



SHIRE OF
MANJIMUP



**Bush Fire Brigade
Operational Procedures
2022 - 2027**

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Amendment List

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

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Introduction

The Shire of Manjimup is responsible for the Establishment and Administration of Bush Fire Brigades within the Shire of Manjimup in accordance *with Section 41 of the Bush Fires Act 1954*. The Shire of Manjimup is responsible for the Insurance of Bush Fire Brigade Members and Emergency Service Levy associated Appliances and Equipment.

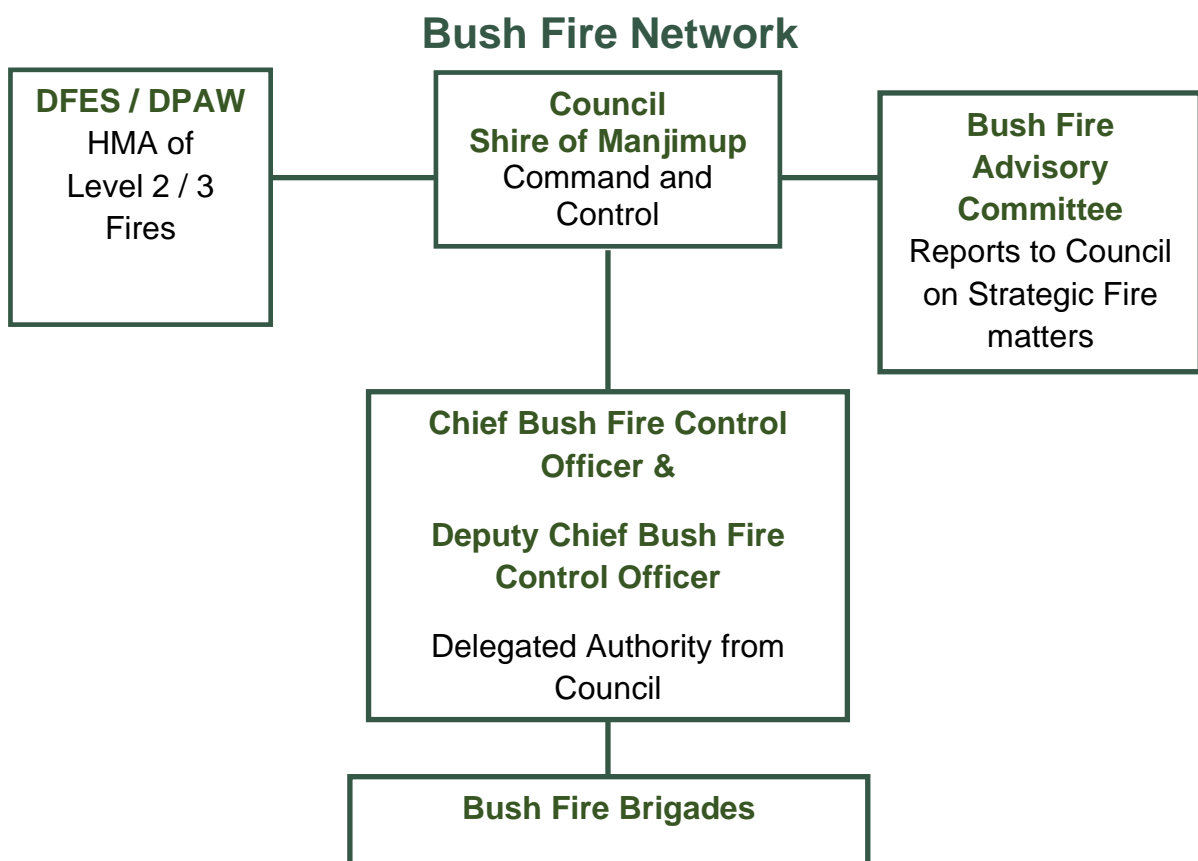
The Bush Fire Advisory Committee reports and makes recommendations on strategic matters to Council.

Purpose

The Shire of Manjimup Bush Fire Brigade Operational Procedures outlines the working structure of Bush Fire Brigades and can be reviewed by Council and or the Bush Fire Advisory Committee at any time.

The Bush Fire Brigade Operational Procedures is to be referred to by Council, Shire of Manjimup Staff, the Bush Fire Advisory Committee and Bush Fire Brigades Members.

The Procedures set normal operational and strategic procedures for administration and maintenance of Bush Fire Bush Brigades in the Shire of Manjimup. If there is an anomaly within the Procedure, then the *Bush Fires Act 1954* will take precedence.



Review

The Shire of Manjimup Bush Fire Brigade Operating Procedures will be reviewed every five years. Amendments can be made at any time to be approved by the Bush Fire Advisory Committee.

Interpretation

In these procedures, unless the context otherwise requires:

"The ACT"	means the <i>Bush Fires Act 1954</i> and amendments.
"The Regulations"	means the <i>Bush Fires Regulations 1954</i> .
"Council"	means the Shire of Manjimup Council.
"DFES"	means the Department of Fire and Emergency Services.
"Ordinary Meeting"	means any meeting of the Brigade other than an annual general meeting, operational meeting or a special meeting.
"Absolute Majority"	means more than half of the total votes of those eligible to vote whether present or not.
"Normal Brigade Activities"	as defined in <i>Section 35A of the Act</i> .
"Fire fighter"	means a member of a Brigade with the competency and currency to carry out operational firefighting duties.
"Auxiliary"	means a member that provides support to operational fire fighters of the Brigade and must be a minimum of sixteen (16) years of age.
"Cadet"	means a member of a Brigade aged between twelve (12) and up to sixteen (16) years of age. The member is not allowed to carry out operational firefighting duties.
"CEO"	means Chief Executive Officer of the Shire of Manjimup.
"CESM"	means the Community Emergency Services Manager for the Shire of Manjimup
"CBFCO"	means the Chief Bush Fire Control Officer appointed by the Shire of Manjimup.

"DCBFCO"	means a Deputy Chief Bush Fire Control Officer appointed by the Shire of Manjimup.
"FCO"	means a Fire Control Officer appointed by the Shire of Manjimup.
"BFAC"	means the Bush Fire Advisory Committee appointed by the Shire of Manjimup.
"Local Government"	means the Local Government established under the <i>Local Government Act 1995</i> .

Authorisation

These procedures have been produced and issued under the authority of the Shire of Manjimup in accordance with the *Bush Fires Act 1954* and endorsed by BFAC and the Shire of Manjimup Council.

SECTION ONE - Bush Fire Brigade Administrative Procedures

1. Volunteer Bush Fire Brigades

1.1 Vision

To protect our volunteer members, the community and our environment. Be committed to providing an environment in which all persons can expect to be treated equally and with respect.

1.2 Our Values

- ❖ Mutual respect;
- ❖ One Brigade, many members, one purpose;
- ❖ Integrity and trust;
- ❖ Strive to keep ourselves and others safe;
- ❖ Support, friendship, camaraderie; and
- ❖ Knowledge and learning.

1.3 Objectives

The Shire of Manjimup Volunteer Bush Fire Brigades undertake the following objectives:

- ❖ Provide timely, quality and effective emergency service;
- ❖ Minimise the impact of emergencies on the community;
- ❖ Work with the community to increase bush fire awareness and fire prevention strategies;
- ❖ To ensure that bush fire brigade volunteers receive appropriate training for their respective roles within the brigade;
- ❖ Ensure that operational equipment is serviceable and available for emergencies;
- ❖ Provide a workplace that is safe and everyone is treated with respect in an environment that is free from discrimination and harassment;
- ❖ Work cohesively with other emergency management agencies; and
- ❖ Report to Council through the Bush Fire Advisory Committee (BFAC) on any relevant matters.

1.4 Establishment of a Bush Fire Brigade

The Shire of Manjimup may establish a Bush Fire Brigade for the purpose of carrying out normal brigade activities in accordance with *Section 41 of the Bush Fires Act 1954*.

The Bush Fire Advisory Committee (BFAC) will report to Council on the wellbeing and structure of any Bush Fire Brigade within the Shire of Manjimup. BFAC will from time to time review the operational functionality of all Bush Fire Brigades. This review will be conducted using the provisions of this document and any other available tools.

All members of a Bush Fire Brigade must be registered brigade members for insurance purposes, a register of members will be maintained by the Shire of Manjimup.

1.5 Brigade Types and Management Structure

The Shire of Manjimup is to ensure there is an appropriate structure through which the organisation of Bush Fire Brigades can be maintained.

In consultation with the Bush Fire Brigades through the BFAC, the Shire will appoint a Chief Bush Fire Control Officer (CBFCO), Deputy Chief Bush Fire Control Officer (DCBFCO).

The CBFCO, DCBFCO appointments are for a 2 year term. The incumbent continues in their role (unless terminated or resigned) until a new appointment or reappointment occurs. At each election of Council, Council appoints a suitable person to each position after calling for nominations and receiving a recommendation from the Bush Fire Advisory Committee.

Each brigade shall nominate the Captain, Fire Control Officer, Lieutenants and other officers for their Brigade at their Annual General Meeting.

FCO Nominations will be by Brigades and appointed by Council. These appointments are for 1 year.

The Shire of Manjimup, Bush Fire Advisory Committee and Council recognise that two different levels and structures of Bush Fire Brigades exist within the Shire of Manjimup Bush Fire Network.

For the purpose of this document only the Shire of Manjimup recognises a Bush Fire Brigade and Local Response Brigade (refer to the descriptions below).

1.5.1 Bush Fire Brigade

- ❖ Has a complete and maintained brigade structure (refer to complete structure below);

- ❖ Has a succession plan in place for all senior officers;
- ❖ Maintains a 2 crew shift per allocated appliance;
- ❖ Predominantly has an ESL supplied appliance;
- ❖ Reports to the Bush Fire Advisory Committee and the Shire of Manjimup on all matters involving the Brigade;
- ❖ Responds to any incident in a timely manner;
- ❖ Holds an AGM once a year in accordance with this document and reports to the Bush Fire Advisory Committee;
- ❖ All active members hold current and up to date qualifications in accordance with this document and Council Policy;
- ❖ Holds and maintains radio communications with the Chief Bush Fire Control Officer and the Bush Fire Network;
- ❖ All Active members are trained and competent with use of the appliance allocated to the Bush Fire Brigade; and
- ❖ All Active members are competent in radio communications.

Complete Brigade Structure (Bush Fire Brigade)

- At least one qualified Fire Control Officer
- At least one Fire Control Officer in Training
- Captain
- Secretary
- Brigade Equipment Officer
- Brigade Training Officers (optional)
- Active Fire Fighters / Lieutenants (at least two shifts per appliance)
 - i.e.: Heavy Duty = 6 active members
 - Light Tanker = 4 active members
- President (optional)
- Treasurer (optional).

1.5.2 Local Response Brigade

- ❖ Has a smaller number of active members than a Bush Fire Brigade;
- ❖ Has limited fire fighting capabilities;
- ❖ Maintains a limited brigade structure (refer to limited structure below);

- ❖ Has no allocated Fire Fighting Appliance;
- ❖ All active members hold current and up to date qualifications in accordance with this document and Council Policy;
- ❖ Holds an AGM once a year in accordance with this document and reports to the Bush Fire Advisory Committee; and
- ❖ Has a limited communications infrastructure.

Limited Brigade Structure (Local Response Brigade)

- One qualified Fire Control Officer
- Secretary
- Captain (optional FCO can hold the position)
- 5 active fire fighters

1.6 Ranks, Reporting Lines

The Shire of Manjimup has management of Bush Fire Brigades.

The Chief Bush Fire Control Officer has delegated authority from Council to manage day to day operational management of the bush fire network, Level One (1) Bush Fires and all other delegations as approved by Council.

The Bush Fire Advisory Committee is a committee of Council and reports on strategic matters of fire control and management of the bush fire brigade network.

1.7 Bush Fire Brigade Office Bearers - Roles and Responsibilities

1.7.1 Captain

The Captain of a bush fire brigade is responsible for the leadership and management of the bush fire brigade. The position reports to the CBFCO on Brigade related matters.

Brigade members are to report directly to the captain of their bush fire brigade.

The duties of a Captain include but are not limited to:

- ❖ Demonstrate positive leadership and mentor members;
- ❖ May take on an ‘Operations Officer’ role or ‘Sector Commander’ role at incidents;
- ❖ In the absence of an FCO may take overall charge of an incident;
- ❖ Ensure incident control systems and management principles are implemented and maintained during all emergency incidents if required;

- ❖ Maintain a personal incident diary and record of fire incidents as well as events and decisions made at incidents;
- ❖ Conduct brigade briefings and host post incident analysis of any incident;
- ❖ Undertake responsibility for the proper management and maintenance of brigade property and equipment;
- ❖ Ensure all Active Members are trained to basic specified standards;
- ❖ Ensure all Active Members are equipped with current Personal Protective Clothing and Equipment once required training is completed;
- ❖ Report any injuries of personnel or damage to firefighting equipment immediately to the Chief Bush Fire Control Officer or CESM; and
- ❖ Maintain safety standards within the brigade.

Qualifications

- Firefighting experience of 2 years and preferably some time spent as a lieutenant.
- DFES courses or approved equivalent:
 - Bushfire Safety Awareness
 - AIIMS awareness
 - Bush Firefighting Skills

1.7.2 Lieutenant

The duties of a Lieutenant or Active Fire Fighter include but are not limited to:

- ❖ Attend bush fires as required;
- ❖ Operate firefighting equipment and appliances; and
- ❖ Provide support to the Captain and assist with operational management of the brigade.

Qualifications

- Firefighting experience of 2 years and preferably some time spent as a lieutenant.
- DFES courses or approved equivalent:
 - Bushfire Safety Awareness
 - AIIMS awareness
 - Bush Firefighting Skills

Note: Brigades should rank Lieutenants or Active Fire Fighters. In the absence of a Captain, the next highest ranking Lieutenant or Active Fire Fighter may take the role of Captain.

1.7.3 President

The President presides over all brigade meetings. This position is not required to perform active operational duties and may be inclusive to an additional position held with the brigade.

The duties of a President include but are not limited to:

- ❖ Preside over all brigade meetings;
- ❖ Ensure meeting procedures and protocol is maintained;
- ❖ Promote the Aims and Objectives of the Brigade;
- ❖ Advise the Brigade on administrative matters; and
- ❖ Report to the Captain.

1.7.4 Secretary

The Secretary is to record and manage administrative matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to additional positions held within the brigade.

The duties of a Secretary include but are not limited to:

- ❖ Prepare an Agenda for brigade meetings and distribute to members with previous minutes prior to meetings;
- ❖ Circulate Notice of Meetings, attend brigade meetings, record the minutes of Brigade meetings and ensure that these documents are circulated to members as well as the Shire;
- ❖ Document and record all brigade correspondence and business;
- ❖ Make available and circulate minutes of the Bush Fire Advisory Committee and correspondence from the Shire of Manjimup;
- ❖ Provide names of elected members to the Shire within 14 days of the AGM using the *Brigade Return* form;
- ❖ Report any changes and new memberships to the Shire; and
- ❖ Report to the Shire the membership register in June/July each year.

Qualifications

- Suitable administration skills

1.7.5 Treasurer

The Treasurer's role is to be the custodian of funds of the Bush fire Brigade. This role may be combined with that of Secretary. This position is not required to perform active operational duties but may also hold an operational role within the brigade.

Qualifications

- Financial Management Skills

1.7.6 Training Coordinator

The CESM is nominated the Shire's Training Coordinator for Bush Fire Brigades and will promote training courses available through DFES and other opportunities that may become available for brigade members.

The Duties of the Training Coordinator include but are not limited to:

- ❖ Manage the training requirements for members of Bush Fire Brigade within the Shire of Manjimup;
- ❖ Report to the Shire of Manjimup, Chief Bush Fire Control Officer and Bush Fire Advisory Committee on all training matters;
- ❖ Maintain records and deliver those records to the Shire of Manjimup;
- ❖ Conduct training courses for brigade members as required;
- ❖ Develop a yearly training calendar with the Shire of Manjimup; and

Qualifications

- Hold relevant Trainer and Assessor qualifications

1.7.7 Training Officer

The Brigade Training Officer is not the Training Coordinator for the Shire of Manjimup and is only responsible for their brigade area. This position reports to the Captain and liaises with the Training Coordinator to ensure all training needs of the brigade are met.

The Brigade Training Officer doesn't require formal training qualifications. The Shire of Manjimup is to retain and maintain all training qualifications of brigade members.

The duties of a Brigade Training Officer include but are not limited to:

- ❖ Endeavour to ensure brigade members maintain necessary skill levels, equivalent to the competency standard required by the Shire of Manjimup;

- ❖ Endeavour to ensure regular training sessions are conducted within the brigade; and
- ❖ Liaise with the Training Coordinator on the training needs of brigade members.

1.7.8 *Equipment Officer*

The role of the Brigade Equipment Officer is to manage brigade property, fleet vehicles, general equipment and stock levels. The position is not required to perform active operational duties but may be able to demonstrate a degree of knowledge of brigade equipment.

The duties of a Brigade Equipment Officer include but are not limited to:

- ❖ Manage brigade equipment and maintain a register of all assets;
- ❖ Coordinate the maintenance of equipment in accordance with the Shire of Manjimup maintenance schedule and adhering to all purchasing guidelines;
- ❖ Report maintenance or damage issues to the Captain; and
- ❖ Store equipment at the station or other place as approved by the Captain.

1.8 **Bush Fire Control Officers - Duties and Responsibilities**

1.8.1 *Chief Bush Fire Control Officer (CBFCO)*

The Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Brigades. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks within the Shire and reports to the Shire of Manjimup.

The Duties of the Chief Bush Fire Control Officer include but are not limited to:

- ❖ Provide leadership and direction to volunteer Bush Fire Brigades and members;
- ❖ Monitor Bush Fire Brigades resourcing, equipment and training levels;
- ❖ Report to the Shire of Manjimup concerning fire prevention / suppression activities;
- ❖ Act as a Level 1 Incident Controller for bush fires within the Shire of Manjimup;
- ❖ Hold the rank of Fire Control Officer for all brigade areas within the Shire of Manjimup;

- ❖ Maintain a personal incident diary and record of fire incidents as well as events and decisions made at incidents within the Shire of Manjimup;
- ❖ Manage SCHED calls for the bush fire network;
- ❖ Manage the operations of the bush fire brigade network;
- ❖ Be responsible for conflict resolution in the first instance for bush fire brigade members;
- ❖ Be aware and retain knowledge of the location of all resources within the bush fire brigade network;
- ❖ Liaise with the Department of Fire and Emergency Service, Parks and Wildlife Services on incident management issues;
- ❖ Provide representation on the Bush Fire Advisory Committee (BFAC), Regional Operations Advisory Committee (ROAC) and Local Emergency Management Committee (LEMC);
- ❖ Be appointed as an FCO;
- ❖ Attend brigade meetings; and
- ❖ Report to the Shire of Manjimup.

Qualifications

- Active Fire fighting experience of 5 years
- DFES courses or approved equivalent:
 - Bushfire Safety Awareness
 - Bush Firefighting Skills
 - Sector Commander
 - Level 1 Incident Controller
 - Fire Control Officer

1.8.2 Deputy Chief Bush Fire Control Officer (DCBFCO)

The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker and planner that assists the CBFCO in managing the Bush Fire Brigades. This position reports to the Chief Bush Fire Control Officer and Shire of Manjimup on all matters pertinent to bush fire management.

The Duties of the Deputy Bush Fire Control Officer include but are not limited to:

- ❖ All duties as detailed in the above Chief Bush Fire Control Officers duties;

- ❖ Duties, roles, responsibilities and authority are only allocated when the Chief Bush Fire Control Officer is unavailable or at the request of the Chief Bush Fire Control Officer;
- ❖ Support the Chief Bush Fire Control Officer with Incident Management;
- ❖ Proxy representation on the Bush Fire Advisory Committee (BFAC), Regional Operations Advisory Committee (ROAC) and Local Emergency Management Committee (LEMC); and
- ❖ Be appointed as an FCO.

Qualifications

- Active Firefighting experience of 2 years
- Fire Control Officer experience of 2 years
- DFES courses or approved equivalent:
 - AIIMS Awareness
 - Bushfire Safety Awareness
 - Bush Firefighting Skills
 - Sector Commander
 - Fire Control Officer

1.8.3 Fire Control Officer (FCO)

The Fire Control Officer has the control and management of bush fire suppression activities.

A Fire Control Officer is a delegated representative of the Shire for the administration of the provisions of the *Bush Fires Act 1954*. The position is required to perform active operational duties both in firefighting and fire prevention strategies in the local community. This position reports to the Chief Bush Fire Control Officer and Shire of Manjimup on all matters pertinent to bush fire management.

A Fire Control Officer must be able to demonstrate experience in wild fire behaviour, AIIMS and knowledge of the local area. The person must be able to interpret the *Bush Fires Act and Regulations 1954* and be confident with communication skills.

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

The duties of a Fire Control Officer include but are not limited to:

- ❖ Authorise and issue permits to burn in accordance with the *Bush Fires Act 1954* within their brigade boundary;

- ❖ Maintain a personal incident diary and record of fire incidents as well as events and decisions made at incidents within the Shire of Manjimup;
- ❖ Command, control and confidently manage activities at an emergency incident;
- ❖ Identify and conduct risk assessments of fire hazards;
- ❖ Take control of fire suppression activities within the brigade area;
- ❖ Conduct brigade briefings and host post incident analysis of any incident;
- ❖ Ensure Brigade Operation Guidelines and safety standards are adhered to on the fire ground; and
- ❖ Fulfil the role as Operations Officer under the direction of the Chief Bush Fire Control Officer.

Qualifications

- Active Firefighting experience of 2 years
- DFES courses or approved equivalent:
 - AIIMS Awareness
 - Bushfire Safety Awareness
 - Bush Firefighting Skills
 - Fire Control Officer
 - Burn Over Drill

Note: *Fire Control Officers are appointed by Council for a one year period, they are nominated by their bush fire brigade each year. Fire Control Officers can only issue permits for their brigade area.*

2. Membership

2.1 Types of Membership

There are various types of membership of a Bush Fire Brigade, the details for these are found in the below descriptions.

2.1.1 Volunteer Fire Fighter or Active Brigade Member

Fire fighter or Active Brigade Members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities or hold office within the brigade.

2.1.2 Auxiliary Member

Auxiliary members are those persons being at least 16 years of age and may provide varied support to the Brigade.

2.1.3 Cadet Member

Cadet members are:

- ❖ To be aged 13 to 15 years;
- ❖ To be admitted to membership only with the consent of their parent or guardian;
- ❖ Admitted for the purpose of training and are not to attend, or be in attendance at any uncontrolled fire or other emergency incident;
- ❖ To be supervised by a fire fighting member when undertaking normal brigade activities;
- ❖ Ineligible to vote at a bush fire brigade meeting; and
- ❖ Not to be assigned ranks.

2.2 New Membership Application

- ❖ A new member of a Bush Fire Brigade is to be provided with these guidelines and complete an *FORM 5.3.9 Application To Join A Bush Fire Brigade* form (**See Attached**). By completing the application for membership, the new member is deemed to have accepted the conditions of membership included in this document;
- ❖ A minimum of two (2) Brigade members, including the Captain, should decide whether to recommend the application to the Shire of Manjimup CESH;
- ❖ The CESH must endorse the application prior to submitting to DFES for processing;

- ❖ Once processed members will receive an email from the Shire of Manjimup with their new Volunteer Emergency Services Identity Number (ID) and an email inviting them to register for the Volunteer Hub at:

<https://volunteerhub.dfes.wa.gov.au/logon> ; and

- ❖ Members can use the Volunteer Hub to update their contact details, find resources to support their volunteering experience and access other systems such as eAcademy, and view awards, service and response history.

Information Members may find handy in the Volunteer Hub:

- eAcademy training platform
- Health and wellbeing resources
- Community engagement resources and ideas

Note: *The Shire reserves the right to request a Criminal History Check for any Volunteer and refuse/terminate membership on the basis of fire offences. The Captain of a brigade or the Shire may refuse an application for new membership for any reason.*

2.3 Conditions of Membership

2.3.1 Minimum Training Requirements

All volunteer Bush Fire Brigade members are required to complete a Brigade volunteer induction, *DFES AllIMS Awareness (Online)*, *DFES Bushfire Safety Awareness* and *DFES Bush Firefighting Skills* prior to commencing active firefighting duties. *Section 3.1 Training Requirements for Brigade Members.*

2.3.2 Uniforms PPC

Members will be provided with the appropriate Bush Fire Brigade uniform once they have completed their minimum training requirements as per *Section 3.1 Training Requirements for Brigade Members* and it is required that this uniform be worn when attending any fire ground.

The uniform issued as per *Section 7.2 Personal Protective Clothing and Equipment* remains the property of the Shire of Manjimup

Any damage or replacement of uniform issue is to be reported to the Brigade Captain/Equipment Officer.

Members ***must wear the correct uniform*** when attending the fire ground.

2.3.3 Fitness for Duty & Code of Conduct

If attending a brigade activity including training, fund raising, meetings and fires, all volunteers are required to be in a fit state to carry out the duties involved. This does not include social gatherings.

If a volunteer presents unfit for duty, the person presiding over the activity must instruct that person to stand down. Examples include being impaired due to drugs (including prescription drugs), alcohol or fatigue.

The Shire of Manjimup *Alcohol and Other Drugs Policy* applies to all Volunteer Bush Fire Brigade Members.

2.3.4 Update of Personal Details

Shire of Manjimup Volunteer Bush Fire Brigade members are required to ensure that their personal details are up to date. Any change of personal details made via the DFES Volunteer Portal are required to also be submitted to their Brigade Secretary and the Shire within fourteen (14) days of the change. Members may also complete and return *FORM 5.3.10 Update of Membership Details (See Attached)*.

2.3.5 Drivers Licences

All drivers of vehicles are required to hold a current Western Australian drivers licence for the class of vehicle that is being driven. Any situation that results in the suspension or loss of licence or impairment to the driver's capability is to be reported to the Brigade Captain.

2.3.6 Relevant Legislation, Procedures and Guidelines

The main legislation pertinent to the role of Bush Fire Brigade members are:

- *Bush Fires Act and Regulations 1954*
- *Environmental Protection Act 1986*
- *Equal Opportunity Act 1984*
- *Fire and Emergency Services Act 1998*
- *Work Health and Safety Act 2020*
- *Road Traffic Act 1974*

2.4 Induction

All new members shall be provided with a formal induction, following the Shire of Manjimup *FORM 5.3.6 Volunteer Induction Checklist* form (**See Attached**), to be completed as soon as possible but no later than six weeks after a new Member completes their application form.

This form must be completed and signed by the Training/Induction Officer with the new member signing the declaration on the back of the form and **a copy must be supplied to the Shire.**

Note: *New Members shall be provided with a mentor until such time as they are familiar with 'Normal Brigade Activities'.*

2.5 Awards and Recognition

Medals A full Medal set is awarded after 10 years of eligible service. A clasp set bearing the years of service will be awarded after 15, 20, 25 years of service.

- The 10 and 15 year Medal is presented to members at a Brigade function.
- The 20 and 25 year Medals are to be presented to members at BFAC or the Fire Control Officer/Captain Annual Information Meeting.

2.6 Equal Opportunity, Complaints and Grievances

2.6.1 Equal Opportunity

The Shire of Manjimup is committed to providing an enjoyable, challenging, involving, harmonious environment in which all persons can expect to be treated equally and with respect.

The Shire of Manjimup *Discrimination, Harassment and Workplace Bullying Policy* applies to all Volunteer Bush Fire Brigade Members.

2.6.2 Complaints and Grievances

All grievances between members or brigades should in the first instance be reported to the Chief Bush Fire Control Officer. If in the opinion of the Chief Bush Fire Control Officer the grievance is of a small nature and can be resolved through counselling with individuals, the Chief Bush Fire Control Officer may after consulting with the Shire of Manjimup resolve the issue.

If by the nature of the grievance the Chief Bush Fire Control Officer, the Brigade member or the Shire of Manjimup believe the issue cannot be resolved through normal counselling, then any party may seek the intervention of the Shire of Manjimup's Chief Executive Officer in accordance with the Shire of Manjimup *Discrimination, Harassment and Workplace Bullying Policy*.

All complaints will be in accordance with the Shire's Grievance Procedure.

2.7 Disciplinary Action / Suspension & Termination

2.7.1 Disciplinary Action

Disciplinary action can only be taken by the Shire of Manjimup's Chief Executive Officer or Council.

The Chief Executive Officer must notify the member in writing and provide the disciplinary action once an investigation has been completed.

The notice issued by the Chief Executive Officer must have the right to appeal.

Disciplinary action includes:

- Suspension of membership
- Termination of membership
- Any other reasonable disciplinary action as determined by Council

2.7.2 Suspension of Membership

A volunteer member may be suspended by the Shire of Manjimup where the member:

- Wilfully or negligently disregards the *Bush Fires Act 1954*, *Bush Fires Regulations 1954*, or the *Bush Fire Brigade Operational Procedures*; and
- Has performed an unsafe act that endangers the safety of the member or others.

The suspended member will be excluded immediately from such Brigade duties and activities. The Shire of Manjimup must notify the member, in writing, advising of the suspension period and reason.

The period of suspension shall not exceed three (3) consecutive months and shall be determined by the Shire of Manjimup.

On completion of the suspension period the member may be required to undertake refresher training before resuming active firefighting duties.

2.7.3 Termination of Membership

Termination of membership of a Volunteer Bush Fire Brigade may occur when:

- the member provides written notification of resignation to the brigade and the Shire of Manjimup;
- is, in the opinion of the Brigade, permanently incapacitated by mental or physical health;

- Volunteer Membership is cancelled by the Brigade who notify the Shire in writing with the reason eg. that the member has permanently left the region;
- is dismissed by the Shire of Manjimup; or
- Dies

Note: *When a membership is terminated the member must return within 21 days all property belonging to the Bush Fire Brigade and/or the Shire of Manjimup to the Shire.*

3. Training

The Shire of Manjimup and the Department of Fire and Emergency Services Lower South West Region will release a training Calendar each year. Members are to discuss requirements with Training Officers through to CESM to nominate for any of the courses advertised on these calendars.

All courses available are on the eAcademy training platform where members can nominate or alternatively do through their Training Officer or CESM.

The CESM is nominated the Shire's Training Coordinator for Bush Fire Brigades and will promote training courses available through DFES and other opportunities that may become available for brigade members.

3.1 Training Requirements for Brigade Members

All Active members are to hold current training qualifications in accordance with these guidelines and the below minimum standard outline.

3.1.1 Active Fire Fighter

- ❖ AIIMS Awareness (online)
- ❖ Bushfire Safety Awareness
- ❖ Bush Firefighting Skills
- ❖ Burn Over Drill

3.1.2 Fire Control Officer

- ❖ AIIMS Awareness
- ❖ Bushfire Safety Awareness
- ❖ Bush Firefighting Skills
- ❖ Fire Control Officer
- ❖ Burn Over Drill

3.2 Training Requirements for Brigades – In House

All Brigades are encouraged to carry out in house training. Brigades may request in house training from the Shire of Manjimup Training Coordinator or the Community Emergency Services Manager.

Brigades with allocated appliances will carry out Appliance Awareness / Pre-Season Training once per year. All members must have completed basic Appliance Awareness Training before being able to operate any appliance on a fire ground.

Appliance Awareness Training is intended to be carried out by the leadership group of the Brigade. There is no formal qualification in this training.

Attendance records must be given to the Shire of Manjimup within one (1) month of completing Appliance Awareness / Pre – Season Training. All Active members must attend the Appliance Awareness Training if they have not attended a fire in the previous (12) months.

3.2.1 Appliance Awareness Training

- ❖ Basic Operations of the Appliance
- ❖ Burn Over Drill
- ❖ Basic Radio Communications (WAERN)
- ❖ Drafting Water with the Appliance
- ❖ Equipment Location
- ❖ Appliance Foam Delivery

3.3 Motor Vehicle Drivers Licence Training

The reimbursement of the costs associated with Volunteers obtaining appropriate class MVDL's. (LR, MR, HR) to maintain Brigade/Unit capability if a need is identified by the Shire.

Note: Excludes the costs of volunteers obtaining an initial C class MDVL.

Eligibility

- Active brigade member for 2 years

3.4 Training Expenses

All training expenses are covered by the Local Government Grant Scheme (LGGGS) this includes fuel and accommodation for attending training courses outside of the local area.

For full details and procedures refer to *Section 5.4 Purchasing – Training Expenses*.

4. Meetings

All meetings held by the Bush Fire Brigade shall be minuted unless confidential information is being discussed.

4.1 Ordinary Meeting

A Bush Fire Brigade or Local Response Brigade may at any time call an Ordinary Meeting of its members. A Bush Fire Brigade shall hold a minimum of one Ordinary Meeting each year and this meeting can be combined with in house training.

An Ordinary Meeting can be called by the Captain or Fire Control Officer of that brigade.

4.2 Annual General Meeting

A Bush Fire Brigade or Local Response Brigade is to hold an Annual General Meeting during the months of June to September each year. Brigades **must** use the Shire of Manjimup *FORM 5.3.7 Bush Fire Brigade Annual General Meeting Template (See Attached)*.

The requirement for brigades to meet through this period is to allow the Shire of Manjimup and Chief Bush Fire Control Officer ample time to prepare all relevant documents and procedures for the coming fire season.

Minutes of an Annual General Meeting are to be received by the Shire of Manjimup no later than one month after the meeting date. In addition to the minutes, brigades are to complete *FORM 5.3.8 Brigade Returns (See Attached)* and these forms are to be received by Shire of Manjimup no later than 30 of September each year.

At the Annual General Meeting the Bush Fire Brigade is to address the following:

- Attendance List of all Meeting Attendees, Apologies and non-voting Visitors;
- Confirmation of Previous Minutes;
- Declare all Brigade Officer Bearer positions vacant;
- Brigades are to nominate office bearers in line with *Section 1.8 Bush Fire Brigade Office Bearers – Roles and Responsibilities* and *Section 4.8 Brigade Elections* (all positions need to be nominated and receive a second);
- Nominate member(s) as FCO(s) in line with *Section 1.8 Bush Fire Brigade Office Bearers – Roles and Responsibilities* and *Section 4.8*

Brigade Elections (all positions need to be nominated and receive a second);

- Complete *FORM 5.3.8 Brigade Returns*;
- Nominate BFAC Zone delegate and Proxy (bi-annually);
- Member Reports from Captain's, Fire Control Officer, Training and Equipment Officer on the year's activities;
- Financial Report - Adopt the annual financial statements;
- ESL Submissions to be considered by the Shire of Manjimup. (This is the Brigades opportunity to request Capital items through the ESL budget process);
- Correspondence In/Out;
- Requests from Private Property Owners for the Brigade to conduct a Fuel Hazard Reduction Burn;
- Hazardous Parcels of Land that require Investigation from the Shire of Manjimup;
- Review and update current membership list, active firefighters/auxiliary and contact details of members then advise the Shire of Manjimup in writing of members to be removed with reason eg. Deceased, Resigned or sold property and left region; and
- General Business may be conducted where specified in the Agenda.

4.3 FCO and Captains - Annual Information Meeting

The Shire of Manjimup will hold an Annual Information Meeting for all Fire Control Officers and Captains within the Shire of Manjimup.

The meeting is to inform members of any relevant information and or changes to fire operations for the coming fire season.

The meeting will be held in September, October or November of each year.

4.4 Secretary - Annual Information Meeting

The Shire of Manjimup will hold a Biannual Information Meeting for all Secretaries within the Shire of Manjimup bush fire network. A Bush Fire Brigade may request other administration officers to attend, this request will be assessed on its merits.

The meeting is to inform members of any relevant information and or changes to operations and requirements.

New Secretaries can request an induction / information session with the Shire of Manjimup at any stage.

4.5 Notice of a Meeting

Brigades may request the Chief Bush Fire Control Officer and or the Community Emergency Services Manager to attend an Annual General meeting or Ordinary meeting. This request must be received two weeks prior to the meeting date.

- ❖ Notice of Bush Fire Brigade meetings must be issued in the following manner:
 - Must be given by the Secretary;
 - Must set out an Agenda for the meeting;
 - Must set out the date, time, and place of the meeting;
 - May be given by written notice to each member;
 - Personally, by post or electronic email; or
 - By a notice published in a newspaper circulating in the area of the Brigade;
 - By public notice on the Brigade's notice board/s facebook page; and
 - Must be signed by the Secretary or, in the case of a special meeting, by the person convening the meeting.
- ❖ Notice of any special general meeting of the Brigade, must be given to all members of the Brigade eligible to vote at least seventy two (72) hours before the commencement of the meeting;
- ❖ Notice of the Annual General Meeting and of any Ordinary Meeting of the Brigade must be given to all members of the Brigade eligible to vote and the Shire of Manjimup at least fourteen (14) days before the commencement of the meeting;
- ❖ An Operational Meeting of the Brigade may be convened at the earliest appropriate date, time and place acceptable to those members requested to attend.

Note: *All Meeting notifications mail outs are to be sent to members only, **not land owners** as this would fall under a different category of recruitment.*

4.6 Brigade Correspondence

All outgoing correspondence from Bush Fire Brigades must go through the Shire of Manjimup prior to sending. This ensures a consistent approach with Shire of Manjimup, Council and BFAC policies and plans and record keeping.

Note: *All Meeting notifications mail outs are to be sent to members only, **not land owners** as this would fall under a different category of recruitment.*

4.7 Quorum & Voting

4.7.1 Quorum

A quorum for all brigade meetings shall consist of not less than 5 active members or thirty (30) percent of Active members whichever is least.

4.7.2 Voting

Each Active and Auxilliary Member shall be entitled to one (1) vote.

Non-active members, members of other brigades, Chief Bush Fire Control Officer or the Community Emergency Services Manager **do not** have a vote at Brigade meetings.

4.8 Brigade Elections

All Brigade Nominations for positions are required to be presented at the Annual General meeting.

Operational Positions

- For an operational position a person can only be nominated by a listed active Fire Fighter brigade member who has been a listed active fire fighter brigade member for a minimum of twelve (12) months; and
- A nomination for an operational position must be endorsed by a second listed active Fire Fighter Brigade member with a minimum of twelve (12) months as a listed active fire fighter brigade member. Each member is only entitled to nominate one (1) person per position.

Non Operational Positions

- For non-operational positions, a person can only be nominated by a Brigade member who is from that Brigade with a minimum of twelve (12) months as a Brigade member; and
- A nomination for a non-operational position must be endorsed by a second Brigade member with a minimum of twelve (12) months as a Brigade member.

Note: Nominees **must** be a current member and indicate acceptance of nomination within one week of the Annual General Meeting being held.

4.8.1 *Nomination of Chief/Deputy Bush Fire Control Officers*

Chief Bush Fire Control Officers (CBFCO & DCBFCO)

The Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers are nominated by BFAC and appointed by Council.

Fire Control Officers (FCO)

At the Annual General Meeting, Fire Control Officers are to be nominated by members to serve as Fire Control Officer for the coming fire season. These nominations are to be received by Council no later than the 30 September each year.

Fire Control Officers must be appointed by Council, brigade members that have not been appointed by Council have no authority to act as a Fire Control Officer. The appointment is for one year.

Appointed Fire Control Officers can only issue 'Permits to Burn' for their Bush Fire Brigade area and must meet the qualifications as outlined in *Section 1.9.3 Fire Control Officer (FCO)*.

5. Purchasing

All procurements made for or on behalf of Brigades will be through Council's Community Emergency Services Manager who will have due regard to Council's existing policies and budgets. No commitments can otherwise be made to suppliers by Brigades unless a Brigade's own funds are used.

5.1 Purchase Authorisation & Procedures

All purchasing of goods and services with Shire funds must comply with the *Shire of Manjimup 2.3.5 Purchasing Policy* to provide compliance with the *Local Government Act 1995* and the *Local Government Grants Scheme Bush Fire Services Manual for Capital and Operating Grants*. This will ensure consistency in authorisation and procedure for all purchasing activities that integrates within all of the Shire of Manjimup operational activities.

No purchases of any kind are permitted without an authorised Purchase Order from the Shire of Manjimup.

5.2 (LGGS) ESL Operational Funds

Local Governments must operate within the operating grant allocations bottom line. All expenditure should be authorised and be within *LGGS guidelines. Appendix II - Description of Expenditure Categories for Brigade/Unit Operations*.

No purchase of equipment, repairs or maintenance of any vehicle can take place ***without an authorised Purchase Order*** from the Shire of Manjimup.

After hours or emergency repairs requiring funds ***must*** be authorised by the Shire of Manjimup Fire Duty Officer or the Community Emergency Services Manager.

5.3 Brigade Meals - on Active Duty

In the event that meals are required for volunteers on duty at the scene of a fire ***ONLY the following are authorised to purchase*** the required meals if considered reasonable in the circumstances:

- Community Emergency Services Manager
- Fire Duty Officer

The Chief or Deputy Bush Fire Control Officers, Fire Control Officers or the Officer in Charge of a Local Government incident may request through the CESM or Fire Duty Officer that refreshments are provided to crews.

5.4 Training Expenses

Costs associated with Brigade based local training, including materials, consumables and light refreshments, will be covered by the Shire of Manjimup under the LGGs.

Shire of Manjimup will arrange for accommodation if DFES are not supplying and it is required.

All applications for training expenses must be presented to the CESM or nominated person *prior* to any course date so the Shire can arrange a Purchase Order.

All receipts are to be presented to the CESM within 5 working days of course completion.

For Shire of Manjimup arranged training, refreshments will be provided to brigade members that attend if considered reasonable.

6. Brigade Equipment and Maintenance

6.1 ESL Supplied Appliances

Brigades allocated with an appliance must complete their customised 'Appliance Equipment Checklist' prior to the start of the fire season.

The forms are to be sent to the Community Emergency Services Manager at the Shire of Manjimup for processing.

All equipment failures are to be reported to the Community Emergency Services Manager.

ESL Supplied Vehicles are to be taken by the brigade to the designated service provider for annual maintenance and servicing when requested by the Shire of Manjimup following *Section 5 Purchasing* procedures.

All purchase of equipment, repairs or maintenance of any vehicle **must not** take place **without an authorised Purchase Order** from the Shire of Manjimup following *Section 5 Purchasing, Sub Section 5.2 (LGGS) ESL Operational Funds*.

When Brigades require any equipment for appliances they must complete *FORM 5.3.5 Brigade Equipment Request Form (See Attached)* and return to the Shire of Manjimup for approval.

6.2 Brigade Owned Equipment

Non ESL supplied equipment **is not** eligible for ESL funding.

Maintenance of Brigade owned Slip-On Units is funded by the Shire of Manjimup Fire Operational Budget. This budget only allows for maintenance and minor repairs and **must not** take place **without an authorised Purchase Order** from the Shire of Manjimup following *Section 5 Purchasing*.

Equipment failure as a result of lack of maintenance or upkeep will not be covered by the Shire of Manjimup.

Major repairs such as pumps, hose reels and tanks are a capital item and require the approval of Council through the normal budget process.

Brigades that have previously purchased a vehicle through brigade managed funds may request that the vehicle is placed onto the Shire of Manjimup Brigade Owned Equipment List for the purpose of insurance, licensing and general maintenance. General up-keep of these vehicles (fuel, tyres, major repairs) are to be at the brigade's expense.

Brigade owned equipment not listed on the Shire of Manjimup Brigade Equipment list **will not** be insured or maintained by either the ESL or the Shire of Manjimup.

6.3 Privately Owned Equipment

Privately owned equipment such as Slip-On Units **will not** be maintained by the Shire of Manjimup.

Note: *Privately owned equipment and vehicles **are insured** if being used for “Normal Brigade Activities” and under the directions of an FCO.*

7. Occupational Health, Safety and Environment

In accordance with the *Work Health and Safety Act 2020* and the *Work Health and Safety (General) Regulations 2022*, all employees and volunteers will collectively contribute to achieving a high standard of excellence in occupational safety and health management in the workplace and accepts relevant responsibilities under current safety and health laws.

7.1 Responsible Officer

The Chief Executive Officer (CEO) for the Shire is the responsible officer for providing, maintaining and promoting a safe working environment as per Shire of Manjimup *2.6.1 Occupational Safety and Health Policy*.

7.2 Personal Protective Clothing and Equipment

All Personal Protective Clothing and Equipment is to be to the Department of Fire and Emergency Services standards.

Only registered Brigade members that hold qualifications in accordance with *Section 3.1 Training Requirements for Brigade Members*, are eligible for Personal Protective Clothing and Equipment as outlined in *FORM 5.3.4 Personal Protective Clothing form (See Attached)*.

Once completed, Captains and or Fire Control Officers must sign the *FORM 5.3.4 Personal Protective Clothing form (See Attached)* and send to the Shire of Manjimup for processing before PPC can be issued to any Brigade member and must be used in accordance with *SOP BFB 3.5 – Personal Protective Clothing*.

7.3 Insurance

Local Governments who have Bush Fire Brigades are required to obtain and keep current insurance cover that applies to all '**Normal Brigade Activities**' as defined in the *Bush Fires Act 1954*.

Insurance Cover is provided for:

- VFF Personal Injury
- Motor / Plant Damage
- Third Party Liability

7.4 Incident Reports

Any incidents involving damage to equipment or vehicles, near misses, injury or fatality **must** be reported to the Shire immediately and steps put in place

to mitigate the danger. Shire of Manjimup *Incident and Hazard Reporting and Investigation* procedures are to be followed.

SECTION TWO - Operational Procedures

8. Operational Procedures

8.1 Command and Control

All wildfire operations should prescribe to AIIMS (Australasian Inter-Service Incident Management System).

AIIMS is based on five key principles:

- Unity of Command;
- Span of Control;
- Functional Management;
- Management by Objective; and
- Flexibility.

Incident Controller

For the purpose of all Level One fires under the control of the Shire of Manjimup the Chief Bush Fire Control Officer or his/her delegate will assume the role of Incident Controller.

Operations Officer

Fire Control Officers or the next ranking officer will perform the role of on ground Operations Officer.

The management of all fire crews / personnel is the responsibility of the Operations Officer.

All incoming crews **must** report to the Operations Officer.

8.2 Media

In accordance with the *Local Government Act 1995* the Shire President is the authorised spokesperson for the Council.

The Chief Executive Officer may also be the spokesperson of the Council if the President agrees.

If any Brigade or staff member is approached by the media to answer questions or make a comment **they must respectfully decline** and refer them to the authorised spokesperson.

8.3 Radio Communications

All current Radio Procedures should be adhered to at all times.

Senior Officer's should as soon as possible engage a sector structure and utilise simplex channels where possible leaving any command channels available for management purposes.

The *Shire of Manjimup Bush Fire Brigade Network Communication's Plan* should at all times form the basis of any Radio Communications on the fire ground. **(See Attached)**.

The CESM will be responsible for allocating all Brigade Network call signs.

8.4 SITREPs / PAFTACS

The first situation report is a critical report as this provides guidance for the most appropriate and timely response to an incident. The procedure below enables the transfer of relevant information in a standard, concise and accurate manner to senior officers and other combat agencies.

The PAFTACS format *FORM 5.3.3 Bush Fire PAFTACS (See Attached)* should be used as a guide for any SITREP. The below procedure should be used when delivering a SITREP.

8.4.1 Procedure

- ❖ The first situation report (SITREP) should follow the PAFTACS format, being:

- **P**osition of the fire
- **A**rea of the fire
- **F**uel Type
- **T**ime required to suppress the fire
- **A**ssistance and resources required
- **C**ommand and communication
- **S**urface winds, strength and direction

- ❖ The first responding crew should provide the initial SITREP to the Incident Controller (CBFCO) or delegate.
- ❖ A SITREP should be transmitted by the first arriving crew as soon as the relevant information is determined, after arriving at the incident.

- ❖ Priority may need to be given to attacking the fire if control can be achieved in a very short period of time and with the resources present. Regardless, the first SITREP should be provided within fifteen (15) minutes.
- ❖ The information in the first SITREP will often be based on best estimate by the reporting crew and should not be unreasonably delayed in an attempt to get precise information.
- ❖ The **PAFTACS** format is a guide to the information that will assist the Senior Officer to determine the resources required to combat the incident but not every item is required in order to mobilise the initial response.

8.5 Brigades Request to Burn Private Property (ABC Form)

Private property owners from time to time may request a Brigade to conduct a Fuel Hazard Reduction Burn. The *Bush Fires Act 1954* only allows for Brigades to carry out Fuel Hazard Reduction Burning on private property as described in *Section 33 (4) and 33 (6) of the Act*.

Council supports Brigades that utilise Shire and Brigade equipment to undertake Fuel Hazard Reduction Burning on private property as an effective means of reducing fuel loads on private property.

If a Brigade is requested to carry out a Fuel Hazard Reduction burn on private property then both the Brigade and the property owner must comply with Council *Policy 5.3.24 Hazard Reduction Burning on Private Property*.

Both the Brigade and property owner must complete the '*FORM 5.3.1 ABC Form (See Attached)*' and have it signed by a Shire of Manjimup Authorised Officer before the burn can be carried out.

SECTION THREE – Bush Fire Advisory Committee

9. Bush Fire Advisory Committee (BFAC)

9.1 Functions

The Bush Fire Advisory Committee is a committee of Council and reports directly to Council.

The main function of BFAC is to represent Volunteer Bushfire Brigades within the Municipality and to make recommendations to Council on the following:

- ❖ Annual bushfire budget and relevant financial matters.
- ❖ General management of and communication with the bushfire organisation.
- ❖ Planning, setting standards and works program for fire prevention within the Shire.
- ❖ Formation, rationalisation or winding up of any Bush Fire Brigades within the Shire.
- ❖ Standards of equipment that should be provided and maintained under Brigade control.
- ❖ Distribution of Fire Fighting equipment and funding between Brigades.
- ❖ Coordination of training to ensure Brigades can work together efficiently.
- ❖ Review of Council's Fire Protection Strategy.
- ❖ Any other matter relating to Bush Fire control.
- ❖ That the Committee will establish a working group when necessary.

9.2 Committee and Terms of Reference of BFAC

For current BFAC Committee members and terms of appointment information, please see the *BFAC Terms of Reference including Contact Numbers* document (**See Attached**).

9.3 BFAC Meetings

9.3.1 Agendas and Minutes for BFAC Meetings

A copy of the minutes of Committee meetings with an agenda for the next meeting shall be circulated to the nominated Councillor, BFAC members, BFAC proxies and the Shire CEO.

9.3.2 Communications with Brigades

The Shire of Manjimup and Bush Fire Advisory Committee remain committed to effective communication with Brigades through the following:

- All brigades will receive the minutes of any BFAC meeting;
- BFAC will release any relevant information to brigades;
- All brigades are represented by a Zone Delegate;
- The Shire of Manjimup will utilise email together with the “Whispir System” where possible to keep Brigades and the BFAC informed; and
- The Shire of Manjimup will maintain a 24 hour Fire Duty Officer throughout the Fire Season.

Note: Brigades are encouraged to contact the relevant Zone Delegate for any matter of the BFAC or any item that needs to be addressed by BFAC.

9.3.3 Reports to the Bush Fire Advisory Committee

- ❖ The CBFCO shall report on matters relevant to the Committee;
- ❖ Zone Delegates shall report on matters relevant to the Committee;
- ❖ Council Delegates shall report on matters relevant to the Committee;
- ❖ The Parks and Wildlife Services - Warren delegate shall report on matters relevant to the Committee; and
- ❖ The Department of Fire & Emergency Services LSW Region delegate shall report on matters relevant to the Committee; and

9.3.4 Frequency

Three (3) meetings per year. The Chairperson or Shire Chief Executive Officer may call supplementary meetings when required).

9.3.5 Quorum

At least seven (7) Members of the Committee.

9.3.6 Voting

At BFAC Meetings only eligible Members shall have one vote.

Observers and advisers may not vote on any matter.

9.4 Amalgamations / Non Active Brigades

The Bush Fire Advisory Committee and the Shire of Manjimup remains committed to encouraging Bush Fire Brigades to attain any goals set by the Brigade and will at all times work with Non Active Brigade areas to achieve an acceptable level of service to the community using this document as a guide.

Where the Shire of Manjimup and or BFAC have not been successful in achieving an acceptable level of service within a Non Active Brigade, then BFAC will consider a recommendation to Council on the viability of retaining them.

9.5 BFAC Recommendations

Recommendations of the Bush Fire Advisory Committee will be referred to the earliest possible meeting of Council.

9.6 Allocation of ESL Supplied Appliances

The allocation of ESL supplied appliances is decided by BFAC making recommendations to Council.

The DFES Resource to Risk system will be used when applying for, or allocating Appliances to Bush Fire Brigades.

Bush Fire Brigades must meet the provisions of this document for BFAC to consider allocation of an appliance.

The Shire of Manjimup and BFAC remain committed to achieving a level of service to all Bush Fire Brigades and the community and will work with DFES through the ESL process to effectively maintain and manage brigade requirements.

Shire of Manjimup *Policy 5.3.16 Resource to Risk Fire Fighting* applies to resource allocation.

SECTION FOUR – Forms, Policies and Appendices

The following section has the relevant Forms and Appendices as referred to in this document.

10. FORMS

- 10.1 FORM 5.3.1 ABC Form**
- 10.2 FORM 5.3.3 Bush Fire PAFTACS**
- 10.3 FORM 5.3.4 Personal Protective Clothing**
- 10.4 FORM 5.3.5 Brigade Equipment Request Form**
- 10.5 FORM 5.3.6 Volunteer Induction Checklist**
- 10.6 FORM 5.3.7 Bush Fire Brigade Annual General Meeting Template**
- 10.7 FORM 5.3.8 Brigade Return**
- 10.8 FORM 5.3.9 Application To Join A Bush Fire Brigade**
- 10.9 FORM 5.3.10 Update of Membership Details**

11. APPENDICES

- 11.1 APPENDIX 1 Bush Fire Brigade network Communications Plan**
- 11.2 APPENDIX 2 Bush Fire Advisory Committee – Terms of Reference**
- 11.3 FOG 3.0 Crew Safety and Operational Responsibility at Bushfires & Associated SOPs (This is reference only, NOT an attachment.)**



ABC FORM

Request for Fuel Hazard Reduction Burning on Private Property

Section A (to be completed by the Property Owner)

I hereby request the Shire of Manjimup's Local Bush Fire Brigade to undertake a Fuel Hazard Reduction Burn in accordance with *Section 33 (6) of The Bush Fires Act 1954* on the undermentioned property for the fees indicated. I understand and agree with the conditions and procedures imposed in respect to the application and in doing so agree the Shire of Manjimup, Bush Fire Brigade and Registered Members shall be released from and shall not incur any responsibility or liability whatsoever for any accident or injury to the applicant or any damage or loss of property of the applicant.

Name: _____

Address: _____

Telephone (home): _____ (mobile): _____

Location where the Fuel Hazard Reduction burn is to be conducted

Rural Street Number (green post number): _____

Lot / Street number: _____ Street / Road: _____

Locality: _____ Size of Area to be burnt: _____

Agreed cost to undertake the Fuel Hazard Reduction Burn: \$ _____

Special Considerations or Risks:

Signature of Applicant

Date

I understand that if the burn is not able to be completed by the Bush Fire Brigade, that I as the land owner am still required to comply with the Shire of Manjimup's Firebreak and Fuel Hazard Reduction Notice.

Section B (to be completed by the Bush Fire Brigade)

_____ Bush Fire Brigade in respect to this request has carried out an inspection of the above mentioned property and has determined that a Fuel Hazard Reduction Burn can be carried out in accordance with *Section 33 (6) of the Bush Fires Act 1954* and the *Prescription Guidelines (Form 2)* as detailed.

Fire Control Officer / Captain

Date

Section C (to be completed by the Shire of Manjimup)

_____ Bush Fire Brigade is authorised to undertake Fuel Hazard Reduction Burning on the above mentioned property between the dates of _____ in accordance with this *ABC Form* and *Form 2*.

Authorised Officer

Date

Pre-Burn Checklist and Guidelines for Fuel Hazard Reduction Burning on Private Property

The intent of this form is to illustrate any potential problems or risks in the area that is subject to a Fuel Hazard Reduction Burn by the Bush Fire Brigade.

Burn Lot or Location:	
Rural Street Number:	
Date Compiled	
Compiling Officer	

Resources Required						
Fire Fighters	Light Tanker	Truck 1.4	Truck 2.4	Truck 3.4	Slip on-units	Other

Action Areas				
Issue	Yes	No	N/A	Action
Will smoke affect roads?				
Will smoke affect airports?				
Will smoke affect town site?				
Are firebreaks to the standard?				
Is there a Building protection Zone?				
Are there power lines at risk?				
Is Telstra / Communications lines at risk?				
Are Gas bottles protected?				

Comments:	

Date:	
Signature of Brigade Officer:	

Bush Fire PAFTACS Operational Considerations

The checklist below is a list of operational considerations for the first arriving fire crew when giving the first SITREP to the Incident Controller (CBFCO).

P	<p>POSITION AND PROPERTY THREATENED</p> <ul style="list-style-type: none"> • Assess the situation • Exposures / assets at risk / critical infrastructure
A	<p>AREA</p> <ul style="list-style-type: none"> • Size of fire
F	<p>FUEL DENSITY AND TYPE</p> <ul style="list-style-type: none"> • Estimate rate of spread (ROS)
T	<p>TIME TO CONTROL</p> <ul style="list-style-type: none"> • Establish a Incident Management Team • Decide on objective, strategies and tactics • Consider delegating key functions
A	<p>ASSISTANCE REQUIRED</p> <ul style="list-style-type: none"> • Traffic Management • Road closures • Additional resources
C	<p>COMMUNICATIONS AND CONTROL POINT</p> <ul style="list-style-type: none"> • Radio frequencies / Communications plan • Location of control point • Consider media and public advice / warnings
S	<p>SURFACE WIND STRENGTH AND DIRECTION</p> <ul style="list-style-type: none"> • Send SITREP • Safety is first priority



Personal Protective Clothing

Request from Brigade Members with Required Training Completed

Brigade Member			
(This form must be completed and returned to the Shire of Manjimup.)			
Date:		Brigade Area:	
Active Member Name:		Member ID No:	
Home Phone Number:		Mobile Phone:	
Address:			
PPE IF REQUIRED			
(Please indicate with a tick where applicable and provide size)			
Helmet:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Torch: <input type="checkbox"/>	Visor: <input type="checkbox"/>
Goggles:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Face Mask: <input type="checkbox"/>	Gear Bags: <input type="checkbox"/> <small>(New Member Only)</small>
Gloves:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	XS / S / M / L / XL
Jacket Gold:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	
Pants Gold:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	
Cargo Pants Navy:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	
Boots:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	
Bush Fire Service T-Shirt:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	S / M / L / XL / 2XL / 3XL
Members Signature:			

Fire Control Officer or Captain			
I the FCO or Captain for the above mentioned Bush Fire Brigade certify that the application is for a Registered and Active member.			
FCO / Captain Signature:		Date:	

CESM Approval			
Comments:			
CESM Signature:		Date:	

Office use only					
Form Received			Issued		
Officer Name:			Date Issued:		
Date Received:			Issued To:		
Date Ordered:			Scan to File:		
PPE Received:			Update records:	Inv	

W.A. BUSH FIRE SERVICE - 2 PIECE FIREFIGHTING SET SELF MEASURING GUIDE



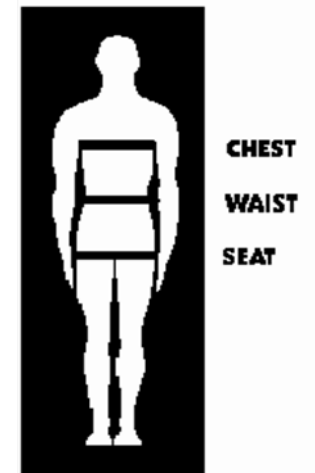
Measurement

- Chest - Measure around the chest, below the arms and across the back
- Waist - Measurements should be taken over shirt at the waistline. Measures at position (height) trousers are normally worn.
- Inleg - Take your most comfortable pair of correct length trousers and measure inside leg seam from crotch to hem. This is best done by lying them on a flat surface.

Directions

- Jacket - Using table below, match your chest measurement with jacket size. Keep in mind the jackets are designed and made loose fitting.
- Trouser - Use waist measurement first to determine size, then match your inleg measurement to determine if you require a Regular, Stout or Long (e.g. 92cm waist and 78cm inleg =92R)
- Note: Generally the jacket size should correspond to the trouser size (i.e. a size 92 jacket will go with a size 92R, 92S, 89L or 94L trouser). In most cases the jacket and trouser size should not vary by more than 2 sizes. Your current coverall size is the best indication of the “set” size you require.

As for all 100% cotton garments, some shrinkage will occur.



Jackets

Size	82	87	92	97	102	107	112	117	122	127	132
Chest	92	97	102	107	112	117	122	127	132	137	142

Trousers

Size	67R	72R	77R	82R	87R	92R	97R	102R	107R	87S	92S	97S	102S	107S	112S	117S	122S	127S	132S	74L	79L	84L	89L	94L
Waist	67	72	77	82	87	92	97	102	107	87	92	97	102	107	112	117	122	127	132	74	79	84	89	94
Inleg*	68	71	71	74	76	78	80	82	84	67	70	72	75	77	78	78	78	78	79	76	78	80	82	85

Note: All measurements given (except inleg) are for the wearer, not the finished garment. All measurements are in cm.

Proudly supplied by Stewart & Heaton Clothing Co - Australia's leader in rural firefighting apparel



Brigade Equipment Request Form

Brigade Details			
(This form must be completed and returned to the Shire of Manjimup.)			
Brigade Name:		Date:	
Requested by - Name:			
Home Phone Number:			
Address:			
Equipment Required for Brigade Appliances			
(This is NOT for Personal Protective items for Members)			
Qty	Item	Description	
Members Signature:			

Brigade Officer			
I am a Brigade Officer for the above mentioned Bush Fire Brigade certify that the application is for a ESL or Shire/Brigade only Appliance.			
Brigade Officer Signature:		Date:	

CESM Approval			
Comments:			
CESM Signature:		Date:	

Office use only							
Form Received				Issued			
Officer Name:				Date Issued:			
Date Received:				Issued To:			
Date Ordered:				Scan to File:			
Equip Received:				Update records:	Inv		Equip List

Volunteer Induction Checklist

(To be Completed for all New Members)

New Member Name:		Member ID No:	
Induction Officer:		Date:	
Brigade:			

This form is to be completed as soon as possible but no later than six weeks after a new Member completes their Application Form.

If any section is not applicable, this must be indicated by the Trainer or Mentor writing 'N/A' in the appropriate data box.

Description	Date	Initial of Trainer
Chain of Command (Explain Roles eg. FCO, Captain, CBFCO, DCBFCO, CESM, Shire Admin)		
Basic Training Required (AIIMS, Intro to Bushfire & Bushfire Firefighting course)		
PPE **Must have completed Basic Training Required above. (Informed about the process of issuing of protective clothing, boots and personal protection equipment)		
Shire of Manjimup bush Fire Brigade Operational Procedures (Hand over)		
Have been advised of the protocols for speaking to the media (That NO brigade member has delegated authority to speak to the media)		
Introduced to the key personnel of the Brigade (FCO, Captain, Secretary, Lieutenants, Training Officer etc)		
Given a contact list (telephone numbers) of key personnel of the Brigade		
Informed of Brigade call out procedures		
Security of premises		
Confidentiality of information		
Accident Report forms		

Tour Checklist <small>(tick the column upon being shown location or put N/A if not applicable)</small>	Tick or N/A
Administration Office	
Appliances and Equipment	
Car parking facilities	
Designated workshop area	
Entrances / Exits / Fire exits and assembly points	
Fire extinguishers / hose reels / fire alarm points	
First Aid Kits	
Kitchen	
Lecture / Training room/s	
Lockers / Storage space for personal items	
Operations Room	
Radios	
Security System	
Sign in book	
Smoking area	
Stores	
Telephones	
Toilets / Change rooms	
Signed Declaration	
<p>I, _____ confirm that I have been shown and understand all the above items and activities.</p> <p>Signature of Volunteer: _____ Date: _____</p>	
<p>I, _____ confirm that I have shown and explained the above items and activities with the above mentioned Volunteer.</p> <p>Signature of Training Officer: _____ Date: _____</p>	
<p>Copy Provided to Shire Of Manjimup: Yes / No Date: / / 20____</p>	



(This can be supplied in a Word Template)



Shire of Manjimup

ENTER NAME BUSH FIRE BRIGADE

Annual General Meeting

1. Declaration of Opening of Meeting

Chairperson Enter name declared the meeting open on the **insert date** at **insert time** at **Insert Location**.

2. Attendance / Apologies (*Brigade to hand around attendance sheet*)

Attendance

Enter full names of Attendees (Not nicknames)

Apologies

Enter full names of Apologies

3. Nomination of Brigade Positions (*All positions declared vacant*)

Position	Name	Nominated By	Seconded By
Fire Control Officer			
Fire Control Officer			
Fire Control Officer			
Fire Control Officer			
Fire Control Officer			
Fire Control Officer (Training)			
Captain			
Secretary			
Treasurer (Optional)			
Equipment Officer (if required)			
Training Officer (if required)			

Lieutenant 1			
Lieutenant 2			
Lieutenant 3			
Lieutenant 4			
Lieutenant 5			
Lieutenant 6			
President (optional)			
		All in Favour (AIF)	Any Against

4. **Brigade Return**

FORM 5.3.8 Brigade Returns is to be completed, including appliance locations.

5. **Confirmation of Previous Minutes**

Confirmation of the Minutes of the previous meeting held **Insert date**.

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
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6. **Business Arising From Previous Minutes**

➤ **Enter Details**

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
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7. **Member Reports**

<i>(Copies of all reports where possible should be in writing and attached to the minutes)</i>	
Captain	Captain's report should concentrate on but not be limited to the leadership and mentoring of members.
Fire Control Officer	Fire Control Officers report should concentrate on but not be limited to the issuing of Permits to Burn, Wildfires and general matters of bushfire.

Financial Report	Financial report should concentrate on all financial matters relating to the Bush Fire Brigade. (Change of Signatories to Bank Account, Current balance, ESL, Grants, Sub's and Donations)
Training Officer	Training report should reflect any training completed by members, any future training opportunities and any changes.
Equipment Officer	Equipment report should concentrate on any equipment within the Brigade, maintenance, disposal, replacement and new purchases.

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
-------------------	-------	------------------	-------	---------------------	-------

8. **ESL Submissions to be Considered by the Bush Fire Advisory Committee** (This is the Brigades opportunity to request Capital items through the ESL budget process.

➤ Enter Details and Actions

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
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9. **Correspondence In**

➤ Enter Details and Actions

10. **Correspondence Out**

➤ Enter Details and Actions

11. **Request from Private Property Owners for the Brigade to Conduct a Fuel Hazard Reduction Burn (ABC Form)**

➤ Enter Details and Actions

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
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12. **Hazardous Parcels of Land that Require Investigation from the Shire of Manjimup**

➤ Enter Details and Actions

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
-------------------	-------	------------------	-------	---------------------	-------

13. **Review New Members, Member List & Contact Details**

➤ Enter Details and Actions - Update members and contact details and also advise in writing of any members to be removed and why.

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
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14. **General Business**

➤ Enter any General Business details and actions.

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
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15. **Next Meeting Date**

Next Meeting to be held Enter date at time or TBA.

16. **Declaration of Close of Meeting**

Chairperson Enter Name closed the meeting at Enter Time.



APPLICATION TO JOIN A BUSH FIRE BRIGADE

(Please return completed signed form to your Brigade)

BRIGADE NAME: **LG:**

New Member Transferring - **Member Number:** Dual Member of another Brigade

Personal Details

MR **MRS** **MISS** **MS**

SURNAME:

(Please complete in BLOCK LETTERS as shown of official documentation)

GIVEN NAMES:

(Please complete in BLOCK LETTERS as shown of official documentation)

DATE OF BIRTH: **FEMALE** **MALE**

(as shown on official documentation)

DRIVERS LICENSE NO: **CLASS:**

Contact Details

RESIDENTIAL ADDRESS:

POSTAL ADDRESS:

(insert "AS ABOVE" if same as Residential Address)

HOME PHONE: **MOBILE:** **WORK:**

EMAIL ADDRESS:

Next of Kin Details

(For applicants under the age of 18, this should be your parent/guardian)

FULL NAME:

ADDRESS:

TELEPHONE: **RELATIONSHIP:**

Membership Details & Brigade Training Carried Out *(If known)*

TYPE: What kind of role are you intending to take on within the brigade? **Active** **Auxillary** **Cadet**
(Operational work, active firefighter) (Support Role eg. Admin, comms) (under 16 years of age)

Course Title	Location	Date of Course

I certify that the above particulars are true and correct

APPLICANT – Signature **DATE** **PARENT/GUARDIAN – Signature** **DATE**

AUTHORISED BY:
BRIGADE Captain / Secretary **DATE**

Shire Office Use Only			
Form Received		Add to Brigade	
Email to DFES		Scan to File	
Processed		Add to HPERM	
Email BFB			

MEMBER NUMBER



UPDATE OF MEMBERSHIP DETAILS

This form should be submitted to the Shire of Manjimup whenever there is any change in the status or personal details of a volunteer member (eg Change of Address, transfer, termination, etc.)

PART A EXISTING PERSONAL DETAILS (AS PER DFES DATA BASE)

1. TITLE MR MRS MISS MS

2. SURNAME (BLOCK LETTERS)

3. GIVEN NAMES (IN FULL)

4. MEMBERSHIP I.D. NUMBER

5.

BRIGADE NAME LOCAL GOVERNMENT

PART B CHANGE OF BRIGADE

6. NAME OF NEW BRIGADE

7. NAME OF NEW LOCAL GOVERNMENT (IF APPLICABLE)

8. POSITION IN NEW BRIGADE

9. CHANGE DATE / /

PART C CHANGE OF PERSONAL DETAILS

10. CHANGE OF NAME

11. NEW ADDRESS

12. NEW EMAIL

13. TELEPHONE HOME WORK MOBILE

PART D CHANGE OF POSITION OR OFFICE

14. OLD POSITION / OFFICE DATE

15. NEW POSITION / OFFICE / /

PART E TERMINATION OF MEMBERSHIP

16. DATE OF TERMINATION

17. REASON FOR TERMINATION






18. SIGNATURE OF MEMBER DATE

FIRE SERVICE USE ONLY

DATE RECEIVED / / ENTERED INTO RMS INITIALS DATE / /

Shire of Manjimup Bush Fire Brigade Network Communications Plan

Bush Fire Radio Channels

COLOUR	WAERN	MID BAND
	251	78
	252	4
	293	28
	292	42
	142	32

Note: All channels are linked

Simplex Radio Channels

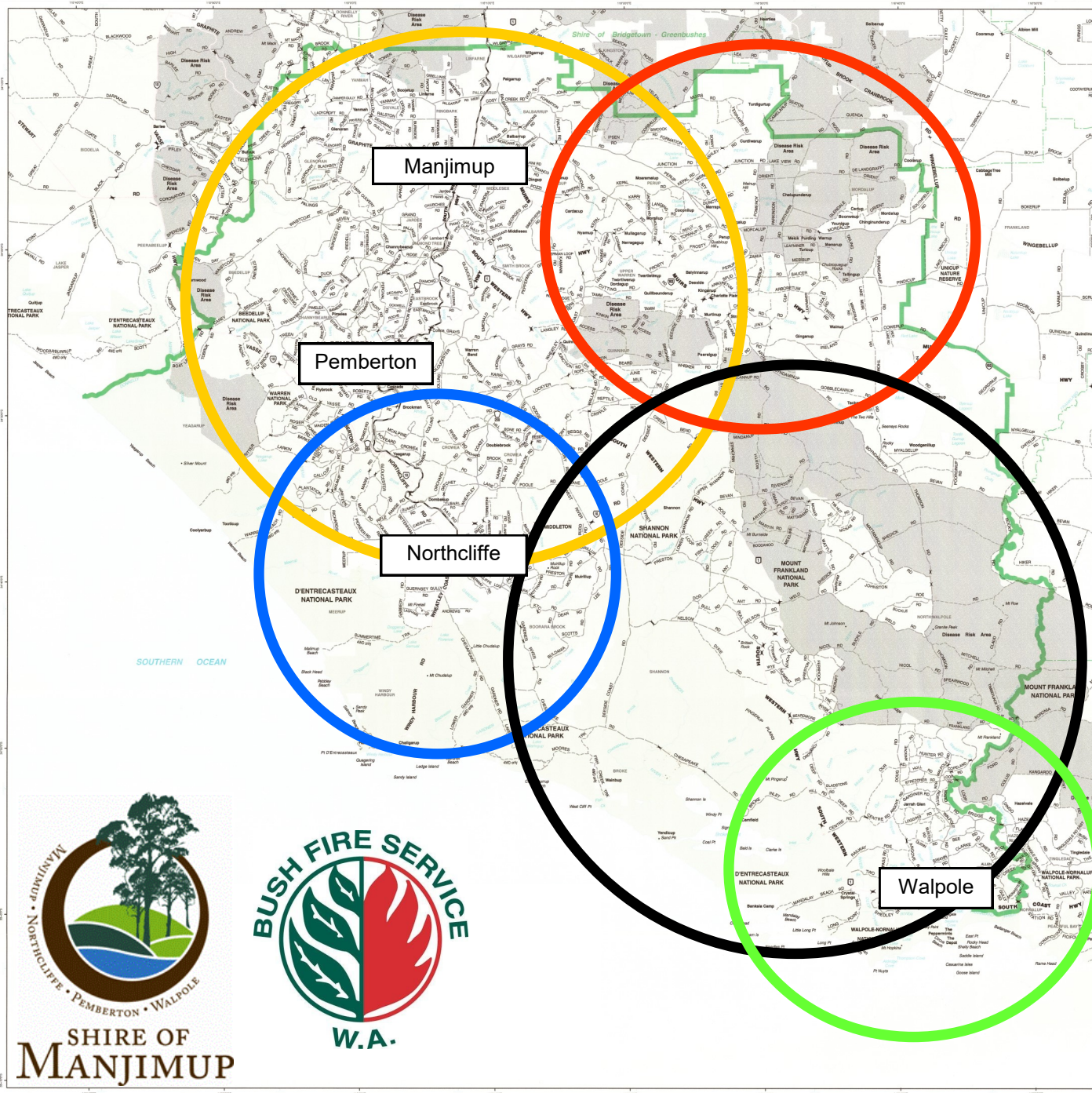
Note: WAERN & Mid Band Not Linked

WAERN	MID BAND
361 — 369	46 — 49

When approaching a fire the call in channel is UHF 11 or relevant WAERN / MID BAND Channel

NOTES:

Note: Channel distance not to scale, distances may vary.



Shire of Manjimup

WAERN GUIDE

BUSHFIRE BRIGADE REPEATERS			PARKS AND WILDLIFE REPEATERS	
Bushfire Brigade Repeaters	High Band Channels	Mid Band Channels	Parks and Wildlife Repeaters	High Band Channels
Manjimup (linked)	251	78	West Manjimup (Glenoran)	526
Mount Burnside (linked)	292	42	Lake Japers / Pemberton (Beaver Road)	514
Northcliffe	293	28	Bridgetown (Hester)	505
Walpole	142	32	Unicup (Johnson)	532
Yerramin (EAST)	252	4	East (Yerramin)	524
			Warren River / Pemberton (Callcup)	503
			South (Northcliffe)	501
			South (Quininnup)	502
			Shannon River (Mount Burnside)	553
Bushfire Brigade Simplex	361>369		DFES Command	250
Fire and Rescue	355		Water Bombers	545



BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE

Status: Advisory Committee

Members:

Voting members (13)

1 Councillor
10 Brigade Representatives
- 1 Walpole Zone
- 1 Coastal Zone
- 1 Pemberton North Zone
- 1 Pemberton West Zone
- 1 Manjimup North West Zone
- 1 Manjimup East Zone
- 1 Manjimup West Zone
- 1 Manjimup South West Zone
- 1 Manjimup South East Zone
- 1 Manjimup Central East Zone
Chief Bushfire Control Officer
Community Emergency Services Manager

Non-voting representatives (3) from:

- DBCA
- DFES
- BFB Training Coordinator

Proxies: 1 representative for each Zone, Shire of Manjimup, and Councillor.

Quorum: At least 7 Members of the Committee

Term of Appointment: 2 years to 21 October 2023

Officer Responsible: Community Emergency Services Manager

Meetings: 3 meetings per year. The Chairperson or Shire Chief Executive Officer may call supplementary meetings when required).

Reporting: Direct to Council

Delegated Powers: Nil

FUNCTIONS OF COMMITTEE

To represent Volunteer Bush Fire Brigades within the Municipality and to make recommendations to Council on the following:

1. Annual bushfire budget and relevant financial matters.
2. General management of the Bushfire organisation.
3. Planning, setting standards and works program for fire prevention within the Shire.
4. Formation, rationalisation or winding up of any Bushfire Brigades within the Shire.
5. Standards of equipment that should be provided and maintained under Brigade control.
6. Distribution of fire fighting equipment and funding between Brigades.
7. Coordination of training to ensure Brigades can work together efficiently.
8. Implementation of Council's Fire Protection Strategy.
9. Any other matter relating to bushfire control.

MEMBERS 2021 – 2023 Version 4 (Updated October 2022)

Cr Cliff Winfield	0427 717 944	Councillor (Chair)
Mr T Ridley	██████████	Community Emergency Services Manager
Mr R Pessotto	0408 450 017	Chief Bush Fire Control Officer
Vacant		Walpole Zone (Walpole)
Mrs K Nickels	0497 022 702	Coastal Zone (Northcliffe & Northcliffe Central)
Mr T Backhouse	0447 872 265	Pemberton West Zone (Springfield)
Mr S Otway	0429 633 986	Pemberton North Zone (Pemberton Rural)
Mr T Muir	0418 831 296	Manjimup East Zone (Perup, Dunreath & Mordalup)
Mr B Wren	0427 959 431	Manjimup West Zone (Yanmah & Glenoran)
Mr F Shaw	0473 371 185	Manjimup North West Zone (Ringbarkers & Linfarne)
Mr J Kanny	0429 881 528	Manjimup Central East Zone (Balbarrup, Dingup & Diamond)
Mr T Winfield	0417 964 463	Manjimup South West Zone (Seven Day Road)
Mr B Rice	0427 057 243	Manjimup South East Zone (Quinninup, Quinninup Town, Upper Warren & Smithbrook)

PROXIES

Cr Kim Skoss	0475 432 825	Councillor (proxy)
Mr B Wren	0427 959 431	Deputy CBFCA
Ms A Reeve	██████████	Senior Ranger (CESM Proxy)
Vacant		Walpole Zone (proxy) (Walpole)
Mr C Griffiths	0427 529 518	Coastal Zone (proxy)
Mr M Ganatta	0427 760 393	Pemberton West Zone (proxy)
Ms N Collings	0428 922 184	Pemberton North Zone (proxy)
Mr M Connor	0457 691 027	Manjimup East Zone (proxy)
Mr S Vidovich	0427 447 349	Manjimup West Zone (proxy)
Mr P Tempra	0417 095 899	Manjimup North West Zone (proxy)
Mr R Thorn	0409 815 977	Manjimup Central East Zone (proxy)
Mr P Parker	0427 761 285	Manjimup South West Zone (proxy)
Mr A Wayne	0427 755 165	Manjimup South East Zone (proxy)

Non Voting Members

Representative DBCA
Representative DFES
BFB Training Coordinator