

SHIRE OF KOJONUP

# Kojonup



## Kojonup Bush Fire Advisory Committee

AGENDA  
RECEPTION ROOM

7:00pm Tuesday, 8<sup>th</sup> of November 2022

## **BUSHFIRE ADVISORY COMMITTEE TERMS OF REFERENCE**

Established under *Section 67 of the Bush Fires Act 1954*.

### **Terms of Reference**

The Bush Fire Advisory Committee is established for the purpose of:

- a) Advising the Shire regarding all matters relating to the preventing, controlling and extinguishing of bush fires;
- b) The planning of the layout of firebreaks in the district;
- c) Prosecutions for breaches of this Act;
- d) The formation of bush fire brigades and the grouping thereof under group brigade officers (in accordance with any local laws);
- e) Recommendations on Fire Control Officer positions;
- f) Feedback on the Council's Fire Break Notice;
- g) Specific requirements from each brigade with regard to:
  - Protective Personal Equipment;
  - Equipment and vehicles resources required; and
  - Training Requirements;
- h) The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities; and
- i) Any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

### **Other:**

- a) The Bush Fire Advisory Committee shall include an elected member of the Council;
- b) The committee shall elect one of their members to be chairman;
- c) The quorum required for the transaction of business at meetings of the committee is set at 50%

### **Membership**

Voting Members (9 in total)

- Councillors x2 (Currently Cr Radford and Cr Webb);
- The President of the Kojonup Bushfire Association;
- The Chief Bush Fire Control Officer;
- The Deputy Chief Bush Fire Control Officer;
- Senior Fire Control Officer (Zulu)
- Senior Fire control Officer (Zulu)
- Secretary of the Kojonup Bushfire Association
- Captain of the Volunteer Fire and Rescue Service

### **Observers**

- The Chief Executive Officer (CEO)
- Shire Delegates x2
- Muradup Town Fire Control Officer (FCO)

**AGENDA FOR THE KOJONUP BUSH FIRE ADVISORY COMMITTEE MEETING**  
**HELD 9 FEBRUARY 2022**

TABLE OF CONTENTS

1.	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	5
2.	ATTENDANCE & APOLOGIES	5
3.	SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	6
4.	PUBLIC QUESTION TIME	6
5.	APPLICATIONS FOR LEAVE OF ABSENCE	6
6.	CONFIRMATION OF MINUTES	6
7.	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	6
8.	PETITIONS, DEPUTATIONS & PRESENTATIONS	6
9.	DECLARATIONS OF INTEREST	6
10.	STATUS REPORTS	7
11.	GENERAL ITEMS	9
12.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	10
13.	LATE ITEMS	10
14.	NEXT MEETING	10
15.	CLOSURE	10

## A G E N D A

### 1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member declared the meeting open at      pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

### 2. ATTENDANCE & APOLOGIES

#### **MEMBERS**

Ned Radford	Councillor (Presiding member)
Paul Webb	Councillor
Digby Stretch	President Kojonup Bush Fire Association
Denise Berryman	Secretary of the Kojonup Bush Fire Association
Roger House	Deputy Bush Fire Control Officer
Nick Trethowan	Senior Bush Fire Control Officer
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service
Ross Fryer-Smith	Senior Bush Fire Control Officer
Tony Fisher	Chief Bush Fire Control Officer

#### **OBSERVERS**

Bob Francis	Kojonup Bushfire Brigade Member
Grant Thompson	Chief Executive Officer
Robert Jehu	Manager Regulatory Services
Kevin Bransby	Community Emergency Services Manager
Estelle Lottering	Regulatory Services Administrator (Minute taker)
Emelee Peet	Bushfire Risk Planning Coordinator
Derek Jones	District Officer – Rural - DFES
Stephanie Swain	Ranger

3. **SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

4. **PUBLIC QUESTION TIME**

5. **APPLICATIONS FOR LEAVE OF ABSENCE**

6. **CONFIRMATION OF MINUTES**

Minutes of the Bushfire Advisory Committee Meeting held on 9<sup>h</sup> August 2022 was previously circulated under separate cover.

**COMMITTEE DECISION**

**That the minutes of the Bushfire Advisory Committee Meeting held 9<sup>th</sup> of August 2022 be confirmed as a true record.**

**Moved by**

**Second by**

7. **ANNOUNCEMENTS**

8. **PETITIONS, DEPUTATIONS & PRESENTATIONS**

9. **DECLARATIONS OF INTEREST**

10. **STATUS REPORTS**

**10.1 2022/2023 Fire Season Update**

As of 7<sup>th</sup> of November 2022, there have been no fires reported to the Shire:

Shire of Kojonup – Bushfire Advisory Committee Meeting – 8 November 2022

Fires for Fire Brigades 2021 - 2022													
Brigade	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup	0	0	0	0	0	0	0	0	0	0	0	0	0
Boscabel	0	0	0	0	0	0	0	2	1	0	0	0	3
Changerup	0	0	0	0	0	1	0	0	0	2	1	0	4
Cherry Tree Pool	0	0	0	0	0	0	0	0	0	1	0	0	1
Jingalup	0	0	0	0	0	1	2	2	1	3	0	1	10
Kojonup	0	0	0	0	0	0	1	0	1	0	1	0	3
Lumeah	0	0	0	0	0	0	0	0	0	0	0	0	0
Mobrup	0	0	0	0	0	0	0	0	0	0	1	0	1
Muradup	0	0	0	0	0	0	2	0	1	2	0	0	5
Orchid Valley	0	0	0	0	0	0	0	0	0	2	0	0	2
Qualeup	0	0	0	0	0	0	0	0	0	1	0	0	1
Ryans Brook	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>11</b>	<b>3</b>	<b>1</b>	<b>30</b>

Fires for 2020 - 2021 by Brigades													
Brigade	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup													
Boscabel													
Changerup								1		2			3
Cherry Tree Pool					1			1			1		3
Jingalup							1	4					5
Kojonup								5		1			6
Lumeah							1	2					3
Mobrup											1		1
Muradup					2								2
Orchid Valley								1	1				2
Qualeup							1	1					2
Ryans Brook							1	1	1				3
<b>Total</b>					<b>3</b>		<b>4</b>	<b>16</b>	<b>2</b>	<b>3</b>	<b>2</b>		<b>30</b>

This compares with the following data for the previous four years.

Fires for 2019-2020 by Brigades													
Brigade	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup													0
Boscabel						3	1						4
Changerup							1						1
Cherry Tree Pool							1						1
Jingalup								1		2			3
Kojonup										2			2
Lumeah							1	1	1	3			6
Mobrup									1		1		2
Muradup					1		1		1				3
Orchid Valley											1		1
Qualeup										1			1
Ryans Brook							1						1
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>25</b>

Fires for 2018 - 2019 by Brigades													
Brigade	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup													0
Boscabel													0
Changerup					1	1			2				4
Cherry Tree Pool						1	1		1				3
Jingalup						1	4		3		1		9
Kojonup						1	2		1	1	3	1	9
Lumeah						3	1		1	1	2		8
Mobrup							1				1		2
Muradup									2				2
Orchid Valley									1				1
Qualeup						1					2	1	4
Ryans Brook							1						1
<b>Total</b>	0	0	0	0	1	8	10	0	11	2	9	2	43

Fires for 2017 - 2018 by brigade													
Brigade	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup										1			1
Boscabel													0
Changerup											1		1
Cherry Tree Pool										1			1
Jingalup						1				1	1		3
Kojonup					6	1				4	2		13
Lumeah					1				2	1	3		7
Mobrup											1		1
Muradup						1							1
Orchid Valley						1							1
Qualeup											1		1
Ryans Brook						1							1
<b>Total</b>	0	0	0	0	8	4	0	0	3	7	9	0	31

Fires for 2016 - 2017 by brigades													
Brigade	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup											1		1
Boscabel													0
Changerup						1							1
Cherry Tree Pool					1	1							2
Jingalup								1			2		3
Kojonup							1						1
Lumeah													0
Mobrup													0
Muradup										2	1		3
Orchid Valley									1				1
Qualeup													0
Ryans Brook								1			1		2
<b>Total</b>	0	0	0	0	1	2	1	2	1	2	5	0	14

## 11 GENERAL ITEMS

- Bushfire Brigade Standard Operating Procedures – Kevin Bransby
- Bushfire Talking Point – Kevin Bransby on behalf of Derek Jones
- Derek Jones talking points in his absence – Kevin Bransby
- Digby Stretch – AFDRS

**12**    **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**13**    **LATE ITEMS**

**14**    **NEXT MEETING**

Will be on the 7<sup>th</sup> of February at 7:00pm

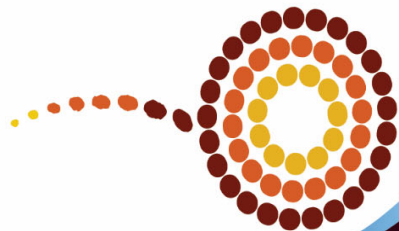
**15**    **CLOSURE**

There being no further business to discuss the Presiding Member thanked the members for their attendance and declared the meeting closed at \_\_\_\_\_ pm.



BUSH FIRE BRIGADE  
STANDARD OPERATING PROCEDURES

# Kojonup



*One community, many choices*

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# ENDORSEMENTS

Endorsed by BFAC:

BFAC Chair: \_\_\_\_\_

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

Endorsement by Council:

Motion Number: \_\_\_\_\_ Date: \_\_\_\_\_

Shire President: \_\_\_\_\_

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

## AMENDMENT RECORD

NO.	DATE	AMENDMENT DETAILS	AUTHOR
1	November 2022	Document First Initial Write	Kevin Bransby
2			
3			
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10			

## Table of Contents

ENDORSEMENTS .....	2
AMENDMENT RECORD.....	3
ACRONYMS.....	8
CHAIN OF COMMAND.....	10
PART 1 – ADMINISTRATION .....	11
1. OBJECTIVES AND VALUES.....	11
1.1 Objectives.....	11
1.2 Values.....	11
2. MEMBERSHIP .....	11
2.1 New Membership Application .....	11
2.2 Conditions of Membership .....	11
2.3 Induction .....	12
2.4 Change of Details .....	12
2.5 Drivers Licence .....	12
3. MEETING OF THE BUSH FIRE BRIGADE .....	13
3.1 Ordinary Meeting.....	13
3.2 Annual General Meeting.....	13
3.3 Special Meeting.....	13
3.4 Quorum .....	13
3.5 Voting .....	13
4. BRIGADE ELECTIONS .....	14
4.1 Nomination of Candidates for Brigade Elections .....	14
4.2 Captain .....	14
Role .....	14
Duties and Responsibilities .....	14
Criteria of Captain .....	15
Qualifications of Captain.....	15
4.3 Lieutenant .....	15
Role .....	15
Duties and Responsibilities .....	15
Criteria of Lieutenant .....	16
Qualifications of Lieutenant.....	16
5. Bush Fire Advisory Committee elections .....	16
5.1 Fire Control Officer.....	16
Role .....	16

Duties and Responsibilities .....	16
Criteria of Bush Fire Control Officer.....	17
Qualifications of Bush Fire Control Officer .....	17
5.2 Senior Bush Fire Control Officer (SBFCO).....	17
Role .....	17
Criteria of SBFCO.....	17
Qualifications of Senior Bush Fire Control Officer .....	18
5.3 Deputy Chief Bush Fire Control Officer (DCBFCO) .....	18
Role .....	18
Criteria of DCBFCO .....	18
Qualifications of Deputy Chief Bush Fire Control Officer .....	19
5.4 Chief Bush Fire Control Officer (CBFCO) .....	19
Role .....	19
Criteria of Chief Bush Fire Control Officer .....	20
Qualifications of Chief Bush Fire Control Officer .....	20
5.5 Fire Weather Officer .....	20
Role .....	20
Criteria of Fire Weather Officer .....	20
Qualifications of Fire Weather Officer .....	20
6. Rules .....	21
7. Amendment to Administration Procedure Manual .....	21
<b>PART 2 - STANDARD OPERATING PROCEDURES .....</b>	<b>22</b>
<b>INTRODUCTION .....</b>	<b>22</b>
<b>SOP.1 Driving Guidelines for Bush Fire Brigades .....</b>	<b>22</b>
Introduction .....	22
Procedure.....	22
Driving Conditions for Bush Fire Brigade Personnel .....	22
Fire Call Conditions Code 1 .....	22
Normal Road Conditions Code 2 .....	23
Driving Requirements for Offroad Use .....	23
General.....	23
Turn Out Procedure .....	23
<b>SOP.2 Personnel Protective clothing &amp; Equipment .....</b>	<b>24</b>
Standard of dress for all Fire Fighting Personnel .....	24
Recommended Standard for Bush Fire Fighting .....	24
Equivalent Standard .....	24

SOP.3 Alcohol and Drug Consumption.....	24
Procedure.....	24
SOP.4 Crewing of Brigade Fire Appliances.....	24
Procedure.....	24
SOP.5 Detection of Fires, Shire Response and Mobilisation of Brigades.....	25
Detection and Reporting of Fires.....	25
Shire Response to Calls.....	25
During Prohibited Fire Season.....	25
During Restricted and Unrestricted Fire Season.....	25
SOP.6 Smoke Affected Roads.....	25
Procedure.....	25
Gazetted Roads under the Care & Control of the Local Government.....	25
Gazetted Roads under the Care & Control of Main Roads (MRWA).....	25
SOP.7 Accident Reporting.....	26
Procedure.....	26
sop.8 drip torches.....	26
Procedure.....	26
sop.9 electrical hazards.....	27
Procedure.....	27
Power lines/pole top fires.....	27
sop.10 refilling of motors.....	28
General.....	28
Filling Fuel Containers.....	28
SOP.11 Mutual – Between Shires and Regions.....	29
Introduction.....	29
Shire turnout responsibilities.....	29
Resource Request.....	29
SOP.12 First Aid.....	30
Procedure.....	30
SOP.13 Deceased Person / Preservation of Scene.....	30
Procedure.....	30
SOP.13 Incident Notification Procedures.....	30
Incident Controller.....	30
Brigades.....	30
SOP.14 Vehicle Fires Outside of Gazetted Town Site.....	31
Introduction.....	31

Procedure .....	31
SOP.15 Structure Fires Outside of Gazetted Town Site .....	31
Introduction .....	31
Procedure.....	31
SOP.16 Harvest & Vehicle Movement Bans.....	32
Introduction .....	32
Procedure.....	32
SOP.17 Back Burning during Bushfire Incidents.....	33
Introduction .....	33
Procedure.....	33
SOP.18 Issuing of Burning Permits.....	33
Procedure.....	33
SOP.19 Farmer Response Vehicles on the Fire Ground .....	34
Introduction .....	34
Procedure.....	34
SOP.20 Burning during Restricted Burning Period.....	34
Introduction .....	34
Restricted Burning Period .....	34

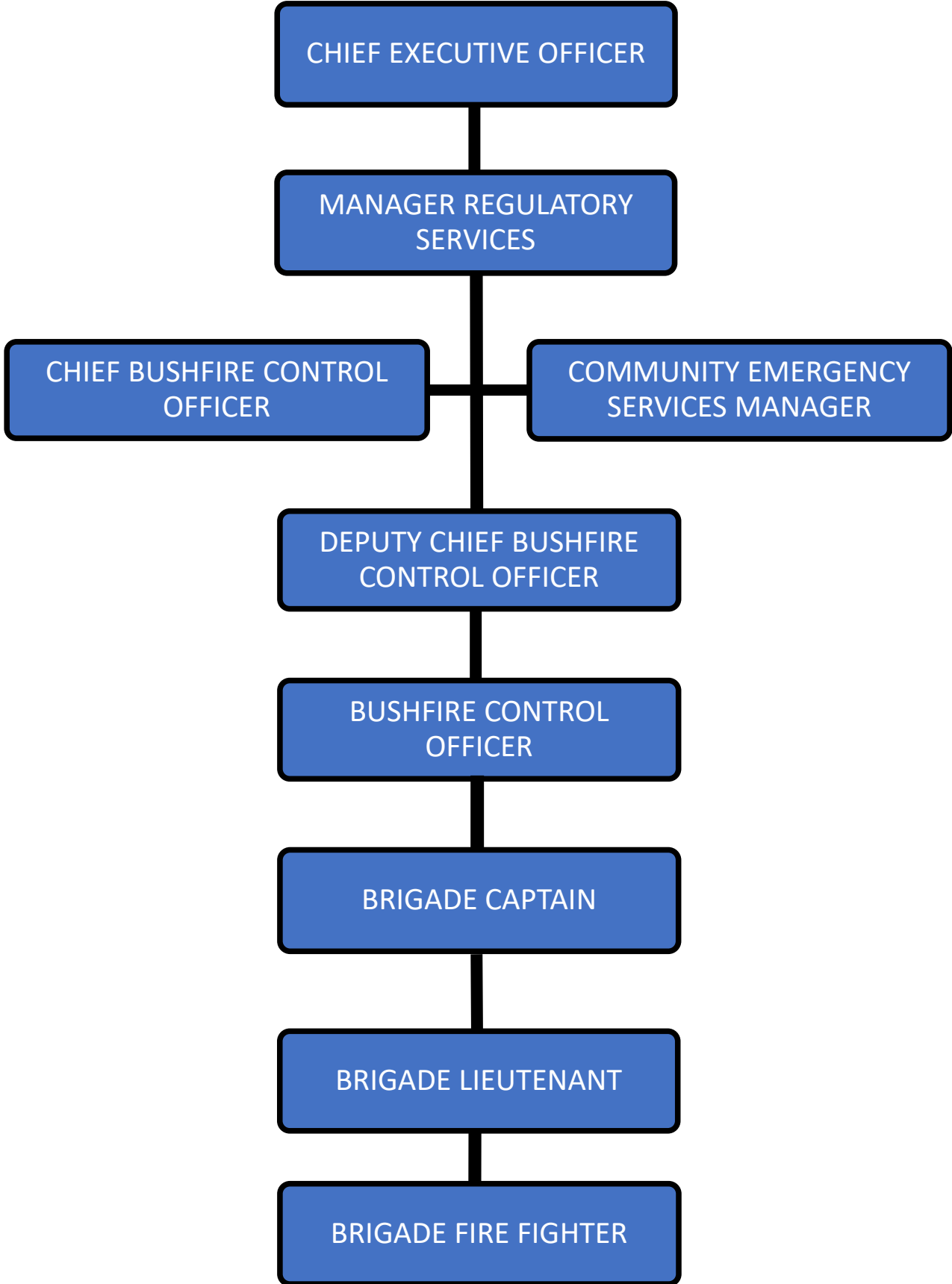


## ACRONYMS

Acronym	Definition
AAS	Air Attack Supervisor
AFDRS	Australian Fire Danger Ratings System
AIIMS	Australasian Inter-Service Incident Management System
BoM	Bureau of Meteorology
CBFCO	Chief Bush Fire Control Officer
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
COMCEN	Communications Centre (DFES)
DBCA	Department of Biodiversity, Conservation & Attractions
DCBFCO	Deputy Chief Bush Fire Control Officer
DFES	Department of Fire & Emergency Services
FCO	Fire Control Officer
FCP	Forward Control Point
FWO	Fire Weather Officer
GC	Ground Controller
IC	Incident Controller
ICC	Incident Control Centre
IMT	Incident Management Team
LACES	Lookouts – Awareness – Communication – Escape Routes – Safety Zone
PAFTACS	Position & Property – Area – Fuel – Time to Control – Communications - Surface Wind
RDC	Regional Duty Coordinator
SAP	Standard Administration Procedure
SEMC	State Emergency Management Committee
SitRep	Situation Report
SMEACS	Situation – Mission – Execution - Administration & Logistics - Command & Communications - Safety

SOP	Standard Operating Procedure
VCP	Vehicle Control Point
WAERN	Western Australian Emergency Radio Network

CHAIN OF COMMAND



# PART 1 – ADMINISTRATION

## 1. OBJECTIVES AND VALUES

### *1.1 Objectives*

The Shire of Kojonup Volunteer Bush Fire Brigades and the Shire of Kojonup shall undertake the following objectives:

- Provide timely, quality, and effective emergency service,
- Minimize the impact of emergencies on the community,
- Work with the community to increase bush fire awareness and fire prevention,
- Endeavour to ensure that active Brigade members training requirements are maintained and documented to meet the Shire’s minimum training standard,
- Ensure all operational equipment is serviceable and available for emergencies,
- Provide a workplace where every individual is treated with respect, in an environment free from discrimination or harassment,
- Work cohesively with other Agencies,
- Report to Council on matters referred to the Brigades by the Council, through the Shire of Kojonup Bush Fire Advisory Committee.

### *1.2 Values*

Members are to always adopt the following principles when representing the Bush Fire Brigades of the Shire of Kojonup.

These values shall include:

- Put the community first,
- Act with integrity and honesty,
- Work together as a committed team,
- Strive to keep ourselves and others safe,
- Respect and value the contribution of others,
- Have open and honest two-way communication; and
- Continuously develop our skills to service the community.

## 2. MEMBERSHIP

### *2.1 New Membership Application*

- A new member is to complete an Emergency Services Volunteer Membership Application Form (Appendix 1) and accept the Shire of Kojonup conditions for membership.
- The Application must be endorsed by the Shire of Kojonup and DFES.

### *2.2 Conditions of Membership*

The Conditions of Membership shall refer to:

- Active Firefighters
- Cadets
- Auxiliary Members

It is recommended that all Volunteer Bush Fire members complete the DFES Volunteer Bushfire Fighter Pathway; this is inclusive of the following DFES courses:

- AIIMS Awareness (Online)
- Rural Fire Awareness

Prior to the commencement of active fire fighter duties.

Volunteers may not to be considered ready for active duty until all units have been completed. This is at the discretion of the Captain, Deputy Chief Bush Fire Control Officer, Chief Bush Fire Control Officer , Community Emergency Services Manager and Shire of Kojonup Chief Executive Officer.

Members must comply with the legislative requirements of:

- Bush Fires Act 1954 and Bush Fires Regulations 1954,
- Work Health and Safety Act 2020,
- Fire and Emergency Services Act 1998,
- Emergency Management Act 2005,
- Equal Opportunity Act 1984, and
- The established guidelines of the Volunteer Bush Fire Brigade,
- Shire of Kojonup Bush Fire Administration Procedures and Standard Operating Procedures.

### *2.3 Induction*

All new members shall be provided with a formal induction. New members will be:

- Introduced to Brigade members and shown all Brigade facilities (If applicable),
- Instructed about any safety requirements,
- Made aware of Brigade duties and responsibilities,
- Provided with a mentor until such time as they are familiar with normal Brigade activities and operational requirements, and
- Be informed that all Personal Protective Equipment (PPE) and Personal Protective Clothing (PPC) issued to them by the Brigade and the Shire of Kojonup is for Brigade activities only and remains the property of the Shire of Kojonup.

### *2.4 Change of Details*

The Shire of Kojonup and Department of Fire and Emergency Services are to be notified of any change of personal details by completing an Emergency Services Volunteer Application Form (Appendix 1) or Volunteer Bushfire Brigade Update of Membership Form (Appendix 2) and forwarding it to the Shire of Kojonup within fourteen (14) days of the change.

### *2.5 Drivers Licence*

All drivers of vehicles are required to hold a current Western Australian driver's license for the class of vehicle that is to be driven. Any traffic offence that results in a suspension or loss of license must be reported to the Brigade Captain or Fire Control Officer immediately.

### 3. MEETINGS OF THE BUSH FIRE BRIGADE

All meetings of the Bush Fire Brigade shall be minuted.

#### 3.1 Ordinary Meeting

- The Brigade may at any time call an ordinary meeting of its members,
- The Brigade shall hold a minimum of two (2) ordinary meetings each financial year, one to be in conjunction with the Brigade AGM.

#### 3.2 Annual General Meeting

- The Brigade shall hold an annual general meeting in accordance with this Bush Fire Administration Manual,
- A Report shall be presented to the membership by the Captain,
- At this meeting all Office Bearing Positions will be declared Vacant,
- The new office bearers will assume the positions as of the date of the AGM.
- The AGM should be held prior to the April Bush Fire Advisory Committee meeting.

#### 3.3 Special Meeting

- The Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Brigade Captain, or Chief Executive Officer may at any time convene a special meeting of the Brigade.
- The Secretary of the Brigade must convene a special meeting when a written request is made by not less than six (6) active members of the Brigade.
- The names of the members requesting the special meeting are to be recorded in the minutes of the meeting.

#### 3.4 Quorum

A quorum is required for all meetings this shall consist of:

- Not less than 25% of the active Brigade members. Exclusive of the Captain and Secretary.
- No business is to be transacted at a meeting of the Bush Fire Brigade unless a quorum of Brigade members is present.

#### 3.5 Voting

- Each Active Brigade member present at the meeting shall be entitled to vote.
- The Brigade Captain may during the meeting have a deliberative vote and in the case of a tied vote may exercise a 'Captain's Vote'
- Proxy votes are permitted at an AGM for the Election of Captain and Lieutenants subject to nominations being received 7 days prior to the AGM.
- In the event of achieving no nominations for the Captain, Secretary or Lieutenant during AGM an election '*in absentia*' of the most qualified members may occur.

## 4. BRIGADE ELECTIONS

### 4.1 Nomination of Candidates for Brigade Elections

Pursuant to Section 43 of the Bush Fires Act 1954.

*“A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties”.*

The Brigade shall nominate the below positions from their member list to be considered for appointment by council through the BFAC at the April BFAC AGM.

- Nominations are required to be presented at the Annual General Meeting.
- For an operational position a person can only be nominated by a brigade member who has been a listed as an active fire fighter for a minimum of twelve (12) months.
- A nomination for an operational position must be endorsed by a brigade member with a minimum of twelve (12) months as a listed active fire fighter. Each member is only entitled to nominate one person per position.
- For non-operational positions, a person can only be nominated by a Brigade member who is from that Brigade with a minimum of twelve (12) months as a Brigade member.
- A nomination for a non-operational position must be endorsed by a second Brigade member with a minimum of twelve (12) months as a Brigade member.
- Nominees must indicate acceptance of nomination.

### 4.2 Captain

#### Role

The Captain of a Volunteer Bush Fire Brigade shall be responsible for the leadership and management of Brigade firefighting activities. The Captain will also act as a role model and mentor for members of the Brigade the Captain should always act with integrity and consider each member equally. All decisions should be in the interest the Brigade and its membership.

The position reports to the CBFCO on Brigade related matters and represents the Brigade at the Kojonup Bush Fire Association Committee. The Captain may delegate authority to another operational Brigade member to represent the Captain at the Association meeting.

#### Duties and Responsibilities

Duties and responsibilities of the Brigade Captain include:

- Demonstrate positive leadership and mentor Lieutenant and Brigade members,
- Command, control and confidently manage firefighting activities at emergency incidents,
- To ensure AIIMS Incident Control System is implemented and maintained during all emergency incidents,
- Maintain a personal logbook with a record of events and decisions that occur at an incident;
- Conduct Brigade briefings and post incident analysis of any incident involving firefighting or Brigade management issues,

- To ensure Brigade members deployed for operational duties have the competencies to complete the task or duty assigned and hold current qualifications to carry out the functions required, in accordance with this document,
- To undertake responsibility for the proper management and maintenance of Brigade property and equipment,
- Ensure conduct of bush fire Brigade members is in accordance with the Shire of Kojonup Policies, Procedures, Operating Guidelines and SOP's,
- Report any injuries of personnel or damage to fire fighting vehicles as soon as possible to the Shire of Kojonup.

#### *Criteria of Captain*

- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations
- Ability to perform under stressful conditions

#### *Qualifications of Captain*

- A minimum of 3 years firefighting experience and preferable time spent as a Lieutenant.
- The following courses are recommended for the position of Captain:
  - AIIMS awareness (online)
  - Rural Fire Awareness

If the nominee has not completed these courses, then the appointment will be at the discretion of the CBFCO, DCBFCO and in consultation with the CEO Shire of Kojonup.

#### *4.3 Lieutenant*

##### *Role*

The Lieutenant of a Volunteer Bush Fire Brigade shall be responsible for the leadership and management of Brigade firefighting activities in the absence . The Lieutenant will also act as a role model and mentor for members of the Brigade. The Lieutenant should always act with integrity and consider each member equally. All decisions should be in the interest the Brigade and its membership.

The position reports to the Captain on Brigade related matters for presentation at the Kojonup Bush Fire Association Committee.

##### *Duties and Responsibilities*

Duties and responsibilities of the Brigade Lieutenant include:

- Demonstrate positive leadership and mentor Brigade members,
- Command, control and confidently manage firefighting activities at emergency incidents,
- To ensure AIIMS Incident Control System is implemented and maintained during all emergency incidents,
- Maintain a personal logbook with a record of events and decisions that occur at an incident;
- Conduct Brigade briefings and post incident analysis of any incident involving firefighting or Brigade management issues,



- To ensure Brigade members deployed for operational duties have the competencies to complete the task or duty assigned and hold current qualifications to carry out the functions required, in accordance with this document,
- To undertake responsibility for the proper management and maintenance of Brigade property and equipment,
- Ensure conduct of bush fire Brigade members is in accordance with the Shire of Kojonup Policies, Procedures, Operating Guidelines and SOP's,
- Report any injuries of personnel or damage to fire fighting vehicles as soon as possible to the Shire of Kojonup.

#### *Criteria of Lieutenant*

- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations
- Ability to perform under stressful conditions

#### *Qualifications of Lieutenant*

- A minimum of 2 years firefighting experience.
- The following courses are recommended for the position of Lieutenant:
  - AIIMS awareness (online)
  - Rural Fire Awareness

If the nominee has not completed these courses, then the appointment will be at the discretion of the Captain.

## 5. BUSH FIRE ADVISORY COMMITTEE ELECTIONS

The Kojonup Bush Fire Association Committee shall nominate the below positions from their member list to be considered for appointment by council through the BFAC at the April BFAC AGM.

### *5.1 Fire Control Officer*

#### *Role*

A Fire Control Officer is a delegated representative of the Local Government 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 firefighting and fire prevention strategies within the local community.

A Fire Control Officer must be able to demonstrate experience in wildfire behavior, AIIMS and knowledge of the area. The person in this position must be able to interpret provisions of the Bush Fires Act 1954 and the Bush Fires Regulations 1954 and be confident with communication skills.

This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

A Fire Control Officer may hold jointly the position of Brigade Captain.

#### *Duties and Responsibilities*

Duties and responsibilities of the Bush Fire Control Officer include:

- Authorise permits for hazard reduction burns within the Shire of Kojonup in accordance with the Bush Fires Act 1954;
- Identify and conduct risk assessments of fire hazards within the Shire of Kojonup;
- Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government
- Maintain a personal logbook to include a record of events and decisions during an incident
- Take control, command and manage resources during wildfire or hazard reduction burns within the Brigade area they are appointed.
- To take control of firefighting operations at a wildfire outside their Brigade area where no other Brigade Captain or Fire Control Officer is present.
- Demonstrate Positive leadership and mentor Captains and Brigade members.
- Provide advice to the CBFCO as to when harvest and vehicle movement bans should be applied.

#### *Criteria of Bush Fire Control Officer*

- Knowledge of managing a volunteer organisation
- Knowledge of all Fire Response Plans in the Shire of Kojonup
- Knowledge of the Bush Fires Act 1954
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations
- Ability to perform under stressful conditions

#### *Qualifications of Bush Fire Control Officer*

- Minimum 5 years of firefighting experience
- Following courses completed:
  - AllIMS awareness
  - Rural Fire Awareness
  - Fire Control Officer

If the nominee has not done a course, they must endeavour to complete the next available course as soon as reasonably practicable and in this situation the appointment will be at the discretion of the CBFCO, in conjunction with the CEO Shire of Kojonup.

### *5.2 Senior Bush Fire Control Officer (SBFCO)*

#### *Role*

The role of Senior Bush Fire Control Officer is that of a leader, decision maker, and planner and assists the DCBFCO in managing the Bush Fire Organisation. The SBFCO performs the role of DCBFCO when the DCBFCO is unavailable.

#### *Criteria of SBFCO*

- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions

- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Kojonup.
- Currently holds all the preferred qualifications of the Fire Control Officer.
- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Kojonup
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Ability to attend further fire and emergency management training.

#### *Qualifications of Senior Bush Fire Control Officer*

- Minimum 6 years firefighting experience
- Following courses completed:
  - Aims Awareness
  - Rural Fire Awareness
  - Fire Control Officer
- Please note further training along the DFES pathways is encouraged

If the nominee has not completed a course, they must endeavour to complete the next available course as soon as reasonably practicable and in this situation the appointment will be at the discretion of the CBFCO, in conjunction with the CEO Shire of Kojonup. It is recommended for a person to continue as a Bush Fire Control Officer they must complete the Bush Fire Control Officers Course or a Refresher Course at intervals of no more than every five years.

#### *5.3 Deputy Chief Bush Fire Control Officer (DCBFCO)*

##### *Role*

The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker, and planner and assists the CBFCO in managing the Bush Fire Organisation. The DCBFCO performs the role of CBFCO when the CBFCO is unavailable.

##### *Criteria of DCBFCO*

- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Kojonup.
- Currently holds all the preferred qualifications of the Fire Control Officer.
- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Kojonup
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Ability to attend further fire and emergency management training.

#### *Qualifications of Deputy Chief Bush Fire Control Officer*

- Minimum 8 years firefighting experience
- Following courses completed:
  - Aims Awareness
  - Rural Fire Awareness
  - Fire Control Officer
- Please note further training along the DFES pathways is encouraged

If the nominee has not completed a course, they must endeavour to complete the next available course as soon as reasonably practicable and in this situation the appointment will be at the discretion of the CBFCO, CESM in conjunction with the CEO Shire of Kojonup. It is recommended for a person to continue as a Bush Fire Control Officer they must complete the Bush Fire Control Officers Course or a Refresher Course at intervals of no more than every five years.

#### *5.4 Chief Bush Fire Control Officer (CBFCO)*

##### *Role*

The role of the Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Organisation in the Shire of Kojonup and not as a 'hands on' fire fighter. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks within the Shire of Kojonup and is to ensure that the following tasks are achieved.

- During wildfire incidents, manage the fire resources of the Shire and Brigades and when necessary, act as the Incident Controller in accordance with State Hazard Plan: Fire.
- Promote the AIIMS Incident Management System to all FCO'S, Brigades and volunteer fire fighters within the Shire of Kojonup and ensure an Incident Controller is appointed for all Incident Levels (1-3).
- Ensure that FCO'S, Brigade Officers and volunteers are trained to a standard commensurate to the risk and equipment within the Brigade and Council area.
- Demonstrate positive leadership and mentor DCBFCOs, FCOs, Captains and Brigade members.
- Promote Community fire prevention as a priority, to identify and reduce fire hazards.
- Develop the fire organisation to control wildfires effectively and efficiently
- Develop and promote the use of Standard Operating Procedures and Guidelines, minimum training standards, identify hazards and assess risk to prevent injury volunteers and implement the principals of WHS for volunteers to develop a safe working environment for fire fighters.
- Ensure welfare preparedness is arranged for the provision of food, medical aid and counselling services for volunteers
- Establish and maintain effective communication and liaison with the Shire of Kojonup, FCO'S, Brigades, DFES, DBCA, Emergency services, statutory authorities and facilitate prompt response to fire incidents.
- Ensure that Brigades are involved in the development of Policy for the preparation of LGGs Capital Fleet program, maintenance programs for Shire of Kojonup and Brigade owned equipment, incident de-briefing of wildfires, welfare and safety of volunteers.
- Promote the values of Volunteer Fire Brigades to the community and within the Brigades.
- Delegate specific tasks to DCBFCO'S, FCO'S, CESM or Brigades.
- Liaise with the Shire of Kojonup, DFES and other organisation to achieve the duties outlined above.

#### *Criteria of Chief Bush Fire Control Officer*

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Kojonup
- Working Knowledge of the Shire of Kojonup Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Kojonup.
- Currently holds all the preferred qualifications of the Fire Control Officer.
- Be a member of the ROAC, BFAC and LEMC. These roles may be delegated to the DCBFCO or SBFCO.

#### *Qualifications of Chief Bush Fire Control Officer*

- Minimum of 10 years firefighting experience
- Following courses completed:
  - AIIMS Awareness
  - Rural Fire Awareness
  - Fire Control Officer
- Please note further training along the DFES pathways is encouraged

If the nominee has not completed a course, they must endeavour to complete the next available course as soon as reasonably practicable and in this situation the appointment will be at the discretion of the BFAC in conjunction with the CEO Shire of Kojonup. It is recommended for a person to continue as a Bush Fire Control Officer they must complete the Bush Fire Control Officers Course or a Refresher Course at intervals of no more than every five years.

#### *5.5 Fire Weather Officer*

##### *Role*

##### *Criteria of Fire Weather Officer*

##### *Qualifications of Fire Weather Officer*

## 6. RULES

- The Brigade may create a list of rules for use within the Brigade Structure
- The Brigade may not make rules inconsistent with:
  - The Bush Fires Act 1954 and Bush Fires Regulations 1954;
  - The Bushfire Administration Manual;
  - Shire of Kojonup Fire Break Orders; and/or
  - Any other Shire of Kojonup Policy or Regulation
- Where the Brigade wishes to make a Policy under this clause or vary or revoke such a rule, the Secretary must, within 14 days of acceptance by the Brigade at an Ordinary Meeting, send a copy of the proposed rule or amendment to the CBFCO and CEO for consideration.

## 7. AMENDMENT TO ADMINISTRATION PROCEDURE MANUAL

The Brigade may, by Resolution, recommend to the Shire of Kojonup Bush Fire Advisory Committee the Administration Procedure Manual be amended, if:

- At least one month's written notice, setting out the terms of the proposed Amendment, is given to each member of the Brigade personally by Email or by post; and
- The resolution is supported at a duly convened meeting of the Brigade by an absolute majority of the Brigade.

Any proposed amendment to the policy manual is subject to the approval of the Shire of Kojonup Bush Fire Advisory Committee and Council in agreement.

The Shire of Kojonup Bush Fire Advisory Committee shall review the Volunteer Bush Fire Brigade Administration Procedure Manual at the meeting held in September each year. Proposed Amendments of Additional Clauses are to be sent to the CEO by Close of Business 31 July. The Shire of Kojonup Bush Fire Advisory Committee will review any proposed amendments to the Administration Procedure Manual and make recommendation to Council for any addition, deletion or amendment.

## PART 2 - STANDARD OPERATING PROCEDURES

### INTRODUCTION

These Standard Operating Procedures (SOPs) are a set of Procedures, Standards and Guidelines approved by Council for the safe and efficient operation of Brigades and Personnel at Emergency Incidents.

These Procedures for Bush Fire Brigades and Operations are a living document that may, from time to time, require updating and additions.

Input from Brigade members is welcome. Should a Brigade member feel that an SOP is unworkable, not practical or needs Amendments or Additions they should raise the matter at their local Brigade Meeting. If the Meeting agrees then it should be raised by the Brigade representative on the Fire Advisory Committee. The Bush Fire Advisory Committee will discuss the matter and make a Recommendation to Council that the SOP be added or amended.

### SOP.1 DRIVING GUIDELINES FOR BUSH FIRE BRIGADES

#### *Introduction*

Driving emergency vehicles under emergency conditions brings with it an added responsibility to the Officer in Charge and the driver of the vehicle. The safety of the community at large should be balanced with the urgency of the Call Out.

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 Standard Operational 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*

##### *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 the Brigade Captain, CBFCO, DCBFCO or CESM to drive the vehicle and where possible complete the DFES approved course for the appropriate class of vehicle.
- Driver holding "P" Plates may drive appliances as part of driver training; however are not to drive to or at emergency/incidents.

##### *Fire Call Conditions Code 1*

- Appliances responding where Life/Property is in danger.
- Emergency Warning Beacons, SIREN and headlights are to be on at all times when travelling to an Operational Emergency incident or at the discretion of the OIC or Crew Leader.
- Rail crossing signals and boom gates to be obeyed at ALL times.
- Drivers and Officers should also refer to DFES issued SOP"s
  - SOP 36 Road Traffic Code
  - SOP 37 Driving Emergency Vehicles
  - SOP 40 Driver Responsibilities

### *Normal Road Conditions Code 2*

When returning to 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

### *Driving Requirements for Offroad Use*

- Vehicle is to operate in 4X4 at all times when driving off road on the fire ground.
- Hubs on vehicles with freewheeling hubs are to be locked in at all times.
- Speed is to be minimised to ensure safety of occupants.

### *General*

- Fire Fighters must at all times, drive with due care and attention and continue to show consideration to other road users.
- 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 brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
- The Maximum speed limit for the vehicle class is to be observed at all times on roadways.
- Brigade units can be used for other uses outside the boundaries of call outs or normal brigade activities. This is by agreement only, the Captain must be informed of vehicle whereabouts in case of call out.

### *Turn Out Procedure*

- All firefighting appliances are to respond as Emergency Vehicles (Code 1) unless instructed otherwise,
- The initial response to fires will be as Emergency Vehicles (**Code 1**). Subsequent support vehicles are to travel under **Code 2** unless otherwise determined by the incident controller.
- Station/Group radio operators may downgrade/upgrade responding vehicles on advice from the Incident Controller.
- For response to fire/incidents or alarms where there is a high life risk factor – e.g. Schools, Hospitals, Nursing Homes, incidents involving aircraft or buses, all vehicles will respond Code 1 unless otherwise determined by the Incident Controller.

**Remember** that to drive under Code 1 condition when it is not expedient or safe to do so is a breach of the Road Traffic Act and could result in driver prosecution.



## SOP.2 PERSONNEL PROTECTIVE CLOTHING & EQUIPMENT

### *Standard of dress for all Fire Fighting Personnel*

Registered Brigade Personnel on the fire grounds must be dressed in accordance with the Department of Fire & Emergency Services recommended industry standard or equivalent. Personnel turning up to fires without the minimum requirement will be advised to dress properly or asked to leave the fire ground.

### *Recommended Standard for Bush Fire Fighting*

- Approved Coveralls (one or two piece) as supplied by the Shire of Kojonup
- Approved Helmet as supplied by the Shire of Kojonup
- Gloves and Goggles as supplied by the Shire of Kojonup
- All personnel are responsible for the availability, condition, care and cleanliness of their own kit.
- Only correctly attired personnel will be permitted to crew Brigade appliances.
- The appearance and conduct of Bush Fire personnel members whilst wearing either operational dress or uniform is to be such that it will not cause any criticism upon the Brigade or the Shire of Kojonup.

### *Equivalent Standard*

- Cotton or woollen long trousers, cotton or woollen long sleeve shirt and safety boots and leather gloves.

## SOP.3 ALCOHOL AND DRUG CONSUMPTION

### *Procedure*

- Bush Fire Brigade personnel shall **NOT** respond to an incident or participate in any Bush Fire operation or activity if alcohol or drugs have been consumed in quantities that contravene any written Law or Policy.
- Alcohol or drugs shall **NOT** be consumed by personnel whilst undertaking any task or function associated with incident response, suppression or recovery phases.
- Alcohol or drugs shall **NOT** be consumed by personnel whilst engaged in training activities associated with operational tasks.
- When driving, personnel must comply with Road Traffic Regulations.

## SOP.4 CREWING OF BRIGADE FIRE APPLIANCES

### *Procedure*

- Bush Fire appliances travelling to and from incidents shall only carry personnel who are safely seated in the cab or on specially designed seating fitted with seat belts and in accordance with the any written Law or Policy relevant to that class of vehicle.
- The exception to this rule is Light tankers which can only be crewed by a maximum of two persons.

## SOP.5 DETECTION OF FIRES, SHIRE RESPONSE AND MOBILISATION OF BRIGADES

### *Detection and Reporting of Fires*

- The normal notification of a fire is through the '000'
- Report all fires to Department of Fire & Emergency Services Communication Centre by telephoning 1800 198 140

### *Shire Response to Calls*

#### *During Prohibited Fire Season*

- On receipt of a report of a fire or other emergency call through 000 an SMS will be made turning out the closest brigade and Central Kojonup BFB

#### *During Restricted and Unrestricted Fire Season*

- Each call will be assessed and a decision as to how many brigades will be turned out will be made.

Systems, procedures and equipment must be installed and maintained with due regard to this *aim* while ensuring fire fighter and public safety.

## SOP.6 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.
- Do not attempt to work in smoke reduced visibility until you are sure the vehicle flow has been cut off.
- The Incident Controller will request Police to provide traffic control at the earliest possible time.

### **Fire fighters working from or on a Gazetted roadway that is part of a fire ground. (Roads will be closed under State Emergency Management Policy No. 4.8)**

- 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
- Where possible fire fighters should look for alternative work environments other than the roadway.

#### *Gazetted Roads under the Care & Control of the Local Government*

- If the Road is a Local Road under the care of the Shire of Kojonup, the Shire or the Incident Controller will close the road. The CESM or CEO shall arrange for the road to be attended to by appropriate qualified staff.
- If police assistance is unavailable, and a detour is not possible, then the Road or Roads are to be closed regardless while fire operations being undertaken from any gazetted roadway.

#### *Gazetted Roads under the Care & 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 be undertaken from any gazetted roadway.

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. Action will be taken. 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. Private vehicle **must** have headlights dipped and beacons flashing (where fitted).

**Brigade personnel have a duty to themselves and the travelling public to ensure that all operations are performed with maximum safety**

## SOP.7 ACCIDENT REPORTING

### *Procedure*

- All accidents and near miss accidents must be reported.
- All accidents and near misses on an operational fire ground must be reported to either the
  - o CBFCO
  - o DCBFCO
  - o CESM
  - o Incident Controller
  - o Brigade Captain
  - o Officer in Charge
- The CBFCO/CESM will arrange for the accident to be investigated and the report will be published and distributed accordingly

## SOP.8 DRIP TORCHES

### *Procedure*

When preparing to use the drip torch, the operator should:

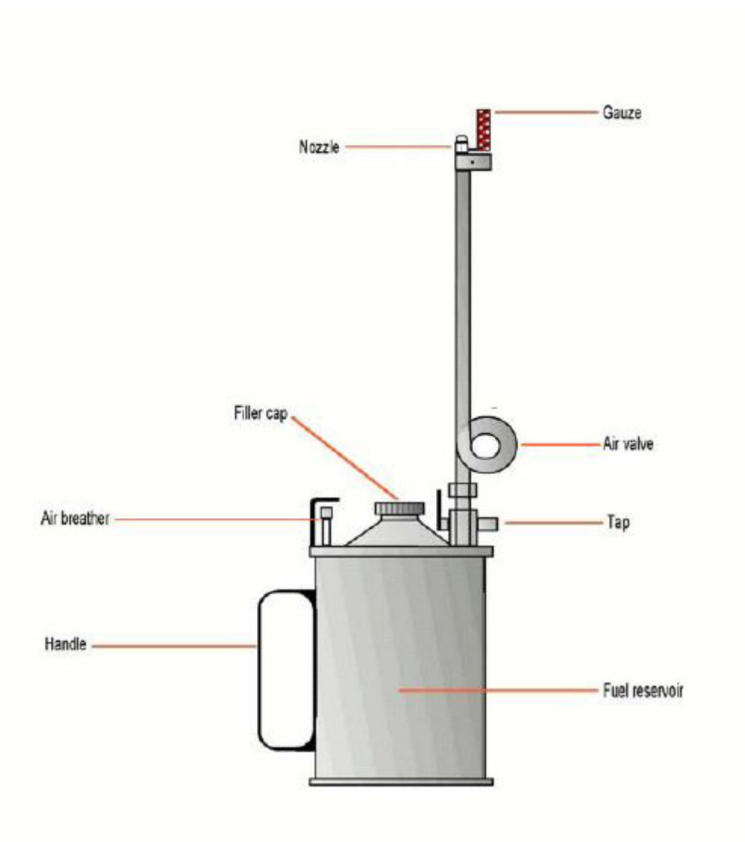
- Ensure that there is no risk to other personnel in the vicinity.
- Use the torch on the designated burn area only.
- Wear the correct personal protective equipment, including gloves and goggles when filling, lighting, operating and extinguishing a drip torch.
- Start the torch and ignite vegetation and complete the burn under the direction of the officer in charge.
- When not in use, stand the torch upright and ensure that the flame is extinguished.
- When not in use, ensure that the torch is stored upright in a secure position.
- When not in use, ensure that the fuel tap is maintained in the closed position.
- Fuel for drip torches must be premixed at a location separate to any incident ground.
- Fuel for drip torches must be premixed in a recommended flammable liquid fuel container, stored away from the incident and clearly marked.
- Ensure regular maintenance is undertaken and report any defects.
- The fuel mixture is to be 25% Petrol and 75% Diesel as per manufacturer’s instructions.

Only qualified and experienced firefighters should use the drip torch.

### **NOTE**

All backburn operations must be authorised by the Incident Controller.

The wick will remain hot for some time after it has been extinguished.



## SOP.9 ELECTRICAL HAZARDS

### *Procedure*

- Identify any electrical hazards that are present.
- Keep personnel and members of the public away from electrical hazards.
- Determine a safe distance from the electrical hazard.
- Electricity should always be disconnected:
  - When the situation is unknown.
  - At any time that water is to be applied within a structure.
  - At any time firefighters are at risk.
  - On adjacent buildings if it is reasonably expected that the fire may impinge on them.

### *Power lines/pole top fires*

The Incident Controller is to brief all incoming crews on the possibility of live power being present at an incident.

Do not park appliances or position equipment beneath overhead power lines.

Where wires have made contact with the ground treat all wires as being live and maintain a 10m safe distance from the wires.

Locate wire ends to ensure source is not being transferred through another conductor e.g. steel fence, vehicle, etc.

All personnel are to avoid direct and water contact with wires and infrastructure until it has been confirmed the power is off.

Contact DFES Comcen on 1800 198 140 or 000 with the information listed below. This information will be passed by DFES directly to the Western Power Communication Centre for action, such as isolating the power supply to the area.

Wait for the arrival of Western Power personnel.

Information Required	Details
Contact Person & Phone Number	Name of Person Reporting:
	Phone Number:
	Contact at Scene:
	Phone Number:
Issue of Concern	i.e., Pole top fire, powerlines on ground etc.
Pole Identification Number	Nearest Pole No. found on plate or triangle
Pole Location	Nearest Road or property number
Requested Action	i.e., crew required, disconnection of power etc.

**Note:** This procedure is for the use of emergency services only. General faults should be directed to the Western Power Fault Number 131 351.

## SOP.10 REFILLING OF MOTORS

### *General*

In order to minimise the risks associated with refuelling pump motors, refuelling will only occur when the vehicle is in a safe area (e.g. a water point, staging area, well-ventilated area, cold zone).

The greatest risk of injury caused by pressurised fuel occurs when the fuel can is being opened. Ensure minimum PPE is worn and fuel can is opened in an area completely free of any potential ignition sources.

This procedure is to be followed for refuelling of all static motors on all vehicles where fuel cans are utilised as the refuelling method:

- Move vehicle to a clear area (e.g. off the fire ground)
- Ensure pump engine is not running.
- Remove the fuel can from the vehicle.
- Ensure minimum PPE is worn.
- Ensure a 5m radius safe zone free of ignition sources (including the vehicle) and other personnel.
- Follow correct fuel can opening technique:
  - Kneel behind the fuel can with cap facing away from the body.
  - Fully withdraw the retaining pin.
  - Lift cap handle slowly to allow pressure build up to vent, with any venting away from the body.
  - Control opening with hand pressure as required.
  - Lift cap handle completely once venting has ceased.
- Prior to pouring fuel from the fuel can into the pump engine fuel tank ensure that your feet are on the ground, you earth yourself by touching the appliance, and the pouring funnel is in contact with the fuel tank. This will reduce the potential for ignition due to static.
- Always clean off excess fuel from the tank with a rag.
- Do not re-enter the fire ground if PPE has been splashed with fuel (find alternate PPE).

### *Filling Fuel Containers*

Fuel cans on vehicles or held at stations/units must not be overfilled. Fuel vapours will expand when

exposed to heat and an expansion chamber for the vapours must be maintained. Fuel cans should only be filled to a maximum of 80% of total capacity. The easiest way to ensure the fuel can is not overfilled is at the petrol bowser, i.e. only put 4L into a 5L fuel can, or 16L into a 20L fuel can.

## SOP.11 MUTUAL – BETWEEN SHIRES AND REGIONS

### *Introduction*

It is necessary to have an efficient turnout of brigades within a Local Authority. This is to be supported by the Region Operations Centre co-ordinating the turnout between Shires, which in turn must be supported by the State Operations Centre, co-ordinating mutual aid between Regions.

To ensure an orderly and effective turnout occurs the following procedures are to apply.

### *Shire turnout responsibilities*

- Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer are responsible for the turnout of all firefighting resources stationed within the Shire.
- The Incident Controller is responsible that adequate relief has been arranged. The CBFCO and DCBFCO will ensure that some resources maybe held in reserve for further outbreaks of fire or that mutual aid has been arranged to cover all eventualities.
- Call-out of these resources will be in accordance with the Local Authority and supported by the Local Emergency Management Plan.

### **Regional Operation Centre Responsibilities**

- If DFES requires assistance in addition to the Shires resources from adjoining Shires within their Region, such assistance will be activated through the DFES Regional Duty Officer.
- When making a request DFES will supply the following information:
  - Number and type of fire appliances and minimum crewing
  - The task the appliance are to perform
  - The duration the resources will be required for
  - Where and to whom the resources will report to
  - When the resources are required
  - Welfare and Relief arrangements
- Region Duty Officer will then:
  - Contact the CBFCO requesting the above be provided;
  - Once the request has been actioned, confirm back the arrangements made
  - Advise the State Duty Officer of action taken.

### *Resource Request*

- When a request is made to the Shire of Kojonup to supply resources (Task Forces/Strike Teams) to another Shire then the following should apply:
  - The Chief Bush Fire Control Officer with the Deputy CBFCO's will decide on the number of resources that will be sent out of the Shire at any given time.
  - A Delegated Shire Representative will accompany these appliances
  - Shire of Kojonup Appliances will be manned by the Shire of Kojonup Bush Fire Brigade Volunteers only.
  - Crews responding to a mutual aid request should ensure they have eaten before being dispatched to the fire. Subsequent welfare will be the responsibility of the Incident Controller.

## SOP.12 FIRST AID

### *Procedure*

- All volunteer fire fighters are to be encouraged to complete the St John First Applied Aid Course
- The Incident Controller shall request a St John Ambulance Post be established at the Control Point when the number of attending firefighters and other staff agencies exceeds 50 personnel.
- The Incident controller may request a St John Ambulance Post at any given time prior to the above number of personnel being reached.

## SOP.13 DECEASED PERSON / PRESERVATION OF SCENE

### *Procedure*

The Police have a requirement under the Coroners Act and Police Routine Orders **to view the body of a deceased person, in situ** so that evidential information and forensic details may be obtained. As a consequence, Brigade personnel are requested to assist the Police by strictly adhering to the following guidelines:

- 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.
- Where the body is in a public place and visible by the public it should be screened if possible.
- Where removal of the deceased to a place of security is essential, the Incident Controller should attempt to obtain as much information as possible prior to the removal of the body with consideration being given to the following:
  - Status of the deceased (i.e. General public, fire fighter etc.)
  - Details of fire activity at the time of the incident causing death
  - Possible cause of death (i.e. burns, smoke etc.)

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.

## SOP.13 INCIDENT NOTIFICATION PROCEDURES

### *Incident Controller*

- The senior officer on the first arriving unit at the fire becomes the Incident Controller until relieved by a more senior officer at the scene (Bush Fires Act 1954 s.44).
- If the situation escalates then the Incident Controller will be nominated by the respective Hazard Management Agency.
- The Incident Controller will within 15 minutes of arrival, provide a verbal Situation Report to COMCEN detailing the situation and whether further resources are required.
- Incident Controller/IMT will remain in contact with COMCEN for duration of incident reporting regularly on the situation.

### *Brigades*

The OIC of the appliances shall:

- When mobile to the incident.
- Upon arrival at the incident.
- When leaving incident scene .

## SOP.14 VEHICLE FIRES OUTSIDE OF GAZETTED TOWN SITE

### *Introduction*

Bush Fire Brigades are the primary turnout to vehicle fires that occur outside of the gazetted town site of Kojonup. The Shire of Kojonup Bushfire Brigades are not trained, nor do they have breathing apparatus to use whilst fighting fires in toxic smoke. Given the fact that vehicles give off multiple types of toxic fumes and contain various metals and components which are considered explosive when encountering water; it is not safe for the Bush Fire Brigades to conduct offensive firefighting techniques on vehicle fires of any type.

### *Procedure*

- Once the initial call has been received and the brigade has turned out to the vehicle fire incident, the crew leader or incident controller must advise DFES communications that the Kojonup Volunteer Fire and Rescue is required to attend, due to the nature of the incident being HAZMAT. Also the crew leader may request that Police attend for traffic control if required.
- Once the brigade appliances arrive the units should be parked up wind or out of the toxic smoke and in the fend off position across the road to stop passing traffic.
- Beacons and head lights shall be on to warn approaching motorist.
- The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the vehicle. The information on the incident shall be relayed to DFES communications.
- Firefighting shall only be in the form of a defensive technique, meaning to protect any other assets or preventing the fire spreading to the road verge or surrounding bush or grass.
- Fire fighters shall stop traffic from passing and keep public spectators away from the incident.
- The BFB crew leader or incident controller may hand over control of the vehicle fire incident to the Kojonup Volunteer Fire and Rescue officer in charge.

### **Note**

- Vehicle fires are extremely dangerous due to many pressurised vessels for example; LPG cylinders, tyres, and airbag deployment systems etc. These may cause explosions so maintaining a safe distance and wearing full PPE is required.
- It is also advised that the brigade member conducting a the scene size-up should be aware that in some instance where vehicle fires have been called in by a passing motorist, there has been in fact persons still trapped inside the vehicle which can give the false impression that it may only be a vehicle fire.

## SOP.15 STRUCTURE FIRES OUTSIDE OF GAZETTED TOWN SITE

### *Introduction*

Bush Fire Brigades are the primary turnout for structure fires that occur outside of the gazetted town site of Kojonup. The Shire of Kojonup Bushfire Brigades are not trained, nor do they have breathing apparatus to use whilst fighting fires in toxic smoke.

### *Procedure*

- Once the initial call has been received and the brigade has turned out to the structure fire incident, the crew leader or incident controller must advise DFES communications that the Kojonup Volunteer Fire and Rescue is required to attend due to the nature of the incident. Also, the crew leader may request that Police, Ambulance and Western Power attend if necessary.
- The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the structure fire. The information on the incident shall be relayed to DFES Communications. The BFB crew leader or incident controller shall look for any potential hazards to the firefighters and the public.
- Before any type of firefighting is conducted, power shall be isolated at the buildings power box by removing all fuses and shutting down the mains switch, the firefighter conducting the size up must



also note if solar power modules are located anywhere on this structure. LPG cylinders shall also be isolated at the cylinder valves.

- Firefighting activities for the Bush Fire Brigades are limited to defensive techniques only and brigades shall not enter the structure at any time. Defensive firefighting is to protect surrounding assets and to prevent the fire spreading.
- The BFB crew leader or incident controller shall conduct a thorough SITREP hand over and hand control of the structure fire incident to the Kojonup Volunteer Fire and Rescue officer in charge.

#### **Note**

- Depending on the location of the structure fire incident, it is advised that extra water resourcing may be required and additional bulk water tankers may need to be sourced.
- BFB appliances should not obstruct access to the structure for the arriving Volunteer Fire and Rescue trucks, as they will need to park closer to the building than what the BFB does.
- The BFB appliances may be required to conduct relay pumping techniques to the Fire and Rescue Appliances if required.

## **SOP.16 HARVEST & VEHICLE MOVEMENT BANS**

### *Introduction*

The Shire of Kojonup has the right to impose the ban on activities such as harvesting crops, vehicle movement and hot works. The only exception to the ban is the watering and feeding of livestock. This procedure is to define the way the ban is measured and implemented.

### *Procedure*

- The Chief Bushfire Control Officer for the Shire of Kojonup is also a delegated Fire Weather Officer for the Shire of Kojonup; the CBFCO in this role must liaise with a minimum of 2 other Fire Control Officers located throughout Shire of Kojonup to conduct weather readings using the appropriate tools such as Kestrels weather meters. The information and readings that has been gathered by these FCO's must be recorded and relayed to the CBFCO. The CBFCO will then make the decision to impose a ban if required.
- The following information shall give reason for the CBFCO of the Shire of Kojonup to impose a harvest and vehicle movement ban:
  - **The weather readings taken have indicated a Fire Behaviour Index of**
  - A Total Fire Ban that has been implemented by the Department of Fire and Emergency Services
  - Lack of firefighting resources located in the Shire of Kojonup
  - Bushfire incidents currently ongoing in the Shire of Kojonup
- The CBFCO may request that the delegated Fire Weather Monitors take readings every day during the Prohibited Fire Season.
- Once the decision has been made to impose the harvest, vehicle and hot works ban then the following notifications must be made;
  - Send SMS notification via the Shire message service
  - Send notification to bordering Shires
- Harvest Bans are imposed as a standard on Christmas Day (25<sup>th</sup> December), Boxing Day (26<sup>th</sup> December), New Year's Day (1<sup>st</sup> January) Good Friday and Easter Monday (As per time period of Easter)

#### **Note**

If CBFCO or DCBFO is unable to be contacted the CESM in consultation with the Chief Executive Officer is authorised to impose Harvest & Vehicle Movement Bans if weather readings exceed a FBI of ??? without further consultation.

## SOP.17 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 emergency situations.

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

Some reasons for conducting back burns;

- Asset protection
- Inaccessible country to fight the fire in traditional means
- UXO 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 back burn
- 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 if burning out pockets is required.

## SOP.18 ISSUING OF BURNING PERMITS

### *Procedure*

- Permits to be issued by the Shire of Kojonup Fire Control Officers Only
- No Permits shall be issued within the Prohibited Burning Period except for reasons specified under the Bush Fires Act 1954.
- Fire Control Officers have designated specific areas in regards to Permits.
- Shire must be informed of all issued permits.
- Permits only available if one or more of these officers are available at the time of application
- The granting of permits and conditions imposed is at the discretion of the permit issuer.
- It is an Offense to seek a permit from another FCO or the Shire if a person has already been declined by an FCO

## SOP.19 FARMER RESPONSE VEHICLES ON THE FIRE GROUND

### *Introduction*

The primary response to bushfires in the Shire of Kojonup is Farmer Response; farmer response units generally consist of a 4wd vehicle tray mounted fire unit.

From an Incident Control and safety point of view it is important for all vehicles to be recognised and logged as being present on the fire ground. For incident control it enables a detailed overview of resource types and styles, for safety it enables a view of vehicles present on the fire ground in case of emergency.

### *Procedure*

- The knowledge of appliances and capabilities on a fire ground for the incident controller is of the utmost importance when planning how to contain, control or extinguish the fire.
- For insurance purposes the registering of vehicles on and off the fire ground plays an important role.
- Headlights and rotating beacon must be switched on at all times whilst on the fire ground.

## SOP.20 BURNING DURING RESTRICTED BURNING PERIOD

### *Introduction*

The Shire of Kojonup has the right to impose conditions on practises that have the ability to cause; accidentally or deliberately; fires within the district. This specific procedure is in regards to the limitation of burning during the Restricted period.

Burning off is an industry practise, which has had in the past a direct correlation with the start of large fires. It is because of the dangers posed by Burn Offs that restrictions have been applied within the Restricted Periods.

### *Restricted Burning Period*

- Permits required for all burns
- Permit Restrictions apply during Restricted Burning Period
- Note: Restrictions applied by the FCO are hand written in the bottom section of permit. All other restrictions are set by the Bush Fires Act 1954.

# Kojonup BFAC 8<sup>th</sup> Nov

## 1. Apologies for non-attendance tonight.

- Currently on deployment to Wagga Wagga (NSW) to assist with the flood event on the Murrumbidgee River.

## 2. AFDRS System now bedding down.

- Individual shires continue to work through the impact of the AFDRS and related changes to legislation surrounding permits.
- I have an Officer from Bushfire Technical Services visiting the region on 16<sup>th</sup> November to do a variety of fuel load assessments.
- Getting fuel loads right will be advantageous to FBI calculations.

## 3. Commissioner's Priority for Upcoming Fire Season.

- Keep it small – no surprises there.
- Distribution of public warnings beyond LG WhatsApp & SMS etc services via Incident Controller or Public Information Officer contact with media. Will need to identify intersections to assist with warning areas.
- See attached DFES talking points for assistance.
- DFES Media, CESM, LG Staff, Regional Duty Coordinator (RDC) can assist.
- Also recommend RDC can provide personnel to undertake this role if a request is made.

## 4. Cropping Program & Water Bomber Assistance.

- Water Bombers normally start coming on-line early Dec.
- At the moment bombers are probably out of range for Great Southern use.
- Four additional bombers have been early contracted to coincide with harvest in Midwest/Gascoyne and Eastern Wheatbelt.
- As harvest progresses bombers will re-locate to coincide with harvest progress.
- Crops looking like having good tonnages across the region.
- Recent weather will likely see late finish to harvest operations.

## 5. Regional exercise program has now concluded.

## 6. Boscabel Prescription Update

- Caught up with Glenn (2wks ago) – got Boscabel BFB support.
- Now need to catch up with Kojonup Landcare Officer to discuss.
- Once all clear is achieved expect burn to take place May/June – dependent on fuel and soil moisture levels and weather conditions.

Derek Jones

District Officer

Department of Fire Emergency Services

2 Nov 2022

# Bushfire Talking Point Form

PAGE 1 of 2

To activate public information phone 0427 479 499 (all hours)



DFES  
Department of Fire & Emergency Services

## INCIDENT DETAILS

Caller name:	Phone no:	CPI name:
Incident no:	Date of call:	Time of call:
Location of fire - street name:		Nearest cross street:
*Suburb:	*LGA – City/Town/Shire of:	*Region:
Fire burning towards what landmark?		

## ALERT LEVEL

Is life and/or property under threat?	Yes..... issue	<b>Emergency Warning</b>
Consider FDR, fuel loads, ember attack, location and defendability of property	Possible .. issue	<b>Watch and Act</b>
Has the danger passed?	No..... issue	<b>Advice</b>
	Yes..... issue	<b>All Clear</b>

## INCIDENT AREA

Is there an incident area to publish to Emergency WA?  
No Yes (If Yes, note the IC's approval to publish incident area in your incident diary or in Whispir)  
NOTE: Remove Incident Area from Emergency WA once ALL CLEAR is issued.

## EMERGENCY WARNING – life and property under threat

\* **Headline** Bushfire Emergency Warning for [eastern/western/southern/northern] part of [suburb/s]: In the [LGA]:

\* **Alert line** Bushfire Emergency Warning issued for people [description of the affected warning area]:

\* It is safe to leave? No Yes SEWS to be used? No Yes  
Telephone warning system to be issued? No Yes (If yes advise Incident Controller (IC) to call District Officer State Situation (DOSS) on 1300 566 588)  
Are homes under threat? No Yes impacted in hours. Street names under threat:  
Has the alert level been upgraded? No Yes Why?

## WATCH AND ACT – possible life and property under threat

\* **Headline** Bushfire Watch and Act for [eastern/western/southern/northern] part of [suburb/s]: In the [LGA]:

\* **Alert line** Bushfire Watch and Act issued for people [description of the affected warning area]:

\* Is it safe to actively defend? Yes No (Then must be Emergency Warning) Is it safe to leave? Yes No (Then must be Emergency Warning)  
Has the alert level been upgraded or downgraded? No Yes Why?

## Evacuation Centres – for Emergency Warning or Watch and Act

Has a temporary evacuation centre been set up? No Yes Where is it?  
Has a safer place of last resort been designated? No Yes Where is it?  
Safest route to leave:

## ADVICE – no life and property under threat

\* **Headline** Bushfire Advice for [eastern/western/southern/northern] part of [suburb/s]: In the [LGA]:

\* **Alert line** Bushfire Advice issued for people [description of the affected warning area]:

Driving or Near homes messages? Is there smoke? No Yes Has the alert level been downgraded? No Yes

## ALL CLEAR – the danger has passed

\* **Headline** Bushfire All Clear for [eastern/western/southern/northern] part of [suburb/s]: In the [LGA]:

\* **Alert line** Bushfire All Clear issued for people [description of the affected warning area]:

Can people return home? No Yes If no, when: Date: Time:

**BUSHFIRE BEHAVIOUR**

* Fire travelling:	slowly	fast	* What direction is the fire moving in?	N	NE	E	SE	S	SW	W	NW
At the speed of:	metres/kilometres per hour										
The fire is:	small controllable			out of control and unpredictable				contained but not controlled			
	controlled but not contained			contained and under control				unpredictable			
Size of active fire front [kilometres]:						Flame height [metres]:	higher than rooftops		burning into tree tops		
* Is a wind change or shift expected?	No	Yes	wind shift	Yes	wind change	Expected time:					
Current wind direction:	N	NE	E	SE	S	SW	W	NW			
Forecast wind direction:	N	NE	E	SE	S	SW	W	NW			
* Is there ember attack/spot fires?	No	Yes	Up to how many metres?								
This means: [e.g. homes/landmark/bushland in area/suburb/street may be threatened by fire]											
Is there a Catastrophic Fire Danger Rating currently in place for this region?											
No Yes											
Additional information regarding bushfire behaviour:											

**WHAT FIREFIGHTERS ARE DOING**

Firefighters are:	on their way	on the scene	strengthening containment lines	actively fighting the fire			
	patrolling the area and mopping up	protecting homes in [street name/s]:	monitoring the situation	monitoring the area for the rest of the day/night			
Number of firefighters:	Type of firefighters:	FRS	VFRS	VFES	BFS	DBCA	Pastoralists
Is there aerial support?	No	Yes	protecting crews and homes	assisting ground crews	released from incident		
What has been saved [e.g.homes, sheds, fencing, bushland, key infrastructure such as a bridge]:							
What has been lost [e.g. homes, sheds, fencing, livestock, troughs, tanks, rare flora]:							
Can this information be released?	No	Yes					
Other stakeholders in attendance?	SES	WA Police	St John Ambulance	Local Govt	Other:		

**ROAD CLOSURES**

* Are roads closed?	No	Yes	Some roads may be closed								
* Name of roads closed:											

**OTHER AGENCY INFO**

Health messages [e.g. hospital closure]:											
Power messages [e.g. power outages]:											
Water messages [e.g. no water supply]:											
Telecommunications messages [e.g. mobile network disruption or damage]:											
School messages [e.g. school closures]:											
Insurance message [e.g. call Insurance Council of Australia]											
Is the Red Cross State Enquiry Line activated?											
No Yes											

**EXTRA INFORMATION**

Date fire was reported:	Time fire was reported:				Current number of hectares burnt:		
Cause of fire:	unknown	accidental	suspicious	deliberate	Can this be made public?	No	Yes
Crime Stoppers message?	No	Yes	Agency responsible for the fire:		DFES	DBCA	LGA: City/Town/Shire of:
Other info [e.g. telephone text and voice messages have been issued to]:							

**NOTES**
