



BUSH FIRE BRIGADE

STANDARD OPERATING PROCEDURES

and

STANDARD ADMINISTRATION PROCEDURES

2018-2019



Bush Fire Brigade

STANDARD OPERATING PROCEDURES

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1

INCIDENT ANNOUNCEMENTS

PURPOSE

- To provide Brigades with a standard method for the announcement of fire calls.
- To provide for efficient identification and dispatching of resources to an incident.

INTRODUCTION

When an emergency turnout is announced, a standard format should be used so that the recipients become familiar with the method used to deliver the call and the information required to attend the incident is given in a clear concise manner.

Calls may be received directly from members of the public, or through the '000' service. The Chief Fire Control Officer and Shire CEO are registered for the '000' service.

CALL RECEIPT

- The Shire or a Fire Control Officer receives the call.
- The caller is questioned to determine the location and type of incident.
- The information received is dispatched to the CBFCO
- The nearest Brigade for the incident is determined.
- The responsible Brigade is mobilised to the incident. All brigades are registered with DFES SMS Callout system. The CBFCO, Deputy CBFCO or Brigade FCO is to contact DFES Communications Centre (ComCen) on 1800 198 140, with details of incident and requesting turn out message be sent.
- For all incidents, CBFCO is to contact ComCen on 1800 198 140 advising of brigade activation.

DISPATCH METHOD

- CBFCO mobilises the required resources.
- Upon notification of mobilisation, Brigade members shall advise the CBFCO of estimated time of arrival (ETA) at incident by radio or phone.
- Upon arrival at incident site wherever possible, Brigade members shall advise the Incident Controller on site of their arrival by radio or in person
- As soon as is practicable the Incident Controller will provide details to the CBFCO such as location and direction of fire, entry points, fuel loadings, weather conditions and estimated number of units present, further units required and location of water refill site.
- Within 30 minutes of arrival, the Incident Controller will provide updated details to CBFCO as outlined in (4).
- The Incident Controller shall notify CBFCO when the incident is resolved.
- CBFCO to notify ComCen on 1800 198 140 of Brigade stand down. At this point an incident number is generated, for inclusion on Fire Incident Report. (See Standard Administration Procedure 2 – Incident Reports)

All brigades are registered with DFES SMS Callout system, activated through DFES Communication Centre.

PROCEDURE FOR SMS ACTIVATION

There are two SMS systems in place within the Shire:

The **Shire SMS** system is used for the following:

- Implementing and removing Harvest and Vehicle Movement Bans
- Notifying the community of Total Fire Bans
- Notifying the community of road closures
- Or other relevant information

The **DFES SMS** system is set up as brigade groups and can be used for the following:

- Notify a Brigade to respond to a fire
- Notify Brigade members of meeting and training activities

Activation of both SMS systems can be done through the CBFCO, CESM or Shire staff.

AGENCY NOTIFICATION

Where the Shire is the Controlling Agency at an incident, Chief Bush Fire Control Officer shall notify the following:

CESM

Shire of Broomehill-Tambellup office

DFES Communications Centre – 1800 198 140

Tambellup Police

Tambellup or Katanning St John's Ambulance

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fires Act 1954, Emergency Management Act 2005

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WILDFIRE OPERATIONAL MANAGEMENT

PURPOSE

To ensure that appropriate management procedures are adopted during wildfires.

INTRODUCTION

This Standing Operational Procedure is to provide Incident Controllers in charge of wildfires guidance on safe and effective operations. Whilst safe and effective operations cannot be guaranteed, it is in the interests of the Incident Controller to gather incident information and interpret that information in a manner that will ensure that safety considerations are, or have been taken into account.

MANAGEMENT METHOD

- Approach the incident from the safest known available direction and conduct a size up.
- Brief crews with known details of the call.
- The officer in charge of the first arriving appliance or a Brigade Radio Operator shall assume control until a Fire Control Officer arrives on site.
- Consider sectorising and how many sectors are required.
- Allocate UHF radio channels to suit
- Consider setting up a forward control point for incoming appliances.
- Provide a Situation Report (SitRep) to Chief Bush Fire Control Officer (CBFCO) including:
 - Incident location
 - Fire spread and direction
 - Fire ground entry points
 - Fuel loadings
 - Weather conditions
 - Estimated appliances required
 - Location of water refill sites
- Determine if any persons are in danger and protect or evacuate to a safe location.
- Determine if any property is in danger and what can be done to safely protect it.
- Consider the use of earth moving equipment to contain the fire.
- Consider a spot weather forecast by contacting the Community Emergency Services Manager (CESM) on 0417 071 567.

- Consider the use of water bombing to assist in the strategic suppression of the fire. Activate water bombers by contacting the CESM on 0417 071 567.
- Continue to provide SitReps as initiated to CBFCO or as required.
- Conduct mop up and black out activities to make the fire safe.

CHIEF BUSH FIRE CONTROL OFFICER

Where the Shire is the Controlling Agency at an incident, the CBFCO shall provide SitRep information to the following as required:

AUTHORITY	CONTACT
Community Emergency Services Manager (CESM)	0417 071 567
Department of Parks & Wildlife (DPaW) Narrogin (if fire is on DPaW land)	9881 9200
Tambellup Police	9825 1003
Tambellup St John's Ambulance	0427 251 004
Katanning St John's Ambulance	9821 1011
Shire of Broomehill-Tambellup Offices	9825 3555

Contact DFES Duty Officer early in the incident for ongoing support and authorisation for expense reimbursement. Retrospective authorisation cannot be made.

If the fire is on DPaW land contact the Narrogin office early in the incident for support and authorisation for expense reimbursement the duty officer can be contacted on 9881 9200.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	SOP 4 Australasian Interservice Incident Management System
COUNCIL POLICY	Part 4 – 4.9 Shire Owned Equipment at a Wildfire
LEGISLATION	Bush Fires Act 1954

STANDARD OPERATING PROCEDURE

3

PERSONAL PROTECTIVE EQUIPMENT

PURPOSE

To ensure a minimum standard of protective clothing is worn at all times on any fire ground.

INTRODUCTION

Personnel on the fire ground should be dressed in accordance with the minimum dress standard as specified below or equivalent. Personnel turning up to fires without the minimum requirement must be advised to dress properly or asked to leave the fire ground, or alternatively assigned a non-fire fighting task.

PREFERRED STANDARD FOR BUSH FIRE FIGHTING

Approved Proban Overalls (one or two piece);
Safety Boots;
Helmet; and
Gloves, Goggles and Smoke Mask

MINIMUM STANDARD FOR BUSH FIRE FIGHTING

Cotton/woollen long trousers;
Long sleeve shirt; and
Enclosed boots.

GENERAL

- Depending on individual Brigade requirements, protective clothing may be kept in the Brigade's fire station, with appliances or held by members as part of their individual fire fighting kit. Protective clothing must be worn on any operational duty.
- All Brigade personnel are responsible for the availability, condition, care and cleanliness of their own kit.
- Only correctly attired personnel will be allowed to crew Brigade appliances.
- The appearance and conduct of the Shire's Bushfire Brigade members whilst wearing operational dress is to be such that will not cause any criticism upon the Shire of Broomehill-Tambellup.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Occupational Safety Health & Welfare Act and Regulations

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AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

PURPOSE

To provide Brigades with a system of command, control and coordination at incidents.

INTRODUCTION

All fire incidents no matter how large or small are more efficiently and effectively handled when they are well managed. In reality this means that during all fire incidents that occur, someone must assume control and devote their time and energy to managing the situation.

The Shire of Broomehill-Tambellup recognizes AIIMS as best practice and intends to adopt the system in the future. Training of fire brigade members will be required to fully understand the various roles within the system.

SHIRE SPECIFIC ROLES

A rough guide to AIIMS roles shall be as follows:

ICS FUNCTION	OFFICER
Incident Controller	Chief Bushfire Control Officer
Operations Officer	FCO on site
Logistics Officer	Shire Administration
Planning Officer	DFES
Public Information Officer	Shire President/CEO

PROPOSED AIIMS METHOD

Upon arrival at a fire incident, the Officer in Charge of the first arriving crew will assume responsibility as Operations Officer until relieved by an officer from the agency responsible for the fire. The relieving officer may be a DPaW officer, a DFES officer or a more senior Bushfire Brigade Officer.

The Incident Controller is to ensure that all the following areas are dealt with when an incident is active:

- A reconnaissance of the incident site is conducted to:
- Determine the appropriate control structure.
- Determine the operational requirements.
- Determine the communication requirements.
- Identify the extent and predict the likely spread of the incident.
- Delegate designated positions to capable personnel.
- Ensure that Incident Control Plans are in place.
- Briefings are to be carried out when changing over personnel.
- Consider scaling the incident up if the incident size and impact increases and consider scaling the incident down if the incident size and impact reduces.

The provision of an Incident Report is the responsibility of the Operations Officer and the responsible Controlling Agency i.e. Shire of Broomehill-Tambellup. A report should be provided to the Emergency Coordinator [OIC Tambellup Police], CBFCO and DFES Albany.

Understandably, the size of the fire and the amount of resources involved will dictate the size of the AIIMS management function, which is entirely flexible. The AIIMS structure may be no more than a FCO with a map on the bonnet of his vehicle.

NOTE

The Incident Controller is to take all reasonable steps to ensure the safety of all personnel.

Where the size of the fire incident so dictates, Brigades should request assistance from the Shire of Broomehill-Tambellup or DFES Great Southern Office to establish and maintain an AIIMS structure for a fire incident.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Fire Brigades Act 1942, Bush Fires Act 1954 Emergency Management Act 2005

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DRUGS & ALCOHOL

PURPOSE

To provide a standard procedure to manage drug and alcohol related incidents within the Shire's Bush Fire Brigades.

INTRODUCTION

Any accident that occurs where it is found that a firefighter has been taking illicit drugs and/or alcohol has implications not only for the individual but also the Shire. Some implications that could occur are:

- Insurance cover could be denied.
- Civil action could be taken if other firefighters are injured whilst under that individual's care (as driver, member of a team or managing an incident).
- Compromise your position within the Shire's Brigade.
- Compromise the Shire because they allowed you to represent them whilst you were under the influence of illicit drugs or alcohol (knowingly or unknowingly).

In addition to the Shire having a responsibility to look after the safety and welfare of the volunteer under the Occupational Health, Safety and Welfare Act and Regulations, the individual also has a responsibility to look after their own well-being.

PROCEDURE

Since drugs and alcohol have the ability to impair the judgment and reactions of an individual and firefighters invariably put themselves in positions of accepted risk, it is essential that 'acceptable risk' does not become an 'unacceptable risk'. The following procedure must be complied with to ensure that firefighters do not compromise their individual right to work in the safest environment possible.

ILLCIT DRUGS

Firefighters shall not respond to any incident or participate in any training activities associated with operational tasks where illicit drugs have been taken.

If a firefighter or officer is aware that another firefighter or officer is taking illicit drugs, appropriate action should be taken to remove that person from firefighting duties.

ALCOHOL

Firefighters shall not respond to any incident or participate in any training activities associated with operational tasks where alcohol has been consumed.

Consumption of alcohol during or prior to commencing firefighting duties is not acceptable. It is inappropriate for any person to put another person at risk as a result of impaired judgment or reactions attributable to the consumption of alcohol.

It is unacceptable to allow firefighters to undertake an active firefighting role at an incident knowing they have consumed alcohol.

PRESCRIBED DRUGS

If an individual is taking prescribed drugs that make them drowsy or functionally impaired, they must:

- Not take part in firefighting duties at an incident.
- Not take part in operational training activities.
- Notify the Incident Controller of the effects
- Take responsibility for their own safety and welfare and not compromise safety and welfare of others.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
COUNCIL POLICY	N/A
LEGISLATION	Road Traffic Act 1974 Occupational Health Safety and Welfare Act and Regulations

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ROAD CLOSURES

PURPOSE

To provide instruction to Incident Controllers on the procedure to be undertaken when road closures are necessary to assist with wildfire suppression.

INTRODUCTION

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

Where a road closure would directly or indirectly assist a Shire of Broomehill-Tambellup Brigade in its efforts to extinguish or control a bush fire, the road may be closed by a Fire Control Officer pursuant to Section 39(1) of the Bush Fires Act. The same road closure action may also be taken by the most senior member of the Bush Fire Brigade under Section 44 of the Act.

IT MUST BE EMPHASISED THAT ANY ROAD CLOSURE MUST ONLY BE FOR THE PURPOSE OF FIRE FIGHTING OR THE EFFECTIVE MOVEMENT OF FIRE FIGHTING APPLIANCES.

TRAFFIC MANAGEMENT

Extreme caution must be taken and one of the following authorities must be contacted immediately to provide Traffic Management:-

AUTHORITY	CONTACT
Tambellup Police	9825 1003
Main Roads WA (if involved)	9892 0555
Shire Office	9825 3555
Shire Works Manager	0418 955 642

VOLUNTEERS CONTROLLING TRAFFIC

Shire of Broomehill-Tambellup volunteer fire-fighters may only control traffic when wearing proper fire-fighting attire, ie. yellow overalls and:-

- Operating under the direct instruction of a qualified Traffic Control Officer; or
- Authorised by the Incident Controller.

AGENCY NOTIFICATION

When any road is required to be closed to assist in wildfire suppression, the following authorities shall be notified:

AUTHORITY	CONTACT
TAMBELLUP POLICE	9825 1003
SHIRE OF BROOMEHILL-TAMBELLUP	9825 3555
MAIN ROADS WA (if involved)	9892 0555
DEPARTMENT OF FIRE & EMERGENCY SERVICES ALBANY	9845 5000
ABC RADIO ALBANY	9842 4020 (Tel) 9842 4099 (Fax)
RADIOWEST	9821 2972 (Tel) 9821 4055 (Fax)

INSPECTION

A Road Inspection is required to be conducted by an authorised officer before the road is reopened.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
COUNCIL POLICY	N/A
LEGISLATION	Road Traffic Code 2000 Fire Brigades Act 1942 Bush Fires Act 1954 Emergency Management Act 2005

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FIRE APPLIANCES

MAINTENANCE & MODIFICATION

PURPOSE

To ensure that all Shire appliances and equipment is maintained in faultless condition.

INTRODUCTION

As emergency appliances and equipment is predominantly used in hazardous and high-pressure situations, it is essential that the reliability and integrity of both is maintained to a high standard so as not to place any firefighter in danger due to equipment failure.

OPERATING LEVEL MAINTENANCE

The Shire of Broomehill-Tambellup is responsible for the Operating Level Maintenance of Shire owned fire appliances. In this context Operating Level Maintenance includes:

- Checking vehicle tyre pressures.
- Checking & replenishing radiator fluid levels for the vehicle engine and pump motor (where fitted).
- Checking & replenishing lubricant levels on the vehicle and pump engines.
- Checking & replenishing brake & clutch master cylinder fluid levels.
- Checking & replenishing windscreen washer fluid.
- Checking the operation of all vehicle lights, emergency lights & sirens.
- Checking the operation of the WAERN Bushfire Radio including external speaker (where fitted).
- Checking & replenishing battery electrolyte levels.
- Cleaning of vehicles.
- Checking the presence of all appliance stowage & its serviceability.
- Checking the operation of fire pumps, valves, sprays, nozzles & hose reels.
- Reporting any defective or unserviceable appliance items to the Brigade FCO.
- Check burnover blankets are available and stowed properly.
- Checking Water Deluge System.
- Checking the condition and stowage of the In Cab Air.

The brigade appliance in Tambellup is owned by DFES and the responsibility for these checks lies with the Tambellup Volunteer Emergency Service Unit.

DEPOT LEVEL MAINTENANCE

All major servicing and maintenance of the Broomehill Central Fire Truck is the responsibility of the Shire. During this inspection assessments will be made on any future remedial maintenance for the fire appliances.

All servicing and maintenance of vehicles associated with the Tambellup Volunteer Emergency Service Unit is the responsibility of DFES Albany.

MODIFICATIONS TO FIRE APPLIANCES

Brigades should not undertake the modification of the Shire's Fire Appliances, without the express permission of the Shire of Broomehill-Tambellup. Contravention of this policy could jeopardise insurance coverage or be in breach of Grant Agreement undertakings made with the Bush Fire Service.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

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DRIP TORCHES

PURPOSE

To provide a standard procedure to manage the safe use and maintenance of a drip torch.

INTRODUCTION

The drip torch is to be used for prescribed burning and authorised lighting activities only. The drip torch is a container holding a fuel mixture that drips from a nozzle over a lighted wick, dripping burning liquid onto the fuel to be ignited.

PROCEDURE

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

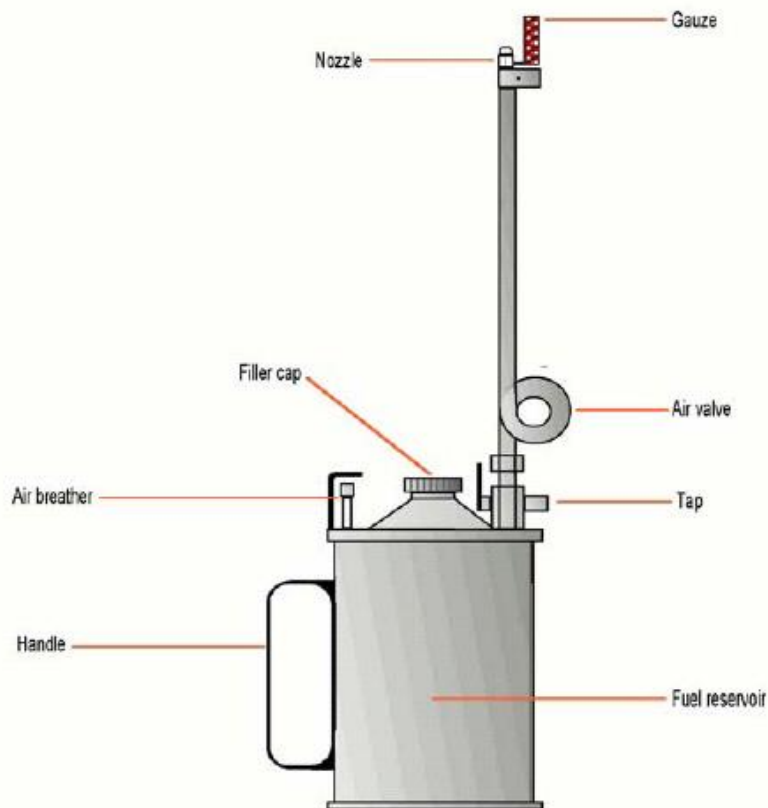
- Ensure that there is no risk to other personnel in the vicinity.
- Use the torch on the designated burn area only.
- Wear the correct personal protective equipment, including gloves and goggles when filling, lighting, operating and extinguishing a drip torch.
- Start the torch and ignite vegetation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

Only qualified and experienced firefighters should use the drip torch.

NOTE

All backburn operations must be authorised by the Incident Controller

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



RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

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FIRE APPLIANCES OUTSIDE MUNICIPALITY BOUNDARIES

PURPOSE

To provide a procedure for the deployment of Shire resources outside of the Shire of Broomehill-Tambellup.

INTRODUCTION

The Shire of Broomehill-Tambellup's Bushfire Brigade appliances are primarily intended for use in fire suppression and control within the municipality's boundaries. Notwithstanding, there will be occasions where the Brigade fire vehicle will be used to attend and assist with fire suppression in neighbouring Shires at the discretion of the Shire of Broomehill-Tambellup.

APPROVAL CONSIDERATIONS

Approval should be obtained from the Chief Bush Fire Control Officer, or Chief Executive Officer prior to deployment of any Shire appliance to incidents outside the Shire of Broomehill-Tambellup

Prior to granting approval the authorising officer shall have regard to the following:

- The appliance shall not be required within the Broomehill or Tambellup district at that time.
- The deployment of the appliance shall not decrease response capabilities to fires in the Broomehill or Tambellup district.
- There are brigade members available to crew the appliance.
- The period of time that the appliance will be required.
- Arrangements for shift changes for personnel crewing the appliance.
- Crews are suitably experienced to attend the incident-type.
- Brigade appliances are not to travel outside the Shire boundary except to attend fires.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

10

BUSH FIRE RADIO NETWORK

PURPOSE

To ensure that the Shire's emergency radio network is operated at all times in a professional and efficient manner.

INTRODUCTION

The Shire of Broomehill-Tambellup presently uses VHF radio communications through the WA Emergency Radio Network to provide communications for its Bushfire Brigades.

The radio network is supported by two repeater sites at Fairfield Road and Jam Creek Road. The Shire of Broomehill-Tambellup Bushfire Association utilises VHF Channel 322 (Tambellup) and 231 (Broomehill) for its strategic operational communications and UHF Channel 5 for its fire site operational communications.

In the event that the Shire of Broomehill-Tambellup Bush Fire communications fails permission can be requested to use the following VHF Channels

Cranbrook East	WAERN Channel 163
Cranbrook West	WAERN Channel 162
Gnowangerup	WAERN Channel 200
Katanning	WAERN Channel 230
Kojonup	WAERN Channel 234

USE RESTRICTIONS

Because the Shire's radio network is an emergency facility, Bush Fire Brigades should only use it for:

- Official Bushfire Brigade operations, training & administration purposes, OR
- Any other genuine emergency purposes.

The Shire of Broomehill-Tambellup Bush Fire Radio Network is not to be used for private purposes other than genuine emergencies.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

11

FUEL REDUCTION BURNS

PURPOSE

To ensure that all fuel reduction burns comply with the appropriate legislative and safety requirements.

PRIVATE PROPERTY

Brigades intending to carry out protective or hazard reduction burns should be aware that they should do so under the direction of the Shire of Broomehill-Tambellup, to ensure they remain covered by Council's insurance.

Approval from the Shire is required to ensure that the Brigade involved does not become liable in any way for damage to property as a result of the burn.

With regard to private property burns it is not enough to simply have the owner or neighbour's permission to conduct the burn.

ROAD VERGES

All road verge burning shall be carried out in accordance with Council Policy and the following instructions:

- Written permission from the Shire is to be held onsite by the Incident Controller while the burn is being undertaken.
- All burning embers and fires in trees are to be extinguished and standing trees are to be preserved.
- The Shire of Broomehill-Tambellup Bush Fire Brigade Standard Operating Procedures are to be adhered to at all times and in particular those procedures relating the erection of roadside signage.
- The permission holder is to remove all fallen tree branches from the formed part of the road.

Brigades wishing to conduct verge burns on roads which are under the control of Main Roads Western Australia (MRWA) should contact MRWA direct for approvals.

RESERVES

All reserve burning shall be carried out in accordance with the following instructions:

- Written permission from the Shire is to be held onsite by the Incident Controller while the burn is being undertaken.
- All 'wicks' and fires in trees are to be extinguished and standing trees are to be preserved.
- The Shire of Broomehill-Tambellup Bush Fire Brigade Standard Operating Procedures are to be adhered to at all times and in particular those procedures relating the erection of roadside signage.
- The permission holder is to remove all fallen tree branches from the formed part of the road.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	SAP 6 Fuel Reduction Burning – Road Verges
COUNCIL POLICY	Part 6 – 6.4 Roadside Burning
LEGISLATION	Aboriginal Heritage Act 1972 Agriculture and Related Resources Protection Act 1976 Bush Fires Act 1954 Conservation and Land Management Act 1984 Environmental Protection Act 1986 Heritage of WA Act 1990 Land Act 1933 Local Government Act 1995 Main Roads Act 1930 Mining Act 1978 Soil and Land Conservation Act 1945 State Energy Commission Supply Act 1979 Water Authority Act 1987 Wildlife Conservation Act 1950-1979 Environmental Protection and Biodiversity Conservation Act 1999

STANDARD OPERATING PROCEDURE

12

DRIVING GUIDELINES

PURPOSE

To ensure that formal brigade appliances are operated in a safe manner.

INTRODUCTION

Bush Fire Brigades have a high profile as an emergency service provider within the community. To maintain that high profile, personnel using vehicles must adhere to vehicle policy with a clear understanding of the guidelines.

It should be noted that exemptions from the Road Traffic Code 2000 apply to formal brigade appliances only.

EXEMPTION TO ROAD TRAFFIC CODE 2000

While travelling to and from a fire (on public roads), the Shire of Broomehill-Tambellup bush fire appliances should only carry personnel who are safely seated in the cab or on specially designed seating fitted with seat belts.

The drivers and passengers of fire fighting appliances are legally exempt from the requirement of the Road Traffic Code 2000 to wear seat belts “when engaged in fire fighting activity”. However for safety reasons it is strongly recommended that drivers and passengers in the Shire of Broomehill-Tambellup fire appliances wear available seat belts wherever possible.

An exemption to the Road Traffic Code 2000 exists which allows personnel to travel in the load space of a private fire fighting vehicle when ‘engaged in fire fighting activity on the fire ground’. This exemption **does not apply** when travelling to and from the fire scene. All fire fighting personnel in private fire units should travel to and from the fire ground in the cab of the vehicle wearing seatbelts where provided.

GUIDELINES

- All drivers must hold a current and appropriate class of driving license necessary for the appliance being driven.
- A register of Drivers’ Licenses shall be maintained for all Shire volunteers driving Shire-owned emergency vehicles.
- Drivers holding “P” Plates may drive appliances as part of Driver Training; however, they are not to drive to or at emergency/incidents.
- Drivers are not to operate any fire appliance for longer than a 12-hour shift.

- Drivers are not to exceed 20km over the allocated speed limit of the road on which the vehicle is travelling.

CODE 1

Unit to respond with due haste - life/property in immediate danger.

1. Emergency Warning Lights at all times during travel and operation at incident.
2. SIREN (if fitted to vehicle) to be used during travel to incident as appropriate.
3. ALL speed signs of the Road Traffic Act to be obeyed.
4. ALL Traffic Lights and Road Traffic Signals/Signs to be obeyed unless the driver of the Fire Appliance is confident that it is safe and expedient to “contravene” and that all other traffic will give way to the fire appliance.
5. Rail crossing signals and boom gates to be obeyed at ALL times.

CODE 2

When returning to fire station, attending training or exercises and general operations:-

1. NO emergency warning lights or sirens are to be used.
2. ALL Road Traffic Codes to be complied with.

DRIVING REQUIREMENTS FOR OFF-ROAD USE

1. Minimum speed to be used to ensure safety of occupants.
2. Exhaust brake where fitted to be engaged at all times.

GENERAL

1. Bush Fire Fighters must at all times, drive with due care and attention and continue to show consideration to other road users.
2. It is essential that the privileges granted by law are not abused.
3. Crew Care and Safety must be of paramount importance at all times when driving fire appliances.
4. Warning Lights to be in operation at all times when brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
5. Smoke hazard signs to be installed on roads where Bush Fire Brigades are operating.
6. In order to improve visibility of fire appliances to each other during fires it is recommended that emergency lights & headlights be used.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Road Traffic Code 2000 Bush Fire Act 1954

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13

MEDIA & POLICE STATEMENTS

PURPOSE

To provide standard arrangements for the provision of statements to the media and police regarding incidents.

INTRODUCTION

Personnel attending incidents may occasionally be required to submit a statement to Police for internal police inquiries and/or presentation to a Coroner's inquest.

During large-scale incidents media also seek personnel to make statements.

POLICE STATEMENTS

Statements are not to be submitted, presented or made either verbally or in writing directly to any police officer in regards to any incident attended.

Upon receiving a request for a witness statement, the witness (Shire employee or volunteer) is to contact the Chief Executive Officer.

The Chief Executive Officer will provide the witness with internal advice and support and will solicit external legal advice if considered necessary.

The Chief Executive Officer will assist the witness through the statement development and delivery process.

MEDIA STATEMENTS

No Shire employees or volunteers are authorised to speak on behalf of the Shire to the media.

All media statement requests should be referred to the Chief Executive Officer or Shire President.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	Part 1 – 1.23 Public relations – Media Releases
DELEGATION	
LEGISLATION	Local Government Act 1995

STANDARD OPERATING PROCEDURE

14

ELECTRICAL HAZARDS

PURPOSE

To provide personnel with a standard and safe procedure for incidents where electricity may be hazardous to personnel, casualties and/or bystanders.

INTRODUCTION

Electricity is a major hazard to firefighters, as it will be encountered at many structural fires and bush fires. All precautions at any incident where electrical hazards exist must be taken.

PROCEDURE

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

STRUCTURAL FIRES

If the electricity is to be disconnected, it is the responsibility of the Operations Officer to check that power is switched off at the main board and that the fuses have been removed (where possible).

When disconnecting the power supply:

- The switch is to be operated with the back of the hand at arm's length.
- The head is to be turned away to avoid possible flash injuries.

240 VOLT POWER GENERATED BY SOLAR PANELS

All Emergency Service responders should be aware that if attending an incident at a property that has Solar Panels installed, there is the potential for live 240v power to be circulating through the property even though the mains switchboard has been isolated and fuses removed.

Advice for DOCEP recommends the following procedure for isolating power at properties with solar panels installed:

- Switch off the main isolating switch and all circuit breakers and remove all fuses at the main switchboard. Also check to see if there is an inverter isolator switch for the solar panel system; if not,
- Inspect the property to see if any solar panels and / or backup generators are installed on the property (should be visible and near to main property).
- Seek local knowledge and obtain advice on where the system may be isolated.
- If local knowledge is not available, locate the inverter/generator main switch or change over switch and isolate by turning off (this switch is usually at the main switchboard).
- Wait for further support from experienced personnel.

POWER LINES/POLE TOP FIRES

When wires have made contact with the ground:

- On arrival at the incident treat all wires in contact with the ground as though they are “live”.
- Record Pole identification Number (PIN) and advise DFES Communications Centre.
- Do not park appliances or position equipment beneath overhead power lines.
- Keep well clear of wires that are in contact with the ground.
- Locate wire ends to ensure source is not being transferred through another conductor eg steel fence, vehicle, etc.

Maintain the minimum safety distance (10 metres for low voltage wires) and wait for the arrival of Western Power.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Occupational Health Safety and Welfare Act and Regulations

STANDARD OPERATING PROCEDURE

15

SHIRE OWNED EQUIPMENT AT A WILDFIRE

PURPOSE

To establish a procedure for the call out of Shire equipment to a fire.

INTRODUCTION

Council is fully supportive of our volunteer brigades' efforts to protect the Shire from a dangerous fire situation. To that end, Council-owned plant and equipment is available to assist in the containment of a fire.

PROCEDURE

- The Fire Control Officer (FCO) or person in control of the fire, is to determine if the equipment is required
- The FCO or person in control of the fire is to contact the Chief Executive Officer to request the Shire equipment to attend the fire.
- If the Chief Executive Officer is unavailable, authority for the use of plant and equipment will be delegated to the Works Manager, or Manager Corporate Services .
- Requests for Shire equipment are to be for assistance in the containment and control of wildfires
- Requests from landowners to assist in "mopping up" procedures will be charged at private works rates.
- If land tenure is DPAW/Unallocated Crown Land/Unmanaged Reserves contact the relevant agency to enable the Shire to claim payment for equipment use.

RELEVANT INFORMATION	
ADOPTED	19 March 2009
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	Part 4 – 4.9 Shire Owned Equipment at a Wildfire
LEGISLATION	Local Government Act 1995

STANDARD OPERATING PROCEDURE

16

ENTRAPMENT AT BUSHFIRE BURN OVER PROCEDURE

PURPOSE

To provide a standard procedure to ensure the safety of firefighters entrapped by an encroaching bushfire and subject to a likely burnover of their appliance.

INTRODUCTION

This is a requirement from the investigation of the Black Cat Creek incident, that all DFES appliances' be fitted with 3 burnover blankets and Water Deluge System, In Cab Air, AVL and volunteers trained in the use of the above protection equipment.

PROCEDURE

When preparing for entrapment at a bushfire:

- Ensure crews are initially briefed on the task and risks.
- Ensure crews remain aware of the current and forecast situation.
- Appliances will maintain 25% water reserves on appliances for personal protection.
- Undertake suppression tasks with the due reference to LACES:
 - L – Lookouts
 - A – Awareness
 - C – Communication
 - E – Escape Routes
 - S – Safety Zones
- Ensure all crew understand the concept of the 'dead man zone'.
- Activate the EMERGENCY AVL BUTTON as per training.
- Transmit 'EMERGENCY MESSAGE'.
- Activate beacons/emergency warning devices and siren.
- Notify Incident Controller of the location and situation.
- Request aerial assistance (water bomber/helitacs) if available.
- Branch operators are to close down all branches and place them on the ground. All crews are to return to the vehicle.
- Close down and remove the delivery lines at the pump
- Park appliance on burn/cleared area in a position that affords as much protection as possible for the crew (e.g. rear of the appliance facing the fire front).
- Close all doors, windows and air vents and leave the engine running on fast idle.

- Conduct a head count to ensure all the crew are present and mount the appliance.
- Take cover in the cabin. Activate Water Deluge System from the APPLIANCE.
- Dress in full PPE. Activate the In Cab Air as per training.
- Crew to cover with blanket/protection.
- **STAY INSIDE THE VEHICLE.**
- Wait for the fire front to pass. Immediately after the fire front has passed, account for all the crew and check the vehicle for damage.
- **NOTE** – *Do not hose down crew members' with water prior to the fire front passing as the conduction of heat through the clothing may induce steam burns.*

WHAT TO EXPECT

As the fire front approaches, the intensity of the heat will increase along with the amount of smoke and ember. Radiated heat will transfer directly to inside the cabin.

- Smoke gradually gets inside the vehicle and fumes will be released from the interior of the appliance.
- Stay as close to the floor as possible.

Fuel tanks are very unlikely to explode.

Fuel jerries and drip torches not fitted with anti-explosive mesh may however be at risk.

AFTER THE FIRE FRONT HAS PASSED

Stay in the vehicle until the fire front has passed and the temperature has dropped outside.

- Once the fire front has passed and the temperature has dropped cautiously exit the vehicle. (Be careful – internal parts will be extremely hot.)
- Take portable radios (VHF and UHF)
- Take first aid kits and oxy-viva (if part of the stowage)
- Move to a safe area
- Stay covered in PPE and blankets, continue to drink water and await assistance.
- Send a SitRep to the Incident Controller, if possible.

RELEVANT INFORMATION	
ADOPTED	21 August 2014
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

17

Automatic Vehicle Locator - AVL

PURPOSE

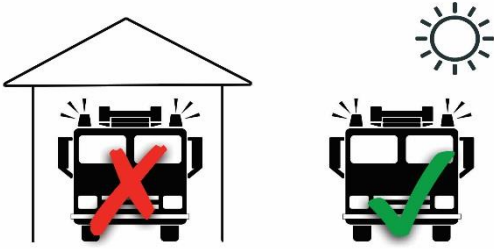


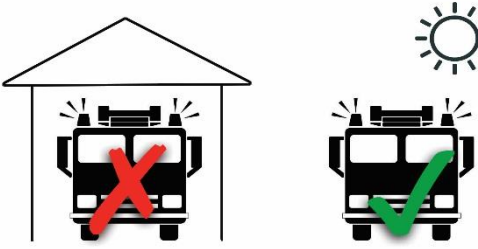
These procedures include an overview of the AVL system and how to update the system. The Broomehill Central Volunteer Bushfire Brigade appliance is fitted with an AVL, with the CESM managing 2 portable units for the Shire.

INTRODUCTION

The AVL System provides real-time visibility of appliances especially during large scale bushfires and provides automatic features to support crew safety. The AVL system also includes an emergency distress button to be used in emergency situations. When activated it sends an alarm to the DFES Communications Centre. The system records vehicle location, speed, and if lights and sirens have or are being activated. DFES Officers CESM's and authorised brigade members have access to the link to track appliance locations across the State.

PROCEDURE

- Testing of the AVL system is to be carried out on a **MONTHLY** basis to keep the system updated with new software. See diagram on how to test the system.
- The system is connected to the 3G network and if this is not available the system will link to the satellite.
- Under normal conditions the light will be showing green.
- To activate the emergency button HOLD IT DOWN FOR 4 SECONDS the green light will turn red until DFES Communications has acknowledged, then the light will show green again. Once activated DFES Communications will contact the Incident Controller for that fire, the Duty Officer for the region or the Community Emergency Services Manager to follow up.
- If for any reason the button is accidentally activated and the light stays solid red (not flashing) ring DFES Communications on 1800 198 140 to notify them of the mistake.
- Refer to Operational Brochure and general information sheet that is located in the Broomehill Central Bushfire for further information.
- Any issues with the system please contact the CESM to follow up.

STEP	PROCESS
1	<p>Make sure your vehicle is parked outside the shed or situated in the open.</p> 
2	<p>The Emergency Duress Button must be showing a solid green light (not flashing) to indicate AVL unit is in NextG Mobile Phone coverage before the unit can commence test mode.</p> 
3	<p>Push the Emergency Duress Button 4 times in quick concessions within 4 seconds (1 push per 1 second)</p>  <p>The Emergency Duress Button will start flashing green and red lights to indicate the unit is in test mode. Once testing is complete the Emergency Duress Button will return to a solid green light.</p>
4	<p>Leave the vehicle parked outside the shed or situated in the open for another 30 minutes before returning it back into the shed. This is to facilitate any software updates required for the AVL unit – it is important the vehicle battery remains un-isolated.</p> 

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RELEVANT INFORMATION	
ADOPTED	15 December 2017
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

18

BURNOVER BLANKETS

PURPOSE

To provide a standard procedure for firefighters in the use of burnover blankets.

INTRODUCTION

Burnover blankets are a piece of equipment for protecting firefighters out on the fireline. The blankets are made from a light weight, patented material and are 2m x 2m in size. Installation of burnover blankets in all DFES appliances is a requirement from the investigation of the Black Cat Creek incident. Volunteers are to be trained in burnover blanket entrapment procedures.

PROCEDURE

- Ensure LACES is implemented at all times.
- Locate the burnover blanket in the appliance. The burnover blankets are housed in a red protective sleeve or bag in a fixed position appropriate to the appliance and must not be relocated.
- Obtain the burnover blanket from its storage bag by lifting the flap and remove the vacuum packed blanket.
- Open the plastic wrapping by tearing from the top then expanding the tear so the blanket can be removed easily.
- Straight pull towards you to start with, and then rip sideways.
- Remove the burnover blanket from the plastic cover.
- Unfold the burnover blanket fully and cover yourself completely.
- Remain covered and get below the window level of the appliance until the fire has passed.
- After the burnover, conduct post-burnover procedures.
- Used burnover blankets should be left with the vehicle for examination in any investigation that may follow.
- Do not attempt to replace or reuse the used burnover blanket.
- Know the location of the burnover blankets in your appliance or vehicle.

RELEVANT INFORMATION	
ADOPTED	21 August 2014
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

19

RED FLAG WARNING

PURPOSE

To provide a standard procedure for firefighters for the red flag warning.

INTRODUCTION

Incident experience across Australia, in particular during major bushfires, has shown that a lack of access to timely and critical information by personnel at an incident has led to injuries and fatalities. Red Flag Warnings are a message system that provides a process to ensure critical information (such as fire weather changes) is confirmed as received to the lowest levels and understood by all personnel at the incident.

PRINCIPLES

- Red Flag Warnings are to be precise messages which convey present or impending hazards to emergency responders outside the normal shift or deployment briefings, e.g. weather changes, hazardous materials, fire behaviour, structural integrity, equipment failures etc.
- Red Flag Warnings are to be initiated within the command hierarchy.
- Red Flag Warnings must be passed to all personnel at the incident, including those from other agencies or private contractors.
- At all levels, red flag warnings are to be acknowledged on receipt through confirmation of the message back to the sender.
- The transmission, receipt and acknowledgements of Red Flag Warnings are to be logged.

PROCEDURES

The standard message text of a Red Flag Warning is as follows:

'RED FLAG WARNING. Personnel are advised of *<actual/forecast where appropriate>* conditions that may present a hazard to personnel as follows *<actual/forecast conditions>*. Personnel are to *<describe specific actions required to be taken>*. This message is to be passed on to all personnel under your command

ACKNOWLEDGE'

RECORDING, RECEIPT & ACKNOWLEDGEMENT

- All Red Flag Warning issued through the incident chain of command are to be recorded in incident diaries.

RELEVANT INFORMATION	
ADOPTED	21 August 2014
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD OPERATING PROCEDURE

20

ADDENDUM

BRIGADES RESPONDING TO FIRES THAT MAY BE SUSPICIOUS

The priority of fire crews will always be extinguishing the blaze, saving life, property and environment. This should always be the priority. The preservation of what may be the crime scene will always come in under this.

There is no expectation from police that they want volunteers or DFES staff to turn into crime scene experts but will be extremely grateful for any assistance that can be provided in preserving the scene until police arrive.

ON THE WAY TO THE FIRE

Take note of vehicles and people you see – time, vehicle rego, description, direction of travel.

ON ARRIVAL AND FIRE CREW OBSERVATIONS

Do not let people into the incident area.

Minimise resources required to gain control over the entire scene.

Are there people in the immediate area – what are they wearing, carrying?

Even if it seems irrelevant note it anyway.

Secure the area around tyre marks, shoe impression, gate / fencing entry cuts. etc

Where was the fire most intense on arrival?

Was there more than one ignition point?

TAPE OFF AND SECURE SCENE

In consideration of establishing a crime scene before police arrive, they would like the obvious fire area where the fire occurred, and double that area taped off. This will be the crime scene, not always possible but desirable.

If onlookers give you information write it down and record their names as they may leave the area before the police arrive.

If possible have someone wait on site until police arrive so the scene stays secure.

Bush Fire Brigade

STANDARD ADMINISTRATION

PROCEDURES

CONTENTS

SAP	Title	Adopted	Reviewed
1			
2	Incident Reports	18 December 2008	15 December 2017
3	Harvest Bans	18 December 2008	15 December 2017
4	Occupational Health & Safety Reporting	18 December 2008	15 December 2017
5	Firebreak Inspections	18 December 2008	15 December 2017
6	Fuel Reduction Burns – Road Verges	18 December 2008	15 December 2017
7	Permits To Set Fire To The Bush	18 December 2008	15 December 2017
8	Fuel Reduction Burns - Reserves	18 December 2008	15 December 2017

STANDARD ADMINISTRATION PROCEDURE

1

FIREBREAK EXEMPTIONS

PURPOSE

To provide an administration procedure to enable the approval of fire protection measures alternate to the requisitions of the Shire's Firebreak Order.

INTRODUCTION

GUIDELINES

RELEVANT INFORMATION	
ADOPTED	
REVIEW	
SOP/SAP	SAP 5 Firebreak Inspections
COUNCIL POLICY	
LEGISLATION	Bush Fire Act 1954

STANDARD ADMINISTRATION PROCEDURE

2

INCIDENT REPORTS

PURPOSE

To ensure that accurate records of all fire incidents within the municipality are reported and that reports are submitted to the appropriate agencies and officers.

INTRODUCTION

It is a requirement of the Bush Fire Act 1954 that all fire incidents within a local government are reported and that such reports are provided to the Department of Fire and Emergency Services no less than once per financial year.

FIRE/INCIDENT REPORTS

Fire Control Officers are to complete a Fire/Incident Report Form every time their Brigade is mobilised in response to any fire incident or false alarm.

The Incident Report should include the Incident Number generated by DFES Communication Centre (ComCen) – phone 1800 198 140. This is obtained by the CBFCO or Fire Control Officer at the conclusion of the incident.

The Controlling (primary) brigade is required to complete and submit both the 'Bushfire' and 'Attendance' reports. Assisting brigades are required to complete and submit the 'Attendance' report.

Once completed, reports are to be submitted to the Shire of Broomehill-Tambellup, for recording and on forwarding to DFES Albany and the CBFCO.

The report should be completed as soon as possible after a fire (preferably within 24hrs) however; the report should be submitted within seven days of the fire/incident.

SUSPICIOUS FIRES

Where Brigades attend fires where there are suspicions that the fire may have been deliberately lit, in addition to the Fire/Incident Report, they should complete a Wildfire Attendance & Information Report. The report should be forwarded to the Shire within 24 hours of the fire.

The purpose of this latter report is to assist the Arson Squad with its investigations. Should you require a Wildfire Attendance & Information Report, please contact the CESM.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	SOP 4 AIIMS
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD ADMINISTRATION PROCEDURE

3

HARVEST BANS

PURPOSE

To detail a procedure for the implementation and lifting of Harvest Bans within the district.

INTRODUCTION

The authority to impose and lift Harvest Bans within the Shire of Broomehill-Tambellup is delegated to the Chief and Deputy Bush Fire Control Officers.

The Chief Executive Officer shall be authorised to notify agencies and surrounding Shires as required of any ban imposed.

PROCEDURE

Immediately following the decision to IMPOSE or LIFT a Harvest Ban and/or Movement of Vehicle Ban (clearly ascertain which) the authorised officer shall complete the Notification of Harvest Ban Form and forward it to:

AGENCY	PHONE	FAX
ABC Radio Perth (by email as per procedure)	harvestbans@abc.net.au	
Radio West (email)	narrogin@radiowest.com.au	
Shire Office	9825 3555	9825 1152
SHIRE	EMAIL	
Shire of Gnowangerup	gnpshire@gnowangerup.wa.gov.au	
Shire of Kojonup	council@kojonup.wa.gov.au	
Shire of Katanning	admin@katanning.wa.gov.au	
Shire of Cranbrook	admin@cranbrook.wa.gov.au	
OTHER AGENCIES	PHONE	FAX
Southern Haulage	9851 1319	9851 1219
Matthews Kojonup	9831 1021	9831 1496
Weekends/afterhours - email	matthewstrans@wn.com.au	
Great Southern Fuels	9821 1766	9821 2700
Caltex – Link Energy	9821 1621	9821 2947

The officer imposing the Harvest Ban shall also:

- update the Shire Harvest Ban Hotline Answering Machine message
- send the appropriate Harvest Ban SMS message to registered landowners as per procedures; and
- notify the neighbouring Shire Chief Bush Fire Control Officers via VHF Radio Network or phone.

When a Harvest Ban is lifted, the Harvest Ban Hotline will be updated with the appropriate message, and surrounding shires and agencies notified by fax/email. An SMS message is to be sent to registered landowners advising of the lifting of a ban.

THE NOTIFICATION OF THE BAN BEING LIFTED IS JUST AS IMPORTANT AS THE NOTIFICATION OF THE BAN BEING IMPOSED.

NON-COMPLIANCE

Any instances of non-compliance with a Harvest Ban within the Shire must be reported to the CEO or the Chief Bushfire Control Officer.

PROSECUTION

People conducting unauthorised activities during a Harvest Ban will be liable for prosecution.

The Council and/or its duly authorised officer shall retain responsibility for all transactions relating to the enforcement or prosecution of offences relating to fire control matters.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD ADMINISTRATION PROCEDURE

4

OCCUPATIONAL SAFETY & HEALTH

INCIDENT/ACCIDENT/HAZARD REPORTING

PURPOSE

To provide a procedure for the reporting, recording and investigation of incident, accidents and hazards in accordance with the Occupation Safety Health and Welfare Act and Regulations.

INTRODUCTION

The Shire is committed to minimising the risk of injury, harm or damage to its emergency services personnel and to Brigade and Council owned property.

REPORTING

In accordance with the above, any member who has an 'Accident' or 'Near Miss' shall be required by the Association to complete an 'Accident/Incident Report' or 'Incident/Hazard Report' respectively.

ALL REPORTS SHALL BE TREATED AS CONFIDENTIAL AND INTERNAL TO THE SHIRE OF BROOMEHILL-TAMBELLUP.

INVESTIGATION

All reported incidents/hazards/accidents shall be investigated by the Chief Bush Fire Control Officer and referred to the Fire Advisory Committee to identify any gaps in procedure that may have allowed the incident to occur.

As a matter of courtesy the Fire Advisory Committee will notify the Shire Occupational Health & Safety Committee when a report is received.

The objective of the reporting process is not to attribute blame, but rather to minimise the likelihood of a repeat occurrence.

Any member needing to make a report should contact the Chief Bush Fire Control Officer.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	Part 2 – 2.2 Occupational Safety and Health Policy
LEGISLATION	Occupational Health Safety and Welfare Act and Regulations

STANDARD ADMINISTRATION PROCEDURE

5

FIREBREAK INSPECTIONS

PURPOSE

To enforce the Shire's annual Firebreak Order.

INTRODUCTION

The Shire has a statutory responsibility to ensure that all landowners and occupiers comply with its annual Firebreak Order.

URBAN LAND (Land within a gazetted townsite)

The Shire's duly authorised officer/s shall commence inspections of all firebreaks within the Broomehill and Tambellup gazetted townsites in October, subject to seasonal conditions.

Following the ground inspection, infringements shall be drafted for all non-compliant properties. The Chief Executive Officer shall be briefed regarding non-compliant properties prior to the infringements being forwarded to landowners.

NOTE

Whilst Shire Bush Fire Brigade Volunteers may, at the request of the Shire, assist in inspection procedures they are not empowered to enforce or prosecute in relation to fire control matters. Such transactions shall be the responsibility of the Council and/or its duly authorised officer/s.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
SOP/SAP	N/A
COUNCIL POLICY	N/A
LEGISLATION	Bush Fire Act 1954

STANDARD ADMINISTRATION PROCEDURE

6

FUEL REDUCTION BURNS – ROAD VERGES

PURPOSE

To provide an administration procedure for the approval of applications to conduct hazard reduction burns on Council road verges.

INTRODUCTION

The Shire may from time to time request that its Bush Fire Brigades undertake controlled burning of certain road verges as part of strategic road verge management.

APPLICATION

Where a verge is identified for burning by anyone other than the Shire a written request must be submitted to the Shire Offices.

The Chief Bush Fire Control Officer may grant permission following the consultation process.

CONSULTATION

The following shall be consulted to ascertain if they support the application to conduct a fuel reduction burn:

- Local Fire Control Officer
- Department for Agriculture and Food WA
- Department for Parks and Wildlife

PERMISSION RESTRICTIONS

- No burning to be carried out until after the opening rains.
- No burning permissions to be issued after the 1st of September.
- Burns to be not more than one kilometre long on one side of a road in any calendar year.
- The opposite side of the same road not to be burnt in the same year.
- At least seven years should lapse between burning any given area of road verge.

- Written permission to be obtained from the Shire. Upon application for permission the Shire will contact the Local Fire Control Officer to ascertain the need to burn.
- A person having obtained written permission is responsible for erecting "roadside burning" signs. The permission holder is to ensure that all fires and especially "wicks" are extinguished to prevent fire travelling to trees, etc. Standing trees are to be preserved and fire in trees to be put out.
- The roadside burning signs are to remain in place for a minimum of 48 hours after the fire is lit and returned to the Shire within five days of the burn.
- The permission holder is to remove all fallen tree branches, etc. from the formed part of the road.

In the event of a prolonged dry spell after the opening rains and conditions becoming too dry for "cool burning" Council will suspend roadside burning approvals until favourable conditions return.

APPROVALS

All approvals shall be forwarded in writing to the applicant detailing any provisions on the burn.

Copies of all approvals shall be maintained on file at the Shire for record keeping purposes.

PROSECUTION

People burning roadsides without permission or burning roadsides other than the area stated in the written permission will be liable for prosecution.

The Council and/or its duly authorized officer shall retain responsibility for all transactions relating to the enforcement or prosecution of offences relating to fire control matters.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
COUNCIL POLICY	Part 6 – 6.4 Roadside Burning
SOP/SAP	SOP 11 Fuel Reduction Burns
LEGISLATION	Aboriginal Heritage Act 1972 Agriculture and Related Resources Protection Act 1976 Bush Fires Act 1954 Conservation and Land Management Act 1984 Environmental Protection Act 1986 Heritage of WA Act 1990 Land Act 1933 Local Government Act 1995 Main Roads Act 1930 Mining Act 1978 Soil and Land Conservation Act 1945 State Energy Commission Supply Act 1979 Water Authority Act 1987 Wildlife Conservation Act 1950-1979 Environmental Protection and Biodiversity Conservation Act 1999

STANDARD ADMINISTRATION PROCEDURE

7

PERMITS TO SET FIRE TO THE BUSH

PURPOSE

To ensure that officers issuing permits abide by best practice procedures.

To ensure that records of all Permits to Set Fire to the Bush (Form 3, Bush Fires Act 1954) issued by the Shire are maintained.

INTRODUCTION

The Bush Fires Act makes provision for Fire Control Officers and duly authorized officers to issue Permits to Set Fire to the Bush.

It is a statutory requirement to keep records of permits issued over a period of one year in case of an insurance claim.

GUIDELINES

Permits should only be issued by a Chief Bush Fire Control Officer, Deputy Bush Fire Control Officers, or Brigade Fire Control Officers in their approved area only.

Approved permits are required to be broadcast over the Shires VHF radio network prior to burning commencing.

All permits are INVALIDATED when the Bureau of Meteorology issues a 'VERY HIGH', 'SEVERE', 'EXTREME' or 'CATASTROPHIC' fire danger rating. This ruling can be changed by an authorized Fire Weather Officer if local weather conditions permit.

Permits should not be issued if the permit holder cannot be in attendance on the day after the burn.

The issuing Fire Control Officer must stress to the person to:

- NOTIFY all neighbours;
- PICK UP permit and READ conditions; and
- INSPECT the fireground the next day and when the next strong winds occur.

Two or more fire fighting units to be in attendance at all fires lit under permit. Alternative arrangements may be made for small burns within the gazetted town sites.

The issuing Fire Control Officer should write down any other conditions they believe are necessary. Permit holders must comply with these additional conditions.

Copies of all Permits to Set Fire to the Bush are to be kept for a period of one year after the fire season they pertain to, and then discarded.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
COUNCIL POLICY	N/A
SOP/SAP	N/A
LEGISLATION	Bush Fires Act 1954

STANDARD ADMINISTRATION PROCEDURE

8

FUEL REDUCTION BURNS - RESERVES

PURPOSE

To detail a process for the administration and granting of approvals for hazard reduction burns within Shire-managed reserves.

INTRODUCTION

The Shire may from time to time request that its Bush Fire Brigades undertake controlled burning to reduce fuel loadings within Shire-managed reserves throughout the district.

APPLICATION

Where a reserve is identified for burning by anyone other than the Shire a written request must be submitted to the Shire Offices.

The Chief Bush Fire Control Officer may grant permission following the consultation process.

CONSULTATION

The following shall be consulted to ascertain if they support the application to conduct a fuel reduction burn:

- Local Fire Control Officer
- Department of Agriculture & Food WA
- Aboriginal Heritage

PERMISSION CONSIDERATIONS

When planning fuel reduction burns, due consideration is to be given to the following:

- Where large tracts of bush are involved, break the area up into cells for a rotational burning program.
- The method of burning to be applied; the practice of “ringing” a large area of bush is to be discouraged.
- Notification of adjacent landholders and other interested parties such as Department of Parks and Wildlife, DFES and plantation growers.
- The presence of Telstra, Western Power or Water Corporation installations in the area to be burnt.

- Prevailing winds and their possible effect on smoke from the fire.
- Aesthetics; in some instances it may be desirable to leave an unburnt buffer alongside main tourist roads etc.
- Appropriate time of the year to burn.
- Environmental considerations including potential erosion, weed invasion, protected flora and fauna habitat preservation

PERMISSION CONSIDERATIONS

All approvals shall be forwarded in writing to the applicant detailing the provisions of the burn.

Copies of all approvals shall be maintained on file at the Shire for record keeping purposes.

PROSECUTION

People burning Council reserves without permission or conducting reserve burns contrary to the provisions of any permissions granted will be liable for prosecution.

The Council and/or its duly authorized officer shall retain responsibility for all transactions relating to the enforcement or prosecution of offences relating to fire control matters.

RELEVANT INFORMATION	
ADOPTED	18 December 2008
REVIEWED	22 October 2018
COUNCIL POLICY	N/A
SOP/SAP	SOP 11 Fuel Reduction Burns
LEGISLATION	Aboriginal Heritage Act 1972 Agriculture and Related Resources Protection Act 1976 Bush Fires Act 1954 Conservation and Land Management Act 1984 Environmental Protection Act 1986 Heritage of WA Act 1990 Land Act 1933 Local Government Act 1995 Mining Act 1978 Soil and Land Conservation Act 1945 State Energy Commission Supply Act 1979 Water Authority Act 1987 Wildlife Conservation Act 1950-1979 Environmental Protection and Biodiversity Conservation Act 1999