



A P P E N D I C E S

BUSHFIRE ADVISORY COMMITTEE MEETING

To be held

Wednesday, 18th March 2026

Commencing at 7.00pm

At

Shire of Dardanup
Administration Centre Eaton
1 Council Drive - EATON

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format
Upon request.

POLICY NUMBER & TITLE	AP022 FITNESS FOR WORK
Responsible Directorate	Executive Services

1. PURPOSE OR OBJECTIVE

The Shire of Dardanup has a duty of care to ensure that all individuals are fit for work while they are on Shire sites or undertaking activities on the Shire of Dardanup’s behalf. The Shire promotes fitness for work and how to deal effectively and appropriately with individuals in relation to fitness for work issues.

The purpose of this policy is to provide and promote a safe working environment by ensuring all individuals are fit to perform their duties without putting themselves or others and assess at risk by:

- Ensuring that an individual whose condition could place her / him "at risk" of causing a danger of harm to self or others does not return to work until the individual is declared by an authorised person fit to return to employment and is provided optimum support and supervision to minimize future risks.
- Identifying impaired individuals and providing assistance in obtaining care and /or rehabilitation for impaired individuals.
- Ensuring impaired individuals are fit for employment upon return to work.

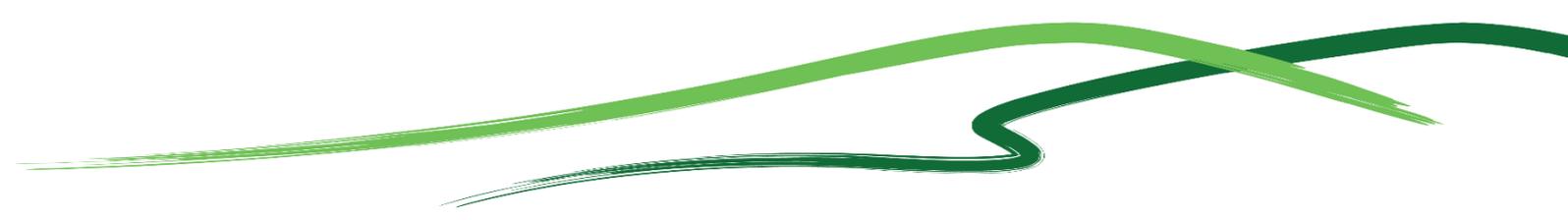
2. DEFINITIONS

Australian Standards: Urine AS/NZS 4308:2023
Saliva AS/NZS 4760:2019

Illicit For the purposes of this policy, illicit refers to any substance that is prohibited by law, including illegal drugs, as well as the use of prescription medications without a valid prescription. It also includes the misuse of legal substances – such as prescription or over the counter medications, or other intoxicating agents – when used in a manner not intended or directed, particularly where such use impairs an individuals ability to perform their duties safely, lawfully or effectively.

Impaired work performance: Means the reduced ability to perform normal work duties (ie: restricted movement, limited concentration, etc), or the reduced ability to perform normal duties at the normal pace or frequency (ie: extreme fatigue and/or tiredness, etc).

Non-negative sample A non-negative sample refers to a drug or alcohol test that indicates the possible presence of one or more substances above the permitted threshold levels, as defined by the relevant testing standards or regulatory guidelines. A non-negative result is not considered a confirmed positive result until further analysis – such as confirmatory testing by a certified laboratory – has been completed.



Pending confirmation, the individual may be subject to temporary work restrictions in accordance with this policy.

Under the influence: means the presence of alcohol in the breath, or drugs in the specimen collected by a suitability qualified collector as greater than the cut off level per relevant Australian Standard for the testing type conducted. This level is deemed to create the likelihood of impaired work performance by the individual, and places an unacceptable safety risk to the individual and/or to other people or property.

The Shire of Dardanup requires all employees to be at 0.00% Blood Alcohol Requirement at all times in the workplace, unless the CEO has formally waived the requirement for 0.00% BAC; for example, a staff function.

Workplace For the purposes of this policy, the workplace includes any location where an employee performs work-related duties on behalf of the Shire. This includes, but is not limited to, company premises, client sites, vehicles used for work purposes, and remote work environments such as an employees home or any other location where work is conducted. The standards and expectations outlined in this policy apply equally across all workplace settings, including virtual or off-site locations.

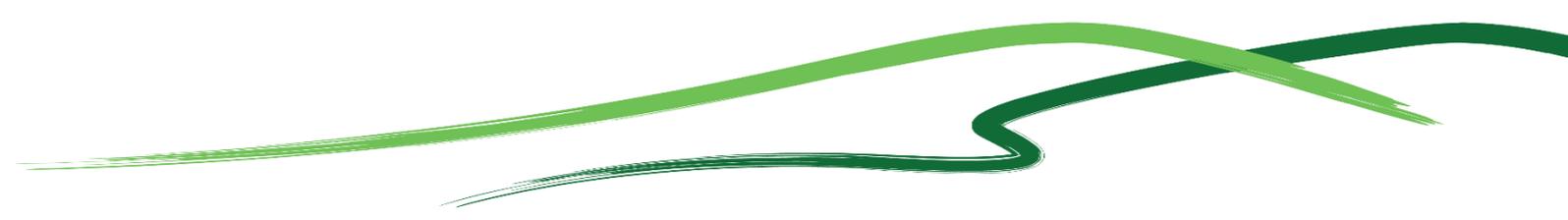
3. POLICY STATEMENT

The Shire of Dardanup has an obligation, so far as is practicable, to provide and maintain a safe and healthy working environment. The Shire of Dardanup has to ensure that all persons are fit for work and not exposed to hazards as per the *WA Work Health and Safety Act 2020*, *Work Health and Safety (General) Regulations 2022* and International Standards ISO45001:2018.

This policy applies to all employees and volunteers of the Shire and any person(s) working for or contracted to the Shire. The policy covers any and all issues that may impact on fitness for work including, but not limited to, fatigue, stress, physical wellbeing, medical issues, rehabilitation to work, medication, drugs and alcohol, including working under the adverse effects of these substances.

The Shire of Dardanup considers being at work under the influence of medication, drugs and/or alcohol, including working under the adverse effects of these substances and/or impaired work performance as an unacceptable work health and safety hazard.

The use of illicit drugs in the workplace is forbidden. The use of alcohol in the workplace is forbidden except when the Chief Executive Officer waives the requirement for no alcohol consumption and allows safe consumption of alcohol where circumstances warrant (for example, during a Shire endorsed social event).



Prescribed Drugs or Medication

It is the individual’s responsibility to advise their supervisor if they are taking any prescribed drug or medication that may affect their fitness for duty or work performance. It is the individual’s responsibility to obtain advice from their doctor or pharmacist as to what the effects of the prescribed drugs are on work performance.

It is preferred to have the Doctor supply a letter confirming as to if the medication will impair the worker, and if so, for what timeframe to find suitable duties.

Drug and Alcohol Testing Methods

Drug and alcohol testing may be conducted using a range of methods, including but not limited to:

- Breath analysis (via a breathalyser) to detect the presence of alcohol;
- Urine samples to detect the presence of drugs or other prohibited substance.
- Saliva samples to detect the presence of drugs or other prohibited substance.

The method of testing will be determined based on the circumstances, in accordance with relevant legislation, best practice guidelines and the availability of appropriate testing facilities.

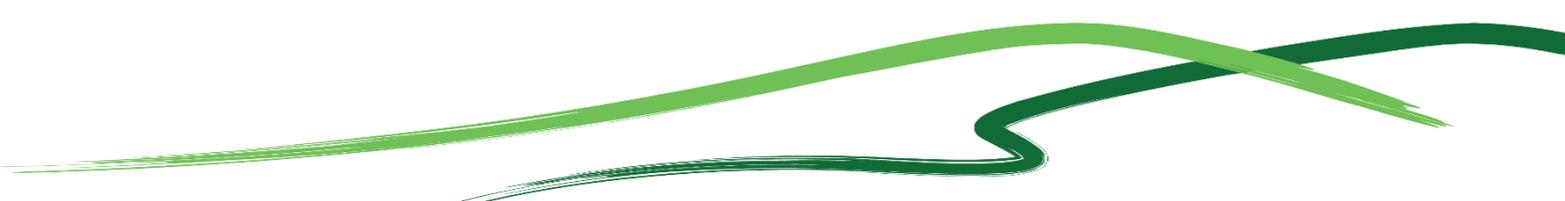
Drug and Alcohol Testing Selection

Employees may be requested to undergo a drug and alcohol test for the following reasons:

Random Testing	In the interest of the safety of all employees and the public, the Shire may carry out random drug and alcohol testing on its employees. Testing may be conducted via blanket testing (all employees) or targeted testing (focus on specific operational locations or risk areas).
Causal or ‘For Cause’ Testing	Causal testing may be conducted when there is a reasonable and objective basis to believe that an employee may be impaired by drugs or alcohol in the workplace. This may be triggered by observed behaviour, physical symptoms, or involvement in a workplace incident. Some examples of observable behaviour which may trigger causal testing include observed signs of impairment (slurred speech, unsteady movement, confusion), unusual, erratic or unsafe behaviour, smell of alcohol or other substances, involvement in or proximity to a workplace accident or near miss, or credible reports from others. Causal testing shall be conducted as soon as possible after the concern is identified.
Post Incident Testing	Testing may be carried out following involvement in a workplace incident to identify potential contributing causes (near miss or actual), regardless of whether drug and alcohol use is suspected to be a factor.

Test Refusal

Employees who are selected for random testing or otherwise requested to undergo testing in line with this policy must provide a sample. Refusal to provide a sample or submit to testing will be treated as a non-negative result and managed in accordance with Shire disciplinary policies and procedures.



Return to Work Testing

Following the return of a non-negative result in the workplace, employees will be stood down until the return of the confirmed pathology result. In the event of a confirmed positive result, a disciplinary process will be undertaken. Any worker who is allowed to return to the workplace following a disciplinary investigation outcome must first conduct an alcohol and drug screen at a suitable collection clinic (preferred WHA) and return a negative result.

Impaired Work Performance

If management have justifiable cause to doubt an individual's fitness for duty and considers that there is impaired work performance, the individual will be assessed for fitness to remain on duty. This process may require the employee to undergo evaluation by a general medical practitioner, occupational therapist or other suitably qualified medical professional.

Any person(s) working for or contracted to the Shire may be required to demonstrate their fitness for work as a requirement of this policy.

4. DOCUMENT CONTROL

DOCUMENT RESPONSIBILITIES:			
Owner:	WHS Coordinator		
Reviewer:	Manager Human Resources	Decision Maker:	CEO/EMT
COMPLIANCE REQUIREMENTS:			
Legislation:	<i>Local Government Act 1995</i> <i>Work Health and Safety Act 2020</i> <i>Work Health and Safety (General) Regulations 2022</i> <i>ISO45001:2018</i>		
Other (Plans, Strategies, Policies, Procedures, Standards, Promapp, Delegations):	PR031 - Fitness for Work		
DOCUMENT MANAGEMENT:			
Risk Rating:	Moderate	Records Ref:	R0000774447
Review Frequency	Biennial	Next Due:	03-10-2025
Version #	Date & Decision Reference:	Synopsis:	
1	27-08-2008 OCM Res: 259/08	EXEC37 Council Policy Created	
2	10-05-2012 OCM Res: 138/12	EXEC37 Reviewed Council Policy Adopted	
3	25-01-2017 OCM Res: 02/17	EXEC37 Superseded	
4	25-01-2017 OCM Res: 02/17	AP022 New Admin Policy Document endorsed	
5	25-06-2017 Reviewed	AP022 Admin Policy updated and name changed	
6	03-10-2023 Reviewed	AP022 Policy Biennial Review endorsed by EMT/Leadership Team	
7	31-07-2025 Reviewed	AP022 Policy reviewed, updated and endorsed by EMT/CEO	

Note: Changes to Compliance Requirements may be made without the need to take the Policy to EMT/CEO for review.

Handbook

Bush Fire Brigades

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Handbook Administration

Endorsement

The Shire of Dardanup Bush Fire Brigade Handbook has been endorsed by the Shire of Dardanup Bush Fire Advisory Committee and constitute the *Bush Fire Operating Procedures* per the Shire of Dardanup's *Bush Fire Brigades Local Law 2021*.

Disclaimer: This handbook has been produced by the Shire of Dardanup in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and the Shire of Dardanup expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

Document Availability

A redacted copy of this handbook is available free of charge and can be found at¹:

Shire of Dardanup Administration Offices
1 Council Drive, Eaton 6232
(during normal business hours)

or online:

www.dardanup.wa.gov.au

Amendment Record

Suggestions and comments from the community and stakeholders can help improve the handbook.

Feedback can include:

- What you do and don't like about the handbook
- Unclear or incorrect expression
- Out of date information or practices
- Inadequacies
- Errors, omissions or suggested improvements

To forward feedback, copy the relevant section, mark the proposed changes and forward it to:

Chief Executive Officer
Shire of Dardanup
PO Box 7016
Eaton WA 6232

¹ In accordance with s43 of the *Emergency Management Act 2005*

or, alternatively email to:

brigade@dardanup.wa.gov.au

Any suggestions and/or comments will be referred to the Bush Fire Advisory Committee for consideration. Amendments promulgated are to be certified in the following table when entered.

No	Date	Details	Amended by
1	2 Apr 25	First draft as "Work Instructions"	Emergency Management Officer
2		Conversion to "Handbook". Complete review.	Coordinator Emergency and Ranger Services (in consultation with Brigades)

Background

This handbook has been written to provide general guidance to personnel involved in bushfire brigades. It is largely aimed at volunteers, both firefighters and auxiliary. The handbook is also aimed at staff of the Shire of Dardanup that have a role in overseeing the bushfire brigades.

A key feature of the handbook is that it does not repeat what is adequately documented in other procedures, policies, legislation, guidance, etc. The handbook will make reference to the content of other guidance materials and refer the reader to them. This contributes to maintaining a single source of truth. The handbook does not need to be updated when other guidance is amended.

The handbook is divided into 7 parts:

- **Part 1: Overview**
This part provides a general overview of the context of the brigades. It covers legislation and local law, procedures, and policies not discussed in more detail in other parts, and also the Bush Fire Advisory Committee.
- **Part 2: Operations – Fire Calls**
This part focuses on the processes relating to fire calls; from notification, through mobilization, to demobilisation. It covers command and control, reporting arrangements, welfare and administration specific to fire calls.
- **Part 3: Hazard Mitigation**
This part focuses on bushfire hazard mitigation. It is better to prevent the fire than the respond to fire. The processes relating to the Fire Prevention Order, enforcement of the fire breaks element of the order, risk identification, prohibited and restricted burning period, permits to burn, and organising prescribed burns.
- **Part 4: Membership**
This part focuses on the management of the members of the brigades, covering processes from joining to departing. It covered updating details, leave of absence, resignations, transfers, and the roles of members. This part will also provide a summary of the key policies and other documents that impact volunteer members, such as the code of conduct, grievances, misconduct, and also awards/recognition.
- **Part 5: Training**
This part focuses on developing the skills of members. The part covers key personnel involved in training, the minimum standards for training, accessing training, and also discusses brigade training.
- **Part 6: Equipment**
The part focuses on the equipment used within brigades. This part covers personal protective

equipment/clothing, brigade vehicles, stations, and also general equipment. The part also provide processes re stationery and consumables, and the processes for purchasing new equipment.

- Part 7: Administration

The final part focuses on administration in general. The part looks at the main source of funding, the Local Government Grant Scheme, the financial management within brigades, processes re seeking grants, the range of Shire forms that are required for requests, record keeping requirements, the use of BART, key reporting requirements, the range of committee, and the conduct of annual general meetings.



Part 1

Overview

Brigades

Brigade	Address
Burekup	Lot 100 Russell Road Burekup
Joshua-Crooked Brook	Lot 2 835 Crooked Brook Rd Crooked Brook
Dardanup Central	Wells Park Recreation Road Dardanup
Ferguson	69 Gardincourt Dr Henty
Upper Ferguson	Lot 202 Ferguson Rd Ferguson
Waterloo	14419 South Western Hwy Waterloo
Wellington Mills	546 Wellington Mill Rd Wellington Mill
West Dardanup	Lot 0 Garvey Rd Dardanup West

Legislation

Responsibilities

Matter	Brigade	Shire	DFES	Notes
WHS Primary Duty of Care	Comply	Primary Duty Holder (PCBU)	N/A	Shire retains legislative accountability
Incident Reporting (Operational)	Report	Review & investigate	Record (FIRS)	All injuries must also be reported to Shire
Notifiable Incidents	Notify Shire immediately	Notify WorkSafe	N/A	Shire determines regulator notification
Training Delivery	Attend / Facilitate	Delivery, oversight & assurance	Deliver & accredit	Shire monitors minimum compliance

Competency Assurance	Maintain records	Monitor & audit	Record qualifications	Shire retains deployment assurance responsibility
Vehicle Ownership & Maintenance	Conduct checks	Own & maintain	N/A	Shire manages fleet compliance
Driver Authorisation	Nominate drivers	Verify & monitor	N/A	Licence verification required
Conduct & Fitness for Work	Raise concerns	Investigate	N/A (unless operational)	Escalate to Shire HR/WHS
Operational Command (Fireground)	Yes	When delegated	Yes	Incident dependent
Risk Assessments (Local Activities)	Participate	Lead / Approve	Support	Shire accountable for non-incident activities
Grievances / Bullying	Raise internally	HR / Governance	N/A	Shire escalation required

Where responsibilities overlap, operational control may sit with DFES; however, legislative duty of care obligations under the *Work Health and Safety Act 2020* remain with the Shire.

Emergency Management Act

The *Emergency Management Act 2005* provides the overarching arrangement for Western Australia. The act:

- establishes the State Emergency Management Controller, the State Emergency Management Committee, and equivalents at District and Local levels, and other state level committees
- defines Hazard Management Agencies, Combat Agencies and Support Organisations
- requires the establishment of State Emergency Management policies and plans, and many other documents – specifically, the requirement of Local Government Agencies to prepare Local Emergency Management Arrangements
- explains when an emergency would require an Emergency Declaration or a declaration of a State of Emergency, and how these are to be made
- outlines what powers may be made available to appointed organisations/officers

The *Emergency Management Regulations 2006* expands on the Act, and, among other things:

- defines what is meant by Hazard
- allocates Hazard Management Agencies and Combat Agencies responsibilities for specific hazards
- enables information to be shared during emergencies

Bushfire Act

The *Bush Fires Act 1954* make provisions for reducing the risks of, and managing, bushfires; and among other matters, provides for:

- prohibited/restricted burning times; permits and exemptions
- total fire bans
- creation of fire-breaks

- local government Bush Fire Control Officer
- bush fire brigades
- offenses and infringement notices
- local bush fire advisory committee

Work Health and Safety Act

The *Work Health and Safety Act 2020* establishes the legal framework for protecting the health and safety of workers and other persons at workplaces, and for managing risks arising from work activities.

The Act:

- defines a Person Conducting a Business or Undertaking
- defines who is considered a worker
- defines what constitutes a workplace
- sets out primary duties of care and responsibilities for officers, workers and other persons
- establishes incident notification requirements
- provides mechanisms for consultation, representation and participation, including Work Health and Safety Representatives and Provisional Improvement Notices

In accordance with the Act:

- the Shire of Dardanup is the Person Conducting a Business or Undertaking in relation to Brigade operations
- the Chief Executive Officer and Directors are Officers of the Person Conducting a Business or Undertaking and must exercise due diligence to ensure the Shire's compliance
- volunteers of the Shire's Bush Fire Brigades are considered workers
- a workplace includes, but is not limited to: fire grounds, brigade stations, brigade vehicles and appliances, and any location where brigade activities are undertaken

As the Person Conducting a Business or Undertaking, the Shire holds the primary duty of care to ensure, so far as is reasonably practicable, the health and safety of Brigade members while they are engaged in brigade activities. This duty cannot be transferred to another organisation.

Brigade Officers and members also have duties under the Act to take reasonable care for their own health and safety and that of others, and to comply with reasonable instructions and policies of the Shire.

Bush Fire Brigades Local Law

The Shire of Dardanup *Bush Fire Brigades Local Law 2022* provides guidance on the management of the Shire's bushfire brigades. In particular the local law:

- establishes the brigades, the office bearers of brigades and their ranks in relation to command at a fire
- provides for the dissolution of a brigade
- establishes the rules for the operating of a brigade
- establishes the Chief Bush Fire Control Officer, Bush Fire Control Officers, and the Bush Fire Advisory Committee
- establishes the types of membership, appointment and dismissal of members
- provisions for equipping brigades

The *Rules Governing the Operation of Bush Fire Brigades* are rules established as a schedule to the local law. The rules:

- provide for the objectives and membership of a brigade
- the functions of brigade officers

- establishes a committee and the conduct of meeting
- other administrative matters

Procedures

BFB Handbook

The Bush Fire Brigade Handbook provides general guidance on the policies and procedures of the Shire of Dardanup relating to the Brigades.

The Handbook is not designed to provide a single comprehensive guidance. Members are expected to consult other guidance, especially Department of Fire and Emergency Services Standard Operating Procedures and other guidance documents. This Handbook will make reference to these other sources of guidance when required.

The Shire of Dardanup Bush Fire Brigades Local Law 2022 makes reference to Bush Fire Operating Procedures – this handbook is those procedures.

DFES Procedures

The Department of Fire and Emergency Services (DFES) has a set of Operational Doctrine, Standard Operating Procedures (SOPs) and Standard Administrative Procedures (SAPs) for the operations of Bush Fire Brigades. The hierarchical relationship between these documents is shown below.

In order to promote consistency and commonality, the Shire may adopt DFES Operational Doctrine, Standard Operating Procedures and/or Standard Administrative Procedures as they apply to Bush Fire Brigades and their operations.

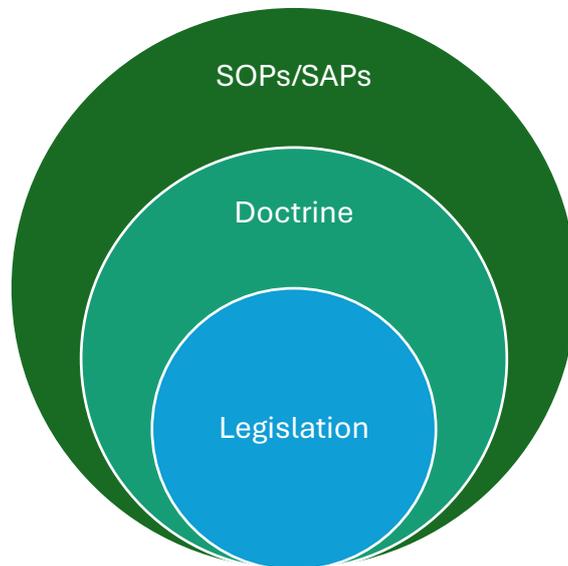


Figure 1: Hierarchical relationship between DFES documentation.

Where the Shire has developed its own policy/instruction/process and if there is duplication or inconsistency within the DFES protocols, the Shire policy/instruction/process shall be the overriding policy.

DFES Doctrine/Standards/Procedures

The Shire adopts the following DFES Doctrine/SOPs/SAPs and applies them to their Bush Fire Brigades:

Table: Standards and Procedures

Reference	Title
SAP 1.03.A	Specialised cleaning of Operational Garments
SAP 1.03.C	Provision of Non-Standard PPC
SAP 1.03.D	Dress Standards
SAP 1.03.F	Uniform and PPE Management
SAP 3.1.B	Basis of Allocation Operational Radios
SAP 3.17.B	Fireworks Applications
SAP 3.17.E	Use of Emergency Response Assets at Events

Table: Mobilisation and Emergency Operations

Reference	Title
Doctrine 3.2	Incident Control
SAP 3.02.A	Community Briefings During Incidents
SAP 3.02.B	Information and Warnings
SAP 3.02.C	Incident Action Planning
SAP 3.02.D	Restricted Access Permits
SOP 2.01.02	Mobilising
SOP 3.02.01	Personal Protective Equipment (PPE)
SOP 3.02.03	Making Safe / Riles for Departure
SOP 3.02.04	Incident Communications
SOP 3.02.06	T-Cards and Incident Management Boards
SOP 3.02.05	Communications Planning
SOP 3.02.07	Red Flag Warnings
SOP 3.02.11	Strike Team / Task Force Resources

Table: Operational Response and Road Safety

Reference	Title
SAP 3.1.K	Incident Documentation
SOP 3.03.01	Responding Under Emergency Conditions
SOP 3.03.02	Road Hazard Management
SOP 3.03.07	Hazard Isolation Tagging
SOP 3.03.11	Automatic Vehicle Locations
SOP 3.03.12	Driving Standards
SAP 3.03.C	Vehicle Identifiers

Table: Fire Operations

Reference	Title
Doctrine 3.4	Structural Fire
Doctrine 3.5	Bushfire
Doctrine 3.11	Air Operations
SOP 3.04.01	Structural Fire Response
SOP 3.04.07	Electrical Hazards
SOP 3.04.14	Fire Cause Investigation and Reporting
SOP 3.05.01	Bushfire Response
SOP 3.05.02	Diesel Particulate Diffusers Regeneration During Bushfire Fighting
SOP 3.05.05	Use of A Class Foam at Incident
SOP 3.05.06	Structural Triage
SOP 3.05.07	Task Forces / Strike Teams at the RUI
SOP 3.05.08	Immediate Street Assessments at the RUI
SOP 3.05.09	Firefighting in Rural Urban Interface Environments
SOP 3.05.10	Crew Safety at Bushfires
SOP 3.05.11	Entrapment and Burnover at Bushfires
SOP 3.05.12	Identifying and Treating Hazardous Trees at Bushfires and Planned Burning Activities
SOP 3.05.13	Operating in UXO Sites
SOP 3.05.14	Dieback Hygiene
SOP 3.05.17	Prescribed Burning
SAP 3.05.A	Total Fire Bans
SOP 3.11.05	Floating Collar Tank Operations
SOP 3.17.03	Use of B Class Foam
SOP 3.17.15	Lithium-Ion Battery Response

Shire Policies

The Shire of Dardanup has established a variety of Policies and related documents that are applicable to Brigades and volunteer members. These are detailed in later parts of this handbook.

These policies and other documents relate to:

- minimum Training Standards
- Code of Conduct
- Equal Opportunity Employment
- Fraud, Corruption and Misconduct

- Work Health and Safety and
- Workplace Bullying
- Fitness for Work
- catering

BFAC

A Bush Fire Advisory Committee is established² for the Shire of Dardanup. The committee meets 3 times per year.

The purpose of the committee³ is to advise the local government on matters relating to

- the preventing, controlling and extinguishing of bush fires
- the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act,
- the formation of bush fire brigades and the grouping thereof under group brigade officers,
- the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and
- any other matter relating to bush fire control

Brigades nominate one brigade member to be the brigade's representative on the Bush Fire Advisory Committee⁴ and to be the Fire Control Officer for the brigade.

² Per s67 of the *Bush Fires Act 1954*

³ Per s67(1) of the *Bush Fires Act 1954*

⁴ Per s3.7 of the *Bush Fire Brigade Local Law 2021*



Part 2

Operations

Any reference to CBFCO also means a DBFCO, or delegated FCO as appropriate, in the CBFCO's or DFBCO's absence, unless specified otherwise.

Notification

DFES

When DFES is aware of an emergency incident, e.g. 000 call, and determines that Shire of Dardanup brigades are required to attend:

- DFES ComCen makes group or BART call to determine which brigade/s (appliances) to send
- DFES CommCen send SMS message to Brigade BART allocated phone number with incident details. This initiates Brigade response/communication through BART turnout system
- a Brigade's officer⁵ is to acknowledge the DFES BART message

Bart

Once Brigade members receive a BART alert:

- they assess their fitness for duty before confirming their availability
- respond via BART to confirm their availability
- a brigade officer will monitor member responses and attempt to form crews for appliances.

Forming Crews

To be able to attend a fire, in accordance with the Shire's policy *SDev CP077 Brigade Volunteer Minimum Fire Training Requirements*, members must have completed:

- induction
- required DFES training (AIIMS Awareness, Bushfire Safety Awareness and Firefighter Skills)

In general, Brigade appliances may only turn out if there is a minimum of two crew members. However, an appliance may be deployed with a single member if the Incident Controller approves. When an appliance is deployed with a single member the Incident Controller will only approve this if there is a plan to ensure the safety of the 'isolated' member, e.g. they will meet other members who will accompany the member.

Ideally, each appliance will have a Crew Leader or a senior firefighter with at least 5 years experience. If the appliance does not meet this requirement, then the CBFCO must be advised. The crew may:

- be tasked to accompany another appliance who will provide appropriate supervision of the crew
or
- be stood-down until appropriate supervision is available.

Once an appliance is appropriately crewed, a brigade officer notifies the CBFCO and DFES ComCen of the appliance's availability to attend the incident.

If a crew cannot be formed then the brigade officer is to advise ComCen and the CBFCO that they cannot deploy a crew.

Pre-formed Crews

Brigades may consider pre-forming crews ahead of fire calls. This is particularly helpful to improve response times when the risk of fire is particularly high.

⁵ delegated by the Captain

Mobilisation

The mobilisation of resources is at the discretion of the CBFCO or Incident Controller.

The CBFCO will mobilise additional resources in accordance with the following or as deemed necessary:

- where no response is received from the first brigade mobilised
- where the brigade mobilised in the first instance is delayed, unable to mobilise or is restricted in the type/amount of appliances they can mobilise
- Fire Danger Index of 'Very High' – Two brigade initial turnout
- Fire Danger Index of 'Severe' or above – Three brigade initial turnout + Chief/Deputy.

Fitness for Work

The Shire's policy *AP022 Fitness to Work* applies to volunteers of the Bushfire Brigades. When replying to mobilisation members are to assess their fitness for work before replying.

The policy requires that volunteers do not attend duties when they are under the influence of drugs/medications (including alcohol) that effects work performance.

If volunteers have temporary impairments that may impact duties, then volunteers should not turn out to fires until they have recovered. If volunteers have permanent impairments then these should be made known to the Captain (or Crew Leader) to ensure volunteers are not assigned duties that impact work safety, or ensure precautions are taken to eliminate any impact on work safety.

Turnout

Bush Fire Brigade members are to drive to their respective station observing all road rules.

Crews are to prepare themselves and their appliance:

- don the correct levels of PPC in accordance with the nature of the incident
- verify appliance has any additional necessary resources, e.g. portable radios, drinking water, etc
- notify the Response Officer confirming that the appliance is ready to leave the station

On departing the station, the crew is to transmit their turnout message.

On arrival, appliances are to transmit a message to the DFES ComCen and CBFCO advising they have arrived.

Private vehicles

The Incident Controller or CBFCO may approve the use of private motor vehicles to be used for fire fighting or support activities. Usually, only the CBFCO, DCBFCO's and FCO's will utilise their private vehicle directly to an incident.

No private vehicles are to be used unless they have been issued a DFES Vehicle Identifier sticker (and that sticker is displayed on the window as required).

Private vehicle attendance is to be noted on Fire Incident Reports.

Command/Control

Management of incidents in the Shire shall be in accordance with the following documents and these Work Instructions:

- State Hazard Plan – Fire
- DFES Operational Doctrine 3.2 Incident Control

Initial Incident Controller

For Level 1 incidents in the Shire of Dardanup, the most senior member in attendance will assume the Incident Controller role. The Chief Bushfire Control Officer may appoint another officer into the Incident Controller role.

Transfer of control of fire/incident (Bush Fires Act s.13/s.45)

In accordance with Section 13 of the *Bush Fires Act 1954*, a local government may transfer control of a fire to a DFES representative in the following circumstances:

- at the request of the local government; or
- if, because of the nature or extent of the bush fire, the DFES Commissioner considers that it is appropriate to do so.

Similarly, Section 45 of the *Bush Fires Act 1954* provides for local governments to transfer control of a fire to a Parks and Wildlife Service Officer.

State Hazard Plan – Fire identifies the process for these actions to occur. In the Shire, only the CBFCO or DCBFCO's, in consultation with the CEO, may authorise a transfer of control to/from DFES and/or DPAWS.

Reporting

Availability

Brigades use BART to track member availability. Members should keep their availability in BART up-to-date. Reminders may be sent via BART to request members to double-check their availability.

Brigades may be asked to report on their ability to provide crews/vehicles. This may be to enable contingency planning during holidays or at other times.

SitRep

An initial SitRep should be transmitted to the DFES ComCen within 5 minutes of arrival.

Welfare

Catering

Shire BFB vehicles will be required to be self-sufficient in terms of drinking water and food for at least 4 hours.

Where an incident is predicted to be of a duration of 4 hours or more, the Incident Controller in conjunction with the Shire/CBFCO will organise refreshments in accordance with The Shire Council Policy *SDev CP083 Provision of Food/Refreshments*. During DFES controlled incidents, refreshments will also be provided in accordance with the DFES *Standard Operating Procedure 3.2.10 Incident Catering*:

Grade 1

- Water (every hour)
- Water is stored on appliances. It is the responsibility of the Office in Charge to ensure each vehicle has a minimum immediate supply of at least 2L of water per person on each vehicle.

Grade 2

- Refreshment (between 1 to 3 hours)
- Refreshments consist of hot tea, coffee, chocolate, snack bars, fruitcake, soft drinks, biscuits, lollies and fresh fruit.

Grade 3

- Light meals (Between 3 to 6 hours)
- Local catering providers such as fast-food outlets, roadhouses, hotels, cafes etc in the regional area. These meals can be prepared within a quick timeframe.

Grade 4

- Substantial meal (working longer than 6 hours)
- These meals are provided by either the Salvation Army or local/external catering providers.

Fatigue Management

The Department of Fire and Emergency Service's *Policy 96: Fatigue Management* and the associated *Fatigue Management Guidelines* applies to volunteers and are to be considered in relation to fatigue at fire incidents.

In general at fire operations, either locally or outside of the Shire, will have shifts of no more than 12 hours duration including travel. Where a shift is longer than 12 hours due to unforeseen circumstances, arrangements will be made to have a rested driver bring the appliance back to the relevant station.

Also, members are required to have at least 10 hours of rest between shifts (not just bushfire fighting shifts, but also their normal work shifts). Because fire calls may occur during a work day, the first shift may be shortened to take into account lack of opportunity to have a suitable rest break.

Demobilisation

Mop-up

The Shire has the following minimum mop up standards:

- 20 metre black out for all ground/near surface fuels; and
- 100 metre black out for all standing/aerial hot spots.

Wherever possible, a mineral earth break may be constructed around the perimeter of a fire prior to departure. The Incident Commander and Office in Charge of an appliance have a responsibility to maintain the safety of both emergency responders and the general public. The Incident Controller shall continue to commit resources until the incident is deemed safe for the community. Making an incident safe requires assessment of risks and consideration in accordance with *DFES SOP 3.2.3 – Making Safe/Rules for Departure*.

Return to Station

At the direction of the Incident Controller, appliances may be stood down from an incident or conduct a crew change in the case of a protracted incident.

Upon demobilisation, the officer in charge of the appliance should T-card out from the control point and notify the DFES ComCen that they are returning to station.

All vehicles and equipment must be returned to a state of readiness upon return to station. At a minimum, this means the following items:

- vehicle fuel tank is at least $\frac{3}{4}$ full of fuel
- pump fuel tank (if fitted) is full of fuel
- the appliance water tank is refilled, and the pump is primed
- all equipment is properly re stowed on the appliance
- drinking water/refreshments are replenished
- the vehicle is left in a clean/tidy state

If a vehicle or critical equipment on the appliance is damaged or defective, then a report is to be submitted in accordance with the *BFB Handbook - Equipment*.

Debrief

Officers/members of BFBs should debrief after all incidents to identify:

- what went well?
- what didn't go well?
- what needs to be changed/improved in the future?
- reporting of any Work Health and Safety issues, near misses or injuries.
- any follow up requirements such as critical incident stress/wellness needs

Any identified safety concerns, hazards or systemic issues must be formally reported through the Shire's WHS reporting system.

Administration

Incident expenditure

Only the following persons may expend funds in connection with an incident:

- Shire employees with relevant purchasing authorisation
- CBFCO
- DCBFCO

In the case of the CBFCO and DCBFCO's, it is recommended that consultation/approval be sought from Shire Officers prior to any expenditure taking place.

Any emergency expenditure must be in accordance with Section 6.8 of the *Local Government Act 1995*.

FIRS

All units that responded to a fire, even if they stood down before arriving, are to fill in a FIRS form. The electronic or paper formats may be used. Scanning of forms should be in 200+ dpi, and ideally in PDF format.

A copy of the completed forms is to be submitted to:

- the Shire via Brigade@dardanup.wa.gov.au or in person to the Shire's reception desk
- to DFES via Reports@dfes.wa.gov.au

Certificate of Attendance

Brigade members that have attended an emergency response, and who require a certificate of attendance to provide to employers or for other purposes may request such from their brigade.

A template has been provided to Brigades for their use. This is the preferred method. The Captain or delegate is to sign the certificate.

If the Brigade wishes, the Shire may issue certificates. In this case, requests must be made through the brigade@dardanup.wa.gov.au email address and a FIRS covering the shift must be submitted.



Part 3

Hazard Mitigation

Fire Prevention Order

A Fire Prevention Order is required to enable the Shire to meet its responsibilities for fire prevention⁶.

The Fire Prevention Order reminds the public:

- of key dates for Restricted and Prohibition periods
- of requirement to install fire breaks to prevent the spread of fire
- about obtaining fire permits
- on the use of outdoor cooking appliances
- of who the Fire Control Officers are in their area
- of the Shire's work to reduce bushfire risk in road verge and reserve
- to consider volunteering for the Bush Fire Brigades
- to sign up to free SMS notifications of bans

Review

The Fire Prevention Order is reviewed each year. The process is for Fire Control Officers to review the current order and make recommendations to the Shire. The Shire will amend the order based on the recommendations.

If a significant re-write is required, the Fire Control Officers may undertake the first draft.

The Shire's Media Team will review the format to comply with style guidelines and accessibility.

The final draft of the Fire Prevention Order will then be presented to the Bush Fire Advisory Committee for endorsement, before being put to Council for approval.

Publication

The Fire Prevention Order is publicised on the *Gazette* and a local newspaper⁷. The Emergency and Ranger Services team will liaise with the Governance team to arrange publication. Publication will usually occur in July/August.

A post-card will be prepared and distributed to residents in semi-rural and rural areas reminding them of their requirements per the Fire Prevention Order.

Fire Breaks

Exemptions

The Fire Prevention Order advises property owners that there is a process of seeking exemptions from the requirement to install fire breaks.

There are three types of exemptions:

- 3-year exemptions
Three-year exemptions are approved by Council for property owners that have alternative bushfire mitigation measures that they will use for multiple years.
- 1-year exemptions
A 1 year exemption is approved by Council for exemptions to the requirement for a fire break for the current season. A 1-year exemption may be offered to applicants of a 3-year exemption that are late or do not meet the requirements for a 3-year exemption.

⁶ See s33 of the *Bush Fires Act 1955*

⁷ I.a.w. s? of the *Bush Fires Act 1955*

- Short term exemptions
The exemptions are approved by the Chief Executive Officer for property owners that cannot maintain their fire break for the later part of the season. The permit is valid only until the end of the season.

In the first instance property owners are asked to consult with their local Fire Control Officer.

The Fire Control Officer is to inspect the property and will make a recommendation to the Shire on whether an exemption is warranted.

The applications for exemptions will be submitted to Rangers and tabled at the October meeting of Bushfire Advisory Committee. The Committee will make recommendations to Council. Council will then approve or reject applications.

Inspections

Shire Rangers will inspect rural and semi-rural properties twice during the summer period. The first inspections will commence in early December. The second inspections will usually commence in February.

Rangers will inspect a significant proportion of the properties that require action per the Fire Prevention Order. However, time constraints prevent an inspection of every single property. If a Fire Control Officer is aware of a property that may not be compliant then they can alert rangers through the rangers@dardanup.wa.gov.au email. Rangers will then ensure the property is inspected.

Rangers will issue improvement notices to property owners that have substantially complied with the Fire Prevention Order but have not met the required standard.

Rangers will issue infringements to property owners that have failed to comply with the Fire Prevention Order or failed to comply with an improvement notice. Rangers have discretion to issue warnings during the first week of December instead of an infringement.

The Shire is also able to install necessary fire breaks and recoup costs from property owners if property owners have not installed a break.

Risk Identification

Mitigation Activity Fund

The Shire relies on the Mitigation Activity Fund Grants Program to fund a significant portion of bushfire mitigation. In the past an annual application for funding was submitted, the Shire has recently moved to a three-year program.

Application

The application will be assessed by the Department of Fire and Emergency Services and if they agree they will approve the treatment and grant funds to the Shire to implement.

Note that:

- the next round may be up to 3 years away, and as such it may be several years for new treatments to be included on the schedule
- a burn may not be assessed as the best treatment option

The Bushfire Risk Mitigation Coordinator will look for opportunities to involve brigades in the risk treatments, but this may not be an option for some treatments.

Identifying treatments

While the Shire's Bushfire Risk Mitigation Plan is tenure blind, the Mitigation Activity Fund is not. The Mitigation Activity Fund only applies to State land vested in the Shire. The funds cannot be used for:

- Shire owned lands

- private lands
- land managed by another agency
- unallocated Crown lands
- reserves less than 1ha and within urban areas
- areas with last remaining/remnant vegetation
- grass verges, verges adjacent to broadacre, verges not in close proximity to any assets or adjacent to cleared paddocks, verges not in bushfire prone areas

Treatments must be for risks rated high, very high or extreme. Treatment must be physical in nature. i.e. alters the bushfire fuels (burn, slashing, chemical treatments).

If a risk is identified:

- discuss the matter with the Fire Control Officer (and the Brigade committee if appropriate)
- if the risk is significant, then bring it to the attention of the Chief Bush Fire Control Officer
- the Chief will liaise with the Bushfire Risk Mitigation Coordinator or Coordinator Emergency and Ranger Services
- the Bushfire Risk Mitigation Coordinator will formally assess the treatment options and records the details
- the Bushfire Risk Mitigation Coordinator will collate treatment options and submit the options in the next Mitigation Activity Fund grant round

Prohibition / Restriction

The Fire Prevention Order will specify the dates of restricted and prohibited burning periods. These periods are open to be adjusted based on the current conditions.

The Minister may declare a prohibition period or restricted periods⁸. The Fire and Emergency Services Commissioner may vary the dates in a particular area for the current year⁹.

In recognition of current seasonal conditions, the Shire of Dardanup may alter the prohibited burning period within the Shire by up to 14 days¹⁰ (in consultation with CALM if required). Restricted periods may be altered by up to 14 days at a time. When altered the Shire is to notify adjacent local governments, the Department of Fire and Emergency Services, and the community¹¹.

The Chief Bush Fire Control Officer and Shire President are delegated¹² to make a joint decision on extending the prohibited burning period. The Bush Fire Control Officer and Chief Executive Officer are delegated¹³ to make decisions to alter the restricted burning period.

Permit to Burn

During the restricted burning period landowners/occupiers are permitted to light fires, but only with a permit¹⁴. Permits are to be issued by Fire Control Officers and are subject to any directions from the Chief Bush Fire Control Officer.

⁸ See s17(1) and s18(1) of the *Bush Fire Act 1954*

⁹ See s17(6) and s18(4A) of the *Bush Fire Act 1954*

¹⁰ See s17(7) and s18(5) of the *Bush Fire Act 1954*

¹¹ See s17(8) of the *Bush Fire Act 1954*

¹² See delegation 3.1.2 Prohibited Burning Times – Control Vary

¹³ See delegation 3.1.4 Restricted Burning Times – Vary and Control Activities

¹⁴ See s18(6) of the *Bush Fires Act 1954*

Applicants can apply for a permit on-line. When submitted the application is sent to the relevant Fire Control Officer for approval. The link is:

<https://www.dardanup.wa.gov.au/permit-to-burn.aspx>

The link can also be found by visiting the Shire of Dardanup Home page, selecting “Our Services” then “Fire & Emergency” then “Permits and Burning”. A link will be presented down the page.

The Fire Control Officer must be satisfied that the applicant has sufficient measures in place to adequately control the fire and that the applicant is aware of their obligations and requirements as per the *Bushfire Regulations 1954*.

Copies of paper permits issued are to be retained in the permit book. Upon completion of the permit book, it is to be submitted to the Shire for recording/archiving purposes.

A summary of permits issued must be forwarded to rangers@dardanup.wa.gov.au on a regular basis during the restricted burning period.

Prescribed Burns

Shire Verges

Council governs the process of conducting hazard reduction burns on Shire road verges¹⁵. Brigades wishing to conduct a burn on a verge are required to fill in Form 173.

Initial action

The Brigade is to fill in:

- “Stage 1” section of Form 173
This form alerts the Shire to the intention to conduct a burn.
This section is signed-off by the Brigade Fire Control Officer
- top half of “Stage 2” section of Form 173
It is anticipated that the Brigade will be aware of the properties nearby the burn that might be affected by smoke, especially vineyards, orchards, and other crops. “Stage 2” will identify those crops in relation to the burn area, and the contact details of the property owners such that they can be advised prior to the burn.
This section is signed-off by the Emergency Management Officer.

A burn date will not be set at this stage.

The form must be submitted 3 weeks or more ahead of the earliest burning opportunity.

Environmental Assessment

The Shire’s Environmental Officer will assess the planned burn and complete “Stage 3” of the Form 173.

The Environmental Officer will consider the environmental impacts, including (but not limited to): any rubbish within the site, whether the area is within a dieback restricted area, and if endangered fauna may be impacted.

Burning native vegetation bush provides a disturbance opening for grassy weeds and woody weeds to invade. Post fire, the ground surface can no longer retain high moisture levels, so native recovery can be slower than the grasses, so the grass abundance explodes. Native vegetation can become a little weedy for a while as the bush recovers, especially if there are open scald patches. At a minimum, post fire grassy weed control is required to keep the standing dry fuel grasses out and keep the bush structure from becoming too dense in the mid storey.

¹⁵ See Infr CP073 – Roadside Burning – Rural and Semi-rural Areas

Stakeholder Engagement

Stakeholders that will need to be engaged include:

- adjacent landowners
- Department of Fire and Emergency Services
- Department of Biodiversity, Conservation and Attractions
- all Fire Control Officers
- social media (via Facebook and Shire website)
- other users (via signage)

Surrounding property owners will need to be advised of the planned burn. Governance may assist in the process. Communications will also assist with publication.

The Department of Fire and Emergency Services will be advised on the burn. So too other Fire Control Officers.

The Emergency Management Officer signs-off the complete “Stage 6” of the Form 173.

Approvals

Approvals are required from:

- Chief Bush Fire Control Officer
- Coordinator Emergency and Ranger Services
- Chief Executive Officer, as representative for the landowner

Approvals are documented in “Stage 7” of the Form 173.

At this stage, if there are no objections, a date will be agreed for the conduct of the burn. At least two weeks will be required to complete planning.

Planning

An engineering officer will then assess the needs for a traffic management plan and complete “Stage 4” of the Form 173.

The Shire has a template for a traffic management plan that will need to be reviewed to create a custom traffic management plan for the burn.

The Emergency Management Officer will also plan refreshments, if required, and complete “Stage 5” of the Form 173.

Conduct Burn

“Stage 8” of the Form 173 is required to be completed on the day of the burn.

There are checklists to be checked:

- before ignition
- during burn
- and immediately after burn, including documenting patrols following the burn

“Stage 8” is to be signed-off by the Fire Control Officer, or delegated brigade officer.

Review Burn

“Stage 9” of the Form 173 focuses on the outcomes and learnings from the burn. The Emergency Management Officer will ensure that this stage is completed.

Private Property

All burning by brigades on private property requires a written request from the landowner, which is to be forwarded to the Shire (brigade@dardanup.wa.gov.au).

The Chief Bushfire Control Officer is to approve brigade involvement in hazard reduction burns on private property.

The burn is the overall responsibility of the landowner, and the brigade is assisting them. All costs associated with the hazard reduction burn is to be paid by the landowner. Brigades cannot charge the landowner for their involvement. The landowner may provide a donation to the brigade.

Shire Managed Lands

The mitigation of risk of bushfires on Shire managed land is the responsibility of the Bushfire Risk Management Coordinator. The Coordinator will assess the risk and plan for mitigation measures in accordance with the Shire's Bushfire Risk Management Plan.

Mitigation will be funded through the Mitigation Activity Fund grant program.

Department of Biodiversity, Conservation and Attractions Land

The Department of Biodiversity, Conservation and Attractions conduct regular hazard reduction burns on their land within the Shire of Dardanup.

The Department notifies the Shire of all prescribed burns.

At times the Department will include road verges adjacent to their land in their burn plan. The Department seeks approval from the Chief Executive Officer each year for permission to burn such portions of the Shire's road verges.



Part 4

Membership

Joining

Application for Membership

The application for membership to join a Bush Fire Brigade form must be completed for all members of a brigade, including cadet members.

The Brigade may vet potential new members and may consider factors such as:

- proximity to brigade
Does the prospective member live or work close to the brigade?
- commitment expectations
Does the member have sufficient free time to devote to training and fire calls?
- previous membership
Has the member volunteered before?

The Department of Fire and Emergency Service form is accepted by both DFES and the Shire.

The Shire is required to maintain a register of all members¹⁶. So, application forms should be submitted to the brigade@dardanup.wa.gov.au email. The Shire will forward these on to DFES.

DFES Id

DFES will issue an identification number to the new member. A letter is normally sent to the member advising them of their new DFES Id (among other matters), and a copy sent to the Shire and to the Brigade.

External Transfer

Members transferring into a Shire of Dardanup brigade from another Local Government's brigade will require screening. Before the member is accepted into the brigade the Captain/Fire Control Officer should liaise with the Captain/Fire Control Officer of the previous brigade to gain an appreciation of the member's skills, experience, and fit within the brigade.

A standard Department of Fire and Emergency Service application form is to be filled in and submitted to brigades@dardanup.wa.gov.au as for new members.

An induction form is also required for members who are transferring from another Local Government's brigade. The Brigade Officer conducting the induction briefing may take into account prior experiences.

Dual Members

Brigade members may be registered as a member of multiple brigades, or Fire and Rescue or State Emergency Service units, in consultation with the relevant Captains and/or Local Managers. Consideration should be given to how membership of multiple emergency services will impact availability for fire calls and training or create conflicts of interest.

¹⁶ See s41(2) of the *Bush Fires Act 1954*

Administration

Update of Membership Information

The Shire is required to maintain an accurate record of all members¹⁷. The Brigade and Shire is to be notified of any changes to a member's membership information, including but not limited to the following:

- change of name
- change of address.
- change to next of kin details
- contact details (phone number, email address)
- position within brigade (including changing Active/Auxiliary status)
- leave of absence
- termination or transfer to another brigade

A member should submit their change of details to the Secretary, or delegate, using the DFES "Update of Membership" form¹⁸ (except leave of absence, see below). Once completed, the Secretary shall retain a copy and forward a copy to the Shire.

The Shire will record the updated information in its record management system, and will forward to DFES for their records¹⁹.

Leave of Absence

A member can apply in writing to the Brigade Committee for a Leave of Absence. The leave application request may be for any reasonable duration. Absences of less than 2 months do not require a leave of absence.

A period of leave of absence will not count towards service for long service awards.

If the period of leave is expected to be longer than 18 months, then the brigade should discuss with the member the potential for resigning and then re-joining the service when they are able to resume active participation in the brigade. The members skills and experience and service details will be retained for records management purposes and so can be reinstated quickly.

Departing

Lapsed Attendance

To remain active, a firefighter is expected to turn up to a training night at least once a year.

If a firefighter has not attended training for over a year, then they are to be transferred to Associate member.

If a firefighter has not turned up to a training in over 2 years, then the brigade is to try to make contact with the member to determine their intention to remain a member.

If a firefighter has not attended training or able to be contacted for 3 years, then they are automatically resigned from the brigade.

¹⁷ See s41(2) of the *Bush Fires Act 1954*

¹⁸ <https://www.volunteerhub.dfes.wa.gov.au/home/toolboxes/administration/bfs-administration#Membership-maintenance>

¹⁹ As required by s41(2a) of the *Bush Fires Act 1954*

Resignation

Where a member resigns from the Service, an update of membership form must be submitted to the Secretary. The Secretary should submit a copy of the form to brigade@dardanup.wa.gov.au. The details will be forwarded to DFES for their records.

All uniform, Brigade/Shire issued equipment, and PPE/C items remain the property of the Shire and must be immediately returned. The Brigade should make an attempt to recover the gear issued to the member. If the brigade has not success, then they should advice the Shire, via brigade@dardanup.wa.gov.au that they have not been successful. The Shire will attempt to recover the gear.

Transfers

Where a member transfers from one brigade to another, then an update of membership form must be submitted to the Secretary. The Secretary will the submit a copy to brigade@dardanup.wa.gov.au. The details will be forwarded to DFES for their records.

The member is permitted to retain their PPE for use in their new brigade. However, other Brigade property is to be returned before transfer.

Roles

Firefighter

The firefighter role is directly involved in the management or undertaking of firefighting operations²⁰. There are minimum training requirements, and active members are issued personal protective equipment. The minimum age for an firefighting member is 16 years²¹. However, any member under the age of 18 will require parent/guardian permission to attend a fire and must be accompanied by a fully trained member over the age of 18²².

Associate

Associate members are members of the brigade that provide a variety of support functions that are not directly related to bushfire response²³. Associate members only require induction, and are not issued personal protective equipment.

Honorary Life Member

The brigade made recognise a member who has contributed 15 years of service to the brigade as an honorary life member²⁴.

Cadets

Cadet members are Bush Fire Brigade members aged 11-15 years²⁵. Cadets are in a training program only and must be supervised by an adult; they are not permitted to attend incidents, vote at meetings, nor be assigned rank. Cadets may attend prescribed burns with the approval of a parent/guardian. Noting that personal protective equipment is not issued to cadets, they may only attend as observers unless they can borrow PPE from other members.

²⁰ See s4.2 of *Bush Fire Brigades Local Law 2021*

²¹ See s4.2(1) of *Bush Fire Brigades Local Law 2021*

²² See s4.2(2) of *Bush Fire Brigades Local Law 2021*

²³ See s4.3 of *Bush Fire Brigades Local Law 2021*

²⁴ See s4.5 of *Bush Fire Brigades Local Law 2021*

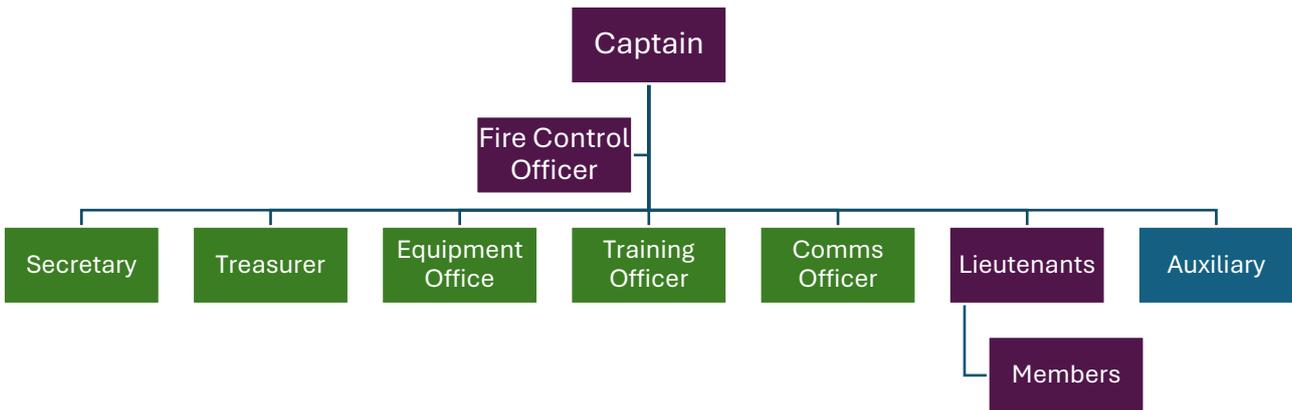
²⁵ See s4.4 of *Bush Fire Brigades Local Law 2021*

All members who are involved in training or other activities involving cadets are to have undertaken a Work with Children Check²⁶.

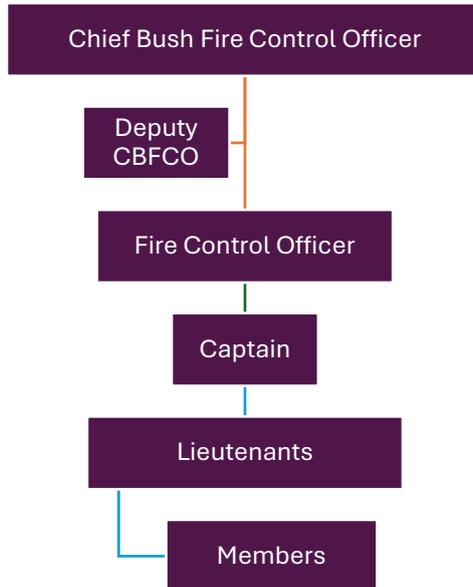
Chain of Command

There are two chains of command. The administrative chain applies at all times except during fire calls. In response to fires, the Operation/Fire calls chain applies.

Administrative



Operational/Fire calls



Management

Shire of Dardanup Values

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we hold ourselves accountable to deliver excellence for our customers and community. It is expected that all Shire volunteers will adhere and embrace its values, which is abbreviated to T.R.A.C.E.S.

²⁶ See <https://www.wa.gov.au/organisation/department-of-communities/working-children-check>



Code of Conduct

Protecting the community from bushfires is a noble endeavour, however, this is no excuse for behaviour that the community, DFES, or the Shire of Dardanup would find unacceptable. A Code of Conduct is a set of rules outlining the norms, rules and responsibilities of, or proper practices for, an individual, party or organisation.

Department of Fire and Emergency Services

DFES has a code of conduct for volunteers of the service²⁷.

Shire of Dardanup

The Shire of Dardanup's *Code of Conduct*²⁸ provides employees (including volunteers) with clear guidelines for the standard of professional conduct expected of them in carrying out their functions and responsibilities.

Functions and Responsibilities

It is expected that volunteers will abide by the relevant codes of conduct at all times while volunteering with the Shire of Dardanup's Bush Fire Brigades. Which includes:

- acting in the capacity of a member
- attending or participating in any brigade activity, including but not limited to attending incidents, training, or other community relations events
- on Brigade/Shire premises
- wearing brigade uniform, whether on duty or otherwise
- attending any brigade or Shire sponsored event including social events or
- announcing him or herself as a member

Officers within Brigades are expected to:

- lead and promote the Codes of Conduct
- lead and promote the values of the Shire of Dardanup
- act promptly, and with due process, to prevent and manage breaches of the code or failure to live up to the values of the Shire

²⁷ See https://cdn.prod.website-files.com/61de5d84c5a92d75c52a9ca6/66a1f31ffc920043217c4761_DFES-Code-of-Conduct.pdf

²⁸ See <https://www.dardanup.wa.gov.au/documents/11/code-of-conduct-for-employees-adopted-2024>

Council Policies

Equal Opportunity

Council policy CnG CP 014 – *Equal Opportunity Employer*²⁹ is to be abided by at all times when engaged in Brigade activities.

Fraud, Corruption and Misconduct

Shire of Dardanup's council policy CNG CP304²⁹ relates to *Fraud, Corruption and Misconduct*.

The Policy has been established to communicate the Council's zero tolerance approach and response actions to fraudulent and corrupt conduct within the performance of its functions and interactions with contractors and suppliers, the community and all other stakeholders of the Council.

This policy applies to volunteers.

Work Health and Safety

Council policy CNG CP302 *Work Health and Safety*²⁹ is to be abided by at all times in order to assure the health and safety of employees, contractors, volunteers, visitors and the general public.

The Shire is firmly committed to enabling all brigade activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of brigade members and anyone else who may be affected by brigade activities.

It is recognised that fire and emergency response is an inherently dangerous environment, however exposure to hazards to health and safety should be minimised as far as reasonably practical.

The Shire commits to the following responsibilities:

- maintaining plant, facilities and equipment in a safe condition
- providing information, instruction, and training that is reasonably necessary to ensure that each member is safe from injury and risks to health
- a commitment to consult and cooperate with brigades in all matters relating to health and safety
- a commitment to continually improve performance through effective safety management

Brigade members are charged with the following responsibilities:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing as required
- comply with any direction given by the shire and/or officers for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents, incidents and near misses
- report all known or observed hazards to their supervisor or manager

In accordance with legislative requirements³⁰, the Shire does not permit smoking or vaping in any Shire building, fire appliance or vehicle, or any other enclosed workplace. A designated smoking area may be established outside Shire buildings. Where designated smoking areas are established, they shall be located at least 10 metres away.

Drug and alcohol use can affect a person's ability to operate safely. Members should not attend any brigade activity if they are affected by any drug (including prescription/medical drugs) or alcohol.

²⁹ See in https://www.dardanup.wa.gov.au/Profiles/dardanup/Assets/ClientData/Documents/Registers/2024-2026_Council_Policy_Manual.pdf

³⁰ See s50D of *Work Health and Safety (General) Regulation 2022*

Bullying

Council policy CnG CP071 – *Workplace Bullying & Workplace Violence*²⁹ is to be adhered to at all times. The Shire has a duty to protect people within the workplace from bullying and violence.

Social Media

Council policy *Exec CP026 – Social Media* applies to volunteers in relation to participation on social media. Basically, posting comment on social media must not:

- bring the Shire of Dardanup into disrepute
- compromise the person's effectiveness in their role with the Shire
- imply the Shire's endorsement of personal views
- imply they are speaking on behalf of the Shire
- disclose confidential information

Please remember, that while you may think your private communications are in a private group, they may be copied and become public knowledge.

Working with Children

All volunteers who may, while performing duties as a member of the brigade, interact with children are required to have a current Working with Children check³¹. This includes members who interact with cadets.

Grievances

The Shire is committed to providing a safe and healthy workplace for its members, maintaining a harmonious and productive environment in which diversity is valued and encouraged. It aims to resolve grievances in a prompt, conciliatory, fair and effective manner.

A grievance is any type of problem, concern or complaint related to work or the work environment. A grievance may be about any act, omission, situation or decision that is thought unfair, discriminatory or unjustified.

The Shire encourages members to first attempt to resolve grievances directly and respectfully with the individuals involved, however it is understood that this is not always possible. If the matter cannot be resolved informally between the parties, it should be escalated through the Shire's appointed Grievance Officers for further support and formal resolution.

The Shires administration policy AP038 *Grievance, Investigation and Resolution*³² will be applied if a grievance is reported to the Shire.

For more detailed guidance on raising and managing grievances, members should refer to the Shire's *Grievance Information Handbook*, which provides additional information on processes, support options, and expectations.

Managing Conduct, Performance, and Membership Matters

This section outlines how responsibility is shared between the Shire and Brigade Leadership when concerns arise regarding conduct, safety, performance, or membership. It provides clarity on when matters should be managed by the Shire, when Brigade Committees may exercise their governance powers, and how overlaps should be approached.

³¹ See <https://www.wa.gov.au/organisation/departments-of-communities/working-children-check>

³² See in https://www.dardanup.wa.gov.au/Profiles/dardanup/Assets/ClientData/Documents/Registers/2024-2026_Council_Policy_Manual.pdf

Shire Responsibilities

The Shire is responsible for managing matters that involve conduct, safety, fairness, and organisational risk. These include, but are not limited to:

- alleged bullying, harassment, or intimidation
- undermining brigade leadership or refusal to follow lawful and reasonable directions
- behaviour that may bring the Shire or the brigade into disrepute
- alleged fitness for work concerns, including impairment

When these matters arise, the Shire is responsible for:

- assessing and managing allegations
- coordinating and undertaking investigations where required
- ensuring procedural fairness principles are applied
- determining appropriate outcomes based on substantiated findings

The Shire's disciplinary policy *AP025 – Disciplinary* applies to all such matters.

Potential outcomes for substantiated breaches may include:

- reprimand
- suspension
- demotion
- disqualification from holding rank
- imposition of conditions on continued membership
- prohibition of future membership (including life membership)
- removal from membership

Brigade Committee Responsibilities

Brigade Committees have voting powers intended for governance-based decisions related to brigade membership and functioning. These powers may be exercised in matters such as:

- failure to meet membership or eligibility requirements
- failure to maintain required competencies or qualifications
- persistent non-attendance or disengagement
- refusal to comply with brigade rules or lawful requirements
- situations where the Shire has completed an assessment and advised that termination of membership is appropriate

Committee voting powers should not be used to manage:

- disputed allegations of misconduct
- fitness for work or impairment issues
- matters requiring investigation or procedural fairness

Where the Committee intends to exercise its voting powers to dismiss a member, the member has a right of defence and must be given the opportunity to respond to any charges before a vote is held.

Brigade Committees do not have authority to override legislative obligations or replace formal Shire investigation processes where WHS or misconduct matters arise.

Overlap Between Shire and Brigade Responsibilities

Some matters may involve issues relevant to both brigade governance and Code of Conduct requirements, e.g. behaviours impacting team cohesion, interpersonal conflict, or recurring performance concerns.

When concerns are:

- not formally reported, or

- reported without sufficient detail

the Shire's ability to undertake a formal investigation may be limited. In such cases, Brigade Committees may need to consider alternative, proportionate local management strategies appropriate to a volunteer environment.

Both the Shire and Brigade Leadership should work collaboratively to determine the most suitable escalation pathway, ensuring responses are fair, reasonable, and consistent with policy obligations and community expectations.

Awards/Recognition

Volunteers are eligible for a number of awards that are issued by the Department of Fire and Emergency Services or the Office of the Official Secretary to the Governor General. All medals and awards will be provided to the Shire's Emergency Management Officer by DFES. A congratulatory letter will be prepared for the CEO and Shire President's signature to accompany the award. The Captain/Fire Control Officer will be consulted on arrangements for presenting awards to members.

DFES Awards

DFES awards Bush Fire Brigade volunteers for diligent service:

- the Bush Fire Service medallion is awarded to volunteers who have completed five (5) years of diligent service.
- the Bush Fire Brigade Medal is awarded for ten (10) years of diligent service to the Bush Fire Service.
- a clasp to the Bush Fire Brigade Medal is awarded for each subsequent five years of diligent service with the Bush Fire Service up to 55 years.
- after 60 years of active and diligent service a member will be awarded a framed Medal and Certificate. A congratulatory letter from the Minister for Emergency Services will also be issued.

The length of service is calculated from the date of joining the Bush Fire Service. The period of service may be an aggregate number of years, not necessarily a continuous period.

There are several other meritorious awards such as the Murray Lang Bush Fire Service Award and the Firefighting Young Person of the Year Award³³.

National Awards

Long or exemplary awards are available for volunteers of the service.

- the Australian Fire Service Medal³⁴
- the National Medal³⁵
- the National Emergency Medal³⁶

there are also:

- a range of Australian Bravery Decorations³⁷

³³ See <https://www.dfes.wa.gov.au/awards-and-events/wafes-awards>

³⁴ See <https://www.pmc.gov.au/honours-and-symbols/list-australian-honours/australian-fire-service-medal>

³⁵ See <https://www.pmc.gov.au/honours-and-symbols/list-australian-honours/national-medal>

³⁶ See <https://www.pmc.gov.au/honours-and-symbols/list-australian-honours/national-emergency-medal>

³⁷ See <https://www.gg.gov.au/australian-honours-and-awards/australian-bravery-decorations>



Part 5

Training

Key Personnel

Brigade Training Officer

Each brigade is to appoint a Training Officer³⁸. The duties of the Brigade Training Officer are set out in the *Brigade Local Law*³⁹. Brigades may assign additional duties as meets the needs of the brigade.

Brigades Training Coordinator

The Chief Bush Fire Control Officer may appoint a member to act as the Brigades Training Coordinator. This is a role not established in the *Brigade Local Law* and operates to coordinate training across the brigades.

One of the key tasks of the Brigades Training Coordinator is to facilitate the local delivery of Department of Fire and Emergency Services training courses in cooperation with the Course Facilitator.

The Brigades Training Coordinator attends Brigade Leadership Meetings with the Shire of Dardanup.

Shire Trainer/Assessors

The Shire maintains a team of trainer/assessors to support locally delivered DFES courses.

Expressions of interest are welcomed at any time from suitably qualified individuals to become a trainer and assessor for DFES courses. The minimum requirements to become a trainer/assessor include;

- 5 years operational experience
- ability to effectively deliver and assess training, including public speaking and presentation skills
- availability to attend training courses to deliver/assess material
- willingness to undertaking DFES Workplace Trainer/Assessor course

Any member that meets the above pre-requisites will be invited to observe/assist in delivery of the next available training course. The Chief Bush Fire Control Officer, Brigades Training Coordinator, or other appointed Trainer/Assessor, will provide feedback to the prospective trainer and confirm their suitability for the training role.

The prospective trainer should undertake the DFES Workplace Trainer/Assessor course, and then seek endorsement for the Bushfire Safety and Fire Fighter Skills Training Resource Kits.

Training and Competency Assurance

Induction

Induction is a process of integrating new brigade members into the workplace (i.e. the Brigade station) and their role, and also ensure new members are aware of:

- key personnel at the brigade
- routine brigade procedures
- basic safety awareness, especially their responsibility under the *Work Health and Safety Act 2020*.

Volunteers are considered workers for the purposes of the *Work Health and Safety Act 2020*⁴⁰. All volunteers for the Shire of Dardanup, including Bushfire Brigade volunteers, are to be inducted. Induction is the way the Shire fulfills its responsibility to provide information, training instructions or supervision that is

³⁸ See part 5.3(2a) of Schedule 1 of the Shire of Dardanup *Bush Fire Brigades Local Law 2021*

³⁹ See section 3.7 of Schedule 1 of the Shire of Dardanup *Bush Fire Brigades Local Law 2021*

⁴⁰ See s7(1)h

necessary to protect all persons from risks to their health and safety⁴¹ from work carried out as part of the conduct of the business or undertaking.

Induction is a means to ensure that every member has been briefed on basic safety requirements of being a member of a brigade. All members, both firefighter and ancillary, are expected to be inducted into Brigades. All existing members at the time inductions were mandated are also expected to be inducted.

Induction is completed only when a completed induction form⁴² has been received by the Shire (scanned and sent to brigade@dardanup.wa.gov.au). While the form is usually signed by the Brigade Training Officer or Captain, it may be signed by any Brigade Officer. The induction form is to be retained by the Brigade Secretary.

Members who have not completed induction will only be permitted to attend brigades to undertake training to achieve induction or as invited guests. At such times they are to be escorted by an inducted member at all times.

Firefighter who have not completed induction will not be issued personal protective clothing/equipment.

Firefighters

The Bush Fire Advisory Committee has agreed to a Shire policy on the minimum training standards for firefighting members⁴³.

Fireground readiness is a term used by the Shire to indicate a member has attained the minimum training to attend a fire ground. Fire-ground readiness is only achieved once the minimum training is undertaken and evidence of successful completion has been received by the Shire.

Members who have not attained Fireground readiness are not to attend fire calls. They should not be added to BART, or at least have alerts disabled if they require BART for general training broadcasts.

Brigade Officers may have additional minimum training requirements. Brigade Officers may be elected into their role prior to achieving the minimum training for the role, however, this should only be an option should no already qualifying member nominates for the role. It is expected that Brigade Officers that lack minimum training will take active efforts to obtain the minimum training during their first term as the Brigade Officer.

Assurance

The Shire maintains overarching responsibility for ensuring that Brigade members meet minimum training and competency standards relevant to the duties they perform.

While DFES delivers and records many operational qualifications, the Shire must maintain assurance that:

- members attending incidents meet minimum training standards
- officers meet role-based training requirements
- members operating brigade vehicles hold the appropriate driver's licence and have been authorised
- mandatory and refresher training requirements are maintained

To support this assurance, brigades must:

- provide updated training attendance records to the Shire in a timely manner
- advise the Shire of members who are not meeting minimum training standards
- ensure members are not deployed to incidents unless minimum competency requirements are met

⁴¹ See s19(3)f of *Work Health and Safety Act 2020* and see also Council Policy CNG CP302 Work Health and Safety Policy

⁴² Form 181 – WHS Induction Check List

⁴³ See SDev CP077 – Brigade Volunteer Minimum Fire Training Requirements

The Shire collects this information to ensure it can demonstrate compliance with its legislative obligations and maintain assurance that members are maintaining their skills. Records are maintained within a central database. While data is generally used to monitor collective brigade capability, individual reports may be generated upon request for Brigade Training Officers (for their brigade only) or individual members (for their own record).

To support governance and compliance monitoring, the Shire may maintain a centralised training matrix across all Brigades to monitor minimum standards, refresher requirements and role-based competencies.

DFES Training

The majority of training required by bush fire brigade volunteers is provided by the Department of Fire and Emergency Services.

Volunteers can undertake online training through the eAcademy system, or use the system to nominate for face-to-face training. Such courses are included on the DFES Regional Training Calendar.

Approvals for training must go to the relevant Brigade Captain / Training Officer / Fire Control Officer, who may liaise with the Chief Bushfire Control Officer prior to approval.

Locally Delivered DFES Courses

DFES courses may be organised and delivered locally where:

- there is a Course Facilitator available to organise all aspects of the course delivery
- there are sufficient participants able to attend (the minimum will be based on DFES guidance, which may be course specific)
- there are sufficient trainers/assessors available

A lead time of 6 weeks is required to set up and administer any locally delivered DFES courses, especially if catering, printing, or other support, is required of the Shire.

Out-of-Area DFES Courses

Members may be provided the opportunity to attend Department of Fire and Emergency Services training outside of the Shire/Region. Usually, such training courses are offered for more advanced skills or infrequently offered training. Such training may involve travel and accommodation.

As for all DFES training, members must apply through the DFES eAcademy and obtain approvals from the Brigade Training Officer, Captain/ Fire Control Officer, and Chief Bush Fire Control Officer. DFES may also seek approval from the Shire.

When travel is involved, there are a number of considerations:

- ensure the Shire is advised of the travel before the training
- if multiple members are attending, then they should travel together
- pre-approval of accommodation is highly desirable, and paid by purchase order
- reimbursement of travel will be available⁴⁴ using the reimbursement form⁴⁵; receipts for all expenses (accommodation, parking, meals, etc) are to be retained and submitted with a claim for reimbursement
- if using brigade vehicles for travel, then approval from the Chief Bush Fire Control Officer, to take the vehicle out of the Shire is required

⁴⁴ See Council Policy SDev CP501 – Volunteer Bush Fire Brigade Training Expenditure Reimbursement

⁴⁵ Form 22 – Volunteer Bush Fire Brigade Training Expenditure Reimbursement Claim

External Courses

From time-to-time members may be able to attend courses provided by external providers. A four-wheel driving course and first aid course are two examples. Such courses are usually ordered on an ad hoc basis, and usually where DFES does not provide the training, but has authorised the use of an external training provider.

While there are potentially valuable courses provided by external training providers the Shire may not be able to support participation. External courses not authorised by DFES may not be eligible for Local Government Grant Scheme funding.

Brigade Training

Skills Maintenance Training

Brigades Officers are required to ensure the members of the brigade develop and maintain their skills and knowledge⁴⁶. All members are required to maintain their skills.

The nature of volunteering means that there are additional challenges to maintaining skills. So members and trainers should look for a variety of options to enable all members keep their skill levels current.

When considering skills maintenance, the Shire considers two factors: regular attendance and key modules.

Regular attendance

While attending fire calls is an effective means of demonstrating individual skills maintenance, it cannot be a substitute for attending regular brigade training. Team bonding, or the development of strong relationships and collaboration within a team, can be a valuable safety measure by fostering a culture of mutual support, open communication, and shared responsibility. Attendance at routine training facilitates team bonding within the Brigade.

Firefighters who have less than five years of service are required to attend 6 training activities (usually Brigade training nights) in a 12-month period. Firefighters with more than five years' service, and who have the support of the Captain/Fire Control Officer, are only required to attend 3 training activities in a 12-month period.

Brigades have discretion to increase the number of minimum training attendances required by their members to suit the needs of their brigade.

Key Modules

Firefighters need to maintain skills in key areas. A firefighter not only needs to attend regular training but must do refresher training on key modules each year. These modules are required to maintain the skill necessary to address the risks to their safety but also the safety of their colleagues.

Brigade Training Officers have collectively agreed on a list of four key modules⁴⁷. The Brigade Training Officers may review the list at their discretion or under the direction of the Chief Bush Fire Control Officer.

The key modules are:

- Burnover
- SOP - turnout, arrival safety, BART (mobilisation)
- PPE/PPC
- Radios

⁴⁶ See s3.2j (re Captain), s3.3(4)f (re Lieutenants), or s3.7a (re Training Office) of Part 3 of Schedule 1 of *Bush Fire Brigades Local Law 2021*

⁴⁷ Meeting of Brigade Training Officers of 27 June 2025

Individual Brigades have the discretion to add to the key modules if they deem it appropriate to ensure the safety and wellbeing of their members or to meet brigade needs.

Recommended training sessions

While the training program for each brigade is at the discretion of the Brigade Training Officer to meet the needs of the Brigade. The Shire encourages a diversity of training topics that includes reinforcement of basic firefighting and fire safety skills. The following topics for training sessions are suggested options to consider:

- pumping exercise – Bushfire fighting and suction drill
- First Aid Exercise
- on and Off-Road Driving
- dieback hygiene and snake awareness
- AIIMS/T Cards refresher
- static Water Supply familiarisation
- pre-season briefing
- brigade vehicle familiarisation and refueling processes
- hydrants and area familiarisation
- radio communications
- firefighter Welfare, Health and Safety
- hand tool use and familiarisation
- map reading and navigation
- pumping/hose drill exercises
- incident management - training exercise
- fire blankets and extinguishers
- burn over and Rural Urban Interface refresher

Associate Members

Apart from Induction, there are no training requirements for associate members. At present, there is also no training that is targeted specifically for associate members.

If general brigade training does not require PPE or pre-requisite skills, then the Shire is supportive of associate members participating in normal brigade training.

Attendance Record

Each Brigade Training Officer is responsible for maintaining a register of training attendance for their brigade. The method of recording training attendance is at the discretion of the brigade, provided that records are accurate, accessible and able to be reported to the Shire.

Brigades may take advantage of the functionality of BART for capturing attendance at training activities. If a member selects “thumbs up” but does not attend, this must be corrected to ensure records accurately reflect participation. Training descriptions should clearly outline the skills or competencies being delivered.

A Shire training attendance form is another method and may be submitted to the Shire following each brigade training session. This form may be used for exercises, courses or other training activities, not just regular training nights.

The Shire form may be customised by brigades provided the general purpose and layout of the form is retained, including:

- a description of the training delivered
- a list of all members who participated

- the name of the person who organised or delivered the training

Examples of customisation include adding brigade name/logo or pre-listed brigade members to allow tick-box attendance rather than handwritten entries.

If a brigade wishes to use an alternative recording method, this must be discussed with the Emergency Management Officer to ensure attendance information can be appropriately reported to the Shire.



Part 6

Equipment

General

Firefighting vehicles, stations and equipment must only be used in accordance with the manufacturer's instructions and relevant doctrine/guidelines/documents.

Such resources may not be used for private purposes.

Any use of brigade vehicles/stations/equipment for brigade activities within the Shire must be authorised by the Brigade Captain and Chief Bushfire Control Officer. Any use of resources for brigade activities outside of the Shire must be authorised by the Shire and Chief Bushfire Control Officer.

Personal Protective Equipment/Clothing

PPE minimum standard/allocation

The minimum PPE standard⁴⁸ for active members in the Shire is:

- level 1 Proban jacket
- level 1 Proban trousers
- firefighting helmet
- firefighting boots
- cotton T-shirt
- gloves
- goggles/safety glasses
- torch
- mask/respirator

It is recommended that members wear 100% cotton undergarments and avoid wearing jewellery while attending to fire incidents and hazard reduction burning.

Care

It is the responsibility of each member to ensure their PPE is in a serviceable condition. PPE must be cared for and maintained in accordance with manufacturer's instructions.

All PPE must be stored at the relevant brigade station when not being used for brigade activities. Members may only remove PPE from the station at the Captain's discretion.

Helmets can be cleaned with warm, soapy water. This will remove most of the soot and markings. The helmet's internals, like the neck flap and sweatbands, can be washed in the washing machine with a non-synthetic powder. The helmet neck flap should also be replaced every two years or after 50 washes. The sweatbands should be washed every couple of months and replaced as they become worn.

Laundering

All operational personnel are responsible for ensuring Personal Protective Clothing (PPC) and Equipment is cleaned to maintain hygiene standards and ensure optimum visibility of the garment.

Brigades may launder PPC on station where a washing machine is available. Where a washing machine is unavailable, consideration should be given to having the PPC laundered by a dry-cleaning contractor. The



⁴⁸ Per DFES SOP3.2.1 (available on DFES portal)

Shire does not have a designated provider. Shire approval is required before engaging a dry-cleaning contractor. The cost of dry-cleaning will be reimbursed.

If the PPC is contaminated by asbestos or other hazardous materials, the PPC is to be bagged and labelled with an appropriate label. PPC will then be laundered by a dry-cleaning contractor or replaced. The Brigade Equipment Officer will arrange, if possible, an emergency set of PPC to be issued to the member from brigade/Shire stocks.

The following information provides guidance on the laundering standard/requirements:

- isolate PPC
Personal Protective Clothing is not to be washed in the same washing cycle with other garments
- do not overload machine
The load size must permit the garment to move freely through the water and rinse cycle

For 'Level 1 PPC' and helmet neck flap:

- wash
Machine wash regular cycle – warm temperature (40°C) – cold rinse well
Time 8 minutes x2 cycles
Do not dry clean
Do not bleach
Note reflective tape is vulnerable to heat
- dry
Warm tumble dry
Line dry in shade preferred
- iron
Use iron on 'Cotton' setting

Replacement of PPE

PPE will be replaced when it is no longer suitable, e.g. damaged, out of date, etc. Replacement of PPE will also be considered due to change of fit. Old items which are being replaced must be returned to the brigade Equipment Officer.

Requests for PPE must be submitted on the "PPE QR Code" form and be endorsed by the Brigade Equipment Officer or Captain prior to forwarding to the Shire. Shire Officers will check and fulfil the request. A bulk order of PPE is ordered once each month. Further delays may be encountered if the supplier cannot deliver in a timely manner.

All PPE requests are to be recorded in the Shire's records management system and retained in the Shire's firefighter database to comply with the requirements of the Local Government Grant Scheme⁴⁹.

Return

PPE issued to Brigade members remains the property of the Shire of Dardanup. All PPE is to be returned by members resigning from the Service. Members transferring to another brigade, even in another local government area, may take their PPE with them.

Brigade Stock

PPE returned by members receiving replacement PPE, or resigning members, may be kept by the brigade. The Equipment Officer is to ensure returned PPE is cleaned and stored securely within the brigade. Such PPE may be:

- temporarily issued to new members while waiting initial issue
- temporarily issued to existing members while awaiting replacement PPE

⁴⁹ See section 6 of Appendix II of Manual for Capital and Operating Grants

- training purposes

Any PPE returned that is not suitable for such purposes is to be disposed of appropriately. This includes boots that have been worn.

Vehicles

Driving

Only members who:

- hold the appropriate driver's licence
- meet Shire and DFES driving standards
- have been authorised by the Brigade Captain and/or Chief Bush Fire Control Officer

may operate Brigade appliances.

'L' plated drivers:

- may not drive C – class Shire firefighting vehicles
- may drive MR-B or HR-B class vehicles under supervision of an experienced driver and with the prior approval of the Brigade Captain

'P' plated drivers may drive Shire firefighting vehicles in accordance with their vehicle driver's licence conditions, except for driving under emergency conditions.

A member must be competent through the designated driving courses (on-road or off-road, dependent on road condition) to drive under emergency conditions.

Brigades must maintain a current list of authorised drivers and provide copies of relevant licences to the Shire upon request.

The Shire reserves the right to review and audit driver authorisation records.

Housing of firefighting vehicles

Brigade vehicles shall be housed at the relevant Brigade's station. Where circumstances require the temporary relocation of vehicles (i.e. damage to station), this must be endorsed by the Brigade Captain and CBFCO or DCBFCO.

Purchase of fuel/oil, etc

Shire vehicles are equipped with an individual fuel card and must only be used for the corresponding vehicle.

Fault Reporting

The Brigade is responsible for the cleanliness, general maintenance and preventative service of fire brigade appliances under its care. After every use, the brigade shall ensure that the vehicles are returned to a response condition.

A Vehicle Fault Report (VFR) must be completed immediately for all vehicle defects. A VFR is completed using the Vehicle Fault Report Book, which is to be left in the fire appliance. The fault should also be reported utilising the QR code reporting system. All defects or vehicle issues are to be submitted to the Shire and the CBFCO is to be advised immediately of any urgent repairs.

The brigade should identify the likely priority of the VFR on the form and QR code reporting system, as per the below descriptions. All vehicle repairs must be authorised and/or organised by the Shire prior to commencement.

The Shire, based on the information presented in the VFR, shall determine the final priority level for the fault to be rectified, being either:

- urgent (a repair which significantly affects the safety or operational serviceability of a vehicle or critical piece of equipment e.g. flat battery, vehicle not starting, major mechanical issues, etc.)
- routine (a repair which affects the serviceability of the vehicle but does not render the vehicle unsafe or non-operational e.g. electric rewinder on a hose reel non-operational), or
- service (all other repairs which can wait until the next service of the vehicle e.g., minor panel damage)

In the case of an urgent repair (a repair which affects the safety or operational serviceability of a vehicle or critical piece of equipment), the Captain, Shire and CBFCO are to be notified as soon as possible.

The Shire will endeavour to have routine repair items actioned within four weeks of being reported or as soon as practicable.

In all circumstances where a vehicle will be offline/unavailable for normal turnout for a prolonged period, the relevant Brigade Captain, Shire and CBFCO are to be notified as soon as possible.

The Department of Fire and Emergency Services V-Check checklist should be used to conduct regular checks/inspection of vehicles. This checklist is used to identify faults and then a VFR should be lodged with the Shire. The brigade is to keep copies of the checklist in case they are required later. The brigade may submit the checklists to the Shire for filing if the brigade no longer wishes to retain them.

Maintenance

A Brigade equipment officer or suitably equipped and competent member, as determined by the Brigade Captain, may perform minor tasks such as replacing faulty light bulbs (not LED's), fuses and regular lubrication of hose couplings, hose reels and cleaning out air cleaner elements on fire appliances.

Scheduled Servicing

All major servicing and maintenance of the bushfire brigade vehicles is the responsibility of the Shire in line with the predetermined servicing schedules.

The Shire's Emergency Management Team will schedule servicing of vehicles in accordance with the LGGS manual service schedules.

The relevant 'A', 'B', and 'C' service checklists are available in the Shire's record management system.

Service checklists shall be completed by the mechanic/service provider conducting the service and be recorded in the Shire's record management system.

Modifications

No Brigade is to conduct any modifications or alterations to any Brigade/Shire vehicle without endorsement from the Brigade Captain **and** authorisation from the Coordinator Emergency and Ranger Services in writing.

Modifications to vehicles should be proposed through the Brigade Executive Committee and referred to the Shire's Emergency Management Team via brigade@dardanup.wa.gov.au for further investigation and if endorsed, approval.

Modifications to LGGS vehicles/assets will also need to follow the required process through DFES for formal approval.

Station

Station maintenance and security

Cleanliness and upkeep of the station is the responsibility of all members. Members should keep the station tidy at all times to minimise any occupational safety and health hazards. Brigades may elect or appoint a person to oversee minor station maintenance and cleaning.

Maintenance to the building/s is the responsibility of the Shire. Any requests for maintenance should be forwarded via QR code reporting system.

Security and access

All brigade buildings must be kept secure at all times, due to equipment, information and vehicles being stored there. All brigade members are responsible for ensuring that the station is secure prior to departure. This includes ensuring all windows and doors are locked and the alarm is armed (if applicable).

Fault Reporting

Any defects, issues or replenishment requirements should be reported to the Brigade Equipment Officer and escalated through the QR code reporting system if required. In the case of the replenishment of cleaning supplies, a stationery and consumables order should be placed, except in respect to food and drink items.

Non-brigade personnel

Only registered members or prospective members of a Bush Fire Brigade may attend Bush Fire Brigade stations.

Brigade member's family, partners and invited dignitaries may attend social functions held at the brigade station at the FCO and Captain's discretion. In the case of dignitaries (DFES or other Government Agency staff, Federal/State Members of Parliament, Councillors), the Shire's Emergency Management Team shall be notified prior to the event.

Any request from any other party (including, but not limited to, DFES or other Government Agency staff, Federal/State Members of Parliament, Councillors) to attend a Bush Fire Brigade station must be authorised by the Shire's Emergency Management Team.

Requests to attend a station should be directed to the Shire's Emergency Management Team in the first instance, and the Shire will either approve or reject the request in consultation with the relevant Brigade FCO, Captain or CBFCO.

All visitors must sign in/out on the Brigade attendance logbook to ensure accurate records of attendance are maintained and to comply with WH&S requirements.

General Equipment

Procurement

General equipment

The LGGS provides the funds to enable the Shire to purchase equipment for brigades. Items to be purchased with LGGS funds must be eligible per the current *DFES Manual for Capital and Operational Grants*.

The Shire has discretion to procure equipment valued up to \$1,500.

Equipment valued at more than \$1,500 but less than \$5,000 must be identified in Line 9 bids during the Shire's application for LGGS funding (see "Administration" part).

Brigades may apply for grant funding from other sources to procure equipment, in accordance with the *BFB Handbook – Administration*. Plans to purchase equipment that may have ongoing costs must be discussed with the Emergency Management Officer. Any equipment purchased with other grant funding that meets the Shire's definition of an asset, must be included in the Shire's asset register.

The *Manual for Capital and Operating Grants* groups operational expenditure into 9 categories (or lines). Line 9 refers to the purchase of plant and equipment with a value between \$1,500 and \$5,000. This

includes but is not limited to: purchase of computer hardware, furniture, and telecommunications equipment.

Vehicles

Each year DFES will prepare offers to the Shire of replacement vehicles. These offers will be in line with Statewide Resource Replacement Program. Per that program vehicles are replaced on a like-for-like basis on a standard schedule:

- light tankers after 10 years
- tankers after 16 years
- fast fill trailers after 20 years

The Shire has a limited opportunity to negotiate on the offer, and usually accepts the offer. There is capacity for upgrading (or downgrading) vehicles, however, this requires detailed justification, consultation with DFES, and must be based on the risk to the local community.

Stationery and Consumables Ordering

The ordering of stationery, consumables and sundry items for brigades will be conducted on a regular basis or as required via brigade@dardanup.wa.gov.au. Where an item is not eligible to be supplied (i.e non-standard item) or there will be a delay in the supply of items, the Shire will advise the relevant Brigade via email.

Items provided to Brigades must be eligible under the current DFES *Manual for Capital and Operational Grants*.

Storage

All equipment must be suitably stored at the Brigade's station. The Captain, in consultation with the CBFCO if appropriate, may permit temporary storage at another location to meet operational needs, e.g. station is not usable, or pre-deployment positioning.

Maintenance

The Equipment Officer, or suitably equipped and competent member as determined by the Brigade Captain, may perform general maintenance task on equipment. Such maintenance is to be in accordance with manufacturer's instructions.

Only modifications that are recommended, or enabled, by the manufacturer are permitted to brigade equipment.

Repairs

The Equipment Officer is to arrange repairs to damaged equipment. The Captain is to liaise with the Shire on Shire equipment that requires significant repair.

Disposal

Disposal of brigade equipment is to be coordinated by the Captain and the Emergency Management Officer.

Asset Register

Brigade Equipment Officers should maintain a register of equipment stored at the brigade. The register should make it clear which assets were provided by the Shire and which assets were donated by people or obtained through grants.

The register should be submitted as a part of the Equipment Officer's annual report



Part 7

Administration

Local Government Grant Scheme

The Local Government Grants Scheme is a funding program overseen by DFES which supports the operating costs and replacement of capital items for Bush Fire Brigades and SES units. The funding is provided to the Shire for management/administration and is paid in quarterly instalments.

Accounting for the funds encompasses nine lines⁵⁰:

- plant and equipment up to the value of \$1,500
- maintenance of plant and equipment
- maintenance of vehicles, trailers and boats
- maintenance of buildings
- clothing and accessories
- utilities, rates, and taxes
- other goods and services
- insurance
- plant and equipment valued between \$1,500 and \$5,000

Application

The Department of Fire and Emergency Services opens applications in January, with a closing date at the end of March.

The Shire will prepare an application covering Lines 1 to 8 together. Line 9 items are applied for at the same time, but through a separate process.

Line 9

The Line 9 is a portion of the funding application is specific items valued at between \$1,500 to \$5,000. Each item is applied for separately.

The Shire will in January or February seek input from Brigades on Line 9 requests. When considering bids:

- the value of a single item must be between \$1,500 and \$5,000
You cannot bid for multiple low value items that sum to \$1,500 to \$5,000
- the equipment must not be on the List of Ineligible Expenditure⁵¹
The DFES Manual for Capital and Operating Grants contains a list of ineligible and a list of example eligible items. As long as it is not actually ineligible then an application may be worthwhile.
- ongoing costs are not factored in
You will need to identify how ongoing maintenance, subscriptions, etc, are going to be covered
- obtain a quotation from at least one supplier
This substantiates the value of the items and there is at least one supplier who can provide the items. Ideally the quote should be from the supplier you would buy the equipment from if successful
- include a robust statement of benefit to the brigade
- submit the application before 28th February
Application may be submitted at any time (including months ahead) in the lead up to the due date
- DFES only funds a limited number of Line 9 requests
So a bid may not be successful merely because it was previously, or because someone else has been successful

Grant requests are to be sent to Brigade@dardanup.wa.gov.au.

⁵⁰ See Appendix II of the *Manual for Capital Grants and Operating Grants*

⁵¹ See Appendix III of the *Manual for Capital Grants and Operating Grants*

The Emergency Management Officer will submit all Line 9 requests into the Department of Fire and Emergency Services online application form. The due date of 28th February is to enable the Emergency Management Officer time to process this step. The forms will be reviewed by the Department of Fire and Emergency Services when the Shire's overall grant application is considered.

Application outcome

The Department of Fire and Emergency Services will notify the Shire of the outcome of the application for the Local Government Grant Scheme in June. This notification will include the Line 9 items. Brigades will be notified of the outcome as soon as possible after the Shire receives notification.

Brigades are not to seek to purchase Line 9 items until approval is received from the Emergency Management Officer.

Expenditure

If a Brigade is successful:

- they verify the quote for the supply of goods/services with the supplier
- submit an updated quote, if needed, to the Shire
- the Shire will prepare a Purchase Order
The Purchase Order may be provided to the Supplier direct, or may be provided to the Brigade – the Brigade should advise which is better.
- the Brigade liaises with the Supplier to order the item
- the Brigade advises the Shire that the goods/service have been received
- the Supplier invoices the Shire direct
- the Shire pays the Supplier

A brigade may negotiate an alternative process if this will facilitate procurement. For example, the brigade may purchase the item using Brigade funds and submit a claim for reimbursement. This option has been used when the supplier could not be added to the Shire's finance system.

Claims for Reimbursement

LGGS reimbursement claims are for incidental/minor purchases by Brigades/volunteers for items eligible under the LGGS manual.

LGGS reimbursement claims, along with copies of supporting receipts and/or invoices must be submitted to the Brigade email (brigade@dardanup.wa.gov.au) as soon as possible.

Any purchases must be in accordance with the Shire's procurement and purchasing policy. A copy is available from the Shire's Emergency Management Officer if required.

Acquittal

At the conclusion of each financial year, the Shire is required to acquit the LGGS in accordance with the LGGS Manual. The Shire's Emergency Management team will conduct the acquittal process in consultation with the Finance Team.

Financial Management

Brigade funds⁵²

All funds collected by the brigade are to be deposited into the Brigade's account.

Brigade funds are only to be used to promote the objectives of the Brigade.

⁵² Refer to Part 7 of Schedule 1 of the *Bush Fire Brigades Local Law 2021*

Brigade funds are Shire funds

Brigades are an organisational element of the Shire, established per the *Brigades Local Law 2021*. Moneys collected by an organisation Unit belong to the organisation. Members are engaged by the Shire and are as such representatives of the Shire whenever they are participating in Brigade activities. When a member accepts moneys as a member of a Brigade they are collecting the money on behalf of the Shire.

Brigades should keep in mind that funds expended from Brigade accounts should not be expended contrary to the values of the Shire of Dardanup.

Gift/donations register and charitable status reporting.

To provide transparency and accountability, Bush Fire Brigades are required to maintain a register of all gifts and donations that have value greater than \$50. This register shall be maintained on a financial year basis. Individual brigade members should not accept gifts that cannot be shared with other brigade members.

Grants

The main source of funding for the management of Brigades is the Local Government Grant Scheme, managed by the Department of Fire and Emergency Services. A separate section above explains this grant funding.

Brigades are encouraged to identify other potential grants for which they may apply to improve the capability of the Brigade. The Brigade must work closely with the Shire when they consider applying for a grant.

If a condition of the grant is a co-contribution, then the funds for the co-contribution must be identified before an application for a grant is submitted. Many grantors will only provide funds to an incorporated body. In this case the Shire of Dardanup is the incorporated body. If either or both of these conditions apply:

- the grant must be included in the Council budget. The Shire cannot accept or expend moneys that have not been received by Council, and incorporated into the Council budget
- a form 196 is required BEFORE applying for the grant
- if the grant application is successful then a Form 12 is required. When funds need to be expended then Forms 14 and/or 16 are required

If a grant provides material resources, then there may be ongoing maintenance costs. These costs need to be factored into the application process. Funds for ongoing maintenance will need to be identified prior to an application being submitted.

Forms

The Shire of Dardanup has a great many forms required to do its business. Several of these forms relate to Bushfire Brigade matters. In general they will be completed by the Emergency Management Officer without Brigade involvement. At times the Brigade, or individual members, will need to fill the form in.

- Form 12 – Authorisation Form Budget Variance
This form is used by the Shire when the Shire's budget needs to be updated.
When a Brigade receives a grant that was not forecast in the budget, and the funds need to be paid to the Shire (so the Shire can manage those funds), then that money is un-budgeted and this form is required.
Brigades will generally not fill in this form directly. The Emergency Management Officer will do this, but the information required will be sought from Brigades.
- Form 14 – Application form New Creditor / Modify Existing Creditor
The Shire uses this form to keep accurate records of vendors from which we purchase things or services.

This form will need to be filled in by any member who wishes to seek reimbursements for Brigade expenses from the Shire the first time they seek reimbursement. The form will also be required by Brigades or members who change their details (name, address, banks, bank accounts, etc).

If Brigades wish to buy products from a vendor not in our system then a Form 14 will be required. Similarly, if the Brigade wants to use a contractor that is not in our system then a Form 14 will be required.

In many cases the Emergency Management Office will work with the vendor. However, when the Brigade is taking the lead (e.g. Line 9 items) then the Shire will provide the form to the Brigade to give to the vendor. The form must be filled in and signed by the vendor. The Brigade can then return the form to the Shire.

- Form 16 Request Form Payment of Account

This form is used to process reimbursement to Brigades or to individual members. This is usually filled out by the Emergency Management Officer.

- Form 196 Checklist Grant Administration

This form is used when applying for a grant. If a Brigade is applying for a grant, and that grant will involve cash that has to be paid to the Shire, then the Brigade will need to fill in Form 196.

Form 196 must be started before the grant is applied for. Filling it in after the grant has been awarded is too late.

Work Health and Safety Incidents

Work Health and Safety incidents include any situation where there are/were:

- injuries (including first aid)
- medical treatment or hospitalisation
- near misses
- hazard identified
- vehicle incidents
- equipment failures
- behavioural safety concerns

Reporting

Volunteers of the Shire's Bush Fire Brigades are considered workers for the purposes of the *Work Health and Safety Act*. As such, the Shire holds primary duty of care responsibilities for their health and safety.

All incidents, injuries, hazards and near misses involving Brigade members must be reported to the Shire in addition to any DFES reporting requirements.

While DFES reporting systems, including Fire Incident Reporting System and SAP 3.1.K Incident Documentation, support operational documentation, they do not replace the Shire's obligations under the *Work Health and Safety Act 2020*.

Reports must be submitted via the Shire's approved WHS reporting system.

Failure to report incidents may expose both the Shire and individual officers to legislative risk.

Investigation

The Shire will determine the appropriate level of investigation in accordance with its Incident Investigation Procedure.

Serious incidents may require notification to WorkSafe WA. The determination of notifiable incidents is the responsibility of the Shire.

Brigade Officers must ensure:

- incidents are reported promptly
- relevant documentation is preserved
- cooperation is provided during investigations

Record Keeping

The Shire must maintain accurate records relating to:

- membership status
- training completion and competency
- incident reports and investigations
- vehicle authorisation
- equipment inspections
- fitness for work matters
- conduct and grievance matters

Records must be submitted to the Shire in a timely manner to ensure compliance with legislative and governance obligations.

Brigade financial reporting

The Brigade Treasurer is required to maintain accurate financial records.

Regular monthly statements should be prepared and presented to the Brigade's Committee. The brigade's finances must be audited each year⁵³, and presented to the Brigade's Annual General Meeting⁵⁴.

Brigade activity log

Members must sign in and sign out of activities (fire calls, training, meetings, etc) in the brigade activity log contained in their respective station. This provides a record of attendance for insurance purposes as well as providing data on brigade activities.

Visitors to the Brigade are also required to register in the log. Shire Rangers and the Emergency Management Officer will sign the log when delivering or picking up stores/vehicles/etc.

Maintaining BART Information

Contact Details

Where a member has changed their contact phone number, then this must be communicated to the Brigades email box.

The Shire will amend the monthly SMS contact listing received from DFES at the start of each month and forward this to DFES for their action.

Qualifications

All members of "Shire of Dardanup Officers SODD WA" under District, can add and manage qualifications.

⁵³ See s5.6(2) of Schedule 1 of the *Fire Brigade Local Law 2021*

⁵⁴ See s5.3(2)c of Schedule 1 of the *Fire Brigade Local Law 2021*

Incident Reports

Incident reports are generated and emailed upon completion of a broadcast message. They include a range of useful information that gets automatically recorded through interactions with the BART system before, during and after a response.



INCIDENT REPORT

CREATED 04/02/2025 13:16

GROUP Shire of Dardanup Officers SODD WA

REF B20250204051641801

ALERT: Crews required for night shift at bunbury fire 6pm-12am Please respond with a thumbs up and ill get in contact.

ATTENDANCE			
ATTENDANCE	MEMBER	TIME	ETA
Declined	[REDACTED]	13:17:13	13:17:13
	[REDACTED]	13:18:27	13:18:27

LOGS		
TIME	COMMENTS	CREATED BY
13:18:12	Sorry not available, have to work tonight.	[REDACTED]
13:54:21	Hi [REDACTED] will be joining Burekup 1.4 tonight and Dardanup Central will not be going	[REDACTED]
13:55:26	Roja so what do I need to do mate go there or thay picking me up or driving my self	[REDACTED]

Scanning Documents

Ideally any document scanned for email to the Shire would be via a photocopier scanner at 300 dpi in PDF format. This may not be possible in all cases. A photograph of a form using a smart phone is acceptable, however, the shire needs good quality photos:

- high resolution/using most of the photo frame
- in bright light with no shadows
- document should be flat with no (or only minor) wrinkles
- document should be close to square (not at an angle)

If scanning or getting good photos is not possible, the form may be mailed or dropped off at the Shire Administration Offices. If need be, the document can be scanned and returned to you while you wait.

Submitting documents

A scanned copy, emailed to the brigade email box, is sufficient to lodge forms. The form may be brought into the Shire office where it will be scanned and return while you wait if this is convenient.

Reporting

Chief Bush Fire Control Officer reporting

The CBFCO has the right to request a meeting with the Shire's Chief Executive Officer at any time. All attempts shall be made by the relevant Shire Officers to facilitate this meeting.

In the interest of open, honest two-way communication, the CBFCO should meet at least quarterly with the CEO to discuss strategic directions. The CBFCO also provides a report at each Bush Fire Advisory Committee meeting.

The CBFCA is required to report yearly to the local government or as directed by the CEO on the Bush Fire Brigades' resourcing, equipment (including protective clothing) and training levels⁵⁵.

Membership Reporting⁵⁶

The Secretary is to produce a report detailing the name, contact details and type of membership of all members of the Brigade by 14 April each year. This report is to be sent to the Chief Bush Fire Control Officer and to the Shire's Emergency Management Officer.

The types of membership are detailed in the local law⁵⁷.

Equipment Report⁵⁸

The Equipment Officer is to produce a report on the Brigade's equipment by 14 April each year.

The report should focus on the quality and quantity of:

- PPE
- equipment
- appliances

of the Brigade.

Database Reports

The Shire maintains a database of members and brigade activities. A number of reports can be generated to summarise data collected from various forms. Reports can be generated for brigades collectively, a brigade specifically, or for an individual member. Copies of these can be requested by Brigade Captains and Training Officers.

Meetings

The definition of a quorum is provided in part 5.4 of Schedule 1 of the *Bush Fire Brigades Local Law 2021* – however, the wording is ambiguous. A working interpretation acceptable to the Shire is a quorum for meetings is 50% of the total number of members eligible to vote at the meeting.

Executive Leadership Committee

The Brigade Executive Leadership Committee will consist of the Chief Bushfire Control Officer, the two Deputy Chief Bushfire Control Officers, Brigades Training Coordinator, Fire Weather Officer, Shire Emergency Management Officer, and DFES Area Manager. Other brigade members or Shire staff may be invited from time-to-time.

The Executive Leadership Committee will usually meet monthly on matters that impact the Shire's management of the Brigades in general.

Annual General Meeting

Annual General Meetings are discussed in a separate section below.

⁵⁵ Section 3.5(b) of *Bush Fire Brigades Local Law 2021*

⁵⁶ Section 4.6 of *Bush Fire Brigades Local Law 2021*

⁵⁷ Part 4 of *Bush Fire Brigades Local Law 2021*

⁵⁸ Section 6.2 of *Bush Fire Brigades Local Law 2021*

Special General Meeting⁵⁹

The Secretary is to call a special general meeting when five or more brigade members request one, in writing.

At least 2 days' notice of a special general meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer. The notice is to specify the business which is to be conducted at the meeting. Only business listed in the notice to members is to be conducted at a special general meeting. No other business is allowed.

If at a special general meeting an office bearer position is to be filled, then the position is to be filled by election as outlined in the annual general meeting instructions.

Ordinary Meeting of a Bushfire Brigade⁶⁰

A Bushfire Brigade should hold regular Ordinary Brigade Meetings to discuss such matters as mentioned in the local law and for other matters. The agenda is set by the Brigade's secretary in consultation with the Brigade Officers.

Ordinary meetings may be called at any time by the Secretary by giving at least 7 days' notice to all brigade members and to the Chief Fire Control Officer.

Brigade Committee⁶¹

The administration and management of the Brigade is the responsibility of the Brigade Committee. Committee meetings may be convened by the Captain or Secretary. For Brigade Committee, a quorum is 3 brigade officers.

Brigade Committee members may raise issues and vote at committee meetings. Other Brigade members may attend to observe or contribute at the invitation of a Committee member.

The Brigade officers shall meet once a month, usually after an Ordinary meeting, to ensure action items have been addressed. Matters impacting the management of the brigade will be discussed at this meeting with the ability to raise items to the executive management Committee as required.

Should there be a requirement for serious matters to be discussed the Brigade Officers Meeting the Captain can restrict attendance to Lieutenants and the Brigade Secretary only.

Annual General Meeting

Schedule⁶²

A bushfire brigade must hold an Annual General Meeting no later than 15 April each year.

At least 7 days' notice of the Annual General Meeting is to be given by the Secretary to:

- all brigade members
- the Chief Bush Fire Control Officer and
- the Shire's Emergency Management Officer

⁵⁹ See section 5.2 of *Bush Fire Brigades Local Law 2021*

⁶⁰ See section 5.1 of Schedule 1 of the *Bush Fire Brigades Local Law 2021*

⁶¹ Refer to Part 6 of Schedule 1 of the *Bush Fire Brigades Local Law 2021*

⁶² Division 3 of *Bush Fire Brigades Local Law 2021*

Agenda⁶³

The Secretary will prepare an agenda for the Annual General Meeting, and distributed it with the notice of meeting.

The agenda must include:

- the date, time, and place of the meeting
- Captain's Report
- Treasurer's Report
- Audit Report
- election of Office Bearers
- selection of Auditor

Captain's Report

The content of the Captain's report is at the discretion of the Captain.

It is usual practice for the Captain's report to include such matters as:

- thank you statements to members who have assisted the Captain and/or performed above and beyond during the year
- a recap of the activities of the past year, including notable fires attended by the brigade
- items that the Brigade has reason to celebrate
- things to look forward to in the coming year (or longer)

Treasurers Report

The Treasurer's report is usually structured and conforms to a common format. However, the Treasurer may add to the report as needed.

The Treasurer will report on:

- Income
- Expenses
- Current net financial position of brigade (i.e funds in any brigade accounts, petty cash and other financial assets).
- Present the Audit, and provide a brief rundown of the key aspects of the audit

Audit Report

An audit report is created by an independent person to verify that the financial statement is a true and accurate record of the brigade's finances.

Elections

Appointments for all positions are made through an election process.

Nominations

Nominations will open 21 days prior to the Annual General Meeting. Nominations will be on the form prepared by the Secretary and displayed in the station and will consist of the position being nominated for, the name of the nominee, and the name of the member making the nomination.

Nominations may be accepted for nominees who do not hold all the qualifications required of a role but have made a commitment to gain those qualifications as soon as possible. If a nominee who lacks key qualification is elected, then they may not exercise any responsibility of that role requiring those qualifications.

⁶³ See section 5.3 of Schedule 1 of the *Bush Fire Brigades Local Law 2021*

Nominations for a position will close 7 days prior to the Annual General Meeting.

Nominations from the floor at the meeting will only be accepted if no nominations have been submitted before the due date.

A nomination may be withdrawn at any time by the person making the nomination or the nominee. This includes at the time of the meeting.

Nomination forms are to be retained by the Secretary until after the next Annual General Meeting.

Returning Officer

A non-voting Returning Officer will be appointed by the Captain prior to the election. The Brigade Secretary will be the Assistant Returning Officer for administrative purposes.

The Captain will preside over election of all office bearers, EXCEPT the office of Captain. For the election of Captain, the Captain will step aside, and the Fire Control Officer (or deputy Chair) will preside over that election.

Eligibility to Vote

The Secretary will prepare a list of members eligible to vote. If the Brigade collects membership fees, then only members who have paid their fees are eligible to vote.

Cadet members are not eligible to vote⁶⁴.

Votes will only be accepted on a complete ballot paper issued by the Returning Officer's assistants.

Absentee Proxy Votes

Any member that is eligible to vote at an annual general meeting may vote by proxy⁶⁵.

In order for the proxy vote to be valid, the brigade member will give notice in writing using the appropriate form⁶⁶. The proxy form must be completed, signed and returned to the Secretary of the bush fire brigade (or the presiding member) prior to the commencement of the meeting for which the proxy is valid.

Secret Ballot

If a position has more than one nominee, then a ballot is required. Ballots are to be secret.

Ballot papers are to be prepared ahead of the meeting. Ballots will clearly identify the position and list the names of the nominees.

Blank ballot papers will have only the position and a space to write a name. Blank ballot papers may be prepared:

- if no-one has nominated by the due date, and
- as a precaution should all nominees withdraw their nominations ahead of the meeting

In such cases, nominations are accepted from the floor, and voters will write the name of the nominee on the ballot paper.

A vote will be considered valid if the intention of the voter is clear (writing is legible, unambiguous, for a nominated member, etc). If the intention is not clear the vote will be invalid.

First Past the Post

The successful nominee in any vote is determined by a simple majority.

If after the votes are counted for a position, there is a tie for first place, a further ballot will be conducted involving only the nominees who tied for the position. If there is still a tie the Captain will make a second casting vote⁶⁷.

⁶⁴ See section 4.4(e) of the *Bush Fire Brigades Local Law 2021*

⁶⁵ See section 8.2 of Schedule 1 of the *Bush Fire Brigades Local Law 2021*

⁶⁶ Provided as attachment to *Bush Fire Brigades Local Law 2021*

⁶⁷ Per part 5.5 of Schedule 1 of the *Bush Fire Brigades Local Law 2021*

The Returning Officer's decision is final once a position is declared.

All ballots are to be sealed in an envelope and retained securely by the Secretary. The ballots may only be inspected by the Secretary, Chief Bushfire Control Officer and Shire's Emergency Management Officer together, and only if there is a formal challenge to the transparency of the election raised in an Ordinary Meeting.

All ballots are to be destroyed following the next Annual General Meeting.

Commencement

For all positions, except the Fire Control Officer elect, the newly elected office bearers commence their role upon the close of the Annual General Meeting.

The Fire Control Officer appointment must be accepted by the Bush Fire Advisory Committee and Council⁶⁸, before taking effect on 1 Jul.

Records

The minutes of the Annual General Meeting, with all reports presented at the meeting as attachments, are to be forwarded to:

- the Chief Bushfire Control Officer
- the Shire's Emergency Service Office

within one month of the meeting⁶⁹.

The minutes will be tabled at the next Bush Fire Advisory Committee meeting (usually held in June)⁷⁰.

Note: documents tabled at the Bush Fire Advisory Committee will be tabled at the next Ordinary Council Meeting and will be made public unless good cause is provided for making them confidential.

⁶⁸ Refer to section 3.12 of *Bush Fire Brigades Local Law 2021*

⁶⁹ section 3.9(1) of the *Bush Fire Brigades Local Law 2021*

⁷⁰ section 3.9(2) of the *Bush Fire Brigades Local Law 2021*