

BUSH FIRE ADVISORY COMMITTEE 9 SEPTEMBER 2024 ATTACHMENTS

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CITY OF BUSSELTON

**BUSH FIRE BRIGADE OPERATING
PROCEDURES**

Version 1.0 July 2024

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1. INTRODUCTION

The City of Busselton Bush Fire Brigade Operating Procedures (BFBOPS) are approved by the City of Busselton (the City) for the good governance of bush fire brigades in the district.

These procedures will help Office Bearers have a greater understanding of their roles and responsibilities within the Brigades and how to manage their day-to-day duties.

1.1 Interpretation

In these Procedures, unless the context otherwise requires:

Term	Definition
Act	<i>Bush Fires Act 1954</i>
Chief Bush Fire Control Officer	The Chief Bush Fire Control Officer appointed in accordance with the Act.
CEO	Chief Executive Officer of the local government
City	City of Busselton
Committee	The Committee of the bush fire brigade
Council	The Council of the local government
Department	Defined in section 3 of the <i>Fire and Emergency Services Act 1998</i>
District	The district of the local government.
IC / ICC	Incident Controller / Incident Control Centre
Interest	means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having an interest;
Local government	The City of Busselton
Local law	The <i>City of Busselton Bush Fire Brigades Local Law 2023</i>
Normal brigade activities	As defined in section 35A of the Act.
RDC	Regional Duty Coordinator (DFES)
Regulations	Bush Fires Regulations 1954
Procedures	City of Busselton Bush Fire Brigade Procedures
SCC	Supervisor Communications Centre (DFES)
WAPOL	Western Australia Police

1.2 Review

The Procedures will be reviewed every 3 years by the City. They may also be reviewed, if required, at any time due to changes in operations and/or legislation.

2. OBJECTIVES OF BUSH FIRE BRIGADES

The objectives of a bush fire brigade are to carry out —

- (a) normal brigade activities under the Act; and
- (b) the functions of the bush fire brigade as specified in the Act, the Regulations and the Local Law.

Links:

Act: [WALW - Bush Fires Act 1954 - Home Page \(legislation.wa.gov.au\)](https://legislation.wa.gov.au/legislation/homePage.nsf/0/00000000000000000000000000000000?open)

Regulations: [WALW - Bush Fires Regulations 1954 - Home Page \(legislation.wa.gov.au\)](https://legislation.wa.gov.au/legislation/homePage.nsf/0/00000000000000000000000000000000?open)

Local Law: [bush-fire-brigades-local-law-2023 \(busselton.wa.gov.au\)](https://busselton.wa.gov.au/bush-fire-brigades-local-law-2023)

3. MEMBERSHIP

3.1 Membership of a bush fire brigade

- (1) Membership for each established brigade should be based on the capability requirements of the brigade.
- (2) A person, other than a cadet, must be 16 years or older to be a member of a bush fire brigade.
- (3) Written parental/guardian approval required for under 18 applications.

Further information on Brigade memberships can be found in the City of Busselton's:

- (1) the Bush Fire Brigade Local Law 2023 and
- (2) Bush Fire Brigade Management Policy V1.0

3.2 Brigade Competency Profile

Brigades are required to maintain a minimum number of qualified individuals to meet service levels established against the Brigade profile.

The below following outlines the recommended minimum number of qualified firefighters required to cover a three-shift roster (12 hr):

Based on the driver turnout rate of 75% and firefighter turnout of 50%, brigades should ensure sufficient trained volunteers are available in the brigade to cover these shifts. E.G. a brigade requires **four trained drivers to cover three shifts** in an appliance, based on 75% availability.

The table details the recommended minimum number of volunteers that should be qualified at a brigade to maintain capability based on the above turnout ratios. This is only a **guideline** and is noted that some brigades may not have the memberships to achieve the numbers. Members can hold multiple awards to be included in minimum guidelines.

Minimum Firefighters Per Brigade				
Number of Appliances	1	2	3	4
Fire Control Officer	1	1	1	1
Incident Controller L1	3	3	3	3
Sector Commander	3	3	3	3
Ground Controller	3	3	3	3
First Aider	6	6	6	6
Appliance Drivers* (Heavy only)	4	7	11	15
Firefighter	12	24	30	36

* Drivers hold pump operators' course and signed off by Captain. Other requirements include "PUAVEH001 Driving under operational conditions"

4. ROLES AND RESPONSIBILITIES

4.1 Brigade Reporting Structure

The brigade reporting structure has been developed to ensure volunteers have a method of contacting relevant City of Busselton staff to ensure the requirements of the brigade are met.

The Brigade reporting structure withing the City of Busselton is as follows:



The captain is the main point of contact for Brigade requests and issues. This ensures the City of Busselton (City) has one identifiable point of contact who has been elected by the volunteers and who accurately represents the volunteer's views.

If the specific matter cannot be resolved by the Captain or Chief, then the Community Emergency Services Manager (CESM) will be brought in to assist. If the CESM is not able to resolve the issue, the appropriate person in the City chain of command will be asked to intervene and provide advice.

Brigades need to have as a minimum, the following position holders:

- (1) Fire Control Officer
- (2) Captain
- (3) Lieutenant
- (4) Training Officer
- (5) Secretary/Treasurer

There are other position holders the Brigade may deem appropriate for their operations, detailed in **4.2 Brigade Roles and Responsibilities**.

4.2 Brigade Roles and Responsibilities

(1) Fire Control Officer

The functions of the Fire Control Officer include –

- Leadership and support to all brigade members
- Represent the Brigade at the Bush Fire Advisory Committee
- Incident Control
- Incident reporting
- Permits to Burn

(2) Captain

The functions of the Captain include –

- Leadership and support to all brigade members
- Management of the brigade
- Incident Control
- Member Welfare
- Maintaining Brigade operations
- Overseeing orders
- Preside at all brigade meetings or elect a proxy

(3) Lieutenant/s

The functions of the Lieutenant/s include –

- Supporting the Captain
- In absence of Captain, exercise functions and duties of Captain.
- Hierarchy order of roles commencing with 1st Lieutenant as senior officer
 - 1st Lieutenant
 - 2nd Lieutenant
 - 3rd Lieutenant
- Brigades may have a 4th Lieutenant depending on need and may have few in these roles due to brigade size.

(4) Firefighter

The functions of the Firefighter include –

- Firefighting
- Emergency Responding
- Deployments
- Planned Burns
- General brigade duties

(5) Equipment Officer

The functions of the Equipment Officer include –

- Maintenance of gear and equipment
- Maintaining and ordering Personal Protective Equipment/Clothing
- Ensuring appliances are operational and appliance operational/safety checks are completed.
- Storage areas of the brigade facility are maintained and kept tidy in accordance with Work Health and Safety (WHS) standards.
- Conduct annual stocktakes of brigade equipment, including maintain stock/equipment to ensure appliances are operational.

(6) Training Officer

The functions of the Training Officer include –

- Skills maintenance of brigade members
 - Regular training sessions are conducted.
 - Ensuring annual skills assessments are completed by all active members by 1 December every year.
- Reviewing and updating training plans
- Maintaining training records and ensuring records are current as per both City of Busselton and DFES requirements.
 - Provide Captain update of members currencies to ensure only current and qualified firefighters access fireground.
- Mentoring and providing skills development for brigade members
- Providing an annual training needs analysis for future training requirements

(7) Incident Control Support / Scribes

The functions of the Incident Control Support / Scribe include –

- Scribing for the Incident Controller or other officer at the Incident Control or Operations Point.
- Providing administration support including
 - Catering support
 - Communications support
 - WebEOC
 - Radios

(8) Auxiliary

The functions of the Auxiliary include –

- Setting up water points at/outside the fireground
- Providing transport to the incident for replacement crews
- Assist with setting up the staging area.
- Operate Base radio at fire station during incidents if required

(9) Secretary

The functions of the Secretary include –

- Attendance at all brigade meetings
- Compiling minutes of meetings, including Annual General Meeting
- Records maintenance including following up with Captain/FCO to ensure the following documentation is completed and sent to the City for processing:
 - Incident Logs
 - Insurance Claims
 - Member injuries
- Communications from the City and DFES are provided to all members through:
 - Emails
 - Notice boards.
 - BART
 - Other messaging technology
 - Meetings
- Ensuring membership records are kept and maintained.
- Prepare and send out notices of meetings.
- Answer and direct all correspondence appropriately.
- Ensuring compliance with requirements under incorporated / unincorporated associations
- Receive donations, grants and other moneys, and remit them to Treasurer.

(10) Treasurer

The functions of the Treasurer include –

- Management of financial accounts of the brigade including
 - Monies receivable
 - Accounts payable
 - Prepare balance sheet
- Providing financial reports
- Receiving donations and Grants and crediting to the brigade bank account

(11) Chairperson

The functions of the Chairperson include –

- Chairing of brigade meetings including AGMs
- Plan agenda with other committee members
- Facilitate open and constructive communications
- Ensure all decisions are documented and motioned

(12) Deployment Coordinator

The functions of the Deployment Coordinator include –

- Providing the Chief or delegated officer with names and contact details of brigade volunteers been deployed.
- Ensuring dietary and health requirements are documented.
- Assisting with rostering of members for deployment
 - Maintaining records of members on deployment

- Ensuring transportation to / from deployment point have been arranged for volunteers.

(13) Bus Logistics Officer

The functions of the Bus Logistics Officer include –

- Maintaining the deployment list:
 - Ensuring all volunteers on deployment list are signed off and on the bus prior to departure.
 - Ensuring all volunteers returning from deployment are accounted for.
 - Ensuring no volunteer is left behind.
- Provide advice to crews on what appliances they will be allocated to
- Ensuring food and welfare is arranged for volunteers on arrival / departure of fireground.
- Assist with ensuring Incident Controller is aware of arriving task force.
- Travel with the crew on the bus

See [APPENDIX 1](#) - Roles and Responsibilities

4.3 City of Busselton Staff Roles and Responsibilities

(1) Community Emergency Services Manager

The functions of the Community Emergency Services Manager include –

- Management of City's Bush Fire Brigades (BFB) & State Emergency Service (SES)
- administration, financial and resourcing processes
- Prepare, submit and acquit the City's Local Government Grant Scheme BFB & SES Grants.
- Manage the BFB and SES fleet, plant and equipment maintenance and replacement programme.
- Coordinate and oversee training requirements for brigades.
- Respond and support emergency incidents.
- Volunteer Support and Wellbeing.

(2) Ranger & Emergency Services Administration Officer

The functions of the Ranger & Emergency Services Administrator include –

- Administrative support to
 - Local Emergency Management Arrangements
 - Incident Support Group
 - Brigades
 - BART
 - Volunteer Applications
 - Correspondence
 - Contacts Directory
 - Expense claims
 - AGM Election of Officers
- Public / Volunteer queries
 - Public Information – Level 1 Incidents
- PPC and PPE
 - Record management
 - Servicing
 - Supply / Deliveries
 - Orders
 - Catering - Incidents (office hours)
- Facilities
 - Maintenance/ repairs
 - Pest/Vermin
 - Alarms / CCTV
- Permits to Burn
- Ranger tasking

(3) Bushfire Mitigation Officer

The functions of the Bushfire Mitigation Officer include –

- Bushfire Risk Mitigation Planning
- Mitigation Works
- Emergency Access Ways / Firebreaks
- Prescribed Burns
- Permits to Burn

5. BRIGADE MANAGEMENT

Managing a brigade involves maintaining an appropriate level of operational preparedness through the readiness of appliances, equipment, personnel, and station. The Brigade Captain has the overall responsibility of maintaining the brigade.

All Volunteers are provided a DFES Volunteer number which gains them access to the DFES Volunteer Hub. This provides volunteers with full suite of tools to manage the brigades and responding to emergencies, including:

- Training courses / Awards
- Incident Management Toolbox
- Wellbeing and Conduct
- Directives and
- Standard Operating Procedures.

Directives - provide guidance to leaders in their decision-making and set the minimum standard.

Standard Operating Procedures outline the normal practise that should be adopted for a range of situations.

Understanding these documents will help make you a more efficient emergency responder and assist crew leaders in their decision-making process. See [Bushfire \(dfes.wa.gov.au\)](https://dfes.wa.gov.au) and [Doctrine \(dfes.wa.gov.au\)](https://dfes.wa.gov.au)

5.1 Work Health and Safety

The City is committed to establishing and maintaining, safe standards of work safety and health for all employees and volunteers.

This is achieved by ensuring that the appropriate resources and effort are effectively utilized in the areas of accident and injury prevention.

Managers and supervisors at all levels regard safety and health at the workplace as one of their highest priorities and are responsible for ensuring that volunteers are given instruction on correct techniques for performing the job. This incorporates instruction in safe working practises and procedures, and an awareness of all hazards associated with their work.

Volunteers are responsible in accident and injury prevention; and will be encouraged to participate in improving standards of workplace health and safety.

Volunteers are responsible for:

- (1) Maintaining work practises that are safe and minimise risk to health and safety.
- (2) Encourage others to work in a safe and healthy manner.
- (3) Supporting and promoting WHS in the workplace.
- (4) Reporting and rectifying unsafe conditions that comes to their notice.
- (5) Their own health and safety, and the health and safety of others affected by their actions within the brigade and the community.

5.2 Accident and Injury Reporting

- (1) The City has a dedicated Safety and Injury Management team to provide support and assist volunteers.
- (2) The aim is to maintain a safe working environment through the development and implementation of a Workplace Health and Safety system that promotes and supports a strong safety culture.
- (3) Brigade members are responsible for the welfare of themselves and their teams. Any workplace Health and Safety concerns must be reported to the Captain as soon as possible and actions taken to ensure that safety is maintained.
- (4) This is particularly important where there has been exposure to any hazardous or potentially dangerous materials e.g. asbestos. An Incident Report form must be completed and forwarded to the CESM.
 - See [Appendix 2 - Incident Report form](#).

5.3 Code of Conduct

Brigade members are to always act in a professional manner, whether they are on a fire ground or representing the brigade at any time e.g., school fete, or static display.

Brigade members are always to show courtesy to members of the public and staff and members of the Local Government.

The Brigades must comply with both the DFES Code of Conduct and City of Busselton Code of Conduct. The current document can be found on the following links:

DFES Code of Conduct: [Conduct \(dfes.wa.gov.au\)](https://www.dfes.wa.gov.au/Conduct)

5.4 Wellness

Brigades have access to DFES Employee Assistance Program (EAP).

DFES provides welfare assistance and support to volunteers through Chaplaincy, Peer Support, and an Employee Assistance Program (EAP) as follows:

(1) **Chaplaincy**

Immediate chaplain support can be requested through the ComCen, more discreetly through the CESM, or directly through contact numbers available through the Wellness Branch (08 9485 7800 pager service).

(2) **Peer Support**

The Wellness Program Coordinator oversees the DFES Peer Support Program. Peer Supporters are specially trained to assist DFES personnel affected by emergency incidents or who experience personal or family issues.

(3) **EAP**

The DFES Employee Assistance Program (EAP) is provided free of charge to DFES employees, volunteers, and their immediate families. This service will ensure that confidentiality is maintained, and NO details or issues will be released to your employer or any other agency without your written consent. Reports are provided to the employer citing statistical data only; no individual identifying data is released.

5.5 First Aid

Designated brigade members must complete and maintain DFES approved First Aid competencies as per their brigade capability requirement.

All supplied first aid kits are to be maintained and replenished.

5.6 Insurance Claims

The City maintains insurance policies designed to provide volunteers with an appropriate level of cover during involvement in operations, operational support, and training activities.

The Brigade Captain must inform the CESM of any claimable incidents and complete the appropriate forms for the type of insurance claim being lodged.

These forms can be requested via the Ranger and Emergency Services Administration Officer.

6. BRIGADE TRAINING

The DFES Bushfire Centre of Excellence (BCoE) training team is focused on the development and delivery of bushfire and planned burning training and support material for the bushfire sector. Training is developed and delivered collaboratively with a range of relevant stakeholders.

The City Brigade members are required to follow the DFES Training requirements in addition of any City requirements. DFES eAcademy provides Bush Fire Brigade Volunteer pathways and required competencies for the fire ground and other roles. All members must complete the minimum requirements determined by the City and DFES.

Minimum qualifications to operate on a fire ground are:

- (1) Bushfire Safety Awareness
- (2) Bush Fire Fighting Skills
- (3) AIIMS Awareness

Capability is achieved through maintaining qualification against the brigade profile. Each brigade needs to ensure their members have relevant qualifications and skills to ensure the capability of brigade is maintained.

The CESM in consultation with the Brigade Captain and Brigade Trainer is to monitor training needs against the brigade profile to identify and/or anticipate specific skill shortfalls. Where gaps are identified, the CESM will arrange or request for delivery of the required training if not available on the Volunteer Hub.

6.1 Training Information

Guidance for the administration of training is as follows:

	DESCRIPTION	LINK
Training Information	<p>The DFES Extranet provides links to training information:</p> <ul style="list-style-type: none"> • Volunteer Training Programs • Training Pathways • Training Calendars • State Training • Skills Recognition • Contact Information • Course Content • Learning Manuals • Competency Levels 	Volunteer Hub
Application	<ul style="list-style-type: none"> • Qualification training requires the prior approval of Brigade Captain. • Courses to be applied online through the DFES eAcademy via the Volunteer Hub. • Courses that are not provided by DFES need approval from both the Captain and CESM. • Courses outside of the region will need to have approval from both the CESM and DFES Training Coordinator (LSW) • Confirmation of attendance and training materials are provided directly from the training provider to the individual 	Volunteer Hub

6.2 Training Records

Qualifications will be recorded by DFES, and records held at the following locations:

- (1) DFES eAcademy
- (2) DFES Resource Management System (RMS)
- (3) Brigade Training Records
- (4) Annual Skills Refresher – Scanned and saved at the City of Busselton records management system.

6.3 Training Expenses

Training expenses are covered by the Local Government Grant Scheme (LGGs) this includes fuel and accommodation for attending training courses outside of the local area. Application for training and expense approvals must be approved by the CESM prior to course commencement. Receipts are to be presented to the City within 14 working days of course completion.

Contact City Emergency Services Administration team for Claim Form.

6.4 Trainer / Assessors

The City's CESM is the Training Coordinator for Brigade accredited training. This is actioned through the City's Bush Fire Brigade training team who are accredited DFES trainer/assessors.

The trainers are responsible for basic training for bushfire personnel utilising program content and training resources developed by the Department of Fire and Emergency Service and other training agencies.

6.5 Annual Skills Maintenance

Brigades are to ensure all active volunteers complete their Annual Skills Maintenance for the year commencing 1 July and concluding on 1 December each respective year.

The skills maintenance is required to ensure that all firefighters of Brigades, within the City of Busselton, have achieved a minimum standard of skills, prior to the fire season.

Skills maintenance may be completed over a period and members signed off after each training session or brigades may complete a training day prior to 1 December to ensure members are deemed competent.

- Members who have not completed the skills maintenance by 1 December, will become **inactive** Firefighters until such a time that endorsement of all skills refresher tasks is obtained.
- **Inactive Members** are unable to attend any Brigade incident.

Each Brigade will keep an accurate record of the status of each member and a copy of these records shall be forwarded to the City of Busselton Emergency Services Administration team.

The following form must be used for completion of the Skills Maintenance:

- Annual Skills Maintenance Assessment – Bush Fire Brigades (Current Version)

7. EQUIPMENT AND APPLIANCES

7.1 Repair and Recovery

- (1) Breakdown or recovery tasks represent a risk to the firefighters and loss of operational capability for both the City and DFES. Clear procedures and mutual understanding will ensure the impact of breakdowns on the provision of emergency response is minimised.

7.2 Appliance Checks

- (1) Appliances, including all items of minor equipment that are assigned to the appliance, are to be checked monthly. This is done through the VPower Checks:
See [Appendix 3 - VPower Checks](#)
- (2) VPower checks can be conducted via **paper form or electronically via the Safety Culture App**
- (3) Vehicles and vehicle-based equipment are to be inspected monthly.
- (4) The aim of operational inspection routines is to identify faults and defects in order to minimise failure events during response.
- (5) Visual tyre inspections to be completed prior to using appliance.
- (6) Tyre Inflation:
 - Light vehicle tyre inflation can be undertaken by emergency responders providing suitable compressor and equipment is available, or at any service station.
 - Heavy vehicle tyres to be inflated by Fleet team as most service stations do not have the required pressures.

7.3 Fault Reporting

- (1) Defects are to be reported as soon as they are detected (whether on or off station) to ensure prompt rectification or a replacement is provided without delay
- (2) All Appliances have an allocated Vehicle Fault Report book. The book is unique to the appliance and acts as an historical mechanical record for technicians. All appliance and **appliance- based equipment** faults are reported on a VFR or via the Safety Culture App.
- (3) VFR books are stored on the corresponding appliance in case of faults occurring when mobile.
- (4) During business hours faults are reported directly to Fleet Team via app, email and/or phone. If reported via email/ app, a phone call must be made to confirm receipt of request.
- (5) After hours the on-duty mechanic is contacted via the City After Hours Mechanic mobile.
- (6) The priority of repairs is determined by workshop technicians.
- (7) City Fleet team will send a BART message to brigades to notify when the appliance will be offline and a separate message for when it will return online.

7.4 Following Equipment Failure.

- (1) Procedures to be followed in the event of vehicle/equipment damage or failure resulting in an **injury or near miss**, (providing that operational priorities allow it), are as follows:
 - Immediately cease operations
 - Ensure personnel are unharmed and treat injuries as required
 - Isolate and tag equipment at fault (e.g. attach Out of Service tag)
 - Debrief crews
 - Notify CESM within 24 hours. CESM to provide Incident Report Form.
 - Complete Incident Report

7.5 Appliance Breakdowns

- (1) **General:**
 - Operational vehicle breakdowns are a risk to both crews and the public and must be repaired or recovered expediently. Procedures in the event of a breakdown/recovery are detailed in the below table:

Immediate Actions	Ensure crew safety: <ul style="list-style-type: none"> • Incident hazards (separate from breakdown hazards) • Situational hazards (traffic, unstable vehicle position)
--------------------------	---

	Reduce obstruction hazard to others: <ul style="list-style-type: none"> • Move if possible. • Alert presence - Activate hazard warning lights and set out road cones
Driver Notify COMCEN/Chief/IC	Alert: <ul style="list-style-type: none"> • If a loss of resource at incident/in district to arrange replacement
Driver to Notify Fleet	Provide details: <ul style="list-style-type: none"> • Location • Describe breakdown or recovery need (describe recovery task)
COMCEN Mobilisation	Resourcing: <ul style="list-style-type: none"> • The SCC is to ensure ongoing adequate resourcing of the incident/district through liaison with the IC/RDC
Fleet / Local Service Provider	Repair/Recover or assess and report to Driver and CESM
Replacement Action	In the event of major irreparable failure of a vehicle or major equipment item, replacement is to be arranged through the DFES Lower South West (LSW) management hierarchy. There is a very limited standby fleet available for country regions. Regional Officers will negotiate a solution with the Fleet Maintenance Coordinator – Country during normal business hours. In an afterhours situation the Regional Officer will contact the Duty Manager who shall coordinate the necessary action.

- (2) **Safe Movement to Place of Repair**
 - Under no circumstances are operational crews to drive vehicles under their own power to the place of repair if there is suspected damage to vital safety components such as brakes, transmission, or suspension. Such breakdowns are to be deemed recovery tasks.
- (3) **Authority to Self-Drive a Recovered Vehicle**
 - Vehicles are not to be self-driven where there are suspicions of structural damage until assessed for drivability by the attending City mechanic or Local Service Provider. It is the role of the attending City mechanic or Local Service Provider to assess the drivability of a recovered vehicle and authorise self-movement or assisted recovery. In cases where vehicles have been involved in accidents which have resulted in death or serious injury, the vehicle is not to be moved until released by the WAPOL investigating officer.

7.6 Road Accidents

- (1) If you are a driver of a vehicle involved in a traffic crash, you must immediately stop and supply your name and address to any other involved party in the crash unless you have been injured and unable to do so, due to the crash.
- (2) The driver of a vehicle must report a traffic crash when the incident occurred on a road or any place commonly used by the public, e.g. carparks; and
 - the incident resulted in bodily harm to any person; or
 - the total value of property damaged to all involved parties exceeds \$3000; or
 - the owner or representative of any damaged property is not present.
- (3) Accidents must be reported as soon as practically possible to the CESM (within 24 hours).

7.7 Radio Communication Equipment Defects

- (1) Damage and defects to Communications equipment including radios (both **handheld** and vehicle mounted), data cards, etc. are to be reported **to the CESM** and CESM complete the appropriate DFES Information and Communication Technology (ICT) Service Request form.
- (2) ComCen must also be informed if turnout may be delayed and/or an alternate communications plan is in place.

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

8.1 PPE Personal Issue

The purpose of PPE is to protect the wearer from injury. When PPE is damaged because of a near miss or exposure to a hazard, it does not necessarily indicate a failure of the PPE, in fact it may indicate that the PPE has served its purpose (providing the wearer was un-injured). It does however warrant a review of the task being undertaken. PPE MUST be worn

Where PPE has been has failed to protect the wearer, an investigation is required to identify weaknesses and rectify appropriately.

For firefighters, the below table outlines the level of PPE necessary to provide protection against the hazards encountered:

Type	Qty	Replacement	Type	Qty	Replacement
Tunic (L1)	1	8 years / wear & tear	Full Face Mask	1	Visible wear & tear / damaged
Trousers (L1)	1	8 years / wear & tear	Mask Filters	1 set	6 months / 8 hours use
Gloves	1 Pair	Visible wear & tear	Helmet	1	10 - 15 years / excessive blow / damaged
Boots	1 pair	Visible wear & tear	Helmet Neck Flap	1	2 years / 50 washes
Goggles	1	Visible wear & tear	Helmet Face Shield	1	3 years / wear & tear
			Helmet Head Band & Cradle	1	5 years / wear & tear

Volunteers are responsible for their own safety and need to ensure they replace their PPE as required. Full PPE must be worn at the fireground.

Further information is found at DFES Standard Operating Procedure **3.2.1 Personal Protective Equipment (PPE) on the DFES Volunteer Hub:** [Doctrines \(dfes.wa.gov.au\)](https://www.dfes.wa.gov.au/Doctrines)

8.2 PPE Laundering

Firefighters' uniforms are complex garments that provide specific thermal protection. PPE must be laundered in accordance with **DFES SAP 1.3.A - Specialised Cleaning of Operational Garments**. PPE inspection should be carried out quarterly. PPE items that can be laundered consists of the following:

- (1) Level 1 Tunic
- (2) Level 1 Trousers
- (3) Helmet Neck Flaps
- (4) Facemask Bags
- (5) Gloves

The following Laundromat is the approved supplier for laundering of PPE:

- (1) **Dunsborough – The Laundry Room**

Firefighters can drop off their PPE directly at the laundromat and provide name and brigade in which they belong to.

8.3 Ordering Equipment/PPC

- (1) **Appliance equipment replacement** orders are to be emailed to the Ranger & Emergency Services Administrator for processing.
- (2) **PPC orders** are to be emailed to the Ranger & Emergency Services Administrator for processing.

- (3) **First Aid orders** are to be completed online via the City's approved supplier's online order form. Only approved items on the specific appliance / station first aid kit are to be ordered. The online order form details minimum requirements for the specific kit. Other items such as defibrillators need CESM approval prior to ordering.

Brigades are issued usernames and passwords by the City to access the order.
Use following link for all first aid orders: [1st Aid Online Order](#)

9. BRIGADE INFORMATION SYSTEMS

Office Bearers must accept responsibility for maintaining operational records and information flows to their members.

9.1 Email Access

- (1) Access to the email account should be restricted to the Brigade Office Bearers who shall utilise it for the management of brigade activities.
- (2) Brigades should utilise a generic email address for the various office bearers. EG yrbfb.secretary@xxx This will allow for business continuity if the office bearer changes.

9.2 DFES Volunteer Hub Access

- (1) The Hub supports Brigades by providing operational, non-operational and information resources.
- (2) Volunteers are provided access to the Volunteer Hub.
- (3) It is particularly important for Brigade Office Bearers to have access to the volunteer hub to maintain an awareness of current operational and safety information:
[Volunteer Hub](#)

9.3 Station Notice Boards

- (1) Station notice boards are accessible to all Brigade members and are to display the following information:

City/DFES Operations Correspondence – Operational and Safety Circulars	City/DFES Memorandums/Documentation
Meeting Agenda Items	City/DFES WHS Correspondence
Local media clippings	Letters of appreciation from the public
Training Calendar	

9.4 Mobile Phone, Internet, and Tablet Expenses

The annual rental and call costs on each approved brigade mobile phone and internet connection will be paid by Council through the ESL Operating grant.

Tablets are currently **not eligible** under the ESL. The running cost and maintenance of these devices must be paid for by the Brigade or as budgeted through the Council's budget by the CESM.

10. BRIGADE SECURITY

Appliances, minor equipment, PPC and other items held within BFB stations are considered attractive. All members are to take an active interest in the security of their station.

10.1 Station Security

- (1) Station security is the responsibility of the Captain or delegated Office Bearer. Equipment held is important for operational capability and must be protected through basic security procedures.
- (2) All stations are to be secured as part of a routine complied with when attending incidents, training, meetings, and other station duties.

10.2 Brigade Alarm and Door Code

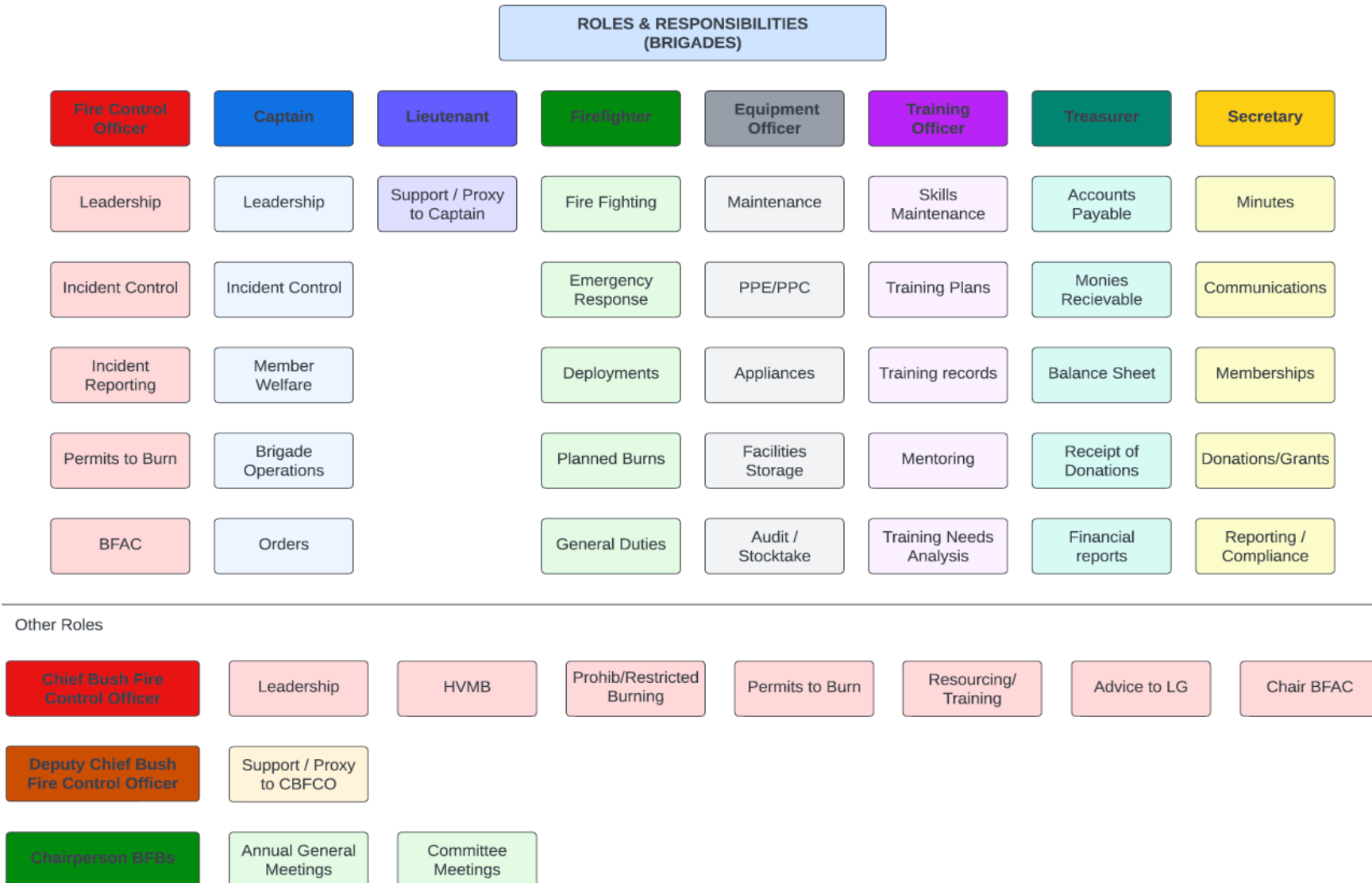
- (1) Alarms and Door Codes held on stations are entrusted to Brigades to enable afterhours access to buildings.
- (2) The codes are confidential and must not share with non-brigade members.
- (3) Alarms are monitored and call outs will be activated if a multi area is activated.

10.3 Loss of Uniform

- (1) The loss of badged uniform items represents a fraud risk to the organisation and possible compromise of the good standing of local Brigades.
- (2) The Brigade Captain must report as a priority, to the CESM, any uniform (or part) that has been identified as missing.
- (3) Local WA Police are to be notified when instances of theft are suspected.

APPENDIX 1

Roles and Responsibilities Chart


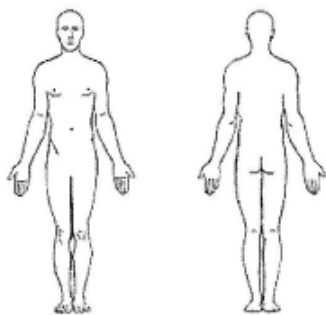


APPENDIX 2

Incident Report Form

Example of Incident Report Form

For current version, request form from Ranger and Emergency Services Administration Officer.

INCIDENT REPORT FORM		
PART A - Worker Worker to complete as soon as practicable following an incident or near miss		
		WHS Team to Complete Incident # Doc Set ID #
1. Incident type		
<input type="checkbox"/> WHS incident <input type="checkbox"/> Near Miss <input type="checkbox"/> Injury <input type="checkbox"/> Motor Vehicle Incident		
Incident Date:	Time:	Location / Address:
Date reported:	Time:	
Reported to:		
2. Who was involved		
Name:		Contact No:
<input type="checkbox"/> CoB Staff Member Position:	<input type="checkbox"/> Volunteer Company Name:	<input type="checkbox"/> Contractor <input type="checkbox"/> Labour Hire
Was anybody else involved?		
Name:	Position:	Contact No:
Name:	Position:	Contact No:
3. Witnesses		
Name:		Contact No:
Name:		Contact No:
4. Injury/illness		
Describe any injury or illness sustained:		
Location of injury (describe and indicate on diagram):		
<input type="checkbox"/> First Aid <input type="checkbox"/> Medical treatment <input type="checkbox"/> No treatment required (report only)		

APPENDIX 3 VPower Checks



Government of Western Australia
Department of Fire & Emergency Services
Operations



VPOWER CHECKLIST

Vehicle Number:	Station/Unit:
Checked By:	Member Number:
Signature:	Date:

VEHICLE FAULT	S	US	N/A
Any outstanding faults			
PETROL/FUEL	S	US	N/A
Main and Sub Tank			
Generators			
Auxiliary motors (chainsaws)			
Spare fuel containers			
OILS	S	US	N/A
Sump level – vehicle			
Sump level auxiliary motors			
Brake Fluid			
Clutch Fluid			
Power Steering Fluid			
Water	S	US	N/A
Radiator cap condition			
Radiator coolant level			
Windscreen washer fluid			
Water containers			
Bottled Water & Refreshments			
EQUIPMENT	S	US	N/A
All equipment present & operating correctly (cabin, locker and external of vehicle)			
External equipment secure			
Lockers/doors closed			
Vehicle or body damage			
Vehicle clean inside and out			
Windscreen damage			
Windscreen clean			
Engage PTO			
Return to idle function operating (in cab)			

ELECTRICAL	S	US	N/A
Condition of batteries			
State of Charge			
Condition of terminals			
Lights - low/high beam			
- fog lights			
- park			
- indicators			
- hazards			
- registration plate			
- brake			
- reverse			
- beacons (all)			
- work/area			
- cabin			
- locker			
RUBBER	S	US	N/A
Tyre pressure			
Tyre condition (tread, sidewall)			
Objects between tyres/tread			
Wheel nuts tight			
Condition of hoses			
Fan Belts			
Wiper Blades			

Comments:

Note:	S=Serviceable, US=Unserviceable, N/A=Not Applicable
Administrative Actions	<ul style="list-style-type: none"> All US items, issues or concerns must be noted in the comments box Raise a VFR for all items, or report to management File in Equipment Check File

VPOWER Check V1.2 July 2023

Review July 2024

Uncontrolled When Printed



Government of **Western Australia**
Department of **Fire & Emergency Services**



City of Busselton BFAC Meeting

DFES LSW Region Report – 10th September 2024

- **Kings Birthday Honours**

Congratulations to David Holland AFSM for his well deserved recognition for the many years of dedication he has given to the communities of Western Australia.

- **Community meetings during incidents**

The region is identifying local government representatives who would be the point of contact during incidents to support community meetings. We plan to test new live streaming equipment (regional) and relevant local platform intended to be used prior to the HTP. This will be to ensure the process and equipment is working correctly prior to any incident should a meeting be requested.

- **Firewise Garden Launch**

On the 5th of June CoE launched the WA Firewise booklet. The LSW region will be supporting a number of firewise garden workshops in July / August using these session to also support communities with their Fireplans.

- 18th May - Dunsborough
- 26th July - Manjimup
- 9th Aug - Pemberton
- 11th Aug - Northcliffe
- 16th Aug - Walpole

- **Australian Warning System (AWS)**

As of the 15th of July, the wet weather hazards join bushfire and heatwave in using the AWS colours, icons and warning levels. Warnings also feature an action statement in the headline, giving clear advice to the community about how to stay safe.

The All Clear and Take Care warning levels will no longer be used under AWS and are replaced with an Advice – Threat Is Reduced. This warning will advise the community that no further updates will be issued for that event.

All staff and volunteers should complete **AWS Awareness** which provides an overview of the AWS and how it is applied in Western Australia.

Staff and volunteers who perform roles that assist with the management of public information during incidents should complete **Applying the AWS**. This online scenario-based module will help you learn how to determine appropriate AWS levels and action statements for incidents.

Both training packages are available on EAcademy via the volunteer Hub.



Government of **Western Australia**
Department of **Fire & Emergency Services**



Where can you find resources or more information?

Doctrine

- Updated doctrine including SAPs, SOPs, Bushfire Talking Points and AWS Warnings Triggers will be available on the IM Toolbox.

Promotional resources

- Information for the public including posters and an explainer video can be found on Emergency WA or the DFES website
- A handy toolkit including a flyer, posters, email signature and social media tiles will be on the Intranet and Volunteer Hub

Peter Thomas

District Officer Capes - LSW



For more information scan the QR code or visit the *Bushfire Risk Reduction Notice* page on the City of Busselton website:

busselton.wa.gov.au/bushfire-risk-reduction-notice

Should you require assistance or clarification of the requirements of this notice, please contact the City's **Ranger Services** on **9781 0444**.

Guidelines for preparing and maintaining your property to reduce the risk of bushfire.

CATEGORY
1

Bushfire Risk Reduction Notice 2024-2025

Your property falls under:

Category 1

All lots 1,100m² or less

Alternative formats may be sourced through contacting the City of Busselton as per the contact details below.

If you require an interpreter, contact us via the Translating and Interpreting Services (TIS National) on 13 14 50.

Property Maintenance Period

15 November 2024 - 30 April 2025

Most land in the City of Busselton whether in a built up or rural area, is considered Bushfire Prone. There is a legal requirement to comply with the Bushfire Risk Reduction Notice requirements applicable to your property size.



T (08) 9781 0444
E city@busselton.wa.gov.au
www.busselton.wa.gov.au
2 Southern Drive Busselton
Western Australia
Locked Bag 1 Busselton WA 6280



Join Our Community

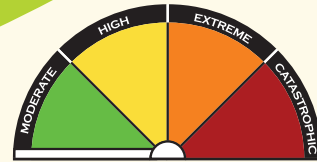


EXAMPLE ONLY
WASTE PASS NOT FOR USE

**Green Waste
FREE PASS**



All Lots 1,100m² or less



For properties with habitable buildings*



Grasses and weeds to be kept under 10cm.



House gutters to be kept clear of materials.



Flammable material to be managed or moved 5m from buildings.

What is flammable material?

Dead vegetation, piles of firewood that are stored against the buildings and fuels. Living vegetation is excluded from this definition.



* Habitable buildings are structures people live or work in.

Vacant Lots

Maintain grasses and weeds

Under 10cm. Material from slashing must be removed from the block.

If there is a Current Bushfire Management Plan that applies to your property you are required to also ensure that the requirements of that plan are implemented in addition to your responsibilities under this notice.

**EXAMPLE ONLY
WASTE PASS NOT FOR USE**

14 October 2024 – 30 November 2024

Restricted Burning Period

A Permit to Burn is required during Restricted Burning Period. Permits obtained via your local Fire Control Officer (details on the City's website).



PERMITTED

Pizza ovens, enclosed BBQs (Kettle/Egg style), smokers, braziers, chimineas, open BBQs, fire pits, camping fires, cooking fires when the Fire Danger Rating is Moderate or No Rating

1 December 2024 - 28 February 2025

Prohibited Burning Period

DURING THE PROHIBITED PERIOD, YOU ARE NOT ALLOWED TO BURN. Certain activities are exempt from permits subject to the conditions below. Any item not listed is prohibited.



PERMITTED

Pizza ovens, enclosed BBQs (Kettle/Egg style) and smokers for cooking when the Fire Danger Rating is Moderate or No Rating



NOT PERMITTED

DO NOT USE Braziers, chimineas, open BBQs, fire pits, camping fires, cooking fires or any other open flame appliance.

1 March 2025 – 30 April 2025

Restricted Burning Period

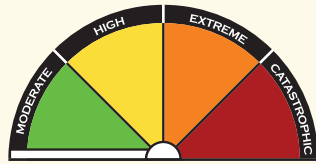
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Note: Dates may vary dependant on weather conditions. Gas cooking appliances are permitted at all times. Scan QR code for updates and more information.



14 October 2024 – 30 November 2024

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PERMITTED

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Scan QR code for updates and more information.



For more information scan the QR code or visit the *Bushfire Risk Reduction Notice* page on the City of Busselton website:

busselton.wa.gov.au/bushfire-risk-reduction-notice

Should you require assistance or clarification of the requirements of this notice, please contact the City's **Ranger Services** on **9781 0444**.

Guidelines for preparing and maintaining your property to reduce the risk of bushfire.

CATEGORY

2

Bushfire Risk Reduction Notice 2024-2025

Your property falls under:

Category 2

All lots greater than 1,100m² but less than 5ha (50,000m²)

Property Maintenance Period

15 November 2024 - 30 April 2025

Most land in the City of Busselton whether in a built up or rural area, is considered Bushfire Prone. There is a legal requirement to comply with the Bushfire Risk Reduction Notice requirements applicable to your property size.



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E city@busselton.wa.gov.au
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2 Southern Drive Busselton
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EXAMPLE ONLY
WASTE PASS NOT FOR USE

EXAMPLE ONLY
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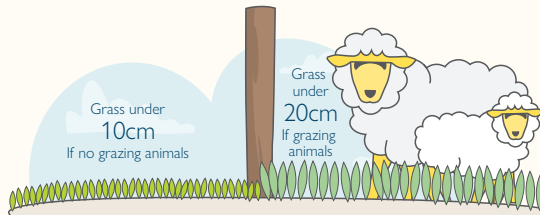
**Green Waste
FREE PASS**

29 of 32



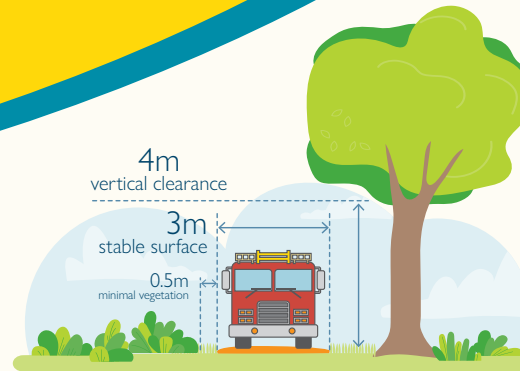
All lots greater than 1,100m² but less than 5ha (50,000m²)

For properties with habitable buildings*



Maintain grasses

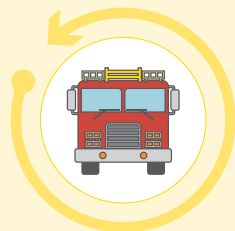
Under 10cm if no grazing animals, or under 20cm if there are actively grazing animals on the property.



Driveways/Accessways

If the building is further than 20m from the road then a driveway/accessway must:

- Have a 3m wide firm and stable surface that can support a fire vehicle
- Have a 4m vertical clearance
- Each side of the driveway should have as minimal vegetation within half a metre each side for as far as practically possible to allow for working space for fire crews.



Turnaround area

If the building is further than 50m from the road

and there is only one access in and out, then a turn around area within 20m of the habitable buildings is to be installed and maintained. The turn around area can be any material (grass, dirt, gravel etc), if it is able to support the weight of a fire truck. This area should have the same vegetation set backs as the driveway/accessway.

* Habitable buildings are structures people live or work in.

Vacant Lots

Maintain grasses and weeds

Under 10cm if no grazing animals, or under 20cm if there are grazing animals on the property.

If there is a Current Bushfire Management Plan that applies to your property you are required to also ensure that the requirements of that plan are implemented in addition to your responsibilities under this notice.

EXAMPLE ONLY
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EXAMPLE ONLY
WASTE PASS NOT FOR USE

Green Waste
FREE PASS



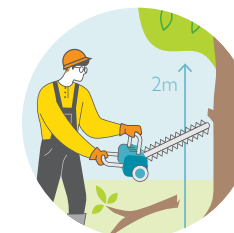
House gutters to be kept clear of materials.



Flammable material to be managed or moved 5m from buildings.



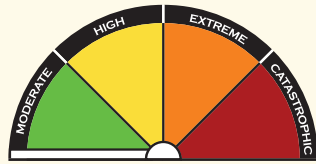
Vegetation within 20m of buildings to be actively maintained and/or reticulated.



Trees within 2m of buildings to have branches pruned away from building.
Any branches overhanging must be at least 5m higher than the roof.

Landowners/occupiers who would like an early inspection by appointment, for reasons including dangerous animals, biosecurity, locked gates, or for an explanation on requirements of this notice, should contact Rangers by **15 October 2024**.

To book an inspection by appointment or **apply for a variation** to the requirements for your property please submit a written application by **15 October 2024**.



14 October 2024 – 30 November 2024

Restricted Burning Period

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PERMITTED

Pizza ovens, enclosed BBQs (Kettle/Egg style), smokers, braziers, chimineas, open BBQs, fire pits, camping fires, cooking fires when the Fire Danger Rating is Moderate or No Rating

1 December 2024 - 28 February 2025

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NOT PERMITTED

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Join Our Community



Guidelines for preparing and maintaining your property to reduce the risk of bushfire.

CATEGORY

3

Bushfire Risk Reduction Notice 2024-2025

Your property falls under:

Category 3

All lots 5ha (50,000m²) or greater

Property Maintenance Period

15 November 2024 - 30 April 2025

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EXAMPLE ONLY
WASTE PASS NOT FOR USE

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**Green Waste
FREE PASS**

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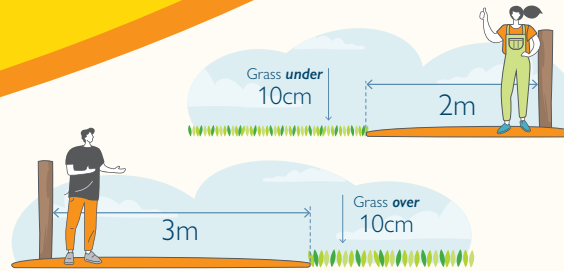
All lots 5ha (50,000m²) or greater

For all lots



Maintain grasses

Under 10cm if not actively farmed or grazed.



Firebreaks

Firebreak to be installed as close as practicable within 100m of all property boundaries. Where grasses are maintained under 10cm the firebreak should be 2m in width. Where grasses are over 10cm the firebreak should be 3m in width.

If property is over 120ha an additional firebreak is required separating land parcels.



House gutters to be kept clear of materials.



Flammable material to be managed or moved 5m from buildings.



Vegetation within 20m of buildings to be actively maintained and/or reticulated.



Trees within 2m of buildings to have branches pruned away from building. Any branches overhanging must be at least 5m higher than the roof.

For properties with habitable buildings*



Turnaround area

If the building is further than 50m from the road and there is only one access in and out, then a turn around area is to be installed and maintained within 20m of the habitable buildings.

The turn around area can be any material, (grass, dirt, gravel etc.), if it is able to support the weight of a fire truck. This area should have the same vegetation set backs as the driveway/accessway.

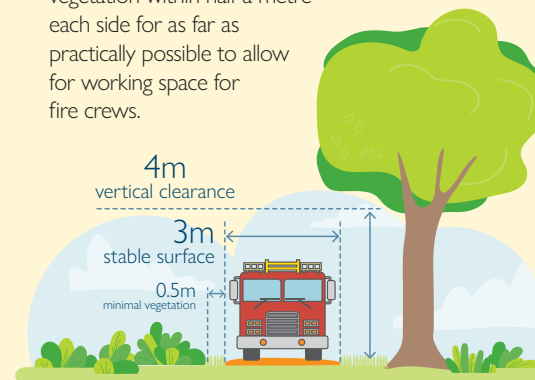
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