



Directive 2.4 Operational Deployment

Introduction

This Directive has been developed to provide a set of procedures to follow when the deployment of DFES human resources is required, either Intrastate, Interstate or Internationally. The following standards establish minimum obligations for all personnel in relation to their hosts, and their employer while deployed.

The responsibility for the ongoing maintenance of this directive and supporting documents will rest with the Superintendent State Operations. Directive 2.4 should be reviewed and updated prior to November each year. A circular, requesting suitably qualified DFES, CFRS, VFRS, VFES, SES and BFS personnel nominations for a deployment register should be issued annually by the 15 October as part of the review process.

1. Agency Authority

Requests for assistance may be initiated through the Emergency Management Australia (EMA), Australasian Fire & Emergency Services Authorities Council (AFAC), or another State/Territory or agency seeking assistance. Westplans identify arrangements for assistance from and to other jurisdictions. To facilitate the deployment of Interstate/International agencies in times of need, the EMA and AFAC have developed protocols and procedures to ensure the effective mobilisation of human and physical resources.

Interstate Arrangements documents should be read in conjunction with this Directive. These documents are available in the IM Toolbox under SOC.

[Arrangement for Interstate Assistance – Fire and Emergency Services](#)

Assistance Request

DFES may request Interstate or International assistance from like agencies in the event of a major emergency or multiple emergencies beyond the capability of DFES resources. Following consultation at DFES State Operations Centre and Ministerial approval, EMA and AFAC may be contacted and advised that assistance is required including the composition of the resources required.

When a request for assistance has been made, there will be some lead time before the incoming resources arrive. During this period, the DFES Duty Assistant Commissioner (DAC) and Chief Superintendent State Operations (CSSO) or Duty Chief Superintendent (DCS) will be responsible for the development of the deployment plan for all incoming resources.

An Interstate Liaison Unit, resourced accordingly, must prepare for the arrival, transportation, accommodation etc. and general needs of various agencies arriving to assist DFES. This section would remain in close contact with the individual Interstate/International Liaison Units.

The AFAC documents provide the framework and necessary actions required of the “Host Agency” and must be adhered to.

Intrastate Deployment

This section details the DFES Operations and Capability Command policy in support of Incident Management Teams (IMT), Regional Operations Centre's (ROC) and other operations anywhere within the State. That support can be in the form of Strike Teams, Task Forces or contingents to supplement the existing resources or to relieve/replace teams that have been operating for an extended period.

Deployment for Intrastate assistance will generally be for lesser periods than Interstate or Internationally. However, personnel will still need to be informed of the intended duration of the deployment before departure.

2. Emergency Response

In the first instance, regional personnel and volunteers will respond to an emergency and implement an IMT structure commensurate to the size or scale of the emergency. The Incident Controller will as soon as possible determine:

- a. If additional resources beyond those of the region are required to supplement the IMT or other emergency operations
- b. If the incident is to be protracted and therefore a relief team is required
- c. If specialist operational competencies beyond those within the region are needed.

If the answer to any of the above criteria is confirmed, the CSSO or DCS shall be notified. The assistance request must include details of the assistance required (number of personnel, tasks to be undertaken, individual competencies sought etc.) and the likely duration of the deployment. The CSSO or DCS will notify the DAC and activate the DFES State Operations Centre (SOC) if required.

The source of the resources for deployment will be dependent on the Forecast Risk & Readiness Assessment prevailing in the various regions at the time. However, WebEOC and the State Duty Roster are available to assist with the quick identification of personnel who can be deployed. The Resource Deployment Register is a repository for all EOIs in terms of names and roles that can be undertaken.

[Resource Deployment Register](#)

Once career personnel have been mobilised, staff located in other regions may be relocated to provide an even spread for emergency State-wide protection. These relocations would be dependent on the number of emergencies occurring simultaneously, expected duration of incidents and the current and forecast weather in particular locations.

As resources may be deployed to the emergency by air, it is imperative that the total number and identity of personnel to be mobilised is determined before flight arrangements are booked.

3. Deployed Force

A deployed force will only occur with the approval of the FES Commissioner, or in his/her absence, the Deputy Commissioner Operations. Once approval for a deployed force has been given the CSSO or DCS is to:

- a. Inform the State Logistics Officer
- b. Contact the relevant personnel and/or volunteers to inform them of deployment requirements
- c. Instruct force members on the assembly location and transport arrangements via a movement order.

4. Incident Management Team

The team mobilised will enable the IMT to manage the emergency continuously on a 12 hour shift rotation basis, until the incident concludes. Where possible, the personnel forming the IMT should be a mix of local and non-local DFES personnel. Where possible, it is important to include a mix of local government bush fire brigade members, District or Area Officers, Unit Managers and volunteers in the IMT structure.

Ideally members of an IMT will have the competencies and experience to match the type of emergency level they are combating.

5. Regional/Metropolitan Operations Centre

In normal circumstances, the team deployed to a ROC will enable the ROC to operate continuously on a 12-hour rotation basis, until the incident concludes. When deploying to support a ROC, personnel with appropriate competencies (WebEOC, EM 2000 etc.) can be identified via the State Duty Roster. Additional personnel will be advantageous for the roles of scribe, WebEOC Officer, call taker, etc.

6. Emergency Combat Personnel

The number of personnel and or volunteers deployed to combat the emergency will depend upon the size of the incident, the number of emergencies, or complexity and extent of the emergency and other factors such as weather. Work durations for teams at the incident will be determined by the IMT. Personnel and/or volunteers who have indicated their availability to participate in deployments via the Deployment Register should be the first considered.

Before people are deployed, it should be verified that each individual is available for the anticipated deployment period. Career personnel and volunteers will be deployed with normal span of control considerations. The deployed force must have the competencies required to combat the particular emergency type.

Where Bush Fire Brigade (BFB) volunteers are to be deployed, DFES Operations must consult the local government/s involved. The relevant Superintendents & Area/District Officers must be informed if BFS, SES, VFES or VFRS volunteers are deployed from their areas. Staff Deployment will update SAMS and inform relevant managers for career personnel.

7. Intrastate Travel Arrangements

Where a Region makes a request to State Operations for additional personnel, the State Operations Centre will coordinate and book the appropriate mode of travel to the incident and provide a completed Deployment Details form. The requesting region is the responsible to coordinate and book the return travel for those personnel on the completion of the deployment.

Interstate/International Deployment

DFES Operations and Capability Commands will consider all requests to provide personnel to assist Interstate/International agencies in the combating of large emergencies. The deployment of resources will be dependent on the level of activity and/or risk prevailing in Western Australia at the time.

8. Interstate Deployment

Westplans state deployment is to occur on an agency specific basis in accordance with individual agency policy and directives. DFES must be notified of any significant resources being committed by other fire agencies. Ministers responsible for P&W and DFES are to be notified before any Interstate deployment of their respective personnel.

AFAC has predominately facilitated the various requests when a State's current resources are severely depleted. The following documents must be adhered to when undertaking an Interstate deployment:

- a. Arrangements for Interstate Assistance – Fire and Emergency Services
- b. AFAC Interstate Incident Support Plan
- c. AFAC Interstate Liaison Unit Procedures Plan
- d. AFAC A Guide to Resource Sharing (Mutual Aid)

The size and/or composition of the deployment may result in personnel being deployed to oversee the welfare of those deployed. Additional personnel will act as Liaison Officer with the host agency.

When a request is received for a contingent from Western Australia and DFES has agreed to the request, the composition of each DFES deployment should also include:

Interstate Liaison Officer (DFES Superintendent or above) and Administration Officer;	2
Incident Management Team of 6 suitably qualified personnel;	6
An Air Operations Officer (if required);	1
Task Force Team Leader – Urban/Bushfire/Natural Hazard endorsed (AO/DO); and	1
Five (5) teams consisting of five personnel per team (led either by a Station Officer/Captain/Unit Manager plus four (4) firefighters or SES team members).	25
Total	35

The Teams may be comprised of a mixture of career and volunteer personnel.

DFES would expect that each Interstate deployment would be for a minimum period of five (5) days to a recommended maximum of 14 days. When a full DFES contingent is deployed, only one team will be deployed initially, with subsequent contingents being deployed on/or about two (2) days prior to the agreed return date of the exiting team for the purpose of relief. Adherence to this process will ensure that the number of DFES staff and volunteers that are Interstate at any one time is manageable (70 personnel for 2-4 days at crossover). In addition, this arrangement will ensure that DFES's WA stakeholders are afforded the appropriate fire and emergency response coverage.

Generally, the contingent members will be sourced from across all DFES Operations Regions where possible. Contingent members will be formed using the following guide:

- Maximum one (1) DO per region;
- Maximum one (1) volunteer per Brigade/Group/Unit excepting where there is a large active member base, then one senior member and one active volunteer may deploy; and
- Career firefighters will be sourced to meet operation contingencies.

9. Interstate Deployment Actions

Upon receiving a request for assistance, the FES Commissioner (or Deputy Commissioner Operations) will liaise with the host State/AFAC to identify the human and resource requirements and confirm deployment procedures. While waiting for Ministerial approval, a Deployment Coordinating Group (DCG) should be initiated to develop the deployment plan. The composition of the DCG may consist of personnel from the following positions as required:

- DAC;
- CSSO or Duty Chief Superintendent;
- Staff Deployment;
- State Logistics Officers; and
- Operations Command.

The DCG will:

- In consultation with the FES Commissioner appoint a Superintendent or above to act as the Interstate/International Liaison Unit (ILU) Leader and an Administration Officer to assist the Superintendent;
- Organise the travel arrangements of small groups to facilitate a rapid deployment;
- Request the assistance of the State Logistics Officer to deploy a large contingent;
- Determine the contingent by requesting names of available personnel as appropriate through Regional/Metropolitan Duty Coordinators who will utilise the EOI in Intra/Interstate deployment in the Resource Deployment Register to identify personnel within their region;
- Develop staging, mobilisation and accommodation plans for country-based members while transiting through Perth;
- Liaise with host State/AFAC for arrival and reception of ILU leader and support staff;
- Organise a help line service, internet page and information board with the latest information on the contingent. The Manager appointed by Operations Command is to coordinate this activity;
- Ensure incidental allowances for each deployed person is made available prior to departure; and
- Keep appropriate records.

The exact period of any deployment can be difficult to determine, and some flexibility is required of those being deployed. However, any deployment should not exceed two (2) days of that stated before departure time.

All return flights will be organised from the departure point. Due to the logistical issues with organising large groups, members of the deployment will not be permitted to extend or change travel arrangements made for them.

10. International Deployment

With the exception of the length of time deployed, and the increased cooperation with P&W, DFES arrangements for an international deployment do not vary greatly from that prepared for an Interstate Deployment. Should DFES receive an international call for assistance, it is expected that each DFES contingent could be deployed for a period of up to four weeks. WA is the coordinating authority for international firefighting deployments.

It should be noted that an Australian passport remains valid until the expiry date. However, some countries require travellers to have at least six (6) months validity remaining on their passports and immigration authorities may refuse entry if you arrive with less than this amount.

11. International Deployment Actions

For overseas bushfire assistance, arrangements are in place between Australian jurisdictions and a number of other nations to provide mutual assistance for bushfires. These arrangements are coordinated through the Chair of the Forest Fire Management Group (FFMG) under the Australian Government's Forestry Products Standing Committee. P&W Fire Management Services Branch is the State Coordinator for the deployment of Western Australian fire managers under these arrangements.

Personnel Selection

Expression of Interest (EOI) for personnel and volunteers willing to participate in a deployment should be called for on or before 15 October of each year. Selection of personnel for deployment by Superintendents/Duty Chief Superintendents should be made in the first instance from personnel (Career & Volunteers) who have expressed interest in deployment and whose details are recorded and current in the Resource Deployment Register.

The minimum competency standard for deployment will be:

Career Firefighter

- Firefighter 2nd Class and higher.

Volunteer Firefighter

- Must have completed the Volunteer Fire Fighter 2 Pathway and have at least 4 years firefighting experience

Volunteer BFS Firefighter

- Must have completed the Volunteer Fire Fighter 1 Pathway and have at least 4 years firefighting experience

Natural Hazards

- Induction and skills appropriate to task

Other competencies such as First Aid, Crew Leader Bush Fire, Sector Commander or Air Operations are of value and are priority positions within contingents.

Registered volunteers selected for deployment, both Metro and Country, must be approved by their manager for suitability (AO/DO/Unit Local Manager), who will then ensure correct work /dress uniform is supplied as necessary.

Once a deployment contingency has been identified, the team details are recorded in WebEOC and forwarded to the CSSO/DCS.

Administration and Deployment Instructions

Personnel will be chosen not only for their operational and team member competencies but also for their capacity to act as an ambassador for DFES and the State during deployments.

12. Standards and Expectations

Deployed personnel may be required to work with a diverse group of people ranging from career personnel, volunteers and support staff from a range of different organisations. This contact can occur during the mitigation of emergencies, while transiting to and from the emergency or during free time. Due to a lack of local knowledge, DFES personnel may be under the direction of local personnel. It is paramount that diplomacy and leadership are displayed at all times and that there is adherence to the DFES values and operating procedures.

Logistics, weather, natural hazards, unfamiliar territory, fatigue and a number of other matters have the potential to create complications. To achieve safe and successful operations DFES is relying on individual:

- Competency;
- Negotiation skills;
- Adherence to DFES values;
- Cooperation;
- Commitment to team work;
- Compliance with Occupational Safety, Health and Welfare; and

- Tolerance; and
- Respect.

As the selected personnel will be representing DFES and the State, consideration must be made to the applicant's ability to act in an appropriate manner when unsupervised. The final composition of any deployed force will be endorsed by the FES Commissioner and/or the Deputy Commissioner Operations from the regional submissions. All staff and volunteers are required to fully comply with the DFES Code of Conduct while on any deployment.

[Code of Conduct Policy](#)

Any member of a DFES deployment behaving in a manner not consistent with the expectations outlined in this Directive or the Code of Conduct Policy 30 will be sent home by the first available means and may face disciplinary actions as per the Conduct & Discipline Policy. Please refer to Directive 1.1 – Personnel Administration and Directive 1.2 – Conduct for further information.

[Conduct & Discipline Policy](#)

[Directive 1.1 – Personnel Administration](#)

[Directive 1.2 - Conduct](#)

13. Command and Control

During deployment within Australia, operations will be working to the Australasian Inter-service Incident Management System (AIIMS). All incident communications must comply with the approved Communications Plan and standard Personal Protective Clothing and Equipment (PPC/E) must be worn at all times in the operational area.

14. Medical Fitness

A general level of fitness is required to work up to 12-hour shifts over consecutive days in sometimes harsh operational environments. It is incumbent upon applicants to maintain a level of fitness for duty commensurate to the role/s they may be required to undertake while on deployment.

Personnel may be required to undertake fitness evaluation and/or medical clearance by a Doctor prior to departing on deployment. Any person, who has an existing medical condition or current open workers compensation claim at time of deployment, may be considered with appropriate supporting medical advice.

Fitness and Medical clearances may also be required for international deployments, e.g. P&W pack test, evidence of vaccinations, fit to fly, etc. These requirements will be dictated by the requesting country.

15. Accommodation and Amenities

Accommodation and transport to and from the incident will be provided. Where possible, DFES will utilise commercial carriers to arrange air travel and will not extend return flights for the purpose of individual persons wishing to extend their stay.

All local accommodation and transport for the incoming deployed force is to be organised by the host. Demobilisation air transport (if required) should be organised by the host with assistance from the State Logistics Officer if required.

Accommodation may vary from swags in a school or town hall through to hotel/motel rooms. Minimum standard will include suitable amenities and designated area to remain quiet at all times to enable sleep. Where accommodation is limited, crews should expect that 'hot bedding' may be utilised. During international deployment it may be common for personnel to camp in tents either singular or in small groups.

16. Dietary Requirements

Special dietary requirements should be communicated to immediate supervisors; however personnel must understand that due to restricted access to supplies, requirements may not always be met.

17. Gifts and Hospitality

Experience has shown that local communities may offer significant appreciation to firefighters and emergency responders. All DFES personnel both career and volunteer are not permitted to accept gifts or monetary contributions personally or on behalf of the organisation.

[DFES Gifts, Benefits and Hospitality Policy](#)

18. Media

Personnel will not provide incident area or deployment information to the media without the prior approval of their Liaison Officer. Personnel will not post any information or photos pertaining to their deployment on social media sites.

[DFES Media Policy](#)

19. Contact Details

All DFES personnel and volunteers who are to be deployed must have “Next of Kin” details recorded within the Resource Deployment Register before deployment. This ensures that DFES has contact details should families need to be contacted for any reason. A DFES Manager will be sent to the assembly/embarcation location to:

- confirm arrival of selected personnel and volunteers;
- advise deployment team of DFES hotline number;
- provide briefing of emergency; and
- over-see departure.

A 24-hour hotline service for families of DFES personnel and volunteers should they need information or assistance during the time of deployment will be established. The hotline will also be available should families need to contact their relative for emergency reasons during the deployment. Arrangements would then be made to contact the DFES staff member or volunteer through the ILU.

[Resource Deployment Register](#)

20. Dress

During transit/flights and official functions personnel are to wear issued dress uniform consisting of trousers, dress shirt, and epaulettes. During down or free time, culturally appropriate casual clothes (not uniform) is to be worn.

[Directive 1.3 - Dress and Grooming](#)

21. Personal Issues

Any personal issues that may arise while on deployment and need addressing, are to be managed by the immediate supervisor. Alternatively, information and contacts can be accessed via the [DFES Wellness](#) site.

22. Personal Safety

For health and welfare reasons, all personnel should ensure, prior to daily shift deployment at an incident, there is provision for enough drinking water per person per shift and a lunch or midnight meal pack each day.

After hours or when not committed, deployed staff should ensure appropriate rest and recuperation. The appropriateness of alcohol consumption and readiness for duty should be considered.

In the case of any injury or illness during deployment, you must immediately advise your DFES Manager and the Incident Management Team through the normal process. When deployed

Interstate/Internationally, personnel will need to complete both a DFES online hazard report plus an injury notification form provided by the host state/nation.

PPC/E is to be worn in the correct manner at all times when engaged in operational duties. All personnel are responsible for their own safety and health, along with that of their colleagues. They should also immediately report experiences of heat stress, fatigue or illness.

[SOP 3.2.1 – Personal Protective Equipment \(PPE\)](#)

23. Allowances and Conditions

All DFES employees will operate to their relevant and current Award conditions and any further specific advice will be provided prior to departure.

DFES Employees will be paid their normal weekly wage. Overtime is payable for additional hours worked (over planned/agreed hours per week). Timesheets must be completed to ensure the overtime claim can be processed.

All food, accommodation and operational costs for Intra/Interstate/International deployments will be covered. All costs must be approved by the Incident Controller or the relevant Lead Agency Commander. Deploying personnel should note that costs reimbursable by emergency service agencies DO NOT include:

- Personal items (including clothing, comfort and camping items)
- Alcohol
- Hotel mini-bar and/or movie rental expenses
- Personal phone calls

Upon return from a deployment of 5 days or longer all personnel will be provided a rest period of 24 hours. If the deployment was for a period of less than 5 days the 'off duty' duration will be as determined by Staff Deployment or manager with consideration to the circumstances and duration of the deployment. In all cases the relevant fatigue management requirements of the applicable industrial instrument will be met.

[Public Service Officers Conditions of Employment](#)

Annexes:

- A. [Suggested Packing List](#)

ANNEX A Suggested Packing List

The following is a list of items that personnel should pack for a deployment. PPC/E will be dependent on competencies/qualifications of the individual and the role to be performed whilst on deployment. Mandatory uniform items are to be worn on official business including departure and arrival at airports.

Administrative	
<ul style="list-style-type: none"> • Photo ID (Mandatory) DFES ID, Driver's License or current (min 6 months) Passport; • All personal items of a metal nature must be packed into personal luggage for stowage in aircraft hold for security reasons; and • Mark and tag all bags and items of equipment. 	
Uniform (Mandatory)	
<ul style="list-style-type: none"> • Trousers • Dress Shirt • Black Boots/shoes 	
Fire PPC & PPE	
<ul style="list-style-type: none"> • Packed in labelled FF Stowage Bag • FF Cargo Pants/Level 1 Over pants • T-Shirts • Level 1 Bushfire Jacket • Level 1 Helmet • Bushfire gloves • Particle mask 	<ul style="list-style-type: none"> • Goggles • Level 2 Structural Jacket • Level 2 Over-trousers • Level 2 Helmet • Structural Gloves • Water Bottle • Level 2 boots
SES Specific PPC & PPE	
<ul style="list-style-type: none"> • Packed in labelled Stowage Bag • Overalls or 2 Piece • Safety helmet • Debris gloves 	<ul style="list-style-type: none"> • Safety boots • Wet/cold weather gear if required • Goggles • Water Bottle
Personal	
<ul style="list-style-type: none"> • Money and personal banking cards • Mobile phone (recommended) • Mobile phone charger (recommended) • Spare clothing (off duty) • Toiletries • Towel 	<ul style="list-style-type: none"> • Medication • Insect Repellent (non DEET) • Wide Brimmed Hat • Sunglasses • Sunscreen Lotion

Note: Valuable items such as expensive sunglasses, cameras etc. should not be taken on deployment as loss or damage will not be covered. Weight limits are 23kg for luggage and 7kg for carry on.

Document History

VERSION	DATE	DESCRIPTION OF CHANGE
1.0	Jan 15	Transfer FESA OPERATIONS DEPLOYMENT GUIDELINES written by Lindsay Cuneo 30/06/08 to Directive 2.4 Operational Deployment. Updated to reflect Resource Deployment Register
1.1	Jun 15	Replaced last paragraph in section 24.
1.2	Jan 17	Expanded relevant audience for deployment opportunities. Included Interstate Liaison Unit. Clarified deployment team composition. Clarified requirements and business rules for the Deployment Register, including manager responsibilities. Clarified deployment standards and expectations. Clarified fitness and medical clearance requirements. Clarified allowances and conditions for all personnel, including link to FAQ for Public Service Officers. Consolidated suggested packing lists.

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