



Bush fire Advisory Committee

Agenda | 11th April 2024



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SHIRE OF QUAIRADING

The Bush Fire Advisory Committee Minutes of Meeting held on Thursday 11th April 2024 commencing at 5:00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson welcomed everyone to the Meeting and declared the Meeting open at _____ pm.

ITEM 2 ATTENDANCE AND APOLOGIES

2.1 Fire Control Officers / Weather Monitors

2.2 Shire

2.3 Invited Observers / Visitors/Agencies

2.4 Apologies

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 25th October 2023

RECOMMENDATION

MOVED

SECONDED

That the minutes of the Bush Fire Advisory Committee Meeting held on the 25th of October 2023 be confirmed as a true and correct record of that Meeting.

4.2 Business Arising

ITEM 5 CORRESPONDENCE

5.1 Inward

5.2 Outward

ITEM 6 CBFCO / DCBFCO / FCO / CESM REPORTS

6.1 CBFCO Report

6.2 DCBFCO Report

6.3 FCO's Reports

6.4 CESM Report

6.5 Shire Report

6.6 Other Agency Reports

ITEM 7 ELECTION OF OFFICE BEARERS

7.1 Appointment and Confirmation of Fire Control Officers

ITEM 8 ADOPTION OF DOCUMENTS

8.1 Terms of Reference - BFAC

RECOMMENDATION

MOVED

SECONDED

That the Bush Fire Advisory Committee recommend to Council that Council adopt the Terms of Reference – BFAC as reviewed by the Bush Fire Advisory Committee.

Please see attached Policy draft for review.

8.2 Bushfire Management Plan 2022-2027

RECOMMENDATION

MOVED **SECONDED**

That the Bush Fire Advisory Committee recommend to Council that Council adopt the Bushfire Management Plan 2022-2027.

Please see attached Bushfire Management Plan 2022-2027 as developed by the Community Emergency Services Manager.

8.3 Bushfire Policies & Procedures Manual

RECOMMENDATION

MOVED **SECONDED**

That Bush Fire Advisory Committee recommend to Council that Council adopt the Bushfire Policies & Procedures Manual as reviewed by the Community Emergency Services Manager.

Please see attached Bushfire Policies & Procedures Manual.

ITEM 9 DISCUSSION POINTS

9.1 Post Season De-Brief

9.2 Restricted Burning Period/Prohibited Burning Period (RBT/PBT)

Restricted Burning Period:

- 16th October 2022 – 31st October 2023

Prohibited Burning Period:

- 1st November 2022 – 28th February 2024

Restricted Burning Period:

- 1st March 2023 – 29th March 2024

The above dates were discussed and it was decided that no changes were required.

9.3 General Business

ITEM 10 MATTERS FOR DISCUSSION

ITEM 11 NEXT MEETING DATE

The next Bush Fire Advisory Committee meeting is scheduled to take place on Wednesday 9th October 2024 commencing at 5:00pm in the Council Chambers.

ITEM 12 CLOSURE

There being no further business, the Chairperson closed the meeting at _____ pm.

SHIRE OF QUAIRADING BUSH FIRE ADVISORY COMMITTEE – TERMS OF REFERENCE

PURPOSE

The Shire of Quairading Bush Fire Advisory Committee or QBFAC has been established pursuant to Section 67 of the Bush Fires Act 1954.

‘67. Advisory committees

(1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.’

OBJECTIVE

Our vision is to make the Shire of Quairading a safe community by managing the risk of fire through the delivery and implementation of fire prevention, preparedness, response and recovery strategies.

It is the objective of the BFAC to: -

- Recommend and regularly review Council’s Policies relating to the delivery of fire prevention, preparedness, response and recovery.
- To establish and maintain an operational command and control structure by developing procedures to enhance the ability of the Brigades to carry out operations, activities and training efficiently and effectively.
- To ensure co-operation and co-ordination between all Fire Brigades within the Shire of Quairading and between all other Fire Brigades and stakeholders in their efforts and activities.
- To advise Regional Officers in the area and any other relevant person or organisation on matters referred to the committee.
- To perform any other function assigned to the Committee under Section 67 of the Bush Fires Act, regulations or Council policy
- Provide advice to Council on Bush Fire and Bush Fire related items. Specifically, the BFAC will advise the Council on matters relating to:
 - The prevention, control, extinguishment and recovery from bush fire
 - The planning of and advise on the development of the Shire of Quairading Fire Break Order
 - Prosecutions for breaches of the Bush Fires Act 1954.

- The formation of bush fire brigades
- Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.

POLICY

1. MEMBERSHIP

The Shire of Quairading BFAC committee membership shall be as follows: -

- Two (2) Shire of Quairading Councillors
- One (1) Quairading VFRS Officer
- One (1) delegate or proxy representative from each of the Shire of Quairading Volunteer Bush Fire Brigades
- Nominated Fire Control Officers/Fire Weather Officers
- Chief Bush Fire Control Officer.
- Deputy Chief Bush Fire Control Officer

2. ATTENDANCE BY GOVERNMENT AGENCIES

The following are invited (non-voting) to attend meetings of the Shire of Quairading BFAC:

- DFES Representative

The following are invited (non-voting) to attend meetings of the Shire of Quairading BFAC when required:

- CBFCO's from neighbouring Local Governments.

3. COMMITTEE CHAIRPERSON

The Committee shall elect one of their number to be chairman thereof in accordance with the Bush Fires Act 1954 Section 67 (2)

4. EXECUTIVE OFFICER

The Shire of Quairading Community Emergency Services Manager will act as Executive Officer for the BFAC

5. MEETINGS

The Shire of Quairading BFAC will conduct two (2) meetings per year:

- Pre-Bush Fire Season (September/October)
- Post Bush Fire Season (March/April)

Dates of the meetings will be adjusted to the current season and timeframe of DOAC in each given year

6. QUORUM

At least 50% of the members of the Committee.

7. MEMBERS INTERESTS TO BE DISCLOSED

Members of the Committee are bound by the provisions of the *Local Government Act 1995*, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

'A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest — in a written notice given to the CEO before the meeting; or at the meeting immediately before the matter is discussed'

8. VOTING

Shall be in accordance with the *Local Government Act 1995*, Section 5.21.

'Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote'

'If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote'

9. MINUTES

A copy of the unconfirmed minutes shall be forwarded to all Shire of Quairading BFAC members within fourteen (14) days of the meeting for endorsement at the next meeting.

Shire of Quairading BFAC recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

10. BRIGADE REPORTS

Each member brigade shall provide a brigade report to the meeting.

11. DEPUTATIONS

The Shire of Quairading BFAC may invite persons or organisations to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

12. POWERS OF COUNCIL

These terms of reference do not limit in any way the powers of Council.

GUIDELINES

Local Government Act 1995

Section 67 of the Bush Fires Act 1954.

STATUTORY ENVIRONMENT

Section 67 of the Bush Fires Act 1954.

Record of ToR Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	CESM – Daniel Birleson	31 May 2018	214-17/18	New Policy	
02	BFAC Committee	24 April 2019	182-18/19	Reviewed	10 April 2019
03	Graeme Fardon	17 December 2020	97-20/21	Biennial Policy Review - Minor Amendment	December 2020
04	BFAC Committee			Biennial Policy Review	

Shire of Quairading

BUSHFIRE MANAGEMENT PLAN 2022-2027



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AMENDMENT HISTORY

No.	Date	Amendment Details	By
1		Reformat and update BMP, 1 st draft presented to BFAC	
2			
3			
4			
5			
6			
7			
8			
9			
10			

Suggestions and comments from the community and stakeholders can help improve these arrangements and subsequent amendments.

To provide feedback, please copy the relevant section, mark the proposed changes and forward to;

The Chairperson
Bushfire Advisory Committee
Shire of Quairading

PO Box 38, Quairading WA 6383
Or email to: shire@quairading.wa.gov.au

The Chairperson will refer any correspondence to the BFAC for consideration and/or approval.
Amendments promulgated are to be certified in this document when updated.

DISTRIBUTION LIST

Organisation/Position Title	No. Copies
Shire of Quairading Chief Executive Officer	One
Shire of Quairading Chief Bushfire Control Officer	One
Shire of Quairading Deputy Chief Bushfire Control Officer	One
Shire of Quairading Fire Control Officers	Seven
Shire of Quairading President	One
Shire of Quairading Administration Centre	One (Restricted)*
Quairading Volunteer Bushfire Brigade	One
Quairading Volunteer Fire and Emergency Service	One
Goldfields / Midlands Regional Operations Centre (DFES)	One
Community Emergency Services Manager	One

* Restricted copy of the document for public view, this does not include the Contacts and Resources Section of the document.

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1. INTRODUCTION

1.1 Aim

The aim of the bushfire management plan is to identify and document fire management strategies used to ensure the prevention of, preparedness for, response to and recovery from the impact of bushfires on life, property and environment within the Shire of Quairading.

1.2 Purpose

The purpose of this plan is to document the Shire's methodologies and plans for bushfire prevention, preparedness, response, and recovery.

1.3 Scope

These plans are to assist the LG district of the Shire of Quairading with the management of and recovery from bushfire emergencies when they arise. It details the Shires capacity to provide resources in support of an emergency, while still maintaining business continuity. It also acknowledges and documents the Shire of Quairading's responsibility in relation to bushfire recovery management.

These arrangements are to serve as a guide at a local level. Incidents may arise that require action or assistance from a district, state, or federal level.

1.4 Hazard Definition

A bushfire refers to any actual or impending bushfire that impacts and/or causes or threatens to cause injury, loss of life and/or damage to property or natural environment that may require a response.

1.5 Related Documents

This plan is to be read in conjunction with:

- *Bush Fires Act 1954 (the BF Act)*
- *Fire Brigades Act 1942 (the FB Act)*
- *Conservation & Land Management Act 1984 (the CALM Act)*
- *Fire and Emergency Services Authority of Western Australia Act 1998 (the DFES Act)*
- *Emergency Management Act 2005 (the EM Act)*
- *State Hazard Plan - Fire*
- *State Public Information Emergency Management Support Plan (State Support Plan – Emergency Public Information)*
- *State Emergency Management Plan for Health (State Health Emergency Response Plan)*
- *Shire of Quairading Local Emergency Management Arrangements (LEMA)*
- *Shire of Quairading Local Recovery Management Arrangements (LRMA) – Under Review*
- *Checklists – Evacuation, Welfare and Road Closure.*

1.6 Authority to plan

DFES, through the FES Commissioner as the HMA, has the primary responsibility for managing the effects of fire in WA. However, DFES requires the support and assistance of other organisations to ensure an integrated community response occurs.

The agencies will undertake the agreed responsibilities. All agencies should maintain appropriate internal plans and procedures in relation to the specific agency responsibilities.

The Shire is the HMA for bushfire outside the gazetted fire districts. These arrangements have been prepared and endorsed by the Shires BFAC, pursuant to the provisions of State Hazard Plan (SHP) – Fire¹.

The development, implementation and revision of this plan is the responsibility of the Shire in consultation with DFES.

¹ *State Hazard Plan – Fire v01.01; Appendix C*

1.7 Document Review

This document will be reviewed biennially by the BFAC prior to the commencement of the bushfire season or alternatively after a level 2 incident, or an incident with great significance. The CEO or the CBFCO will initiate the review as required.

The CESM is responsible for monitoring the document annually prior to the commencement of bushfire season to ensure all contacts and resources are up to date at the commencement of the high threat period.

1.8 Exercise

This plan may be exercised as part of the Shires LEMC requirement to hold an annual exercise as designated under State Emergency Management Policy².

This plan can be exercised in a practical capacity utilising brigades and resources in an operational capacity.

² *State Emergency Management Policy v3.01 s4.8*

1.9 Local Area

Area Covered

The Shire of Quairading is located 160kms East of Perth in the Central Wheatbelt and encompasses the townsites/localities of: -

- Badjaling
- Balkuling
- Dangin
- Doodenanning
- Pantapin

- Quairading
- South Caroling
- Wamenusking
- Yoting

The Shire is a farming community approximately 2,040km² in size, with a population of 619 (2021 Census), producing cereal and grain crops, wool, sheep, cattle, and rural service industries.

The following assets/infrastructure are included in this area: -

- Quairading Townsite
- Quairading Hospital
- Multiple Telephone Exchanges
- Multiple Power substation
- Water Corporation facilities
- Toapin Weir
- Communication Towers
- Police / WAERN communications tower
- Local Government Infrastructure
- Various Dams/Sumps
- Frail Aged Lodge
- Rail Line
- Quairading – York Road

A hazard and infrastructure report were run for the Shire of Quairading on 2021 using the DFES's operational platform, please refer to that document, located at the Shire of Quairading administration centre for further information.

Adjoining Local Authorities

- Shire of Beverley – to the West
- Shire of Brookton – to the South West
- Shire of Bruce Rock – to the East
- Shire of Corrigin – to the South East
- Shire of Cunderdin – to the North
- Shire of Kellerberrin – to the North East
- Shire of Tammin – to the North East
- Shire of York – to the West

Access

The major access road to the Shire of Quairading from Perth is the York-Merredin Road, which runs through the Shires of York, Beverley, Bruce Rock and Quairading.

Other major arteries in and out of the Shire include;

- Quairading-Cunderdin Road linking Quairading and Cunderdin,
- Quairading-Corrigin Road linking Quairading to Corrigin,
- Mt Stirling Road linking Quairading and Tammin; and
- Dangan-Mears Road linking Quairading to Brookton.
- Dale-Mawson Rd linking Quairading to Beverley

Topography

The landscape of the Shire of Quairading is predominately low-lying and flat farmland with small pockets of hill and granite rock outcrops.

Specific Bushfire Risks

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

The major fire threats in the shire are from cereal harvesting, and activities on small rural lots. The threats within the town sites consist of houses, hotels, service stations, light industry, public buildings and transporting of hazardous materials by road.

There are some special high risk areas within the Shire:

- Recent History has shown a rise in the risk of fires in the tree farms to the south west of the Shire.
- The summer weather pattern has ramifications on fire behaviour within the Shire. Lightning strikes are one of the largest causes of fire. Constant high temperatures with hot, dry gusty winds cause suppression difficulties if a fire is given time to escalate.
- The rural sector is nearly entirely made up of broad acre farming. There is a seasonal high fire risk associated with standard farming practices. Eg. harvesting

2. ROLES AND RESPONSIBILITIES

The provisions of the Bush Fires Act 2005 are used for the prevention, preparedness, and response phases of bushfires. Recovery is initiated by the appropriate response agency and managed by LG. It should be noted that all landholders have statutory^{3, 4} and common law obligations to prepare for, prevent and manage bushfires on their land. Responsibilities are allocated as follows:

- Prevention: DFES, PWS, and LG.
- Preparedness: DFES, PWS, and LG for their respective areas.
- Response: DFES state-wide; PWS and LG: Combat agencies for their respective areas.
- Recovery: LG.

As per the State Hazard Plan – Fire⁵; DFES, through the FES Commissioner as the HMA, has the primary responsibility for managing the effects of fire in WA. However, DFES requires the support and assistance of other organisations to ensure an integrated community response occurs.

^{3.} *Bush Fires Act 2005 v09-j0-00 s28*

^{4.} *Bush Fires Act 2005 v09-j0-00 s33*

^{5.} *State Hazard Plan – Fire v01.01 – Appendix C*

2.1 Responsibilities

The responsibilities of agencies regarding bushfires can be found in the State Hazard Plan – Fire.

LGs agree to undertake the following responsibilities;

- **Prevention and Mitigation**
 - Develop mitigation strategies for all lands vested in the LG.
 - Prescribe and enforce bushfire prevention measures on all private lands and leaseholds within their LG district.
 - Participate in state-wide arson prevention programs in conjunction with WAPOL, DFES and PWS.
 - Impose harvest and movement of vehicle bans.
 - Administer day to day provisions of the Bush Fires Act (e.g., permit to burn the bush).
 - Vary the declared restricted and prohibited burning times in response to local conditions.
 - Manage fire break requirements in accordance with the Bush Fires Act.
 - Enforcement of Bush Fires Act offences within the LG district; and
 - Contribute to and participate in the development of BRMPs at the local level.
- **Preparedness**
 - Exercises for LG brigades.

- Ensure evacuation centres are ready as required.
- Brigades will test all equipment.
- Participate in joint exercises with DFES and PWS.
- Appoint personnel as required under the Bush Fires Act and
- Test plans and procedures.

- **Response**
 - Response to all bushfires on lands including UMR and UCL outside:
 - Gazetted Fire Districts declared under the FB Act or where a Fire and Emergency Service brigade is established under the FES Act.
 - Those areas where PWS has jurisdictional responsibility, and the Perth metropolitan area and
 - Aid in the form of equipment and personnel to DFES and/or PWS where they have the operational capacity to do so.
 - Assume the role of CA where required in accordance with this plan.
 - Where appropriate and resources permit, participate in State Bushfire Pre-Formed Incident Management Teams in accordance with agreed management guidelines and business rules.

Recovery

As per the State Emergency Management Policy⁶; it is a function of local government to manage recovery following an emergency affecting the community in its district.

Additionally, the OBRM has been established to set and approve bushfire risk related standards and policy. This includes communicating and promoting best practise in bushfire risk management within WA.

⁶ *State Emergency Management Policy V3.01 s6.3*

2.2 Special Arrangements

2.2.1 DFES and Local Government

Many LGs have formal agreements with DFES for the:

- Provision of fire and emergency services through a fire service or VFES unit,
- The appointment of a CESM that will include appointment of the CESM as an FCO.

The Shire of Quairading has both above-mentioned memorandums of understanding in place, with the CESM being shared with the Shires of Quairading and Cunderdin

2.2.2 Australian Government Lands

DFES has arrangements with the Australian Government for the provision of fire and emergency services to government lands and facilities in accordance with a MOU between DFES and the Australian Government Attorney General's Department. These services may be provided directly or through LGs. Some specific lands and facilities may have federally provided services in place e.g., RAAF Pearce. Regardless of service provision, fire prevention is always a matter for the landholder.

2.2.3 Interagency Bushfire Management Committee

The IBMC was established upon the direction of the Minister for Emergency Services in February 2010. The Committee is chaired by DFES and includes representation from DCBA, WALGA, BFSCC, BOM and DFES.

The functions of the committee are to:

- Provide a mechanism to ensure that the fire agencies operate under consistent policies, plans and procedures.
- Examine opportunities and initiatives to improve interagency cooperation and interaction including resourcing, training, and technology.
- Examine opportunities for 'whole of government' efficiencies and collaboration in bushfire management.

3. PREVENTION AND MITIGATION

Prevention activities are designed to eliminate or reduce the occurrence or impact of bushfire.

3.1 Responsibility for prevention and/or mitigation

Bushfire risk management must be underpinned by a rigorous process (*such as ISO 31000:2018*) that identifies analyses, assesses, treats, and reviews risks. The Shire is required to develop an integrated BRMP which details the bushfire prevention and mitigation measures.

A fire control officers meeting established under the *Bush Fires Act*⁷ is the preferred means of negotiating a commitment by all landholders to a local plan of action to reduce the incidence and impact of bushfire on their local community. This committee is accountable to its LG council. The LEMA must reflect the outcomes of any bushfire risk management strategies employed.

LG planning and development processes also play a role in bushfire risk management by adopting specific standards as outlined in the joint DFES – WAPC “Planning for Bush Fire Protection” document. In addition, LGs are encouraged to define bushfire prone areas in their town planning scheme and ensure new buildings within these areas comply with any applicable national construction and development standards.

⁷ *Bush Fires Act 1954 v09-j0-00 S67*

3.2 Prevention Strategies

DFES, DCBA and LGs participate in and contribute to locally developed and implemented BRMP that incorporate prevention and mitigation strategies. DFES and DCBA have established a BFTA for many areas of the state and maps provide important risk information for this process.

Risk treatments and mitigation strategies adopted by the Shire include but not limited to;

- Land use planning.
- Prescribed burning.
- Fuel load modification.
- Firebreak and hazard reduction notices.
- Prohibited and restricted burning times.
- Permits to burn.
- Total fire and harvest/vehicle bans.

Please refer to the Shire of Quairading BRMP for Shire specific risk treatments and mitigation strategies.

4. PREPAREDNESS

Preparedness describes everything that can be done before a bushfire. It is just as important for individuals and communities as it is for fire agencies. Relevant and effective community education and public information programmes are therefore central to preparedness.

4.1 Responsibility for Bushfire Preparedness

DFES, DCBA and LGs are responsible for the following preparedness activities for land that falls within their respective jurisdictions.

- Pre-incident planning to address response arrangements such as:
 - Suitable access for suppression resources.
 - Communications, incident notification and dispatch.
 - Control and command facility location.
 - Suppression capability.
 - Resourcing scalability.
- Information management and other matters that enable rapid, effective, and efficient response operations to occur.
- Training of fire fighters and support personnel to allow a competent, coordinated, effective and safe incident response.
- Establishing mechanisms to provide the community with information, education and engage them in bushfire risk management prior to and during an incident.

Preparedness strategies will be documented in each LG BRMP by the BFAC and endorsed by the Shire.

4.2 Community Engagement

The Shire conducts public education programs relating to community preparedness for bushfire. Community education strategies include:

- Information on TFBs.
- Information on harvest/vehicle movement/hot works bans.
- Information on prohibited and restricted burning periods.
- “Prepare Act Survive” information sessions.
- “000” emergency number.

DFES also develops programs and associated material for use at a local level.

4.3 Risk Analysis

Risk assessments have been undertaken for each asset or group of assets identified; human settlement, economic, environmental and cultural.

The asset risk register will be maintained in BRMS, this information is not included in the plan because it contains information deemed personal and contains locations of cultural and environmental importance.

4.4 Local Resources

4.4.1 Brigade Locations

Brigade	Location
Quairading Central Bush Fire Brigade	Lot 363 Jennaberring Rd, Quairading
North Quairading Bush Fire Brigade	Lot 159 Wills Rd, North Quairading
South Caroling Bush Fire Brigade	Lot 385 Caroling South Rd, South Caroling
Wamenusking Bush Fire Brigade	Lot 18776 Corrigin/Quairading Rd, Wamenusking
Balkuling/Doodenannig Bush Fire Brigade	Lot 844 Doodenanning/Mawson Rd, Balkuling
Quairading Volunteer Fire and Rescue	Lot 363 Jennaberring Rd, Quairading

Brigade Appliances

- Quairading Central Bush Fire Brigade 4.4B
- Quairading Central Bush Fire Brigade 4.4B
- North Quairaidng Bush Fire Brigade 2.4R
- South Caroling Bush Fire Brigade 4.4B
- Wamneusking Bush Fire Brigade 4.4B
- Balkuling/Doodenanning Bush Fire Brigade 4.4B
- Quairading Volunteer Fire & Rescue 2.4 Urban Tanker
- Quairading Volunteer Fire & Rescue Light Tanker

Other Brigade Resources

- Fast Fill Trailer (Located Quairading Central BFB)
- Breathing Apparatus (Quairading VFRS)
- Rescue Equipment (Quairading VFRS)

4.4.2 Training

The Shire is committed to increasing and enhancing the skills and knowledge of all volunteer BFB members by supporting the provision of training. Where possible all members will be provided with an opportunity to request recognition for prior learning.

The Shire is currently developing a Bushfire Policy and Procedures Manual which stipulates training standards in relation to position descriptions.

4.4.3 Personal Protective Equipment

The Shire, as a minimum, requires all members responding to bushfires are required to wear the following PPE:

- Long sleeve shirt / bushfire tunic (as provided).
- Long pants / bushfire over trouser (as provided).
- Sturdy boots.

And if available are recommended to wear the following:

- Eye protection / bushfire goggles / safety goggles (as provided).
- Rigger gloves / bushfire gloves (as provided).
- Helmet when working in timber areas.

Provided PPE is received upon completion of BFB basic training.

All FCO within the Shire are requested to identify any non-compliance with this provision, and request volunteers leave the fire ground until they can return wearing the correct PPE.

All PPE can be requested through the CESM via the Shire office.

Spare PPE will be held at the Shire administration building.

Protective Clothing Matrix

Emergency		PPE Requirements
Bushfire		Level one bushfire PPE consisting of long sleeve (cotton) shirt, long pants (cotton), goggles, boots, helmet, and gloves. or Tunic, fire pants, goggles, boots, helmet, and gloves.
Structural Fire	Defensive	As Above
	Offensive (Internal Firefighting) Fire and Rescue Service or Fire and Emergency Service Only	Level two PPE consisting of level two tunic, level two pants, goggles, boots, helmet and gloves. Breathing apparatus may be used to supplement.

4.4.4 Shire Machinery

All Shire machinery requests are to be authorised by the Shire of Quairading Works Manager, or in their absence, the Shire of Quairading CEO.

Please refer to **Appendix B: Shire Contacts**

4.4.5 Private Resources

The Shire relies heavily on local farmer response units to quickly respond to and suppress fires within the Shire. Private appliances available through the farmer response brigade normally hold up to 1000L of water. Most are brigade members and will receive an SMS from the DFES SMS system regarding turn outs, alternatively there is a Whatsapp group farmers messaging system including most of the farmers that may have not been included in the DFES SMS service. In the event of not acquiring enough units a message to the harvest ban SMS list can be used, all farmers with private appliances registered with the harvest ban list will then be notified to the incident and respond if available.

Please refer to **Appendix C: Private Resources**

4.4.6 Water Resources

The Shire has the following water resources:

- Various Shire owned Dams
- Louden Street Borefield
- Private Dams
- Private Tanks
- Standpipes
 - Cnr Junction Rd and York Quairading Rd
 - Cnr Dulbelling South Rd and York/Quairading Rd
 - Cnr Doodenanning/Mawson Rd and Cubbine Rd
 - Cnr Heal Rd and Old Beverley Rd
 - Cnr Pantapin North Rd and York/Merredin Rd
 - Cnr Hayes Rd and Kellerberrin/Yoting Rd
 - Cnr Doodenanning/Mawson Rd and Goldfields Rd
 - Cubbine Rd
 - Cnr Dangin/Mears Rd and Richards Rd
 - Cnr Nth Badjaling Rd and Cubbine Rd

4.5 Regional Resources

Bushfire appliances available within neighboring Shires include:

<i>Shire of Beverly</i>	
<i>Location - BFB</i>	<i>Unit</i>
Avondale BFB	Farmer Response
Dale/Kokeby BFB	Farmer Response
Dale West BFB	4.4 Rural

South East BFB	2.4 Rural
North East BFB	Farmer Response
Beverly Central BFB	4.4 Rural

<i>Shire of Bruce Rock</i>	
<i>Location - BFB</i>	<i>Unit</i>
Ardath BFB	Light Tanker
Babkin BFB	2.4 Broadacre
Shackelton BFB	2.4 Rural

<i>Shire of Corrigin</i>	
<i>Location - BFB</i>	<i>Unit</i>
Bilbarin BFB	2.4 Rural
Bulyee BFB	4.4 Broadacre
Central Corrigin BFB	2.4 Rural
Bullaring BFB	4.4 Broadacre

<i>Shire of Cunderdin</i>	
<i>Location - BFB</i>	<i>Unit</i>
Cunderdin BFB	3.4 Urban
Meckering BFB	4.4 Broadacre
Ygnattering BFB	2.4 Rural

<i>Shire of Kellerberrin</i>	
<i>Location - BFB</i>	<i>Unit</i>
Baandee BFB	2.4 Rural
Kellerberrin Central BFB	Farmer Response
Doodlakine BFB	2.4 Broadacre
Daadenning BFB	Farmer Response
North Kellerberrin BFB	2.4 Broadacre 1.4 Rural

<i>Shire of York</i>	
<i>Location - BFB</i>	<i>Unit</i>
Malbelling BFB	2.4 Rural
Burges Siding BFB	1.4 Rural
Talbot Brook BFB	3.4 Rural
Greenhills BFB	3.4 Rural

Volunteer Fire & Rescue appliances available within neighboring Shires include:

<i>Beverly VFRS</i>	
<i>Location</i>	<i>Unit</i>
Beverly VFRS	Light Tanker

<i>Bruce Rock VFRS</i>	
<i>Location</i>	<i>Unit</i>
Bruce Rock VFRS	HSR 2.4 Broadacre

<i>Corrigin VFRS</i>	
<i>Location</i>	<i>Unit</i>
Corrigin VFRS	HSR

<i>Cunderdin VFRS</i>	
<i>Location</i>	<i>Unit</i>
Cunderdin VFRS	2.4 Urban Light Tanker

<i>Kellerberrin VFRS</i>	
<i>Location</i>	<i>Unit</i>
Kellerberrin VFRS	2.4 Urban Light Tanker

<i>York VFRS</i>	
<i>Location</i>	<i>Unit</i>
York VFRS	Light Tanker 2.4 Urban

All requests for assistance should be made through the Goldfields/Midlands Regional Duty Coordinator for DFES on 1800 966 077. They will require some information to ascertain the amount of extra assistance that will be allocated to the incident initially although more is able to be requested should it be required.

4.6 Emergency Coordination Points / Incident Control Centres

4.6.1 Local

Location One

Shire of Quairading Administration Centre - Jennaberring Rd, Quairading			
Contact	Title	Name	Contact
1 st Contact	Chief Executive Officer	Natalie Ness	B/H – (08) 9645 2400 Mob – 0499 718 368
2 nd Contact	Executive Manager Corporate Services	Tricia Brown	B/H – (08) 9645 2400 Mob – 0428 451 001
3 rd Contact	Community Emergency Services Manager	Ben Davies	Mob – 0488 008 653

Location Two

Contact	Title	Name	Contact
1 st Contact			
2 nd Contact			
3 rd Contact			

Note: No backup power at this facility

4.6.2 Regional Operations Centre

DFES, in conjunction with DCBA and LG will identify suitable facilities at which IMTs, ISG and OASG may operate. DFES, DCBA and some LGs have offices, mobile and/or transportable facilities that can be utilised in place of, or in addition to, facilities identified.

Facilities, firefighting resources, and support services should comply with the following standards:

- Geographical Information System mapping will be coordinated using the Government's Shared Land Information Platform and compatible systems.
- Fire behaviour modelling using tables and algorithms applicable to the fuel type agreed by the IBMC.
- Aircraft bushfire suppression operations in accordance with policy and procedures set by the IBMC's Aerial Fire Suppression sub-committee.

DFES, DCBA and LG will work to common standards and procedures concerning facilities and associated infrastructure (such as communications) where practicable. DFES provides ROC and SOC for use across all agencies when required, as follows:

- ROC DFES Kalgoorlie and Northam
- Metropolitan Operations Centre (MOC) Cockburn
- SOC Cockburn

4.6.3 Community Welfare and Evacuation Plans

If a fire incident escalates to the extent that evacuation procedures must be implemented, these procedures shall be carried out in accordance with the Shire of Quairading LEMA. The welfare of persons evacuated will be met, in accordance with the provisions of the Shire of Quairading Emergency Welfare Plan.

The decision to evacuate is made by the HMA IC and implemented by WAPOL.

For further information/details refer to the Shire of Quairading LEMA.

4.7 FIRE WEATHER FORECASTING / INCIDENT WEATHER FORECASTS

BOM is responsible for the development and dissemination of fire weather forecasts including daily publicity concerning fire danger ratings and provides this in accordance with agreed standards and protocol. The commencement, extent, and cessation dates for fire weather forecasts for each bushfire season will be determined by DFES in consultation with PWS and BOM. BOM provides registered users access to tailored services for fire agencies.

To obtain an incident weather forecast, which includes estimated hourly temperature, dew point, relative humidity, wind speed and direction for the location of an incident, please contact the DFES RDC or DFES COMCEN.

5. RESPONSE

The aim of response is to provide safe, rapid, efficient, and effective response to all bushfires across the Shire.

The response for a bushfire emergency is based on the following:

- The principle of graduated response. Responsibility for resourcing and responding to an emergency initially rests at the local level. An emergency beyond the capability of local resources will support from district resources. State resources will be provided if the district resources are inadequate or likely to be exhausted.
- Good communication between local, district and state authorities, to ensure accurate intelligence and timely application of resources to manage the emergency.

5.1 Control Priorities

Control priorities for bushfire are the protection and preservation of life (this is the fundamental priority); protection of critical infrastructure and community assets; protection of residential property; protection of assets supporting individual livelihood and community financial sustainability; and protection of environmental and heritage values.

These priorities are not hierarchical however the protection and preservation of life is paramount.

5.2 Responsibility for BushFire Response

DFES, PWS and LGs are responsible for developing and implementing rapid, effective, and complementary bushfire response arrangements for their jurisdictions.

5.3 AIIMS

AIIMS is an incident management system that enables the seamless integration of activities and resources across multiple agencies when applied to the resolution of any emergency. AIIMS provides a common management framework for organisations working in an emergency. The framework can be applied to any size incident as it provides the bases for an expanded response as an incident grows in size and complexity.

DFES, DBCA and the Shire have adopted the AIIMS, defining the functional areas of control, operations, planning and logistics as the operational base of these arrangements.

5.4 Response Arrangements

Bushfire response arrangements are in accordance with the principles of the AIIMS.

5.4.1 DFES

Mobilisation and management of DFES resources is coordinated through the DFES COMCEN and the relevant ROC through the RDC. Where DFES has appointed an authorised person under section 13 of the Bush Fires Act⁸, DFES's SOC will coordinate state-wide resourcing and incident information for all major bushfires, regardless of land tenure. COMCEN receives emergency triple-zero calls state-wide and either dispatches resources direct or passes call information to PWS or LG.

⁸ *Bush Fires Act 1954 v09-j0-00 S13*

5.4.2 PWS

Management of PWS firefighting response is through its network of district and regional offices and work centres, with overall coordination of PWS resources during major incidents through the presence of a PWS State Commander in the SOC or WA Police Force Maylands Incident Command Centre as necessary.

Triple-zero call information taken by DFES for PWS managed land will be passed on to PWS utilising the established contact procedures. Response by PWS to bushfire will be notified to COMCEN via 1800 198 140 or triple-zero for life threatening emergencies.

5.4.3 LOCAL GOVERNMENT

LG BFB response arrangements are managed at the local level by a network of BFCOs, including the Chief and Deputy BFCOs and the CESM with logistical support from LG staff as required.

DFES assists LG BFBs through the coordination of resource deployments (individual resources, strike teams and task forces) to incidents at the request of controlling agencies.

000 call information taken by DFES for LG managed land will be passed on to the LG utilising established contact procedures. Response by LGs to bushfires not already known to DFES should immediately be reported to DFES COMCEN via 000.

5.5 BUSHFIRE WARNING SYSTEM

WA has agreed to a national approach to community warnings for bushfire. This approach includes a scaled approach with three levels of warning and an all clear. The alert level should change to reflect the increasing or decreasing risk to life and property. The frequency of alerts depends on the level of threat. The fire agencies agreed bushfire warning system is as follows:

- **ADVICE:** A fire has started and there is no immediate danger, this is general information to keep you informed and up to date with developments.

- **WATCH AND ACT:** There is a possible threat to lives and homes. Conditions are changing, you need to leave the area or prepare to actively defend your home to protect you and your family. Broadcast in full on ABC Local Radio and 6PR every half hour at quarter past and quarter to the hour.
- **EMERGENCY WARNING:** You are in danger as your area will be impacted by fire. You need to take immediate action to survive. Listen carefully as you will be advised whether you can leave the area or if you must shelter where you are as the fire burns through your area. Issued at least every hour. Broadcast in full on ABC Local Radio and 6PR every 15 minutes. An emergency warning may be supported with a siren sound called the Standard Emergency Warning Signal (SEWS) and / or a Telephone Warning System message.
- **ALL CLEAR:** The danger has passed, and the fire is under control, but you need to remain vigilant in case the situation changes. It may still not be safe to return home.

5.6 000 AGREEMENT

000 agreements are in place between DFES with LGs and DFES with PWS. The purpose of these agreements is to expedite the passing on of information to the respective agency on the outbreak of a fire within their designated areas. The Shire has a 000 agreement with DFES for the purpose of incident notification. The agreement outlines the first three LG representatives (generally Chief BFCO/Deputy Chief BFCO and a Shire employee) that are to be contacted upon DFES COMCEN receiving a 000 notification of an outbreak of a fire. Should the three representatives listed on the 000 agreement be uncontactable the DFES RDC will then be called and notified of the incident.

5.7 INCIDENT NOTIFICATION

All Fires are to be reported to 000 on the first instance to ensure a timely and expedited response. All controlled burns should be registered with DFES COMCEN. Should one of these burns escape, as the burn has already been registered the property owner can notify DFES COMCEN via 1800 198 140 of the escape.

- 1800 198 140 should only be used if there is no immediate threat to life and or property, should there be, then 000 should be used.

5.8 DFES NOTIFICATION

DFES COMCEN is central to state-wide fire reporting and monitoring, as follows:

- All fires state-wide are to be reported to DFES COMCEN via 000, radio or 1800 198 140 (or by other means, where agreed between agencies). COMCEN will subsequently notify relevant agencies (DFES, PWS, LGs) as applicable.

- Any fires reported directly to a Controlling Agency are to be immediately reported to DFES COMCEN.
- 000 agreements are maintained with those LGs, with fire response responsibilities, to ensure calls are expedited state-wide and reporting arrangements identified.
- The CA will provide DFES (via the DFES COMCEN or Regional/Metropolitan Duty Coordinators) with regular situation reports as requested.
- All fire agencies will keep DFES informed of bushfires that have the potential to escalate to Level 3, including their incident level declaration⁹.
- The CA will keep other agencies and support organisations, with a responsibility under this Plan informed of developing situations that may require their support or action and
- PWS and LGs will notify by telephone or radio the relevant DFES RDCs as soon as is reasonably practicable where incident control arrangements are transferred to another agency under sections 45 or 45A of the Bush Fires Act.

⁹. *State EM Response Procedure 2*

5.9 TURN OUT PROCEDURE

The 000 agreement allows for four redundancies regarding contacts within the Shire:

1. Call to the CESM
2. Call to the CBFCO
3. Call to the Shire of Quairading 'Group Call' System
4. Call to DFES RDC (unable to be changed).

Upon receiving a call, they will then notify crew members to turn out to the incident. The CBFCO or the CESM will also be notified of the incident should it be outside the gazetted fire district. The Shire currently has a BFB established along with an SMS service, this will be utilised upon the outbreak of a fire by either the VFES or CBFCO/CESM when the 000 call is received.

Incident response will be decided based on the below factors on the day:

- Fire danger rating and fire danger index predicted for the day.
- Nature of the asset at risk.
- Size of the fire at the time of notification.
- Time of the year (prohibited/restricted/unrestricted burning periods).

Decisions regarding turnouts considering travel times of surrounding Shire’s BFB resources, and they may be requested immediately to ensure there are extra appliances on route in the event they are required and may be stood down upon containment or control of an incident.

5.10 PWS NOTIFICATION

Should an incident be reported that is burning in or near a PWS managed reserve, or has the potential to impact a reserve, PWS should be notified as early as practicable allowing them to mobilise resourcing as they deem necessary. PWS can be notified by contacting the Merredin Duty Officer (9041 6000), or via the DFES COMCEN (1800 198 140).

5.11 COMMUNICATIONS PLAN

The Shire utilises the “Initial Communications Plan – Regional” for all incidents. This plan outlines command channels and sector channels (max 2 sectors) as well as ground controller channel should there be air support. These are a blank template and are to be completed upon the outbreak of a fire, generally utilising the Shire WAERN (Hi-Band 323) channel as the command channel and UHF frequencies as sector channels.

5.12 Levels of response

The first arriving appliance, senior volunteer or FCO should classify the incident level within 5 minutes of arrival, this allows DFES COMCEN and the DFES RDC to keep informed of the situation. The classification of the incident informs as to the number of resources that may be required to gain control of the incident. The below descriptors are guidance for DFES Operational Managers and are used for all bushfire emergencies.

Incident Levels	Descriptors and Action. Note: All fire incidents are regarded as Level 1 unless declared otherwise
Level 1	<p>A Level 1 fire incident is characterised by being able to be controlled through local or initial response resources within a few hours of notification. Being relatively minor, all functions of incident management are generally undertaken by the first arriving crew/s.</p> <ul style="list-style-type: none"> • COMCEN to be notified of the fire; and • PWS and LG can transfer control of bushfires to one another. This may be verbal agreement (as long as recorded) and confirmed in writing as soon as practicable. DFES ROC/RDC or MOC/MDC to be notified of any situations where transfer of control has occurred.

<p>Level 2</p>	<p>Level 2 fire incidents are more complex either in size, duration, resources, risk, or community impact. They usually require delegation of several incident management functions and may require interagency response. At declaration of a Level 2 incident:</p> <ul style="list-style-type: none"> • COMCEN to be notified of all fires. • PWS and LG can transfer control of bushfires to one another. This may be verbal agreement (as long as recorded) and confirmed in writing as soon as practicable. DFES ROC/RDC or MOC/MDC to be notified of any situations where transfer of control has occurred. • Pre-formed interagency IMTs may be utilised if required and available. • Establishment of an ISG must be considered. • Relevant emergency coordinator should be provided with an incident situation report. • Fire status to be regularly reported to DFES ROC/RDC or MOC/MDC including changes in incident status, values at risk and resourcing. • Incident level declaration form must be completed. • Notification must be made to the State Recovery Coordinator. • The controlling agency will keep agencies with a responsibility under State Hazard Plan – Fire, as well as support organisations, informed of developing situations that may require their support or action. • If a Level 2 incident has the potential to escalate to a Level 3 incident, the FES Commissioner as HMA (or delegate) must contact the State Emergency Coordinator to advise them of the current situation, the potential Level 3 declaration and discuss activation of the State Emergency Coordination Group and consider the potential for an emergency declaration; and • DFES ROC/MOC to be established and available.
<p>Level 3</p>	<p>Level 3 fire incidents are protracted, large and resource intensive. They may affect community assets and/or critical infrastructure and attract significant community, media, and political interest. These incidents will usually involve delegation of all the incident management functions. At declaration of a Level 3 incident:</p> <ul style="list-style-type: none"> • COMCEN to be notified of the fire. • The appointment of an IC under s. 13 of the Bush Fires Act, DFES will assume Controlling Agency status. • The IC appointed under s. 13 will report to the designated OAM. • A section 13 (Bush Fires Act) appointment must be applied by the FES Commissioner or delegate.

	<ul style="list-style-type: none"> • Incident level declaration form must be completed. • Notification must be made to the State Recovery Coordinator, • The FES Commissioner as HMA (or delegate) must contact the State Emergency Coordinator to advise of a Level 3 declaration, discuss activation of the State Emergency Coordination Group and consider the potential for an emergency situation declaration and activation of the State Disaster Council. • The FES Commissioner as HMA may at their discretion appoint an OAM to undertake strategic management. • Pre-formed Interagency L3 IMTs will be utilised if appropriate. • An ISG must be established, an OASG may be required. • DFES ROC/MOC and SOC to be established, with all reporting and coordination of resourcing through DFES ROC/MOC to SOC; and • A briefing note will be provided by DFES to the State Emergency Coordination Group and supporting agencies.
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5.13 INCIDENT COORDINATION PROCEDURES

Coordination is the process of providing resourcing to a major incident or emergency. The responsibility for coordination falls on the IC (DFES/LG/PWS).

The coordination of resources to an incident or emergency above the resources of local brigades will be requested through the DFES ROC in Northam by contacting the RDC.

Control of bushfire suppression efforts will be based on the principles of the AIIMS, and authority is defined by the relevant Act (Bush Fires Act, CALM Act, Fire Brigades Act or Fire and Emergency Service Act). As IC, the CBFCO (or delegated officer) shall have overall control of the fire incident in accordance with the Bush Fires Act¹⁰.

¹⁰. *Bush Fires Act 1954 v09-j0-00 s13*

5.14 Appointing the Incident Controller

All fires requiring suppression will have an IC appointed by the controlling agency. This may or may not be an employee or volunteer of the agency whose jurisdiction the bushfire is burning. The appointment will be immediately communicated to the relevant personnel involved.

The criteria to be considered when appointing an IC are:

- The availability of suitably experienced, qualified, and competent personnel.

- The relative threat to life, property, and community assets in each of the agency’s jurisdictional areas.
- The capability and capacity of each agency to effect control, given other bushfire response commitments the agencies may have at that time.
- The resources committed by each agency.
- The projected spread of the fire in relation to the jurisdictional area of each agency.

If a fire is burning in the district of a LG or on PWS land, the DFES Commissioner may under the Bush Fires Act¹¹, authorise a BFLO or another person to take control of all operations in relation to that bushfire if requested by LG or DBCA, or if the FES Commissioner sees appropriate to do so due to the nature or extent of the fire. Appointment as an authorised person by the DFES Commissioner will be on the recommendation of the relevant DFES Region’s Superintendent, who if possible, will consult with the affected LG and DBCA personnel.

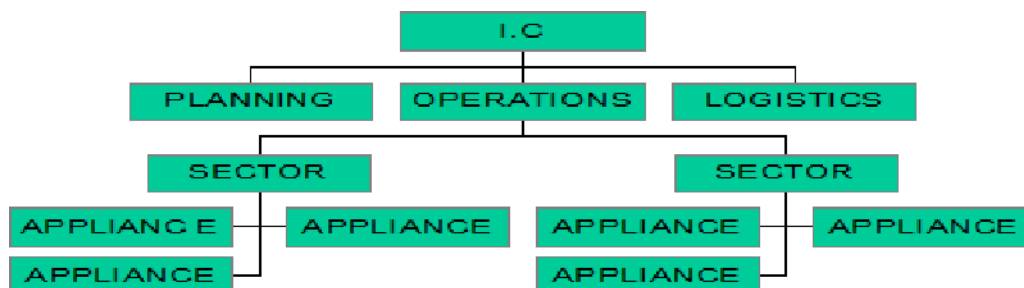
¹¹. *Bush Fires Act 1954 v09-j0-00 s13*

5.15 Incident Management Team

The eight functions of the AIIMS IMT are:

- Control
- Operations
- Planning
- Logistics
- Public Information
- Intelligence
- Finance
- Investigation

During a Level 1 incident, the IC may carry out all these functions, however, if/when an incident begins to escalate to a Level 2 or 3, the IC will begin to delegate functions off to other personnel to ensure effective and efficient management of an incident, as per the below diagram:



Due to the functionality of AIIMS, this structure is fluid and can be expanded or condensed as an incident escalates or deescalates.

5.16 INCIDENT SUPPORT GROUP

An ISG may be formed in support of the IMT and will be formed through consultation between the HMA and WAPOL. The focus of an ISG is to ensure the community interests are served and they are informed of the situation as required. The ISG is a coordination organisation, for the provision of effective support to an IMT (or multiple – within an area).

Activation of the ISG

An ISG is activated by the controlling agency's IC.

Composition of the ISG

- Chairperson – Appointed by the controlling agency.
- CESM.
- LEMC members.
- Representatives from agencies affected by the incident or those whose resources are being utilised by the incident.

Reporting

Representatives and liaison officers will provide:

- Consolidated reports on agency response activities.
- Agency-specific impact assessment.
- Resource status.
- Details of significant issues.

The controlling agency will provide:

- A current situation reports.
- Update on outcomes of previous meeting.
- Details of significant issues.
- Details of assistance required.
- Recorded outcomes of meetings.
- Details of next meeting (if known).

For Further information on ISGs, please refer to the State Emergency Management Plan, <https://semc.wa.gov.au/emergency-management/plans/state-em-plan/Documents/StateEMPlan.pdf> Section 5.1.7 Incident Coordination.

5.17 OPERATIONAL AREA SUPPORT GROUP

When multiple agencies need to be coordinated at a district level or multiple incidents are occurring simultaneously within one operational area the HMA may activate a OASG to provide strategic support to the emergency response.

Activation of the OASG

The OASG is activated by the HMA, when multiple agencies need to be coordinated at a district level or multiple incidents are occurring simultaneously in one operational area.

Composition of the OASG

- Chairperson – OAM appointed by the HMA.
- DEC.
- Members – i.e., Liaison officers from key agencies involved in the response and recovery for the incident through specific information, expert advice, and resources.

Reporting

Liaison officers will provide:

- Consolidated reports on agency response activities.
- An agency-specific impact assessment.
- Resource status.
- Details of significant issues.

The Controlling Agency will provide:

- A current situation reports.
- Update on outcome of previous meeting.
- Details of significant issues.
- Details of assistance required.
- Recorded outcomes of meetings.
- Details of next meeting (if known).

For further information on OASG, please refer to the State Emergency Management Plan, <https://semc.wa.gov.au/emergency-management/plans/state-em-plan/Documents/StateEMPlan.pdf> Section 5.2.1 Emergency Management Arrangements.

5.18 TRAFFIC MANAGEMENT / ROAD CLOSURES

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

Road closures, whether partial or full, must be conducted in accordance with the State Emergency Management Policy¹². The management of traffic in and around a bushfire, including the welfare of persons affected, must be carefully considered by the IC. WAPOL and Main Roads are critical to the success of road closures and traffic management. The following applies if road closures are deemed necessary:

- The roads will be closed at the discretion of the IC. The Shire is responsible for most traffic management and uses the Shire's vehicles, trained staff, and signage to achieve this.
- WAPOL will be called in when traffic management is required on main arterial roads or at a high-level incident.
- Traffic management contractors would be engaged to perform traffic control and road closure functions when required in a level three incident.

The movement of equipment and machinery for firefighting is considered, including the facilitation of movement during and after a bushfire. During a major bushfire where an authorised person under the *Bush Fires Act*¹³ has been appointed by DFES, powers are available to move unlicensed vehicles without permit. The return of unlicensed vehicles should be managed as part of the firefighting operation, while the powers are still available.

Roads that have been closed by the IC can only be reopened by the agency that manages that road (LG, Main Roads) it is recommended that roads and verges should be cleared as much as practicable to ensure roads being reopened in a timely manner.

NOTE: In the case of fire or emergency activities, under the *Bush Fire Act*¹⁴ fire officers may cause roads to be shut for the protection of fire-fighters and/or road users.

¹². *State Emergency Policy s5.8*

¹³. *Bush Fires Act 1954 s13*

¹⁴. *Bush Fires Act 1954 s39.G*

5.19 USE OF MACHINERY ON THE FIRE GROUND

Shire plant and machinery is available if required for all fires within the Shire, the approval for use of plant or equipment at incidents must be given by the Shire CEO or EMWS.

The Shire council has adopted a policy that allows even non Shire employees the use of Shire plant on the fire ground if the correct license type is held. License verification for those that want to drive the plant is to be undertaken by the Shire CEO, EMWS, CBFCO or DCBFCO.

Local farmers may also offer up private plant should it be nearby to the location of the incident.

- *Volunteered machinery repairs are covered by the Shire of Quairading's Bushfire Insurance.*
- *It is recommended that contractors requiring payment for services provided are requested to include copies of insurance documents before payment can be authorised.*

5.20 REQUESTING ADDITIONAL RESOURCES

All requests for additional resources can be made through DFES COMCEN or the RDC.

To ensure that the additional resources being requested are fit for purpose it is imperative that as much detail as possible is given, this includes alarm classification, appliance type being requested and appliances already at the incident.

5.20.1 AIR SUPPORT

Request for aerial support can be made through DFES COMCEN or the DFES RDC.

It is recommended that aerial support is requested as early as practicable due to the time required to mobilise and reach the incident scene.

The form of air support will be as per the request and conditions on the day.

Water Bombers/Helitanks should be requested when there is a significant threat to life and property and the fire cannot be contained easily with ground units. Aerial resources can also be requested if fire danger ratings are very high or above.

NOTE: Air support is strictly prioritised, and aircraft can be withdrawn at any time if there is a greater risk to life or property at another incident where there is a greater need.

5.20.2 INCIDENT CONTROL VEHICLE

If an incident is becoming protracted or further management support is required for the IMT, the Midlands ICV may be requested. Due to the ICV being based in Northam the ICV can be requested by contacting the DFES RDC for the Goldfields Midlands area or by classifying the incident as a 3rd alarm.

5.21 Evacuation

The State Emergency Management Policy¹⁵ provides the direction for controlling agencies in the planning for, decision making and conduction of evacuations.

Evacuation planning should include all five stages of an evacuation: decision, warning, withdrawal, shelter, and return.

The IC is responsible for the identification of 'at risk' locations, facilities and community groups and ensure that appropriate actions are taken to ensure the best possible safety of the community. This may include the identification of refuges and safer places as required.

As per the State Emergency Management Policy¹⁶ LG must have identified and document refuge sites and appropriate evacuation centres within their LEMA documents.

ICs are to be familiar with the evacuation procedures specific to the hazard, local arrangements, and the location of community welfare centres.

Additional plans and polices that have relevance to planning for evacuation include:

- State Emergency Welfare Plan
- Shire of Quairading Local Emergency Management Arrangements (SOTLEMA)

¹⁵. *State Emergency Management Policy 3.01 s5.7*

¹⁶. *State Emergency Management Policy 3.01 s5.7.6*

5.21.1 Conducting Evacuations

There are two categories of evacuation, recommended (voluntary) and directed (compulsory).

The controlling agency is responsible for the conduct of evacuations and the return of community. The objective of maintaining community safety and minimising the exposure of people to a bushfire is a priority. Any decision to evacuate should be conducted with an appropriate understanding of risk and wide consultation within ISG including reference to existing plans and arrangements.

The early identification of vulnerable locations, facilities and groups is important in ensuring that the evacuation effort and objectives are implemented on a priority basis.

IC responsibilities include the:

- Coordination of the transport of evacuees,
- Identification of safe egress routes,

- Identification of, and receipt at designated welfare centres,
- Security of locations evacuated,
- Provision of information,
- Return of the community to a safe and risk-free environment.

When evacuation is required during an authorised period the Bush Fires Act^{17, 18} provides the authorised person with additional powers to:

- Direct or by direction prohibit, the movement of people, animals, and vehicles within, into, out of or around the affected area.
- Direct the evacuation and removal of persons or animals from the affected area,
- Close any road, access route or area of water in or leading to the affected area.

In the instance of an evacuation the IC should advise the WAPOL Service Liaison Officer of:

- The urgency of the evacuation
- The estimated area of evacuation
- The likely duration of the evacuation
- The safe direction for evacuation

^{17.} *Bush Fire Act 1954 09-j0-00 s13*

^{18.} *Bush Fire Act 1954 09-j0-00 s14B*

5.21.2 Welfare Centres

Please refer to LEMA for full contact details regarding welfare centres.

5.22 Handover Procedures

To provide support to LGs and BFBs, the Bush Fires Act 1954 was amended to enable a LG to request that DFES take control of operations in regard to a bushfire, under Section 13(4):

If a bushfire is burning in the district of a local government on land other than conservation land, the Authority may, in writing, authorise a bushfire liaison officer or other person to take control of all operations in relation to that fire –

At the request of the local government; or

If, because of the nature or extent of the fire, the Authority considers that it is appropriate to do so.

DFES RDC will advise the DFES State Hazards Operations Officer when it is considered that this situation may exist based on one or more triggers.

5.22.1 Criteria for DFES Control

DFES, in consultation with the other agencies where practicable, may assume control of a fire(s) when:

- A bushfire has assumed or is likely to assume such proportions as to be incapable of control or suppression by the firefighting agency in whose jurisdiction it is burning.
- A bushfire is not being effectively controlled or suppressed by the firefighting agency or agencies in whose jurisdiction(s) it is burning.

A multi-agency or multi-jurisdictional fire may require the coordination of resources and public information DFES RDC will advise the DFES State Hazards Operations Officer when it is considered that this situation may exist based on the one or more of the following triggers:

- There is not a clear plan or objectives established within 4 hours and the fire is continuing to burn uncontrolled.
- An urban settlement is in direct path of the fire.
- The incident controller believes the fire is not likely to be contained using existing/available resources.
- The fire weather at the incident is severe or above.
- The nature and extent of the bushfire requires state-level coordination of resources or public information.

5.23 Declaration of an Emergency Situation

As per the Emergency Management Act 2005¹⁹, the declaration of an emergency situation can be made by the State Emergency Coordinator or the hazard management agency responsible for the particular hazard (for bushfire would be DFES).

¹⁹ *Emergency Management Act 2005 v01-c0-06 s50*

5.24 SOP 56 - MOP UP AND BLACK OUT AT WILDFIRES

Effective and efficient mop up, black out and patrol of fires are as much a responsibility of the HMA as the suppression of the fire itself.

Generally, parties operating outside their area of responsibility are retained at an incident until such time as it is considered suitable for them to leave. This may involve personnel other than the HMA performing mop up activities for a period. However, responsibility for the mop up rests with the HMA for the area.

Please refer to DFES – SOP 56 – Mop Up and Black Out at Wildfires.

5.25 Debrief and post operations report

In support of continuous improvement, operational debriefs and post-operations reporting are to be undertaken to identify lessons. This will allow assessment of recommendations and implement changes to improve emergency response.

Following any operational activity, debriefs, reviews and analysis should be conducted and regarded as a routine practice following an event.

A 'hot debrief' is to be undertaken by the IC immediately post-incident before response personnel have left the incident site.

A more formal operational debrief is to follow, whereby the HMA invites all agencies involved to undertake a more formal assessment of how the operational aspects of the emergency response were undertaken, with the aim of identifying lessons to be learnt.

Templates for post operation reporting can be sourced from DFES.

5.26 Stand down

The IC will determine when the bushfire has been declared safe so that stand down procedures may commence. When an ISG has been formed, stand down arrangements will be made in consultation with the relevant agencies. Stand down of incident personnel should not occur until recovery arrangements are in place. Prior to stand down, the IC may conduct a hot-debrief of all the participating agencies to explain the situation, address outstanding issues, answer questions and handover recovery operations to the responsible agency.

5.27 DOCUMENTATION REQUIREMENTS

The Shire acknowledges that it is a requirement to provide appropriate documentation pertaining to all fires.

Document templates can be sourced through DFES.

5.28 SUSPICIOUS FIRES

The origin and cause of all bushfire emergencies where there has been loss of life, injury, or loss of property, including all level 3 fires, will be investigated in accordance with legislation.

All volunteers responding to bushfires believed to be lit suspiciously should take note of any suspicious behaviour, preserve the point of ignition as much as possible, and alert DFES RDC to request a fire investigation officer or arson squad to attend the incident.

5.29 BUSHFIRE FINANCIAL ASSISTANCE

The Shire has a responsibility for the welfare of their community through the adoption and implementation of prevention programs to reduce the likely impact of bushfire on the community. The Shire is also responsible for the planning and implementation of community welfare and recovery plans should the impact of bushfire be experienced.

During the response to bushfire, the Shire have the responsibility to support brigade operations within their own resources and capabilities which include the use of owned or contracted machinery, services and staff.

Should the circumstances of fire, not limited to threat, duration or location, exhaust the available and deployed services of the Shire, or are likely to impede its operational capability a formal agreement to support the incident can be negotiated through the DFES RDC. The DFES manager must be aware of the incident at the time and acting in liaison/coordination or support of the incident as described in the Bush Fires Act²⁰.

^{20.} *Bush Fires Act 1954 s13*

5.30 MEDIA MANAGEMENT

Under the Local Government Act²¹, the only person that can speak on behalf of the LG is the Shire president, or under delegation to the CEO. All staff, councillors and volunteers need to be aware that if approached by media for an interview/comment/update on any emergency incident, they need to be referred to the IC or Shire president. If neither party is available, please refer them to DFES media for an update.

^{21.} *Local Government Act 1995 07-y0-00 s2.8 s5.41.f*

5.30.1 BUSHFIRE TALKING POINTS FOR MEDIA

Agencies are responsible for the provision and management of public information daily. *State Support Plan – Emergency Public Information* details the emergency management arrangements for provision of emergency public information. The State Emergency Management Policy²² details the responsibilities and requirements for the HMA, combat agencies and support organisations in providing timely, accurate and consistent emergency public information to communities at risk.

The public information tools developed by DFES, including talking points and media alert templates, have been provided to all agencies for use during a bushfire to ensure consistent safety messages.

Please refer to Appendix E: Bushfire Talking Points

^{22.} *State Emergency Management Policy 3.01 s5.6*

6. RECOVERY

The aim of recovery is to allow the community to return to normal social and economic activities, and to physically re-establish as soon as possible.

Processes for recovery from major bushfires parallel those relevant to other natural disasters and should therefore be considered from an all-hazards perspective.

Actions should be taken to prevent the future occurrence of emergencies by noting opportunities that arise to make improvements within the community.

6.1 Responsibility for Recovery

As per the Emergency Management Act 2005²³, LGs hold the function to manage recovery following and emergency affecting the community in its district.

The extent of recovery activity will depend on the magnitude of the emergency. In some circumstances, it may be necessary for the State Government to have an increased level of involvement, through the State Recovery Coordinator or the establishment of a State Recovery Coordination Group or State Recovery Controller, or both. This operates only to ensure that the affected community has equitable and appropriate access to available resources. The management of recovery remains the responsibility of the affected local governments. This is noted in the State Emergency Management Plan²⁴.

²³. *Emergency Management Act 2005 v01-c0-06 s36*

²⁴. *State Emergency Act v3.02 s6.5*

6.2 Transition to Recovery

The Shire as the agency responsible for bushfire recovery must initiate the recovery process and ensure relevant information is provided to the local government recovery coordinator through a handover process.

6.3 Restoration and Rehabilitation

As part of the incident, the IC will arrange for affected land manager(s) to assess infrastructure and environmental damage and make recommendations for rehabilitation and restoration. Assistance may be sought through Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA). Combat agencies and support organisations are required to participate and assist with the environmental assessment.

Site clean ups will only commence once the associated risks are reduced to a point considered acceptable to the IC. The IC may, on the advice of advisory groups, permit recognised contractors to

commence clean-up operations. Reservation of evidence must be considered prior to any restoration work commencing. The controlling agency remains the custodian of property until the owners, or the police arrive to take responsibility.

6.4 Community Recovery

Community Recovery is as per the LEMA, supported by the State Emergency Management Policy Part 6; Recovery.

6.5 Recovery Reports

As per State Emergency Management Plan²⁵ following an emergency, the relevant LG(s) will undertake an evaluation of the effectiveness of the recovery activities in relation to its recovery plan, including an assessment of preparedness for any future event, within 12 months and provide a copy to the State Recovery Coordinator and SEMC.

²⁵ *State Emergency Management Plan v3.02 s 5.7.2*

6.6 BushFire Investigation

Should a suspicious fire occur, it should be reported to the DFES duty officer or the Police Arson Squad via the IC as soon as possible.

A1 Glossary of Terms

Australasian Inter-Service Incident Management System (AIIMS): A nationally adopted structure to formalise a coordinated approach to emergency incident management.

Combat Agency: As prescribed under *the Emergency Management Act 2005*, a combat agency is to be a public authority, or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise, and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

- *Emergency Management Act 2005 v01-c0-06 – Part 1; Preliminary – Section 6; Combat agencies and support organisations may be prescribed*

Comprehensive Approach: The development of emergency and disaster arrangements to embrace the aspects of Prevention, Preparedness, Response and Recovery (PPRR). PPRR are aspects of emergency management, not sequential phrases. (Synonyms: disaster cycle, disaster phases and PPRR)

Command: The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by an agreement with an organisation. Command relates to organisations and operates vertically within an organisation. (See also Control and Coordination)

Control: The overall direction of emergency management activities in an emergency. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. (See also Command and Coordination)

Controlling Agency: An agency nominated to control the response activities to a specified type of emergency.

Coordination: The bringing together of organisations and elements to ensure effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat of impact of an emergency. Coordination related primarily to resources, and operates vertically within an organisation, as a function of the authority to command, and horizontally across organisations, as a function of the authority to control. (See also Command and Control)

Emergency: The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

Emergency Coordination Centre: A facility established to coordinate and organise emergency provision of service.

Emergency Management: The management of the adverse effects of an emergency including.

- (a) Prevention: the mitigation of the probability of the occurrence and the potential adverse effects of an emergency.
- (b) Preparedness: preparation for response to an emergency.
- (c) Response: the combatting effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed up the recovery process.
- (d) Recovery: The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Emergency Management Agency: A hazard management agency (HMA), a combat agency or a support organisation.

Hazard: As defined in Emergency Management Act 2005; An event, situation or condition that can cause or result in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of; or damage to property or any part of the environment.

- *Emergency Management Act 2005 v01-c0-06 – Part 1; Preliminary – Section 3; Terms used.*

Hazard Management Agency: As defined in Emergency Management Act 2005; a public authority, or other person, may be prescribed by the regulations to be a hazard management agency for emergency management, or an emergency management aspect prescribed by the regulations, of a hazard prescribed by the regulations.

- *Emergency Management Act 2005 v01-c0-06 – Part 1; Preliminary – Section 4; Hazard management agencies may be prescribed*

Incident: The occurrence or imminent occurrence of a hazard.

Incident Controller: The person designated by the controlling agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. (Note: Agencies may use different terminology, however, the function remains the same).

Operational Area: The area defined by the Operational Area Manager (OAM) for which they have overall responsibility for the strategic management of an emergency. This area may include one or more incident areas.

Preparedness: Preparation for response to an emergency.

Prevention: The mitigation of the probability of the occurrence of and the potential adverse effects of an emergency.

Public Authority: As defined in Emergency Management Act 2005

- A body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established.
- A Local Government or regional Local Government.
- The Police Force of Western Australia.
- A member or officer of a body referred to in one of the above; or
- A person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.

○ *Emergency Management Act 2005 v01-c0-06 – Part 1; Preliminary – Section 3; Terms used*

Recovery: The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and the community, psychological and economic wellbeing.

Response: The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

Risk: A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities, and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, considering the consequences and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

Standard Operating Procedure: A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.

Vulnerability: The characteristics and circumstances of a community, system or asset that makes it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

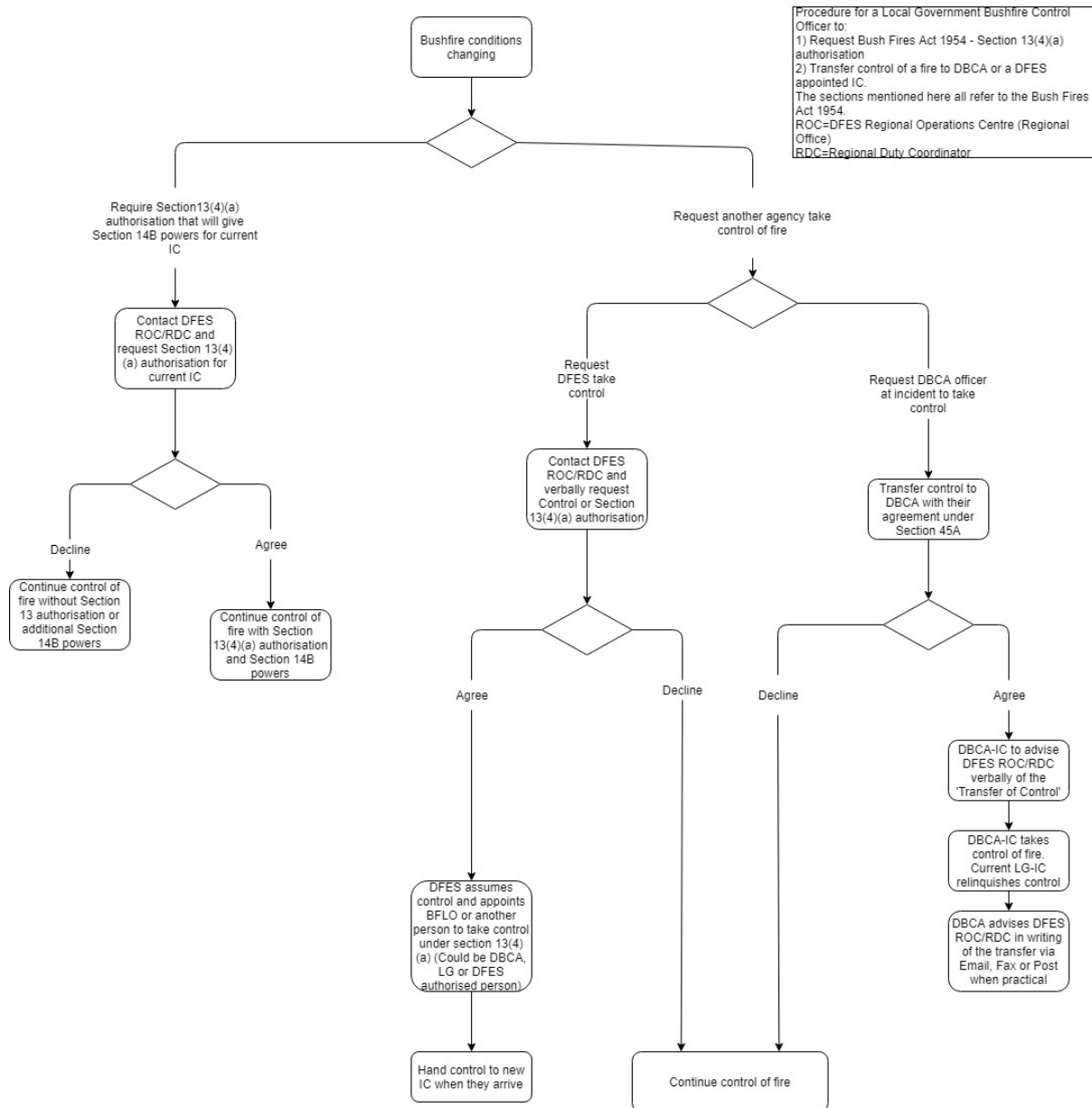
A2 General Acronyms Used

AIIMS	Australasian Inter-service Incident Management System
BFAC	Bushfire Advisory Committee
BFB	Bushfire Brigade
BRMP	Bushfire Risk Management Plan
BoM	Bureau of Meteorology
CA	Controlling Agency
CBFCO	Chief Bushfire Control Officer
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
COMCEN	DFES Communications Centre
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DOAC	District Operational Area Committee
ECC	Emergency Coordination Centre
FCO	Fire Control Officer
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
MPA	DFES Media and Public Affairs
OAM	Operational Area Manager
OASG	Operational Area Support Group
PWS	Parks and Wildlife Service (Combat Agency of DBCA)
PIA	Post Incident Analysis
RDC	Regional Duty Coordinator
ROC	Regional Operations Centre (DFES)
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SEMG	State Exercise Management Group
SES	DFES State Emergency Service
SHP	State Hazard Plan (formally WESTPLAN)
SOC	State Operations Centre (DFES)
SOP	Standard Operating Procedures
TFB	Total Fire Ban
UCL	Unallocated Crown Land
UMR	Unmanaged Reserves
WALGA	Western Australian Local Government Association
WANDRRA	Western Australian Natural Disaster Relief & Recovery Arrangements
WAPOL	Western Australia Police

APPENDIX C: PRIVATE RESOURCES

Name	Address	Phone	2way CH	Resources

APPENDIX D: SECTION 13 *BUSH FIRES ACT 1954* APPOINTMENT OF AUTHORISED PERSON TO TAKE CONTROL OR TRANSFER OF CONTROL UNDER *SECTION 45A* (BUSH FIRES ACT) – LG PROCESS



Procedure for a Local Government Bushfire Control Officer to:
 1) Request Bush Fires Act 1954 - Section 13(4)(a) authorisation
 2) Transfer control of a fire to DBCA or a DFES appointed IC.
 The sections mentioned here all refer to the Bush Fires Act 1954.
 ROC=DFES Regional Operations Centre (Regional Office)
 RDC=Regional Duty Coordinator

Note: Once a fire is declared a Level 3 incident and/or there is a need for an emergency situation or state of emergency declaration, then control is assigned to DFES.
 More than one person can be appointed under section 13 of the Bush Fires Act, provided that the duration column specifies the time and circumstances of appointment and there is no overlap.
 IC/Controlling Agency must request cancellation of appointment once deemed no longer necessary.
 Request processed via DFES ROC/RDC or MOC/MDC.

QUAIRADING VOLUNTEER BUSH FIRE BRIGADE



POLICIES AND PROCEDURES

DOCUMENT CONTROL			
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1. 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 may, from time to time, require updating and annual review.

2. Review

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

2.1 Glossary of Terms

Term	Reference
"The ACT"	means the Bush Fires Act, 1954 and amendments
"BFB"	means Bush Fire Brigade
"BFAC"	refers to the Bush Fire Advisory Committee
"The Regulations"	means the Bush Fires Regulations 1954
"Council"	means the Shire of Quairading 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.
"Support"	means a member that provides support to operational fire fighters of the Brigade and must be a minimum of sixteen (16) years of age.
"SHP"	means State Hazard Plan



"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.
"HMA"	means Hazard Management Agency as per State Hazard Plan
"CEO"	means Chief Executive Officer of the Shire of Quairading
"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.

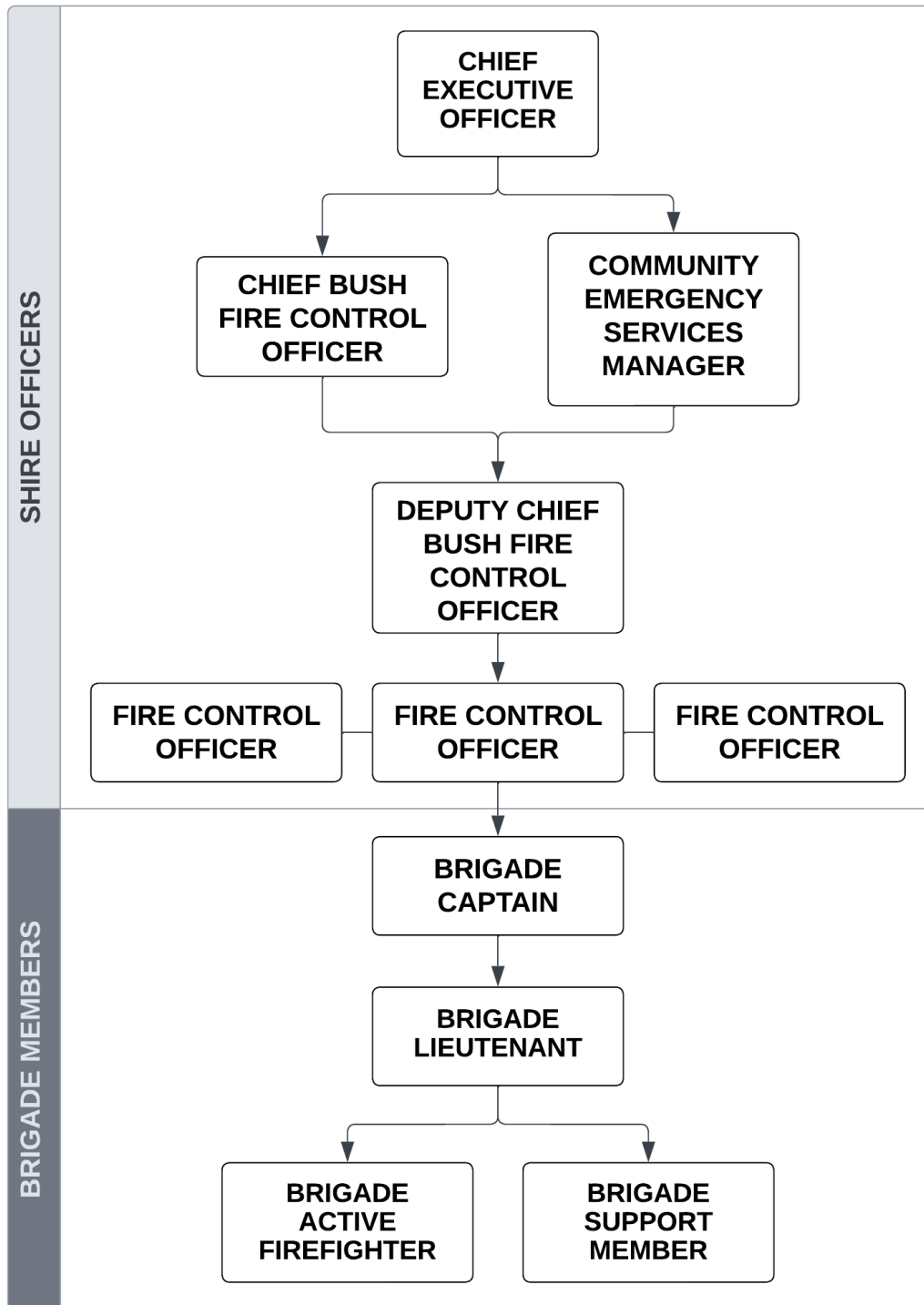
2.2 Relevant Acts and Regulations

The following document may reference the following documents:

- Bush Fires Act 1954 and Bush Fires Regulations 1954;
- Fire and Emergency Services Act 1998;
- Emergency Management Act 2005;
- Fire Brigades Act 1945
- Occupational Health and Safety Act 1984
- Work Health and Safety Act 2020
- Equal Opportunity Act 1984;



2.3 Shire and Brigade Chain of Command





2.4 Authorisation and Endorsement

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

<u>Bush Fire Advisory Committee</u>	
Date Reviewed	
Signature of Approver	
Role of Approver	

<u>Shire of Quairading Council</u>	
Date Reviewed	
Signature of Approver	
Role of Approver	

<u>Shire of Quairading</u>	
Date Reviewed	
Signature of Approver	
Role of Approver	



QUAIRADING VOLUNTEER BUSH FIRE BRIGADE



ADMINISTRATIVE PROCEDURES



3. Administrative Procedures

3.1 Objectives

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

- Provide timely, quality and effective emergency service;
- Minimise the impact of emergencies on the community;
- Work with the community to increase bush fire awareness and fire prevention
- 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 Quairading Bush Fire Advisory Committee.

3.2 Values

Members are to adopt the following principles at all times when representing the Bush Fire Brigades of the Shire of Quairading. 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 skills to service the community.

4. Membership

4.1 New Membership Application

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

4.2 Conditions of Membership

The conditions of membership shall refer to:

- Active Firefighters
- Support Members



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

- AIIMS Awareness
- Bushfire Safety Awareness (3 Modules)
 - Bushfire Characteristics and Behaviour
 - Bushfire Safety and Survival
 - Suppress Bush Fire
- Firefighting Skills (3-5 Modules)
 - Introduction to Map Reading
 - Introduction to Communications
 - Tools and Equipment
 - Ropes and Ladders (Dependant on Brigade Role)
 - Crew Protection (Dependant on Brigade Role)

Prior to the commencement of active fire fighter duties. It is recommended that active duty does not commence until the completion of the above training.

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
- Work Health and Safety Act 2020
- Equal Opportunity Act 1984; and
- The established guidelines of the Volunteer Bush Fire Brigade;
- Shire of Quairading Administration Procedures and Standard
- Operating Procedures
- And any subsidiary legislation from the above mentioned acts.

4.2.1 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.
- 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 Quairading is for Brigade activities only and remains the property of the Shire of Quairading.

4.3 Brigade Commitments

Shire of Quairading 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 Lieutenant accordingly.



4.3.1 Change of Details

The Shire of Quairading 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 Quairading 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 Lieutenant.

4.4 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.

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 Lieutenant accordingly.

Where a membership is terminated, all property owned by the Shire of Quairading 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 Quairading to seek reimbursement of costs against the member.

4.5 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.

4.6 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 Lieutenant
- Revoking the original decision and imposing an different decision

4.7 Equal Opportunity and Grievance Process

The Shire of Quairading 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.

5. Meetings of the Bush Fire Brigades

All meetings of the Bush Fire Brigade shall be minuted

5.1 Ordinary Meetings

- 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 Quairading Bush Fire Local Law.

5.2 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



5.3 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.

5.4 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.

5.5 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.

6. Brigade Elections

6.1 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.
- 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.



7. 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 Quairading Fire Break Orders; and/or
 - Any other Shire of Quairading 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.

8. Amendment to Administration Procedure Manual

The Brigade may, by resolution, recommend to the Shire of Quairading 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 Quairading Bush Fire Advisory Committee and Council in accordance.

The Shire of Quairading 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 Quairading 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.

9. 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 to the CESM for Shire of Quairading.

10. Training

10.1 Training Requirements

Bushfire Brigade Members are expected to hold a minimum training standard to not only crew fire appliance but to actively partake on a fire ground. These minimum training standard are as follows:



All active members shall hold the following qualifications or completed the following training:

10.1.1 Mandatory Training

- **Brigade Induction**
- **Bushfire Safety Awareness (3 Modules)**
 - Bushfire Characteristics and Behaviour
 - Bushfire Safety and Survival
 - Suppress Bush Fire

10.1.2 Recommended Training

- **Firefighting Skills (4-5 Modules)**
 - Introduction to Map Reading
 - Introduction to communications
 - Tools and Equipment
 - Crew Protection
 - Ropes and Ladders (Dependant on Brigade Role)

10.1.3 Preferred Training

- **Provide First Aid**
- **Structural Firefighting (5 Modules)**
 - Proceeding to a Structure Fire
 - Structure Fire Behaviour
 - Ancillary Equipment
 - Combatting Structural Fires
 - Ancillary Operation and Clean Up

10.2 Training Matrix

BUSHFIRE VOLUNTEERS - MINIMUM REQUIREMENTS					
FARM RESPONSE	ACTIVE MEMBER	APPLIANCE DRIVER	BRIGADE LEADERSHIP	FIRE CONTROL OFFICER	CHIEF / DEPUTY FCO
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #e6f2ff;">RURAL FIRE AWARENESS</div> <p style="text-align: center;">OR</p> <div style="border: 1px solid black; padding: 5px; background-color: #ffcccc;">BUSHFIRE SAFETY AWARENESS</div>	<div style="border: 1px solid black; padding: 5px; background-color: #ffcccc;">BUSHFIRE SAFETY AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffcc99;">FIREFIGHTING SKILLS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffff99;">STRUCTURAL FIREFIGHTING *</div>	<div style="border: 1px solid black; padding: 5px; background-color: #ffcccc;">BUSHFIRE SAFETY AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffcc99;">FIREFIGHTING SKILLS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffe6ff;">MR DRIVERS LICENSE</div> <div style="border: 1px solid black; padding: 5px; background-color: #ff99cc;">DRIVER TRAINING</div>	<div style="border: 1px solid black; padding: 5px; background-color: #ffcccc;">BUSHFIRE SAFETY AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffcc99;">FIREFIGHTING SKILLS</div> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;">AIIMS AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffff99;">STRUCTURAL FIREFIGHTING *</div> <div style="border: 1px solid black; padding: 5px; background-color: #ccccff;">SECTOR COMMANDER **</div>	<div style="border: 1px solid black; padding: 5px; background-color: #ccffcc;">FIRE CONTROL OFFICER COURSE</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffcccc;">BUSHFIRE SAFETY AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffcc99;">FIREFIGHTING SKILLS</div> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;">AIIMS AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffff99;">STRUCTURAL FIREFIGHTING **</div> <div style="border: 1px solid black; padding: 5px; background-color: #ccccff;">SECTOR COMMANDER **</div>	<div style="border: 1px solid black; padding: 5px; background-color: #ccffcc;">FIRE CONTROL OFFICER COURSE</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffcccc;">BUSHFIRE SAFETY AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffcc99;">FIREFIGHTING SKILLS</div> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;">AIIMS AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffff99;">STRUCTURAL FIREFIGHTING</div> <div style="border: 1px solid black; padding: 5px; background-color: #ccccff;">SECTOR COMMANDER</div>

* RECOMMENDED FOR URBAN BRIGADES

** RECOMMENDED BUT NOT REQUIRED



10.3 Course Details

Requirements:	Course Details:	Comment:
<p>Required For Seasonal Workers Or Farm Response</p>	<p>Rural Fire Awareness (4 Modules)</p> <ul style="list-style-type: none"> • Fire Agencies • Bushfire Characteristics and Behaviour • Bushfire Safety and Survival • Supporting Fire Response <p>Delivery Method:</p> <ul style="list-style-type: none"> • 6 Hours - Online • 1 Day Course – Face to Face 	<p>Rural Fire Awareness is required for all contractors or seasonal worker who may be involved in a fire, this course goes through basic fire behaviour and fire safety.</p> <p>Bushfire Brigade Members should complete Bushfire Safety Awareness and NOT Rural Fire Awareness, Rural Fire Awareness if for Seasonal Workers and Individuals not engaging in direct firefighting activities.</p>
<p>Required For All Bushfire Brigade Members Or Farm Response</p>	<p>Bushfire Safety Awareness (3 Modules)</p> <ul style="list-style-type: none"> • Bushfire Characteristics and Behaviour • Bushfire Safety and Survival • Suppress Bush Fire <p>Delivery Method:</p> <ul style="list-style-type: none"> • 2 Day Course – Face to Face 	<p>Bushfire Safety Awareness is one of the required courses to be an active member of a Bushfire Brigade as it is a foundation course that covers fire characteristics and fire behaviour, it also go through bushfire safety and survival on foot and in a vehicle. It also gives participant basic fire suppression techniques and strategies.</p> <p>All Bushfire Brigade Members MUST complete this course prior to attending an incident.</p>
<p>Required For All Bushfire Brigade Members</p>	<p>Firefighting Skills (4-5 Modules)</p> <ul style="list-style-type: none"> • Introduction to Map Reading • Introduction to communications • Tools and Equipment • Crew Protection • Ropes and Ladders (Dependant on Brigade Role) <p>Delivery Method:</p> <ul style="list-style-type: none"> • 2 Day Course – Face to Face 	<p>Firefighting Skills is one of the required courses to be an active member of a Bushfire Brigade as it is a foundation course that covers basic communication and radio use, firefighting tools and equipment, fire appliance crew protection, basic hose and pump work (and ropes and ladders if relevant)</p> <p>All Bushfire Brigade Members MUST complete this course prior to attending an incident.</p>



<p>Recommended For All Brigades That Respond To Structure Fires And Car Fires.</p> <p>Strongly Recommended For Brigade Leadership Group</p>	<p>Structural Firefighting (5 Modules)</p> <ul style="list-style-type: none"> • Proceeding to a Structure Fire • Structure Fire Behaviour • Ancillary Equipment • Combatting Structural Fires • Ancillary Operation and Clean Up <p>Delivery Method:</p> <ul style="list-style-type: none"> • 2 Day Course – Face to Face 	<p>Structural Firefighting is a course recommended to brigade members looking to expand on their knowledge and skills. This course goes into structure fire behaviour, structure fire risks and safety issues, ropes and ladders, equipment and hose layouts. This course is one day theory and one day practical.</p> <p>Bushfire Brigade Members who may respond to structure fires or car fires are RECOMMENDED to complete this training as it goes in detail of structural fire behaviour and safety around complex and high risk fires.</p> <p>Brigades with extra risk would include: Quairading:</p> <ul style="list-style-type: none"> • Quairading BFB • Balkuling/Doodennaning BFB <p>Any brigades not included in the list above can still complete this training as Structure Fires and Vehicle Fire can occur anywhere</p> <p>Bushfire Brigade Leadership Groups and Fire Control Officers are STRONGLY RECOMMENDED to complete this training.</p>
<p>Required For Brigade Leadership Group, Fire Control Officers, Chief And Deputy Fire Control Officers</p>	<p>AIIMS Awareness</p> <p>Delivery Method:</p> <ul style="list-style-type: none"> • 6 Hours - Online 	<p>This course goes through the Australasian Inter-service Incident Management System, this system is used at all incidents by DFES and LG. This course goes through the Incident Management Structure.</p> <p>This course is REQUIRED for Brigade Leadership and Fire Control Officers as they may have to assume IMT positions at an incident.</p>
<p>Recommended For Brigade Leadership Group</p> <p>Strongly Recommended For Fire</p>	<p>Sector Commander</p> <p>Delivery Method:</p> <ul style="list-style-type: none"> • 2 Day Course – Face to Face 	<p>This course goes through how to manage a sector or small incident, it highlights roles and responsibilities. It has a Theory and Practical component.</p> <p>This course is RECOMMENDED for Brigade Leadership, It is STRONGLY RECOMMENDED for Fire Control</p>



<p>Control Officers</p> <p>Required For Chief And Deputy Fire Control Officers</p>		<p>Officers and it is REQUIRED for Chief and Deputy Fire Control Officers.</p>
<p>Required For All Fire Control Officers</p>	<p>Fire Control Officer Course</p> <p>Delivery Method:</p> <ul style="list-style-type: none"> • 1 Day Course – Face to Face 	<p>This course provides Bushfire Act, Regulations and Legislation relevant to undertaking a Fire Control Officer Role, It also goes through weather readings and responsibilities.</p> <p>All Fire Control Officers MUST hold this competency to remain a Fire Control Officer.</p>

10.4 Training Providers

The Department of Fire and Emergency Services provides training to volunteers, this is of no cost to the volunteer, and this training is generally delivered by the CESM or DFES Endorsed Trainer. The CESM will notify volunteers when training courses are available. Bush Fire Brigade volunteers can book onto these courses through the CESM, their brigade leadership or via eAcademy.

Generally the training calendar runs in the off peak season between April and October.



QUAIRADING VOLUNTEER BUSH FIRE BRIGADE



ROLES AND RESPONSIBILITIES



11. The Duties and Responsibilities of Volunteer Bush Fire Brigade

11.1 Introduction

Bush Brigade Members can be elected to undertake the following roles within the volunteer organisation. The two role groups are as follows;

11.1.1 Shire Officers

Shire Officers are elected or employed into their role via the local government, council, or via committees.

Bush Fire Control Officers are elected into the role via the Bush Fire Advisory Committee.

11.1.2 Brigade Members

Brigade Members and Brigade Membership are internal to the Brigade and are generally elected via the brigade at Annual General Meetings

Please refer to Brigade Elections

Brigade members can be Operational and Non-Operational, this simply means the Brigade Member responds to fire and actively partakes in firefighting operations, opposed to Non-operational members who are support members who assist the brigade off the fire ground.

11.2 Shire Officers

11.2.1 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 Quairading 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 Quairading 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 AIIMS Incident Management system to all FCO'S, Brigades and volunteer fire fighters within the Shire of Quairading 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 Quairading, 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, CESH or Brigades.
- Liaise with the Shire of Quairading, 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 Quairading
- Working Knowledge of the Shire of Quairading 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 Quairading.
- 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 5 years of firefighting experience**
- **Bushfire Safety Awareness (3 Modules)**
 - Bushfire Characteristics and Behaviour
 - Bushfire Safety and Survival
 - Suppress Bush Fire
- **Firefighting Skills (4-5 Modules)**
 - Introduction to Map Reading
 - Introduction to communications
 - Tools and Equipment
 - Crew Protection
 - Ropes and Ladders (Dependant on Brigade Role)
- **Fire Control Officer Course**



- **AIIMS Awareness**
- **Structural Firefighting**

Required - must obtain within 12 months of the role:

- Sector Commander
- Machine Supervision

Required - must obtain within 24 months of the role:

- AIIMS 2017
- Incident Controller Level 1

Recommended:

- Advanced Bush Fire Fighting
- Crew Leader
- Ground Controller

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 CESM and CEO.



11.2.2 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 Quairading.
- 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 Quairading
- 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 of 3 years of firefighting experience**
- **Bushfire Safety Awareness (3 Modules)**
 - Bushfire Characteristics and Behaviour
 - Bushfire Safety and Survival
 - Suppress Bush Fire
- **Firefighting Skills (4-5 Modules)**
 - Introduction to Map Reading
 - Introduction to communications
 - Tools and Equipment
 - Crew Protection
 - Ropes and Ladders (Dependant on Brigade Role)
- **Fire Control Officer Course**
- **AIMS Awareness**



Required - must obtain within 12 months of the role:

- Sector Commander
- Machine Supervision

Required - must obtain within 24 months of the role:

- AIIMS 2017
- Incident Controller Level 1

Recommended:

- Advanced Bush Fire Fighting
- Crew Leader
- Structural Firefighting (Dependant of Brigade Profile)
- Ground Controller

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, CESM and/or CEO.



11.2.3 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, AAIMS 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.

Duties and Responsibilities

Duties and responsibilities of the Bush Fire Control Officer include:

- Authorise permits for hazard reduction burns within the Shire of Quairading in accordance with the Bush Fires Act 1954 and Environmental Act;
- Identify and conduct risk assessments of fire hazards within the Shire of Quairading;
- 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 Quairading
- 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 of 2 years of firefighting experience**
- **Bushfire Safety Awareness (3 Modules)**
 - Bushfire Characteristics and Behaviour
 - Bushfire Safety and Survival
 - Suppress Bush Fire
- **Firefighting Skills (4-5 Modules)**
 - Introduction to Map Reading
 - Introduction to communications
 - Tools and Equipment
 - Crew Protection
 - Ropes and Ladders (Dependant on Brigade Role)
- **Fire Control Officer Course**
- **AIIMS Awareness**

Required - must obtain within 12 months of the role:

- Sector Commander
- Machine Supervision

Required - must obtain within 24 months of the role:

- AIIMS 2017
- Incident Controller Level 1

Recommended:

- Advanced Bush Fire Fighting
- Crew Leader
- Structural Firefighting (Dependant of Brigade Profile)
- Ground Controller

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, CESM and/or CEO.



11.3 Bridge Officers - Operational

11.3.1 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 of 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 AIMS 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 Quairading 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 Quairading;

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

- **Minimum of 2 years of firefighting experience**
- **Bushfire Safety Awareness (3 Modules)**
 - Bushfire Characteristics and Behaviour



Quairading Volunteer Bush Fire Brigade

Policies and Procedures

- Bushfire Safety and Survival
- Suppress Bush Fire
- **Firefighting Skills (4-5 Modules)**
 - Introduction to Map Reading
 - Introduction to communications
 - Tools and Equipment
 - Crew Protection
 - Ropes and Ladders (Dependant on Brigade Role)
- **AIIMS Awareness**

Required - must obtain within 12 months of the role:

- Sector Commander
- Machine Supervision

Required - must obtain within 24 months of the role:

- AIIMS 2017
- Incident Controller Level 1

Recommended:

- Advanced Bush Fire Fighting
- Crew Leader
- Structural Firefighting (Dependant of Brigade Profile)
- Ground Controller

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, CESM and/or CEO.



11.3.2 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 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 Quairading, 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 Quairading and DFES codes of conduct.

Criteria of a 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
- Experience in managing operations



- Ability to perform under stressful conditions

Qualifications of Lieutenant

- **Minimum of 1 years of firefighting experience**
- **Bushfire Safety Awareness (3 Modules)**
 - Bushfire Characteristics and Behaviour
 - Bushfire Safety and Survival
 - Suppress Bush Fire
- **Firefighting Skills (4-5 Modules)**
 - Introduction to Map Reading
 - Introduction to communications
 - Tools and Equipment
 - Crew Protection
 - Ropes and Ladders (Dependant on Brigade Role)
- **AIIMS Awareness**

Required - must obtain within 12 months of the role:

- Crew Leader
- Structural Firefighting (Dependant of Brigade Profile)

Recommended:

- AIIMS 2017
- Incident Controller Level 1
- Sector Commander
- Machine Supervision
- Advanced Bush Fire Fighting
- Ground Controller

If a member has not completed 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.



11.3.3 Active Fire Fighter

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 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 include:

- Attend Fire and Emergency calls when available and able to.

Criteria of an Active Fire Fighter

- Ability to perform under stressful conditions
- Able to lift 20kgs
- Able to get in and out of the appliance without assistance

Qualifications of Active Fire Fighter

- No minimum Firefighting Experience
- **Bushfire Safety Awareness (3 Modules)**
 - Bushfire Characteristics and Behaviour
 - Bushfire Safety and Survival
 - Suppress Bush Fire

Recommended:

- **Firefighting Skills (4-5 Modules)**
 - Introduction to Map Reading
 - Introduction to communications
 - Tools and Equipment
 - Crew Protection
 - Ropes and Ladders (Dependant on Brigade Role)



11.4 Bridge Officers - Non Operational

11.4.1 Support / Auxiliary Member

Role

- A Support / Auxiliary Members are there to assist the brigade in undertaking their brigade duties. Support / Auxiliary Members are not to undertake any firefighting tasks, however, they can partake in appliance checks, non-operational officer roles such as secretary or treasurer.

Duties and Responsibilities

Duties and responsibilities include:

- Able to assist Brigade Members with roles such as Secretary or Treasurer
- Assist with maintenance and cleaning of appliances and equipment

Qualifications of Support / Auxiliary Member

- No minimum Firefighting Experience
- No minimum Training Requirements

11.4.2 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 Quairading;
- Ensure minutes of Brigade meetings are recorded and distributed to all members and the Shire of Quairading within fourteen (14) days;
- Disseminate circulars and other information to all Brigade members;
- Work cohesively with Shire of Quairading 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
- Knowledge of Brigade procedures and policies
- Computer Skills



11.4.3 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 Quairading with financial statements of Brigade income and expenditure after each financial year;
- Work cohesively with Shire of Quairading 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
- Knowledge of Brigade procedures and policies
- Computer skills.