bushfire Operating Procedures
<b>BSA and FFS</b>	Bushfire Safety Awareness and Fire Fighting Skills training courses
<b>BTO</b>	Brigade Training Officer / Training Officer
<b>CBFCO</b>	Chief Bush Fire Control Officer
<b>CESM</b>	Community Emergency Services Manager
<b>CL</b>	Crew Leader
<b>CoC</b>	Code of Conduct
<b>DBCA</b>	Department of Biodiversity, Conservation and Attractions
<b>DCBFCO</b>	Deputy Chief Bushfire Control Officer
<b>DFES</b>	Department of Fire and Emergency Services
<b>DO</b>	District Officer
<b>DRP</b>	Dispute Resolution Procedure
<b>FCO</b>	Fire Control Officer
<b>FDR</b>	Fire Danger Rating
<b>FRS</b>	Fire and Rescue Service
<b>HRB</b>	Hazard Reduction Burning
<b>ICP</b>	Incident Control Point
<b>ICV</b>	Incident Control Vehicle
<b>IMT</b>	Incident Management Team
<b>IRS</b>	Incident Reporting System
<b>LT</b>	Light Tanker
<b>MFS</b>	Mundaring Firefighters School Inc.
<b>OC</b>	Operations Command
<b>OIC</b>	Officer In Charge
<b>PaW</b>	Parks and Wildlife Service
<b>PPC</b>	Personal Protective Clothing
<b>SAP</b>	Standard Administrative Procedure
<b>SMS</b>	Short Message Service
<b>SoM</b>	Shire of Mundaring
<b>SOP</b>	Standard Operation Procedure
<b>WAPF/WAPOL</b>	Western Australia Police Force

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# **1.INTRODUCTION, AIMS, OBJECTIVES AND CODE OF CONDUCT**

## **1.1.INTRODUCTION**

The Bush Fire Operating Procedures are developed for the management of the brigade and shall be adhered to in accordance with the Bush Fires Act 1954 (Act) and Shire of Mundaring Bush Fire Brigade Local Law 2013.

Any proposed changes to this document will be tabled at a meeting of the Operations Command (OC), provided such a proposal is tabled as an agenda item.

## **1.2.INTERPRETATION**

Where a question arises regarding the interpretation of the Bush Fire Operating Procedures, the Chief Bush Fire Control Officer (CBFCO) shall have the power to determine the proper interpretation of any provision. The decision of the Chief Bushfire Control Officer on any question of interpretation shall be final.

## **1.3.AIMS, OBJECTIVES AND AUTHORITY OF THE BRIGADE**

Shire of Mundaring brigades are empowered by provisions of the Act, the Shire of Mundaring Bush Fire Brigades Local Law 2013 and Procedures to undertake fire brigade operations as directed by the Shire of Mundaring (Shire) as follows:

In complying with Shire of Mundaring Bushfire Brigades Local Law 2013, Schedule 1, Part 2, Clause 2.1, a brigade shall:

- Provide timely, quality and effective emergency services;
- Minimise the impact of emergencies on the community;
- Work with the community to increase bushfire awareness and fire prevention;
- Ensure that all members' training requirements are maintained and documented to meet standards as adopted by the Operational Command;
- Ensure all operational equipment is checked and serviceable, and available for emergencies;
- Provide an environment where every individual is treated with respect and is free from discrimination or harassment;
- Uphold the Shire's Code of Conduct;
- Service the needs of the community and work cohesively with other agencies;
- To establish a public fund to solicit and receive gifts from the public solely for the purpose of supporting the volunteer-based fire and emergency service activities of the brigade.

#### **1.4. STANDARD ADMINISTRATIVE PROCEDURES (SAP)**

From time-to-time brigades may develop SAP to provide for the administrative needs of the brigade. Any SAP developed must be approved by a simple majority vote at a Brigade Leadership Team Meeting and presented to the brigade at the following Monthly General Meeting.

Once tabled at a Monthly General Meeting, SAP shall always be adhered to by all brigade members.

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

#### **1.5. STANDARD OPERATING PROCEDURES (SOP)**

From time to time, the brigade may develop SOPs. This will be additional to all DFES SOPs provided for the operational requirements of the brigade. Any SOP developed must be approved by a simple majority vote at a BLT meeting and presented to the brigade at the following Monthly General Meeting. Any SOP developed must be presented to the Shire's CBFCO for final approval and, following final approval by the CBFCO, shall be tabled at the next monthly general meeting for the information of all members.

The Shire of Mundaring may choose to adopt DFES SOPs partially or fully. All adopted SOPs must be adhered to.

From time to time, an SOP may be introduced by the CBFCO, without the need for BLT ratification, to address urgent matters.

Once tabled at the Monthly General Meeting, an SOP must always be adhered to by all brigade members.

The Secretary must ensure all SOPs are available to the brigade members and maintain a hard copy on station for viewing by members. Additional copies may be made available to members upon written request to the Secretary.

#### **1.6. CODE OF CONDUCT**

The Code of Conduct (CoC) applies to Shire's VBFB members in relation to the performance of their specific role in the Shire Bush Fire Service or connection with any VBFB-related activity.

The Secretary must ensure a copy of the CoC is available to the brigade membership and maintain a hard copy on the station for viewing by members. Additional copies may be made available to members upon written request to the Secretary.

## **1.7. DISPUTE RESOLUTION PROCEDURE**

The Shire of Mundaring must, as far as reasonably practicable, ensure that VBFB members are not harmed as a result of the performance of their volunteer role.

The Shire aims for disputes to be resolved at the level of intervention appropriate to the problem using the DRP as a guide. Informal resolution is preferred, where appropriate, as it is more likely to succeed with minimal disruption to the volunteer working relationship and environment. Before making a formal complaint, the VBFB member is encouraged to consult within and according to the chain of command.

The Secretary must ensure a copy of the DRP is available to all brigade members and maintain a hard copy on station for viewing by members. Additional copies may be made available to members upon written request to the Secretary.

## 2. BRIGADE LEADERSHIP TEAM

(Same meaning as “Committee” in *Bush Fire Brigade Local Law 2013*)

### 2.1. BRIGADE LEADERSHIP TEAM (BLT)

The BLT comprises members elected annually at the Annual General Meeting in accordance with the Bush Fire Operating Procedures to represent the general brigade. In addition, the brigade may nominate any active member to represent the membership on the Brigade Leadership Team.

- Captain
- Lieutenant(s)
- Training Officer
- Equipment Officer
- President/Chairperson
- Secretary
- Treasurer

NB: members of the BLT may hold dual functions within the brigade management structure; however, those functions cannot conflict with each other, e.g. Captain cannot also be a Lieutenant.

### 2.2. CAPTAIN (FCO for brigade)

The Captain of the brigade is responsible for the leadership and management of the brigade. As a role model and mentor for members, the Captain should always act with integrity and consider each member equally. All decisions should be in the interest of the brigade and its members. The position reports to the DCBFCO and CBFCO on brigade-related matters and represents the brigade at BFAC and Shire Operations Command meetings.

Duties and responsibilities of the Captain:

- Demonstrate positive leadership and mentor members;
- Command, control and confidently manage firefighting activities at emergency incidents;
- Ensure incident control systems and management principles are implemented and maintained during all emergency incidents;
- Maintain a personal logbook with a record of events and decisions that occur at an incident;
- Conduct brigade briefings and post-incident analysis of any incident involving firefighting or Incident management issues;
- Ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required in accordance with standard operating procedures as adopted by the Shire;



- Undertake responsibility for the proper management and maintenance of brigade property and equipment;
- Represent the brigade on the BFAC and other meetings as required;
- Adopt policies on behalf of the brigade as recommended by the BFAC;
- Ensure the conduct of members is in accordance with the CoC and DRP;
- Report all injuries of personnel or damage to fire fighting and support vehicles immediately to the DCBFCO, CBFCO and Shire Management; and
- Engage with members of the brigade regarding succession planning for brigade Officer Positions.

### **2.3. FIRE CONTROL OFFICER (FCO)**

An FCO is a delegated representative of the Shire responsible for administering provisions within the *Act*. The position is required to perform active operational duties in relation to both fire defence and fire prevention strategies within the local community.

Captains are nominated by their brigade and then appointed as FCOs by the Shire at the discretion of the Chief Executive Officer.

Duties and responsibilities of the FCO shall be determined by the Shire and may include:

- Authorising and issuing permits for hazard reduction burns within the Shire in accordance with the *Act*;
- Developing Shire of Mundaring hazard management plans;
- Identifying and conducting risk assessments of fire hazards within the Shire;
- Performing duties prescribed by the *Act* and authorised by the Shire;
- Commanding and managing resources during a bushfire or hazard reduction burn; and
- Maintaining a personal logbook to include a record of events and decisions during an incident.

### **2.4. LIEUTENANT(S)**

The Lieutenant of a brigade is responsible for the operational management of members during brigade activities. The position must provide operational and administrative support to the Captain in managing the brigade. The position reports to the Captain on all matters pertaining to the functioning of the brigade or personnel they supervise.

The brigade should elect a minimum of two (2) Lieutenants. Additional Lieutenants may be appointed according to the needs of the brigade. If operational circumstances require the number of Lieutenants for a brigade to be more than four (4), as decided by the Brigade Leadership Team (BLT), a request is to be submitted in writing to the CBFCO for endorsement.

The Captain must rank all Lieutenants according to their experience, qualifications and leadership skills. This will be determined by resolution at the first BLT meeting following the AGM.

The Lieutenant shall perform the following functions as determined by the Captain:

- Provide support to the Captain and assist with the management of the brigade;
- In the absence of the Captain or more senior brigade officer, administer all powers and responsibilities of the Act (Part IV Section 44(1));
- Command and manage members during emergencies and other brigade-related activities;
- Demonstrate positive leadership and mentor members.
- Engage with members of the brigade about succession planning for brigade officer positions;
- Maintain a personal logbook with a record of events and the individual's decisions that occur during all incidents;
- Conduct briefings during and after incidents and maintain open lines of two-way communication between members and the BLT; -
- Encourage positive interaction and teamwork between members;
- Ensure Shire adopted standard operating procedures are adhered to at brigade activities;
- Ensure firefighters engaged in firefighting activities hold competencies relevant to the task;
- Work cohesively with the brigade Training Officer and conduct training activities for firefighters;
- Document and record details of all training activities in firefighters' personal logbook;
- Ensure the behaviour of members is in accordance with the Shire of Mundaring CoC; and
- Represent the brigade members on the BLT.

## **2.5. PRESIDENT/CHAIRPERSON**

The President/Chairperson presides over official brigade meetings. The position is not required to perform active operational duties and may be held and exercised by a member who holds an additional position within the brigade.

In the absence of a President/Chairperson, the Captain or next most senior member may preside over a meeting. The President/Chairperson will exercise a casting vote as required.

The President/Chairperson shall perform the following functions:

- Preside over official brigade meetings;
- Ensure meeting procedure and protocol are maintained;
- Promote the aims and objectives of the brigade where possible;
- Promote open, fair discussion during debates in relation to brigade matters;
- Ensure meetings are conducted as per the Shire of Mundaring Bush Fire Brigade Local Law 2013 and CoC;
- Ensure minutes of meetings are signed and dated;

- Take a leading role in those non-operational activities of the brigade to allow the Captain to concentrate on operational matters; and
- Work consultative-ly and collaboratively with all members of the BLT.

## **2.6. SECRETARY**

The Secretary is to manage the records, papers, documents, and minutes of meetings of the brigade. The position is not required to perform active operational duties and may be held and exercised by a member who holds an additional position within the brigade. The position reports to the President on administration matters pertinent to the brigade. If a brigade does not have a President, then the Secretary will report all matters to the Captain.

The Secretary shall perform the following functions:

- Ensure members receive notification of brigade meetings in accordance with the meetings section of the BOP;
- Prepare an agenda for brigade meetings and distribute it to members, relevant DCBFCO and CBFCO before meetings;
- Ensure minutes of brigade meetings are recorded and distributed to all members, relevant DCBFCO and CBFCO before the next meeting;
- Document, manage and record all brigade correspondence;
- Ensure brigade information is disseminated to members;
- Make available circulars and other information to members;
- Work cohesively with Shire management and administration staff on matters pertinent to brigade administration.

## **2.7. TREASURER**

The role of the Treasurer is to manage and communicate with members on all financial matters of the brigade. The position is not required to perform active operational duties and may be held and exercised by a member who holds an additional position within the brigade. The position reports to the President and Captain on financial matters pertaining to the brigade.

The Treasurer shall perform the following functions:

- Manage financial affairs of the brigade;
- Maintain brigade financial records and provide detailed report of income and expenditure at meetings;
- Work cohesively with Shire management and administration staff on matters pertinent to brigade financial matters, including providing copies of financial statements if required;
- Ensure all orders of financial affairs are collated for annual accounting audits.

## **2.8. TRAINING OFFICER**

The Training Officer is responsible for the management and coordination of brigade training and the documentation of these activities. The position is not required to perform active operational duties and may be held and exercised by a member who holds an additional position within the brigade. The position reports to the Captain on training matters pertinent to the brigade.

- Ensure brigade members maintain basic skill levels equivalent to the competency standards required by the Shire through the annual skills refresher;
- Ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills of members;
- Maintain records of training undertaken by members that are not captured on the DFES eAcademy;
- Assist members in accessing the Volunteer Hub and DFES eAcademy;
- Provide mentoring for members who express an interest in the delivery of training; and
- Represent the brigade at Mundaring Firefighters School meetings.

## **2.9. ASSISTANT TRAINING OFFICER (OPTIONAL)**

The brigade may nominate an assistant Training Officer to support the substantive position. In the absence of the brigade Training Officer the Assistant Training Officer assumes the responsibilities of that position and shall have a proxy vote at Mundaring Firefighters School meetings.

The duties and responsibilities of the Assistant Training Officer are the same as those of the brigade Training Officer.

## **2.10. EQUIPMENT OFFICER**

The role of the Equipment Officer is to manage brigade and personal equipment. The position is not required to perform active operational duties but must demonstrate knowledge of brigade equipment. The position may be held and exercised by a member who holds an additional position within the brigade and shall report to the Captain on all matters pertaining to the brigade and personal protective equipment and clothing.

The Equipment Officer shall perform the following functions:

- Coordinate maintenance and repair of brigade equipment;
- Maintain a register of all brigade assets;
- Maintain a register of brigade members' PPE/C;
- Report all damage to brigade equipment or property to the Captain as appropriate to the circumstances;
- Manage brigade requests for replacement items and equipment;

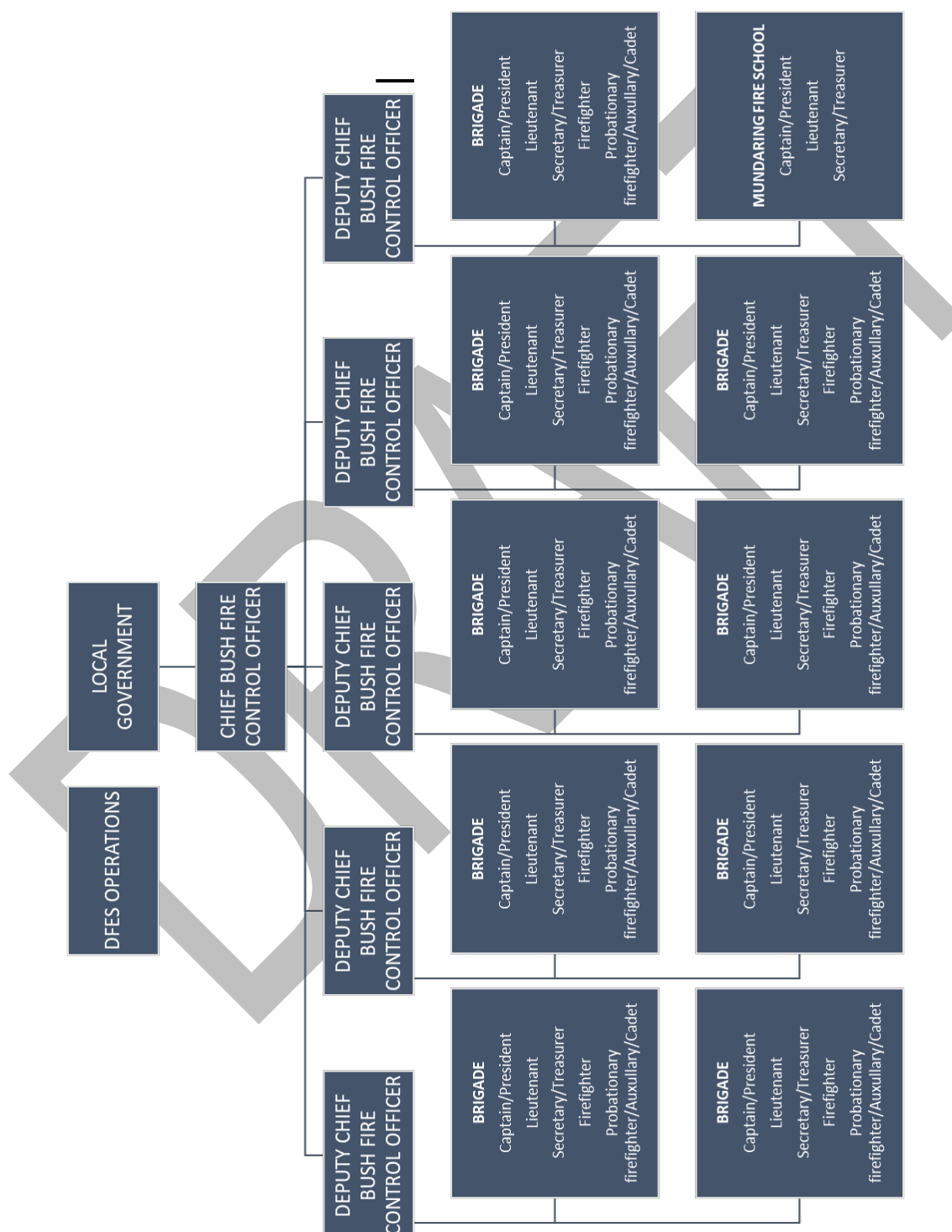
### **2.11. ASSISTANT EQUIPMENT OFFICER (OPTIONAL)**

The brigade may nominate an Assistant Equipment Officer to support the substantive position. In the absence of the brigade Equipment Officer the Assistant Equipment Officer assumes the responsibilities of that position and shall have a Proxy Vote at equipment committee meetings.

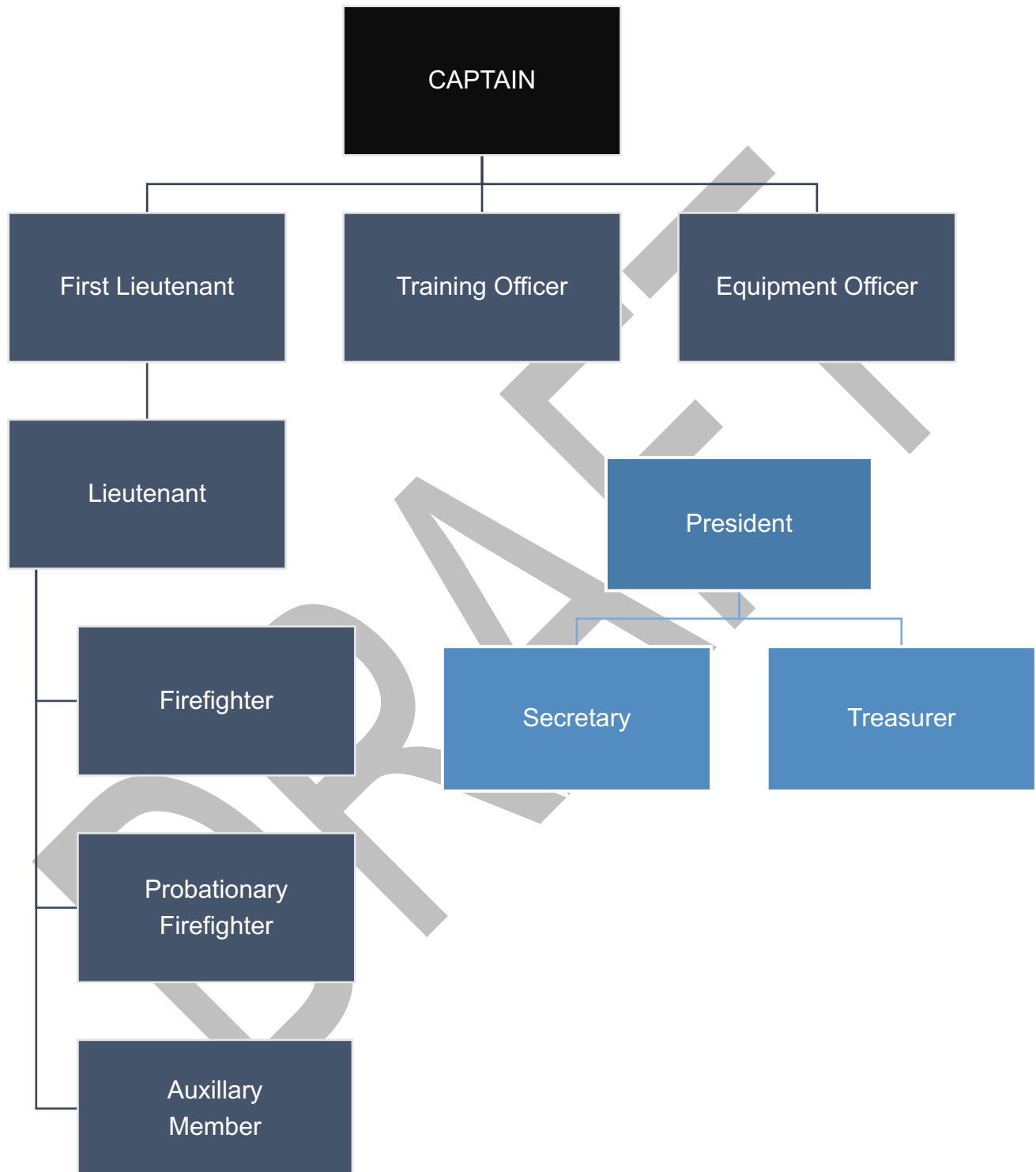
The duties and responsibilities of the Assistant Equipment Officer are the same as those of the brigade Equipment Officer.

# 3.PERSONNEL, MEMBERSHIP AND ORGANISATIONAL STRUCTURE

## 3.1.SHIRE OF MUNDARING BUSH FIRE SERVICE STRUCTURE



### 3.2. BRIGADE STRUCTURE



### **3.3. MEMBERSHIP OF THE BRIGADE**

All brigade members must be registered with the Shire of Mundaring using the approved membership application package. Membership of the brigade is separated into the categories below.

- Operational member
  - Firefighter
  - Probationary/Trainee Firefighter
- Cadet
- Auxiliary/Associate members
- Brigade life member

### **3.4. DUAL MEMBERSHIP**

Any member or applicant for membership of a brigade who wishes to be a member of any other brigade or volunteer emergency organisation must discuss with their Captain and obtain approval from either DCBFCO or CBFCO. Members whose normal employment is with an emergency organisation are excluded from this provision.

### **3.5. CADET MEMBER**

A cadet member is a member who has attained the age of 11 but is yet to attain the age of 16 or is a member who has joined as part of a school-based program. A cadet may participate in most brigade activities except firefighting.

### **3.6. PROBATIONARY/TRAINEE FIREFIGHTER**

A Probationary Firefighter is one who has not completed the initial training modules (Appendix 9) to gain all the mandatory training and experience necessary to become a Qualified Firefighter as required by the Shire of Mundaring, the Training Officer, or the Captain of the brigade.

During the period as a Probationary Firefighter, members must complete and be assessed as competent in all training modules and will be required to carry out prescribed burning activities and training activities as set out by brigade minimum standard requirements. Members may also be periodically assessed to perform other duties as their level of training and experience increases. These assessments continue until they are assessed as competent to become a qualified firefighter by the Captain or the Training Officer.

The brigade and Shire of Mundaring are required to maintain records of all probationary assessments and competencies and be able to provide these records in electronic or paper form when requested.



### **3.7. QUALIFIED FIREFIGHTER MEMBER**

A qualified Firefighter is a brigade member, who has attained the age of 16 years and has completed the minimum training requirements as per Shire of Mundaring minimum training requirements (Appendix 9), completed their probationary assessments and has been confirmed competent to perform all the duties of a qualified firefighter.

### **3.8. AUXILIARY/ASSOCIATE MEMBER**

An auxiliary member is a member who does not seek to undertake or continue to undertake firefighting activities. Instead, these members assist with other brigade-related activities. Auxiliary members must have completed such training as may be required by the brigade to perform those duties and are still considered active members given duties being performed on station.

### **3.9. ACTIVE MEMBER**

An active member is a member who has maintained the minimum contact requirements outlined in these Bush Fire Operating Procedures as well as completed the annual Skills Refresher as outlined in these Bush Fire Operating Procedures.

### **3.10. SERVICE AWARDS**

The Shire Bush Fire Service Outstanding Service Award shall be granted to a person who has served as a registered member of any brigade or any brigades and who has, in the opinion of the selection panel of persons being members of the BFAC, given outstanding service to the Shire of Mundaring Bush Fire Service.

Refer to [bush-fire-service-long-service-and-outstanding-service-awards-policy-\(hcs-01\)](https://www.mundaring.wa.gov.au/bush-fire-service-long-service-and-outstanding-service-awards-policy-(hcs-01)) ([mundaring.wa.gov.au](https://www.mundaring.wa.gov.au))

#### **3.10.1. BUSH FIRE SERVICE MEDAL**

Brigade members in active roles are eligible for the award of five (5) year medallion and ten (10) year Bush Fire Service medal, and five (5) year clasps after that, to recognise the length of service and dedication of Bush Fire Service volunteers.

A brigade Secretary may monitor all brigade members' service history via the membership list and validate the dates for inclusion on the application form on the DFES Volunteer Hub.

#### **3.10.2. NATIONAL SERVICE MEDAL**

Brigade members in active roles are eligible for the award of fifteen (15) year National Service Medals and clasps.

The brigade secretary may monitor all brigade members' service history via the membership list and validate the dates for inclusion on the application form available from the DFES Volunteer Hub.

Members seeking to include service from services unrelated to DFES will need to provide evidence of that service to DFES.

### **3.11. MEMBER DETAIL UPDATES**

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

- Change of name
- Change of address
- Change of contact number
- Change of email address
- Change of driver's license status (loss, upgrade, expiry)
- Resignation of membership.

### **3.12. RESIGNATION AND TERMINATION OF MEMBERSHIP**

When a brigade member decides to resign their membership, the member shall provide written notice in the manner and form set out in the Shire of Mundaring Bush Fire Brigades Local Law 2013, as amended from time to time.

Failure or inability to complete the form, such as termination of membership, will see a member of the BLT finalise the form as their agent. All forms completed by a BLT member as an agent on behalf of the terminated member require no less than two signatures of endorsement. Once either activity has been completed, the process of de-registering the concerned member shall take place.

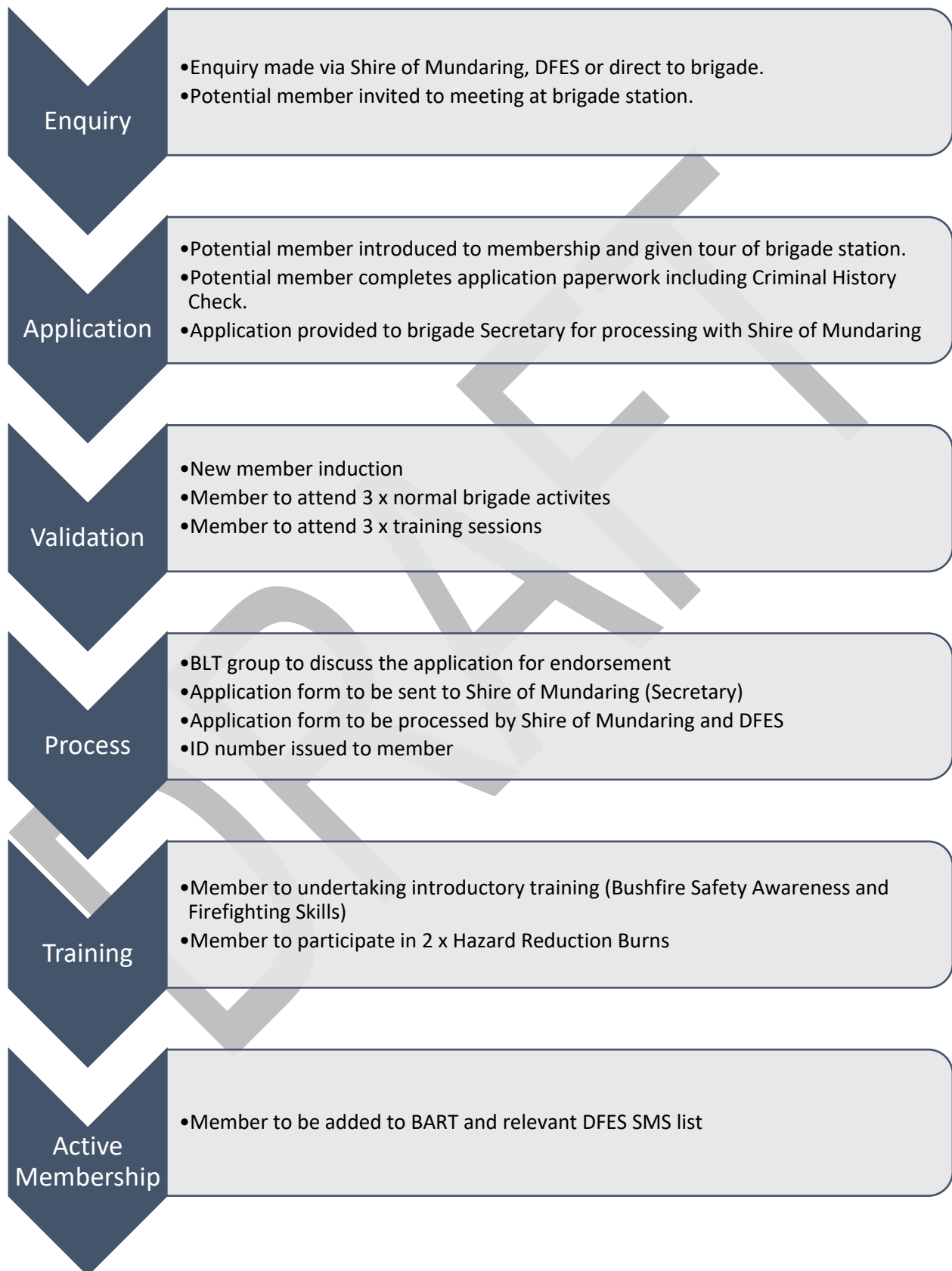
The brigade will begin the process of deregistration within twenty-one (21) days. This will include the following:

- Providing Shire of Mundaring and DFES with the termination date
- Removal from Rapid Alert SMS and BART system
- Facilitate the collection of issued brigade items, including PPE/C, keys, uniforms, and any other misc. equipment.

Members may also be terminated in accordance with the provisions of the Shire of Mundaring Bush Fire Brigades Local Law 2013, as amended from time to time.

Any member who fails to reach minimum attendance as per section 4.47 of the Shire of Mundaring BOP will be deemed not to have adequately filled their role with the VBFB and may be terminated in accordance with clause 2.7 (2) of the Shire of Mundaring Local Law

### 3.13. NEW RECRUIT NOMINATION PROCESS



## **4. OPERATIONS**

### **4.1. OBEDIENCE TO ORDERS AND DIRECTIONS**

Members of the Shire of Mundaring Bush Fire Service shall familiarise themselves with the Shire, brigade and DFES (where appropriate) rules, policies, and procedures.

Ignorance of the awareness of applicable rules and procedures will not be accepted as a defence of non-compliance. These rules are in place for your individual and brigade members' safety.

Members will promptly and willingly respond to the lawful directions and orders of the brigade officers, CBFCO, DCBFCO, other DFES officers, or designated line managers at incidents.

Refusal to obey a lawful direction or order may invoke disciplinary action in accordance with the Shire's Disciplinary Action section of this document and the Shire of Mundaring Bush Fire Brigades Local Law 2013.

Brigade members should not publicly criticise or comment derogatorily towards instructions, directions, orders, or tasking received by a senior officer.

Should a member receive conflicting orders, clarification is to be sought from the initial instructing officer. Subsequent orders are to be adhered to as issued by the instructing Office.

If any member receives an order or direction that they believe to be unsafe, unjust, improper or in contradiction of any of the overarching documents or legislation, then that member is empowered to respectfully decline to follow the order and provide justification to the officer.

In the circumstance mentioned above, the member shall request a senior officer to be contacted for instruction if the person issuing the order does not rescind or alter the original order.

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

### **4.2. DISCIPLINARY ACTION**

All disciplinary action is to be conducted per the Code of Conduct and Dispute Resolution Procedures – Shire of Mundaring Bush Fire Service Volunteer Bush Fire Brigades and the Shire of Mundaring Bush Fire Brigades Local Law 2013.

Disciplinary action may include suspension or termination of membership in accordance with the provisions of the Shire of Mundaring Bush Fire Brigades Local Law 2013, as amended from time to time.

### **4.3. GRIEVANCE PROCESS**

All disciplinary action is to be conducted per the Code of Conduct and Dispute Resolution Procedures – Shire of Mundaring Bush Fire Service Volunteer Bush Fire Brigades and the Shire of Mundaring Bush Fire Brigades Local Law 2013.

### **4.4. OPERATIONS COMMAND**

Membership of the Operations Command (OC) is comprised of the following positions:

- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer(s)
- Captain Chidlow VBFB
- Captain Darling Range VBFB
- Captain Darlington VBFB
- Captain Glen Forrest VBFB
- Captain Mt Helena VBFB
- Captain Parkerville VBFB
- Captain Sawyers Valley VBFB
- Captain Stoneville VBFB
- Captain Wooroloo VBFB

### **4.5. CHIEF BUSH FIRE CONTROL OFFICER**

The Community Emergency Services Manager (CESM) for Shire of Mundaring is appointed as the Shire of Mundaring Chief Bush Fire Control Officer (CBFCO/Chief) under s 38A of the *Act*. The CBFCO is the most senior officer responsible for the effective management of the brigades. The CBFCO shall be responsible for the leadership and management of the Shire of Mundaring Bush Fire Service. All decisions shall be in the interests of the community, brigade, and its members.

The CBFCO is empowered to manage the day-to-day operations of the Shire of Mundaring Bush Fire Brigades, and items not covered in the Local Law, Bush Fire Operating Procedures or Doctrine shall be referred to the CBFCO for clarification.

## **4.6. PPE/C AND UNIFORMS**

### **4.6.1. ISSUING OF PPE/C**

All members of the Shire of Mundaring Bush Fire Service will be issued with PPE/C on successful completion of their required training.

A register is to be kept of PPE/C issued to members. This information may be contained in the member register and must contain an inventory of PPE/C issued, including the following:

- Equipment type
- Date of issue
- Size
- Expiry or replacement due date (for items that have a service life, e.g., helmets)
- Date of return

Shire of Mundaring will provide firefighting members with the following minimum PPE/C:

- Helmet (inc. LED torch, visor, goggles, name sticker i.e., CITIZEN)
- Level 1 tunic (inc. name badge i.e., JOHN CITIZEN, PARKERVILLE)
- Turnout t-shirt
- Cargo trousers
- Level 2 firefighting boots or level 1 firefighting boots (Darling Range)
- Level 1 firefighting gloves
- Full-face P3 respirator or half-face P2 respirator
- Instructions on best practices to keep PPE/C clean and when it may require replacement.

Member of brigades with structural ability and who are current in their BA qualification/competency (Parkerville, Mount Helena VBFBs) will receive all or Shire of Mundaring of the following additional PPE/C:

- Level 2 helmet
- Level 2 tunic
- Level 2 over-pants
- Flash hood
- Level 2 gloves
- Instructions on best practices to keep PPE/C clean and when it may require replacement.

#### **4.6.2. ISSUING OF DRESS UNIFORM**

The Shire of Mundaring will provide dress uniforms to the following officers and office bearers of the BLT:

- President
- Captain
- First Lieutenant
- Secretary
- Training Officer

The dress uniform to be supplied will consist of the following:

- Dress shirt
- Navy dress pant
- Navy soft shell jacket
- Black leather belt

Brigades may purchase additional dress uniforms after approval from the CBFCO at the brigade's expense.

#### **4.6.3. RETURN OF PPE/C AND UNIFORMS**

On resignation or termination of membership with the brigade and, therefore, the Shire of Mundaring Bush Fire Service, all issued PPE/C and formal dress are to be returned to the brigade no later than twenty-one (21) working days from cessation.

Failure to comply with this clause may result in the Shire of Mundaring undertaking collection action against the member for recoup of costs allocated.

#### **4.6.4. CLEANING AND LAUNDERING OF PPE/C AND DRESS UNIFORM**

Brigade members must maintain their issued PPE/C in a standard that consistently portrays a positive and professional public image.

It is accepted that during routine operations, tunics and over trousers will become soiled and require laundering to ensure the effectiveness of the PPE/C at future incidents. During training, the officer in charge (OIC) will routinely inspect issued PPE/C to ensure brigade members are meeting the requirements of the DFES SAP 1.3.A. For PPE/C that is soiled during scrub fires and hazard reduction burning, PPE/C is to be cleaned in the washing machine provided to the brigades. PPE/C manufacturer's instructions are always to be followed.

PPE/C will be replaced on a fair wear and tear basis. Members requiring PPE/C replacement shall contact the Equipment Officer or nominated representative to request replacement PPE/C through the Shire of Mundaring PPE/C ordering processes.

#### **4.6.5. CONTAMINATED PPE/C**

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

#### **4.6.6. ACCEPTABLE USE OF PPE/C AND DRESS UNIFORM**

To ensure the brigade maintains the highest possible professional image in the community, members must not wear brigade-provided PPE/C or turnout t-shirts outside of brigade activities. The objective of this is to minimise any perceived conflict of interest or adverse reputational impact on the Shire of Mundaring and the Shire of Mundaring Bush Fire Service.

Dress uniforms must only be worn at official brigade activities or events.

All PPE/C should be kept at station unless authorised by the brigade Captain.

Any members found to be using their uniforms to obtain discounts or financial gain will be dealt with in line with the Bush Fire Brigades Local Law 2013.

#### **4.7. FIRECALL PROCEDURE**

The brigade has options available to enable the notification of an incident requiring brigade response.

The use of private vehicles to respond to an incident is not authorised unless the CBFCO or duty DCBFCO has provided prior approval.

#### **4.8. NOTIFICATION OF INCIDENTS AND RESOURCE REQUESTS**

##### **4.8.1. RAPID ALERT SMS**

DFES Communications Centre (ComCen) utilise a Short Message System (SMS) platform to deliver emergency response and emergency management notifications to BGUs and DFES managers. In all instances, this is the primary means of notification. BART, as explained below, is used as a secondary means with additional features for brigade officers and members to utilise.

Upon approval of the Captain, all firefighting members who have been authorised to respond to an incident will be registered to receive SMS notifications from DFES Communication Centre (ComCen).

##### **4.8.2. BART**

BART is an interactive mobile application available to approved members. It allows members to interact with messages provided by DFES ComCen and brigade officers.



Members can acknowledge a message and provide a response option as well as their estimated time of arrival (ETA) to station.

Every time a new broadcast message is received, members are provided with three response options:

- Attend (green thumbs up button)
- Not Attending (red thumbs down button)
- Other (orange button)

Selecting 'Attend' does not guarantee a member a position on an appliance. Confirmation will be provided by the brigade duty officer or the senior brigade officer who becomes the officer in charge (OIC). The OIC uses the responses list to plan and allocate crew to vehicles based on competency, currency and skill set required in managing the reported incident. The OIC may contact members who select 'other' if or when needed to gauge availability.

Members are to acknowledge all BART broadcasts with their availability. This includes social events, test broadcasts, training, and requests for HRB crew.

While BART is used as one of the methods for dispatching, it must be stressed that it relies on third-party software and, therefore, is not the primary notification method.

#### **4.9. STATION CALLS / DIRECT CALLS**

Members who answer a station phone shall do so in a professional manner.

Members who answer the station phone should use the following greeting. This will ensure a professional image is maintained with stakeholders in the community.

"Good morning/afternoon/evening, \*Station Name\* Fire Station."

If a member is advised of a potential fire or request for assistance, they should record the information from the caller and instruct them to phone Triple Zero (000). This will ensure the incident is registered correctly and the appropriate resourcing is mobilised correctly. Alternatively, a brigade member may phone DFES ComCen phone advising of a report and request an incident number be created. If the brigade requires a further response from members, an SMS notification may also be sent.

No appliances are to self-mobilise unless explicitly authorised by a member of the OC.

#### **4.10. STRIKE TEAM AND TASK FORCE**

During the high threat period (usually November to April), there may be requests via the CBFCO/DCBFCO to the brigades to provide suggested personnel listing of qualified, current, and competent members to be in a 'pool' of personnel suitable for deployment locally, regionally and interstate on strike teams and task forces.

Successful nominations to the pool will be advised before the end of November, subject to CBFCO approval.

#### **4.11. STAND BY CREW AND CREW CHANGES**

The Darling Range VBFB may assist the CBFCO or DCBFCO coordinate crew changes and standby rosters. If resources or crew are required, a message will be sent to brigades, including:

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

The Captain or delegate should acknowledge the message and commence brigade arrangements for rostering.

Note: Request messages may only be sent to brigade Captains or duty officers. Brigade officers must contact their members using their preferred arrangements (e.g., BART). ComCen may be phoned on 1800 198 140 with a request for available members message to be sent out to members from the relevant brigade if necessary.

#### **4.12. STANDBY ROSTER FOR EXTREME AND ABOVE FIRE DANGER RATING**

When the FDR is Extreme or Catastrophic, and upon the request of CBFCO, a request for the availability of crews to be placed on standby to respond to incidents in the Shire of Mundaring or elsewhere at the request of DFES ComCen or Metropolitan Operations Centre.

Brigade Captains or duty officers will acknowledge the request for standby crews and confirm the appliances, the crews, and their location to the contact number in the message.

#### **4.13. RELIEF CREWS**

If an incident is anticipated to be protracted, requests for crew relief will be jointly coordinated by the brigade and duty DCBFCO and nominated personnel as soon as practical. During relief/mop-up operations and at the approval of the OIC and OC, a probationary firefighter may be mentored by a qualified firefighter to gain fireground experience and exposure.

Crews will be advised of transport arrangements as required for crew changeovers.

It is expected that relief crews are to arrive at the nominated changeover point fifteen (15) minutes before the changeover time. Shift times may vary; however maximum preferred shift time is twelve (12) hours, including travel. The initial preferred response shift length (first arriving) is six (6) hours.

## 4.14. DRIVING AND USE OF VEHICLES

### 4.14.1. REFERENCES

Road Traffic Act 1974

Road Traffic Code 2000

### 4.14.2. INTRODUCTION

In accordance with the *Work Health and Safety Act 2020* and applicable aspects of the *Road Traffic Act 1974*, driving vehicles as part of Shire of Mundaring Bush Fire Service (SoM BFS) duties imposes additional responsibilities on the driver and officer in charge (OIC). Drivers and OICs are accountable for the use, operation, security and maintenance of Shire of Mundaring BFS vehicles and the adherence to procedures. The driver of a Shire of Mundaring BFS vehicle owes themselves and their passengers a duty of care, ensuring that conveyance is carried out in a safe manner. The vehicle passengers also have a right and responsibility to ensure the driver drives in a safe manner. Failure to ensure safe travel shall be reported to the Captain or delegate and may result in disciplinary action.

BOP 4.15 Driving Under Emergency Conditions provides drivers with additional directives and guidance when responding to incidents under emergency conditions.

### 4.14.3. VEHICLE AND DRIVING STANDARDS

Drivers of vehicles are subject to all regulations and laws detailed in WA Road Traffic Legislation. Additionally, all drivers of Shire of Mundaring BFS vehicles, are to adhere to the Shire of Mundaring BFS vehicle standards as stipulated below:

<b>Fatigue</b>	<p>Drivers should avoid driving between midnight and 0600hrs (excluding operational requirements), or when the driver has been awake for 17 hours or more. When driving for extended periods, drivers should take 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.</p> <p>Refer to the DFES Fatigue Management Policy and the Safe Driving Guidelines for Western Australia Government Agencies document for further guidance on managing driver fatigue.</p>
<b>Medical Conditions</b>	<p>Drivers must notify the brigade Captain, DCBFCO or the Shire of Mundaring CBFCO 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.</p>

<b>No Smoking</b>	Smoking is not permitted within any Shire of Mundaring BFS vehicle.
<b>Traffic Infringements</b>	Any person in charge of a Shire of Mundaring BFS vehicle must observe all applicable traffic laws and local government regulations. Drivers are personally responsible for any parking or traffic infringement notices.
<b>Headlights</b>	Drivers are to ensure that vehicles are driven with headlights on during country travel.
<b>Reversing</b>	Drivers of vehicles are to be assisted by crew members at all times, 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.
<b>Traffic Crash</b>	In the event of an accident or traffic crash on my public or private road, the driver must report the incident to the brigade Captain immediately. Police attendance will be required before the departure from the scene in the case of injury caused by a traffic crash. If there are no signs of injuries, the driver is required to make a report to the police within 24 hours. If the accident occurs whilst responding to an incident under emergency conditions, incident response is to cease and DFES ComGen is to be informed when safe to do so.
<b>Cleanliness</b>	Drivers and crew are responsible for reasonable cleanliness of the interior and exterior of the vehicle whilst it is in their control.
<b>Travelling on the outside of vehicles</b>	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.
<b>Seat Belts</b>	Members must always wear a seat belt when travelling in a vehicle as per WA Road Traffic Legislation, except when engaged in direct firefighting activities as per section 284.1(b) of the Road Traffic Code 2000.

#### **4.14.4. QUALIFICATION TO BE AN AUTHORISED DRIVER**

All members of the Shire of Mundaring Bush Fire Service must hold the following to be able to drive a Shire of Mundaring BFS vehicle

- Current Western Australian driver's licence and relevant class as per 4.14.5

- Have been a member within the Shire of Mundaring Bush Fire Service for a minimum of 2 years; or
- Have been accepted by the Training Officer and deemed proficient,
- Have been approved by the brigade Captain, and
- Have been endorsed by the CBFCO or DCBFCO

Any driver whose license has been disqualified must advise their brigade Captain immediately and is not authorised to drive Shire of Mundaring vehicles.

#### **4.14.5. DRIVER'S LICENSE REQUIREMENTS**

Drivers are to hold a current driver's license, considering any license conditions and restrictions, indicating qualification to drive the equivalent class of vehicle. C class Learner's Permit holders and Extraordinary (E plate) driver's licence holders are not to drive any Shire of Mundaring BFS vehicle.

All members authorised to drive Shire of Mundaring BFS vehicles must produce their driver's license once per year during the Skills Refresher or at any other time at the request of the CBFCO. A member may provide a copy of their current driver's license along with a copy of the DoT online license check to prove their license status.

Provisional (P plate) driver's license holders are bound by the following restrictions when driving Shire of Mundaring Bush Fire Service vehicles:

- Must display 'P' plates while driving
- Provisional licence holders may not drive the following:
  - Any type of vehicle when using emergency lights and sirens.
  - Any vehicle after 2200hrs unless in possession of an 'Authorisation to Drive' letter and copy of brigade/group/unit roster, and only if travelling to or from station and home. ['Authorisation to Drive' Letter](#)

A LR (or above) Learner's Permit holder must be accompanied by an instructor, as defined under the Road Traffic (Authorisation to Drive) Regulations 2014, who has held an authorised driver's licence for a minimum of 4 years. The instructor must always supervise the learner. The learner driver must;

- Not exceed a speed limit of 100km/hr;
- Ensure L plates are displayed on the vehicle;
- Not permitted to drive to or at a fireground;
- Not under any circumstance drive under emergency conditions.

#### **4.14.6. RESPONSIBILITIES**

All drivers are responsible for ensuring vehicles in their care are driven in a courteous and responsible manner, refuelled, cleaned, serviced and available for operational use. The brigade is to ensure regular routine checks are undertaken. As a minimum, vehicle checks are to be completed during Saturday morning scheduled checks. Records of checks are to be stored in a nominated system of storage, with defects to

be reported to the Equipment Officer or delegate as soon as practicable.

#### **4.14.7. DRUGS AND ALCOHOL**

Drivers must not operate a Shire of Mundaring BFS vehicle with a blood alcohol content of 0.05% or above or any prescribed or illicit drugs in the persons system as defined in section 64 of the Road Traffic Act 1974. Drivers must not drive under emergency conditions with a blood alcohol content greater than 0.00% as per BOP 4.15.

#### **4.14.8. FAULTS**

Faults to Shire of Mundaring BFS vehicles are to be reported the brigade Captain or delegate. If a maintenance issue is identified out of general maintenance, the issue shall be raised with Shire of Mundaring. Faults or breakdowns that render a vehicle to be unserviceable for operational use must be reported by the brigade Captain to the CBFCO.

#### **4.14.9. VEHICLE SECURITY**

It is the responsibility of each driver to ensure the security of Shire of Mundaring BFS vehicles.

- Vehicles must be locked when not in use and no one is present (excluding operational vehicles).
- Operational vehicles must be secured during non-emergency activities, and no one is present.
- Where possible, valuables and sensitive documents must not be left in sight when the vehicle is parked.
- Fuel cards must be stored inside the vehicle glove compartment or similar.
- When not in use outside of operational duties, vehicles should be parked in the relevant fire station or other safe and secure place.

#### **4.14.10. REQUEST FROM THE PUBLIC TO ASSIST AT AN INCIDENT**

There may be circumstances where Shire of Mundaring BFS personnel are driving vehicles fitted with emergency beacons, sirens and/or operational radios, yet are not trained or qualified to operate this equipment. If personnel encounter an incident or are requested by the public to assist at an incident, they shall;

- Not operate emergency beacons and sirens
- Not use operational radios, unless trained in use of this equipment
- Park vehicle in a safe position
- Operate hazard lights, if required
- Contact the appropriate emergency service by the most expedient means. This should be by phone in the first instance.

## **4.15. DRIVING UNDER EMERGENCY CONDITIONS**

### **4.15.1. REFERENCES**

Road Traffic Act 1974

Road Traffic Code 2000

### **4.15.2. DEFINITIONS**

**Emergency vehicle:** A vehicle of a fire brigade on official duty in consequence of a fire or an alarm of fire or of an emergency or rescue operation where human life is reasonably considered to be in danger, as defined in the Road Traffic Code 2000 (RTC).

**Reasonable care:** 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.*

### **4.15.3. INTRODUCTION**

Emergency vehicles are used to respond to an urgent situation. If the driver of an emergency vehicle is trained to the required standards, then that person is exempt from certain road laws within the RTC when responding to an emergency.

The *Road Traffic Act 1974* (RTA) and RTC 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', Shire of Mundaring places additional conditions of authority on drivers when driving under emergency conditions.

### **4.15.4. QUALIFICATION STANDARDS AND REQUIREMENTS**

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

- Current Western Australian driver's licence and relevant class as per BOP 4.19.5;
- Have undertaken an accredited driving under operational conditions unit of competency (PUAVEH001B - Drive vehicles under operational conditions);
- Have been a firefighter within the Shire of Mundaring Bush Fire Service for a minimum of 2 years;
- Have been accepted by the brigade Training Officer and deemed proficient;
- Have been approved by the brigade Captain, or
- Have been endorsed by the CBFCO or DCBFCO

Any driver whose license has been disqualified must advise their brigade Captain immediately and is not authorised to drive Shire of Mundaring vehicles.

#### **4.15.5. SHIRE AUTHORISATION TO DRIVE UNDER EMERGENCY CONDITIONS**

Section 61B of the RTA and 281 of the RTC defines the legal requirements and associated exceptions to drive under emergency conditions. Shire of Mundaring places additional conditions on these. Shire of Mundaring BFS personnel are authorised to respond under emergency conditions in the following circumstances;

- request for response has come via DFES Communications Centre (ComCen); or
- an incident is reported/encountered where Bush Fire Service involvement is appropriate regardless of Hazard Management Agency responsibilities;

In addition, the incident is of a nature that;

- it is reasonable to assume human life is likely to be in danger; or
- requires an urgent response.

The officer in charge (OIC)/crew leader (CL) 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);

- Information from ComCen or Incident Controller
- Available (or lack of) incident intelligence
- Potential for incident escalation/complexity
- Role the appliance/crew/resource will contribute to the incident, and the urgency for the appliance/crew/resource
- Phase of the incident (escalation, consolidation, recovery)

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

Personnel must not drive under emergency conditions for any reason unless Shire Authorisation conditions are met. Where authorisation 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.

The first arriving OIC/CL/Incident Controller shall advise if further appliances are to respond under emergency conditions. This must be continually re-evaluated.



#### 4.15.6. EMERGENCY DRIVING STANDARDS

The following standards apply to all Shire of Mundaring BFS drivers when driving under emergency conditions:

<b>Blood Alcohol Concentration (BAC)</b>	All Shire of Mundaring BFS personnel must have a BAC of 0.00% when driving under emergency conditions. Where this standard is unachievable, personnel may respond to an incident with a BAC of less than 0.05% and drive normal road conditions, where the class of vehicle allows drivers to have a BAC of less than 0.05%.
<b>Private vehicles</b>	Under no circumstances is a private vehicle that is not recognised as an emergency vehicle by Department of Transport permitted to be driven under emergency conditions.
<b>Towing trailers</b>	Under no circumstances shall a trailer be towed at a speed greater than 100km/h.
<b>Provisional (P plate) driver's license holders</b>	Under no circumstances are P plate drivers to drive under emergency conditions.
<b>OIC/CL Driving Emergency Conditions</b>	The OIC/CL 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.
<b>Railway crossings</b>	Under no circumstance shall drivers proceed through flashing lights, stop signs, gates, booms, or barriers, or past a person controlling railway level crossings.
<b>Restrictions on traffic in pedestrian mall</b>	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.
<b>Roadworks</b>	<p>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:</p> <ul style="list-style-type: none"> <li>a) a portion of the road is subjected to work being done, over or under it; or</li> </ul>

	b) a survey is being conducted at any point on a road, by a competent authority.
<b>One-way streets</b>	Drivers are to avoid proceeding against the traffic in a one-way street unless the incident location cannot be otherwise approached without undue delay.

#### 4.15.7. LIGHTS AND SIRENS

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

<b>CIRCUMSTANCE</b>	<b>BEACONS/SIRENS</b>
<b>Driving to an emergency</b>	Both emergency beacons and sirens.  Where there is light or non-existent traffic, beacons only are acceptable at the discretion of the OIC/CL.
<b>Final approach to an incident</b>	It is accepted practice to turn sirens off and make final approach to an incident displaying emergency beacons only.
<b>Parked at an incident</b>	Emergency beacons only.
<b>Operating on a fire ground</b>	Emergency beacons only.

#### 4.15.8. SPEED

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 care and the emergency vehicle is identified by activated emergency beacons and/or sirens.

The OIC/CL will provide oversight of their driver's decision-making regarding speed; however, the driver is ultimately responsible for her/his actions. Shire of Mundaring 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:

<b>Standard</b>	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.
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<b>Exceptions</b>	<p>However, where it is reasonable to assume that human life is likely to be in danger and the driver demonstrates reasonable care, the driver may exceed the posted speed limit by more than 20km/h in the following circumstances:</p> <ul style="list-style-type: none"> <li>• the driver is not the OIC*; and</li> <li>• the driver obtains approval from the OIC*; and</li> <li>• the OIC* has completed a risk assessment prior to providing approval; and</li> <li>• the OIC* continually re-evaluates the conditions following approval.</li> </ul> <p>* Drivers of vehicles which do not have an OIC present are not permitted to exceed the posted speed limit by more than 20km/h. The OIC must be an authorised brigade Crew Leader.</p>
<b>Exclusions</b>	<p>SoM BFS drivers must not exceed the posted speed limit:</p> <ul style="list-style-type: none"> <li>• When operating on private property</li> <li>• Where directed by a member of the Western Australia Police Force</li> <li>• Where it is not safe to do so e.g., school zones and road works.</li> </ul> <p>While Section 61B provides a defence, subject to certain conditions, for contravening Section 60A (Reckless Speed), it is a Shire of Mundaring requirement that Shire of Mundaring BFS drivers must not contravene Section 60A of the Road Traffic Act, which states;</p> <ol style="list-style-type: none"> <li>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.</li> <li>2) A person commits an offence if the person drives a motor vehicle at 45 km/h or more above the speed limit –             <ol style="list-style-type: none"> <li>a) In a confiscation zone; or</li> <li>b) On any other length of road.</li> </ol> </li> </ol> <p>The RTA does not provide any defence (exception) for drivers with regards to S61 RTA Dangerous Driving or S62 RTA Careless Driving.</p>

#### 4.15.9. MOVING THROUGH CONTROLLED INTERSECTIONS

Intersections controlled by traffic lights and 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:

- Approach controlled intersections with activated emergency beacons and sirens sounding.

- 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.
- When travelling in convoy, individually slow and check safety before proceeding as above.
- 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. Air horns are to be used sparingly when responding to an alarm of fire where there has not been confirmation of a fire.
- Drivers must never force road users through controlled intersections

#### **4.15.10. 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:

- The driver and OIC/CL must agree in audible conversation that this is the most effective route;
- All vehicles must proceed with activated emergency beacons and sirens sounding;
- The driver must not proceed unless the road conditions are safe to do so;
  - Taking extreme care
  - At a speed that enables immediate stopping when required; and
  - Ensuring wherever possible, by their actions they do not force other road users to contravene the Road Traffic Code.
- The risk assessment that supports the decision to proceed contra flow has considered:
  - Life involvement
  - Classification of emergency
  - Weather conditions
  - Road surface conditions
  - Traffic conditions
  - Driver experience; and
  - Visibility

#### **4.15.11. CONTRA TRAVEL ON FREEWAYS**

Where the OIC/CL has considered all alternate routes and deemed that the most effective route of travel is against the flow of traffic on the Freeway, in addition to the procedure for general contra flow (above), the procedure to follow is:

- Contact ComCen to notify of intentions to travel contra flow.

- ComCen may have access to Main Roads camera feeds for freeways and may be able to provide clarification of incident details and advice.

#### **4.15.12. CONSEQUENCES**

Drivers may be liable for driving an emergency vehicle under emergency conditions without following Shire of Mundaring policy or procedures, 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.

Consideration must be given to pedestrians, residents and other road users when using lights and sirens. This includes air horns, where limited use is the preferred option.

#### **4.16. COMMAND & CONTROL WHILE ON OPERATIONAL DUTIES**

Operational Command and Control ensures maximum efficiency of resources allocated to an incident.

By default, the highest-ranking member of the brigade shall assume the function of the OIC unless a member of the BLT holds specific qualifications or experience relevant to the incident. Transfer of control may occur through mutual agreement.

The OIC of an incident shall make themselves visible and known to all members reporting to the incident. The OIC should also be included in the station turnout message.

It is expected that inside the brigade work area (non-gazetted fire district), the OIC shall assume control of the incident, as per *State Hazard Plan – FIRE*. The Australasian Inter-service Incident Management System (AIIMS) structure may be implemented, and the functions of the AIIMS structure may be delegated to appropriately qualified personnel.

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

#### **4.17. RADIO COMMUNICATIONS**

Members must ensure that all communication over operational radio is clear, concise, and professional. Where a brigade responds to a request for resources, the OIC is responsible for all communication with DFES ComCen unless the role is delegated in accordance with DFES doctrine.

#### **4.17.1. COMMUNICATION PROCEDURES**

An effective communication system is based upon clearly defined procedures. Communication Procedures defined in DFES SOP 3.2.4 Incident Communications are to be adhered to by Shire of Mundaring BFS operational personnel.

#### **4.17.2. STANDARD MESSAGES**

At any incident, messages are required to be relayed to DFES ComCen. These messages can be transmitted by radio over the ComCen control network. Phone should be used if sensitive information is required to be exchanged. Standard radio messages related to incident response are provided in Incident Controller (Level 1) Learners Manual and shall be applied as required according to incident type.

### **4.18. CIRCULARS**

#### **4.18.1. BRIGADE CIRCULARS**

The Captain or delegate shall be responsible for sending and receiving informative emails to brigade members.

#### **4.18.2. SHIRE OF MUNDARING CIRCULARS**

Where information from the Shire of Mundaring is required to be distributed to the brigade members, the Shire of Mundaring forward the circular to the Captain for distribution.

Where the information relates to a specific delegated function, the Shire of Mundaring may contact the relevant brigade officer directly with a copy to the brigade Captain.

#### **4.18.3. DFES CIRCULARS**

The Captain or delegate shall communicate relevant DFES Circulars to brigade members.

### **4.19. DFES STANDARD OPERATING PROCEDURES**

The Shire of Mundaring may choose to partially or fully adopt DFES Standard Operating Procedures. All SOPs are to be strictly adhered to unless contradicted by this policy, Shire of Mundaring directives, or Local Laws.

### **4.20. REIMBURSEMENTS AND INVOICING**

The Treasurer shall provide invoices for all payments to the brigade. Invoicing to the Shire of Mundaring shall be within three (3) months of receipt. The ATO-compliant tax invoice will be made to 'Shire of Mundaring'. This shall be provided before the receipt of monies. All reimbursements of funds of the LGGS will be approved by the CBFCO or DCBFCO before expenditure.

#### **4.21. BRIGADE STATION SECURITY**

Unattended brigade facilities present an opportunity for theft. Therefore, all members are to take an active interest in the security of their brigade building and its contents. In addition, the equipment held within brigade stations must be protected through basic security routines.

#### **4.22. JOURNAL OF ATTENDANCE / OCCURANCE BOOK**

All brigades must record the attendance of each member every time they attend the building. This is for Workplace Health and Safety (WHS), insurance and reporting reasons. This can be done by completing a Journal of Attendance or Occurrence Book which may be in hard copy or electronic e.g., MOVAT.

#### **4.23. STATION ACCESS CODES / KEYS**

- Shire of Mundaring keys brigade facilities in all instances.
- Once a brigade member has been registered and has undertaken their initial training courses, they may apply for a brigade station access code/key through the Captain or delegate.
- Code/key allocation or those members with station access shall be passed to the Secretary for recording in the membership list.

#### **4.24. DEBRIEFING**

- A debrief will be held at the discretion of the OIC. Different levels of debrief may take place before returning to the station or on after returning to the station. The complexity of the incident will determine the level of debriefing required and the urgency of the debriefing.
- For complex incidents with significant resource commitments, the brigade may consider approaching the Shire of Mundaring for a formal debrief with internal and external stakeholders.

#### **4.25. CRITICAL INCIDENT STRESS AND AVAILABLE SERVICES**

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

#### **4.26. FIRE REPORTING / INCIDENT REPORTING SYSTEM (IRS)**

- The OIC must complete a post-incident fire report as soon as possible.
- Only trained and endorsed members are to input fire reports into the IRS system.
- IRS reports shall be entered within a period no more than twenty-one (21) days after the incident unless otherwise discussed with the Shire of Mundaring.

#### **4.27. PLANNED AND HAZARD REDUCTION BURNING**

##### **4.27.1. PURPOSE**

The brigade engages in planned burning for two purposes:

- Training of members (particularly probationary members); and
- Bushfire hazard reduction for the community (private property owners) at a reasonable cost.

Where a controlled burn does not meet the stated aims of either training or hazard reduction for the community (preferably both), it should not be conducted.

The brigade should aim to burn in the interest of Shire's Biodiversity Strategy. This usually means conducting cool burns designed to remove the surface and near-surface fuels only. The brigade should only burn piles or windrows where legal to do so under Environmental Protection legislation.

##### **4.27.2. REGULATORY FRAMEWORK**

A regulatory framework for conducting hazard reduction burns in Western Australia is provided by a range of state legislation, local law and brigade policy and procedure, as follows:

- Bush Fires Act 1954 (and Regulations);
- Conservation and Land Management (CALM) Act 1984;
- Environmental Protection Act 1986
- Fire and Emergency Services Act 1998;
- Environmental Protection and Biodiversity and Conservation Act 1999;
- Environmental Protection (Clearing of Native Vegetation) Regulations 2004;
- Shire of Mundaring Local Laws;
- Shire of Mundaring Bush Fire Operating Procedures.

The brigade should be aware of this regulatory framework and may not contravene existing laws, policies, or procedures in its planned burning operations.

##### **4.27.3. ADMINISTRATION**

A brigade may not legally carry out a hazard reduction burn until a range of processes has been completed. Before any burn may be undertaken, a completed Request for Hazard Reduction Burning (HR1) and Prescription for Hazard Reduction Burn (HR2)



documentation must be endorsed by an Authorised Shire Officer as defined in the HR2 document.

Refer to Appendix 8 for Hazard Reduction Burn procedure.

#### **4.28. ATTENDANCE**

Brigade members must maintain minimum attendance standards (including rostered duties, training, meetings, and response availability) to ensure all members maintain currency in all the required competencies; for required attendance levels, refer to Appendix 9.

##### **4.28.1. GENERAL GUIDELINES**

- All members must maintain minimum attendance requirements defined in Appendix 4. Unsatisfactory attendance may result in suspension or termination of membership.
- Records of attendance will not include occurrences of non-brigade activities. Fire records will only apply when a brigade is called to an incident. Fire records will not be applied to probationary members' attendance.
- Records of attendance will start from the beginning of the financial year and run until the end of that financial year.
- Extenuating circumstances that affect attendance records, such as extended leaves of absence or illness, will be taken into consideration.
- Records will be regularly reviewed, however, not exceeding six months, and where a member's attendance is deemed to be unsatisfactory, that matter will be the subject of further investigation/consultation involving the BLT and the member concerned.
- Many members of brigades are also members of the MFS and deliver training or administration at the school. A member's attendance at MFS activities will count towards brigade attendance.
- Members who submit an apology to a brigade meeting will not have the brigade meeting count towards their attendance.

#### **4.29. LEAVE OF ABSENCE**

To be established by the brigade in consultation with the CBFCO or DCBFCO.

#### **4.30. LETTERS OF ATTENDANCE**

Should a letter of attendance be required for a member's place of employment, this can be arranged through the brigade Captain or BLT.

#### **4.31. MUNDARING FIREFIGHTERS SCHOOL**

The Mundaring Firefighters School (MFS) is a unique entity within the Bush Fire Service. The school provides a wide range of training and training support services to Mundaring Bush Fire brigades and the wider firefighting community.

##### **4.31.1. OBJECTIVES AND ROLE**

The role of the Mundaring Firefighters School is to, as far as practicable:

- Provide formal training in accordance with DFES and Shire Training Pathways and the DFES Training and Assessment Code of Practice.
- Develop and improve upon the provision of localised training.
- Assist with the provision of informal or specialist training.
- Support and assist with the development of brigade-level Instructors.
- To provide a conduit for training-related issues between brigades, the Shire and DFES.
- Assist the CBFCO with the maintenance of training standards across all levels of training.
- Provide a forum for sharing training ideas, materials, and experiences.

##### **4.31.2. MANAGEMENT**

The school has rules, by-laws, and management policies, which direct the school's management and are approved by the Chief Bush Fire Control Officer.

The Committee of Management (CoM), elected at the AGM by all members of MFS, has the responsibility to manage the affairs of the School.

##### **4.31.3. MEMBERSHIP**

Membership of the MFS is open to any volunteer who is already a member of a DFES-registered BGU and is aged 18 years and over.

All members are also bound by the Shire of Mundaring Firefighter Code of Conduct and generally by the Shire Fire By-Laws, Shire Operational Directives and applicable DFES Doctrine.

Each brigade will have a representative that will attend each meeting to represent that brigade. That member will usually be the BTO, or delegate selected by the brigade.

#### **4.32. BRIGADE TRAINING**

Every brigade member must first successfully complete specific, relevant, supervised training before undertaking any operational brigade tasks. In addition, members are encouraged to attend additional courses, seminars, and brigade-specialised training events whenever possible.

The BTO holds overall responsibility for coordinating and implementing training programs within the brigade.

Regular brigade training may be held but not limited to every Saturday morning.

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

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

#### **4.33. MEMBER SKILLS REFRESHER**

- Brigade members operate in a complex and high-risk environment, and to ensure that they are best prepared, individuals need to maintain minimum skills.
- The MFS shall review and forward the refreshers to the CBFCO before 30 June each year. The CBFCO will ensure that each Refresher complies with current standards and will provide a copy to the relevant brigades by 31 July each year.
- The Refresher is compulsory for all firefighting members to complete before 1 November each year.
- Where a member does not complete the Refresher by the due date, the Captain will require the consent of a DCBFCO or the CBFCO, in writing, to enable the member to complete the Refresher.
- Members who cannot complete the Refresher by the due date will become 'inactive firefighter' members and cannot attend an emergency incident. All other normal brigade activities are permitted while the Refresher is incomplete.
- The skills must be demonstrated to the brigade DCBFCO, Captain, Training Officer or a Lieutenant who endorses the member.
- The brigade will maintain an accurate brigade membership list, including each member's Refresher status. The list shall be forwarded to the CBFCO by the end of the second week of November each year. If any amendments are made after the second week of November, the updated list will need to be forwarded to the CBFCO within two weeks of the amendment.
- A copy of the Refresher is to be retained by the brigade for seven (7) years per State Records Act 2000 and will be presented upon request to the Shire. (See Appendix 8)

#### **4.34. MEETINGS**

Refer to the Shire of Mundaring Bush Fire Brigades Local Law 2013

#### **4.35. COMMUNITY ENGAGEMENT**

All requests for brigade attendance at community engagement events shall be forwarded to the brigade Captain for consideration as soon as practicable. The Shire will be notified of all formal community engagement activities.

Each request will be considered on potential outcomes, members' availability to attend, and the operational readiness of the brigade.

#### **4.36. MEDIA REQUESTS**

Brigades in the Shire of Mundaring Bush Fire Service may be approached for comment on various events or incidents in our community. However, all members are to remain cognisant that only the Shire President is authorised to speak on behalf of the Shire of Mundaring unless otherwise authorised.

All sanctioned comments are to align with Shire of Mundaring and DFES policies and values and ensure the brigade portrays a positive public image. All media enquiries should be directed to the CBFCO or delegate.

#### **4.37. SOCIAL MEDIA**

Refer to Shire of Mundaring Code of Conduct and Dispute Resolution Procedures.

#### **4.38. FATIGUE MANAGEMENT**

Fatigue management is everyone's responsibility and must be managed by all when attending to any fire or emergency incident. However, it also needs to be understood that there is a personal responsibility to maintain a suitable health and fitness level to carry out tasks. Shire of Mundaring volunteers are not to work a period greater than twelve (12) hours; this is inclusive of travel time. The officer in charge/crew leader is responsible for informing the Incident Controller or Operations Officer of when the crew and appliance must stand down.

For further guidance, refer to DFES doctrine.

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## APPENDIX 1

### New Member Checklist

- ☐ Tour of the station
- ☐ Explanation of the Induction process
- ☐ Given new member information handout and sign new Brigade Member form
- ☐ Given Application pack
- ☐ Given Induction book
- ☐ Brief explanation of the management roles and responsibilities
- ☐ Copy of the Shire of Mundaring Code of Conduct, Shire of Mundaring BFB Operating Procedures and Brigade rules (SAPs, SAPs, SOPs). CoC & DRP must be signed and returned
- ☐ Explanation of the training pathways available
- ☐ Duty Phone and Captains' phone numbers Part of the induction book
- ☐ Allocation to a roster
- ☐ DFES ID Number
- ☐ Added to the BART and SMS mobilisation system
- ☐ Details of the DFES website and how to access the DFES volunteer portal
- ☐ Allocated to the Brigade email group and any social media groups
- ☐ Explanation of what content is acceptable to post to social media
- ☐ Completed a uniform form and handed to Lieutenant
- ☐ Explanation about Brigade Activation/Mobilisation Part of the induction book
- ☐ Demonstration on how to operate the vehicle radio and portable radio
- ☐ Basic voice procedures when operating a radio
- ☐ Station domestic duties
- ☐ Location of first aid equipment
- ☐ Duties during Saturday Radio Schedules including equipment checks
- ☐ Details about stores, tagging out equipment and reporting damaged or lost equipment
- ☐ Details about the Peer Support and Wellness program and general wellbeing Part of the induction book
- ☐ Details on what to do if they need to change any of their personal information

## APPENDIX 2

### Emergency Services Volunteer Membership Application



Volunteer  
Fire & Rescue  
Services

☐ (VFRS)



Volunteer Fire  
& Emergency  
Services

☐ (VFES)



Marine  
Rescue WA

☐ (MR)



State  
Emergency  
Service

☐ (SES)



Bush Fire  
Service

☐ (BFS)



Youth in  
Emergency  
Services

☐ (YES)

Current/previous volunteer number

Brigade, Group or Unit

Local government (if applicable)

Membership type:

☐ Probationary

☐ Active

☐ Support/Auxiliary

☐ Junior/Cadet

#### Applicant details

Title

First name (legal name)

Middle name

Last name

Occupation

Gender:

☐

Male

☐

Female

Date of Birth

Driver's Licence number

Category

Ethnic background (optional):

☐

Aboriginal/Torres Strait Islander

Other

#### Residential address

Street

Suburb/Town

Postcode

#### Postal address

☐

Same as above

Street

Suburb/Town

Postcode

Primary phone

Secondary phone (if applicable)

Email address

#### Emergency contact details

Title

First name

Last name

Phone

Relationship

Optional Street Address

☐

Same as applicant

Suburb/Town

Postcode

1 of 2

## APPENDIX 2 (cont)

### Medical questions

Your responses to the following questions will not exclude you from emergency service volunteering.  
This information will be used to help determine your suitability for the volunteer role you have applied for.

Do you currently, or have you ever suffered from, any of the following physical or mental health conditions?

	Yes	No		Yes	No
Neck or back injuries	<input type="checkbox"/>	<input type="checkbox"/>	Chest pains	<input type="checkbox"/>	<input type="checkbox"/>
Mental or nervous conditions	<input type="checkbox"/>	<input type="checkbox"/>	Colour blindness	<input type="checkbox"/>	<input type="checkbox"/>
Depression or difficulty sleeping	<input type="checkbox"/>	<input type="checkbox"/>	Do you wear glasses or contact lenses?	<input type="checkbox"/>	<input type="checkbox"/>
Heart disease	<input type="checkbox"/>	<input type="checkbox"/>	Fear of heights	<input type="checkbox"/>	<input type="checkbox"/>
High blood pressure	<input type="checkbox"/>	<input type="checkbox"/>	Other fears	<input type="checkbox"/>	<input type="checkbox"/>
Hernia or rupture	<input type="checkbox"/>	<input type="checkbox"/>	Dizziness or turns	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Head injuries	<input type="checkbox"/>	<input type="checkbox"/>
Stomach ulcers	<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy or fits	<input type="checkbox"/>	<input type="checkbox"/>
Deafness	<input type="checkbox"/>	<input type="checkbox"/>	Persistent headaches	<input type="checkbox"/>	<input type="checkbox"/>

If you answered **Yes** to any of these conditions, please provide further details below:

The regional office will review this information and determine whether you are required to complete further checks. This will be done in consultation with you and your Brigade, Group or Unit leader.

**Declaration:** I agree to comply with the legislation that regulates the operations of emergency services in Western Australia. This includes the *Fire and Emergency Services Act 1998*, the *Fire Brigades Act 1942*, and the *Bush Fires Act 1954*, as is applicable to the volunteer emergency service of which I will be a member. In addition, I agree to comply with the DFES policies and procedures that relate to the volunteer emergency service of which I will be a member.

Applicant's signature	Date	Parent/Guardian approval signature	Date
<div></div>	<div></div>	<div></div>	<div></div>
Brigade, Group or Unit approval signature	Date	District Officer, Area Officer or local government approval signature	Date
<div></div>	<div></div>	<div></div>	<div></div>
Brigade, Group or Unit leader name	<div></div>		

Office use:

Brigade, Group or Unit leader confirm:

☐ Criminal History Check documents attached



## APPENDIX 3



### Member Skills Refresher 20##/## Fire Season

**Completion Due Date: 1/Nov/20##**

**Member Name:** \_\_\_\_\_ **Brigade:** \_\_\_\_\_

**Note:** Members are to read and understand the following, then sign below prior to commencing the Member Skills Refresher.

1. The Training Officers Committee shall review and forward the Refreshers to the CBFCO prior to the 30th June each year. The CBFCO will ensure that each Refresher is compliant with current standards and will provide a copy to the relevant Brigades by the 31st July of each year.
2. The Refresher is a compulsory requirement for all firefighting members to complete prior to the 1st November of each year.
3. Where a member does not complete the Refresher by the due date, the Captain will require the consent of a DCBFCO or the CBFCO, in writing, to enable the member to complete the Refresher.
4. Members who are unable to complete the Refresher by the due date will become 'inactive firefighting' members and are unable to attend an emergency incident. Participation in all other Normal Brigade Activities is permitted until the Refresher is completed.
5. The skills are to be demonstrated to the Brigade Captain, Training Officer or a Lieutenant who endorses the member.
6. The Brigade will maintain an accurate Brigade Membership list which must include each member's Refresher status. The list shall be forwarded to the CBFCO by the end of the second week of November each year. If any amendments are made after the second week of November, the updated list will need to be forwarded to the CBFCO within two weeks of the amendment.
7. A copy of the Refresher is to be retained by the Brigade for 7 Years in accordance with State Records Act 2000 and is to be presented upon request to the Shire.

**I have read and understand the above information: Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Fire Ground Safety Skills	Satisfactory	Comments
What is a Red Flag Warning?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain the term LACES.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain and demonstrate the Burnover procedure.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain "The Dead Man Zone."	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Appliance Skills * (for each brigade appliance)	Satisfactory	Comments
Show water at the branch. *	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> 4.4 (Tick applicable)
Demonstrate drafting. *	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> 4.4 (Tick applicable)
Start/stop each pump. *	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> 4.4 (Tick applicable)
Demonstrate the use of foam. *	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> 4.4 (Tick applicable)
Set up a stand pipe & fill hose. Stow when complete.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Use a map in the appliance to locate an incident. (assessor to provide a map reference).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> SSD <input type="checkbox"/> UBD <input type="checkbox"/> ESD <input type="checkbox"/> Other (Tick applicable)
<b>On each brigade appliance and locate the following items -</b>	<b>Satisfactory</b>	<b>Comments</b>
First aid kit.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lay flat hoses.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
TCards.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Incident Management Board.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hand held radio/s.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Communication Skills	Satisfactory	Comments
<b>The following items apply to both the TAIT Single Band (Black) and TAIT Dual Band (Green or Yellow) Radios.</b>		
Change a channel.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Black Radio <input type="checkbox"/> Green / Yellow Radio
Adjust the volume.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Black Radio <input type="checkbox"/> Green / Yellow Radio
Send a message via radio, e.g. turning out from station to an incident.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>The following items apply to the TAIT Dual Band (Green or Yellow) Radios.</b>		
Change the band.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Activate/deactivate dual band receive.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Demonstrate changing foreground & background channels in dual receive/transmit mode.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Show the GPS function.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>The following items apply to Vertex Portable Radios.</b>		
Change a channel.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Adjust the volume.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Operate the Keypad Lock function.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Other essential communications skills.</b>		
Explain the Prowords: <ul style="list-style-type: none"> <li>• Over.</li> <li>• Out.</li> <li>• Roger.</li> <li>• Wilco.</li> <li>• Emergency Emergency</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What are the arrival codes and their meaning?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 44 <input type="checkbox"/> 66 <input type="checkbox"/> 88 <input type="checkbox"/> 90
What are the incident classifications and their meaning?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup>

Explain the term PAFTACS.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Complete a T Card (and attach).	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Brigade Administration Items ONLY.	Checked	Comments
<p>Drivers Licence Currency Check.</p> <p><b>Note:</b> A current driver's licence is not required to satisfactorily complete this Pre Season Refresher - it is simply to check currency of those with a driver's licence.</p> <p>A current driver's licence is essential to drive any Brigade appliance.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Holds a Licence: <input type="checkbox"/>Yes <input type="checkbox"/> No</p> <p>Licence Number: _____</p> <p>Expiry Date: _____</p> <p>Classes: _____</p> <p>Probationary: <input type="checkbox"/>Yes <input type="checkbox"/> No</p> <p>Notes:</p>
<p>PPC/PPE Check.</p> <p><b>Note:</b> Each member is required to check their PPC/PPE for serviceability for the fire season. If any item requires replacement it should be replaced from brigade stock or ordered from the Shire of Mundaring to ensure all items are suitably serviceable.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Items replaced/ordered:

### Member Endorsement for the 20##/## Fire Season

**Brigade Officer Comments:**

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I can confirm that the above member skills refresher tasks have been satisfactorily/unsatisfactorily completed.

(Cross out not applicable)

Brigade Officer Name: \_\_\_\_\_ DFES Number: \_\_\_\_\_

Brigade Officer Position: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

=====

**Member Comments:**

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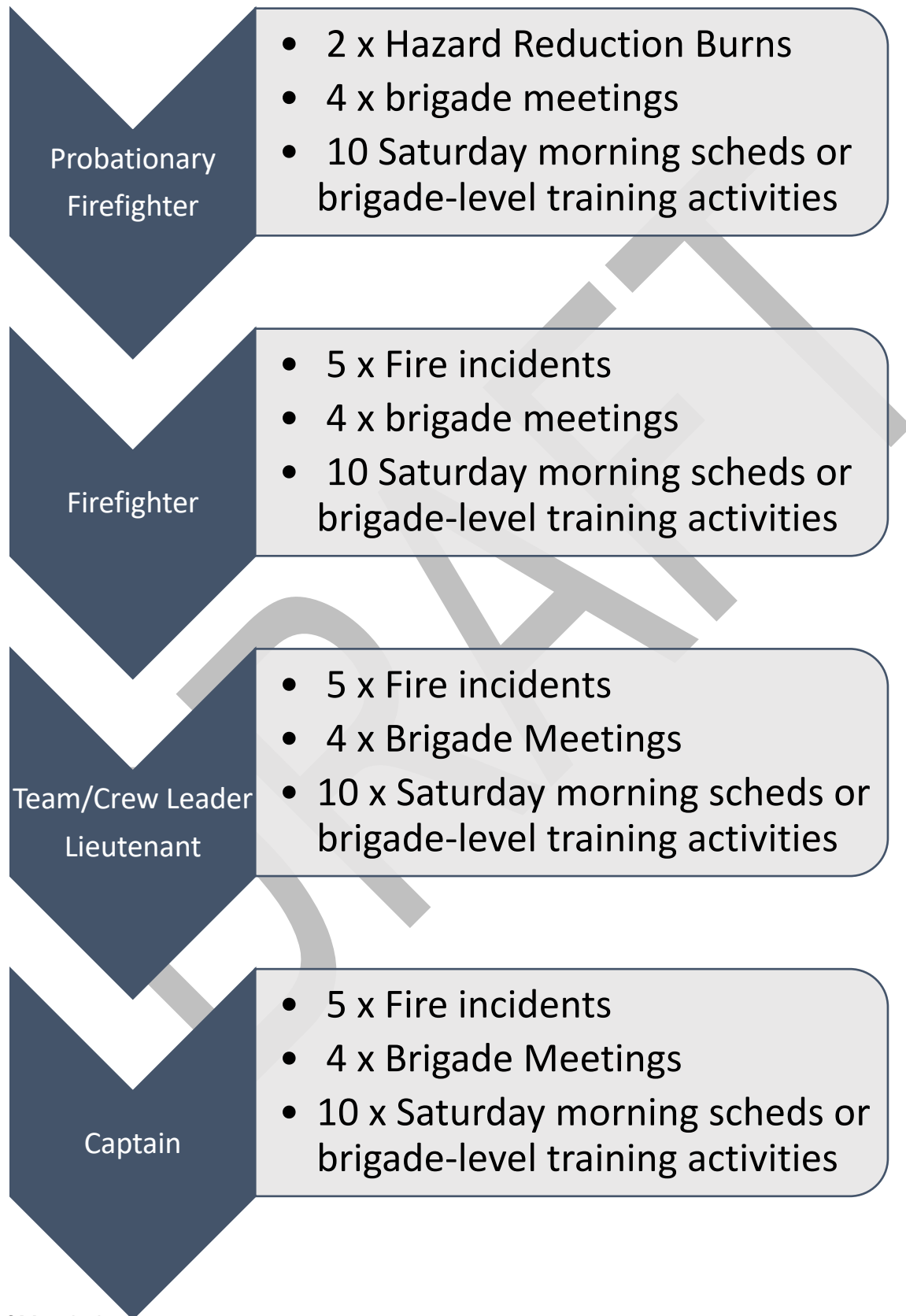
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Member Name: \_\_\_\_\_ DFES Number: \_\_\_\_\_

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX 4

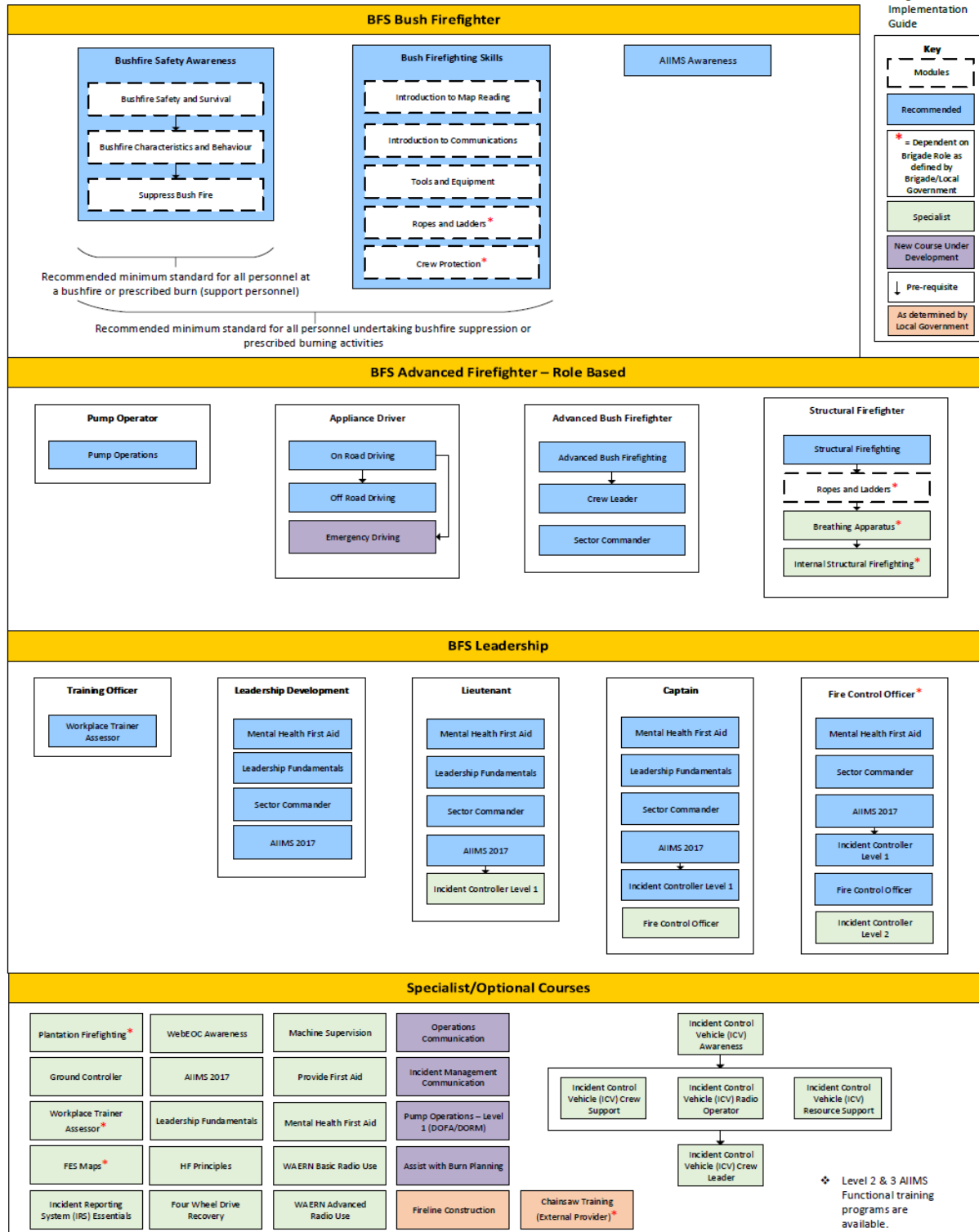


## APPENDIX 5

# Bush Fire Service Training Program

Local induction to be completed at Brigade/Local Government level. If no local induction exists, the DFES Volunteer Firefighter Induction may be used.

❖ This diagram is to be read in conjunction with the Training Program Implementation Guide



Developed in conjunction with the Association of Volunteer Bush Fire Brigades WA Inc.

Updated 19/12/2019 Page 1 of 1

## APPENDIX 6



New brigade members

Conditions of membership with the \_\_\_\_\_ Volunteer Bush Fire Brigade

I \_\_\_\_\_ (member's name) hereby agree to comply with the Shire of Mundaring Bush Fire Brigades Local Law 2013, Bush Fire Operating Procedures, brigade officer instructions, Shire of Mundaring Code of Conduct – Staff, Volunteers and brigade rules as outlined to me by the brigade Captain (or delegated officer) at the time of application.

I understand that my brigade Equipment Officer will issue me with Personal Protective Equipment / Clothing (PPE/C). Upon either resignation or termination of my membership, these items must be returned to my brigade Equipment Officer or Captain. If this is not undertaken, the Shire of Mundaring will invoice me for the cost of replacing the items that were issued.

I \_\_\_\_\_ being a member of the \_\_\_\_\_ Volunteer Bush Fire Brigade accept all the conditions as outlined above.

\_\_\_\_\_  
Member's signature and date

\_\_\_\_\_  
Captain or delegated officer's signature and date



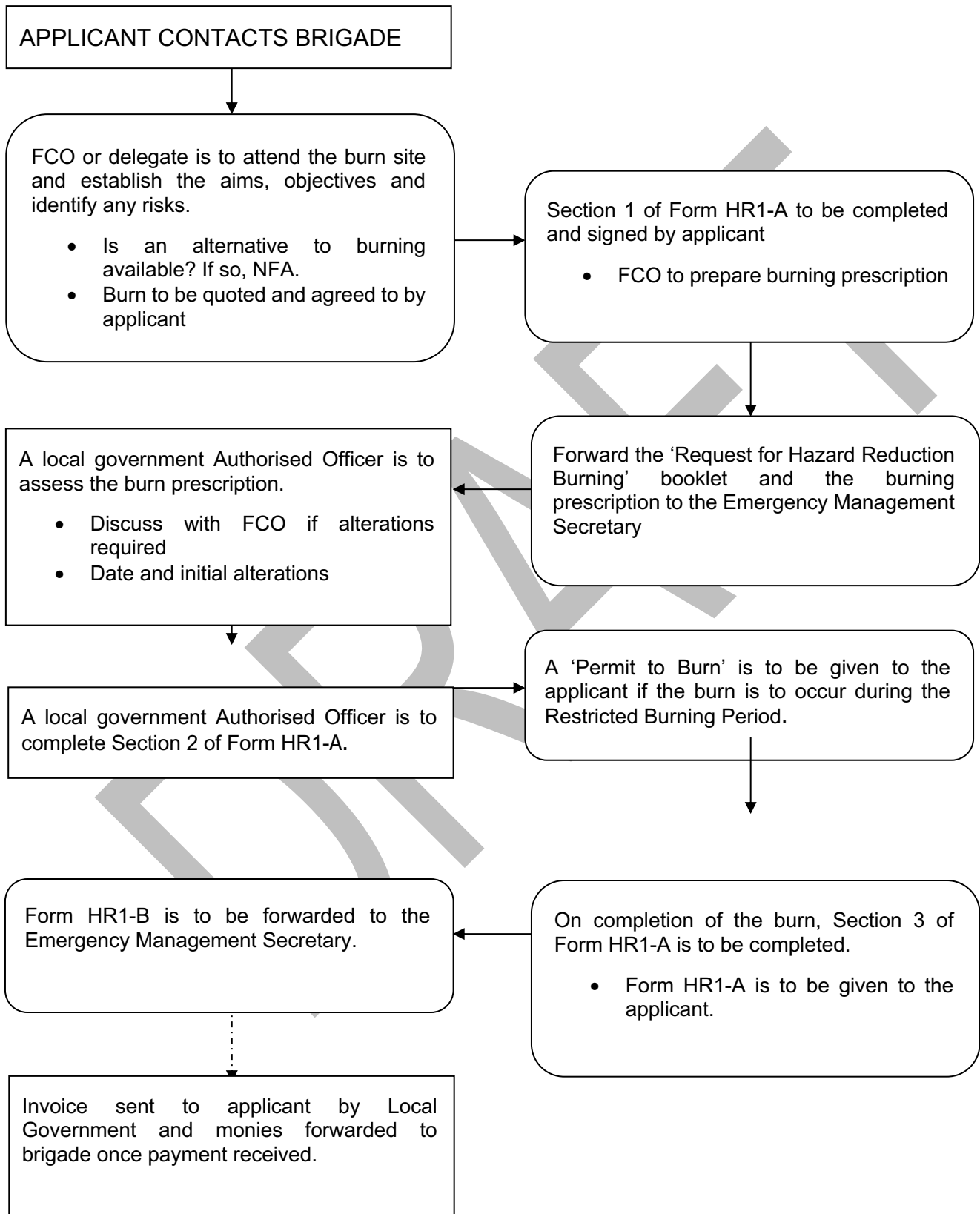
## APPENDIX 7

### PROCESS TO COST AND CARRY OUT HAZARD REDUCTION BURN

1. The landowner/occupier (applicant) contacts the brigade. (Note: all requests direct to the Shire will be referred to the appropriate brigade).
2. Alternatives to burning should be identified and considered if practical.
3. The brigade is to cost the burn (reasonably) and provide a quote to the applicant on behalf of the local government for the work to be carried out by the brigade.
4. If the applicant agrees to the scope and cost of the burn, then Section 1 of Form HR1-A is to be completed and signed by the applicant.
5. A nominated brigade member must prepare a burning prescription (Form HR2) to conform to the Shire's direction.
6. A Shire Authorised Officer is to assess the burn prescription. Any proposed variations to the conditions are to be discussed with the prescribing officer before being recorded on the burning prescription. Any alterations are to be dated and initialled by the Authorised Officer.
7. The Shire Authorised Officer must complete Section 2 of Form HR1-A and sign the authority section authorising the brigade to carry out the work.
8. A 'permit to burn' must be issued to the applicant (not the brigade) before any burning is carried out during the Restricted Burning Period.
9. On completion of the burn, the brigade is to complete Section 3 of Form HR1-A, give the 'HR1-A' copy to the applicant and submit the 'HR1-B' copy to the Shire.
10. The Shire will invoice the applicant and receive the outstanding monies.
11. On receipt of payment, the Shire will forward the monies to the brigade.
12. A 'Request for Hazard Reduction by Burning' book will be issued to each brigade.

## APPENDIX 8

### PROCESS TO COST AND CARRY OUT HAZARD REDUCTION BURN



## APPENDIX 9



### SHIRE OF MUNDARING

### NOMINATION FOR HONORARY LIFE MEMBER – BUSH FIRE BRIGADES

The Honorary Life member award by the Shire of Mundaring is made when volunteers in a Bush Fire Brigade of the Shire of Mundaring complete a minimum of 15 years of cumulative active service with any of the Bush Fire Brigades in the Shire.

Details of Person Nominated:

Name: Volunteer ID:

Address:

Brigade:

Record of Service:

From (dd/mm/yyyy)	To (dd/mm/yyyy)	brigade	Period (in Years/Months)
Total Period:			

Presentation:

At the next Shire BBQ?

☐

At the brigade?

☐

Honorary Life membership Endorsed By:

Brigade Captain: Date:

Endorsed / Not Endorsed (Please Circle)

Mundaring CBFCO: Date:

Endorsed / Not Endorsed (Please Circle)

# APPENDIX10

PPE ITEM														
BUSHFIRE	HEAD					TRUNK/ARMS					LEGS/FEET			
	HAT	FLASH HOOD	HELMET		EYE PROTECTION		RESPIRATORY PROTECTION	HEARING PROTECTION	TUNIC	GLOVE		TABARD / HI VIS	TROUSERS	BOOTS
			Level One General	Level Two Specialist Rescue	Safety Glasses	Goggles	Safety Shield	Particle Mask	Respirator & Filter	BA	Ear Plugs/Ear Muffs	Level One	Level Two	HAZMAT BOOTS
Incident Control/IMT	1													
Grass/Scrub/Bushfire														
Chainsaw Operator														
Firefighting Support														
Routine Appliance and Equipment Checks	1													

PPE ITEM														
URBAN FIRE	HEAD					TRUNK/ARMS					LEGS/FEET			
	HAT	FLASH HOOD	HELMET		EYE PROTECTION		RESPIRATORY PROTECTION	HEARING PROTECTION	TUNIC	GLOVE		TABARD / HI VIS	TROUSERS	BOOTS
			Level One General	Level Two Specialist Rescue	Safety Glasses	Goggles	Safety Shield	Particle Mask	Respirator & Filter	BA	Ear Plugs/Ear Muffs	Level One	Level Two	HAZMAT BOOTS
Incident Control/IMT	1													
Structure Fire/DBA														
Defensive Structure Fire														
Mobile Property														
HAZMAT/CBRN														
Industry Requirements														
Land Based Marine Fire														
Routine Appliance and Equipment Checks	1													

✓ Recommended level of protection.

1 Appropriate when higher level of protection is required.