



SHIRE OF
Kent

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Volunteer Bush Fire Brigade Guidelines and Operational Procedures

March 2025

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Guidelines Review

Date	Details of amendment	Amended by	Approved By
13 March 2025	Guidelines initiated and endorsed by BFAC	Produced by CESM alongside the HR & WHS officer in consultation with the Bushfire Advisory Committee.	BFAC
			Endorsed by Council

The distribution of the Shire of Kent Volunteer Bush Fire Brigade Guidelines and Operational Procedures will be to the Shire CEO, Fire Control Officers, Shire CESM, registered volunteer firefighters and via the Shire Website.

PURPOSE OF THIS DOCUMENT

This document serves as a comprehensive resource outlining the management, roles, and responsibilities of the **Shire of Kent Volunteer Bush Fire Brigades**. It provides operational guidance and information aligned with the ***Bush Fires Act 1954 (WA)***, the **Shire of Kent Bush Fire Brigades Local Law**, and other relevant legislation.

This document is not:

- A delegation or policy document; delegations and policies are determined by the **Shire of Kent Council** and are available separately.
- A substitute for formal training or education about fire behaviour, legal liability, and firefighting practices.

This document is intended to:

1. Act as a reference for Fire Control Officers (FCOs) and volunteer firefighters by summarising essential information and legal responsibilities.
2. Provide guidance on operational procedures, including the issuance of permits, incident response, and fire management.
3. Outline the chain of command and the roles of various officers as prescribed by the ***Bush Fires Act 1954 (WA)*** and local laws.
4. Promote a culture of safety and compliance with **Work Health and Safety (WHS)** obligations.

This manual is integral to the Shire's commitment to ensuring that Shire of Kent employees and volunteers operate safely, effectively, and in accordance with their legal obligations.

Integration with Other Legislation, Plans, and Policies

It is imperative to read this manual in conjunction with the following key legislation, policies, and plans to ensure a comprehensive understanding of the operational, legal, and safety frameworks governing bushfire management in the Shire of Kent:

Legislation:

- ***Equal Opportunity Act 1984 (WA)***
- ***Fire and Emergency Services Act 1998 (WA)***
- ***Bush Fires Act 1954 (WA)***
- ***Local Government Act 1999 (WA)***
- ***Work Health and Safety Act 2020 (WA)***

Shire of Kent Documents:

- **Shire of Kent Code of Conduct**
- **Shire of Kent Bush Fire Brigades Local Law 2024**
- **Shire of Kent Policy Manual**
- **Shire of Kent Council Delegations Register**

State Policies and Plans:

- **State Hazard Plan – Fire**
- **State Emergency Management Policy (State EM Policy):**

- **Emergency Public Information**
- **Community Evacuations**
- **Traffic Management During Emergencies**

Other Relevant Plans and Policies:

This manual may intersect with other operational plans or policies not explicitly listed here. Users are encouraged to identify and refer to any additional documents as required for specific scenarios.

ACRONYMS

AIIMS – Australasian Inter-Services Incident Management System

AO - Area Officer

BFB – Bush Fire Brigade

BFAC – Bushfire Advisory Committee

BOPS – Brigade Operational Procedures

CBFCO – Chief Bushfire Control Officer

CESM – Community Emergency Services Manager

CEO – Chief Executive Officer

DBFCO – Deputy Bushfire Control Officer

PaW – Parks and Wildlife (Department of Biodiversity, Conservation and Attractions)

DFES – Department of Fire and Emergency Services

DO – District Officer

FCP – Forward Control Point

FCO – Fire Control Officer

FRS – Fire and Rescue Service

HVMB – Harvest and Vehicle Movement Ban

IC – Incident Controller

ISG – Incident Support Group

LGGS – Local Government Grant Scheme

OMS – Operational Management System

SMS – Short Message Service

SEMP – State Emergency Management Policy

TRK – Training Resource Kit

VFRS - Volunteer Fire and Rescue Service

VFES - Volunteer Fire and Emergency Service

UHF – Ultra High Frequency

VHF – Very High Frequency

DER – Department of Environment and Regulation

DBCA – Department of Biodiversity, Conservation and Attractions

LEMC – Local Emergency Management Committee

CIVIL LIABILITY

The *Fire and Emergency Services Act 1998* (WA) provides liability protection for any person acting under Western Australian emergency services legislation:

- Per section 37(1), individuals do not incur civil liability for actions taken in good faith while performing or attempting to perform functions under the emergency services acts, including the *Bush Fires Act 1954* (WA).
- Per section 37(1a), protection applies to actions undertaken within the scope of a person's authorised roles as a volunteer firefighter.

DOCUMENT DISTRIBUTION

The Bush Fire Brigade Guidelines and Operational Procedures will be distributed to all registered volunteer firefighters to ensure they have access to the necessary information and guidelines. Upon registration, volunteers will receive the manual via email or, if requested, as a hard copy. The latest version of the manual will be available for download on the Shire of Kent's website.

Updates to the manual will be communicated promptly, and revised versions will be made available to all recipients to ensure the Shire's firefighting operations adhere to the latest guidelines and procedures.

1. VOLUNTEER BUSH FIRE BRIGADES

1.1 Establishment of a Bush Fire Brigade

The Shire of Kent Council, under the provisions of section 41(1) of the *Bush Fires Act 1954* (WA), has the authority to establish and maintain Bush Fire Brigades to ensure adequate fire protection for the district. The Shire will ensure that sufficient resources, training, and administrative support are available for the effective operation of these Brigades.

When establishing a Bush Fire Brigade, the Local Government must:

- Assign a name to the Brigade and/or its associated sub-areas, as per section 41(2) of the *Bush Fires Act 1954* (WA).
- Define the area of responsibility for the Brigade, specifying the geographical scope of its activities.
- Appoint Fire Control Officers (FCOs) in accordance with the requirements set out in section 38(1) of the *Bush Fires Act 1954* (WA).

Appointments and Vacancies:

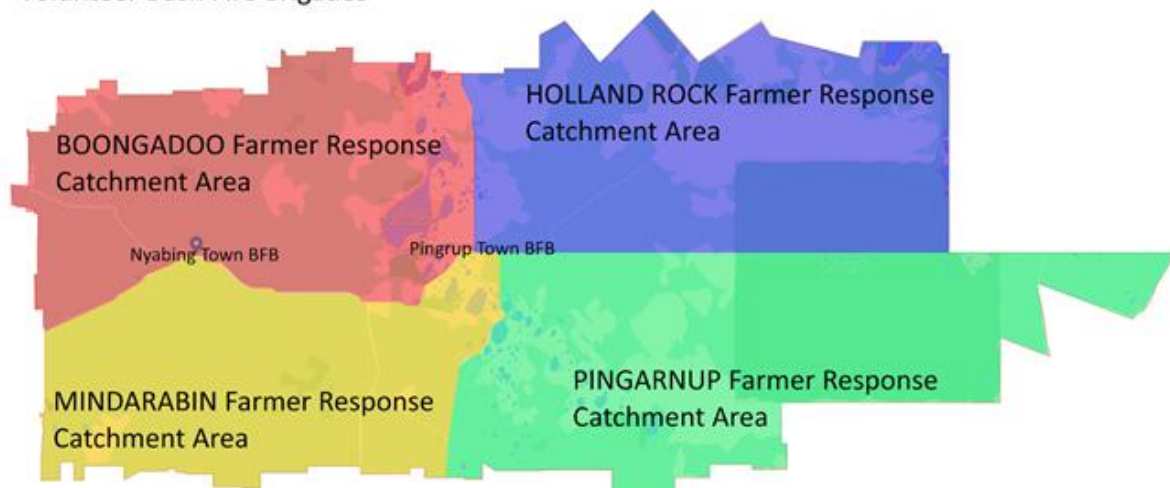
- The Local Government will consider relevant qualifications and experience when appointing Fire Control Officers.
- Should a position become vacant, the Shire will appoint a nominee recommended by the CBFBCO within a mutually agreed timeframe.

1.2 Shire of Kent Bush Fire Brigades

The current Brigade names and profiles are as follows:

Brigade	Profile
Boongadoo	Farmer Response
Holland Rock	Farmer Response
Mindarabin	Farmer Response
Nyabing Town	Settlement Brigade
Pingrup Town	Settlement Brigade
Pingarnup	Farmer Response

SHIRE OF KENT
Volunteer Bush Fire Brigades



1.3 Membership of a Bush Fire Brigade

Membership of a BFB includes the following roles:

- a) **Operational members:** undertake all normal brigade activities and have completed the required training qualification as determined by the local government.
- b) **Trainee members:** members who have not completed the basic training qualification as determined by the local government.
- c) **Support members:** members who are not otherwise classified as an operational member.
- d) **Cadet members:** members aged 11 to 15 years admitted for the purpose of training and are not to attend any incident.
- e) **Life members:** A member who a brigade may by a simple majority resolution appoint as a life member in recognition of services by that person to the Bush Fire Brigade.
- f) **Honorary life members:** A member who a brigade may by a simple majority resolution appoint as a honorary life member in recognition of services by that person to the Bush Fire Brigade.

1.4 Positions of a Bush Fire Brigade

A BFB may include the following positions:

- a) **Captain:** Operational leader of the Brigade.
- b) **Lieutenant(s):** Assist the Captain in operational management.
- c) **Fire Control Officer:** Nominated by the Brigade to the Bush Fire Advisory Committee and forwarded to the local government for consideration and ratification. Duties include acting independently of the BFB and may also include incident control.
- d) **Secretary:** Manages the Brigade's administrative records.
- e) **Treasurer:** Manages the Brigade's financial records.
- f) **Equipment Officer:** Ensures firefighting equipment and appliances are maintained in operational condition.
- g) **Training Officer:** responsible for the coordination of brigade training under the direction of the Captain and the local government.

1.5 Annual General Meeting

Each Volunteer Bush Fire Brigade must convene an Annual General Meeting (AGM) before May each year to address Brigade matters and ensure proper governance.

Key Responsibilities of the AGM:

- a) **Election of Officers:**
 - Elect Brigade officers, including the Captain, Lieutenant(s), Secretary/Treasurer, and Equipment Officer.
 - Nominate members for the roles of Fire Control Officer (FCO) and Fire Weather Officer (FWO) for Bush Fire Advisory Committee endorsement.
- b) **Reporting to Council:**
 - Notify the Shire of Kent of the incoming officers as soon as practicable following the AGM.
 - Submit any updates regarding the Brigade's operations, including membership changes and equipment requirements, to ensure alignment with Shire records and policies.
- c) **Review of Brigade Operations:**
 - Review and discuss Brigade activities, training requirements, and operational needs for the coming year.

- Address any concerns raised by members or the Shire regarding compliance with the *Bush Fires Act 1954* (WA) or Local Laws.

The meeting must be chaired by the Brigade's elected Chairperson or a delegated officer.

Accurate minutes must be recorded and provided to the Community Emergency Services Manager (CESM) or designated Shire officer, and Shire of Kent administration for record keeping.

1.6 Dissolution of a Bush Fire Brigade

In accordance with section 41(3) of the *Bush Fires Act 1954* (WA), the Shire of Kent retains the authority to cancel the registration of a Bush Fire Brigade under the following circumstances:

- a) The Brigade has failed to comply with the Act.
- b) The Brigade has not adhered to the Shire of Kent Volunteer Bush Fire Brigade Guidelines and Operational Procedures or any subordinate rules governing the operation of that Bush Fire Brigades.
- c) The Brigade is not fulfilling the objectives for which it was established.

Process for Dissolution:

1. Notification:

- The Shire will formally notify the Brigade of its intent to cancel registration, providing written reasons for the proposed dissolution.
- The Brigade will be given an opportunity to respond to or rectify the identified issues within a reasonable timeframe.

2. Alternative Arrangements:

Upon cancellation of a Brigade's registration, the Shire must implement alternative fire risk management arrangements for the affected area. This may include:

- Re-assigning fire responsibilities to neighbouring Brigades.
- Establishing a new Brigade to service the area.
- Providing direct oversight through Shire-appointed officers or contractors.

3. Final Approval:

- The decision to dissolve a Brigade must be ratified by the Shire Council, ensuring compliance with the *Bush Fires Act 1954* (WA) and Shire of Kent Bush Fire Brigades Local Law 2024.
- The Shire will assume custody of the Brigade's equipment, records, and facilities.
- All Brigade members will be formally notified of the dissolution and any additional arrangements.
- Brigade members, at the discretion of the Shire, may have their membership cancelled or transferred to another brigade.

2. RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

2.1 Objects of Bush Fire Brigades

The primary objectives of the Shire of Kent Bush Fire Brigades are to:

- a) Perform 'normal Brigade activities' as defined in section 35A of the *Bush Fires Act 1954* (WA), including fire prevention, suppression, and mitigation.
- b) Fulfil the functions specified in the *Bush Fires Act 1954* (WA), the Shire of Kent Local Laws, and the Guidelines and Standard Operational Procedures for Bush Fire Brigades.

2.2 Management of Bush Fire Brigade

The **Bush Fire Brigade Committee** has the following responsibilities:

- **Policy Recommendations:** Recommend amendments to the Shire, via the Bush Fire Advisory Committee, to align with legislative or operational requirements.
- **Motions and Resolutions:** Propose motions for discussion and decision-making at Brigade meetings.
- **Resource and Equipment Needs:** Assess and recommend equipment or resource needs to the Shire, ensuring operational readiness and compliance with DFES standards.

2.3 Meetings of Bush Fire Brigade

Committee Meetings:

The Brigade Captain may call a meeting with at least 7 days' notice provided to all Brigade members.

Special Meetings:

- A special meeting may be called by the Captain when requested in writing by at least five members.
- Notice of at least 7 days is required, specifying the agenda.

Annual General Meeting (AGM):

The AGM must be convened with at least 14 days' notice, during which:

- Officers are elected.
- Operational reviews and plans for the coming year are discussed.

Outcomes and officer appointments are to be reported to the Shire for ratification.

2.4 Disagreements

Resolution by Brigade Leadership:

- Disputes among members must be addressed at first instance by a meeting of the Captain, Lieutenant(s) and FCO(s).
- If unresolved, the dispute is escalated to the Shire's Chief Bush Fire Control Officer (CBFCO) and/or CESM for mediation.

Final Resolution by Local Government:

If mediation fails, the matter may be referred to the Shire Council, whose decision is final.

2.5 Notices

Meeting Notices:

- Notices of meetings must be issued through agreed formats (including email, SMS, WhatsApp), ensuring timely and accurate communication.
- An unintentional failure to provide notice does not invalidate the meeting or its resolutions.

Distribution Formats:

Notices may be delivered in person, via post, email, SMS, or other agreed communication platforms.

3. APPOINTMENT, DISMISSAL AND MANAGEMENT OF VOLUNTEERS

3.1 Rules to Govern

The appointment, dismissal, and management of Bush Fire Brigade members must comply with:

- *Bush Fires Act 1954* (WA).
- Shire of Kent Bush Fire Brigades Local Laws.

- Relevant Shire policies, including procedural guidelines for volunteer management.

3.2 Equal Opportunity

The Shire of Kent adheres to the *Equal Opportunity Act 1984* (WA) and ensures all members are treated equitably, without discrimination based on:

- Gender, marital status, pregnancy, family status.
- Race, religious or political conviction.
- Physical impairment or age.

All volunteers will be evaluated based on capacity and capability, including skills and their ability to meet standards required to undertake normal brigade activities. Allegations of discrimination or harassment will be investigated promptly, confidentially, and impartially, with appropriate action taken against breaches.

3.3 Work Health and Safety

The Shire of Kent is committed to providing a safe working environment under the *Work Health and Safety Act 2020* (WA):

- Volunteer firefighters must adhere to safe work practices, maintain equipment, and participate in training programs.
- Volunteer firefighters must report any health or safety concerns to the Brigade Captain, CBFCO, DCBFCO or CESM immediately.
- Volunteer firefighters which have an injury or illness which may impair their mental or physical ability to undertake normal brigade activities must declare this to the Shire, including the CEO, CBFCO or CESM.
- Any person operating a vehicle must comply with legal requirements, including holding appropriate licences and ensuring their health does not impair their ability to drive safely.
- Any person operating a vehicle must ensure that all passengers are carried in accordance with vehicle's capacity (as designed by the manufacturer or specifically engineered) for safe transport of passengers.
- In accordance with *Road Traffic Code 2000* (WA) sections 232 to 235A, it is illegal to ride unrestrained or in the back of a panel van, station wagon, utility or other open load vehicle.

3.4 Code of Conduct

General Conduct:

- All volunteer firefighters must act professionally, courteously, and respectfully towards the public, fellow members, and Shire staff.
- Actions or speech that cause disharmony or bring the Brigade or the Shire into disrepute will result in disciplinary measures.

Alcohol and Drug Policy:

- No volunteer firefighter may consume alcohol or drugs while conducting normal brigade activities.
- No volunteer firefighter members must not operate vehicles or engage in normal brigade activities under the influence of alcohol or drugs.

- Volunteer firefighters using medication which may impair their mental or physical ability to undertake normal brigade activities must declare this to the Shire, including the CEO, CBFCO or CESM.

Interaction with Other Emergency Services:

- Members must respect the knowledge, skills, and authority of personnel from other emergency service organisations.
- Conflicts or concerns regarding interactions with other emergency services must be reported in writing to the CESM or CEO.

4. COMMITTEE

4.1 Bush Fire Advisory Meeting

The Bush Fire Advisory Committee (BFAC) is established under section 67 of the *Bush Fires Act 1954* (WA) to provide recommendations to the Shire of Kent Council and the CEO regarding bushfire prevention, control, and suppression.

BFAC is a committee established by council and must abide by the requirements of the *Local Governments Act 1995* (WA).

Composition of Voting Members:

- A Council-nominated representative.
- Chief Bush Fire Control Officer (CBFCO).
- Deputy Chief Bush Fire Control Officer (DCBFCO).
- One Fire Control Officer (FCO) nominated by each Brigade; or a proxy for each Brigade's voting member to attend in their absence.
- The Chief Executive Officer (CEO); or in their absence, a delegate.
- The Community Emergency Services Manager (CESM).

Observers and Advisors:

- Observers may attend but have no voting rights.
- Advisers may be invited to provide input on specific topics at the Chairperson's discretion.

4.2 Quorum

A quorum for BFAC meetings requires more than 50% of voting members to be present.

4.3 Voting

Each voting member has one vote. In the event of a tie, the Chairperson will cast the deciding vote. Observers, advisors, and former members do not have voting rights. Observers may speak only if invited by the Chairperson or in accordance with Council Standing Orders.

4.4 Bush Fire Advisory Committee recommendations

All recommendations made by the BFAC are submitted to the Shire of Kent Council for consideration at the earliest possible meeting.

4.5 Meetings

Ordinary Meetings:

Held as required, with 14 days' written notice to all members.

Special Meetings:

Convened by the Chairperson or at the written request of at least four BFAC members, with 7 days' notice specifying the purpose.

Meeting Venue and Timing:

Determined by the Chairperson or Shire-appointed member, considering member availability and convenience.

4.6 Election of Committee Members

At the pre-season BFAC meeting, the Committee must recommend the following for CEO appointment:

- Chief Bush Fire Control Officer (CBFCO).
- Deputy Chief Bush Fire Control Officer (DCBFCO).
- Fire Control Officers (FCOs).
- Fire Weather Officers (FWOs) as gazetted by DFES.

The CEO, with delegated authority from the Shire Council, reserves the right to appoint individuals to statutory positions established by the *Bush Fires Act 1954* (WA).

4.7 Use of Shire Resources

The Shire will provide Council facilities and resources appropriate for BFAC meetings and Brigade meetings.

4.8 Minutes

Minutes of all BFAC meetings must be recorded, circulated to BFAC members, and submitted to the Shire Council for review and recording.

4.9 Reports to the Bushfire Advisory Committee

The following reports must be presented during BFAC meetings:

- a) Updates from the CBFCO on district-wide bushfire operations.
- b) Reports from Brigade delegates on Brigade-specific issues.
- c) Updates from Council representatives on policy or operational matters.
- d) Inputs from other agencies, such as DFES or DBCA, on relevant issues.

4.10 Appointment of Fire Control Officers

The BFAC will recommend the appointment of Fire Control Officers to the Shire Council, ensuring all appointments meet legislative and operational requirements.

5. TRAINING OF MEMBERS

5.1 Training Officer

The CESM serves as the primary training coordinator for all volunteer firefighter, overseeing the delivery and implementation of training programs. However, a training officer may be appointed by each Bush Fire Brigade.

5.2 Basic Training

The Shire of Kent, through its CESM, is responsible for providing basic training to all Bush Fire Brigade members. Training programs must utilise resources and curriculum developed by DFES or other accredited agencies.

5.3 Training Requirements

All registered Bush Fire Brigade members must complete the following training courses:

Farmer Response Brigades:

- Rural Fire Awareness training.

Settlement Brigades:

- Bushfire Safety Awareness.
- Firefighting Skills.

Fire Control Officers (FCOs):

- Fire Control Officer course.
- AIIMS (Australasian Inter-service Incident Management System) Awareness (available online).

Fire Weather Officers (FWOs):

- Fire Control Officer course.

5.4 Advanced and Specialised Training

Additional training courses are available and include:

- Prescribed Burning and Fuel Reduction Techniques.
- Leadership and Incident Management.
- First Aid and Emergency Response.

Upon completion, participants will receive a Record of Completion, and any required personal protective equipment (PPE) will be issued.

5.5 Training Expenses

Training expenses, including fuel and accommodation for courses outside the local area, are covered under the Local Government Grant Scheme (LGGS). Members must submit receipts for reimbursement to the CESM.

6. BUSH FIRE BRIGADE MEMBERSHIPS

6.1 Types of Memberships

The membership of a Bush Fire Brigade consists of the following categories of volunteer firefighter:

Firefighting Members:

Individuals aged 16 years or older who are trained or deemed competent to undertake firefighting activities.

Auxiliary Members:

Individuals who do not actively engage in firefighting but assist with non-combat roles, such as logistics, communications, catering, or equipment support.

6.2 Application for Membership

Applications for membership must be submitted using the Volunteer Emergency Services Membership Application Form (DFES template). This form can be obtained via the Brigade Captain, Secretary or CESM, as well as via the DFES website.

6.3 Process for Application

The Brigade's Executive Committee may review applications to ensure alignment with operational needs and capabilities.

All completed applications must be:

- 1) Signed by the Brigade Captain or FCO; and,
- 2) forwarded to the CESM for approval and processing.

6.4 Decision on Application

1. The Brigade Executive may:

- Approve an application unconditionally.
- Approve an application with conditions (e.g., completion of specific training).
- Refuse an application and provide written reasons for the refusal within 10 days of the decision.

2. If an application is refused, the applicant has the right to object to the decision through the Local Government.

6.5 Termination of Membership

Membership of the Bush Fire Brigade may be terminated under the following circumstances:

- a) Death of the Member.
- b) Resignation: The member submits written notice to the Local Government.
- c) Health Issues: Permanent incapacity due to mental or physical ill-health, as determined by the Brigade or Local Government.
- d) Dismissal by the Shire of Kent for non-compliance with the *Bush Fires Act 1954* (WA); Bush Fire Brigade Local Laws; or Brigade policies.
- e) Non-Compliance: Failure to meet membership criteria, including adherence to State Health Directions for Emergency Services Volunteers
- f) Permanent Relocation: The member permanently leaves the district.

Reporting Terminations:

- The Brigade Secretary must notify the CESM of any membership terminations.
- The CESM will update Brigade records and notify DFES.

7. ADMINISTRATION

7.1 Incident Reports.

All incidents attended by the Shire Bush Fire Brigades must be recorded in an Incident Report form by the attending FCO or Captain immediately following the incident; or by the CESM via the DFES Incident Reporting System.

Submission of Reports:

- Fire/Incident Reports must be completed and submitted to the CESM or a Shire administration officer within 24 hours of the fire or incident.

Progressive Reporting:

Significant incidents may require after action review (AAR) or work health and safety (WHS) reports to be provided to the Bush Fire Advisory Committee (BFAC) for review and necessary action.

7.2 Centralising Ordering**Purchasing Procedures:**

- All procurement for Bush Fire Brigades must be coordinated through the CESM or a nominated Shire officer.
- Purchases must align with the Shire's procurement policies and budget allocations.

Unauthorised Purchases:

- Brigades may not make direct purchases using Shire funds unless prior approval has been obtained.
- Purchases made without authorisation will be the responsibility of the Brigade if they are not in compliance with Shire policy.

8. PERSONAL PROTECTIVE EQUIPMENT

All volunteer firefighters must wear Personal Protective Equipment (PPE) relative to the risks present when undertaking normal brigade activities.¹

8.1 PPE Requirements

The Incident Controller (IC) or most senior officer present maintains discretion to determine appropriate PPE for the activity being conducted.

8.2 Firefighting PPE

PPE for combating fire may include:

- Level 1 cargo pants (compliant with AS/NZ4824 Protective clothing for firefighters)
- Level 1 Proban tunic (compliant with AS/NZ4824 Protective clothing for firefighters)
- Cotton T-shirt or Nomex viscose work shirt
- Firefighting rated footwear
- Firefighting rated footwear
- Gloves
- Fire protection goggles/glasses
- Helmet
- Respiration protection.

8.3 Alternative PPE

Personnel not issued with the Firefighting PPE must wear:²

- Loose fitting clothing made from natural fibres (e.g. wool, cotton, denim)
- Trousers or long pants
- Sturdy footwear

¹ Refer to DFES, *Rural Fire Awareness Student Resource* (2023), pp. 56 – 63.

² Refer to DFES, *Guidelines for Operating Private Equipment at Fires* (2022), pp. 7 – 8.

- Woollen or cotton socks
- Wide brimmed hat
- Fire protection goggles/glasses

8.4 PPE Distribution and Storage

Storage Options:

- Protective clothing may be stored in Brigade stations, appliances, or kept by members as part of their personal kits.
- PPE must be readily accessible for firefighting use and other incident response.

Ownership and Return:

- All PPE remains the property of the Shire of Kent.
- Brigade members must return issued PPE upon resignation or termination of membership.
- PPE Application Forms are available at:
 - Attachment 7 – PPE Contract of Bailment – Volunteer Firefighter
 - Attachment 8 – PPE Contract of Bailment – Fire Control Officer
 - Attachment 9 – PPE Contract of Bailment – Shire of Kent Employee

8.5 Member Responsibilities

- Each Brigade member is responsible for ensuring the condition, care, and cleanliness of their issued PPE.
- Only members correctly attired in PPE will be permitted to crew appliances or participate in fire ground activities.

8.6 Professional Appearance

- Members must maintain a professional appearance while wearing operational dress or uniforms, ensuring their conduct reflects positively on the Shire and the Bush Fire Brigade.
- Any misuse of PPE or failure to adhere to dress standards may result in disciplinary action.

9. COMMUNICATIONS

9.1 Radio Network for Fire Fighting Communications

Primary Communication Equipment:

- DFES, via contracted services, provide Bush Fire Brigades with radios compliant with the Western Australian Emergency Radio Network (WAERN).
- The Shire is responsible for requesting WAERN radios via DFES.

Radio Installation:

- The first WAERN radio allocation for a Fire Control Officer (FCO) must be installed in their fire unit.
- Additional installation locations are to be determined by the FCO based on operational requirements.

Usage Restrictions:

- Radios may only be used for firefighting, operational tasks, or routine maintenance checks.
- Any unauthorised use of WAERN frequencies is strictly prohibited.

9.2 Maintenance of Radios.

Weekly Checks:

All radios, including handheld devices, must undergo weekly operational checks during the fire season.

Reporting Issues:

- Faulty radios must be reported to the CESM or a nominated officer immediately.
- The CESM will coordinate with DFES and contracted services to ensure repairs or replacements are completed.

9.3 Communication Protocols

Emergency Communication:

Clear and concise language must be used during fire ground communications to ensure efficient coordination and safety.

Coordination with Other Agencies:

When working with other agencies (e.g., DFES, WAPOL, DBCA), ensure communication protocols, including the implementation of communications plans, are aligned.

Privacy and Security:

Radios must not be used to share sensitive or non-operational information.

10. PURCHASING OF FIRE FIGHTING EQUIPMENT

10.1 Procurement of Equipment

Funding Source:

The Shire may allocate funds from the Local Government Grant Scheme (LGGS) to purchase and maintain firefighting equipment.

Standardisation:

All equipment purchases will adhere to DFES standardised specifications to ensure compatibility and reliability across the Shire's brigades.

Request Process:

- Equipment requests must be submitted through the CESM or a nominated Shire officer for approval and procurement.
- Volunteer firefighters making unauthorised purchases will be personally responsible for any associated costs unless prior approval was obtained.

10.2 Foam Supplies

Annual Stock:

The Shire will purchase and store an annual supply of firefighting foam as assessed necessary.

Accessing Foam:

- Brigade members may request foam through the CESM, CBFCO, or a Brigade officer including the Equipment Officer.
- Requests should include details of the incident or training exercise for which the foam is required.

10.3 Fast Fill Trailers

Strategic Placement:

Fast Fill Trailers are strategically located across the Shire to support efficient water supply during firefighting operations.

Maintenance:

- The Shire will conduct pre-season maintenance and ensure trailers are operational.
- The Bush Fire Advisory Committee (BFAC) or CBFCO will determine maintenance standards.

11. FIRE APPLIANCES AND EQUIPMENT

11.1 Shire Fire Appliances

The Shire of Kent maintains a Local Government Grant Scheme (LGGS) funded fire appliance at the Nyabing Town and Pingrup Town Settlement Brigades.

State Operational Support Fleet (SOSF) fire appliances may be loaned to the Shire by DFES. The loan of SOSF fire appliances is subject to seasonal risk and Shire and Brigade compliance with conditions outlined by DFES.

11.1.1 Mechanical Repairs / Damage

Routine Repairs:

Routine mechanical repairs for Shire owned fire appliances (e.g., DFES fire appliances, Fast Fill Trailers) must be directed to the Shire Mechanic through the CESM, CBFCO, or a nominated person.

Incident-Related Damage:

- Accidental damage to fire units, including privately owned equipment, must be reported immediately to the Incident Controller present, and the CBFCO and CESM must be notified.
- Repairs and maintenance will be coordinated by the CESM following the report.

Reporting Faults:

Any mechanical faults or repairs must be reported to the CESM or CBFCO immediately to ensure timely resolution.

11.1.2 Servicing

Annual Servicing:

The CESM, in consultation with the Shire Mechanic, will organise annual servicing for all brigade vehicles.

Member Responsibilities:

Brigade members must ensure all fire units are kept clean, free of rubbish, and operational at all times.

11.1.3 Licensing and Insurance

The Shire will use funds from the **Local Government Grant Scheme (LGGS)** to cover the licensing and insurance of Shire owned bush fire appliances, buildings, and equipment.

11.1.4 Housing

All LGGS-funded firefighting vehicles and Fast Fill Trailers must be stored in a secure facility such as a garage or shed to protect them from environmental damage.

11.1.5 Private Use

Under no circumstances may Brigade firefighting units be used for private purposes.

11.1.6 Fuel

Reimbursement:

The Shire will cover fuel costs for LGGS funded appliances (e.g. Nyabing town fire truck, Pingrup town fire truck and other vehicles as available through LGGS) through the LGGS operating budget.

Fuel Access:

Fuel for the Settlement Brigades can be accessed via a Shire issued fuel token at the Shire Depots (upon consultation with the Manager Infrastructure) or available fuel card in the appliance.

11.1.7 Vehicle Logbooks

Logbooks must be completed for every vehicle use, recording:

- Date and purpose of use.
- Kilometres travelled.
- Driver's name and signature.

11.1.8 Location and Operational Status

Brigade Captains or FCOs must notify DFES Communications Centre, the CBFCO and CESM of any changes to the location or operational status of Brigade appliances.

11.1.9 Manning of the Fire Fighting Appliances

Crew Requirements:

Firefighting appliances must be manned by a minimum of two personnel (trained to the minimum standard) during active firefighting or fire control operations.

Solo Transport:

Appliances may be driven to an incident by a single member, but firefighting activities must not commence until the required crew level is reached.

Vehicle Operation Restrictions:

Under no circumstances are personnel who are not registered with a registered Bush Fire Brigade, permitted to operate firefighting appliances. Personnel operating a shire owned appliance must have the minimum training requirements of Bushfire Safety Awareness and Firefighting Skills.

11.2 Use of Private Firefighting Equipment

11.2.1 Vehicle Identifier Stickers

All private firefighting equipment in attendance at an incident must have an vehicle identifier sticker (VIS). It is the Incident Controllers responsibility to (or delegate to) ensure compliance. Vehicle identifier stickers are issued in two-year rotations and the colour is changed for each rotation.



To receive a vehicle identifier sticker, a volunteer firefighter must be a registered member with a Shire of Kent or neighbouring Shires' Bush Fire Brigade and follow these instructions:

1. For advice, review the [Guidelines for Operating Private Equipment at Fires \(DFES, 2022\)](#).
2. Complete the checklists attached to this document:
 1. Attachment 5 – *Is your vehicle ready?*
 2. Attachment 6 – *Personal Protective Equipment and Clothing*
3. For your application to be accepted, you must have completed the Rural Fire Awareness course **or** the course Bushfire Safety Awareness. If you have not previously completed one of these courses:
 - 3.1 Rural Fire Awareness Course (online) can be accessed [here](#). Keep a copy of the email you receive when you complete the online course
4. Fill out the Fire Response Vehicle Identifier Application form (attachment 1 of this document) per each vehicle you are applying for.
5. Email the completed documents to cesm@kent.wa.gov.au (listed):
 - 5.1 Fire Response Vehicle Identifier Application form
 - 5.2 the completed Guideline checklist from pages 45 and 46; and, if necessary,
 - 5.3 the email/certificate you received when you complete Rural Fire Awareness (online).
6. The CESM will review your completed documents:
 - 6.1 If your application is successful, a vehicle identifier sticker will be issued to you.
 - 6.2 If your application is unsuccessful, the CESM will provide feedback, and you may amend your application.

11.2.2 Operational Readiness

Equipment Condition:

- Operators of private firefighting equipment are responsible for maintaining their vehicles and equipment in a safe and operational condition.
- If a Local Government or DFES officer deems equipment unsafe or inappropriate for a task, it may be requested to leave the incident scene.

11.3 Incident Controller Equipment Requests

If additional equipment, including machinery, is required for firefighting, the Incident Controller may request permission to hire privately owned equipment through the CESM or DFES Regional Duty Coordinator. Local government capability must be exhausted before requests to DFES are made.

12. BUILDING EXPENSES

12.1 Maintenance and Operational Costs

The Shire of Kent, through the Local Government Grant Scheme (LGGS), will cover all building maintenance and operational costs associated with Bushfire Brigade stations.

This includes:

- Routine and emergency building maintenance.
- Utility costs such as electricity and water.
- Repairs to facilities required to maintain operational readiness.

12.2 Responsibilities

Brigade Responsibility:

Brigades must report any building issues, damage, or maintenance requirements to the CESM or a nominated officer promptly.

Shire Oversight:

The Shire & CESM will coordinate inspections and repairs to ensure facilities meet operational standards.

12.3 Facility Upgrades

Requests for facility upgrades or modifications must be submitted to the Shire and included in budget planning. Upgrades may be subject to funding availability through LGGS or other sources.

13. INSURANCE COVER

13.1 Overview of Coverage

The Shire of Kent maintains comprehensive insurance for firefighters, equipment, and activities via the Local Government Insurance Scheme (LGIS). This ensures protection for volunteers, equipment, and operations in the event of incidents or claims relating to the conduct of normal brigade activities.

13.2 Types of Insurance

Personal Injury and Disability:

Coverage exists for injury, disability, or death of volunteer firefighters, including when:

- Actively participating in firefighting activities.
- Travelling to or from fire incidents.
- Engaged in approved Brigade activities.

Equipment Damage:

- Covers damage to Brigade appliances, equipment, or apparatus owned by the Shire or DFES.
- Private appliances or equipment used under the direction of a Fire Control Officer are also covered.

Liability and Property Damage:

Includes liability for property damage caused during authorised firefighting operations.

13.3 Coverage

Insurance applies within the Shire of Kent and adjoining local government areas, or as permitted under the *Bush Fires Act 1954* (WA) when a volunteer firefighter is undertaking normal brigade activities.

13.4 Policy Extensions

Travel Coverage:

Includes travel to and from Brigade activities, provided there is no deviation or interruption unrelated to Brigade duties.

Volunteer Activities:

Covers non-active firefighting roles, such as logistics, catering, or communications, provided they are performed under the direction of a Brigade officer.

13.5 Reporting and Claims

Incident Reporting:

- Any injury, damage, or liability incident must be reported immediately to the CBFCO or CESM.
- An Incident Report Form must be submitted within 24 hours of the event.

Claim Submission:

The Shire of Kent Finance Coordinator and CESM will assist in submitting claims to the Shire's insurer, ensuring all required documentation is provided.

14. SHIRE WORKFORCE – FIRE FIGHTING

14.1 Provision of Personnel and Equipment

The Shire of Kent acknowledges its commitment to providing personnel and equipment from its workforce during emergency situations, as authorised by the Chief Executive Officer (CEO) or their delegated officer.

14.2 Council Workforce Involvement

Authorisation:

The CESM or a nominated officer will advise the Shire's involvement in firefighting activities, ensuring alignment with operational priorities and safety standards.

Tasks Assigned:

Council workforce involvement may include:

- Supplying machinery or equipment for fire suppression.
- Assisting with logistical support such as water carting or creating firebreaks.
- Participating in non-combat tasks, such as road closures or hazard removal.

14.3 Work Health and Safety (WHS) Compliance

Protective Equipment:

Shire employees involved in firefighting activities must be provided with appropriate Personal Protective Equipment (PPE) and training relative to the risks present.

Training:

Employees must receive training relevant to their assigned tasks, such as operating machinery in high-risk environments or assisting with fire suppression activities.

Fatigue Management:

Supervisors must ensure workforce members comply with safe working hours and manage fatigue during extended operations.

14.4 Communication and Coordination

- Council employees and equipment will operate under the direction of the Incident Controller or relevant Fire Control Officer (FCO).
- Clear communication must be maintained between the Shire's workforce, Brigade members, and other agencies to ensure safety and efficiency.

15. BURNING

15.1 Authorisation for Protective Burning

- Brigades are not authorised to carry out protective burning on any land without completing the relevant forms and obtaining formal approval.
- Approval forms are available through the Shire CESM or a nominated officer.

15.2 Approval Process

Submission:

Brigade Captains or Fire Control Officers (FCOs) must submit a written application for hazard reduction burning, detailing:

- Location of the proposed burn.
- Purpose and objectives of the burn.
- Proposed dates and times.

Review:

The CESM will review the application in consultation with the CBFCO and, if necessary, other relevant stakeholders (e.g. landowners, including the FWO, DFES, DBCA, or neighbouring Shires).

Conditions:

Approvals may include conditions such as:

- The presence of specific firefighting resources.
- Adherence to weather conditions specified in the permit.
- Notification of neighbouring properties and relevant agencies.

Notification:

Approved burns must be registered with DFES Communications and relevant stakeholders informed before commencement. For further information, see [Planned burning - Department of Fire and Emergency Services](#).

15.3 Compliance

- All approved burns must comply with the *Bush Fires Act 1954* (WA), the Shire's Local Laws, and any conditions specified via a permit to set fire to the bush.
- Any breaches of the approval process or permit conditions must be reported to the FCO who issued the permit, and the CESM or CBFCO immediately.

16. FIRES OUTSIDE SHIRE BOUNDARIES

16.1 Notification of Attendance

Any Brigade member attending a fire outside the Shire of Kent boundaries must notify the CESM or CBFCO at the earliest opportunity.

16.2 Record Keeping

Attendance Records:

Details of the member's attendance, including date, time, and location of the incident, must be provided to and recorded by the CESM.

Incident Reports:

A completed **Incident Report Form** must be submitted for all fires attended outside the Shire.

16.3 Coordination with Other Agencies

Inter-Shire Assistance:

- Any request for assistance from neighbouring Shires must be coordinated through the CBFCO or CESM.
- The Brigade Captain or FCO must not independently deploy resources outside the Shire without consulting the CBFCO.
- DFES Communications Centre must be notified if a Bush Fire Brigade responds to a fire outside the Shire of Kent without first being recorded as having mobilised by the DFES Communications Centre.

Agency Collaboration:

Members must adhere to the instructions of the designated Incident Controller from the controlling agency (e.g., local government, DFES or DBCA) when operating outside Shire boundaries.

When operating within Shire boundaries, members must adhere to the instructions of the designated Incident Controller from the controlling agency (e.g., Shire of Kent CBFCO, DCBFCO, FCO or Captain, DFES or DBCA).

16.4 Resource Use and Safety

All equipment and personnel must operate in accordance with the safety standards and protocols established by the Shire of Kent, even when assisting in other jurisdictions.

17. WELFARE

17.1 Meals for Volunteers

When meals are required for volunteers on duty at a fire scene, the CESM or a nominated officer must authorise the sourcing of meals.

Meal arrangements should prioritise:

- Accessibility and timely delivery.
- Nutritional value to support the physical demands of firefighting.
- Consideration of dietary requirements where possible.
- Comply with hazard analysis and critical control points (HACCP) food safety protocols.

17.2 Peer Support

Access to Peer Support Services:

Volunteers are encouraged to access DFES support services for themselves and family member for psychological assistance when needed.

- Support is available through:

- PeopleSense Direct (1300 307 912), offering confidential, professional support.
 - Converge International (1300 687 327)
 - DFES Wellness Team (wellness@dfes.wa.gov.au.)
 - DFES Family Support (<https://www.dfes.wa.gov.au/about-us/family-support>)
 - DFES Peer Support Program
 - DFES Volunteer Hub (<https://www.volunteerhub.dfes.wa.gov.au/home/wellbeing-conduct/mental-health-and-wellness/counselling>)
 - The CESM.
- All peer support interactions remain strictly confidential unless safety concerns require escalation.

17.3 Post-Incident Debriefs

A Hot Debrief must be conducted on-site immediately after a bush fire or significant incident.

The debrief should cover:

- Immediate safety concerns.
- Operational effectiveness and challenges.
- Psychological well-being of crew members.

Multi-Agency Debrief:

- For multi-agency fires, a formal debrief should be scheduled within two weeks of the incident.
- Notes from the debrief are to be presented at the next Local Emergency Management Committee (LEMC) meeting.

17.4 Fitness for Work

General Expectations:

Volunteer firefighter must report to duty in a fit condition, free from the influence of drugs, alcohol, or fatigue, and not impaired by any health condition that could pose a risk.

Fatigue Management:

- Volunteers are responsible for self-assessing their fatigue levels.
- Supervisors must monitor crew members and enforce rest periods to prevent overexertion.

Notification of Impairments:

Any volunteer experiencing physical or psychological conditions which may or do cause impairment, must inform the CBFCO, Brigade Captain, or CESM as soon as possible.

Legal Compliance:

Volunteers are legally required to report to the Department of Transport any medical condition that may impair their ability to safely operate a vehicle.

18. EVACUATIONS, TRAFFIC MANAGEMENT, COMMUNITY WARNINGS.

18.1 Evacuations

Compliance with State Emergency Management Policy:

All evacuation decisions must align with the State Emergency Management (EM) Policy, ensuring consistency and legality in procedures.

Roles and Responsibilities:

- The **Incident Controller (IC)** is responsible for assessing the need for evacuation and notifying relevant authorities, including WAPOL and the Shire.
- The IC must ensure that evacuation orders are communicated clearly to the affected community.

18.2 Traffic Management

Road Closures:

- Fire Control Officer (FCO) or officers and members of a Bush Fire Brigade may close roads under *Bush Fires Act 1954* (WA) section 13(6)((a) and (d); and section 14B(1).
- Road closures should only be enacted when necessary for safety or operational efficiency.

Traffic Control Measures:

- Advise the DFES Communications Centre.
- Erect warning signs and road barriers as needed.
- Coordinate with WAPF and Main Roads WA to manage traffic.

Notification:

Neighbouring Shires, and local residents of road closures may be notified of road closures via SMS, radio, or other communication platforms.

18.3 Community Warnings

Bushfire Warning Levels:

The IC must assess the situation and determine the appropriate warning level:

- **Bushfire Advice:** No threat to lives and homes - be aware and keep up to date.
- **Watch and Act:** Possible threat to lives and homes - take action now to protect yourself and others.
- **Emergency Warning:** Imminent threat to lives and homes – take immediate action to survive..

Issuing Warnings:

Warnings must be issued via DFES Public Information.

Updating the Community:

- Provide regular updates as conditions change to ensure the public remains informed.
- Include information on evacuation centres, safe zones, and road closures.

19. POWERS AND ROLES OF OFFICERS

19.1 Overview of Authority

The authority and responsibilities of officers within the Shire of Kent Bush Fire Brigades are governed by:

- *Bush Fires Act 1954* (WA); and,
- Shire of Kent Bush Fire Brigades Local Law.

There are two primary lines of authority:

1. Fire Control Officers (FCOs): Appointed under the *Bush Fires Act 1954* (WA) section 38, they have statutory powers related to fire management.
2. Brigade Operational Officers: Elected by their respective Brigades and responsible for operational leadership.

19.2 Chief Bush Fire Control Officer (CBFCO)

Powers:

The CBFCO has all the powers of an FCO, along with statutory authority to direct Deputy CBFCOs, FCOs, and Brigade Captains during fire incidents (*Bush Fires Act 1954* (WA) section 38(5)). See attachment 3 of this document for the CBFCO position statement.

Duties:

- Provide leadership to all Bush Fire Brigades in the Shire.
- Represent the Shire on the Bush Fire Advisory Committee (BFAC) and the Regional Operations Advisory Committee (ROAC).
- Implement the Australasian Inter-service Incident Management System (AIIMS) for coordinated incident response.
- Determine when Harvest and Vehicle Movement Bans should be implemented.

Incident Role:

Manage and coordinate fire suppression resources and, if necessary, act as the Incident Controller.

19.3 Deputy Chief Bush Fire Control Officer (DCBFCO)

Powers and Duties:

- The DCBFCO assumes the CBFCO's responsibilities in their absence.
- Support operational and administrative functions as required
- See attachment 4 of this document for the DCBFCO position statement.

Authority:

The DCBFCO has the same powers as an FCO and works under the direction of the CBFCO.

19.4 Fire Control Officers (FCOs)

Appointment:

FCOs are appointed by the CEO based on recommendations from the Bush Fire Advisory Committee (BFAC). See attachment 5 of this document for the FCO position statement.

Responsibilities:

Responsibilities may include:

- Issue permits for hazard reduction burns within the Shire.
- Conduct risk assessments of fire hazards in their designated areas.
- Oversee fire suppression operations and ensure adherence to the *Bush Fires Act 1954* (WA).
- Maintain a personal incident diary to record decisions and actions during incidents.

Authority:

FCOs have control over fire suppression operations within their designated areas unless a transfer of control occurs per *Bush Fires Act 1954* (WA) section 13(4) or section 45.

19.5 Fire Weather Officers (FWOs)**Appointment:**

Appointed by the CEO based on the recommendation of BFAC.

Role:

- The Fire Weather Officer may authorise an individual, who has obtained a permit under section 18(6)(a) from the Fire Weather Officer, to burn bush within the district of the local government; and,
- FWO authorisation may be granted when the fire danger forecast for the locality indicates conditions classified as “catastrophic,” “extreme,” or “high.”

Authority:

The FWO is responsible for ensuring that the permitted person adheres to all conditions prescribed under section 38(18).

20. COMPLIANCE OF FIRE MANAGEMENT REQUIREMENTS**20.1 Fire Break Inspections****Inspection Schedule:**

Fire break inspections will be conducted as close as practical to the compliance date set out in the Shire's annual Fire Management Requirement Notice.

Reporting Non-Compliance:

- FCOs must notify Shire ranger services of any non-compliance issues observed in rural areas.
- All reports are handled confidentially and addressed according to the Shire's internal procedures.

Enforcement:

Non-compliance may result in penalties under the *Bush Fires Act 1954* (WA) and may include the issuance of infringement notices or remedial action undertaken at the landowner's expense.

20.2 Fire Control Arrangements**20.2.1 Prohibited Burning Period**

- The Prohibited Burning Period for the Shire of Kent is set from 1 November to 31 January each year.
- Lighting fires during this period is generally an offence under the *Bush Fires Act 1954* (WA), with penalties of up to \$10,000 or 12-months' imprisonment.
- The Shire President and CBFCO may jointly alter these dates by up to 14 days based on seasonal conditions.

20.2.2 Restricted Burning Period

- The Restricted Burning Period occurs before and after the Prohibited Period, requiring permits for any burning activities.
- Permit holders must adhere to all conditions specified under the *Bush Fires Act 1954* (WA) and any additional requirements imposed by the Shire.

20.2.3 Permits to Burn

Permit Issuance:

- Permits are issued by authorised FCOs for hazard reduction burns.
- FCOs may not issue permits to themselves; they must obtain permits from another authorised officer.

Permit Compliance:

- Permit holders must follow all conditions outlined in the permit, including weather conditions, resources required, and notification of neighbours.
- Breaches of permit conditions must be reported immediately to the CESM, CBFCO, or DCBFCO.

Record Keeping:

- Copies of all issued permits must be forwarded to the CESM for record-keeping.
- Completed permit books are considered legal documents and must be returned to the Shire for secure storage.

20.3 Total Fire Bans and Vehicle Movement Bans

20.3.1 Total Fire Bans (TFBs)

Declared by DFES on days of increased fire danger or when firefighting resources are limited.

During a TFB:

- No fires may be lit in the open air.
- Activities such as welding, grinding, or any other “hot work” must be notified to DFES via Tickit on Demand - Department of Fire and Emergency Services (online).
- Penalties for breaches include fines of up to \$25,000 or imprisonment for 12 months.

20.3.2 Harvest and Vehicle Movement Bans

Implementation:

- Harvest and Vehicle Movement Bans are enacted when the Fire Danger Index (FDI) reaches a critical threshold.
- The CESM or CBFCO will notify Brigade members and stakeholders via SMS, radio broadcasts, or other communication platforms.

Compliance:

- All harvesting and paddock operations must cease immediately during a ban.
- Vehicle movement in paddocks or bush areas and “hot work” activities are prohibited.

Reporting Breaches:

Any breaches of the ban must be reported to the Shire, CBFCO, or CESM for investigation and action.

20.4 Prescribed Burns

- Prescribed burns are used to manage fuel loads and restore ecological balance.

- The Shire may conduct prescribed burns on Shire-managed reserves in consultation with DFES and DBCA.
- Residents seeking assistance with hazard reduction burns should contact their Brigade Captain or the CESM.

21. BUSH FIRE ACT 1954 (WA) INFRINGEMENTS

21.1 Reporting Breaches

Responsibility of Officers:

Brigade Officers are required to report breaches of the *Bush Fires Act 1954* (WA) to the CESM or a nominated officer.

Examples of Breaches:

- Operating machinery during a Harvest and Vehicle Movement Ban.
- Burning without a permit during the Restricted Burning Period.
- Lighting fires during the Prohibited Burning Period.

Timely Reporting:

Breaches must be reported as soon as practicable to enable the Shire to take appropriate action.

21.2 Actions on Breaches

Investigation:

The CESM or Shire-appointed officer will investigate all reported breaches to determine their validity and severity.

Infringement Notices:

- Where breaches are confirmed, the Shire may issue infringement notices as per the penalties outlined in the *Bush Fires Act 1954* (WA).
- Offenders may face fines, legal proceedings, or both depending on the nature of the breach.

Education and Awareness:

Minor breaches may be addressed through education and awareness programs, especially for first-time offenders.

22. MORNING SCHEDULED RADIO CHECKS

22.1 Daily Radio Schedule

Purpose:

Morning radio scheduled checks are conducted to:

- Share daily operational updates.
- Provide weather forecasts relevant to fire management.
- Discuss permits to burn issued within the Shire's jurisdiction.

Timing:

Scheds occur at a time determined by the CBFCO or a designated Shire officer.

22.2 Attendance Requirements

Mandatory Participation:

All Fire Control Officers (FCOs) must be available for morning scheds unless prior arrangements are made.

Notification of Unavailability:

FCOs who cannot attend the radio sched must notify the CBFCO or DCBFCO for that day and provide updates on relevant matters in advance.

22.3 Communication Platform

Primary Platform:

Morning scheds are conducted via the DFES Western Australian Emergency Radio Network (WAERN) or other communication systems in use by the Shire.

Backup Systems:

If radio communications are unavailable, alternative platforms such as WhatsApp groups, SMS, or phone calls may be used to disseminate critical information.

23. MEDIA PROTOCOLS

23.1 Media Spokespersons

Authorised Representatives:

Under the *Local Government Act 1995* (WA), only the Shire President or Chief Executive Officer (CEO) is authorised to speak publicly on behalf of the Shire of Kent.

Brigade Officer Responsibilities:

- All volunteer firefighters must:
 - not make statements to the media.
 - refer all media enquiries directly to the Shire President or CEO.

23.2 Incident-Specific Media Enquiries

Role of DFES:

During active incidents, DFES takes the lead in managing media communications and public updates through the Emergency WA website and official channels.

Incident Controller Role:

- The Incident Controller (IC) must ensure that all media on the fire ground comply with safety protocols and do not interfere with operations.
- Media personnel must be directed to the authorised spokesperson for information.

23.3 Social Media Protocols

Official Updates:

All official social media updates related to bushfire incidents must be managed by the Shire or DFES.

Personal Posts by Volunteers:

- Brigade members are prohibited from posting operational details, incident updates, or images of fires on personal social media accounts.

- Volunteers are encouraged to share official updates from the Shire or DFES to ensure consistency and accuracy.

24. CHAIN OF COMMAND

24.1 Overview

The chain of command within the Shire of Kent's Bush Fire Brigades ensures clarity of authority, roles, and responsibilities during fire incidents. It is critical for maintaining order, safety, and effective coordination.

24.2 Western Australia Police (WAPF)

Role Under the *Emergency Management Act 2005 (WA)*:

While the Shire of Kent Volunteer Bush Fire Brigades are the primary hazard management authority for bushfires, WAPF has broader powers under the Act, including:

- Ordering evacuations.
- Restricting access to fire zones.
- Enforcing road closures.
- Exercising powers of arrest if required.

Support for Incident Control:

WAPF supports Incident Controllers by ensuring public safety, managing evacuations, and restricting unauthorised access.

Identification:

All FCOs, firefighters, and volunteers must carry some form of identification to confirm their authorised status on the fire ground such as identification or vehicle identifier sticker.

24.3 DFES Bush Fire Liaison Officer

Authority Under the *Bush Fires Act 1954*:

A DFES-appointed Bush Fire Liaison Officer may assume control of emergency operations under Section 13 of the Act.

Responsibility of Local Officers:

All local officers, including the CBFCO, DCBFCO, FCOs, and firefighters, must comply with the Liaison Officer's directives during such situations.

24.4 CALM Act Officers

Role of CALM Act Officers:

Officers from the Department of Biodiversity, Conservation and Attractions (DBCA) have responsibilities under the *Conservation and Land Management Act 1984 (WA)* for managing fires on Crown land.

Authority Under the *Bush Fires Act 1954 (WA)* section 45A:

CALM Act officers may assume control of fire operations under specific conditions, including:

- Fires on conservation land.
- Situations requiring the use of specialised resources or strategies.

DBCA Control:

When acting under *Bush Fires Act 1954 (WA)* section 45(3), a CALM Act officer may take control of all operations.

24.5 Fire Control Officers (FCOs)

Authority under *Bush Fires Act 1954* (WA) section 39:

FCOs have control over fire suppression operations within their designated areas unless superseded by an FCO; or, DFES or DBCA under *Bush Fires Act 1954* (WA) sections 13 or 45.

Authority under *Bush Fires Act 1954* (WA) section 44:

Bush Fire Brigade Captains, officers and members have control over fire suppression operations within their designated areas unless superseded by an FCO; or, DFES or DBCA under *Bush Fires Act 1954* (WA) sections 13 or 45.

Responsibilities:

FCOs oversee fire permits, hazard reduction activities, and operational decision-making during incidents.

Appointment:

FCOs are appointed by the Shire Council based on recommendations from the BFAC.

24.6 Dual Fire Control Officers

Appointment Across Shires:

Dual Fire Control Officers are appointed to operate across neighbouring Shires, enabling fire management along Shire boundaries.

Scope of Authority:

While their responsibilities mirror those of Shire-appointed FCOs, dual appointments are typically limited to emergency situations.

25. DFES VOLUNTEER PORTAL

25.1 Overview

The **DFES Volunteer Hub** serves as a critical resource for all registered Shire of Kent Volunteer Bush Fire Brigade members. It provides access to training materials, operational updates, and safety information.

25.2 Registration and Access

Volunteer ID Number:

Upon registration with the Shire or DFES, all volunteers are issued a Volunteer ID Number and login credentials for the DFES Volunteer Hub. The CESM is to be contacted is not aware of their Volunteer ID Number.

Accessing the Hub:

The Hub is accessible online at: <https://volunteerhub.dfes.wa.gov.au/home/my-bgu>.

Volunteers are encouraged to complete the on boarding tutorials to familiarise themselves with the platform's features.

25.3 Key Features

Training and Development:

The Hub provides access to a variety of training modules, including induction packages, firefighting skills, and AIIMS awareness.

Operational Updates:

Critical safety alerts and operational guidelines are communicated via the Hub and email notifications.

Resource Library:

Volunteers can access policies, procedures, and incident management tools to enhance their understanding and effectiveness.

25.4 Staying Informed

Email Notifications:

Volunteers must regularly check their emails for updates from DFES, as some notifications may pertain to crew or individual safety during fire operations.

Continuous Learning:

Members are encouraged to utilise the Hub to explore additional training opportunities that align with their roles and responsibilities.

25.5 Support and Queries

For technical support or questions regarding the Volunteer Hub, volunteers can contact DFES via email at volunteering@dfes.wa.gov.au.

26. INCIDENT NOTIFICATION PROCEDURES

26.1 Notification by Brigades

Initial Contact:

The volunteer firefighter assuming the role of Incident Controller (IC) at a fire must notify one of the following officers as soon as possible:

- DFES Communication Centre (notified by most senior volunteer firefighter present); and,
- Chief Bush Fire Control Officer (CBFCO); or,
- Deputy Chief Bush Fire Control Officer (DCBFCO); or,
- Community Emergency Services Manager (CESM).

Key Notification Points:

- When mobilising to an incident.
- Upon arrival at the incident scene.
- As the situation escalates/de-escalates (containment and/or control).
- When departing a fire.

26.2 PAFTACS

- **Position and property threatened**
 - Assess the situation
 - Identify exposures/assets at risk/critical infrastructure
 - Human life
 - Property
 - Environment
- **Area**
 - Identify the size of the fire (metres x metres, metres square, hectares)
- **Fuel density and type**
 - Type of vegetation on fire
 - Type of vegetation ahead of the fire
 - Vegetation density in tonnes per hectare
 - What is the Rate of Spread (how fast is the fire travelling)?
- **Time to control**

- What are the objectives?
- What strategies and tactics are being used?
- Is delegation of functions required?
- Is there an Incident Management Team?
- **Assistance required**
 - Traffic management
 - Road closures
 - Additional resources
- **Communications and Control Point**
 - Radio channels/Communications Plan
 - Location of control point
 - Consider media and public advice/warnings
- **Surface wind strength and direction**

26.3 Situation Reports (SITREPs)

Timely Updates:

SITREPS should be provided to the DFES Communications Centre hourly following the PAFTAC. The IC must also keep the CBFCO; or, DCBFCO; and/or CESM informed of the situation.

A SITREP should include:

- Fire location and size.
- What/if life, property, and/or the environment are threat.
- Resources on scene (e.g. number of firefighters, vehicles, machinery).
- Additional resources required.
- Current weather conditions and predicted changes.

26.4 Operational Procedures

Establish Control Point:

- The IC must establish a Control Point (CP) immediately upon arrival.
- The CP serves as the central command location for coordinating resources and managing incident operations.

26.5 Record Keeping and Reporting

Incident Creation:

The CESM or nominated officer is responsible for registering the incident in the DFES Operational Management System (OMS) if this has not already been done.

Post-Incident Reports:

After the fire is contained, the IC must ensure that a detailed Incident Report Form is completed and submitted to the CESM within seven days or reports@dfes.wa.gov.au.

27. DRIVING GUIDELINES

27.1 General Driving Requirements

Licence Requirements:

- All drivers must hold a current and appropriate class of driver's licence for the vehicle being operated.

- Probationary drivers (P-Plates) may participate in Driver Training but are not permitted to drive to or at emergency incidents.

Shift Limits:

No driver is to operate a fire appliance for more than 12 consecutive hours.

Driving Conduct:

All drivers must operate vehicles in accordance with the *Road Traffic Act 1974* (WA), ensuring due care and attention at all times.

27.2 Emergency Response

For incidents where life or property is in immediate danger.

Driving Conditions:

- Emergency warning lights and sirens must be used at all times during travel.
- Speed may exceed the legal limit by up to **20 km/h**, but only when it is safe to do so.
- All traffic laws, including signals and signs, must be observed unless it is safe and necessary to contravene them.
- Drivers must stop at railway crossings and adhere to roadworks signage.

27.3 Non-Emergency Travel

For returning to the station, attending training, or other general operations.

Driving Conditions:

- No emergency warning lights or sirens are to be used.
- All road rules must be strictly followed.

27.4 Off-Road Driving Requirements**Four-Wheel Drive Operations:**

- Engage **4x4 Low Range** when driving in off-road conditions to maximise safety and control.
- Drive at the minimum safe speed to protect crew and equipment.

27.5 General Safety Considerations**Crew Safety:**

- Crew safety and care must be prioritised during all vehicle operations.
- Warning lights must remain on whenever Brigade personnel are working off the appliance to alert other road users.

Smoke Hazards: Install Smoke Hazard Signs on roads where fire activities reduce visibility for motorists.

Communications: Drivers must not operate two-way radios while driving.

Incident Visibility: During fires, vehicles should use both emergency lights and headlights to improve visibility for other fire appliances and ground crews.

28. WHS AND SPONTANEOUS VOLUNTEERS

28.1 Introduction

Spontaneous (unregistered) volunteers are community members who volunteer to assist during fires but can lack accredited training, equipment or registration with a Bush Fire Brigade. Managing the involvement of spontaneous volunteers effectively is critical to ensuring the safety of all.

In accordance with the *Bush Fires Act 1954* (WA) section 34A, a person not registered with a Bush Fire Brigade is deemed a “volunteer firefighter” when:

- under the direction of an FCO; or,
- a registered Bush Fire Brigade member.

28.2 Worker Status

Under the *Work Health and Safety (WHS) Act 2022* (WA), all volunteers are considered "workers," and the Shire of Kent maintains a duty of care to ensure their safety as far as reasonably practicable.

Obligations:

The Shire of Kent must:

- Provide spontaneous volunteers with reasonable training, information, and instructions before engaging them in any task.
- Minimise risks to health and safety as far as is reasonably practicable.

28.3 Public Liability and Insurance

Liability Coverage:

- Spontaneous volunteers engaged under the direction of an FCO are covered by the Shire’s public liability insurance.
- Personal accident insurance may also apply in accordance with the Shire’s policies.

Reporting Incidents:

Any injury or damage involving spontaneous volunteers must be recorded by the supervising FCO or delegate and reported to the CESM or CBFCO as soon as possible by the supervising FCO or delegate.

28.4 Managing Spontaneous Volunteers

Identification and Registration:

- Unregistered volunteers must be managed and recorded by the Incident Controller or their delegate.
- The Incident Controller or their delegate may determine a spontaneous volunteer’s ability to assist, including by determining whether:
 - the person is equipped with PPE and a suitable private firefighting equipment;
 - the person has completed accredited training, such as Rural Fire Awareness; and,
 - Shire of Kent has issued a vehicle identifier sticker to that person.
- The Incident Controller or their delegate, as Shire officers, reserve the right to request that a spontaneous volunteer leave the incident scene.

Task Assignment:

- Assign spontaneous volunteers only to low-risk, generalist tasks (e.g., logistical support or basic assistance).
- Ensure tasks align with their skills and capabilities to minimise risks.

Supervision:

- Spontaneous volunteers must be supervised where practical, particularly when deployed in areas with hazards.
- Assign a Shire volunteer firefighter or Fire Control Officer (FCO) to oversee their activities.

Safety Information:

Provide spontaneous volunteers with a safety briefing, including:

- Hazards present on the fire ground.
- Emergency procedures.
- Communication protocols.

Personal Protective Equipment (PPE):

- Ensure spontaneous volunteers wear suitable PPE, such as long-sleeve shirts, trousers, gloves, goggles, and sturdy boots.

Use of Private Equipment:

Spontaneous volunteers offering private equipment (e.g., vehicles, machinery) must ensure it is:

- Appropriately licensed and insured.
- Safe for operation in smoke-filled, off-road, or high-risk environments.
- Being volunteered, and that there is no contractual agreement for reimbursement of services rendered (e.g. to the Shire of Kent).

Control and Communication:

- Spontaneous volunteers must operate under the direction of the Incident Controller or a delegated FCO.
- Spontaneous volunteers must be informed that the fire ground is a controlled environment where adherence to the Incident Controller's instructions is mandatory.

FIRE RESPONSE VEHICLE IDENTIFIER APPLICATION

Part A - Application

Full Name:	
Address:	
Phone No:	
<p>I, _____ hereby apply to the Shire/City of _____</p> <p>for a Fire Response Vehicle Identifier Sticker for the vehicle listed below.</p> <p>Vehicle Make and Model: _____</p> <p>Vehicle Registration: _____</p> <p>OR where Vehicle Registration does not exist, the VIN or Chassis Number: _____</p>	
Name of Applicant:	
Signature:	Date:

Part B – Fire Response Vehicle Identifier Release Form

<p>I, _____ acknowledge that:</p> <ol style="list-style-type: none"> 1) <i>the Fire Response Vehicle Identifier received by me is for the purpose of fire response by the vehicle listed above;</i> 2) <i>when this vehicle is no longer used as a fire response vehicle (e.g. when sold) the identifier will be removed;</i> 3) <i>it is the responsibility of the owner and driver of the vehicle to comply with the Road Traffic Act 1974;</i> 4) <i>this identifier could be revoked by an Incident Controller or authorised person at any time;</i> 5) <i>appropriate Personal Protective Equipment and Clothing will be worn at all times;</i> 6) <i>the driver will ensure that the vehicle's presence at an incident is recorded on both arrival and departure;</i> 7) <i>I have reviewed the "Operating Private Equipment at Bushfires" and will make drivers of the vehicle familiar with this document.</i> 	
Name of Applicant:	
Signature:	Date:
Name of Issuing Officer:	
Signature:	Date:
Issuing Officer Title:	

Identifier Registration Number:	Valid to 30 September (Year):
---------------------------------	-------------------------------

Chief Bush Fire Control Officer

Role

- The role of the Chief Bushfire Control Officer is that of a leader, decision maker, planner and manager of the Bushfire Organisation and not as a 'hands on' fire fighter. The CBFCO is to ensure that the organization is functioning to a standard commensurate to the risks and is to ensure that the following tasks are achieved.
- During bushfire incidents manage the fire resources and Brigades and when necessary act as the Incident Controller.
- Promote the AIMS Incident Management system to BFCOs, Brigades and volunteer firefighters and ensure an Incident Controller is appointed for all Incident Levels
- Ensure that BFCOs, 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, BFCOs, Captains and Brigade members. Promote community fire prevention as a priority, to identify and reduce fire hazards.
- Promote the use of DFES Standard Operating Procedures and Guidelines.
- Promote hazard identification and risk management to minimise risk to volunteer 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 (EM & Rangers), BFCOs, Brigades, DFES, DBCA, emergency services, statutory authorities and facilitate prompt response to fire incidents.
- Promote the values of Volunteer Bush Fire Brigades to the community and within the Brigades.
- Delegate specific tasks to the DCBFCO and FCOs.
- Liaise with DFES and other organizations to achieve the duties outlined above.
- Actively participate in Bush Fire Advisory Committee and represent the Shire Bush Fire Brigades at ROAC

Criteria of CBFCO

- Minimum of 8 years firefighting experience
- Readily availability to attend operational incidents, supporting the Local Government and DFES as required

Desirable Qualifications of DCBFCO:

- Following courses completed:
- Fire Fighting Skills
- Rural Fire Awareness or Bushfire Safety Awareness
- AIMS Awareness
- Crew Leader
- Advanced Bush Fire Fighting
- Structural Fire Fighting
- Sector Commander
- Fire Control Officer
- Incident Controller Level 1
- Ground Controller
- Machine Supervision

Attachment 3: DCBFCO Position Statement

Deputy Chief Bush Fire Control Officer

Role

- The role of DCBFCO is that of a leader, decision maker and planner, assisting the Chief Bushfire Control Officer in managing the Bush Fire Organisation.
- Demonstrate positive leadership and mentor, BFCOs, 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.
- Actively participate in the Bush Fire Advisory Committee
- Ability to attend further fire and emergency management training
- In the absence of the CBFCO, the Deputy will take on that role
- Readily availability to attend operational incidents and support CBFCO as required

Criteria of DCBFCO

- Minimum 5 years firefighting experience
- 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 Bushfire Control Officer
- Experienced in firefighting operations
- Currently holds all of the preferred qualifications of the Fire Control Officer
- Knowledge of *Bush Fires Act 1954 (WA)* and *Bush Fires Regulations 1954 (WA)* fire control requirements
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)

Desirable Qualifications of DCBFCO:

- Following courses completed:
 - Fire Fighting Skills
 - Rural Fire Awareness or Bushfire Safety Awareness
 - AIMS Awareness
 - Crew Leader
 - Advanced Bush Fire Fighting
 - Structural Fire Fighting
 - Sector Commander
 - Fire Control Officer
 - Incident Controller Level 1
 - Ground Controller
 - Machine Supervision

Attachment 4: FCO Position Statement

Fire Control Officer

Role

- A Fire Control Officer (FCO) is a delegated representative of the Local Government, responsible for administering provisions of the *Bush Fires Act 1954* (WA).
- The position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.
- A FCO is to have demonstrated experience in bush 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* (WA) and the *Bush Fires Regulations 1954* (WA) and be a confident communicator.
- This position reports to the CBFCO and DCBFCO on all matters pertinent to bush fire management.

Duties and Responsibilities

Duties and responsibilities of the Fire Control Officer may include:

- Respond to community request to conduct property risk assessments or refer to Ranger Services where appropriate
- Perform duties prescribed by the *Bush Fires Act 1954* (WA) and authorised by local government • Maintain a personal incident diary 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 incidents 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 as to when harvest bans and or movement of vehicle bans should be applied
- Actively participate in Bush Fire Advisory Committee

Criteria of FCO

- Knowledge of the *Bush Fires Act 1954* (WA)
- Ability to attend further fire and emergency management training
- Effective interpersonal skills
- Leadership skills
- Management skills
- Experience in managing operations
- Ability to perform under stressful conditions

Desirable Qualifications of FCO

- Minimum 5 years of firefighting experience
- Following courses completed:
 - Rural Fire Awareness or Bushfire Safety Awareness
 - Fire Fighting Skills
 - AIIMS awareness
 - Crew Leader
 - Advanced Bush Fire Fighting
 - Sector Commander
 - Fire Control Officer

Attachment 5: Is your vehicle ready?



Private Equipment Readiness Checklist		
Self-Assessment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
When loaded, is the weight of your vehicle less than the rated Gross Vehicle Mass?		
Is the load, including tank, pump and fittings properly secured?		
Is your vehicle roadworthy, to Department of Transport standards?		
Are the vehicle and pump operational and mechanically sound?		
Have the vehicle and pump been serviced regularly?		
Is your vehicle fitted with a UHF/CB Radio?		
Is there a first aid kit in the vehicle?		
<ul style="list-style-type: none"> Are packets properly sealed? 		
<ul style="list-style-type: none"> Are all items within expiry date? 		
<ul style="list-style-type: none"> No items are missing? 		
Is there a woollen blanket or fire blanket for fire protection in the vehicle?		
Is the vehicle fitted with an amber rotating/flashing beacon		

Recognition of Self-Assessment

I, (name and surname), acknowledge that I have completed the Shire of Kent Private Equipment Readiness Checklist honestly and to the best of my knowledge. I will use my private equipment in accordance with the Shire of Kent Volunteer Bush Fire Brigade Guidelines and Operational Procedures and the *Road Traffic Code 2000* (WA).

Vehicle Owner Signature:

Date:...../...../.....



Personal Protective Equipment and Clothing Checklist		
Self-Assessment	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
I have cotton or natural fibre overalls with long sleeves or Natural fibre work shirt and trousers or level 1 bush fire personal protective clothing?		
I have sturdy leather boots or level 1 bush fire boots?		
I have leather work gloves or level 1 bush fire gloves?		
I have an industrial-type helmet or brimmed hat?		
I have a respirator or dust mask?		
I have industrial type goggles or safety glasses?		
I have a high visibility vest or clothing (if required)?		
I have drinking water available in my vehicle?		

Recognition of Self-Assessment

I, (name and surname), acknowledge that I have completed the Shire of Kent Personal Protective Equipment and Clothing Checklist honestly and to the best of my knowledge. I will use my personal protective equipment and clothing in accordance with the Shire of Kent Volunteer Bush Fire Brigade Guidelines and as directed at all incidents that I attend.

Signature:

Date:...../...../.....



Contract of Bailment – Volunteer Firefighter

Custodian of goods for the purpose of carrying out Fire Control Officer Duties on behalf of the Shire of Kent

This agreement is between the Shire of Kent Administration and Volunteer Fire Fighter

Personal Details	
Name	
Residential Address	
Contact Phone	
Contact Email	
Employment Details	
Occupation	
Work Address	
Contact Name	
Contact Phone	

For the safekeeping and use of the below equipment in accordance with the Shires' Code of Conduct, Bushfire Operating Procedures, lawful direction of the *Bush Fire Act 1954* and *Road Traffic Act 1974*.

All equipment remains the property of the Shire of Kent and must be returned upon request from the Chief Executive Officer, Community Emergency Services Manager, upon your resignation of the Volunteer Brigade or departure from the district.

Equipment must be maintained to a high level of operational readiness and be available for incident response. In the event that equipment is damaged, lost or stolen, a Shire incident report must be completed and returned to Shire Administration at the earliest opportunity (no later than 48hrs).

The below has been supplied in quality, working condition.

Qty	Item	Size	Supplied
	BR9SC Helmet with Torch and Bag		<input type="checkbox"/>
	SHCC Level 1 Karvin Jacket		<input type="checkbox"/>
	SHCC Level 1 Karvin Over Pant		<input type="checkbox"/>
	Turn Out Shirt		<input type="checkbox"/>
	Gloves		<input type="checkbox"/>
	Googles		<input type="checkbox"/>
	Boots		<input type="checkbox"/>
	Half Face Respirator (3M 7500)		<input type="checkbox"/>
	Full Face Respirator (3M FF FX-400)		<input type="checkbox"/>
	Kit Bag		<input type="checkbox"/>

Additional Comments

I _____ agree that I have received the above equipment and will adhere to the outlined notations regarding custody, maintenance and return as set out by the Shire of Kent.

Signature: _____

Date: _____

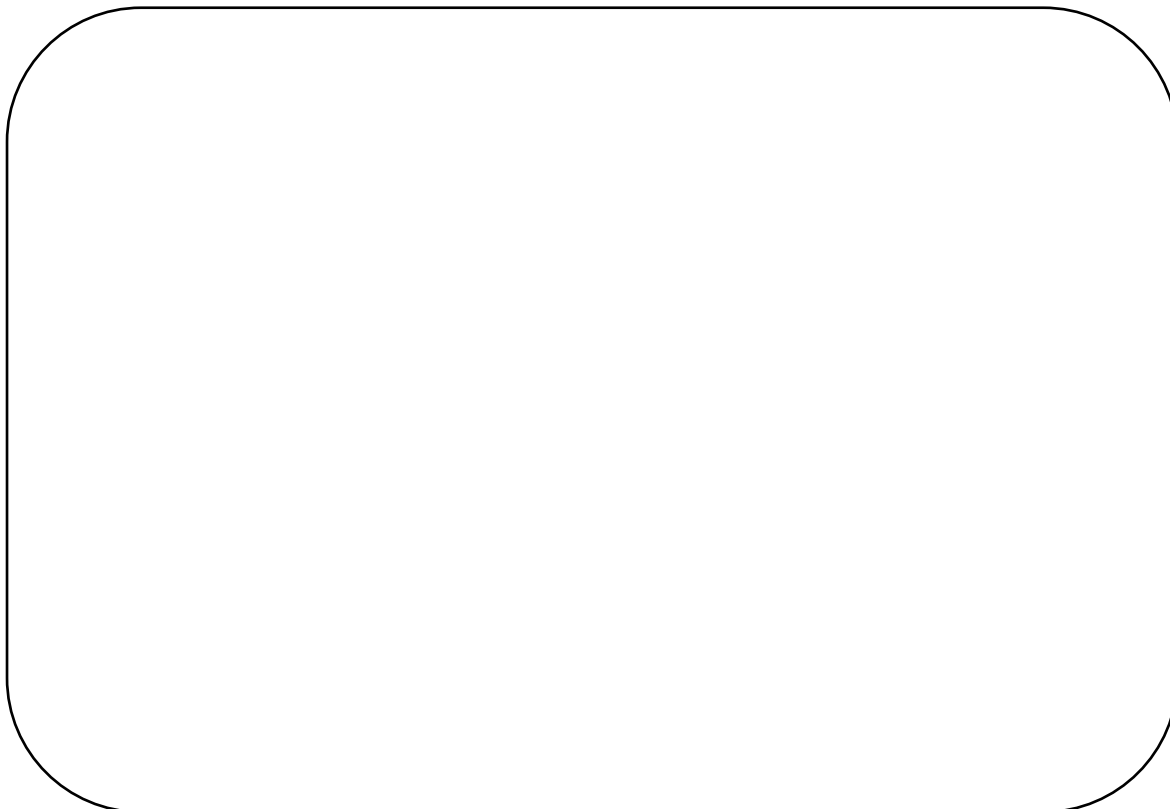
Confirmed by Shire of Kent Officer:

Name: _____

Date: _____

Signature: _____

Office Use Only
Image of Drivers Licence





Contract of Bailment – Fire Control Officer

Custodian of goods for the purpose of carrying out Fire Control Officer Duties on behalf of the Shire of Kent

This agreement is between the Shire of Kent Administration and Volunteer Fire Fighter

Personal Details	
Name	
Residential Address	
Contact Phone	
Contact Email	
Employment Details	
Occupation	
Work Address	
Contact Name	
Contact Phone	

For the safekeeping and use of the below equipment in accordance with the Shires' Code of Conduct, Bushfire Operating Procedures, lawful direction of the Bush Fire Act 1954 and Road Traffic Act 1974. All equipment remains the property of the Shire of Kent and must be returned upon request from the Chief Executive Officer, Community Emergency Services Manager, upon your resignation of the Volunteer Brigade or departure from the district.

Equipment must be maintained to a high level of operational readiness and be available for incident response. In the event that equipment is damaged, lost or stolen, a Shire incident report must be completed and returned to Shire Administration at the earliest opportunity (no later than 48hrs).

The below has been supplied in quality, working condition.

Qty	Item	Size	Supplied
	BR9SC Helmet with Torch and Bag		<input type="checkbox"/>
	SHCC Level 1 Karvin Jacket		<input type="checkbox"/>
	SHCC Level 1 Karvin Over Pant		<input type="checkbox"/>
	Turn Out Shirt		<input type="checkbox"/>
	Gloves		<input type="checkbox"/>
	Googles		<input type="checkbox"/>
	Boots		<input type="checkbox"/>
	Half Face Respirator (3M 7500)		<input type="checkbox"/>
	Full Face Respirator (3M FF FX-400)		<input type="checkbox"/>
	Kit Bag		<input type="checkbox"/>

	Vehicle Call Sign Magnet (Set of 2)		<input type="checkbox"/>
	12V Magnet Flashing Light	R&B / R	<input type="checkbox"/>
	Tabbard Set	IC / OPS / SC	<input type="checkbox"/>
	Ipad & Stylus with accessories	CBFCO Only	<input type="checkbox"/>

Additional Comments

I _____ agree that I have received the above equipment and will adhere to the outlined notations regarding custody, maintenance and return as set out by the Shire of Kent.

Signature: _____ Date: _____

Confirmed by Shire of Kent Officer

Name: _____ Date: _____

Signature: _____

Office Use Only
Image of Drivers Licence



Contract of Bailment – Shire of Kent Employee

Custodian of goods for the purpose of carrying out Fire Control Officer Duties on behalf of the Shire of Kent

This agreement is between the Shire of Kent Administration and Volunteer Fire Fighter

Personal Details	
Name	
Residential Address	
Contact Phone	
Contact Email	
Employment Details	
Occupation	
Work Address	
Contact Name	
Contact Phone	

For the safekeeping and use of the below equipment in accordance with the Shires' Code of Conduct, Bushfire Operating Procedures, lawful direction of the *Bush Fire Act 1954* and *Road Traffic Act 1974*. All equipment remains the property of the Shire of Kent and must be returned upon request from the Chief Executive Officer, Community Emergency Services Manager, upon your resignation of the Volunteer Brigade or departure from the district.

Equipment must be maintained to a high level of operational readiness and be available for incident response. In the event that equipment is damaged, lost or stolen, a Shire incident report must be completed and returned to Shire Administration at the earliest opportunity (no later than 48hrs).

The below has been supplied in quality, working condition.

Qty	Item	Size	Supplied
	BR9SC Helmet with Torch and Bag		<input type="checkbox"/>
	SHCC Level 1 Karvin Jacket		<input type="checkbox"/>
	SHCC Level 1 Karvin Over Pant		<input type="checkbox"/>
	Turn Out Shirt		<input type="checkbox"/>
	Gloves		<input type="checkbox"/>
	Googles		<input type="checkbox"/>
	Boots		<input type="checkbox"/>
	Half Face Respirator (3M 7500)		<input type="checkbox"/>
	Full Face Respirator (3M FF FX-400)		<input type="checkbox"/>
	Kit Bag		<input type="checkbox"/>
	Vehicle Call Sign Magnet (Set of 2)		<input type="checkbox"/>

	12V Magnet Flashing Light	R&B / R	<input type="checkbox"/>
	Tabbard Set	IC / OPS / SC	<input type="checkbox"/>
	Ipad & Stylus with accessories	CBFCO Only	<input type="checkbox"/>

Additional Comments

I _____ agree that I have received the above equipment and will adhere to the outlined notations regarding custody, maintenance and return as set out by the Shire of Kent.

Signature: _____

Date: _____

Confirmed by Shire of Kent Officer

Name: _____

Date: _____

Signature: _____

Office Use Only

Image of Drivers Licence