



BUSH FIRE OPERATING PROCEDURE

**Balingup Road Volunteer Bush Fire Brigade
Carlotta Volunteer Bush Fire Brigade
Cundinup Volunteer Bush Fire Brigade
Darradup Volunteer Bush Fire Brigade
East Nannup Volunteer Bush Fire Brigade
Nannup Brook Volunteer Bush Fire Brigade
North Nannup Volunteer Bush Fire Brigade
Peerabeelup Volunteer Bush Fire Brigade
Scott River/Jasper River Volunteer Bush Fire Brigade**

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BUSH FIRE OPERATING PROCEDURE

These procedures and guidelines have been developed for the safety and efficient operation of the Shire of Nannup (SoN) Bushfire Brigades.

These procedures and guidelines are a living document to be reviewed by the Chief Bush Fire Control Officer and the Community Emergency Services Manager and amended from time to time. The information contained in this document is to be overseen by the SoN and CBFCO on advice and recommendations provided by the VBFB's prior to reporting to the Shire Chief Executive Officer for endorsement and approval.

Input from Brigade members is welcomed and should a Brigade member feel that a procedure is unworkable, not practical or needs inclusion they should raise the matter at their local Brigade meeting, this then can be discussed at the Bush Fire Advisory Committee.

Objectives

The Brigades have the following objectives—

- ✓ To undertake bush fire brigade operations.
- ✓ To prevent, control and suppress fires in the local government area/region.
- ✓ To protect life, property and the environment in emergencies occurring in the local government area/region.
- ✓ To provide a means by which persons may participate in the activities of the Brigade at a local level.
- ✓ To ensure that Brigade members are properly trained for bush fire brigade operations.
- ✓ To perform any other function assigned to the Brigade by the CBFCO under the Act, or the Regulations (Normal brigade activities).
- ✓ To assist and co-operate with all state and local emergency services.
- ✓ To encourage and foster public awareness of the dangers of bush fires, and actively promote bush fire prevention measures to the public and landowners of the district.

DEFINITIONS

In these procedures, unless the context otherwise requires –

“Act” means the *Bush Fires Act 1954*

“VBFB” means the Volunteer Bush Fire Brigade

“CBFCO” means the Chief Bush Fire Control Officer

“CEO” means the Shire Chief Executive Officer

“CESM” means the Community Emergency Services Manager

“SoN” means the Shire of Nannup

“COMCEN” means the DFES Communications Centre

“DCBFCO” means Deputy Chief Bush Fire Control Officer

“DFES” means the Department of Fire and Emergency Services

“Emergency vehicle” means a vehicle **Road Traffic Code 2000 - Terms & abbreviations used**

- (a) when conveying a police officer on official duty or when that vehicle is stationary at any place connected with the official duty; or
- (b) of a fire brigade on official duty in consequence of a fire or an alarm of fire or of an emergency or rescue operation where human life or property is reasonably considered to be in danger; or
- (c) being an ambulance, answering an urgent call or conveying any injured or sick person to any place for the provision of urgent treatment.

“Procedure” means the Bush Fire Operating Procedures

“Unexploded ordnance” means unexploded bombs

MEMBERSHIP REQUIREMENTS

3.1 Conditions of Membership

- ✓ The applicant may be required to obtain a medical clearance from one of SoN nominated doctors at SoN cost.
- ✓ The applicant will then be eligible for basic fire fighter training.
- ✓ There may be a requirement to serve a probationary period and determine its length, being not more than 12 months.
- ✓ Any additional requirements. Such requirements may include, but are not limited to, a National Police clearance.
- ✓ The SoN may request a National Police clearance if they deem it necessary.

3.2 Skills Maintenance

To remain a firefighting member, Brigade members must maintain proficiency and currency of skills relevant to their role. To ensure this outcome, this Procedure empowers the SoN to establish policies and procedures in support of this document.

3.3 Brigade Commitments

- a. Brigade members shall attend and participate in training sessions when available through agreed training programs made between the CESM and the brigade Captain.
- b. Brigades conduct activities of many types. These may include—
 - Emergency response.
 - Hazard reduction.
 - Public relations and education.
 - Fundraising.
 - Brigade maintenance.
 - Public service.

All of these activities are important parts of the functioning of the Brigade, as such all Brigade members are expected to participate.

3.4 Failure to Meet Commitments

Should a member fail to comply with the requirements set out in this document, correspondence will be forwarded to that member requesting contact be made with the Brigade captain or if requested by the captain the CESM, to indicate the intentions of the firefighting member's status.

The Brigade member may—

- Respond to the correspondence providing a reasonable explanation and request for alternative arrangements to be made for training or meeting obligations;
- Request leave of absence from Brigade commitments due to personal circumstances;
- or
- Terminate their membership.

If a Brigade member fails to respond to the correspondence within 14 days a subsequent letter will be forwarded from the CESM or CEO putting the Brigade member on final notice.

Should a Brigade member fail to acknowledge the final notice within 14 days, their

membership shall be terminated, and a letter shall be sent to that member giving 7 days to return all SoN owned equipment. The termination will take effect from the date of the final notice.

3.5 Management Positions

A member must not hold any management position i.e. Captain, Lieutenant, Secretary, Treasurer, Equipment Officer or Training Officer with more than one brigade.

BASIC TRAINING

Brigade members are required to successfully complete the minimum training required including Bushfire Safety Awareness, Firefighting Skills. No probationary fire fighter may undertake any fire combat role before successfully completing this training and being signed off by your nominated person.

ADVANCED TRAINING

Brigade members may nominate for further training courses as they become available. These nominations will be considered by the Brigade Training Officer (or other relevant role) or authorised person to approve application on eAcademy, which may approve or reject such nominations. All approved nominations will be prioritised before being forwarded to DFES, as per current DFES requirements. The SoN may exercise the right of final say. Approval and priority will be based on the following—

- Any prerequisites in terms of training, experience or length of service. Any such prerequisites may be imposed by DFES, the SoN or current Brigade policy.
- The requirements and responsibilities of the Brigade.
- Suitability of the nominee for the course in question and/or the role(s) the nominee may be qualified to fill subsequent to the course.

FITNESS FOR ACTIVE DUTY/INJURIES/HEALTH

All active members are required to be fit for work at all times. The SoN recognises that an individual's fitness for work may be affected for a variety of reasons, including the adverse effects of fatigue, stress, injury / illness, alcohol or drugs (over the counter, prescription or illicit). These factors can lead to major deficiencies in an individual's work performance and can be a contributing factor in workplace accidents.

“Fit for Work” means an individual is in a state (physically, mentally and behaviourally) which enables the volunteer to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others.

Volunteers and Officers, during the course of normal duties, may become aware of, or suspect that a person has a medical issue that is impacting on their ability to perform in their role. These issues can include

- work related injury or illness;
- non work-related injury or illness
- fatigue;
- physical or mental deterioration or disability;
- influence of alcohol or prescribed/non prescribed drugs; and
- other impediments to perform duties

It is their responsibility to invoke this procedure.

Injuries – Duty of Care

The SoN has a duty of care to provide and maintain a safe working environment and to ensure volunteers are not exposed to hazards. Members also have a duty of care to notify the Brigade Captain of any pre-existing injuries or illness, including worker's compensation. This information is to ensure that a member's assigned role can be carried out without risk or harm to themselves or others.

If a member is injured or has a medical condition (including worker's compensation) a medical certificate is to be produced.

Members will be stood down by the CESM or the CBFCO from active service until a medical practitioner has cleared the person fully fit to return to active duties.

The CESM and CBFCO will Refer to SoN fit for work Policy when determining a member's fitness to return to active duty.

CALL OUTS

Generally, all call outs are by Group call or SMS. Unless otherwise stated, all calls are to be treated as an emergency call.

PROCEDURE

a. Notification/Response to pager calls

Group calls are to be acknowledged within 2 minutes by phone advising the call has been received and crews will be mobile shortly. Once crews are turning out contact COMCEN and advise. (COMCEN 1800 198 140)

b. Fire call availability/Response

When a SMS message is received requesting additional crews, DO NOT automatically attend the Fire Station assuming that attendance is required at a fire. Contact your Captain or Fire Control Officer notifying of your availability. A list of available fire fighters will be compiled and personnel allocated to various vehicles, depending on status (Crew Leader, HR and MR licence holders, Probationary members, etc.).

c. Rosters

Personnel who have been placed on roster have priority over all other personnel when responding to incidents.

Volunteers must live within a maximum of 25 minutes from their respective station for 1st and 2nd responses to incidents.

DRIVING GUIDELINES FOR BUSH FIRE BRIGADES

Driving emergency vehicles under emergency conditions brings with it an added responsibility to the Officer in Charge and the driver of the vehicle.

Drivers should, in the first instance ensure the safety of the crew and the public when responding to a call, and secondly endeavour to arrive at the incident as soon as practicable.

Drivers should follow the principles outlined in this Bush Fire Operating Procedure. No risk is justified if it is likely to prejudice the safe arrival of the appliance and crews at an incident or the safety of others within the community.

Driving an emergency vehicle under emergency conditions comes with a set of responsibilities that may have dire consequences if they are not performed rationally, competently, professionally and with consideration for others (road users, pedestrians etc.).

PROCEDURE

a) Driving Conditions for Bush Fire Brigade Personnel

All drivers must hold a valid and current class of driving license for the vehicle type that is being driven.

All drivers must have the approval of a brigade officer to drive the vehicle in a non-operational capacity and must notify the Equipment Officer/Captain of the vehicle being off station. If driving under operational conditions they must have completed a SoN or DFES approved Emergency Driving course and an approved certificate has been provided to the Shire of Nannup. The CBFCO, DCBFCO, CEO or CESM is the only persons who can give permission for a non-qualified driver to drive under operational conditions.

Drivers holding "P" Plates may drive appliances as part of driver training; however are not to drive to or at emergency incidents or during fire operations.

Drivers are not to operate fire appliances for longer than a 12-hour shift, this includes driving to and from an incident.

b) Drivers Licence

The Brigade has a duty of care to ensure personnel are qualified to operate vehicles and licences are appropriate and current, the duty also extends to the safety of passengers riding in vehicles.

Members will require an LR (Light Rigid), MR (Medium Rigid) or HR (Heavy Rigid) driving licence when operating the larger appliances such as a 1.4, 2.4, 3.4 or 4.4, communication with the Brigade Officers will verify appropriate licence required.

c) Probationary drivers are not to drive vehicles under emergency conditions.

Members are required to complete 10 hours of on-road driving and 10 hours off-road driving (4WD vehicles) under instruction before the Captain approves the member as a qualified driver/operator. Whilst under instruction, the vehicle will proceed under normal road

conditions to an incident (no lights and no sirens). This may be at the discretion of the CBFCO, DCBFCO or CESM.

It is a requirement that all members produce their current Drivers Licence once a year at a nominated Brigade meeting, or at any other time at the CBFCO, DCBFCO or CESMS request.

Members unable to attend the nominated meeting may email a scanned copy of their current licence (front and back) in addition to a copy of the Online Licence Check <https://online.transport.wa.gov.au/webExternal/driver/?jsessionid=wWQqGMfjAEWEXfMRXhxHii0Od5tLaPeMc7GwbPE8ocTpie6N36NM!-2083100036!-356778362?0> to show that your licence Status is Active to the CBFCO or CESM. The CBFCO, CESM or Captain may request a copy of this at any time.

Personnel whose licence becomes invalid must notify the CBFCO, CESM & Captain within 3 days of this occurring.

Noncompliance will result in members being ineligible to drive any SoN Fire Service vehicle until their status has been verified or reinstated.

a) Fire Call Conditions

Appliances responding with haste where Life/Property is in danger **MUST NOT EXCEED 20kms** over the speed limit. The WA Road Traffic Code 2000, Regulation 281 gives drivers of emergency vehicles certain exemptions when proceeding to an incident as long as the driver is demonstrating reasonable care and the emergency vehicle is identified by activated red and blue flashing lights or alarms.

CIRCUMSTANCE	BEACONS/SIRENS
Driving to an Emergency	The vehicle is a motor vehicle that is moving and the vehicle is displaying a blue or red flashing light (Beacons) or sounding an alarm.
Driving to an Emergency - Light or Non-existent Traffic	Beacons only is acceptable. Note. Sirens are to be re-engaged during long-range deployments when traffic is encountered and overtaking is required
Final Approach to an Incident	It is accepted practice to turn sirens off and make final approach to an incident displaying emergency beacons only.
Parked at an Incident	Emergency beacons only
Operating on a Fire ground	Emergency beacons only

Rail crossing signals, boom gates, road works and school zones are to be obeyed at **ALL** times.

Approach traffic control signals or stop signs at a speed which will enable you to bring the vehicle to a complete stop if necessary prior to entering the intersecting carriageway, and the driver shall not continue their course unless they are satisfied that it is safe to do so. Drivers under emergency conditions cannot force other road users to contravene the *Road Traffic Act 1974* e.g. force them to go through red lights.

b) Normal Road Conditions

When returning to the fire station, attending training or exercises and general operations **NO** emergency warning lights and sirens are to be used. **ALL** road rules must be obeyed at **ALL** times.

c) Driving Requirements for Off-road Use

When driving off road on the fire ground in boggy conditions the vehicle is to be operated in low range 4X4 at all times. This reduces the risk of burning the clutch out.

Should the appliance become disabled (bogged) stop and immediately assess the situation. If able to, attempt to recover vehicle no more than three times. If unsuccessful request assistance immediately and stay with vehicle. SoN can arrange recovery if required.

Hubs on vehicles with freewheeling hubs are to be locked in at all times.

Speed is to be minimised to ensure safety of occupants.

d) General

- Fire Fighters must at all times, drive with due care and attention and continue to show consideration to other road users and surroundings.
- It is essential that the privileges granted by law are not abused.
- Crew care and safety must be ensured at all times when driving.
- Warning lights are to be in operation at all times when working off the appliance.
- Brigade units are not to be used other than for call outs or normal brigade activities as defined in the *Bush Fires Act 1954* or unless otherwise authorised by the CBFCO, DCBFCO or CESM. This is to ensure adherence with insurance obligations.

TRUCK (APPLIANCE) MAINTENANCE

It is the responsibility of the Crew Leader and his crew to complete the appliance power check on the appliance after returning it to the station. The appliance is to be cleaned inside and out and left for the next crew as required. Any faults are to be recorded on the VFR Book and the Equipment Officer notified.

Vehicle log books (if available) must be completed by the driver every time the vehicle is used.

VEHICLE & EQUIPMENT MAINTENANCE DAYS

Each Brigade holds a vehicle and equipment maintenance a minimum of one day a month to which members are required to attend. All faults should be noted and reported to the Brigade equipment officer, Captain or FCO who will forward to the CESM for repairs.

PERSONAL PROTECTIVE EQUIPMENT

a) Standard of Dress for all Fire Fighting Personnel WILL BE:

Operational Brigade Personnel must be dressed in accordance with the DFES recommended industry standard or equivalent while on the fire ground. Personnel turning up to fires without the minimum requirement (including the wearing of helmets) will be advised to leave the fire ground until such time as they comply with the standards.

b) Recommended Standard for Bush Fire Fighting - Personal Protective Clothing (PPC)

- ✓ Approved Coveralls (one or two piece)
- ✓ Approved Helmet
- ✓ Face Mask
- ✓ Fire fighting Boots
- ✓ Gloves and Goggles



Only correctly attired personnel will be permitted to crew Brigade appliances.

The Personal Protective Clothing kit remains the property of the SoN Fire Services at all times. Upon resignation or termination from the Brigade, all kits must be returned to the CESM for cleaning. The CESM may re-issue to other active or new members.

All members are responsible for the availability, care, cleanliness and maintenance of all PPC issued to them.

c) Equivalent Standard

An equivalent standard is cotton or woolen long trousers, cotton or woolen long sleeve shirt and safety boots and leather gloves for non-brigade members.

d) Dress Uniforms

Dress uniforms worn at official functions must be clean and ironed and be worn in a professional manor as you are representing the SoN, see [Appendix A](#) for medal positioning. Personnel are not to consume alcohol whilst in uniform unless it is an activity where alcohol consumption is approved ie ANZAC Day and if found to be doing so may result in disciplinary action being taken by the Brigade and/or the SoN.

e) Brigade Shirts

Brigade shirts are not to be worn while drinking **excessive** alcohol in public and if found to be doing so may result in disciplinary action being taken by the Brigade and/or SoN.

ALCOHOL AND DRUG CONSUMPTION

PROCEDURE

Bush Fire Brigade personnel shall NOT report for duty with a blood alcohol concentration (BAC) of 0.02% or over.

SMOKE AFFECTED ROADS

PROCEDURE

Fire burning on or near road verges, with smoke obscuring vision, is potentially the most dangerous situation volunteers can find themselves in. More fire fighters have been killed or injured in this situation than any other firefighting activity.

Treat traffic like electricity. Do not attempt to work in smoke reduced visibility until you are sure the flow has been cut off.

Extreme caution must be taken and the following procedures followed at all times:

Fire fighters working from or on a Gazetted roadway that is part of a fire ground (Roads will be closed under State Emergency Management Guidelines) <https://www.semc.wa.gov.au/emergency-management/guidelines/Documents/TrafficManagementDuringEmergenciesGuideline.pdf>

1. For the safety of fire fighters any roadway where fire fighters are working must be closed if there is a risk of injury or accident
2. Where possible fire fighters should look for alternative work environments other than the roadway.

If not possible park vehicle off the road as best as possible, use road cones or signs to identify hazard, make sure all warning lights are activated.

Gazetted roads under the Care and Control of the Local Government

If the Road is a Local road under the care of the SoN the Incident Controller will close the road. The CESM, CBFCO, DCBFCO or Ranger shall arrange for the road to be attended to by appropriate qualified staff from the SoN works department.

If police assistance is unavailable, and a detour is not possible, then the Road or Roads are to be closed when fire operations are being undertaken.

Gazetted roads under the Care and Control of Main Roads (MRWA)

If the Road is a major Highway or arterial road under the care of Main Roads, then Main Roads shall be contacted via the police to have the Road closed and signed accordingly.

The Incident Controller shall request MRWA to formulate and implement a Traffic Plan. The request shall be made via the DFES communication Centre or the Police

If police assistance is unavailable, and a detour is not possible, then the Road or Roads are to be closed when fire operations are being undertaken.

If a motorist "IGNORES" instructions from a duly authorised person, then the offender's registration number and the time should be noted and reported to the police at the first opportunity. The Incident Controller must be notified **by radio** immediately when a motorist disobeys any direction and proceeds.

Fire appliances **must have** all emergency lights on, and headlights dipped when working in a visibility reduced hazard.

BRIGADE PERSONNEL HAVE A DUTY TO THEMSELVES AND THE TRAVELLING PUBLIC TO ENSURE THAT ALL OPERATIONS ARE PERFORMED WITH MAXIMUM SAFETY.

ACCIDENT REPORTING

PROCEDURE

All accidents and near miss accidents must be reported to the SoN.

a) All accidents and near misses on an operational fire ground must be reported to either the

- Incident Controller
- Officer in Charge ○ CESM ○ CBFCO ○ DCBFCO
- FCO
- Brigade Captain

Who will forward the report to the SoN CESM for recording

DECEASED PERSON / PRESERVATION OF SCENE

PROCEDURE

The Police have a requirement under the *Coroners Act 1996* and Police Routine Orders **to view the body of a deceased person, in situ** so that evidential information and forensic details may be obtained.

Therefore, Brigade personnel are requested to assist the Police by strictly adhering to the following guidelines:

- 1 At any incident where death occurs the body is to remain in situ and the area immediately secured awaiting the arrival of the Police and Forensic Services.
- 2 Where the body is in a public place and visible by the public it should be screened if possible, place blanket over deceased person, barrier tape off large area and stop all persons entering site until Police arrive

In order that Brigade resources are not unduly placed on Standby for lengthy periods whilst awaiting the arrival of the Police, the Incident Controller is to request Police attendance as soon as possible after initial incident appraisal.

CRITICAL INCIDENT STRESS

Critical incident stress (CIS) is a reaction to a sudden, overwhelming, threatening or protracted event sufficient to overwhelm the usually effective coping skills of an individual. These events may cause an adverse psychological and/or physiological reaction, even in the most experienced person. These are normal reactions to abnormal situations.

CIS management aims to help workers deal with the normal physical and emotional reactions that may result from involvement in or exposure to critical incidents. Strategies

include preparing workers for a possible critical incident, defusing (immediate support), debriefing (group support), and follow up support including one-on-one support sessions.

Preparation:

- Ensure positive work relationships and workplace morale
- Provide access to suitably trained internal and external debriefers
- Assess the workplace for potential critical incidents
- Develop procedures for responding to identified critical incidents, in consultation with workers
- Ensure workers are familiar with critical incident procedures through training, induction and briefings
- Provide opportunities (eg daily debrief) to assess workers for stress symptoms or abnormal behaviour

Defusing:

Conducted by a trained staff member immediately after the event to conclude it, provide immediate personal support, and may cover:

- Review of event
- Reassurance that their feelings are normal
- Clarification of questions and concerns
- Identify current needs
- Advice, information and handouts (referrals and support agencies)
- Contacts if they wish to talk
- Arrangements for debrief and other follow up sessions

Debriefing:

Debriefings are usually conducted within 72 hours of the event, when workers have had enough time to take in the experience. It is a structured voluntary discussion aimed at putting an abnormal event into perspective and assists them to establish a process to recovery.

Trained debriefers assist workers explore and understand a range of issues, including:

- The sequence of events, causes and consequences
- Each person's experience
- Any memories triggered by the incident
- Normal reactions to critical incidents
- Methods to manage emotional and physical responses resulting from a critical incident

Follow up support

Follow up with workers is usually conducted within a week of the debriefing session. Stress responses can develop over time and some workers or groups may require follow-up support, such as counselling. Employee Assistance Programs are available to provide counselling if required.

Where to get help

- Your supervisor or manager
- Safety officer/advisor
- Health and Safety Unit in your workplace
- Your doctor

Further information

- Workplace Assistance Program information – available in your workplace

STRIKE TEAMS / TASK FORCES

During the fire season, the Volunteer Brigades may be requested to provide a Strike Team/Task Force as support for other Fire Brigades or Local Governments.

A Strike Team is a set number of resources of the same type that have an established minimum number of personnel. Strike Teams always have a leader (usually in a separate vehicle), and have a common communications system. Strike teams are usually made up of five resources of the same type such as, vehicles, crews or earth moving machinery.

A Task Force is a combination of resources that can be assembled for specific purpose. Task forces always have a leader (usually in a separate vehicle), and have a common communications system. Task Forces are established to meet tactical needs and may incorporate a mix of different resources.

Strike Team and Task Force Leaders are responsible for ensuring that duties allocated to their Strike Team or Task Force are carried out efficiently.

Strike Teams/Task Forces are always in addition to normal duty crews and are on standby from 0900hrs to 0600hrs the following day (or as advised) and may be required when fire ratings are announced as Very High, Severe, Extreme or Catastrophic.

Strike Team/Task Forces when established, will turn-out to fires outside of the SoN gazetted fire area. Crews will remain in the SoN to cover their duty areas.

In the case of no Strike Teams (i.e. Moderate to High fire danger rating) day crews will turn out to fires outside of the SoN's gazette fire area; alternate crews will be sourced by fire base to cover the duty area.

Strike Teams when established, will automatically turn out to fires within the SoN as support to day crews. If Strike Teams are already committed to a fire within the SoN, alternate crews will be sourced by fire management to cover out of area fires if resources are available.

If first arriving crews to fires within the SoN deem that the fire will be handled easily by the day crews only, they are to stand down the Strike Teams so they are available for out of area fires.

All volunteers must have at least 12 months active firefighting experience to be considered for deployment within the State.

DEPLOYMENT

On occasion SoN brigades may be required to deploy to incidents outside their normal operational duties (i.e. as a task force or strike team). These requests are usually as a result of depleted resources at an out of area incident. The other is when a request has come from DFES to have crews available for immediate deployment to a new incident. In either case, crews may deploy with or without an appliance depending on incident requirements or location.

SoN Fire Crews are to adopt the following process for out of area deployment:

Brigade Preparation

Each brigade will be contacted by either CESM, CBFCO or DCBFCO with the request/details.

Each crew member needs to be available for a maximum of 12 hrs shifts (or days requested – long deployment) and have the availability to stay in overnight accommodation if required.

Crew members need to take a small person kit with them on deployment. It should contain, toiletries, change of clothes, spare shoes (non-fire), any medications, money, and any other personal affects (needs to be able to fit in gear bag).

Each crew member needs to take their gear bag with full PPC kit.

CESM, CBFCO or DBFCO need to be promptly informed should a deployment crew not be available.

At least one first aider needs to be on each crew.

Brigades are to manage their own relief (SES can be used for transport) – the request for relief will come via the CESM, CBFCO or DCBFCO on advisement from DFES).

One experienced officer per crew.

A minimum of 2 qualified emergency drivers required for each appliance deployed.

Deployment with Appliance

Usually for immediate assistance (Strike Team or Task Force)

To proceed directly to staging point

Extra drinking water and food each to be added to each appliance.

Deployment without Appliance

Usually for regional crew relief – transport via bus or flight

Crew members may be required to wear dress uniform or neat casual clothing with brigade t-shirt/polo shirt

Reference: DFES Directive 2.4 – Operational Deployment

BACK BURNING DURING BUSHFIRE INCIDENTS

INTRODUCTION

In the right circumstances back burning can be an effective technique to stop the spread of bushfires or protect assets during emergenciesituations.

Back burning must be done under correct conditions and carried out by experienced personnel on the fire ground otherwise it may create dangerous fire behaviour or increase the size of the current fire.

Some reasons for conducting backburns: -

- ✓ Asset protection
- ✓ Inaccessible country to fight the fire in traditional means
- ✓ Unexploded Ordnance known areas
- ✓ Squaring up fire boundaries
- ✓ Burning out to firebreaks

PROCEDURE

- ✓ All techniques of fire suppression must be explored to suppress the fire before the choice is made to conduct a backburn
- ✓ A risk assessment shall be considered prior to the all-clear given for any back burn to be conducted
- ✓ Weather readings may be taken prior to any back burn been conducted
- ✓ **ONLY the Incident Controller** can give permission to carry out this task
- ✓ All personnel shall record the proceedings of the back burn in the personal fire diary.

NOTE: There is a difference between back burning and burning out pockets, permission shall still be sought from the Incident Controller if burning out pockets is required, **REMEMBER IT IS AN OFFENCE TO LIGHT A FIRE WITHOUT THE INCIDENT CONTROLLERS APPROVAL.**

CONTROLLED BURNS

A key part of business is to undertake controlled hazard reduction burning, normally in the cooler months. Probationary members are required to attend these burns as the hours spent contribute to probation periods.

As per the SoN Hazard Reduction Burn practices which includes prescriptions and fire permits.

COMMUNITY SERVICE

The Brigade undertakes other duties as part of their commitment to the Community and the Shire of Nannup. This may take the form of providing a display at an event or show/fair, providing members to control car parking or other activities as approved by the Brigade and the SoN. All members are encouraged to attend these events.

GENERAL INFORMATION

Visitors to the brigade's station are welcome, including children. Persons are to be reminded that the Brigade is a working environment and that it is the parent's responsibility to care for their child whilst in the area.

TERMINATION OF MEMBERSHIP

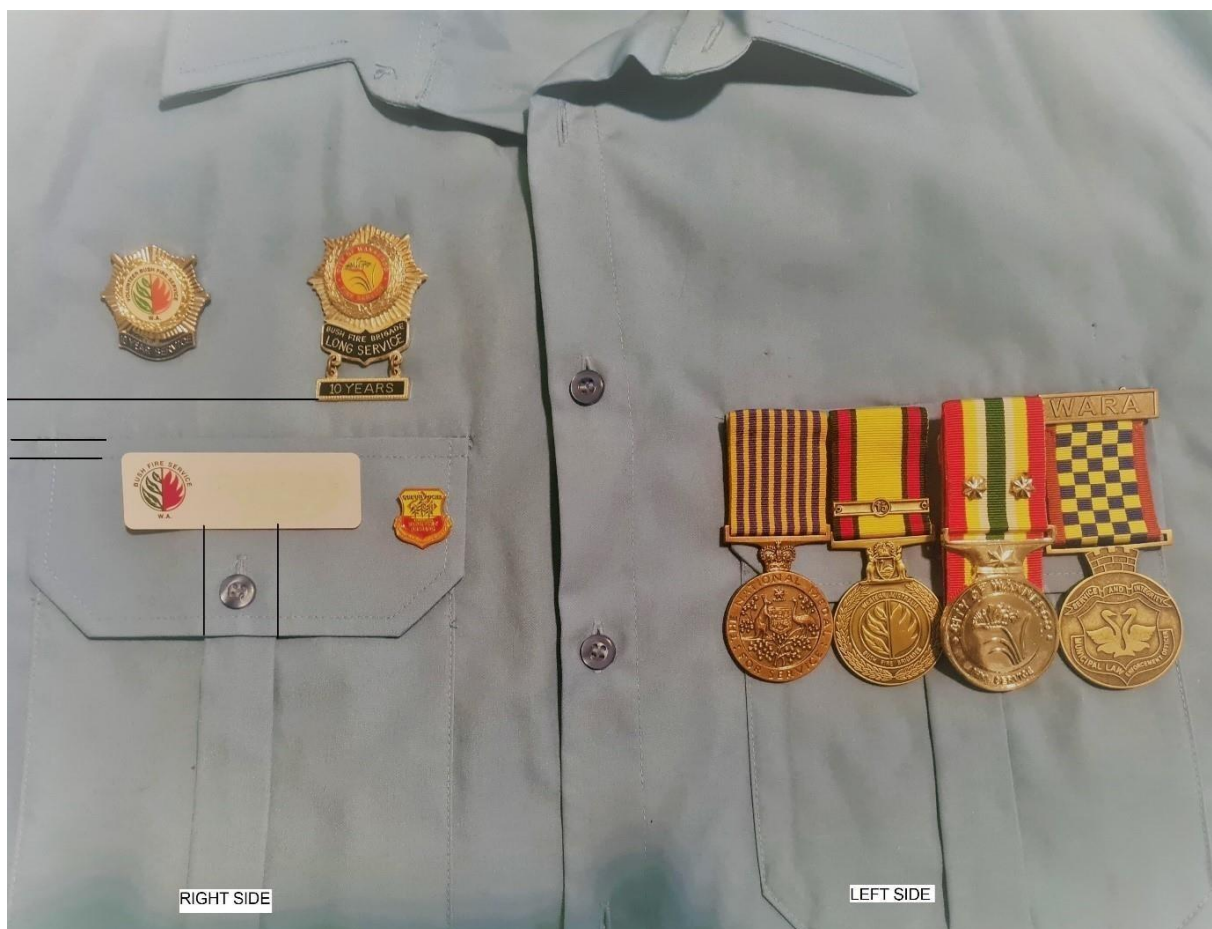
All Shire of Nannup property is to be returned to the Brigade within two weeks of termination.

A brigade in consultation with the CBFCO, DCBFCO and CESM may terminate a person's membership if that member has been found to have committed:

- ✓ A serious breach of SoN discipline or policy;
- Theft of Brigade materials or equipment;
- Any action with intent to harm the Brigade or SoN; or
- Any action that has harmed the public standing and good name of the Brigade or the Shire of Nannup

APPENDIX A - Wearing of Honours, Awards and Medals

SoN Fire Services Uniform Positioning of Medals and Accoutrements



- Top of name badge is level with bottom of stitching at top of pocket and central to pocket
- Bottom of Local Government and DFES 5 and 10 year service medals are to be placed 1cm above top of pocket and inside edge of badge is in line with outside of centre pocket strip (Black vertical lines represent centre strip).
** If only one service medal is being worn it is to be in line with the centre of the pocket 1cm above top of pocket. If there is more than one they are to be side by side equally spaced across the top of the right pocket with the top of the medals being level.
- All Foreign (with approval from the Australian Government), Australian Honours/Awards, State, other service medals and ribbon bars are to be worn

centre of pocket with the top of medal ribbon level with top of pocket. Highest award nearest to centre (closest to heart), with other medals moving out towards the left breast.

- D. Only one Local Government or Brigade pin may be worn on the right pocket to the left of the name badge

When to wear medals

- ✓ **Ribbon bars**

Worn on uniform during general duties, if applicable.

Not recommended for PPE. To be removed if likely to respond to an incident.

- ✓ **Medals (full size)**

Worn on dress uniform for funeral, memorial or ceremonial occasions e.g. ANZAC Day, opening of Fire Station.

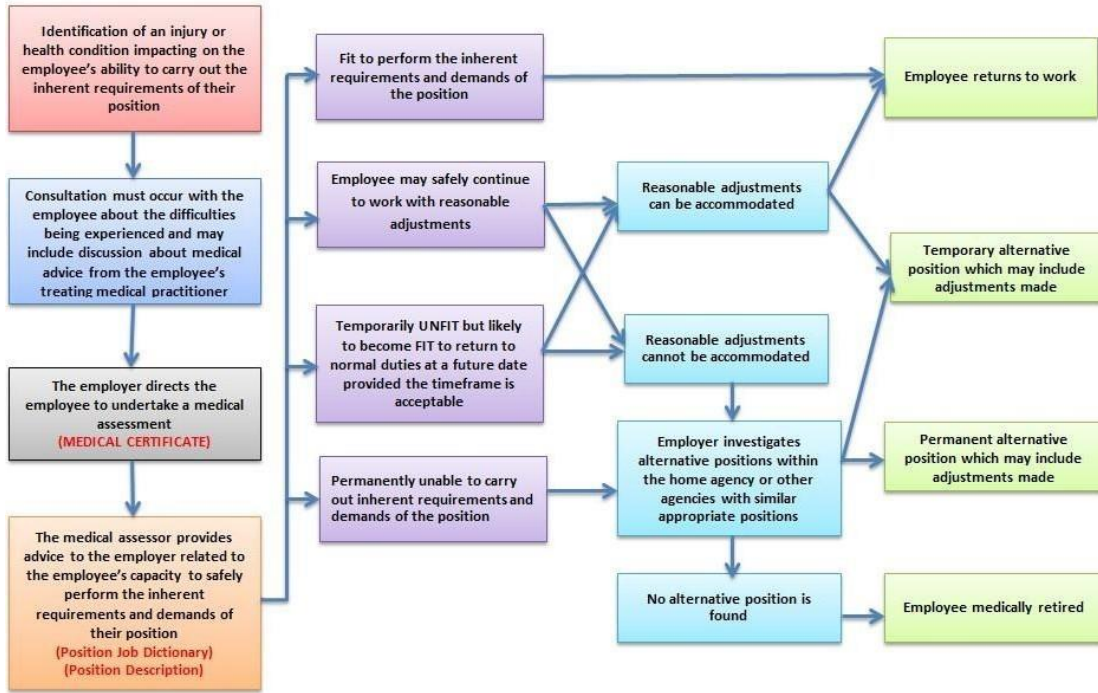
- ✓ **Miniatures**

Worn on jackets (not shirts) at evening receptions and dinners.

Awards made to next-of-kin

Family members marching in honour of their forebears at commemorative events (such as ANZAC Day or Remembrance Day) should wear the medals on the right breast to indicate the medals are not their own.

FITNESS FOR DUTIES FLOW CHART



APPENDIX C - Recruitment

Bush Fire Operating Procedure - Recruitment Program

Overview

This operating procedure is to stipulate processes and accountabilities by The Shire of Nannup Fire Service for ensuring all new recruits are provided with the information, instruction and training to become a member in an efficient and competent manner.

SCOPE

The requirement of this procedure applies to all Shire of Nannup Fire Service Brigade new recruits and is subject to provisions outlined in this procedure.

REFERENCES

DEFINITIONS and ABBREVIATIONS

SoNFS	Nannup Fire Service
CBFCO	Chief Bushfire Control Officer
CESM	Community Emergency Services Manager
RFF	Recruit Fire fighter
PFF	Probationary Fire fighter
PPC	Personal Protective Clothing

ACTIONS

4.1 Potential New Recruit

The Recruitment Officer shall undertake an informal interview and provide the potential new recruit with a tour of the station, fire appliances, and details on how the brigades are structured and overall operations of the Shire of Nannup Fire Service.

During the first meeting the potential new recruit is to complete a membership form. Subsequent meeting with the potential new recruit is to be undertaken during the first available brigade training session and complete an Emergency Contact form.

All documentation is to be provided to the Recruitment Officer within two weeks of attending subsequent meeting/session as follows:

- Bush Fire Service Membership Application Form
- Valid Driver Licence (if driving appliances)
- Volunteer National Police Check – If required
- Medical Assessment – If required
- Other Relevant Certificates (i.e. First Aid)

The Brigade Captain or Secretary shall be responsible for maintaining all potential new recruit personnel details, a file shall be established and contain a copy of a driver license, relevant certificates and qualifications including the completion of the Membership Form and a copy is to be provided to the Shire of Nannup.

Upon the successful completion of the above process and the satisfaction of the Brigade Captain can appoint the new recruit as a RFF.

A copy of the approved Membership Form shall be forwarded to the CESM.

4.2 Recruit Fire Fighter

4.2.1 Induction

The Captain in consultation with the Brigade Training Officer shall ensure and arrange all RFFs undertake and complete the following mandatory training sessions before attending the Bush Fire Fighting Course:

WHS

All RFF training sessions shall be carried out at brigade level and recorded in the RFFs personnel file.

4.2.2 Equipment Issue

The Captain in consultation with the Brigade Equipment Officer shall ensure and arrange all RFFs are issued spare (temporary) PPC and equipment to cover scheduled Bush Fire Fighting course.

4.2.3 Nomination Form

Upon the completion of items 4.2.1 – 4.2.3 inclusive, the Brigade Training Officer shall arrange with the recruit access to DFES eAcademy and help them nominate for introductory DFES bushfire courses.

4.3 Completion of Bush Fire Fighting Training Course

Captain shall provide the Brigade Secretary the membership details of the new RFF to be added to the brigade contact list and membership spreadsheet.

4.4 Probationary Firefighter

The Brigade Training Officer shall provide a Brigades **The Brigade** Training Officer in consultation with the Brigade Captain shall be responsible for ensuring all PFFs are assigned with a brigade Mentor to ensure PFFs achieve all the appropriate competencies and technical experience during their probationary period.

Upon the successful completion of the SoN Probationary Firefighter Skill Log Book and the satisfaction of the appointed Mentor, Brigade Training Officer and Brigade Captain, the PFF can be appointed a Firefighter.

Captain shall arrange and update the Brigade Email/Pager Call System of all those who attended and completed the course.

Probationary period must not exceed 12 months

4.5 Issue of New PCC

Upon the completion of the SoN Probationary Firefighter Skill Log Book and the successful completion of all relevant introductory DFES courses, the Brigade Equipment Officer will arrange the supply of new PPC to the PFF.

4.6 Firefighter

4.6.1 Firefighter Promotion

Following the successful completion of the Brigade Probationary Firefighter Skill Log Book and the probationary period review the probationary period will end.

During the next scheduled Brigade Monthly Meeting, Firefighter promotion will be announced by the Brigade Captain, a Certificate of Promotion and Helmet Firefighter stickers are presented.

Completed and approved Brigade Probationary Firefighter Skill Log Books are to be filed with the member's personnel records.

4.6.2 Update Brigade Membership List

The Brigade Captain shall provide Firefighter rank promotion details to Brigade Secretary who will forward to the Cesm to add to the SoN Membership List which will then be disseminated to all members of the brigades

APPENDIX E - Flow Charts

These are the Shire's guidelines for becoming a Crew Leader, Lieutenant, Captain and FCO. These training requirements have been put in place so that members are suitably qualified to carry out incident management positions both in the Shire of Nannup and outside our area. These are recommended guidelines only but the AIIMS ie. Crew Leader, Sector Commander, AIIMS2017 and Incident Controller and driver training are essential qualifications for nomination to these positions.

Shire of Nannup Volunteer Bushfire Brigades Recommended Guidelines

Crew Leader

- 1. Years Active Service**
- 2. Introduction Structural Fire Fighting**
- 3. Machine Supervision**
- 4. Off Road/On Road Driving**
- 5. Crew leader/Advanced Bush Fire Fighting**

Lieutenant

- 1. 2 Years Active Service**
- 2. Ground Controller**
- 3. Sector Commander**
- 4. Volunteer Leadership**

Captain or FCO

- 1. 2 Years Active Service (leadership role)**
- 2. AIIMS 2017**
- 3. Incident Controller Level 1**
- 4. Fire Control Officer**

