



# **Shire of Mundaring**

## **Brigade 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>BLT</b>	Brigade Leadership Team (Same meaning as “Committee” in Bush Fire Brigade Local Law 2013)
<b>BTO</b>	Brigade Training Officer
<b>BOP</b>	Brigade Operating Procedures
<b>CBFCO</b>	Chief Bushfire Control Officer
<b>CESM</b>	Community Emergency Services Manager
<b>DCBFCO</b>	Deputy Chief Bushfire Control Officer
<b>DFES</b>	Department of Fire & Emergency Services
<b>DO</b>	District Officer
<b>PaW</b>	Parks & Wildlife
<b>FCO</b>	Fire Control Officer
<b>FDR</b>	Fire Danger Rating
<b>FIRS</b>	Fire Incident Reporting System
<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>IFF / BFF</b>	Introduction to Fire Fighting / Bush Fire Fighting
<b>IMT</b>	Incident Management Team
<b>LT</b>	Light Tanker
<b>MFS</b>	Mundaring Firefighters School Inc.
<b>OC</b>	Operations Command
<b>PPC</b>	Personal Protective Clothing
<b>SAP</b>	Standard Administrative Procedure
<b>SOP</b>	Standard Operation Procedure
<b>SMS</b>	Short Message Service
<b>WAPol</b>	WA Police

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# **INTRODUCTION, AIMS, OBJECTIVES & CODE OF CONDUCT**

## **Section 1**

## **1. INTRODUCTION**

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

Any proposed changes to this document will be tabled at a meeting of the Bush Fire Advisory Committee (BFAC), provided such a proposal was listed as an Agenda item.

Within this document any words denoting gender shall be taken to include both male and female as appropriate.

### **1.1 INTERPRETATION**

The Chief Bushfire Control Officer (CBFCO) shall have the power to interpret this Brigade Operating Procedures in relation to dispute or difference which may arise between the members as to the interpretation of any provision of the Brigade Operating Procedures. The decision of the Chief Bushfire Control Officer on any question of interpretation shall be final.

### **1.2 AIMS, OBJECTIVES AND AUTHORITY OF THE BRIGADE**

The Brigade is empowered by the provision of the *Bush Fires Act 1954*, the *Shire of Mundaring Bush Fire Brigades Local Law 2013* and Procedures to undertake fire brigade operations as directed by the Shire of Mundaring (SoM) as follows:

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

- Provide timely, quality and effective emergency services;
- Minimize the impact of emergencies on the community;
- Work with the community to increase bush fire 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 which is free from discrimination or harassment;
- Uphold the Shire of Mundaring 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.

### **1.3 STANDING ADMINISTRATIVE PROCEDURES (SAP)**

From time to time Brigades will develop Standing Administrative Procedures to provide for the administrative needs of the Brigade. Any SAP/P 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 a SAP/P shall be adhered to at all times by all Brigade Members.

The Secretary shall ensure all current SAP/P's 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.

### **1.4 STANDING OPERATING PROCEDURES (SOP)**

From time to time the Brigade will develop Standing Operational Procedures or adopt DFES SOP's to provide for the operational requirements of the Brigade. Any SOP developed or adopted must be presented to the Shire of Mundaring Chief Bush Fire Control Officer for approval prior to being presented to the BLT at a BLT Meeting for ratification. Following ratification by the Brigade Leadership Team the SOP shall be tabled at the next monthly general meeting for the information of all members.

Noted that from time to time an SOP may be introduced by the Chief Bush Fire Control Officer, without the need for BLT ratification, in order to address matters of an urgent nature.

Once tabled at the Monthly General Meeting an SOP shall be adhered to at all times by all Brigade Members.

The Secretary shall ensure all SOP's are available on 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.

### **1.5 CODE OF CONDUCT**

As a fundamental condition of membership to the Shire of Mundaring Bush Fire Service, all members must conduct themselves in accordance with the CoC and generally in a manner that serves the public interest while upholding community trust and protecting both the greater interest of the Shire of Mundaring and Shire of Mundaring Bush Fire Service.



## **BRIGADE LEADERSHIP TEAM**

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

### **Section Two**

## **2. BRIGADE LEADERSHIP TEAM**

The Brigade Leadership Team (BLT) comprises members who are elected annually at the Annual General Meeting in accordance with the Brigade Operating Procedures to represent the general brigade.

- Captain/FCO
- 1<sup>st</sup> Lieutenant
- Lieutenant
- President
- Secretary
- Treasurer (Optional)
- Training Officer
- Assistant Training /Officer (Optional)
- Equipment Officer (Optional)
- Assistant Equipment Officer (Optional)

**NB** – Members of the BLT may hold dual functions within the Brigade Management structure however those functions cannot be in conflict of each other, e.g. Captain cannot also be a Lieutenant.

### **2.1. CAPTAIN (FCO for Brigade)**

The Captain of the Brigade shall be responsible for the leadership and management of the Brigade. As 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/or CESM/CBFCO on Brigade related matters and represents the Brigade at BFAC and Shire Operations Committee meetings.

## **DUTIES AND RESPONSIBILITIES**

Duties and responsibilities of the Captain:

- Demonstrate positive leadership and mentor Members;
- Command, control and confidently manage firefighting activities at emergency incidents;
- To ensure incident control systems and management principles are implemented and maintained during all emergency incidents;
- Maintain a personal log book 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;
- To 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;
- To undertake responsibility for the proper management and maintenance

- of Brigade property and equipment;
- To represent the Brigade on the BFAC and other meetings as required;
- To adopt policies on behalf of the Brigade as recommended by the BFAC;
- Ensure conduct of Members is in accordance with the Code of Conduct; and
- Report any injuries of personnel or damage to fire fighting and support vehicles immediately to the DCBFCO and/or CESM/CBFCO.
- Engage with members of the Brigade with regard to succession planning for Brigade Officer Positions.

## **2.2 FIRE CONTROL OFFICER**

A FCO is a delegated representative of the Shire responsible for the administration of provisions within the *Bush Fires Act 1954*. The position is required to perform active operational duties in relation to both fire defence and fire prevention strategies within the local community.

Fire Control Officers are nominated by the brigade and appointed by the Shire of Mundaring at the discretion of the Chief Executive Officer

## **DUTIES AND RESPONSIBILITIES**

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 Bush Fires Act 1954*;

- 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 wild fire or hazard reduction burns; and
- Maintaining a personal log book to include a record of events and decisions during an incident.

## **2.3 FIRST (1<sup>ST</sup>) LIEUTENANT**

The Lieutenant of a Brigade is responsible for the operational management of Members during Brigade activities. The position is required to provide both operational and administrative support to the Captain in managing the Brigade. The position reports to the Captain on all matters pertinent to the functioning of the Brigade and/or personnel whom they are supervising.

The Brigade should 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

CESM/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 Brigade Leadership Team meeting, following the AGM.

## **DUTIES AND RESPONSIBILITIES**

Duties and responsibilities of a Lieutenant:

- 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 with regard to succession planning for Brigade Officer Positions.
- Maintain a personal log book with a record of events and individual's decisions that occur during all incidents;
- Conduct briefings during and after incidents and maintain open lines of two-way communications between Members and the Executive Committee;
- Encourage positive interaction and teamwork between Members;
- Ensure Shire adopted standing operating procedures are adhered to at Brigade activities;
- Ensure Fire Fighters engaged in firefighting activities hold competencies relevant to the task;
- Work cohesively with the Brigade Training Officer and conduct training activities for Fire Fighters;
- Document and record details of all training activities in Fire Fighters' personal log book;
- To ensure the behaviour of Members is in accordance with the SoM Code of Conduct; and
- Represent the Brigade Members on the BLT.

### **2.4 PRESIDENT**

The President presides over official Brigade meetings. The position is not required to perform active operational duties and may be inclusive to an additional position held within the Brigade.

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

## **DUTIES AND RESPONSIBILITIES**

- Preside over official Brigade meetings;
- Ensure meeting procedure and protocol is maintained;
- Promote the aims and objectives of the Brigade where possible;
- Represent the Brigade Members on the Executive Committee;
- Promote open fair discussion during debate in relation to Brigade matters; and
- Ensure minutes of meetings are signed and dated.
- With consultation with the other office bearers develop, implement and administer such SAP's and SAPs that are used by Brigades to regulate the non-operational activities of the Brigade.
- In particular, take a leading role in those non-operational activities of the Brigade to allow the Captain to concentrate on Operational matters.

### **2.5 SECRETARY**

The Secretary is to manage administrative matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the President on administration matters pertinent to the Brigade. If brigade does not have a President, then the Secretary will report all matters to the Captain.

## **DUTIES AND RESPONSIBILITIES**

The Secretary shall perform the following functions:

- Ensure Members receive notification of Brigade meetings in accordance with the Meetings section of the Brigade Operating Procedures;
- Prepare an agenda for Brigade meetings and distribute to Members, relevant DCBFCO and CBFCO prior to meetings;
- Ensure minutes of Brigade meetings are recorded and distributed to all Members, relevant DCBFCO and CBFCO prior to next meeting;
- Document and record all Brigade correspondence;
- Ensure Brigade information is disseminated to all Members;
- Make available circulars and other information to Members;
- Work cohesively with Shire management and administration staff on matters pertinent to Brigade administration; and
- Represent the Brigade Members on the BLT.

## **2.6 TREASURER**

The role of the Treasurer is to manage and communicate with the Brigade on all financial matters. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the President and Captain on financial matters pertinent to the Brigade.

### **DUTIES AND RESPONSIBILITIES**

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; and
- Represent the Brigade Members on the BLT.

## **2.7 BRIGADE TRAINING OFFICER**

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

### **DUTIES AND RESPONSIBILITIES:**

- Ensure Brigade Members maintain basic skill levels equivalent to the competency standards required by the Shire;
- 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;
- Assist members to access training systems and DFES portal
- Provide mentoring for Members who express an interest in training to encourage future facilitators; and
- Represent the Brigade at Shire training committee meetings (MFS).

## **2.8 ASSISTANT TRAINING OFFICER (OPTIONAL)**

The Brigade may nominate an Assistant Training Officer to provide support to 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 the Shire training committee meetings.

Duties and Responsibilities of the Assistant Training Officer are the same as those for the Brigade Training Officer.

## **2.9 BRIGADE EQUIPMENT OFFICER**

The role of the Brigade Equipment Officer is to manage Brigade and personal equipment. The position is not required to perform active operational duties but must be able to demonstrate knowledge of brigade equipment. The position may be inclusive to an operational position held within the Brigade and shall report to the Captain on matters pertinent to Brigade and personal protective equipment/clothing.

### **DUTIES AND RESPONSIBILITIES**

The equipment officer shall perform the following functions:

- Coordinate maintenance and repair of Brigade equipment
- Maintain register of all Brigade assets;
- Maintain register of Brigade members PPC
- Report all damage of Brigade equipment or property to the Captain as appropriate to the circumstances;
- Manage Brigade requests for replacement items and equipment. Represent the Brigade Members on the BLT; and
- Represent the Brigade at Shire equipment committee meetings.

## **2..10 ASSISTANT EQUIPMENT OFFICER (OPTIONAL)**

The Brigade may nominate an Assistant Equipment Officer to provide support to 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.

### **DUTIES AND RESPONSIBILITIES**

Duties and Responsibilities of the Assistant Equipment Officer are the same as those for the Brigade Equipment Officer.

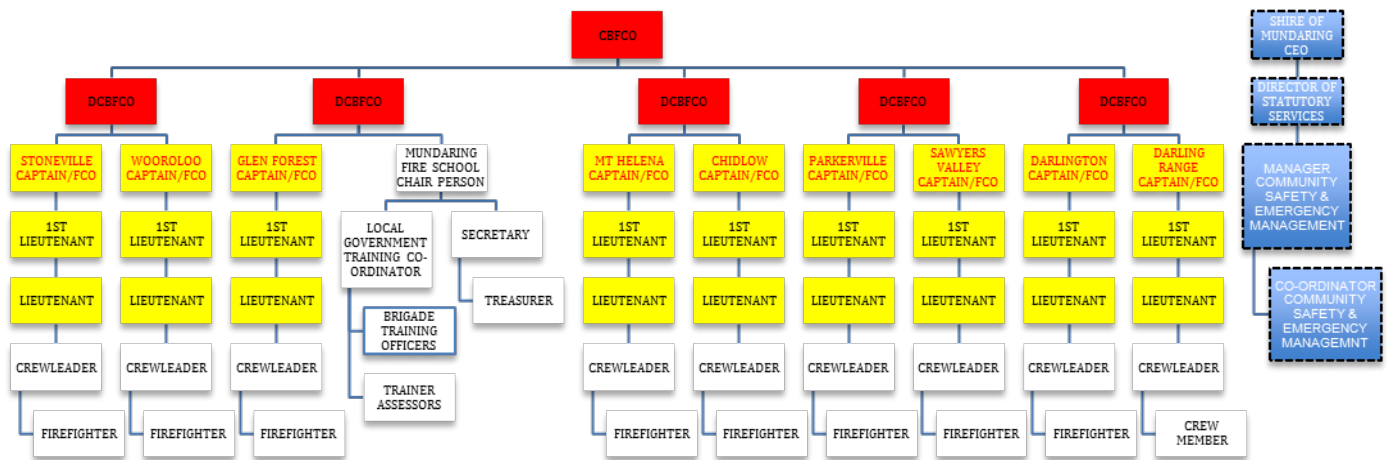
# MEMBERSHIP OF THE BRIGADE

## **Section 3**

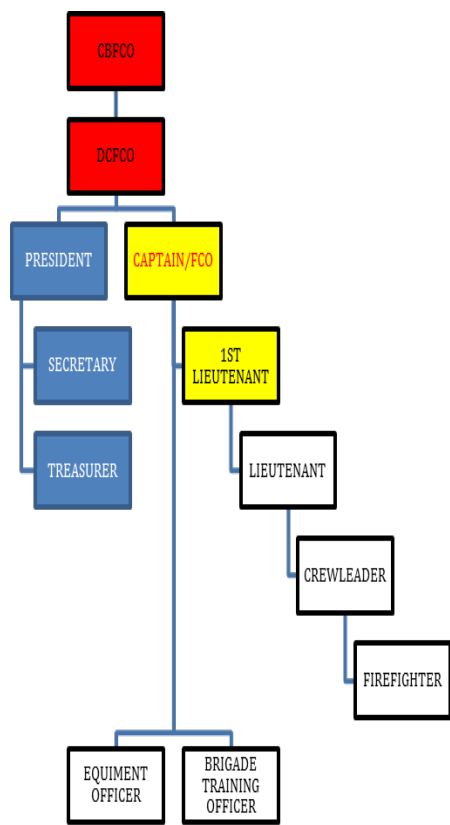


### 3. MEMBERSHIP OF THE BRIGADE

#### 3.1 SHIRE OF MUNDARING BUSH FIRE SERVICE STRUCTURE

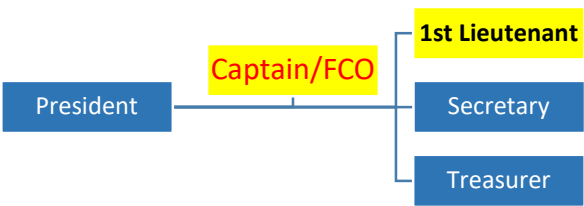


3.3.1 BRIGADE STRUCTURE



3.3.2 BRIGADE LEADERSHIP TEAM

(Other brigade members as may be determined as by BLT from time to time)



## **3.2 MEMBERSHIP OF THE BRIGADE**

All Brigade members have to be registered with the Shire of Mundaring using the approved membership application package. Membership of the Brigade is separated into four categories.

- Cadets
- Member
  - Probationary Firefighter
  - Qualified Firefighter
- Inactive member
- Auxiliary Members
- Life member

### **3.2.1 DUAL MEMBERSHIP**

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

### **3.2.2 CADET FIRE FIGHTER**

A Cadet Fire Fighter is one who has attained the age of 13 but yet to attain the age of 16 years and/or is a member who has joined as part of a school-based program. A Cadet may participate in most brigade activities except firefighting.

### **3.2.3 PROBATIONARY (TRAINEE) FIRE FIGHTER**

A Probationary Fire Fighter is one who has not completed the requisite initial training modules as required by the Shire of Mundaring Fire Fighter by the Brigade Training Officer and or the Captain of the Brigade but has yet to gain all the mandatory training and experience necessary to become a Qualified Fire Fighter.

During the period as a Probationary Fire Fighter, members may be periodically assessed as competent to perform other duties as their level of training and experience increases. These assessments continue until finally they are assessed as competent to become a Qualified Fire Fighter by the Captain and or the Brigade Training Officer.

### **3.2.4 QUALIFIED (FIRE FIGHTER) MEMBER**

A Qualified Fire Fighter is a Brigade member, who has completed the minimum training requirements as per SoM training committee (Appendix 9), completed their probationary period (as determined by the Brigade and SoM) and has been confirmed competent to perform all the duties of a Qualified Fire Fighter by the Brigade Training Officer and the Brigade Captain.

### **3.2.5 AUXILIARY (ASSOCIATE) MEMBER**

An auxiliary Member is a member who does not seek to undertake or continue to undertake firefighting activities. These members assist with other brigade related activities. Auxiliary members are required to have completed such training as may be required by the Brigade so as to perform those duties.

### **3.2.6 INACTIVE MEMBER**

An inactive member is who has not maintained the minimum contact requirements outlined in these Brigade Operating Procedures.

## **3.3 SHIRE OF MUNDARING - BUSHFIRE LONG SERVICE AND OUTSTANDING SERVICE AWARD**

Life membership of the Shire of Mundaring Bush Fire Service shall be granted to a person who has served as a registered member of any Shire of Mundaring Brigade or Brigades for not less than fifteen years.

The Shire of Mundaring 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.

### **3.3.1 LONG SERVICE**

1. Fifteen years' service as a registered and active member of the Shire of Mundaring Bush Fire Brigade or Brigades.
2. Such service need not be continuous but must aggregate to fifteen years

Time accumulated in service to brigades outside of Shire of Mundaring will not be considered for this award

### **3.3.2 OUTSTANDING SERVICE**

Outstanding service is considered to consist of, but not limited to any of the following

- Extensive participation in community education initiatives;
- Demonstration of leadership in the attraction and retention of brigade membership;
- Demonstration of leadership and skills in response to major incidents;
- Application of skills and leadership in brigade administration and financial growth;
- Demonstration of leadership and interpersonal skills in the training of brigade members and/or;
- Significant participation in and contribution to district, regional or state committees or agencies involved with management of bush fire

The CEO, on behalf of Council, will grant the Long Service Award and Life Membership in accordance with this policy upon receipt of a nomination from a brigade and confirmation of service of the intended recipient.

The CEO will grant the Outstanding Service Award and Life Membership in accordance with this policy upon receipt of a nomination from a brigade and endorsed by the selection panel

The selection panel shall consist of:

- Chief Bush Fire Control Officer;
- Two elected members appointed to the Bush Fire Advisory Committee;
- One employee appointed by the CEO; and
- One member of BFAC who is a Captain of a Shire of Mundaring Volunteer Bush Fire Brigade.

Individual Brigade life memberships are as determined by the BLT and brigade and are not related to the above awards.

### **3.3.3 BUSH FIRE SERVICE MEDAL**

Brigade members in active roles are eligible for the award of 5 medallion and ten year bush fire brigade medal, and five year clasps thereafter, to recognise the length of service and dedication of Bush Fire Service volunteers.

A Brigade Secretary shall monitor all Brigade members' service history via the membership list and validate the dates for inclusion on the application form. All forms must be signed by the Captain and sent to the Shire of Mundaring for processing. All 5 and 10-year Bushfire Service Medals shall be presented at the Annual General Meeting.

### **3.3.4 NATIONAL SERVICE MEDAL**

(Online applications only – Note that members seeking to include service from services that are not related to DFES will need to provide evidence of that service to DFES)

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

The brigade secretary shall monitor all brigade members' service history via the membership list and validate the dates for inclusion on the application form. All forms must be approved by the Captain and sent to the Shire of Mundaring for processing.

All National Service Medals may be presented at the Annual General Meeting. Should the awarded member wish to have these presented at a formal presentation, they shall request this at the time of application to the Brigade Captain.

### **3.4 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(s)
- Change of email address(s)
- Change of Driver's License Status (loss, upgrade, expiry) and
- Resignation of membership.

All updates are to be completed on form **APPENDIX 2**

### **3.5 RESIGNATION/TERMINATION OF MEMBERSHIP**

Where a Brigade Member decides to resign their membership from the Brigade, the Member shall provide a written notice in the form approved to the President advising of such.

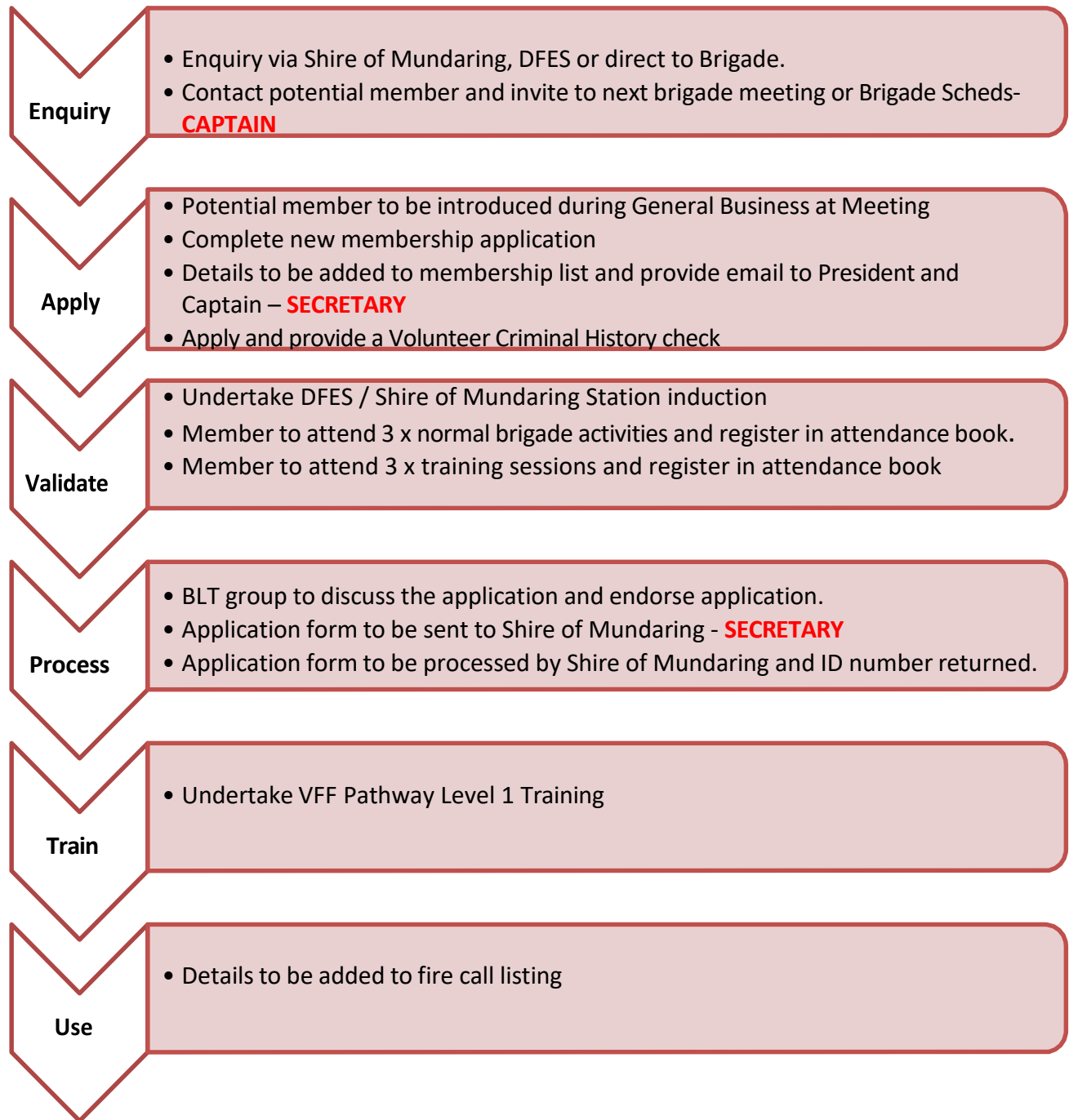
Failure or inability to complete the form such as termination of membership will see a member of the BLT finalise the form as their agent. All forms complete by a BLT member as an agent on behalf of the terminated member, require no less than two signatures of endorsement. Once either activity has been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

The Brigade will begin the process of deregistration with twenty-one (21) days. This will include:

- Providing Shire of Mundaring / DFES with termination date
- Removal of all contact from SMS / Pager / BART
- Facilitate the collection of issued brigade items include PPC/E, keys, formal uniforms and any other misc. equipment.

Any member who fails to reach minimum attendance as per section 4.47 of the SoM Brigade Operation Procedures is in danger of being terminated or being asked to improve their attendance, records will be reviewed six (6) monthly, in December and June each year, and a letter sent to members who are not reaching their minimum attendance.

### 3.6 NEW RECRUIT NOMINATION PROCESS



### 3.7 NEW MEMBER CHECKLIST

- ☐ Tour of the station
- ☐ Explanation of the Induction process
- ☐ Given new member information handout and sign new Brigade Member form (appendix 10)
- ☐ Given Application pack
- ☐ Given Induction book
- ☐ Brief explanation of the management roles and responsibilities
- ☐ Copy of the SoM Code of Conduct, SoM 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 Paging/Turnout 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 VPOWER checks
- ☐ Details about stores, tagging out equipment and reporting damaged or lost equipment
- ☐ Details about the DFES Safety Management System, where to find report forms and injury forms including for the Shire of Mundaring reports and Personal Accident report forms and Vehicle Damage report forms. Part of the induction book
- ☐ 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 Part of the induction book
- ☐ Police Clearance application filled out



# **OPERATIONS**

## **Section 4**

## **4. OPERATIONS**

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

Members of the Shire of Mundaring Bush Fire Service shall familiarise themselves with the Shire's, Brigade and DFES (where appropriate) rules, policy and procedures.

Ignorance of the Member's awareness of applicable rules and procedures will not be accepted as a defence of non-compliance.

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

Refusal to obey a lawful direction or order may invoke disciplinary action in accordance with the Shire of Mundaring Disciplinary Action section of this document.

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 Officer.

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

In the aforementioned circumstance, the Member shall request an Operational 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 as per the Shire of Mundaring CODE OF CONDUCT & DISPUTE RESOLUTION PROCEDURE - VOLUNTEER BUSH FIRE BRIGADE MEMBERS

### **4.3 GRIEVANCE PROCESS**

All grievances are to be followed as per the Shire of Mundaring CODE OF CONDUCT & DISPUTE RESOLUTION PROCEDURE - VOLUNTEER BUSH FIRE BRIGADE MEMBERS

#### **4.4 OPERATIONS COMMAND**

The CBFCO/CESM maintains regular contact with the Captains and senior operational personnel within the Shire of Mundaring Fire Service. Members of the Operations Command (OC) will comprise of the following positions:

CBFCO Mundaring	Captain/FCO Parkerville
DCBFCO 1	Captain/FCO Mt Helena
DCBFCO 2	Captain/FCO Darling Range
DCBFCO 3	Captain/FCO Sawyers Valley
DCBFCO 4	Captain/FCO Stoneville
DCBFCO 5	Captain/FCO Chidlow
Captain/FCO Darlington	Captain/FCO Wooroloo
Captain/FCO Glen Forest	

#### **4.5 CHIEF/CESM (CBFCO/CESM)**

The Chief Bush Fire Control Officer (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 Fire Service. All decisions shall be in the interest of the Brigade and its Members.

The CBFCO/CESM 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, Brigade Operating Procedures or Doctrine shall be referred to the CBFCO/CESM for clarification

#### **4.6 PPC/E**

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

Register is to be kept of any PPC/PPE issued to members. This information may be contained in the member register, but should contain an inventory of equipment issued including the:

- Equipment type
- Date of issue
- Size/s
- Expiry or replacement due date (for items that have an 'in service' life e.g. helmets)
- Date of return

The Shire of Mundaring will provide bush firefighting Members with the following minimum PPC/E

- 1 x Helmet (Inc. LED Torch, Visor, Goggles)
  - 1 x Name Sticker (Surname only I.e. Smith)
- 1 x Level 1 Tunic
  - 1 x Name Badge (I.e. J SMITH)
- 1 x Turn Out T-Shirt (as supplied by Shire of Mundaring)
- 1 x Level 1 Over Trousers
- 1 x Level 2 Fire Fighting Boots or Level 1 Firefighting boots (Darling Range)
- 1 x Level 1 Fire Fighting Gloves
- 1 x Full Face P3 Respirator OR Half Face P2 Respirator

Bushfire Brigades with structural ability and BA trained (Parkerville, Mount Helena) and will receive all or some of the following additional PPC/E:

- Cargo Trousers
- Level 2 Helmet
- Level 2 Tunic
- Level 2 Over pants
- Flash hood
- Level 2 Gloves

#### **4.7 DRESS UNIFORM**

The Shire of Mundaring will provide dress uniform to the following Officers and Office bearers of the BLT:

- President
- Captain
- 1<sup>st</sup> Lieutenant
- Secretary
- Brigade Training Officer

Dress Uniform to be supplied will consist of:

- 1 x Dress Shirt (Short Sleeve)
- 1 x Navy dress pant
- 1 x Navy soft shell jacket
- 1 x black leather belt

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

#### **4.8 RETURNING OF PPC/E AND DRESS UNIFORM**

On resignation/ termination of membership with the Brigade and therefore the Shire of Mundaring Bush Fire Service, all issued PPC/E 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.

#### **4.9 CLEANING AND LAUNDERING OF PPC/E AND DRESS UNIFORM**

It is imperative that brigade members maintain their issued PPC/E in a standard that portrays a positive and professional public image at all times.

It is accepted that during routine operations, tunics and over trousers will become soiled and require laundering to ensure the effectiveness of the PPC/E at future incidents. During training, the Officer in Charge (OIC) will routinely inspect issued PPC/E 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 PPC/E is to be cleaned in the washing machine provided to the brigades. PPC/E manufacturer's instructions are to be followed at all times.

PPC/E will be replaced on a fair, wear & tear (FWT) basis. Members requiring PPC/E replaced shall contact the Equipment Officer or nominated representative to request replacement PPC/E through Shire of Mundaring Emergency Management Secretary.

#### **4.10 CONTAMINATED PPC/E**

Any incidents 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/IC of the job and collection of the contaminated PPC/E arranged through the individual brigades when returning to station.

#### **4.11 ACCEPTABLE USE OF PPC/E AND DRESS UNIFORM**

To ensure the Brigade maintains the highest possible professional image in the community, members are not to wear brigade provided PPC/E or 'work' shirts outside of brigade activities. The objective of which is to minimize any perceived conflict of interests or adverse reputational impact to the Shire of Mundaring and the Shire of Mundaring's Fire Service.

Dress uniform must only to be worn at official Brigade activities events.

All PPC/E should be kept on Station unless authorized by Brigade Captain.

### **4. 12 FIRECALL PROCEDURE**

The Brigade have options available to enable the provision of notification of an incident which requires a Brigade response.

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

## **4.13 INCIDENT NOTIFICATION AND NOTIFICATION OF RESOURCE REQUIREMENT**

### **4.13.1 SMS**

Upon approval of the BLT all firefighting members who have been authorized to respond to an incident will receive an SMS from DFES Communication Centre (ComCen).

Rapid Alert is a Short Message System (SMS) two-way messaging platform for the Communications Centre (ComCen) and State Operations Centre (SOC) in the delivery of emergency response and emergency management notifications to BGUs and DFES managers. Rapid Alert therefore allows for a reply that confirms response or acknowledgement of the intent of the SMS

### **4.13.2 BART**

BART is an interactive mobile application available to BLT approved members. It provides members the ability to interact with information provided by DFES ComCen. Members are able to acknowledge and decline attendance while providing visibility of estimated time of arrival (ETA) to Station.

Three options are provided to brigade members.

- Green (Thumbs Up) – I am available and responding to the station.
- Red (Thumbs Down) – I am not available
- Amber (Line Through) – I am available delayed/or if required.

Selecting “Available” does not guarantee a member a position on an appliance. Confirmation will be provided by the Response Officer, OIC or BLT on crew responding. It is used by the OIC to plan and delegate crew to vehicles based on competency, currency and skill set required in managing the reported incident. The Response Officer will contact members who select ‘delayed turn out’ if or when required to gauge availability.

Members are to acknowledge all BART notifications with their availability. This includes social events, training and requests for HRB crew. These messages are used for planning purposes.

While BART is used as one of the methods for dispatching, it must be stressed that it is reliant on third party software and therefore not the primary response method. In the unlikely event of BART not activating, members must respond to ComCen via SMS message as detailed above.

#### **4.14 STATION CALLS / DIRECT CALLS**

Members who are on station are requested to answer the phone using the following greeting “Good Morning/ Afternoon, \*Station Name\* Fire Station, Rank and Surname speaking.”

This will ensure we maintain a professional image with external stakeholders in our community.

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

Should a Member be advised of a potential fire or request for assistance, record the information from the caller and instruct them to dial 000. This will ensure the incident is registered correctly and appropriate resourcing mobilized as a priority.

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

Station calls are to be reported to the DFES Communications Centre immediately prior to mobilizing.

#### **4.15 STRIKE TEAM / TASK FORCE**

During the increased threat period (November – 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 prior to the end of November (subject to CBFCO approvals).

#### **4.16 STAND BY CREW AND CREW CHANGES**

The Darling Range VBFB may assist CBFCO/CESM Mundaring or DCBFCO to coordinate crew changes and standby rosters. Darling Range will have access to the SoM and at the request of CBFCO/CESM Mundaring or DCBFCO, a message will be sent to all SoM brigades requesting crews including:

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

Brigade Captains/Duty Officers should acknowledge the message and commence brigade arrangements for rostering.

**Note:** the message only goes to Brigade Captains and Duty Officers, brigades will need to make their own arrangements to contact their members using their preferred arrangements (BART/DFES Page/Shire of Mundaring)

ComCen can be called on 1800 198 140 with a request for available members to be sent out to members from the relevant brigade if necessary.

#### **4.17 PROCEDURES FOR STAND BY ROSTER FOR SEVERE FIRE DANGER DAYS**

Where the FDR is Severe (50-79) or above - Extreme (75-99) or Catastrophic (100+) - and on the request of CBFCO/CESM Mundaring, a message will be sent to all SoM brigades requesting availability of crews on standby to respond to incidents in the Shire of Mundaring or pre-emptively for State Operations.

Brigades will be asked to ensure crews are available

Brigade Captains/Duty Officers will acknowledge the request for stand by crews and confirm the appliances, the crews and their location, to the contact number provided on the message.

#### **4.16 RELIEF CREWS**

Where 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 operations, at the approval of the OIC and OC, a probationary fire fighter may be used with a qualified member to gain fire ground experience and exposure and be fit for duty.

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

It is expected that relief crews are to arrive at the nominated change over point fifteen (15) minutes prior to the change over time.

#### **4.17 DRIVING UNDER OPERATIONAL CONDITIONS**

The Shire of Mundaring Bush Fire Service is obligated to respond to all 000 calls unless stipulated otherwise by a member of the OC, BLT or a Shire of Mundaring Authorised Officer. As such, it is expected that all incidents will be treated as a priority call unless otherwise advised by the CBFCO, OIC on station, Supervisor ComCen (SCC) or Duty DCBFCO.

##### **4.17.1 OPERATIONAL CONDITIONS**

Responding to an incident as requested and authorised to do so, or whilst conducting authorised brigade activities (as defined under Section 35 A of the Bush Fires Act) in which operational procedures apply



#### **4.17.2 REFERENCES**

Bushfires ACT 1954  
Department of Transport Western Australia  
Road Traffic Act 1974  
Road Traffic Code 2000  
Road Traffic (Authorisation to Drive) Regulations 2014.  
Road Traffic (Vehicle) Regulations 2014.

#### **4.18 LICENCE REQUIREMENTS**

Licensing requirements according to class as outlined in schedule 1 of Road Traffic (Authorisation to Drive) Regulations 2014.

- C A motor vehicle, other than a motor cycle or motor carrier, that has a GVM of 4.5 t or less and that is equipped to seat not more than 12 adults including the driver
- LR A motor vehicle, other than a motor cycle or motor carrier, that —  
has a GVM of 4.5 t or less and that is equipped to seat more than 12 adults including the driver; or  
has a GVM of more than 4.5 t but not more than 8 t
- MR A motor vehicle, other than a motor cycle or motor carrier that has 2 axles and a GVM of more than 8 t
- HR A motor vehicle, other than a motor cycle or motor carrier that has at least 3 axles and a GVM of more than 8 t

It is a requirement that all members are to produce their Driver's Licence, once a year, at a nominated Brigade meeting, to the requesting Officer, or at any other time at the Chief Bush Fire Control Officers request. A member may also e-mail a scanned copy of their current Western Australian driver's licence or provide a photocopy of the Western Australian driver's licence (front & rear) along with a copy of the Online Licence check to prove that their licence Status is Active.

#### **4.19 NOVICE (LEARNER) DRIVER**

C Class learner drivers are not permitted to drive a Shire of Mundaring vehicle. The following applies to learner drivers of LR class and above.

The learner driver must be accompanied by an instructor as defined under the Road Traffic (Authorisation to Drive) Regulations 2014, who has held an authorised drivers licence for a minimum of 4 years, the instructor must supervise the learner at all times both in and out of the vehicle. The learner driver;

- Must not exceed a speed limit of 100km/hr;
- Must display two L plates on the vehicle, one of which is visible from the front of the vehicle, and one which is visible from the back of the vehicle;

The Learner driver is not permitted to drive to or at the fire ground, at no time is the learner driver permitted to drive under operational conditions.

#### **4.20 NOVICE (PROVISIONAL) DRIVER**

As defined in section 10 of the Road Traffic (Authorisation to Drive) Regulations 2014 the novice driver (Type 1A) may only drive between the hours of 2400 and 0500 if it is for the purpose of travelling to or from employment and by the shortest practicable route for achieving that purpose. This means only when travelling between the station and home.

The provisional driver may not under any circumstance drive a Shire of Mundaring Vehicle under operational conditions.

#### **4.21 EXTRAORDINARY LICENCE**

Members who hold an Extraordinary licence are not permitted to drive a Shire of Mundaring vehicle under operational conditions and must adhere to the conditions of their licence at all times.

#### **4.22 QUALIFICATION REQUIREMENTS FOR AUTHORISATION TO BE AN AUTHORISED OPERATOR**

All members of the Shire of Mundaring Fire Service must hold the following to be able to drive a fire appliance under operational conditions;

- Current Western Australian drivers licence stating the relevant class;
- Have undertaken an accredited driving under operational conditions unit of competency, PUAVEH001B Drive vehicles under operational conditions;
- Has been a volunteer Fire Fighter within the Shire of Mundaring Fire Service for a minimum of 2 years; or
- Has been assessed by the brigade training officer and deemed proficient,
- Has been approved by the brigade captain, and
- Has been endorsed by the Chief Bush Fire Control Officer or DCBFCO

Any driver who licence has been disqualified must advise their brigade captain immediately and are not authorised to drive a Shire of Mundaring vehicle.

#### **4.23 DRIVING UNDER OPERATIONAL CONDITIONS**

Any member who has met the qualification requirements as outlined in this document may proceed under operational conditions subject to the following;

- The vehicle concerned is deployed on official duty responding to a fire or fire alarm;
- The vehicle concerned is deployed on official duty responding to an emergency or rescue operation where it is reasonable to assume that human life is likely to be in danger
- The driver exercising all reasonable care
- The vehicle is displaying a blue or red flashing light and/or sounding an alarm (As per section 61 B of the Road Traffic Act 1974)
- The vehicle is an Emergency Vehicle as defined under the Road Traffic (Vehicle) Regulations 2014.
- All instructions given are acknowledged

The driver must, when instructed by a Senior Officer, DFES Officer, COMCEN, or the Incident Controller, proceed under normal road conditions, and are subject to all laws and regulations as detailed under the Road Traffic Code 2000. It is important that drivers acknowledge the receipt of such instructions at all times, particularly when directed to by the COMCEN.

Members may be authorised by the Chief or Deputy Chief Bush Fire Control Officer at his/her discretion from time to time under certain circumstances for a specific incident to respond to an incident under operational conditions should the Chief/Deputy believe it is required. Under no circumstances is any other member, including captains/FCO or Lieutenant authorised to upgrade a driver to operational conditions.

#### **4.24 LIGHTS AND SIRENS**

<i>Driving to an incident (Operational Conditions)</i>	Emergency beacons and sirens
<i>Driving to an incident (Operational Conditions) Light or no traffic</i>	Beacons only is acceptable- <i>sirens should be re engaged when traffic is encountered, and overtaking is required</i>
Final approach to an incident	Sirens may be turned off and beacons only displayed for the final approach
Parked at an incident	Emergency beacons only
Operating on the fire ground	Emergency beacons only

#### **4.25 MOVING THROUGH CONTROLLED INTERSECTIONS**

##### **4.25.1 STOP SIGNS AND RED TRAFFIC SIGNALS**

The driver of each individual appliance proceeding through a red light must drive at a speed that allows them to come to a complete stop if required prior to entering the intersection and only proceed through the intersection at a speed which will allow you to bring the vehicle to a complete stop if necessary providing the driver is;

- Taking reasonable care;
- And the vehicle is displaying blue or red flashing lights and/or sounding an alarm  
(As defined in section 281 of the Road Traffic Code 2000)

##### **4.25.2 RAIL CROSSINGS**

The driver must adhere to control signals at ALL times when approaching a rail crossing, regardless of whether the driver is proceeding under operational or non-operational conditions.

The driver shall not proceed through a rail crossing if an approaching train is visible or emits an audible signal, the driver shall only proceed when he/she has ascertained it is safe to do so.

The driver when instructed by a rail employee shall stop the vehicle and shall only proceed as directed by the rail employee (As described in part 10 of the Road Traffic Code)

#### **4.25.3 SCHOOL CROSSING GUARDS**

Drivers must obey all instructions of School Crossing Guards.

#### **4.25.4 TRAFFIC CONTROLLERS**

Drivers must obey all instructions of Traffic Controllers.

#### **4.26 SPEED**

The driver of a vehicle proceeding under operational conditions must not exceed the speed limit by more than 20km/hr, subject to the following;

- The vehicle concerned is deployed On official duty responding to a fire or fire alarm;
- The vehicle concerned is deployed On official duty responding to an emergency or rescue operation where it is reasonable to assume that human life is likely to be in danger
- Is taking all reasonable care
- The vehicle concerned is displaying a blue or red flashing light and/or sounding an alarm  
(As per section 61 B of the Road Traffic Act 1974)
- Adhere to the speed limit at ALL times when proceeding through a 'School Zone', road works or Kings Park, as defined under the Road Traffic Code 2000
- Any member found to be in breach of these rules will be subject to the disciplinary process

#### **4.27 SEAT BELTS**

Members must wear a seat belt at all times when traveling in a vehicle belonging to the Shire of Mundaring, except for when engaged in Fire Fighting activities as per section 284.1(b) of the Road Traffic Code 2000.

#### **4.28 DRUGS AND ALCOHOL**

A driver or any other member must not operate a Shire of Mundaring vehicle with a blood alcohol content greater than 0.05% or any prescribed illicit drugs in the persons systems as described in section 64AC of the Road Traffic 1974 Act.

#### **4.29 MOBILE PHONES**

Drivers are prohibited at all times to use a hand held mobile phone to perform any of the following actions;

- Hold the phone;
- Enter or place anything into the phone, or send or look at anything that is in the phone;

- Turn the phone on or off
- Operate any other function of the phone

This does not include the use of a CB radio or any other two-way radio, as per section 265 (1) of the Road Traffic Code 2000.

#### **4.30 DISCIPLINARY PROCESS AND PENALTIES**

Every member who drives a motor vehicle without due care and attention and fails in his/her duties as described in this document, commits an offence and is subject to disciplinary process which includes any or all of the following.

- Suspension from all driving privileges for a set period
- Suspension of membership for a set period
- Termination of membership

The Chief Bush Fire Control Officer or his/her nominated representative (Deputy Chief Bush Fire Control Officer, FCO, Captain) may at his/her discretion prohibit a member from proceeding under operational conditions for a period to be determined at the time, if he/she feels the member has breached any of the conditions of this document or if he/she believes the member has acted in an unsafe manner at any time whilst driving a Shire of Mundaring Vehicle, the Chief will notify the member in writing the terms of their suspension from driving.

Should a vehicle activate a red-light camera or speed detection camera, the OIC is to inform ComCen activation, the vehicle details and location immediately so it can be recorded on the incident comments.

On return to the Station, the OIC shall inform the Captain of the Driver, Date of Birth, License and Incident Number by completing **APPENDIX 3**

#### **4.31 ACCEPTABLE VEHICLE USE**

Too, around and from:

- An incident.
- Hazard reduction burns.
- Training, either official or adhoc brigade training.
- Sanctioned brigade events such as (but not limited to) community engagement; meetings, etc. related to brigade management; briefings; fundraising.
- vehicle maintenance, repairs or testing
- brigade equipment collection or delivery
- other approved activity

#### **4.32 DRIVER LICENSE CHECKS**

The Brigade must undertake license checks. Included is expiry, status and license conditions as a matter of course, the inspection of Member's driver license occurs every year during the months of September and October in conjunction with the annual skills refresher.

In the event that a member is unable to present a valid driver's license, they are not permitted to drive any brigade appliance under any circumstances.

All Members must comply with all conditions of use as listed below. The purpose of the following is to ensure that all members driving Shire of Mundaring vehicles supplied to the Brigade as part of the Shire of Mundaring Fire Service understand their responsibilities when in control and have charge of the vehicle. A Member charged with the control of a vehicle will be held directly responsible for the use and care of that vehicle.

All drivers must have a valid and appropriate class of driving license for the type of vehicle being driven.

Any person in charge of a Shire vehicle must observe all applicable traffic laws and / or local government regulations. Where an infringement is incurred, the responsibility for the payment of the infringement is that of the individual who committed the infraction.

In accordance with the OS&H Act 1984 and applicable aspects of the Road Traffic Act 1974, the Driver of a Shire vehicle owes themselves and their passenger(s) a duty of care, ensuring that conveyance is carried out in a safe manner. The vehicle passenger(s) also have a right and responsibility to ensure the driver drives in a safe manner. Failure to ensure safe travel shall be reported to a member of the BLT.

Authorisation must be obtained before operating any Brigade vehicle. Members are to be endorsed by the Captain or Delegate as being competent in the operation of each appliance. Requests for endorsement shall be completed on **APPENDIX 4**.

Members with provisional driving licenses must display 'P' plates on the vehicle in accordance with the conditions of the license. The station has a set of 'P' Plates available, however it is the responsibility of the 'P' plate drivers to ensure the conditions of their license are being met.

Brigade vehicles & associated equipment shall only be used for Brigade business. Only Brigade members are to be carried in Brigade vehicles unless authorized by a member of the OIC. The Captain, or delegated officer(s) who are authorised may assign the use of vehicles within the Brigade.

Under no circumstances are Brigade vehicles or equipment to be altered or modified without Shire of Mundaring or DFES approval.

All Brigade vehicles shall be parked in an area that is as safe and secure as reasonably practicable. Members must remove ignition key and ensure that the vehicle is secured in the event the vehicle is to be left unattended in a non-operational area. Confidential information and or personal items must not be left in unattended vehicles.

Brigades are responsible for general maintenance and monitoring the operational capability of the vehicle at all times. In the event a maintenance issue is identified outside

of the general maintenance, then this issue shall be raised with the Shire of Mundaring.

On return to Station all fuels, water and general checks are to be completed and any defects are to be reported to the OIC who will then report it to the Captain and Equipment Officers.

All vehicles are the property of the Shire of Mundaring or DFES. Any faults and or breakdowns are to be reported to the Captain immediately to ensure operational readiness. The CBFCO must also be notified

In the event of an accident or traffic crash on a public or private road and the estimate cost of repair is expected to equal or exceed \$3,000 or causes injury or death to a person, the driver must report the incident to the Captain and CBFCO immediately. Police attendance will be required prior to the departing of the scene in the case above.

If there are no signs of injuries and/or if damage is below \$3,000, the driver is required to make a report to the Police within 24 hours. If the accident occurs whilst responding to an incident under fire call conditions, DFES ComCen is to be informed via phone (when safe to do so).

Where significant damage has been encountered which renders a vehicle unserviceable, the Captain shall notify the CBFCO/CESM and request be made for their attendance at the scene immediately

Drivers and crew are responsible for reasonable cleanliness of the interior and exterior of the vehicle whilst it is in their control. As a minimum, VPOWER checks are to be completed during Saturday morning radio checks.

Records of VPOWER checks are to be stored in the nominated file, with defects to be reported to the Equipment Officer immediately.

In consultation with the OIC, the driver of the vehicle is to ensure responsible use of the vehicle on the fire ground. This includes ensuring the vehicle is appropriately sited on the roadway or ensuring appropriate distance between a heat source or overhanging vegetation and vehicle.

The Captain may take a non-operational or unsafe vehicle offline. The CBFCO / DCBFCOs will be notified of any offline vehicles.

#### **4.33 COMMAND & CONTROL WHILE ON OPERATIONAL DUTIES**

Operational Command and Control ensures maximum efficiency of available 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 turn out 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 AIIMS structure may be implemented and the functions of the AIIMS structure may be delegated to appropriately qualified personnel.

OIC shall be provided 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”.

#### **4.34 RADIO COMMUNICATIONS**

Members are to ensure that all communications are clear, concise and professional. Where a Brigade responds to a request for resources, the OIC will be responsible for all communication to DFES ComCen unless the role is otherwise delegated. As per current DFES doctrine.

##### **4.34.1 EMERGENCY MESSAGES**

The Emergency Message is to be used in cases of extreme emergency. Emergency Messages are to be preceded by ‘**EMERGENCY, EMERGENCY, EMERGENCY**’ followed by the name and rank of the person sending the message, then the message. All other users of the radio network are to cease transmission and listen into the message.

##### **4.34.2 PAFTACS**

A PAFTACS is to be provided within 15 minutes of first arriving appliance (as applicable) or an incident informative is to be provided within 15 minutes of arriving.

##### **4.34.3 FINAL DEPARTURE FROM INCIDENT**

On departure from the scene the OIC is to provide ComCen with a final summary and confirm incident closure. As per current DFES doctrine

#### **4.35 BRIGADE INFORMATION CIRCULARS**

The Captain or their delegate shall be responsible for sending and receiving generic emails to Brigade members

.

#### **4.36 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 information relates to a specific delegated function, the Shire of Mundaring may contact the relevant Brigade Officer directly and CC to the Brigade Captain.



#### **4.37 DFES CIRCULARS**

The Captain or their delegate shall communicate the DFES Circular(s) to their Members.

#### **4.38 DFES STANDARD OPERATING PROCEDURES**

The Shire of Mundaring may choose to partially or fully adopt DFES Standard Operating Procedures. All SOP's are to be strictly adhered to unless they are contradicted by this policy or the Shire of Mundaring Rules or Local Laws.

#### **4.39 REIMBURSEMENTS AND INVOICING**

Invoices for all payments to the Brigade shall be provided by the Treasurer. Invoicing to the Shire of Mundaring shall be within three (3) month period of receipt. The ATO compliant tax invoice will be made to – SHIRE OF MUNDARING.

This shall be provided prior to the receipt of monies. All reimbursements of funds of the LGGS will be approved by the CESM/CBFCO or DCBFCO prior to expenditure.

#### **4.40 BRIGADE STATION SECURITY**

Unattended Brigade facilities present an opportunity for theft. All members are to take an active interest in the security of their brigade building and contents. The equipment held within Units is to be protected through basic security routines.

#### **4.41 JOURNAL OF ATTENDANCE**

All Brigades must record attendance of each member every time they attend the building. This is for a range of reasons, including Occupational Health and Safety (OHS), insurance and reporting. This can be done by completing a Journal of Attendance or Occurrence book.

#### **4.42 STATION KEYS/ACCESS**

- The Brigade facilities are keyed by the Shire of Mundaring in all instances.
- Once a Brigade Member has been registered and has undertaken their Introduction to Fire Fighter Training, they may apply for a brigade key/access through the Captain or delegate.
- The key number or those members with station access shall be passed to the Secretary for recording in the membership list.

#### **4.43 DEBRIEF**

- A debrief will be held at the discretion of the OIC on return to the station. The complexity of the incident will determine the level of debrief required and urgency of the debrief.

- 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.

#### **4.44 CRITICAL STRESS INCIDENTS AND SERVICES AVAILABLE**

- Members are to remain cognisant of dynamic nature of the Fire Service. Post-Traumatic Stress (PTS) affects different people in different ways. It is not uncommon members are exposed to critical incidents that may be graphic in nature 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 normal life.
- Peer support and counselling services are available to all brigade members and their family. 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

#### **4.45 FIRE REPORTING / IRS**

- The OIC is required to complete a post incident fire report as soon as practical.
- Only trained and endorsed members are to input IRS reports into 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.
- All paper reports are to be collated and forwarded to the Shire of Mundaring at the end of the financial year, nominally, two (2) weeks prior to the Brigade AGM.

#### **4.46 HAZARD REDUCTION OPERATIONS**

Refer to Appendix 11

#### **4.47 ATTENDANCE**

It is important for Brigade members to maintain minimum standards of attendance (including rostered duties, training, meetings and response availability) to ensure all members maintain currency in all the required competencies.

##### **4.47.1 General Guidelines**

- Attendance levels are to be derived from an average of the number of training sessions, meetings, fires and hazard reduction burns attended. Attendance levels will be taken from existing records, based on Journal of attendance or occurrence book and incident reports.

- Any member who fails to meet a minimum attendance of 15% over six months will receive a written reminder approved by the Brigade Leadership Team. Similarly, any Brigade Lieutenant who does not reach 40% attendance will receive a written reminder from the Captain. Brigades may further develop an individualised minimum standards of attendance with approval from a DCBFCO or CBFCO
- Records will not include events that occur during the members working hours, i.e. Monday to Friday, 0900 hours to 1700 hours. Fire records will only apply where a pager call has gone out notifying all members of an incident. Fire records will not be applied to Probationary members.
- Records will start from the beginning of the financial year and run until the end of that financial year.
- Extenuating circumstances that effect attendance records, such as extended leaves of absence or illness will be taken into consideration.
- Records will be regularly reviewed, however not exceeding a 6 month period 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.

#### **4.48 LEAVE OF ABSENCE**

To be established by the Brigade in consultation with the CBFCO or DCBFCO

#### **4.49 LETTERS OF ATTENDENCE**

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

#### **4.50 MUNDARING FIREFIGHTERS SCHOOL INC.**

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

##### **4.50.1 OBJECTIVES/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 and/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.

#### **4.50.2 MANAGEMENT**

The School has Rules, By-Laws and Management Policies, which cover the management of the school and are approved by the Chief Bushfire 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.

#### **4.50.3 MEMBERSHIP**

Membership of the MFS is open to any volunteers that are already members of a DFES registered BGU and 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 as selected by the brigade.

#### **4.50.4 BRIGADE TRAINING**

Every Brigade member must first successfully complete specific, relevant, supervised training before undertaking any operational Brigade tasks. Members are also encouraged to attend additional courses, seminars and Brigade specialised training events whenever possible.

The Brigade Training Officer holds overall responsibility for coordinating and implementing training programs within the Brigade.

Regular Brigade training is held but not limited to every Saturday morning.

Training has the priority over any other non-operational activity, during scheduled training sessions. Any non-operational activity planned to occur 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 as a result 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.

#### **4.50.5 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 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.
- The Refresher is a compulsory requirement for all firefighting members to complete prior to the 1st November of each year. <sup>[1]</sup><sub>SEP</sub>
- 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 are unable to complete the Refresher by the due date will become 'inactive firefighter' members and are unable to attend an emergency incident. Participation in all other Normal Brigade Activities is permitted until the Refresher is completed.
- The skills are to 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 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.
- 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. (See **APPENDIX 8**)

#### **4.51 MEETINGS**

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

#### **4.52 COMMUNITY ENGAGEMENT**

All requests for brigade attendance at community engagement events shall be forward to the Brigade Captain for consideration as soon as practicable. The CBFCO will be notified of all Community Engagement commitments.

Each request will be considered on merits, availability of members to attend, operational readiness of the brigade and potential positive social impact of the brigades attendance.

#### **4.53 MEDIA REQUESTS**

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

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

#### **4.54 SOCIAL MEDIA**

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

#### **4.55 FATIGUE MANAGEMENT**

Fatigue is everyone's responsibility and must be managed by all when attending any fire or emergency incident. It also needs to be understood that there is a personal responsibility to maintain a suitable level of health and fitness to carry out tasks allocated. Shire of Mundaring volunteers are not to work a period greater than 12 hours, this is inclusive of travel time.

It is the Officer in Charge/Crew Leader's responsibility to inform the Incident Controller/Operations Officer of the time the crew/s and appliance/s is available.

For further information refer to DFES doctrine

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## APPLICATION TO JOIN A BUSH FIRE BRIGADE

1.

**BRIGADE NAME** **LOCAL GOVERNMENT**

2. MR ☐ MRS ☐ MISS ☐ MS ☐

3. **SURNAME** BLOCK LETTERS

4. **GIVEN NAMES** (IN FULL)

5. **DATE OF BIRTH**  FEMALE ☐ MALE ☐

6. **ADDRESS**

**HOME**

**POSTAL**

**POST CODE**  **POST CODE**

7. **TELEPHONE**

**HOME**  **WORK**  **MOBILE**  **PAGER**

**EMAIL**

8. **MEMBERSHIP TYPE**

**ACTIVE** [A person who will become involved in the operational work of the brigade] ☐

(please ✓) **AUXILIARY** [A person involved only in a support role (e.g. Communications/Admin)] ☐

**CADET** [An enrollee who is under 16 years of age] ☐

9. **NEXT OF KIN DETAILS**

**FULL NAME**

**ADDRESS**

**TELEPHONE**  **RELATIONSHIP**

10. **BRIGADE TRAINING CARRIED OUT (IF KNOWN)**

Course Title	Location	Date of Course

I certify that the above particulars are true and correct

11. **APPLICANT** **PARENT /GUARDIAN (IF UNDER 18 YEARS Of AGE)**

**SIGNATURE** **DATE** **SIGNATURE** **DATE**

12. **AUTHORISED: BRIGADE CAPTAIN/SECRETARY**

FIRE SERVICE USE ONLY  
ENTERED INTO RMS

**MEMBERSHIP NUMBER**

**INITIALS**

**DATE**





## VOLUNTEER BUSH FIRE BRIGADES UPDATE OF MEMBERSHIP INFORMATION



This form should be submitted to your local FESA office whenever there is any change in the status or personal details of a volunteer member (eg Change of Address, transfer, termination, etc.)

### PART A EXISTING PERSONAL DETAILS (AS PER FESA DATA BASE)

1. TITLE	MR o	MRS o	MISS o	MS o
2. SURNAME (BLOCK LETTERS)	<input style="width: 100%;" type="text"/>			
3. GIVEN NAMES (IN FULL)	<input style="width: 50%;" type="text"/>		<input style="width: 50%;" type="text"/>	
4. MEMBERSHIP I.D. NUMBER	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>
5.	<input style="width: 50%;" type="text"/>		<input style="width: 50%;" type="text"/>	
BRIGADE NAME		LOCAL GOVERNMENT		

### PART B CHANGE OF BRIGADE

6. NAME OF NEW BRIGADE	<input style="width: 100%;" type="text"/>
7. NAME OF NEW LOCAL GOVERNMENT (IF APPLICABLE)	<input style="width: 100%;" type="text"/>
8. POSITION IN NEW BRIGADE	<input style="width: 100%;" type="text"/>
9. CHANGE DATE	<input style="width: 50%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>

### PART C CHANGE OF PERSONAL DETAILS

10. CHANGE OF NAME	<input style="width: 100%;" type="text"/>		
11. NEW ADDRESS	<input style="width: 100%;" type="text"/>		
12. TELEPHONE	HOME	WORK	MOBILE
	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>

### PART D CHANGE OF POSITION OR OFFICE



13. OLD POSITION / OFFICE	<input style="width: 100%;" type="text"/>	DATE	<input style="width: 50%;" type="text"/>
14. NEW POSITION / OFFICE	<input style="width: 100%;" type="text"/>		<input style="width: 50%;" type="text"/>

### PART E TERMINATION OF MEMBERSHIP

15. DATE OF TERMINATION	<input style="width: 100%;" type="text"/>
16. REASON FOR TERMINATION	<input style="width: 100%;" type="text"/>
17. SIGNATURE OF MEMBER	<input style="width: 50%;" type="text"/> DATE <input style="width: 50%;" type="text"/>

#### FIRE SERVICE USE ONLY

DATE RECEIVED	/ /	ENTERED INTO RMS	/ /	INITIALS	/ /	DATE
	<input style="width: 50%;" type="text"/>		<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>



ROAD TRAFFIC INFRINGEMENT NOTIFICATION		 	
Name		File Number	
Service Number		Date	

Incident Number		Vehicle		Driver	
		LT			
		1.4		MDL	
Location		2.4			
		3.4		Expiry Date	
		12.2			
		ICV		Class of Licence	
		FSV			
		OTHER		DOB	
Infringement Type					
Fixed Camera					
Mobile Camera					
Redlight Camera					
Other					

By signing this form, I acknowledge that the above road traffic infringement was received during authorised operations. I request CESM Mundaring to apply to WAPol to have the infringement retracted.

Applicants Signature					
CESM Mundaring					
Name		Service Number		<input type="checkbox"/> ENDORSED <input type="checkbox"/> NOT ENDORSED	

# APPENDIX 4

			
<b>REQUEST FOR VEHICLE ENDORSEMENT</b>			
Name		File Number	
Service Number		Date	

<b>Vehicle</b>		<b>Driver</b>	
LT1	<input type="checkbox"/>		<input type="checkbox"/>
LT2	<input type="checkbox"/>	MDL	<input type="checkbox"/>
1.4	<input type="checkbox"/>		<input type="checkbox"/>
4.4	<input type="checkbox"/>	Expiry Date	<input type="checkbox"/>
12.2	<input type="checkbox"/>		<input type="checkbox"/>
ICV	<input type="checkbox"/>	Class	<input type="checkbox"/>
FSV	<input type="checkbox"/>		<input type="checkbox"/>
OTHER	<input type="checkbox"/>	DOB	<input type="checkbox"/>
			<input type="checkbox"/>
Demonstrate VPOWER	<input type="checkbox"/>	Endorsement Type	<input type="checkbox"/>
Isolate Vehicle	<input type="checkbox"/>	On Road	<input type="checkbox"/>
Show Water at Branch	<input type="checkbox"/>	Off Road	<input type="checkbox"/>
Locate Spare Tyre	<input type="checkbox"/>	Emergency Conditions	<input type="checkbox"/>
Engage 4wd	<input type="checkbox"/>	Unrestricted	<input type="checkbox"/>
Recovery Points	<input type="checkbox"/>		

Comments	
----------	--

Applicants Signature					
Authorising Officer					
Name		Service Number		ENDORSED <input type="checkbox"/>	NOT ENDORSED <input type="checkbox"/>

## OPERATIONAL CONSIDERATIONS (Checklist for first arriving Firefighters)

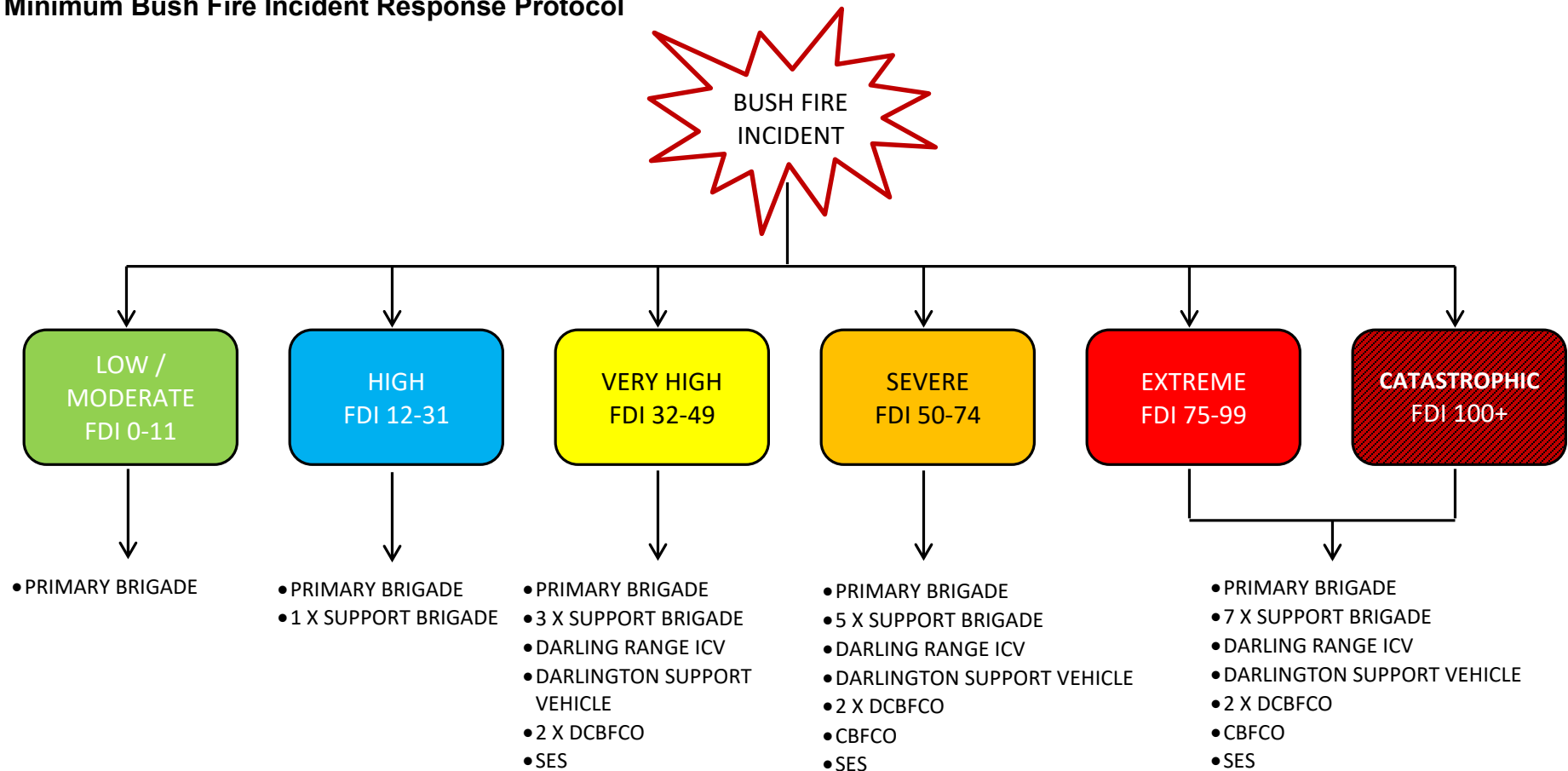
The checklist below is a list of operational considerations for the first arriving fire crew when giving the first SITREP to COMCEN or your normal reporting lines.

<b>P</b>	<b>POSITION AND PROPERTY THREATENED</b> <ul style="list-style-type: none"> <li>Assess the situation</li> <li>Exposures/assets at risk/critical infrastructure</li> </ul>
<b>A</b>	<b>AREA</b> <ul style="list-style-type: none"> <li>Size of fire</li> </ul>
<b>F</b>	<b>FUEL DENSITY AND TYPE</b> <ul style="list-style-type: none"> <li>Estimate rate of spread (ROS)</li> </ul>
<b>T</b>	<b>TIME TO CONTROL</b> <ul style="list-style-type: none"> <li>Establish IMT</li> <li>Decide on objectives, strategies and tactics</li> <li>Consider delegating key functions</li> </ul>
<b>A</b>	<b>ASSISTANCE REQUIRED</b> <ul style="list-style-type: none"> <li>Traffic Management</li> <li>Road closures</li> <li>Additional resources</li> </ul>
<b>C</b>	<b>COMMUNICATIONS AND CONTROL POINT</b> <ul style="list-style-type: none"> <li>Radio frequencies/Communications plan</li> <li>Location of control point</li> <li>Consider media and public advice/warnings</li> </ul>
<b>S</b>	<b>SURFACE WIND STRENGTH AND DIRECTION</b> <ul style="list-style-type: none"> <li>Send SITREP</li> <li>Safety is first priority</li> </ul>

**NOTE:** The above checklist should only be utilized for the first arriving Incident Controller. For additional and more detailed checklists, refer to the "FESA Operational Checklists" booklet.



## Minimum Bush Fire Incident Response Protocol



- The CBFCO will respond to bush fire incidents at the request of responding brigades or at his own discretion during Low to Very High Fire Danger Days (consideration of weather, incident location, arson events, etc.). Automatic response will occur on days when the Fire Danger Rating is Severe or above. If the CBFCO is not available, where possible arrangements with the DCBFCOs will be put in place to ensure coverage.
- The CBFCO or their delegate may alter the minimum response protocols to reflect information regarding the incident that may require a reduced or increased response.
- Response protocols activated by DFES through their 'Enhanced Mobilising policy' and Zone 2 protocols are in addition to these protocols.
- The Darlington Support Vehicle is to be deployed as per the arrangements agreed to with the Darlington Brigade.
- The SES will be activated as per the 'Local agreement for the Provision of State Emergency Service Assistance at Bush Fire Incidents'.
- FDI is the 'Fire Danger index'



## 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 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 checked="" type="checkbox"/> <del>90</del>
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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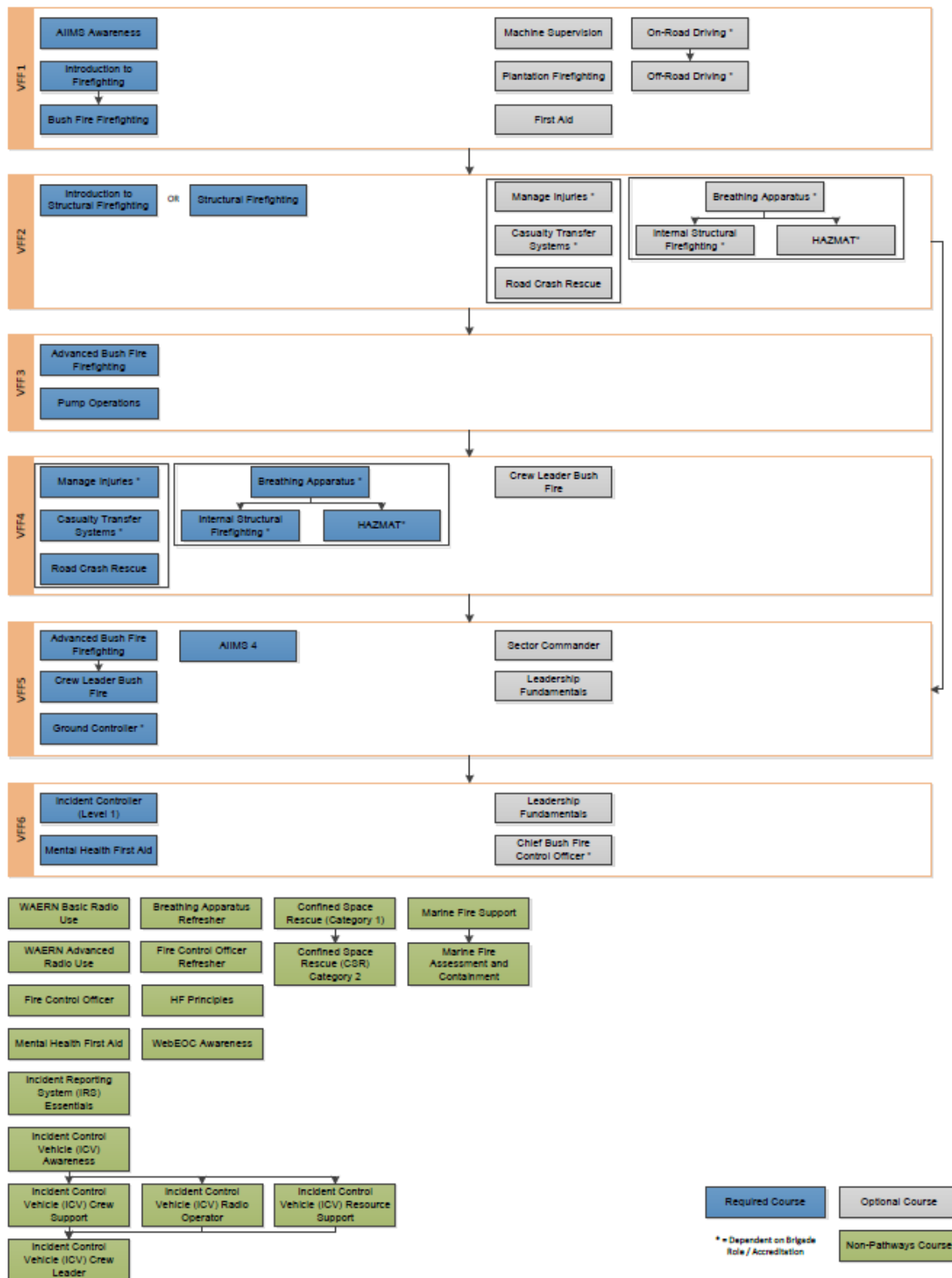
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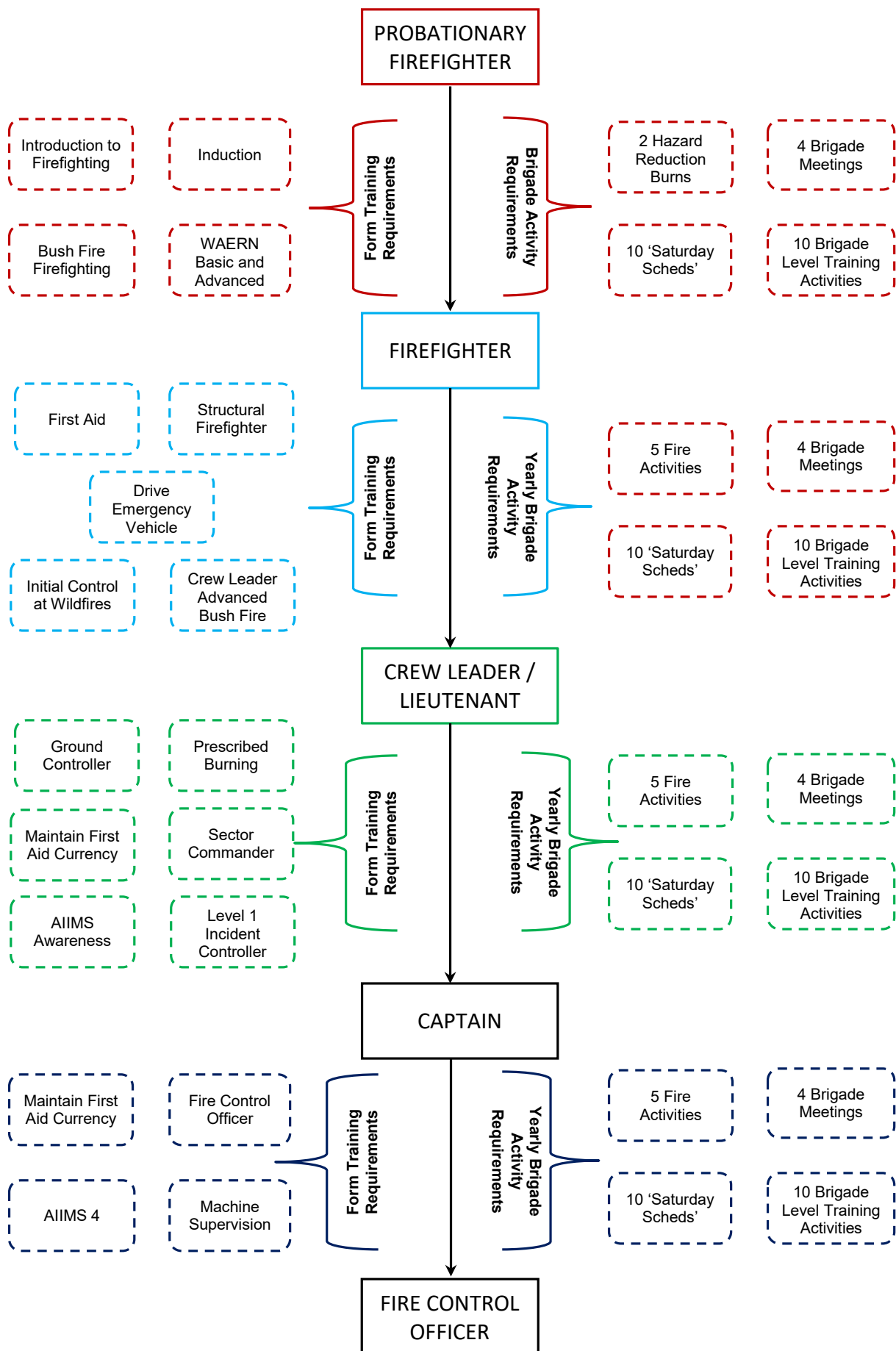
Member Name: \_\_\_\_\_ DFES Number: \_\_\_\_\_

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

## Volunteer Firefighter Pathways



Volunteer Firefighter Pathways Summary Document | Updated: 27/06/2017 | Produced by eAcademy Support Team





### New Brigade Members

Conditions of membership with the \_\_\_\_\_ Volunteer Bushfire Brigade

I \_\_\_\_\_ (members name) hereby agree to comply with the Shire of Mundaring's Bushfire Brigades Local Law 2013, Mundaring Fire Services Brigade Operating Procedures, Brigade General Instructions, Shire of Mundaring's Code of Conduct – Staff, Volunteers and Brigade rules as outline to me by the Brigade Captain (or delegated officer) at the time of application.

I understand that I will be issued with Personal Protective Equipment (PPE) from my Brigade Equipment Officer and 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 then invoice me for the cost of replacement of the items that were issued.

I \_\_\_\_\_ being a member of the \_\_\_\_\_ Volunteer Bushfire Brigade, accept all of the conditions as outline above.

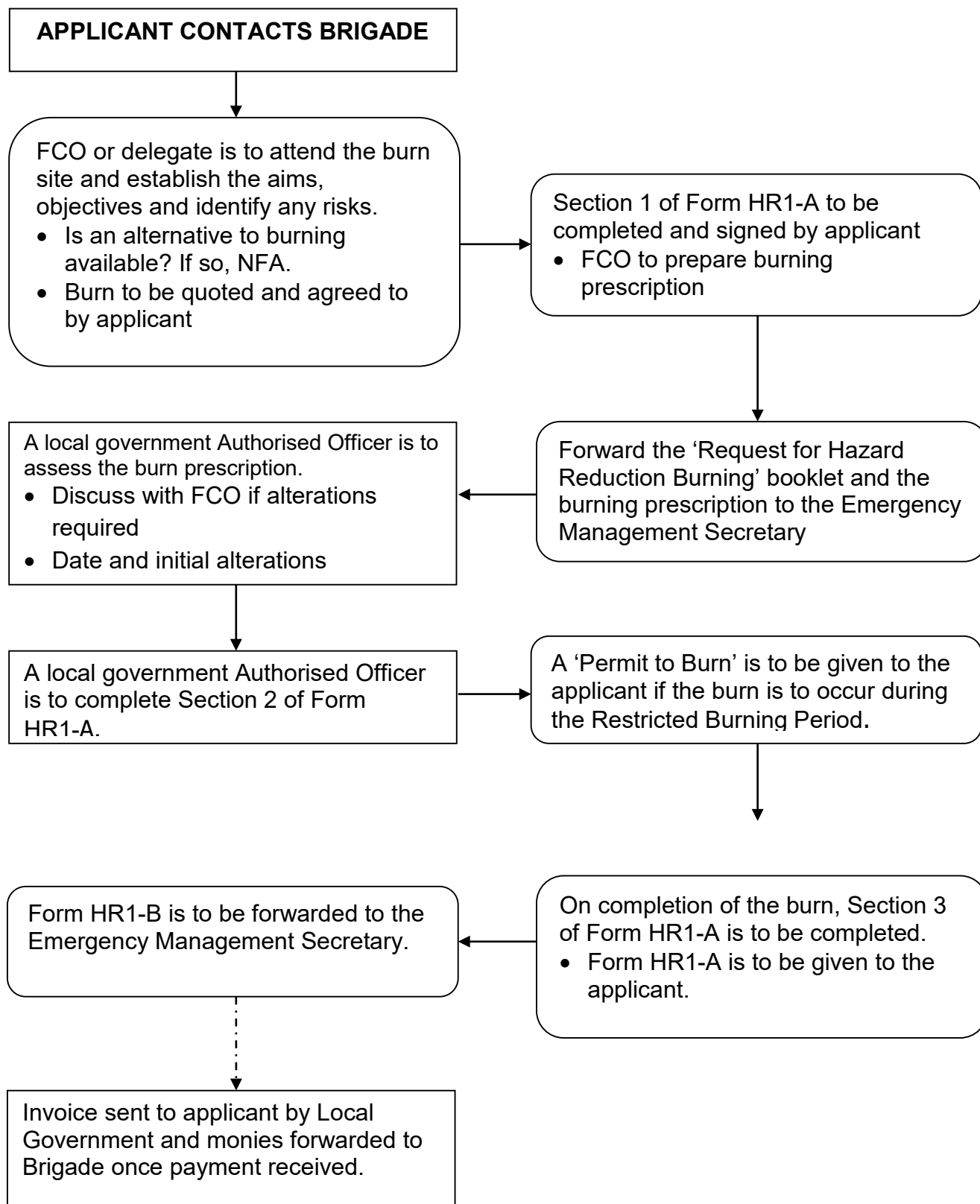
\_\_\_\_\_  
**Brigade member signature/date**

\_\_\_\_\_  
**Brigade Captain/delegated officer signature/date**

## PROCESS TO COST AND CARRY OUT HAZARD REDUCTION BURN

1. The land owner / occupier (applicant) makes contact with the Brigade. (Note: all requests direct to local government will be referred to the appropriate Brigade).
2. The FCO (or their delegate) must visit the proposed burn site with the applicant and establish the aims and objectives of the burn and identify any risks.
3. Alternatives to burning should be identified and considered if practical.
4. The Brigade is to cost the burn and provide a quote to the applicant on behalf of the local government for the work to be carried out by the Brigade.
5. If the scope and cost of the burn is agreed to by the applicant, then Section 1 of Form HR1-A is to be completed and signed by the applicant.
6. The FCO is to prepare a burning prescription (Form HR2) to conform to Local Government direction.
7. The 'Request for Hazard Reduction by Burning' booklet and the burning prescription are to be submitted to the Emergency Management Secretary.
8. A local government Authorised Officer is to assess the burn prescription. Any proposed variations to the conditions are to be discussed with the FCO prior to being recorded on the burning prescription. Any alterations are to be dated and initialled by the Authorised Officer.
9. The local government Authorised Officer is to complete Section 2 of Form HR1-A and sign the authority section authorising the Brigade to carry out the work.
10. A 'permit to burn' must be issued to the applicant (Not the Brigade) before any burning is carried out during the Restricted Burning period.
11. 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 Emergency Management Secretary.
12. The local government will invoice the applicant and receive the outstanding monies.
13. On receipt of payment, the local government will forward the monies to the Brigade.
14. A 'Request for Hazard Reduction by Burning' book will be issued to each Brigade.

## PROCESS TO COST AND CARRY OUT HAZARD REDUCTION BURN







## SHIRE OF MUNDARING NOMINATION FOR HONORARY LIFE MEMBER – BUSH FIRE BRIGADES

The award of the Honorary Life Member 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 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)
<b>Total Period:</b>			

**Presentation:**

At the next Shire BBQ?

☐

At the Brigade?

☐
**Honorary Life Membership Endorsed By:**

Brigade Captain/FCO: \_\_\_\_\_ Date: \_\_\_\_\_

**Endorsed / Not Endorsed** (Please Circle)

Mundaring CBFCO: \_\_\_\_\_ Date: \_\_\_\_\_

**Endorsed / Not Endorsed** (Please Circle)