



Bushfire Policies and Procedures Manual

January 2017

Shire of York Bushfire Policies and Procedures Manual

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Introduction

The Bush Fire Operating Procedures are guidelines adopted by the local government.

This document incorporates both the Administrative Procedures and Standard Operating Procedures.

This document is considered to be a living document that will, from time to time, require updating and annual review.

Review

The Shire of York Volunteer Bush Fire Brigade Operating Procedures will be reviewed annually at the Bush Fire Advisory Committee Annual General Meeting.

Interpretation

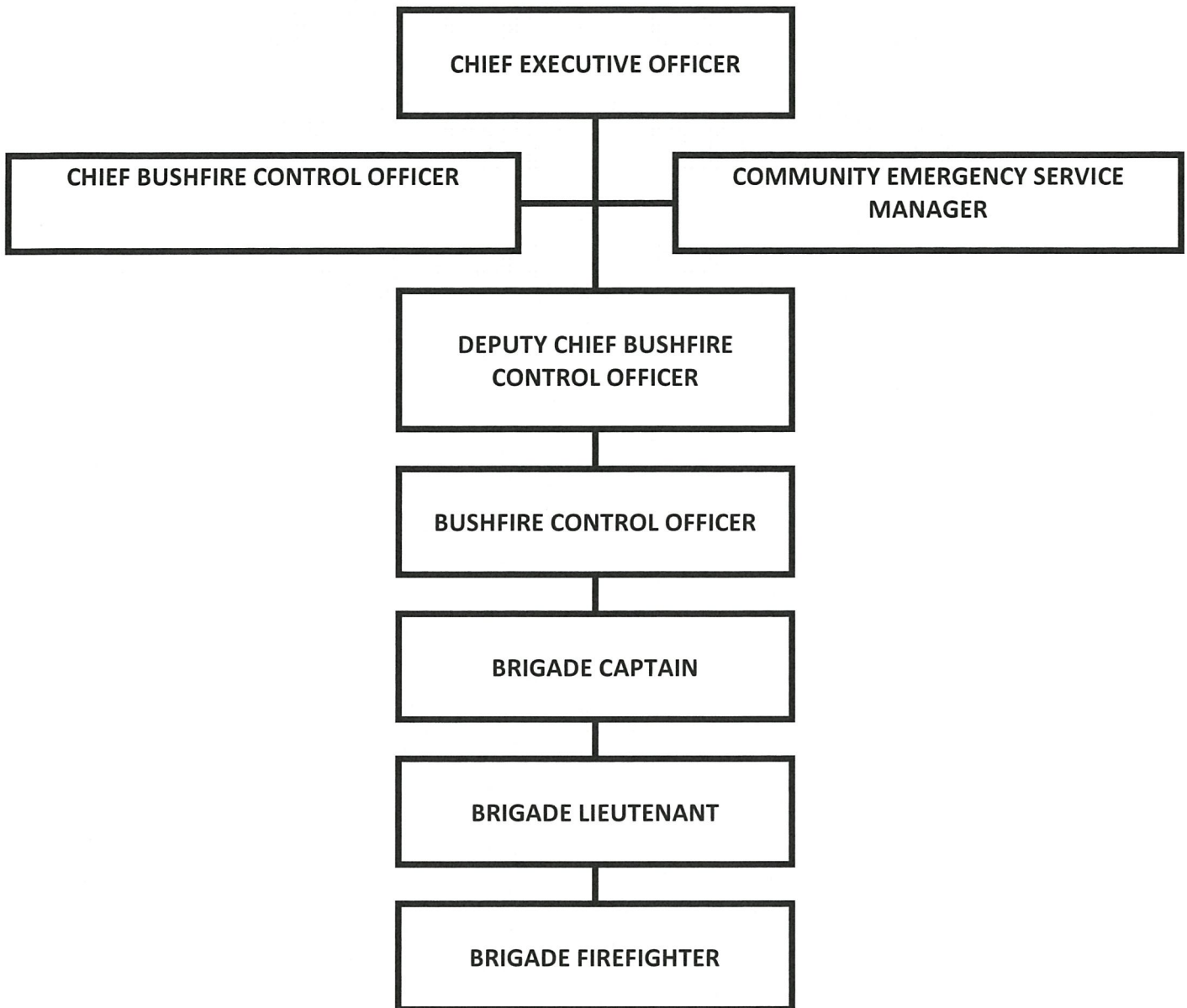
In these procedures, unless the context otherwise requires;

"The ACT"	means the Bush Fires Act, 1954 and amendments
"The Regulations"	means the Bush Fires Regulations 1954
"Council"	means the Shire of York 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 Section 35A of the Act.
"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 York
"CESM"	means the Community Emergency Services Manager
"CBFCO"	means the Chief Bush Fire Control Officer
"FCO"	means a Fire Control Officer
"Review Date"	will list the date a review has occurred via a Meeting of Council.
"Local Government"	means the Local Government established under the Local Government Act 1995.

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BRIGADE CHAIN OF COMMAND



Authorisation

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

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SECTION ONE

Administrative

Procedures

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1. OBJECTIVES AND VALUES

1.1 Objectives

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

- Provide timely, quality and effective emergency service;
- Minimize the impact of emergencies on the community;
- Work with the community to increase bush fire awareness and fire prevent
- Endeavour to ensure that active Brigade members training requirements are maintained and documented to meet DFES standards and that prior learning is to be taken into consideration;
- Ensure all operational equipment is serviceable and available for emergencies;
- Provide a workplace where every individual is treated with respect, in an environment free from discrimination or harassment;
- Work cohesively with other agencies;
- Report to council on matters referred to the Brigades by the Council, through the Shire of York Bush Fire Advisory Committee.

1.2 Values

Members are to adopt the following principles at all times when representing the Bush Fire Brigades of the Shire of York. These values shall include;

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

2. MEMBERSHIP

2.1 New Membership Application

- A new member is to complete a DFES volunteer nomination form and accept the Shire of York conditions for membership.
- The application must be endorsed by the Shire of York and DFES.

2.2 Conditions of Membership

The conditions of membership shall refer to:

- Active Firefighters
- Auxiliary Members

All Volunteer Bush Fire members are required to complete the DFES Volunteer Firefighter Pathway 1; this is inclusive of the following DFES courses:

- AIIIMS Awareness
- Introduction to Firefighting

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- Bush Firefighting

prior to the commencement of active fire fighter duties. Volunteers are not to be considered ready for active duty until all units have been completed.

Members must comply with the legislative requirements of:

- FES Act 1998;
- Bush Fires Act 1954 and Bush Fires Regulations 1954;
- Occupational Health and Safety Act 1984
- Equal Opportunity Act 1984; and
- The established guidelines of the Volunteer Bush Fire Brigade;
- Shire of York Administration Procedures and Standard
- Operating Procedures

2.3 Induction

- All new members shall be provided with a formal induction. New members will be:
- Introduced to Brigade members and shown all Brigade facilities.
- Instructed about any safety requirements.
- Complete the DFES Volunteer Fire Fighter Induction
- Made aware of Brigade duties and responsibilities.
- Provided with a mentor until such time as they are familiar with normal Brigade activities and operational requirements.
- Be informed that all Personal Protective Equipment (PPE) issued to them by the Brigade or the Shire of York is for Brigade activities only and remains the property of the Shire of York.

2.4 Brigade Commitments

Shire of York Volunteer Bush Fire Brigade members are required to maintain currency in training and active firefighting.

If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain or Fire Control Officer accordingly.

2.5 Change of Details

The Shire of York and Department of Fire and Emergency Services are to be notified of any change of personal details by completing a DFES volunteer application form and forwarding it to the Shire of York within fourteen (14) days of the change.

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

2.6 Termination of membership

Volunteer Bush Fire Brigade membership shall or maybe terminated when a member;

- Provides written notification of resignation to the Brigade;
- Has not been active with the Brigade for a period of Twelve (12) months that a member will be taken to have resigned from the Bush Fire Brigade.

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If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain, Lieutenants or FCO accordingly.

Where a membership is terminated, all property owned by the Shire of York should be returned to the Shire administration personnel within fourteen (14) days of giving notice. Failure to meet these conditions may require the Shire of York to seek reimbursement of costs against the member.

2.7 Suspension of membership

A volunteer member may be suspended by the Chief Bushfire Control Officer, Deputy Chief Bushfire Control Officer, Fire Control Officer or Brigade Captain where the member:

- Wilfully or negligently disregards The Bush Fires Act 1954, Bush Fires Regulations 1954, The Bush Fire Administration Manual; and
- Has performed an unsafe act that jeopardizes the safety of the member or others.

The suspended member will be excluded immediately from such Brigade duties and activities. The Brigade Captain 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 Chief Bushfire Control Officer or the Deputy Chief Bush Fire Control Officer in concordance with the Brigade Captain or area Fire Control Officer.

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

2.8 Rights of a Volunteer Member

Any person may lodge a written objection to the Chief Executive Officer or Community Emergency Services Manager should they consider they have been unfairly dealt with.

The CBFCO or CEO shall consider the objection and deal with it by either:

- Dismissing the objection
- Varying to the decision after consultation with the Brigade Captain and Fire Control Officers
- Revoking the original decision and imposing an different decision

2.9 Equal Opportunity and Grievance Process

The Shire of York policy is committed to providing a work environment in which all persons can expect to be treated with respect. It ensures that all employees and volunteers uphold State and Commonwealth laws concerning harassment and discrimination, and have a work environment that embodies the core values of the Shire.

3. MEETINGS OF THE BUSH FIRE BRIGADES

All meetings of the Bush Fire Brigade shall be minuted

3.1 Ordinary Meetings

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- The Brigade may at any time call an ordinary meeting of its members.
- The Brigade shall hold a minimum of two (2) ordinary meetings between 1 July and 30 June each financial year, one to be in conjunction with the Brigade AGM and as per the Shire of York Bush Fire Local Law.

3.2 Annual General Meeting

- The Brigade shall hold an annual general meeting in conjunction with this Bush Fire Administration Manual;
- A report shall be presented to the membership by the Captain and Treasurer of the Brigade;
- At this meeting all positions will be declared vacant;
- The CBFCO, DCBFCO or CESM will act as returning officer during the election of the new positions;
- The new office bearers will assume the positions as of the date of the AGM

3.3 Special Meeting

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

3.4 Quorum

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

- Shall consist of not less than 50% of the active Brigade members. Exclusive of the Captain and Secretary.
- No business is to be transacted at a meeting of the bush fire Brigade unless a quorum of Brigade members is present.

3.7 Voting

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

4. BRIGADE ELECTIONS

4.1 Nomination of Candidates for Brigade Elections

- Nominations are required to be presented at the Annual General meeting.
- 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.
- 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 person per position.

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

5. RULES

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

6. AMENDMENT TO ADMINISTRATION PROCEDURE MANUAL

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

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

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

The Shire of York Bush Fire Advisory Committee shall review the Volunteer Bush Fire Brigade Administration Procedure Manual at the meeting held in September each year. Proposed rules or amendments are to be sent to the CESM by close of business on 31 July. The Shire of York Bush Fire Advisory Committee will review any proposed amendments to the Administration Procedure Manual and make recommendation to Council for any addition, deletion or amendment.

7. COMPLAINTS AND GRIEVANCES

Any member who is unhappy with any matter in relation to the operation of a Brigade should raise their concerns with the Brigade Captain, Chief Bush Fire Control Officer or Deputy Chief Bushfire Control Officer in the first instance. If still dissatisfied, the member can complain in writing the CESM of the Shire of York.

8. THE DUTIES AND RESPONSIBILITIES OF VOLUNTEER BUSH FIRE BRIGADE OFFICE BEARERS

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The office bearers of a volunteer bush fire Brigade must be able to demonstrate current competencies for the position of office they are nominated prior to accepting the nomination or undertaking the duties and responsibilities of the said position.

8.1 Lieutenant

Role

The lieutenant of a volunteer bush fire Brigade is responsible for the operational management of volunteer bush fire fighters during Brigade activities. The position is required to provide both operational and administrative support to the Captain in managing the Brigade. The position reports to the Captain on all matters pertinent to the functioning of the Brigade and/or personnel whom they are supervising.

The Brigade should appoint a maximum of 2 lieutenant positions

- In the absence of the Brigade Captain the Lieutenant assumes all powers, responsibilities and duties of that officer.
- The Brigade must rank all Lieutenants in seniority. This will be determined by resolution at the Annual General Meeting. The Captain may exercise a casting vote, if required.

Duties and Responsibilities

Duties and responsibilities of a Brigade Lieutenant include:

- Provide support to the Captain and assist with the management of the Brigade;
- Demonstrate Positive leadership and mentor Brigade members.
- In the absence of the Captain administer all powers and responsibilities of the Bush Fires Act. (Bush Fires Act 1954, Part iv Section 44(1));
- Command and manage volunteer bush fire fighters during emergencies and other Brigade related activities;
- Maintain a personal log book with a record of events that occur during all incidents;
- Conduct briefings during and after incidents and maintain open lines of two way communications between fire fighters and management;
- Encourage positive interaction and teamwork between volunteer fire fighters;
- Ensure Shire of York, DFES and Brigade standing operating procedures are adhered to at Brigade activities;
- Ensure fire fighters engaged in firefighting activities hold competencies relevant to the task;
- Work cohesively with the Brigade training Officer to conduct training activities for volunteer fire fighters;
- To ensure the behaviour of fire fighters is in accordance with the Shire of York and DFES codes of conduct.

Criteria of Lieutenant

- Knowledge of managing a volunteer organisation
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills

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- Experience in managing operations
- Ability to perform under stressful conditions

Qualifications of Lieutenant

- A minimum of 2 years Firefighting Experience
- Following courses completed:
 - Introduction to Fire Fighting
 - Bush Fire Fighting
 - Advanced Bush Fire Fighting
 - AIIMS Awareness

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

8.2 Captain

Role

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

The position reports to the CBFCO on Brigade related matters and represents the Brigade at Bush Fire Advisory Committee (BFAC). The Captain may delegate authority to another operational Brigade member to represent the Captain at BFAC.

Duties and Responsibilities

Duties and responsibilities of the Brigade Captain include:

- Demonstrate positive leadership and mentor Lieutenant and Brigade members;
- Command, control and confidently manage firefighting activities at emergency incidents;
- To ensure AIIMS Incident Control System is implemented and maintained during all emergency incidents;
- Maintain a personal log book with a record of events and decisions that occur at an incident;
- Conduct Brigade briefings and post incident analysis of any incident involving firefighting or Brigade management issues;
- To ensure Brigade members deployed for operational duties have the competencies to complete the task or duty assigned and hold current qualifications to carry out the functions required, in accordance with this document and DFES Standard Operating Procedures;
- To undertake responsibility for the proper management and maintenance of Brigade property and equipment;
- Ensure conduct of bush fire Brigade members is in accordance with the Shire of York Policies, Procedures, Operating Guidelines and SOP's;
- Report any injuries of personnel or damage to fire fighting vehicles as soon as possible to the Shire of York;

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Criteria of Captain

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

Qualifications of Captain

- Firefighting experience of 5 years and preferable time spent as a Lieutenant.
- Following courses completed
 - Introduction to Fire Fighting
 - Bush Fire Fighting
 - Crew Leader
 - Advanced Bush Fire fighting
 - Structural Fire Fighting
 - Sector Commander
 - AIIMS awareness

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

8.3 Secretary

Role

The secretary is to manage administrative matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on administrative matters pertinent to the Brigade.

Duties and Responsibilities

The Secretary shall perform the following functions:

- Ensure members receive notification of Brigade meetings in accordance with this procedure manual;
- Prepare an agenda for Brigade meetings and distribute to members and to the Shire of York;
- Ensure minutes of Brigade meetings are recorded and distributed to all members and the Shire of York within fourteen (14) days;
- Disseminate circulars and other information to all Brigade members;
- Work cohesively with Shire of York management and administration staff on matters pertinent to Brigade administration;

Note: The position of Secretary and Treasurer may be combined.

Qualifications of Secretary

- An understanding of meeting procedure and minute taking
- Computer Skills

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8.4 Treasurer

Role

The role of the treasurer is to manage and report to the Brigade on all financial matters. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on financial matters pertinent to the Brigade.

Duties and Responsibilities

The Treasurer shall perform the following functions:

- Manage financial affairs of the Brigade;
- Maintain Brigade financial records and provide detailed report of income and expenditure at meetings;
- Ensure that the Brigade Financial records are audited by an external body or agency annually;
- Provide the Shire of York with financial statements of Brigade income and expenditure after each financial year;
- Work cohesively with Shire of York management and administration staff on matters pertinent to Brigade financial matters;

Note: As mentioned above the position of Secretary and Treasurer may be combined.

Qualifications of Treasurer

- Knowledge and understanding of accounting principles.
- Computer skills.

8.5 Fire Control Officer

Role

A Fire Control Officer is a delegated representative of the Local Government responsible for the administration of provisions within the Bush Fires Act 1954. The position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.

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

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

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

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Duties and Responsibilities

Duties and responsibilities of the Bush Fire Control Officer include:

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

Criteria of Bush Fire Control Officer

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

Qualifications of Bush Fire Control Officer

- Minimum 5 years of firefighting experience
- Following courses completed:
 - Introduction to Fire Fighting
 - Bush Fire Fighting
 - AIIIMS awareness
 - Crew Leader
 - Advanced Bush Fire Fighting
 - Sector Commander
 - Fire Control Officer

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

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8.6 Deputy Chief Bush Fire Control Officer (DCBFCO)

Deputy Chief Bush Fire Control Officers may be appointed by Council.

Role

- The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker, and planner and assists the CBFCO in managing the Bush Fire Organisation.
- The Deputy Chief Bush Fire Control Officer may deputise in the absence of the Chief Bush Fire Control Officer.
- Demonstrate positive leadership and mentor, FCOs, Captains and Brigade members
- If more than one FCO or Brigade is in attendance may take control of fire operations and be Incident Controller or part of the Incident Manager Team as delegated by the Incident Controller.
- The Deputy Chief Bush Fire Control Officer is responsible to the Chief Bush Fire Control Officer.

Criteria of DCBFCO

- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of York.
- Currently holds all of the preferred qualifications of the Fire Control Officer.
- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of York
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.

Qualifications of Deputy Chief Bush Fire Control Officer

- Minimum 5 years firefighting experience
- Following courses completed:
 - Introduction to Fire Fighting
 - Bush Fire Fighting
 - Aims Awareness
 - Crew Leader
 - Advanced Bush Fire Fighting
 - Structural Fire Fighting
 - Sector Commander
 - Fire Control Officer
 - Incident Controller Level 1
 - AIIMS 4
 - Ground Controller
 - Machine Supervision

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8.7 Chief Bush Fire Control Officer (CBFCO)

Role

- The role of the Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Organisation in the Shire of York and not as a 'hands on' fire fighter. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks within the Shire of York and is to ensure that the following tasks are achieved.
- During wildfire incidents manage the fire resources of the Shire and Brigades and when necessary act as the Incident Controller in accordance with Westplan Fire.
- Promote the AIMS Incident Management system to all FCO'S, Brigades and volunteer fire fighters within the Shire of York and ensure an Incident Controller is appointed for all Incident Levels (1-3).
- Ensure that FCO'S, Brigade Officers and volunteers are trained to a standard commensurate to the risk and equipment within the Brigade and Council area.
- Demonstrate positive leadership and mentor DCBFCOs, FCOs, Captains and Brigade members.
- Promote Community fire prevention as a priority, to identify and reduce fire hazards.
- Develop the fire organisation to effectively and efficiently control wildfires
- Develop and promote the use of Standard Operating Procedures and Guidelines, minimum training standards, identify hazards and assess risk to prevent injury volunteers and implement the principals of OHS for volunteers to develop a safe working environment for fire fighters.
- Ensure welfare preparedness is arranged for the provision of food, medical aid and counselling services for volunteers
- Establish and maintain effective communication and liaison with the Shire of York, FCO'S, Brigades, DFES, DPaW, Emergency services, statutory authorities and facilitate prompt response to fire incidents.
- Ensure that Brigades are involved in the development of Policy for the preparation of ESL Fire Appliance program, maintenance programs for Shire and Brigade owned equipment, incident de-briefing of wildfires, welfare and safety of volunteers.
- Promote the values of Volunteer Fire Brigades to the community and within the Brigades.
- Delegate specific tasks to DCBFCO'S, FCO'S, CESM or Brigades.
- Liaise with the Shire of York, DFES and other organisation to achieve the duties outlined above.

Criteria of Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of York
- Working Knowledge of the Shire of York Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of York.

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- Currently holds all of the preferred qualifications of the Fire Control Officer.
- Be a member of the DOAC, BFAC and LEMC

Qualifications of Chief Bush Fire Control Officer

- Minimum of 8 years firefighting experience
- Following courses completed:
 - Introduction to Fire Fighting
 - Bush Fire Fighting
 - AIIMS Awareness
 - Crew Leader
 - Advanced Bush Fire Fighting
 - Structural Fire Fighting
 - Sector Commander
 - Fire Control Officer
 - Incident Controller Level 1
 - AIIMS 4
 - Ground Controller
 - Machine Supervision

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SECTION TWO

Standard Operating Procedures

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Shire of York Bushfire Policies and Procedures Manual

INTRODUCTION

These Standard Operating Procedures (SOPs) are set of procedures, standards and guidelines approved by Council for the safe and efficient operation of Brigades and personnel at emergency incidents.

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

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

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SOP.1 DRIVING GUIDELINES FOR BUSH FIRE BRIGADES

Procedure No.	SOP.1
Procedure Subject:	Driving Guidelines for Bush Fire Brigades
Adoption Date:	
Last Reviewed:	

Introduction

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

Drivers should, in the first instance ensure the safety of the crew and the public when responding to a call, and secondly endeavour to arrive at the incident as soon as practicable.

Drivers should follow the principles outlined in this Standard Operational Procedure. No risk is justified if it is likely to prejudice the safe arrival of the appliance and crews at an incident or the safety of others within the community.

Driving an emergency vehicle under emergency conditions comes with a set of responsibilities that may have dire consequences if they are not performed rationally, competently, professionally and with consideration for others (road users, pedestrians etc.).

Procedure

Driving Conditions for Bush Fire Brigade Personnel

- All drivers must hold a valid and current class of driving license for the vehicle type that is being driven.
- All drivers must have the approval of the Brigade Captain, CBFCO, DCBFCO or CESM to drive the vehicle and where possible complete the DFES approved course for the appropriate class of vehicle.
- Driver holding "P" Plates may drive appliances as part of driver training; however are not to drive to or at emergency/incidents.

Fire Call Conditions Code I

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

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Normal Road Conditions Code 2

- When returning to fire station, attending training or exercises and general operations:
- No emergency warning lights and sirens are to be used.
- ALL road rules must be obeyed at ALL times

Driving Requirements For Offroad Use

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

General

- Fire Fighters must at all times, drive with due care and attention and continue to show consideration to other road users.
- It is essential that the privileges granted by law are not abused.
- Crew Care and Safety must be ensured at all times when driving.
- Warning Lights are to be in operation at all times when brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
- The MAXIMUM speed limit for the vehicle class is to be observed at all times on roadways.
- Brigade units are not to be used other than for call outs or normal brigade activities as defined the Bush Fires Act so as to receive insurance cover

Turn Out Procedure

- All firefighting appliances are to respond as Emergency Vehicles (Code 1) unless instructed otherwise,
- The initial response to fires will be as Emergency Vehicles (**Code 1**). Subsequent support vehicles are to travel under **Code 2** UNLESS OTHERWISE DETERMINED BY THE INCIDENT CONTROLLER.
- Station/Group radio operators may downgrade/upgrade responding vehicles on advice from the Incident Controller.
- For response to fire/incidents or alarms where there is a HIGH LIFE RISK FACTOR – e.g. Schools, Hospitals, Nursing Homes, incidents involving aircraft or buses, ALL vehicles will respond Code 1 unless otherwise determined by the Incident Controller.

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

SOP.1 Review Date(s)			

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SOP.2 PERSONNEL PROTECTIVE EQUIPMENT

Procedure No.	SOP.2
Procedure Subject:	Personnel Protective Equipment
Adoption Date:	
Last Reviewed:	

Standard of dress for all Fire Fighting Personnel will be:

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

Recommended Standard for Bush Fire Fighting

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

Equivalent Standard

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

SOP.2 Review Date(s)			

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SOP.3 ALCOHOL AND DRUG CONSUMPTION

Procedure No.	SOP.3
Procedure Subject:	Alcohol and Drug Consumption
Adoption Date:	
Last Reviewed:	

Procedure

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

SOP.3 Review Date(s)			

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SOP.4 CREWING OF BRIGADE FIRE APPLIANCES

Procedure No.	SOP.4
Procedure Subject:	Crewing of Brigade Fire Appliances
Adoption Date:	
Last Reviewed:	

Procedure

- Bush Fire appliances travelling to and from incidents shall only carry personnel who are safely seated in the cab or on specially designed seating fitted with seat belts and in accordance with the any written Law or Policy relevant to that class of vehicle.

SOP.4 Review Date(s)			

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

Procedure No.	SOP.5
Procedure Subject:	Detection of Fires, Shire Response and Mobilisation of Brigades
Adoption Date:	
Last Reviewed:	

Detection and Reporting of Fires

- The normal notification of a fire is through the '000' Emergency Number
- Report all fires to Department of-Fire & Emergency Services Communication Centre via channel 328 or by telephoning 1800 198 140 and CESM 0427 057 719.

Shire Response to Calls

During Prohibited Fire Season

- On receipt of a report of a fire or other emergency call through 000 an SMS will be made turning out all brigades to every fire until such time as they are stood down.
- A brigade may be placed on 'standby' if determined by the location of the fire.

During Restricted and Unrestricted Fire Season

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

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

Standby

For the purposes of this SOP 'STANDBY' means that personnel are to go to the fire station and make the vehicle ready for departure should the need arise, and are to remain there until stood down.

SOP.5 Review Date(s)			

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SOP.6 SMOKE AFFECTED ROADS

Procedure No.	SOP.6
Procedure Subject:	Smoke affected roads
Adoption Date:	
Last Reviewed:	

Procedure

- Fire burning on or near road verges, with smoke obscuring vision, is potentially the most dangerous situation volunteers can find themselves in. More fire fighters have been killed or injured in this situation than any other firefighting activity.
- Treat traffic like electricity! Do not attempt to work in smoke reduced visibility until you are sure the flow has been cut off.
- Extreme caution must be taken and the following procedures followed at all times:
- The Incident Controller will request police to provide traffic control at the earliest possible moment.

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

- For the safety of fire fighters any roadway where fire fighters are working must be closed if there is a risk of injury or accident
- Where possible fire fighters should look for alternative work environments other than the roadway.

Gazetted Roads under the Care & Control of the Local Government

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

Gazetted Roads under the Care & Control of Main Roads (MRWA).

- If the Road is a major Highway or arterial road under the care of Main Roads then Main Roads shall be contacted via the police to have the Road closed and signed accordingly.
- The Incident Controller shall request MRWA to formulate and implement a Traffic Plan. The request shall be made via the DFES communication Centre or the Police
- If police assistance is unavailable, and a detour is not possible, then the Road or Roads are to be closed when fire operations are be undertaken from any gazetted roadway.

If a motorist "IGNORES" instructions from a duly authorised person then the offender's registration number and the time should be noted and reported to the police at the first opportunity. Action will be taken. The Incident Controller must be notified **by radio** immediately when a motorist disobeys any direction and proceeds.

Fire appliances **must** have all emergency lights on and headlights dipped when working in a visibility reduced hazard.

BRIGADE PERSONNEL HAVE A DUTY TO THEMSELVES AND THE TRAVELLING PUBLIC TO ENSURE THAT ALL OPERATIONS ARE PERFORMED WITH MAXIMUM SAFETY

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SOP.6 Review Date(s)			

SOP.7 RADIO CALL SIGN SYSTEM

Procedure No.	SOP.7
Procedure Subject:	Radio Call Sign System
Adoption Date:	
Last Reviewed:	

Procedure

- Radio call signs for units shall be in accordance with the Shire of York 'Radio Call Sign Bush Fire Net' sheet and the UHF CHANNEL's call sheet, as published annually.

SOP.7 Review Date(s)			

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SOP.8 ACCIDENT REPORTING

Procedure No.	SOP.8
Procedure Subject:	Accident Reporting
Adoption Date:	
Last Reviewed:	

Procedure

- All accidents and near miss accidents must be reported.
- All accidents and near misses on an operational fire ground must be reported to either the
 - CBFCO
 - DCBFCO
 - CESM
 - Incident Controller
 - Brigade Captain
 - Officer in Charge
- The CBFCO/CESM will arrange for the accident to be investigated and the report must be with the Area Officer within seven days using the correct form.

SOP.8 Review Date(s)			

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SOP.9 MUTUAL – BETWEEN SHIRES AND REGIONS

Procedure No.	SOP.9
Procedure Subject:	Mutual – between Shires and Regions
Adoption Date:	
Last Reviewed:	

Introduction

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

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

Shire turnout responsibilities

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

Regional Operation Centre Responsibilities

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

Resource Request

- When a request is made to the Shire of York to supply resources (Task Forces/Strike Teams) to another Shire then the following should apply.
 - The Chief Bush Fire Control Officer with the Deputy CBFCO's / CESM will decide on the number of resources that will be sent out of the Shire at any given time.
 - A Delegated Shire Representative should accompany these appliances

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- York VFRS will be alerted that Shire resources will be leaving the Shire and Brigades will be alerted via SMS that resources are leaving the Shire.
- Crews responding to a mutual aid request should ensure they have eaten before being dispatched to the fire. Subsequent welfare will be the responsibility of the Incident Controller.

SOP.9 Review Date(s)			

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SOP.10 FIRST AID

Procedure No.	SOP.10
Procedure Subject:	First Aid
Adoption Date:	
Last Reviewed:	

Procedure

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

SOP.12 Review Date(s)			

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SOP.11 DECEASED PERSON / PRESERVATION OF SCENE

Procedure No.	SOP.11
Procedure Subject:	Deceased Person / Preservation of Scene
Adoption Date:	
Last Reviewed:	

PROCEDURE

- The Police have a requirement under the Coroners Act and Police Routine Orders ***to view the body of a deceased person, in situ*** so that evidential information and forensic details may be obtained. As a consequence, Brigade personnel are requested to assist the Police by strictly adhering to the following guidelines:
 - At any incident where death occurs the body is to remain in situ and the area immediately secured awaiting the arrival of the Police and Forensic Services.
 - Where the body is in a public place and visible by the public it should be screened if possible.
 - Where removal of the deceased to a place of security is essential, the Incident Controller should attempt to obtain as much information as possible prior to the removal of the body with consideration being given to the following:
 - Status of the deceased (i.e. General public, fire fighter etc.)
 - Details of fire activity at the time of the incident causing death
 - Possible cause of death (i.e. burns, smoke etc.)

In order that Brigade resources are not unduly placed on Standby for lengthy periods whilst awaiting the arrival of the Police, the Incident Controller is to request Police attendance as soon as possible after initial incident appraisal.

SOP.11 Review Date(s)			

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SOP.12 INCIDENT NOTIFICATION PROCEDURES

Procedure No.	SOP.12
Procedure Subject:	Incident Notification Procedures
Adoption Date:	
Last Reviewed:	

Incident Controller

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

Brigades

- The OIC of the appliances shall:
 - Notify COMCEN that receipt of SMS has occurred
 - When mobile to the incident.
 - Upon arrival at the incident.
 - When leaving incident scene
 - Arrival on station

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SOP.13 VEHICLE FIRES OUTSIDE OF GAZETTED TOWNSITE

Procedure No.	SOP.13
Procedure Subject:	Vehicle Fires Outside of Gazetted Townsite
Adoption Date:	
Last Reviewed:	

Introduction

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

Procedure

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

Note

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

SOP.13 Review Date(s)			

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SOP.14 STRUCTURE FIRES OUTSIDE OF GAZETTED TOWN SITE

Procedure No.	SOP.14
Procedure Subject:	Structure Fires Outside of Gazetted Town Site
Adoption Date:	
Last Reviewed:	

Introduction

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

Procedure

- Once the initial call has been received and the brigade has turned out to the structure fire incident, the crew leader or incident controller must advise DFES communications that the York Volunteer Fire and Rescue is required to attend due to the nature of the incident. Also the crew leader may request that Police, ambulance and Western Power attend if necessary.
- The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the structure fire. The information on the incident shall be relayed to DFES communications. The BFB crew leader or incident controller shall look for any potential hazards to the firefighters and the public.
- Before any type of firefighting is conducted, power shall be isolated at the buildings power box by removing all fuses and shutting down the mains switch, the firefighter conducting the size up must also note if solar power modules are located anywhere on this structure. LPG cylinders shall also be isolated at the cylinder valves.
- Firefighting activities for the Bush Fire Brigades are limited to defensive techniques only and brigades shall not enter the structure at any time. Defensive firefighting is to protect surrounding assets and to prevent the fire spreading.
- The BFB crew leader or incident controller shall conduct a thorough SITREP hand over and hand control of the structure fire incident to the York Volunteer Fire and Rescue officer in charge.

Note

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

SOP.14 Review Date(s)			

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SOP.15 HARVEST, VEHICLE MOVEMENT AND HOT WORKS BANS

Procedure No.	SOP.15
Procedure Subject:	Harvest and Vehicle Movement Ban
Adoption Date:	
Last Reviewed:	

Introduction

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

Procedure

- The Chief Bushfire Control Officer for the Shire of York is also a delegated Fire Weather Officer for the Shire of York; the CBFCO in this role must liaise with a minimum of 2 other Fire Control Officers located throughout Shire of York to conduct weather readings using the appropriate tools such as Kestrels weather metres. The information and readings that has been gathered by these FCO's must be recorded and relayed to the CBFCO. The CBFCO in conjunction with the CESM will then make the decision to impose a ban if required.
- The following information shall give reason for the CBFCO of the Shire of York to impose a harvest and vehicle movement ban:
 - The weather readings taken have indicated a Grass Fire Danger Index (GFDI) of 32
 - A Total Fire Ban that has been implemented by the Department of Fire and Emergency Services
 - Lack of firefighting resources located in the Shire of York
 - Bushfire incidents currently ongoing in the Shire of York
- The CBFCO may request that the delegated FCO's take readings every day during the Prohibited Fire Season.
- Once the decision has been made to impose the harvest, vehicle and hot works ban then the following notifications must be made;
 - Send SMS notification via the Shire message service
 - Email or phone the ABC harvest ban announcement service if Ban announced before cut off
 - Send notification to bordering Shires
 - The CESM and CBFCO shall record the readings and record them on the Shire of York system

Note

- If CBFCO or DCBFO is unable to be contacted the CESM in consultation with the Shire President is authorised to impose Harvest, Movement, Hot Works Bans if weather readings exceed a GFDI of 32 without further consultation

SOP.15 Review Date(s)			

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SOP.16 BACK BURNING DURING BUSHFIRE INCIDENTS

Procedure No.	SOP.16
Procedure Subject:	Back burning During Bushfire Incidents
Adoption Date:	
Last Reviewed:	

Introduction

In the right circumstances back burning can be an effective technique to stop the spread of bushfires or protect assets during emergency situations.

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

Some reasons for conducting back burns;

- Asset protection
- Inaccessible country to fight the fire in traditional means
- UXO known areas
- Squaring up fire boundaries
- Burning out to firebreaks

PROCEDURE

- All techniques of fire suppression must be explored to suppress the fire before the choice is made to conduct a back burn
- A risk assessment shall be considered prior to the all-clear given for any back burn to be conducted
- Weather readings may be taken prior to any back burn been conducted
- **ONLY** the incident controller can give permission to carry out this task
- All personnel shall record the proceedings of the back burn in the personal fire diary

Note

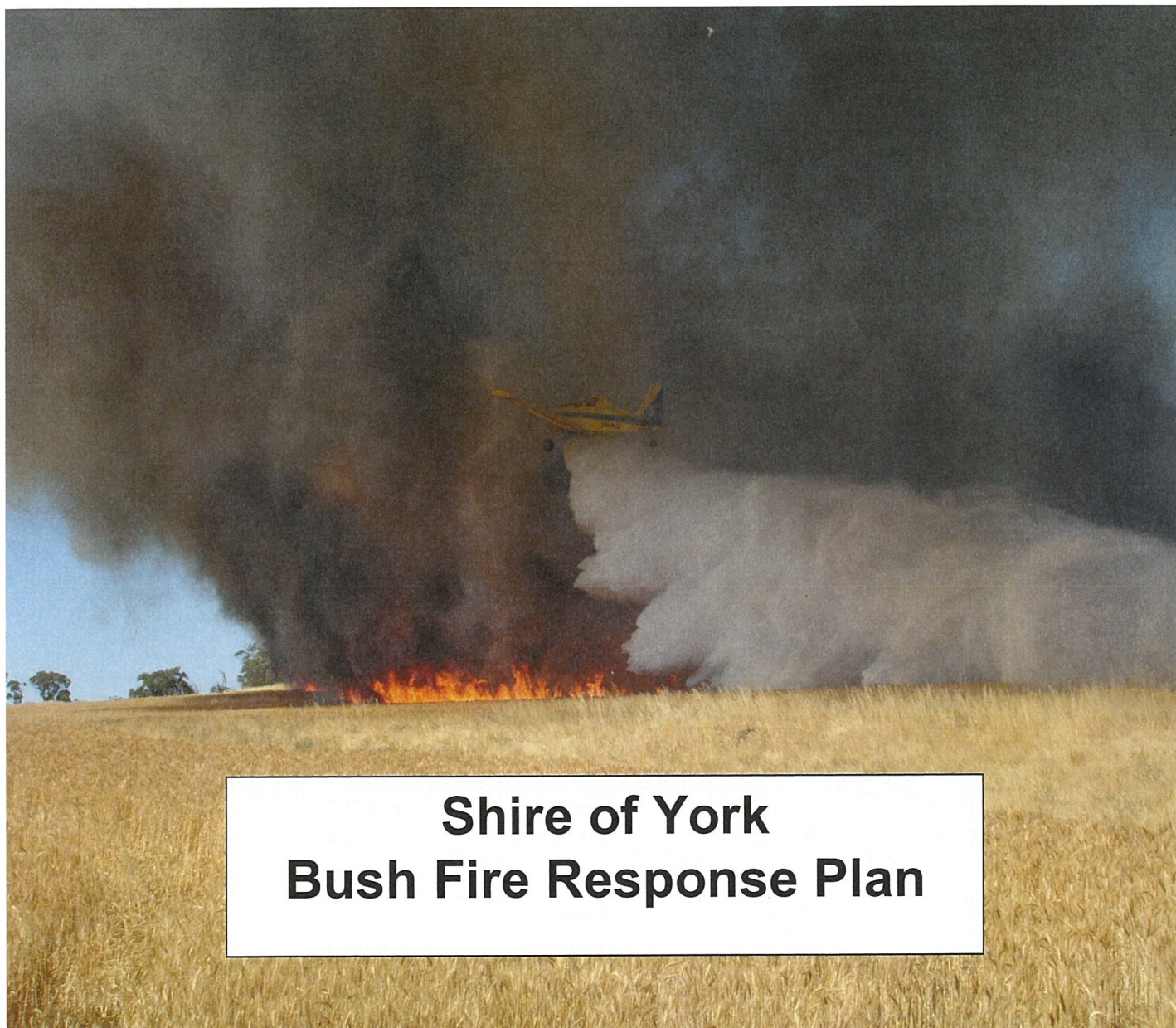
- There is a difference between back burning and burning out pockets, Permission shall still be sought if burning out pockets is required.

SOP.16 Review Date(s)			

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SHIRE OF YORK



Shire of York Bush Fire Response Plan

Living Document

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Aim, Activation of Plan & Objectives

Aim

The aim of this plan is to reduce the occurrence and minimise the impact of bush fires within the Shire of York.

Activation of Plan

Plan will be activated in the following circumstances;

- When there is the report of a fire when the Forrest or Grassland Fire Danger Index is greater than 32.
- In the case of an escalating Grass or Bush Fire
- Under the Chief Bush Fire Control Officer's directive
- DFES Regional Duty Officer's recommendation

Objectives

- To identify resources available for fire suppression
- To coordinate fire suppression resources within the Shire
- To provide action procedures governing mutual aid between authorities.
- To define a coordinated radio communication network for fire suppression.
- To provide procedures for coordination of support functions
- To provide a fast initial attack and rapid build up of fire suppression forces if required.
- To define by prior nomination the officers responsible for Incident Control.

Distribution List

Name
Shire of York
York Volunteer Fire and Rescue Service
York Volunteer Fire & Emergency Services
York Local Emergency Management Committee
Talbot, Burges, Malebelling and Greenhills Bush Fire Brigades
York Police Station

Review Responsibility

The responsibility to review and update this document rests with the CEO of the Shire of York, as the Local Government is determined as the Hazard Management Agency (HMA) for fire on local government lands. This responsibility may be delegated by the CEO. It is anticipated that other agents will participate (i.e. Bush Fire Advisory Committee and the LEMC)

Review Schedule

This document will be reviewed at the Bush Fire Advisory Committee Meeting in **April yearly** unless an earlier review is recommended by the Bush Fire Advisory Committee. Contact details will be reviewed by the CESM and the Shire of York CEO (or delegate) annually prior to the Bush Fire Advisory Committee meeting. The Bush Fire Advisory committee will endorse the plan as effective at the pre-season meeting annually.

Review History (Amendment List)

Review Number	Date	Plan Section	Reviewed by
Original	September 2007	All	BFAC
Draft	July 2013	All	CESM
Review 1	November 2016	All	A/CESM
Review 2	November 2016	All	A/AO
Review 3	January 2017	All	A/CESM

Shire of York Local Government Area

General Description

The Shire of York is located on the South West of the central wheat belt; the town site is situated 98 kms East of Perth, with the nearest regional centre being Northam, 37 kms to the North.

The Shire covers 2010 square kms and has a growing population for a West Australian country Shire. The growth is due mainly to the development of special Rural Sub-divisions and in more recent time's substantial growth within the town site itself.

The Shire has a population of approximately 3600 compared with 3100 a decade ago. There are approximately 1550 dwellings of which approximately 1200 are situated inside the town site. New dwellings are constantly being built within the Shire.

The Shire's primary industries are broad acre farming, tourism (in excess of 220 000 visitors annually) and extractive industries.

Specific Bushfire Risk - Present environment affecting fire

The Shire has an increasing number of small landholders, which in itself has created an environment that has increased the values and the potential for more fire.

The major fire threats to the District are cereal harvesting, hay transporting, Westrail activities, and activities on small rural lots. Major road links also pass through the Shire. The threats within the town sites consist of houses, hotels, service stations, light industry, public buildings and the transport of hazardous materials by both rail and road.

There are special high-risk areas within the Shire. These include;

- Parks & Wildlife (P&W) reserves in the Talbot Brook Water Catchment area, Avon River, Mt Brown, Greenhills Town site, Mt Bakewell (Dyott Range) and Gwambygine Park.
- Environmental tree planting and tree plantations.
- Hilly country bordering from town boundary extending West on both sides of the Great Southern Highway for approximately six kilometres.
- Mackie Hay (Hay Export Facility).
- The summer weather pattern has a ramification on fire behaviour within the Shire. Lightning strikes are one of the largest causes of fire. Constantly high temperatures with hot gusty North Easterly winds causes suppression difficulties if a fire is given time to escalate.

- Recent history has shown that power lines can also be a high risk element.

Environmental & Cultural Issues

Consideration to be given to the following areas;

- Avon River Reserve
- St Ronan's Well – heritage and rare flora
- Mount Brown – rare flora
- Mount Bakewell – rare flora
- Indigenous Heritage Sites have been identified at both Gwambygine – Great Southern Highway and York – Quairading Road sites.
- Dieback within P&W managed forest areas

Land Use

- The Shire of York has three town sites within its borders.
 - The town of York is the main town site consisting of 1200 dwellings and includes satellites of special rural sub-divisions areas. The Town site area is gazetted under the WA Fire Brigades act and as such is serviced by the York Volunteer Fire and Rescue Service. The Avon River flows through the centre of town, posing a high fire risk. Due to environmental constraints the reserve has not been managed and fuel loads are extremely high. Rocky and hilly terrain surrounds the town making access to semi rural dwellings very difficult.
 - The town of Greenhills has a hotel/function centre bakery and approximately 10 other buildings. There is also a CBH facility within the town. Tourist buses frequent the town. The town is surrounded by open grass land and broad acre farming is conducted right up to boundary of the town. Fire protection is managed by the local progress association and the Greenhills Brigade.
 - The town of Kauring has approximately 25 dwellings. Bordering on bushland, it has little fire protection. Degree of accessibility is reduced due to the Boonmull Gully running through the township.

- The semi rural sector of the shire is growing rapidly with many hobby farmers moving to the area. These include new subdivisions abutting on to bushland and steep terrain. The fire risk in this rural sector is increased by the potential of the irresponsible use of welders, angle grinders, slashers, ride on mowers and recreational vehicles during the fire season. There are also a high percentage of absentee landowners in this sector.
- The major commercial businesses that are of note are Mackie Hay Export Hay Enterprise on the York Quairading Road and the Wood Yard/ Straw storage trucking centre on Gt Southern Hwy (South).

Specific Hazards

Industrial operations that may pose significant hazards to fire fighters include:

- EMFERT fertiliser facility
- CBH grain handling facility
- Gilmac/Mackie Hay export facility
- York Light Industrial Area
- Farm hay and machinery sheds.

Special Risks

Flora

- Within P&W reserves in the Talbot Brook Water Catchment area in the south west of the Shire.
- Environmental Tree planting and tree plantations
- Within the Mt Bakewell, Mt Brown and St Ronan's Well areas.

Outdoor Recreation Areas

- Hang gliding from Mt Bakewell. Access routes are permission limited.
- Ultralight plane flying school and club, Whitegum Farm airstrip, Cameron Road.
- Skydive Express airstrip, Spencers Brook York Road.
- Offroad recreation vehicle area / Motocross Track, Spencers Brook York Road.
- York Race Course horse racing track, Spencers Brook York Road.

Infrastructure

- Many communication towers are situated on Mt Bakewell, Police, Radio repeaters VHF and UHF and a Vodafone tower. Mt Bakewell has natural vegetation and scrublands on its slope with limited access
- The repeater for Ambulance communication is situated on Mt Brown. Mt Brown also has natural vegetation and scrublands throughout with firebreaks in place. One access point off Quairading – York Road has been blocked by Water Corporation with chains and logs.

Private Properties

Special Rural Sub-divisions as described in land use above.

Restricted Access

- Limited access is available to the Avon River within the town site.
- There are locked gates in place at the Wambyn Reserve. Keys are accessible from either York Shire, York Ranger, York 4.4 or Talbot 3.4
- Access to the southern side of Mount Brown is difficult. The Water Corporation has placed chains and logs across access tracks.
- Access to Mount Bakewell is difficult and only available through private property

Water Resources

Helitacs dedicated loading zones

- Garry Lawrence's Farm Dam - off Cut Hill Road
- School dam – Ulster Road
- EMFERT (collar tank) – 134 Burges Siding Road
- Clive Owens Farm Dams – 823 West Talbot Road
- Denis Luelf Farm Dams – Luelf Road and Clifton Road
- Blue Pool
- Fairclough's Farm – 1195 Talbot Road
- Terry Davies Farm – 3592 Great Southern Highway 96411449 or 0429 411 449
- Hawksley Farm – Cubbine Road
- York VFES Portable Collar Tank – 26 Maxwell Street

Water tanks

- Talbot hall
- Greenhills fire shed
- Malebelling fire shed
- Burges fire shed
- York VFES Portable Collar Tank and fast fill pump trailer

Shire and Privately owned Water tankers

54 000 L available. Listed in resources.

Greenhills CBH site has a water tanker permanently on standby.

Standpipes

Standpipes are available to fill all appliances and tankers at;

- Mannavale
- Gwambygine (Electronic swipe card)
- Railway Road (Electronic swipe card)
- Lincoln St (Electronic swipe card)
- Burges Siding
- Hamersley Siding
- Shire of York Depot
- CBH Greenhills, Hydrant next door to Hotel.
- York VFES Building, Hydrant Maxwell Street.

Incident Notification

- The normal notification of a fire is through the Local Government '000' service agreement system.

Current 000 SERVICE AGREEMENT for YORK (S)

In order to advise Local Government of 000 calls promptly it is suggested that contacts are 24/7 numbers.
The 4th contact will always be DFES Regional Duty Coordinator

No more than 3 contacts per LGA will be recorded.

Our 24 hour, 365 day emergency 000 contacts from the Communications Centre are as follows:

Organisation	Role	Name	Contact Type	Number
1 Shire of York	CBFCO	Jeremy Warwick	Mobile (All Hrs)	0428 411 024
2 Shire of York	CESM	Troy Granville	Mobile (All Hrs)	0427 057 719
3 Shire of York	DCBFCO	Warwick McGregor	Mobile (All Hrs)	0428 932 025
4 DFES Goldfields Midlands Region	Regional Duty Co-Ordinat	DFES Regional Duty Co-Ordinator		9990 2300

Note: Contacts may make reference to an SMS group which allows multiple pagers or mobile phones to be attached to that group. An SMS list form needs to have been completed.

Alterations to contacts:

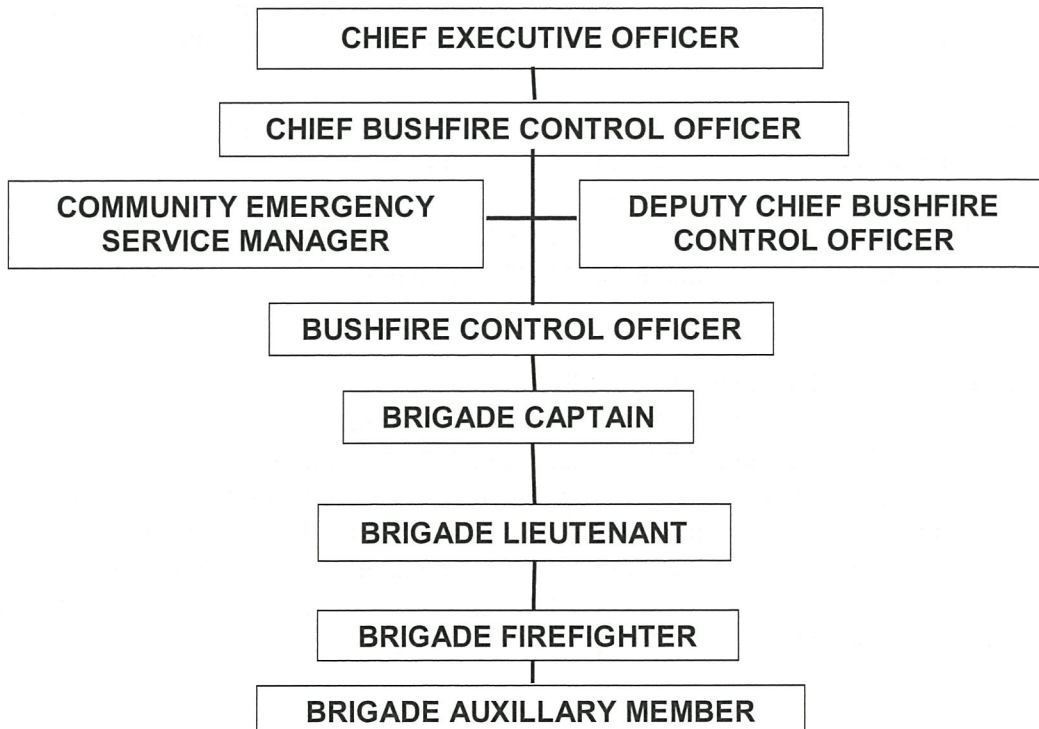
Organisation	Role	Name	Contact Type	Number
1. _____				
2. _____				
3. _____				

Local Government Chief Executive Officer		DFES Area / District Manager	
Print Name	Signature	Print Name	Signature
_____	_____	_____	_____
Contact Number	Date	Contact Number	Date
_____	_____	_____	_____

Instructions for Local Authority in the event of any alterations to the list above;

1. Complete the Alterations section with the changes required.
2. CEO to sign form.
3. Local Authority to fax a copy to DFES Regional Office for Authorisation by DFES Area / District Manager.
4. Area/District Manager to email a signed copy to DFES Communications Centre at fcaddata@dfes.wa.gov.au, or fax to 9395 9299 (Attn: FCAD Communications Systems Officer).

CHAIN OF COMMAND



Local Notifications

- UHF and VHF radio
- SMS Messaging
- CBFCO to be contacted immediately as well as the nearest FCO to the fire.
- At the earliest opportunity the Officer in Charge will report the situation to DFES Communication Centre. (Refer Bushfire Policy & Procedures Manual – Appendix 1)
- The FCO (Fire Control Officer) will, if the fire is under control and no further assistance is required, cancel other brigades on route to the fire by use of the DFES Communication Centre, VHF radio and the pager systems.
- Additional resources can be coordinated through the York Community Emergency Services Manager, Shire Ranger or DFES Communications Centre (ComCen)
- All fires are to be reported to DFES District Office, Northam **(ALL HOURS PHONE: 9690 2300) during the prohibited burning period**

During Prohibited Burning Periods

- On receipt of a '000' fire emergency telephone call the Senior Officer, in consultation with other officers involved with the call will cause a SMS to be made turning out a minimum of two (2) brigades + York VFES to every fire. The two (2) remaining brigades shall be put on "Standby" until such time as they are called to the fire or stood down.
- The brigades on 'Standby' are determined by the location of the fire that being the two furthest brigades from the fire's location.
- On days of 'Severe' and above Fire Danger Rating all brigades shall be turned out on receipt of a '000' fire call.
- All fires are to be reported to DFES District Office, Northam **(ALL HOURS PHONE: 9690 2300) during the prohibited burning period**

During Restricted Burning Periods

- At the commencement of the Restricted Season in November and at the end of the restricted Season in April, each call will be assessed on receipt of the 000 emergency telephone call and a decision as to how many brigades will be turned out will be made. This turn out must still be carried out through the use of the SMS service so that other brigades are aware of the fire and can commence to make themselves available if required.

During Unrestricted Burning Periods

- On receipt of a '000' fire emergency telephone call, a minimum of one unit from the brigade in whose area the fire is located, will be turned out to check every report of a fire regardless of the belief that it is a controlled fire until the fire is confirmed as being under control by radio, telephone or visit.

Handover Protocols

To provide support to local governments and Bush Fire Brigades, the Bush Fires Act 1954 was amended to enable a local government to request that DFES, under Section 13(4):

Where a bush fire is burning in the district of a local government the Authority may, at the request of the local government, authorise a bush fire liaison officer to take control of all operations in relation to that fire.

This section has been amended to allow a DFES Bush Fire Liaison Officer (BFLO) or another person to take control of a bush fire burning on Local Government or Conservation land at the request of the Local Government or the CALM Act CEO, or due to the nature and extent of the fire, DFES may, without a request, authorise a BFLO or another person to take control of a fire.

When DFES authorises the BFLO or another person to take control of the fire that person has control of all Bush Fire Control Officers, Bush Fire Liaison Officers, authorised CALM Act Officers and Officers and members of Bush Fire Brigades present at the fire.

Any person who is not a BFLO and is authorised under this section has same powers as a BFLO.

Local Government Procedures Guide

Bush fire	Definition	Action	Notification
<p>Level 1 <u>Small Incident</u></p>	<p>A level 1 incident is characterised by being able to be resolved through the use of local or initial response resources only. In a level 1 incident the major function is operations, that is, to resolve the incident. Control of the incident is limited to the immediate area, and, therefore, the operations function can usually be carried out by the Incident Controller. Being relatively minor, the other functions of planning, public information and logistics, will, generally be undertaken concurrently by the Incident Controller.</p> <p>A level 1 incident is typically characterised by the following conditions:</p> <ul style="list-style-type: none"> • Local response/resources required • No significant issues • Single or limited multi agency response (day to day business) • Minimal impact on community • Low risk of incident escalation 	<p>Manage incident from within Local Government resources.</p> <p style="text-align: right;">Brigades advise LGA</p>	
<p>Level 1 <u>Multiple Incidents</u></p>	<p>A number of simultaneous minor fires (4) occurring on days of very high or extreme fire danger.</p>	<p>Consider managing incidents as per Type 2 incident.</p> <p>Ensure IMT is established commensurate to the incidents</p>	<p>Local Government advises DFES District Office</p>
<p>Level 2 <u>Medium Incident</u></p>	<p>A level 2 incident is characterised by being more complex either in size, resources required or risk involved.</p> <ul style="list-style-type: none"> • Deployment of resources beyond initial response • Sectorisation of the incident • The establishment of functional sections due to the level of complexity 	<p>Ensure IMT is established commensurate to the incident.</p> <p>Request IMT support if required.</p> <p>Consider: Activating the Incident Management Group which is the operational arm of the LEMC</p>	<p>Local Government advises DFES District Office.</p>

<p>Level 3 <u>Large</u> <u>Incident</u></p>	<p>A level 3 incident is characterised by the degree of complexity that may require the establishment of divisions for effective management of the situation. These incidents will usually involve delegation of all functions.</p>	<p>Establish fully resourced IMT Activate the Incident Management Group</p>	<p>Local Government advises DFES District Office</p>
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Initial Appliance & Resource Turnout

Incident Classification for Local Government Bush Fire Brigades

Incident response will be indicated as a result of consideration of the following factors

- Grassland Fire Danger Index
- Nature of asset at risk
- Size of fire at time of notification

Availability Rosters

There are no formal on call rosters for the volunteer Bush Fire Brigades within the Shire of York.

An SMS Pager is sent out to all registered mobile phones and message put over the VHF Channel 353 of fire details.

Current List of Members

Please refer to **Appendix 3** of this document for a contact list for active members of all Brigades.

Refer to the Local Government or Brigade listings, or to the DFES OMS database for a comprehensive listing of all current records, including DFES training competencies.

Alternatively, for a current list of all Brigade Captains, FCOs and office bearers refer to the current edition of the DFES regional directory.

York Bush Fire Brigade Resources

York Appliances		
Location/ Vehicle ID	Call Sign	Selcall Number
Maxwell Street – 4.4R	York 4.4	26414
Talbot Road – 3.4R	Talbot 2.4	26415
Greenhills Road 3.4R	Greenhills 3.4	26401
Sees Road – 2.4R	Malebelling 2.4	
Boyercurtty Road – 1.4R	Burges 1.4	

Private Resources – Appliances		
Owned by	Vehicle Type	Contact
Graham Bishop	2 x 3.4 R	0427 411 967
Peter Boyle	3.4R and	0429 882 496
Walter Johnson	3.4R	9641 1154
Tony Boyle	2.2R	0429 882 497
Graham Penny	3.4R	9641 6067
Peter Monger	3.4R	0414 778 419

Private Resources – Tankers		
Owned by	Quantity	Contact
Peter Boyle	7000L	0429 882 496
Andrew Boulton	7000L	0418 908 867
Marty Brennan	9000L	0427 707 663
Humphrey	4000L	9641 1414
Lance Ludgate	12 000L	9641 7012
Tony Robinson	4000L	9641 1173
Erin Emin	2000L	0427 381 981

Australian Interagency Incident Management System (AIIMS)

1. DFES, P&W and the Shire of York adopt the Australasian Interagency Incident Management System (AIIMS)
2. All agencies recognize the AIIMS and its establishment on the fire ground through the formation of an Incident Management Team (IMT).
3. At all multi agency incidents, all agencies will recognise a single IMT normally identified through a common Incident Control facility.
4. Regardless of jurisdictional and geographic boundaries, agency command structures are utilised through the formation of divisions or sectors or through the appointment of liaison officers;
5. If appropriate, the Incident Controller is encouraged to nominate expertise of other fire agencies as formal members of the IMT;
6. At level 3 multi-agency incidents, the appointment of an Incident Controller is by the FES Commissioner.
7. The designated Incident Controller has the decision-making authority at the incident and is respected by all services and rank.

Incident Management Structure

Level One Incident

Initial responding officer will maintain control. It is conceivable that this officer may maintain logistics and planning functions, but may pass operations to another officer, if the incident requires this.

Will contact ComCen and give SITREP every half hour

A report to the CBFCO will be made.

The incident will probably be made safe within less than 8 hours, with minor disruption to the community.

Local Brigade resources will be sufficient to contain and patrol until safe.

Level Two Incident

The escalation to a “level II” incident would be obvious when the initial response is insufficient to manage the incident, due to its scale or complexity. It is conceivable that the competencies required for the control of the incident would be such that a senior officer (CBFCO) would be required or a DFES manager to relieve the first arriving officer, who may take a lesser role in the incident management structure.

A full Incident Management (IMT) structure will be implemented, using the AIIMS structure. Officers should be fully competent in the roles that they will occupy at the level they are expected to operate.

It is likely that the time to control may be greater than 8 hours (potentially days) with significant community involvement.

It is also likely that significant external resources would be required to supplement local ones. The DFES Regional Duty Officer will be involved, if only for coordination functions. Reporting to the Regional DFES Office should be regular and accurate.

If it is apparent that the incident may escalate beyond local resources, or become more significant in terms of losses, the actioning of a Transfer of Control under Section 45 to DFES should occur.

Level Three Incident

For an incident of this size and/or complexity, the OIC should have already established contact with the Regional Duty Officer of DFES for assistance. At this stage, significant assistance should have been gained from DFES and resources from surrounding local governments. DFES through Section 45 would take control at this stage.

The OIC and the remainder of persons within the IMT should have sufficient competencies for any functions that they are to perform.

Mobilisation Arrangements & Plans Across Districts

Response to requests for assistance from outside agencies

Informal contingency arrangements exist with neighbouring Shires for cross border response. DFES Duty Officer to be contacted to assist.

Communications

Monitored by Community Emergency Services Manager, Shire Ranger and the closest FCO to the fire.

The Shire of York uses the DFES VHF radio network Channel 353 for normal operations. Where possible, sectorisation of the fire should take place and each sector should be allocated a Simplex channel (ie channels 354,355,356 or 359). In addition the Shire also monitors the UHF repeater frequency, CHANNEL 5, as used by the farming community and is in a position to respond on UHF radio to farming units.

Local Authority (Area)	DFES 6IP Repeater Network	Primary Shire Repeater Channel			Primary Simplex Channels		DEC Repeater Network
York	328		353		354	356	9
Northam	328		329		357	354	9
Mundaring	328		346		357	356	9
Beverley	328		108		357	356	9
Cunderdin	328		164		356	357	n/a

Communications Redundancy Plan

- Table of radio channels as above
- DFES Communications trailer. To be arranged via the duty officer. Likely positions for communications trailer dependent on fire direction and weather, Mt Brown, Cut Hill, Mt Bakewell or the VFES building.

Control Point Requirements

Description	Service	Contacts
Level 1 Minor Incident	CESM Vehicle at site of fire with maps, VHF and UHF radios, tabards and documentation	0427 057 719 Call sign York CESM
Level 1 Multiple Incidents Or Level 2 Medium Incident	DFES Northam's Incident Control Vehicle or Emergency Service Building	Sat phone: 0420 107 326 Ph: 9641 1546
Level 3	Emergency Service Building	Ph: 9641 1546

Coordination Centres

- York Emergency Services Unit Building
Maxwell Street York
Phone: 9641 1546
- York Shire Depot
Maxwell Street York
Phone: 9641 1219
Fax: 9641 2995

Air Support

Air support to assist with fire-fighting operations, is available from DFES.

- **Air reconnaissance** can be requested through the DFES regional **Duty Officer** on **9690 2300**.
- **Air Attack** can be requested through the DFES Communications Centre. Radio **channel 328** or by ringing **1800 198 140**.

When requesting an aircraft the following will be required;

1. Fire location
2. Ground Controller
3. Nominated air attack radio channel

Air Support - Fire Suppression Strategies

Water bombers should be used when there is significant threat to property and the fire cannot be contained on the ground.

Water bombers can also be requested for a fire if conditions are very high or above. Requesting officers should be aware that Air support is strictly prioritised, and aircraft can be withdrawn at any time if there is a greater need for their services elsewhere.

Adopted Standard Operational Procedures

The Shire of York have adopted Standard Operational procedures in place.

Funding Arrangements & Protocols

Funding assistance is available through the DFES Regional Office. To trigger this assistance the Regional Duty Officer must be notified on **9690 2300** at the time of the incident. No funding assistance will be available retrospectively.

To ensure local suppliers are paid promptly, all invoices must be made out to DFES.

Safety Protocols

On a Fire-Ground

- PPE. Minimum standard to be worn on the Fire Ground.
 - Long Sleeved Shirt
 - Long Pants
 - Boots
- IMT Structure defined.
- Communications planning in place.
- Reporting Protocol in place for reporting accidents to people and equipment on the fire ground.

Traffic Management Protocols

Traffic management needs to be considered whenever fire-fighting activities (including hazard reduction and training activities) occur within the Shire.

- The Shire is responsible for all traffic management on Local Government roads and will use Shire vehicles, trained Shire staff and signage to achieve this.
- Police will be called in when traffic management is required on main arterial roads or at a high level incident.

Note: In the case of fire or emergency activities, fire officers may cause roads to be shut (*Bush Fires Act (1954) – section 39g*), for the protection of fire-fighters and/or road users.

Guidelines for road safety for planned short duration delays are indicated in Traffic Management 4.8 (included as Appendix 5), Operational Safety on Roadways.

Logistical Contacts

Appendix 2

Brigade Rules

Refer Bushfire Policy and Procedures Manual. Appendix 1

Evacuation Procedures

The decision to evacuate is made by the HMA Incident Controller and implemented by the WA Police Service; there are two categories of evacuation, namely Immediate and Planned.

The State Emergency Management Committee (SEMC) Policy Statement No.5 - Evacuation Policy provides direction.

Evacuation Considerations

Immediate

Evacuation of this kind will require an instant decision by the Hazard Management Agency. The Incident Controller should advise the WA Police Service Liaison Officer of:

1. The urgency of the evacuation
2. The estimated area of evacuation
3. The likely duration of the evacuation
4. The safe direction for evacuation

Planned

Where circumstances permit, an orderly evacuation may be achieved.

Welfare Centres

1. Recreation Centre
South Street York
Phone: 9641 2233
2. York Town Hall
Joaquina St York
Phone: 9641 2233

Welfare Coordination

Will be conducted by the York LEMC via the DCPFS. A coordinator will be appointed.

Public Alerts Procedures

Local Government to contact DFES Duty Officer who will distribute information via the DFES Comcen to Media.

Appendix 4 – Public Alert Contacts

Post Incident Procedures

Level I – debrief only at Brigade or LG level as required.

Level II or above - a formal PIA should be conducted using DFES's policy 54.

Recovery

The Emergency Management Act 2005 (Section 36 [b]) legislates that it is a function of a local government to manage recovery upon an emergency affecting the community in its district.

This includes all activities intended to return the community to normal as soon as possible after the impact of a disaster or emergency.

Post Fire Recovery Strategies	Responsible Organisation
Restoration of essential services	Shire of York
Consider safety of public facilities – close if unsafe	Shire of York
Remove any dead animals away from public sight (tracks and fence lines)	Shire of York
If required, obtain carers for injured fauna	DEC, Dept of Food & Agriculture
Clean up the fire site and appropriately rehabilitate areas adversely affected by the fire or fire suppression	Shire of York or DEC

activities. Close and rehabilitate any unwanted firebreaks during fire suppression activities	
Inspect and assess Shire road networks and associated infrastructure	Shire of York
Consider restricting public access to the area until safe to enter. Possible burning trees etc...	Incident Controller
Check power lines for safety if in the fire area	Synergy
Facilitation of post trauma recovery counselling	Shire of York

Emergency Medical Services Protocol

LOCAL MEDICAL SERVICES

Description	Service	Contacts
Medical Transport	SJ Ambulance – York, Northam & Beverley	000
First Aid – Standby	SJ Ambulance	9641 2100
First Aid Post (Level II or III)	SJ Ambulance volunteers (tent)	9641 2100
York Medical Group	Doctor	08 9641 0000
York Hospital	Local Hospital	08 9641 0200
Northam Health Service	Regional Hospital	08 9690 1300

Appendices

Appendix 1

Shire of York Bushfire Policy & Procedures Manual

Appendix 2

Logistical Contacts

Appendix 3

Brigade Contacts

Appendix 4

Media Contacts

Appendix 1.

(See attached document)

Appendix 2

Logistical Contacts

SHIRE CONTACTS

Community Emergency Services Manager	Troy Granville		0427 057 719	
Shire Ranger	John Goward / or Contract Ranger	9641 2489	0417 181 349	
Shire Office	CEO – Paul Martin EMIDS – Paul Crewe EMCCS – Susie Haslehurst	9641 2233 9641 1238	0417 670 047 0438 288 755 0438 972 735	
Shire Depot	Works Supervisor - Peter Murray Works Manager – Allan Rourke	9641 1219	0409 580 222 0429 602 583	

EMERGENCY CONTACTS

Police	York	9641 1400		
Hospital	York	9641 1200		
Ambulance	York	000		
SES	York	000		
Fire & Rescue	York	000		
CSR	Main Roads	1800 013 314		
Western Power	Emergency Hot Line	9427 4368	Fire Incidents on WP property	1800 198 140
Water Corp		131 375 or	9420 2353	
Westrail		9326 2215		
Telstra		132 203		

OPERATIONAL CONTACTS

DFES	Regional Operations Centre	9690 2300	All hours	
Murray McBride	DFES AO Lower Wheatbelt	9690 2303	0427 002 698	
P&W	Narrogin	9881 9200	9881 9200	
Fire Weather	Spot Weather	9263 2260		
Harvest Ban	Hotline	9641 2819		

		<u>NEIGHBOURING CONTACTS</u>		
<u>Beverley Shire</u>				
CEO	Steve Gollan	9646 1200	0429 461 200	
CBFCO	Bruce Kilpatrick	9646 4004	0428 464 006	
<u>Northam Shire</u>				
CEO	Jason Whiteaker	9622 6100	0419 927 123	
CBFCO	Matt McQueen	9574 1659	0439 741 572	
CESM	Daniel Hendrikson		0458 080 818	
<u>Quairading Shire</u>				
CEO	Graeme Fardon	9645 1001	0429 451 001	
CBFCO	Alec McRae	9645 1172	0429 451 172	
CESM	Daniel Birleson		0448 008 653	

LOCAL SERVICES

Name	Service	Phone	Mobile	Fax
Shire of York	Machinery Supply	9641 1219	0429 602 583	9641 2995
Bush Contracting	Machinery Hire	9641 2241	0417 941 809	
York Earthmoving	Earthmoving	9641 1772	0419 043 594	9641 1772
Smith Contracting	Earthmoving	9641 2104	0408 939 295	
TNT Pizza Takeaway	Meals	9641 2600		
Terrace Café	Meals		0411 088 814	
IGA York	All Grocery Items	9641 1006		9641 2715
Castle Hotel	Meals, drinks	9641 1007		9641 1564
Smiths Shell Gull York	Fuel	9641 1224	0428 135 432	
Home Hardware	Hardware	9641 1993		9641 2619
Castle Hotel	Accommodation	9641 1007		9641 1564
York Palace	Accommodation	9641 2454	0426 181 948	
York Motel	Accommodation	9641 2066		9641 2066
Swann Lodge	Accommodation	9641 2044		
Settlers House	Accommodation	9641 1096		9641 1093
Hillside Retreat	Accommodation	9641 1065	0411 199 541	

NEIGHBOURING SERVICES

Name	Service	Phone	Mobile	Fax
Fire Mitigation Sevices	Fire Fighting Machinery		0429 086 726	

Appendix 3. **Brigade Contact Lists**

CHIEF AND DEPUTY BUSH FIRE CONTROL OFFICERS

<i>Name</i>	<i>Title</i>	<i>Phone</i>	<i>Mobile</i>	<i>Sellcall</i>	<i>Call sign</i>
Jeremy Marwick	CBFCO	96414068	0428 411 024		York Chief
Wayne Collins	DCBFCO	96417010	0417 099 589		York Deputy 1
Warrick McGregor	DCBFCO		0429 932 025		York Deputy 2
Laurie Fairclough	DCBFCO	9643 1014	0427 431 014		York Deputy 3

TALBOT BUSH FIRE BRIGADE

<i>Name</i>	<i>Title</i>	<i>Phone</i>	<i>Mobile</i>	<i>Sellcall</i>	<i>Unit</i>
APPLIANCE				26415	Talbot 3.4
Gary Lawrence	FCO	9641 1286	0417 927 465		Talbot 6
Terry Davies	FCO	9641 1449	0429 411 449		Talbot 12
Peter Bush		9641 2325	0417 941 809		Talbot 14
David Wallace	FCO	9641 4070	0427 902 987		Talbot 15
Adrian Emin		9641 1176	0427 431 045		Talbot 16

GREENHILLS BUSH FIRE BRIGADE

<i>Name</i>	<i>Title</i>	<i>Phone</i>	<i>Mobile</i>	<i>Sellcall</i>	<i>Unit</i>
APPLIANCE				26401	Greenhills 2.4
Paul Jenkinson	FWO	9641 4063	0439 927 209		Greenhills 2
David Jenkinson	FCO	9641 4090	0428 176 921		Greenhills 2
Charles Boyle		9641 4021	0409 882 498		Greenhills 4
Simon Penny	CAPT/FCO	9641 6067	0417 990 616		Greenhills 7

BURGES SIDING BUSH FIRE BRIGADE

<i>Name</i>	<i>Title</i>	<i>Phone</i>	<i>Mobile</i>	<i>Sell call</i>	<i>Call Sign</i>
APPLIANCE					Burges 1.4
Rhys Turton	CAPT/FCO		0417 412 565		Burges 2
Andrew Boulton	FCO	9641 1412	0418 908 867		Burges 1
Glen Davies	FCO	9641 1029	0488 198 877		Burges 8
Steven Chipper	FCO	9641 1438	0427 086 586		Burges 9
Peter Monger		9641 1640	0414 778 419		Burges 3

MALEBELLING BUSH FIRE BRIGADE

<i>Name</i>	<i>Title</i>	<i>Phone</i>	<i>Mobile</i>	<i>Sell Call</i>	<i>Call sign</i>
APPLIANCE					Malebelling 2.4
Peter Boyle	FCO	9641 1186	0429 882 496		Malebelling 5
Malcolm Cole					Malebelling 4
Tim Springbett	FWO		0428 417 018		Malebelling 3
Bruce Gentle	CAPT/ FCO	9641 1030	0417 987 054		Malebelling 7

YORK VFES UNIT

<i>Name</i>	<i>Title</i>	<i>Phone</i>	<i>Mobile</i>	<i>Sell Call</i>	<i>Call sign</i>
APPLIANCE			0407 385 353	26414	York 4.4
Troy Granville	CAPT/FCO		0409 397 303		York 2
Warrick McGregor	LT / DCBFCO	9641 1698	0429 932 025		York Deputy 2
Neil Crouch	SES	9641 1920	0427 751 845		York 3



How to activate public information

When should I activate public information?

The Department of Fire and Emergency Services (DFES) public information system should be activated during any incident where there is a possible threat to lives or homes, or where there may be heightened community concern, for example a small bushfire where there is a lot of smoke near homes and a number of roads closed.

Information should be made available to the DFES Coordinator Public Information (CPI) as soon as possible to alert the community to danger in the area.

At incidents where DFES is not the Hazard Management Agency (HMA), the CPI can issue public information when requested. All information must be provided to the CPI by the HMA.

A CPI is always on call 24 hours a day, with Media and Corporate Communications performing this role from 8am-6pm weekdays and 9am-5pm on weekends during summer.

During large scale or prolonged emergencies the State Operations Public Information unit will operate 24/7 and work with the onsite Public Information Section to coordinate and deliver public information.

DEPARTMENT OF FIRE AND EMERGENCY SERVICES

PUBLIC INFORMATION

0427 479 499

Alternative numbers:

DURING OFFICE HOURS

Mon-Fri (Dec-Apr) 8am-6pm: 9225 5955

Sat-Sun (Dec-Apr) 9am-5pm: 9225 5955

AFTER HOURS

Coordinator Public Information (CPI): 0427 479 499

Page the MLO: 9476 0179 (metro only)

Coordinator Public Information personnel

- Lauren Gardiner
- Zoe Fulwood
- Bren McGurk
- Ros Mulcahy
- Siobhan Negri
- Lurline Byles
- Trinity Brookes
- Stig Lamberth
- Nicola O'Callaghan
- Kate Parkey
- Georgina Forde
- Nic Hatherly
- Lindsay McCabe
- Brian Greig
- Glenn Knight
- Almora Boucher
- Wendy Rudge
- Lynette Tomassi
- Erica Blake
- Lou McGown
- Lisa Wilde

Manager Media and Communications

- Ivana Oroz-Bootsma

Director Media and Corporate Communications

- Hannah Tagore

Go to www.dfes.wa.gov.au to access alerts and news
Email us: media@dfes.wa.gov.au

Bushfire Talking Points

PAGE 1 of 2



Contact DFES Media and Corporate Communications

Phone: 0427 479 499 or 9225 5955 Email: media@dfes.wa.gov.au Page: 9476 0179 radio ComCen

APPROVED BY INCIDENT CONTROLLER (Print Name):		Phone No:	
Incident Number:	Author:	Date:	Time:
Location of fire (area/suburb/town, between what roads, towards landmark):			
City/Town/Shire of:			

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

EMERGENCY WARNING issued for (streets, area/subdivision/suburb that will be impacted by fire):	
It is safe to leave? <input type="checkbox"/> No <input type="checkbox"/> Yes	Is it safe to actively defend? <input type="checkbox"/> No <input type="checkbox"/> Yes
Is there ember attack/spot fires? <input type="checkbox"/> No <input type="checkbox"/> Yes	Up to how many metres?
SEWS to be used? <input type="checkbox"/> No <input type="checkbox"/> Yes	Homes will be impacted in (number of hours):
Telephone warning system to be issued? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, IC to call SAO on 1300 566 588

WATCH AND ACT issued for (streets, town/area/subdivision/suburb under possible threat):	
Is there ember attack/spot fires? <input type="checkbox"/> No <input type="checkbox"/> Yes	Up to how many metres?
Is it safe to actively defend? <input type="checkbox"/> No <input type="checkbox"/> Yes	It is safe to leave? <input type="checkbox"/> No <input type="checkbox"/> Yes

ADVICE issued for surrounding (streets, town/area/subdivision/suburb):	
<input type="checkbox"/> Driving messages? <input type="checkbox"/> Near homes messages?	Is there a lot of smoke? <input type="checkbox"/> No <input type="checkbox"/> Yes

ALL CLEAR issued for (streets, town/area/subdivision/suburb):	
Can people return home? <input type="checkbox"/> No <input type="checkbox"/> Yes	If no, when: Date: Time:
What are firefighters doing?	<input type="checkbox"/> Firefighters are working to strengthen containment lines <input type="checkbox"/> Crews are currently mopping up and will leave the area safe <input type="checkbox"/> Firefighters will monitor the area for the rest of the day/night

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