

Shire of Denmark

# BUSHFIRE BRIGADE-

## STANDARD OPERATING PROCEDURES

Last edited 24/12/2025 Mark Guerin



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## SHIRE OF DENMARK SOPs

The Standard Operating Procedures outlined in this manual represent the formally endorsed processes approved by the Shire's Chief Executive Officer. As part of their leadership responsibilities, the CEO is accountable for ensuring that all staff and volunteers receive clear and practical work instructions.

These procedures have been developed with vital input from the Bushfire Advisory Committee to ensure they are effective and appropriate for bushfire brigade management within the Shire of Denmark. **They are structured to allow for prompt updates based on recommendations from BFAC through its regular meetings.**

## COUNCIL POLICIES

In addition to the Standard Operating Procedures in this document, the following Council Policies are in place to provide council-level support and authority to the activities of Bushfire Brigades in the Shire of Denmark

- Spending Authority of the Chief and Deputy BFCO
- Prescribed Fires
- Hazard Reduction Burns on Private Property

## DFES OPERATIONAL SOPs

The Shire of Denmark follows DFES operational procedures when it comes to bushfire response. Bushfire Volunteers need to be aware of the suite of DFES operational procedures that are relevant to the training they have completed. The most current SOPs can be found online through the DFES Volunteer Hub.

### DOCUMENT PRECEDENCE

The Shire of Denmark SOPs take precedence where there are any conflicts or disparities between DFES and Shire of Denmark SOP

# 1. OPERATIONAL RESPONSE

## 1.1. Bushfire Response Plan

### Introduction

Fire notifications can occur at any time during the day or night. Fires must be reported through the emergency 000 system, activating Denmark's DFES 000 Service Agreement. The DFES 000 Service Agreement for the Shire of Denmark outlines the individuals or groups who are contacted in order of response. There is an option for the local government to supply up to three contacts. The fourth contact will always be the DFES Regional Duty Coordinator. This information is shared monthly by DFES and distributed to the FCOs and can be updated on an as-needed basis by the Chief Bushfire Control Officer or the CESM.

Notification of fires by members of brigades or the public, not through the 000 system, directed to the CESM, Chief or Deputy Chief Bushfire Control Officer or the Shire, should be redirected to call 000 immediately. This ensures centralised coordination, avoids delays, manages resources efficiently, maintains real-time situational awareness, and lets responders focus on their duties without distractions. This approach ensures a faster, safer, and more effective response.

### Practice

AFDR	Bushfire			Structural Fire	Vehicle Fire	Ascertain The Location of and Request Standby
	Local Government	DBCA	DFES			
No Rating	Local BFB	Advise of Incident	Advise of Incident	Request VFRS + 1 BFB	Request VFRS + 1 BFB	CESM /Chiefs
Moderate	2 BFB's			Request VFRS + 2 BFB Heavies	Request VFRS + 2 BFB Heavies	
High	3 BFB's + CESM / Chiefs	Request DBCA Assistance	Request DFES Officer Assistance	Request VFRS + 3 BFB Heavies	Request VFRS + 3 BFB Heavies	VFRS Shire Rangers Machine Operators Chainsaw Operators SES Crews Shire Staff <b>Water bombers</b>
Extreme	5 BFB's + CESM / Chiefs					
Catastrophic	6 BFB's + CESM / Chiefs					

**DBCA Duty Officer 0417 939 607**

**DFES Duty Officer 9845 0500**

**COMCEN 1800 198 140**

This Response Plan is a guide for the initial response to an incident within the Shire of Denmark, regardless of land tenure, and aims to provide a quick multi-agency response for rapid bush fire suppression. (This does not change the responsibility or authority of the lead combat agency as per Westplan Bush Fire). Upon the arrival of the first responding unit, this plan can be scaled up or down depending on the requirements of the incident. As soon as practicable, a situation report should be provided by the first arriving unit to the CESM or CBFCO.

### *Variation to This Standard*

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

### *Version Control*

Document Number:		Date Prepared:
V1	Original SOP adopted as a Council Policy – Call Out Procedure	May 2013
V2	Amended by Res 150214	Feb 2014
V3	Rescinded as Council Policy and changed to Bushfire Standard Operating Procedure – Bushfire Response Plan	Dec 2025

## 1.2. Bushfire Response Outside the Shire

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### *Introduction*

The Shire of Denmark supports its bushfire volunteers attending incidents outside the Shire to help manage significant incidents. DFES SOP 3.2.11 Strike Team / Task Force Resources outlines the conditions and requirements for planned resources being sent from the Shire. In addition to these two types of structured support, DFES Comms may request additional resources from the local government based on its proximity to an immediate and escalating incident outside the Shire boundary.

### *Practice*

The request for resource support will come from DFES Comms to either the CBFCO or the CESM. The Chief Bushfire Control Officer (CBFCO) determines the appropriate resources to leave the local government area, considering the need to maintain operational oversight and forecast weather conditions.

The CBFCO will provide the CESM with a written record of the resources due to leave the local government area, to ensure that the organisation is aware of the individuals involved and the associated risk management. The record will outline:

- Departure time, Destination, Estimated time of arrival
- Vehicles and crew members
- Welfare considerations (food/accommodation), if appropriate
- Convoy communications channel if appropriate
- Expected return date and time.

The CEO will be notified accordingly.

### *Variation to This Standard*

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

### *Version Control*

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V1	SOP developed from a review of Policies and procedures	Dec 2025

## 1.3. Issuing Burning Permits

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### *Introduction*

### *Practice*


### *Variation to This Standard*

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

### *Version Control*

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V1	SOP was developed from a review of existing Policies and Procedures	

**TO BE DEVELOPED**

## 1.4. Incident Control Room Management

### Introduction

The following procedure aims to ensure the Committee Meeting Room at the Shire's administration building is ready to be immediately activated as an Incident Control Room (ICR) during an emergency.

### Practice

Pre-season inspection and Facility Readiness	<p>The CESM will:</p> <p>Schedule Inspection: Conduct a comprehensive inspection of the ICR at least one month before the start of the fire season.</p> <p>Equipment Check: Verify that all communication devices, computers, and other essential equipment are in working order. Replace or repair any faulty equipment.</p> <p>Software Updates: Ensure all software and systems are up-to-date and functioning correctly. Perform necessary updates and backups.</p> <p>Supplies Inventory: Check the inventory levels of essential supplies (e.g., maps, stationery, and batteries). Replenish as needed.</p>
Communications System	<p>The CESM will:</p> <p>Test Communication Lines: Conduct tests on all communication lines, including radios, telephones, and internet connections. Address any issues immediately.</p> <p>Contact List Update: Update the contact list of key personnel, emergency services, and relevant stakeholders. Ensure it is easily accessible.</p>
Staff Education	<p>The Manager of Community Services will:</p> <p>Ensure that all Shire staff are aware that they may be called upon to assist in an emergency and understand the nature of the work involved. Interested staff will be able to receive training for a support role.</p>
Rostering	<p>The CESM will:</p> <p>Identify which staff are available to support the ICR, what role they can take on, and their availability over the season, including during the Christmas shutdown period.</p>
Training	<p>The CESM will:</p> <p>Provide annual pre-season refresher training for all ICR staff on their roles and responsibilities, including the use of equipment and emergency procedures.</p>
Pre-season Exercise	<p>The Chief and Deputy BFCO will:</p> <p>Initiate a preseason drill with the CESM to test the readiness of the ICR and staff. Identify and address any weaknesses or gaps that need addressing.</p>

Property Ownership Details for FCOs	<p>If necessary, the CEO or delegated officer will:</p> <p>Conduct due diligence before providing fire control officers with a list of property owners for their particular brigade area, establishing the FCO appointment, the purpose and relevance of the request, and recording the disclosure.</p> <p>FCOs are bound by the Shire of Denmark Code of Conduct which outlines that volunteers will handle all information obtained, accessed or created in the course of their duties responsibly.</p>
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*Variation to This Standard*

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

*Version Control*

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## 1.5. Management of Illegal Campfires and Bushfire Prosecutions.

### Introduction

Local governments play a crucial role in ensuring community safety and environmental protection. Establishing a procedure for managing illegal campfires and prosecuting Bushfire-related offences is essential for several reasons. Firstly, illegal campfires can quickly escalate into uncontrolled bushfires, posing significant risks to lives, property, and natural habitats. Local governments can deter illegal activities, respond swiftly to incidents, and hold offenders accountable by having a clear and enforceable procedure. All Fire Control Officers (FCOs) have a vital role to play in this procedure, as their expertise and vigilance in the community are key to community education, evidence gathering, and effective enforcement. Furthermore, the procedure needs to be consistent, fair, and transparent.

### Practice

Evidence Gathering	The most senior Bridge Member attending a fire (campfires or bushfires) need to gather evidence if they believe the fire activity may be illegal or not undertaken in accordance with an issued permit.
Personal Safety	<p>In attending an illegal fire at least two Brigade Members will be in attendance.</p> <p>Evidence gathering should always be done in a manner that does not lead to confrontation or aggression and ensures the safety of the attending FCO, which is the most important consideration.</p> <p><b>If personal safety is questioned, the Brigade Members should withdraw from the incident and notify the police immediately.</b></p> <p><b>Please note that Rangers may not have the necessary training or fire equipment units to respond to fires. A fire brigade should respond to fire-related incidents.</b></p>
Evidence to Gather <i>(The details are outlined in the Bushfire Investigation Evidence Form)</i>	<p>Best practice evidence would include the information below, but at a minimum a time-stamped photo, location details and diarized observations will assist the officer to assess the incident.</p> <p>Record Details:</p> <ul style="list-style-type: none"><li>○ Time, day, date</li><li>○ Weather conditions (FDI, temperature, RH, wind speed and direction)</li><li>○ Vegetation types and density</li><li>○ People, non-brigade vehicles, and equipment present</li></ul> <p>Document Evidence:</p> <ul style="list-style-type: none"><li>○ What you have seen, heard, smelled, felt, or tasted</li><li>○ Physical evidence</li></ul>

	<ul style="list-style-type: none"> <li>○ Documentary evidence</li> <li>○ Photographic/audio evidence (including permit conditions)</li> </ul> <p>Admissions:</p> <ul style="list-style-type: none"> <li>○ Statements made by anyone present</li> <li>○ Admissions indicating prior knowledge of wrongdoing</li> </ul> <p>Brigade Resources:</p> <ul style="list-style-type: none"> <li>○ Attending brigade resources (vehicles, equipment, personnel)</li> <li>○ All logged times</li> </ul> <p>Certify Evidence:</p> <ul style="list-style-type: none"> <li>○ Your signature</li> <li>○ Signatures of other brigade members or bystanders</li> </ul>
Submit the Evidence Form to the Shire of Denmark	Once this form is submitted, the relevant Shire officer will assess whether a breach of the Bushfire Act or Regulations has occurred, if sufficient evidence supports a prosecution, and prepare the appropriate infringement notices.

### *Variation to This Standard*

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

### *Version Control*

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## Bushfire Investigation Evidence Form

Location of Incident:					
Date		Time			
Weather Conditions	FDI				
	Temperature				
	Relative Humidity				
	Windspeed (km/h)				
	Wind Direction				
Vegetation	Type				
	Density				
Permit Required	YES	NO	NA	Permit Sited	YES      NO
Did the alleged offender extinguish the fire on request	YES	NO		Time of Request	
Persons at the incident (Names)					
Address of persons at incident					
Non-brigade vehicles at location - Registration and Make					
Accelerant sighted (petrol, diesel, kero)	YES	NO		Comments:	
Was there any non-brigade firefighting equipment at the location	YES	NO		Comments:	
What you have seen, heard, smelt, felt or tasted.					
Physical evidence collected					

## Bushfire Response

Emergency Service Vehicles attending to the Incident	Number attending	Hours in attendance	Vehicle	Number attending	Hours in attendance
Light Tankers			Air support		
Bulk Water Tankers			Earthmoving Equipment		
Incident Control Vehicles					
Officer in Charge (NAME)			Rank		
Signature of OIC			Date		

## Shire of Denmark Officer Investigation

Date Bushfire Investigation Evidence Form submitted to the Shire of Denmark	
Receiving Officer	
<b>1.</b> Based on the submitted information, assess if there has been a perceived breach of the Bushfires Act.	<b>YES</b> Proceed to reviewing the evidence
	<b>NO</b> Advise the brigade and the CBFCO on the outcome.
<b>2.</b> Determine if there is sufficient evidence to proceed to prosecution	<b>YES</b> Compile and prepare all information as a case file. Advise the brigade and CBFCO
	<b>NO</b> Request that OIC provide additional information. If no further evidence is available, advise the brigade and the CBFCO that prosecution will not proceed.
<b>3.</b> Issue a caution notice/infringement notice and or recovery of costs as per the Fees and Charges Schedule	
Date notice issued	File all records, evidence and data relating to the matter in Synergy.

## 1.6. Implementing Vehicle and Harvest Movement Bans

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### *Introduction*

Under section 24C of the Bushfire Regulations 1954 a Fire Control Officers (FCO), can enforce a Vehicle and Harvest Movement Ban if they are satisfied that the use or operation of any engine, vehicle, plant, equipment or machinery in the area during the period to be specified, as a vehicle and harvest movement ban, would be likely to cause a bushfire or contribute to the spread of a bushfire.

Within the Shire of Denmark, the decision to impose a ban is to be determined by the CBFEO in conjunction with the Fire Weather Officer. Should the decision to be to impose a ban, the Shire President will be notified of the decision.

Furthermore, under Section 24c (2) of the Bushfire Regulations 1954, it is a requirement that a vehicle and harvest movement ban must be imposed once the actual Fire Behaviour index (FBI) is 40 or above.

FCOs are expected to contact the Rangers if they observe non-compliance with the bans.

### *Practice*

The CESM monitors the relevant weather details and discusses the findings with the Chief Bushfire Control Officer and the Fire Weather Officer. If there is sufficient area of the Shire that has reached an actual FBI of 40 or higher, or if all parties agree that an elevated risk exists, a Vehicle and Harvest Movement Ban will be declared by the CESM. The CESM will then arrange for a notification to be sent to the ABC radio network and an SMS or email notification to people who have requested notification.

Notification must be sent in writing to the following.

- Shire of Plantagenet
- Shire of Manjimup
- City of Albany
- Department of Fire and Emergency Services and
- Department of Parks & Wildlife.

The CESM needs to be aware of the deadlines imposed by the ABC radio network when sending information to [harvestbans@abc.net.au](mailto:harvestbans@abc.net.au)

### *Variation to This Standard*

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

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## 2. BRIGADE MANAGEMENT

### 2.1. Bushfire Brigade Operating Structure

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#### *Introduction*

The Shire of Denmark *Bushfire Brigades Local Law* outlines the structure and rules governing bushfire brigades. This Operating Procedure provides further information on Bushfire Brigade roles and responsibilities and how those roles relate to the operational command structure.

#### *Practice*

Establishing and maintaining a structured brigade ensures effective management, clear command during fire incidents and adherence to the legal requirements.

The following table outlines the key roles within each of the bushfire brigades, the nomination process, duties associated with the role and the desirable minimum qualifications for a person taking on the role.

Role	Appointment process	Duties	Qualifications
Bushfire Control Officer (FCO)	Nominated at BFB AGM. Appointed by CEO.	<p>A Bushfire Control Officer (FCO) is a delegated representative of the Local Government, responsible for administering provisions of the Bush Fires Act 1954 (WA). The FCO is the most senior officer in charge of the brigade The position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.</p> <ol style="list-style-type: none"> <li>A FCO is to have demonstrated experience in wildfire behaviour, AIIMS and knowledge of the area.</li> <li>The person in this position must be able to interpret provisions of the Bush Fires Act 1954 (WA) and the Bush Fires Regulations 1954 and be a confident communicator.</li> <li>This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.</li> <li>An FCO may hold any active position within the brigade. Respond to community requests to conduct property risk assessments or refer to Ranger Services where appropriate</li> <li>Perform duties prescribed by the Bush Fires Act 1954 (WA) and authorised by local government</li> <li>Maintain a personal logbook to include a record of events and decisions during an incident</li> <li>Take control, command and manage resources during wildfire or hazard reduction burns within the Brigade area they are appointed</li> <li>To take control of firefighting operations at a wildfire outside their Brigade area where no other Brigade Captain or Fire Control Officer is present</li> <li>Demonstrate positive leadership and mentor Captains and Brigade members</li> <li>Provide advice to the Chief Bushfire Control Officer (CBFCO) as to when harvest bans and or movement of vehicle bans should be applied</li> <li>Actively participate in Bush Fire Advisory Committee when nominated.</li> </ol>	Minimum firefighting training as outlined in <i>DFES Bushfire Service Training Program</i> for Fire Control Officers.
Captain	Nomination at BFB AGM	<p>The Captain of the brigade shall be responsible for the management of brigade operations in liaison with the FCO and Chief Bush Fire Control Officer (CBFCO). Nominating Captains should ideally have served a minimum of 2 years as a Lieutenant prior to appointment. The position reports to the CBFCO on brigade-related matters.</p> <p><b>Duties and responsibilities of the Captain include:</b></p> <ol style="list-style-type: none"> <li>Demonstrate positive leadership and mentor members,</li> <li>If the Captain is the senior officer at an incident: <ul style="list-style-type: none"> <li>command, control and confidently manage activities at emergency incidents to ensure incident control systems and management principles are implemented and maintained during all emergency incidents if required,</li> <li>maintain some form of personal incident diary with a record of events and decisions that occur at an incident,</li> <li>conduct Brigade briefings and post incident analysis of any incident involving firefighting, incident support or management issues,</li> <li>ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with training recommendations,</li> <li>to undertake responsibility for the proper management and maintenance of Brigade property and equipment to the best of their ability,</li> </ul> </li> </ol>	Minimum firefighting training as outlined in <i>DFES Bushfire Service Training Program</i> for Captain

Role	Appointment process	Duties	Qualifications
		<ul style="list-style-type: none"> <li>• ensure conduct of members is in accordance with the Code of Conduct, and vii. report any injuries of personnel or damage to fire fighting vehicles or equipment immediately to the CBFCO.</li> <li>c. Preside over all brigade meetings,</li> <li>d. Ensure meeting procedure and protocol is maintained,</li> <li>e. Promote the aims and objectives of the brigade where possible,</li> <li>f. Advise the brigade on administrative matters,</li> <li>g. Report brigade matters to the CBFCO,</li> <li>h. Promote open, fair discussion during debate in relation to brigade matters, and</li> <li>i. Ensure minutes of meetings are signed and dated. In the absence of the Captain, the next senior officer of the brigade has the authority to exercise the powers of the Act delegated to the Captain.</li> </ul>	
First Lieutenant	Nomination at BFB AGM	<p>The Lieutenant of a brigade is responsible for the operational management of members during brigade activities. The position is required to provide operational support to the Captain in managing the brigade. The position reports to the Captain on all matters relevant to the functioning of the Brigade and/or personnel they are supervising.</p> <p>Lieutenants have ideally served a minimum of four (4) years of active service prior to appointment. The Brigade should appoint a minimum of one (1) Lieutenant.</p> <p>Additional Lieutenants may be appointed according to the needs of the Brigade. If operational circumstances require the number of Lieutenants for a brigade to be more than four (4), as decided by the Brigade Executive Committee, a request is to be submitted in writing or email to the CBFCO for endorsement.</p> <p>The brigade must rank all Lieutenants numerically according to seniority, including length of service and relevant skills.</p> <p><b>Duties and responsibilities of a Lieutenant include:</b></p> <ul style="list-style-type: none"> <li>a. Provide support to the Captain and assist with the operational management of the brigade,</li> <li>b. In the absence of the Captain, administer all powers and responsibilities of the Act,</li> <li>c. Command and manage members during emergencies and other brigade-related incidents and activities,</li> <li>d. Maintain a personal incident diary with a record of events that occur during all incidents if assuming the role of the most Senior Officer,</li> <li>e. In the absence of a more Senior Officer, conduct brigade briefings and post-incident analysis of any incident involving firefighting or management issues,</li> <li>f. Encourage positive interaction and teamwork between members,</li> <li>g. Ensure Bush Fire Operating Procedures are adhered to at brigade activities,</li> <li>h. Endeavour to ensure active members engaged in brigade activities are allocated tasks relevant to their competencies,</li> <li>i. Work cohesively with the Brigade Training Officer to conduct training activities for active members,</li> <li>j. Ensure the behaviour of members is in accordance with the Code of Conduct</li> </ul>	Minimum firefighting training as outlined in <i>DFES Bushfire Service Training Program</i> for Lieutenant.
Second Lieutenant	Nomination at BFB AGM	<ul style="list-style-type: none"> <li>• Operational support to the captain.</li> <li>• Reports to the captain on all matters related to managing the brigade.</li> <li>• Work with the Training Officer to conduct training activities for active members.</li> </ul>	Minimum firefighting training as outlined in <i>DFES Bushfire Service Training</i>

Role	Appointment process	Duties	Qualifications
		<ul style="list-style-type: none"> <li>In the absence of the captain and first lieutenant, administer all powers and responsibilities of the Act on behalf of the captain.</li> </ul>	Program for Lieutenant.
Third Lieutenant (optional)	Nomination at BFB AGM	<ul style="list-style-type: none"> <li>As above</li> </ul>	As above
Fourth Lieutenant (optional)	Nomination at BFB AGM	<ul style="list-style-type: none"> <li>As above</li> </ul>	As above
Brigade Equipment Officer	Nomination at BFB AGM	<p>The role of the Brigade Equipment Officer is to manage brigade property, fleet vehicles, general equipment, and stock levels of personal protective equipment.</p> <p>The position is not required to perform active operational duties but may be able to demonstrate a degree of knowledge of brigade equipment.</p> <p>The position may be inclusive to an operational position held within the brigade.</p> <p><b>The equipment officer shall perform the following functions:</b></p> <ol style="list-style-type: none"> <li>Manage brigade equipment and maintain a register of all assets,</li> <li>Coordinate and record maintenance of brigade equipment,</li> <li>Report all damage of brigade equipment or property to the CBFCO,</li> <li>Manage brigade requests for replacement items and equipment,</li> </ol> <p>etc. Compile documentation of replacement items and submit to the CBFCO.</p>	
Brigade Training Officer		<p>The Brigade Training Officer is responsible for the management and coordination of brigade training in conjunction with the Local Government Training Officer, including the documentation of these activities.</p> <p>The position is not required to perform active operational duties and is inclusive of an operational position held within the Shire of Denmark.</p> <p>The Officer is expected to maintain a sound knowledge of the Competencies required by members.</p> <p><b>Duties and Responsibilities of the Brigade Training Officer may include:</b></p> <ol style="list-style-type: none"> <li>Ensure brigade members maintain necessary skill levels equivalent to the competency standards required by the local government and as recommended by DFES,</li> <li>Endeavour to ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills,</li> <li>Maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the Local Government Training Coordinator as required,</li> <li>Provide mentoring for members who express an interest in training to encourage future facilitators,</li> <li>Liaise with the CBFCO on training operations.</li> </ol>	
Secretary	Nomination at BFB AGM	<p>The Secretary is to record and manage administrative matters of the brigade.</p> <p>The position is not required to perform active operational duties and may be inclusive to an additional position held within the brigade.</p> <p>The position reports to the Captain and FCO on administration matters relevant to the brigade.</p> <p>This position may be held in conjunction with the Treasurer position.</p>	NA

Role	Appointment process	Duties	Qualifications
		<p><b>The Secretary shall perform the following functions:</b></p> <ul style="list-style-type: none"> <li>a. Ensure members receive notification of brigade meetings in accordance with Council Policy: Brigade Meetings.</li> <li>b. Where deemed appropriate, prepare an agenda for brigade meetings and distribute to members prior to meetings.</li> <li>c. Ensure minutes of brigade meetings are recorded and distributed to all members prior to the next meeting,</li> <li>d. Document and record all brigade correspondence,</li> <li>e. Ensure brigade information is disseminated to all listed members,</li> <li>f. Make available relevant information to members as directed by the FCO.</li> <li>g. Work cohesively with local government management and administration staff on matters relevant to brigade administration.</li> <li>h. Maintain a register of Brigade members</li> </ul>	
Treasurer	Nomination at BFB AGM	<p>The role of the Treasurer is to manage and report on all financial matters relevant to 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 and FCO on financial matters relevant to the brigade.  This position may be held in conjunction with the Secretary position.</p> <p><b>The Treasurer shall perform the following functions:</b></p> <ul style="list-style-type: none"> <li>a. Manage financial affairs, including budgets of the brigade,</li> <li>b. Maintain brigade financial records and provide detailed reports of income and expenditure at all meetings,</li> <li>c. Work cohesively with the Shire of Denmark on matters pertinent to brigade financial matters, including providing annual copies of financial statements, or as requested by the Shire.</li> </ul>	<p>Knowledge and understanding of accounting principles  Developing computing skills</p>
Secretary / Treasurer combined	Nomination at BFB AGM	<ul style="list-style-type: none"> <li>• As above for both roles</li> </ul>	NA

### *Variation to This Standard*

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

### *Version Control*

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V1	New SOP developed	Dec 2025

## 2.2. Bushfire Operations Group (BOG)

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### *Introduction*

The Bushfire Advisory Committee (BFAC) has undergone a restructuring with the creation of the Bushfire Operations Group (BOG). This adjustment aims to streamline operations by enabling Fire Control Officers (FCOs) to oversee brigade readiness efficiently, minimising bureaucratic hurdles.

The group is committed to fostering open dialogue and collaboration among its members as a key part of its operations. Members are encouraged to work together to resolve issues and enhance operational readiness. Meetings will maintain an informal atmosphere to promote inclusivity and adaptability, ensuring that all voices are heard. While topics for discussion may be included on the agenda, it is not mandatory for every conversation to adhere to predefined points. This approach allows for greater flexibility and encourages the sharing of ideas or concerns as they arise.

### *Practice*

#### **Membership:**

- Chief Bushfire Control Officer (CBFCO)
- Deputy Chief Bushfire Control Officer
- Fire Control Officers (FCO)
- Fire Weather Officers (FWO)
- Brigade Captains (or Proxy)
- VFRS Representative
- Community Emergency Services Manager (CESM)
- Department of Fire & Emergency Services (DFES)
- Department of Biodiversity Conservation and Attractions (DBCA)
- Other individuals, agencies, strategic organisations, or businesses, such as major tree plantations, as required.

#### **Presiding Person:**

The Presiding person shall be the CBFCO. In the absence of the CBFCO, the Deputy CBFCO will preside.

If the CBFCO and Deputy are unavailable, the next FCO, in order of seniority in accordance with section 38(1) of the Bushfires Act, will preside.

#### **Key Responsibilities:**

1. Provide support and guidance to all bushfire brigades to enhance operational preparedness.

2. Deliver briefings to FCOs and brigades on anticipated operational activities from other agencies, including DBCA and corporate plantation properties.
3. Ensure familiarisation with DFES Standard Operational Procedures (SOPs) related to fire brigade operations.
4. Ensure familiarisation with relevant Council policies and procedures.
5. Promote cooperation and coordination among all fire brigades within the Shire of Denmark, including VFRS, DBCA, and private plantation crews.
6. Refer unresolved issues to BFAC for formal resolution through Council policies or SOPs.
7. Receive briefings from DBCA, corporate plantation companies, and DFES.

### **Record Keeping:**

Before each meeting, an agenda will be distributed outlining key items for discussion, ensuring all participants are informed and prepared.

During the meeting, actionable points will be identified and recorded in an action list, which will serve as a guide for follow-ups and responsibilities.

The Chief Bushfire Control Officer will be responsible for record-keeping.

### *Variation to This Standard*

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

### *Version Control*

Document Number:		Date Prepared:
V1	SOP was developed from a review of the BFAC and the revised Charter.	Dec 2025

## **3. FACILITIES MANAGEMENT**

### **3.1. Fire Shed/Property Management**

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#### *Introduction*

Funding for the construction and upkeep of fire sheds within the Shire is provided through State Government's Local Government Grant Scheme (LGGs). This scheme supports the local government Bushfire Brigades' buildings, appliances, and equipment. However, capital grant requests for fire shed replacements consistently exceed available funding, making the maintenance and replacement of fire sheds a significant challenge for the Shire.

## Practice

<p>Asset Renewal</p>	<p>If LGGS state government funding is insufficient to meet DFES standards for fire shed facility upgrades, the Council may need to explore alternative options.</p> <p>The Manager of Community Services will work with BFAC representatives to develop a strategy for asset replacement if future funding requests are unsuccessful.</p>
<p>Shed Maintenance</p>	<p>The Shire is responsible for maintaining Fire Sheds within the local government area. However, funding requests often exceed the amount received. Brigades need to provide the CESM with maintenance requests as they are identified.</p> <p>The CESM prioritises the most urgent maintenance needs based on workplace health and safety and operational readiness and submits a request to the Technical Services team to carry out the work.</p> <p>Brigades can use the Shire of Denmark Maintenance Schedule checklist as a guide to undertaking an annual inspection of the premises. (BFAC might look to provide feedback on whether a modified checklist for Fire Sheds would be valuable.</p> <p>All Shire of Denmark assets, including Fire Sheds, are professionally assessed every four years. These assessments update the estimated lifespan of each asset and provide a detailed breakdown of the remaining life of key components, such as the substructure, superstructure, finishes, fittings, and services. This information helps determine the priority for asset replacement.</p>
<p>Land use around Fire Sheds</p>	<p>Fire sheds are situated on Shire-owned land under an agreement with each brigade. This agreement defines the specific area allocated for brigade operations, including the fire shed itself. While additional land surrounding the agreed area may be utilised by brigades for training, vehicle manoeuvring, or other operational purposes, brigades do not have exclusive rights to these spaces. Instead, such areas may be shared with other community groups or used for public access, but they remain under the broader management of the Shire. As a result, any modifications or dedicated use of these surrounding areas would require approval from the Shire.</p> <p>The brigade land use agreements will be updated from time to time as directed by Council.</p>
<p>Standpipes and water tank checks</p>	<p>Brigades need to undertake a pre-season inspection of the equipment to ensure that all standpipes and water tanks used by Bushfire Brigades are in optimal working condition and ready for use during fire emergencies.</p> <p>Standpipes:</p> <ul style="list-style-type: none"> <li>○ Visual Inspection: Check the standpipe structure for visible damage, rust, or wear and tear.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Operational Test: Open and close the standpipe valve to ensure it operates smoothly without leaks.</li> <li>○ Flow Test: Test the water flow to ensure it is strong and consistent. Measure the flow rate if necessary.</li> </ul> <p>Water Tanks:</p> <ul style="list-style-type: none"> <li>○ Visual Inspection: Check the exterior and interior of the tank for cracks, rust, or other damage.</li> <li>○ Level Indicators: Verify that water level indicators are functioning correctly.</li> <li>○ Inlet and Outlet Valves: Inspect and test all inlet and outlet valves for proper operation and leaks.</li> <li>○ Structural Integrity: Ensure the tank is securely anchored and stable.</li> </ul> <p>Report maintenance issues to the Shire.</p>
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*Variation to This Standard*

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

*Version Control*

Document Number:		Date Prepared:
V1	SOP developed from a review of existing Policies and Procedures	Dec 2025

## 3.2. Fleet Support to Bushfire Brigades

### Introduction

Establishing clear guidelines for procuring, maintaining, and using firefighting equipment is crucial to ensuring the safety and effectiveness of firefighting operations within the Shire. These instructions ensure that fire trucks are suitable for local conditions and volunteer capabilities and that all firefighting units are regularly inspected and maintained. Fuel and emergency response vehicles are readily available and properly managed during emergencies. By adhering to these protocols, the Shire aims to enhance the preparedness and efficiency of its Bushfire Brigades, ultimately safeguarding the community and its properties.

### Practice

Fleet Procurement	<p>It is important that the brigade management is involved in discussions regarding the procurement of the fleet to ensure that the Shire procures fire trucks that are suitable for the conditions where they will be used and the training and experience levels of the volunteers who may use them.</p>
Shire Inspections and Maintenance	<p>Shire mechanics or approved contractors will carry out service and repairs and ensure the roadworthiness of all Brigade self-propelled firefighting units each year. All costs are set against funds allocated in the ESL budget. Brigades contact the CESM to organise any required inspection or maintenance work for brigade vehicles.</p> <p>Tyres are checked for wear or damage as part of the vehicle inspection. However, DFES recommends changing them after 10 years of service, even if they are not worn or damaged. The CESM maintains a full-service listing of each appliance and will notify brigades if they need to have tyres changed under these terms.</p>
Fuel during Emergencies	<p>Fuel cards are assigned to each vehicle. In the situation where the fuel card can't be utilised, the Shire permits Bushfire Brigades to use fuel facilities at the Shire Depot for their bushfire vehicles and equipment. Contact the CESM for access.</p> <p>If the incident comes under DFES management, the Incident Controller will direct brigades regarding refuelling requirements.</p>
Damage to Fleet vehicles	<p>Bushfire volunteers are advised to promptly report any vehicle damage to the captain as the first point of contact. This is crucial because the issue may involve insurance claims or the need to order replacement parts. If the damage affects the vehicle's operational readiness, it is essential to inform the CESM immediately. This ensures the vehicle can be scheduled for necessary repairs, maintaining its readiness for future emergencies.</p> <p>Complete the Vehicle Fault Report to ensure a detailed history of vehicle issues is recorded.</p>
	1.

L Drivers	<p>DFES SOP 3.3.12 Driving Standards outlines the expected driving requirements, including a restriction that Learner's Permit holders are not allowed to drive DFES vehicles.</p> <p>However, within the Shire of Denmark, it is acknowledged that individuals may need practical experience to obtain their driver's license. To support this, the Shire permits brigades to use Shire appliances for driver training.</p> <p><b>This training must only take place in non-operational settings, and Learner's Permit holders are strictly prohibited from driving during any fire incident or emergency response.</b></p>
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*Variation to This Standard*

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

*Version Control*

Document Number:		Date Prepared:
V1	SOP developed from a review of existing Policies and Procedures	Dec 2025

### 3.3. Shire Admin Support to Bushfire Brigades

#### Introduction

The following procedure aims to ensure each brigade has a clear understanding of how the Shire of Denmark will support them with managing the needs of their Bushfire Brigade

#### Practice

Annual expenditure	Ancillary	Through the annual budget process, Council will allocate a budget for Bushfire Brigades to access funds to assist them with meeting their daily needs. These items are needs that can't be met through the LGGS funding, but help brigade members with their roles and responsibilities, and support the health and well-being of their volunteers. To make this effective, each Bushfire Brigade will be issued with an IGA debit card each year, the value of which will be determined by the budget. This card will be issued to Bushfire Brigades after the annual budget is approved and before the high threat period.
Maintaining First Aid Supplies for Brigades		The Shire is responsible for ensuring that a contractor is engaged each year, before the fire season, to visit each brigade to update and/or supply a suitable First Aid Kit for each location and each self-propelled firefighting appliance.
Stationery for Brigades	Supplies	Brigades submit a list of items that they need. The CESM will prepare the order and notify the brigade when it can be picked up. The priority for actioning these requests will be considered in line with other work priorities that the CESM has.
Data Entry to the DFES IRS system		Reporting incidents is critical to future resourcing. Brigades ideally would enter their incident reports directly into the Incident Reporting System. If brigades are not in a position to do this, then a hard copy report should be submitted to the CESM.
Other needs - Submit a Request to the Shire CESM.		For all other needs, a <b>submit a request</b> function on the Shire's website <a href="http://www.denmark.wa.gov.au/our-services/fire-and-emergency">www.denmark.wa.gov.au/our-services/fire-and-emergency</a> The request will go to the CEMS for action. Those requests that impact operational readiness will be prioritised first.

#### Variation to This Standard

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

#### Version Control

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V1	SOP developed from a review of existing Policies and Procedures	Dec 2025

## 3.4. ICT Support to Bushfire Brigades

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### *Introduction*

Effective Information and Communication Technology (ICT) is now an essential part of the smooth operation of bushfire brigades. Ensuring that the correct hardware and software systems are installed on computers and operational devices is crucial for efficient communication and data management. Additionally, having reliable mobile connectivity at fire sheds is vital for real-time coordination and response during emergencies. Ongoing support for maintenance and updates is also necessary to keep systems running smoothly and securely.

### *Practice*

### *Variation to This Standard*

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

### *Version Control*

Document Number:		Date Prepared:

**TO BE DEVELOPED**

## 4. VOLUNTEER SUPPORT

### 4.1. Annual Refresher Training for Bushfire Brigades

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#### *Introduction*

Ensuring the safety and effectiveness of volunteer bushfire brigade personnel is paramount. An annual skills refresher is crucial, particularly for practices that directly impact their welfare, such as burn-over procedures, radio communication, and safe pump operation. These refreshers not only reinforce critical skills but also ensure that all members are up to date with the latest safety protocols and techniques. This proactive approach helps to minimise risks, enhance coordination during emergencies, and ultimately protect the lives of those who bravely serve their communities.

#### *Practice*

The Bushfire Operations Group (BOG) is responsible for planning out the content and questions for the annual skills refresher. The template document can be amended to reflect the skills that BOG have determined are required as a refresher for any particular year.

The annual driving refresher is an opportunity to check current driving licenses and ensure that volunteers have some recent experience in driving the appliance. It is not intended to be an assessment of their driving competence.

The annual skills refresher must be completed and signed off each year for all operational volunteers. This is a mandatory requirement to ensure that members are adequately prepared and eligible to respond to incidents. However, in some circumstances, the Fire Control Officer (FCO), captain, or training officer has the discretion to allow experienced bush firefighters to continue operational duties if they are confident in the individual's abilities, provided that the annual safety section of the refresher has been satisfactorily completed. This approach maintains safety standards while acknowledging prior experience and competence within the brigade. Where and When: All brigades will be notified ahead of the fire season, where and when refresher training is to take place.

#### *Variation to This Standard*

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

#### *Related Documents*

**Form          Annual Skills Refresher**

#### *Version Control*

Document Number:		Date Prepared:
V1	Policy P050113 PPE on Fire grounds	Jan 2013
	Repealed by Res 150722	July 2022
V2	SOP developed from a review of existing Policies and Procedures	Dec 2025

## Annual Skills Refresher (Template)

<b>Brigade</b>			
<b>Name</b>		<b>DFES Nbr</b>	
<b>Drivers Licence</b>		<b>First Aid</b>	

Subject	Trainer	Date
Safety		
Radio		
Mapping		
Appliance		

✓ = Competent

X = Further training required

Safety	
Competent?	Safety Aspect
<input type="checkbox"/>	Shire of Denmark Work Health & Safety
<input type="checkbox"/>	PPE
<input type="checkbox"/>	Red Flag Warning
<input type="checkbox"/>	Dead Man Zone
<input type="checkbox"/>	One foot in the black
<input type="checkbox"/>	Driver competency
<input type="checkbox"/>	L.A.C.E.S.
<input type="checkbox"/>	T-Card
<input type="checkbox"/>	Burn over Drill
<input type="checkbox"/>	Petrol Jerry Cans
Mapping	
<input type="checkbox"/>	ESD Map
<input type="checkbox"/>	Coordinates

Radio	
Competent?	Safety Aspect
<input type="checkbox"/>	Vehicle - Channel Change
<input type="checkbox"/>	GPS - determine coordinates
<input type="checkbox"/>	Emergency message
<input type="checkbox"/>	Handheld - Channel Change
<input type="checkbox"/>	Protocol
<input type="checkbox"/>	Comms plan
<input type="checkbox"/>	New appliance, radio familiarisation
Appliance	
<input type="checkbox"/>	Operate Pump
<input type="checkbox"/>	Operate Nozzle
<input type="checkbox"/>	Operate Monitor
<input type="checkbox"/>	Vehicle Checks
<input type="checkbox"/>	Layflat & Branch
<input type="checkbox"/>	Hand Signals
<input type="checkbox"/>	Driver Responsibilities

## 4.2. PPE Management for Bushfire Brigades

### Introduction

As a combat agency for bushfires, the Shire of Denmark has a duty of care to ensure that Brigade members, contractors and other personnel attending all fire-related incidents, which are under the control of the Shire, are suitably equipped and protected to carry out their roles. DFES SOP 3.2.1 outlines the principles and planning factors behind determining the appropriate PPE to be worn at an incident and the procedure to follow to ensure crews turn out in the appropriate PPE. It also provides a comprehensive matrix of bushfire roles/hazards and the required PPE.

### Practice

PPE Ordering	To ensure the Shire's resources are used effectively, the brigades are provided with a link via the Shire website to submit orders for volunteer uniforms. Order forms for PPE must be approved by the Brigades FCO before being submitted to the CESM.  PPE bulk ordering happens in October, April and July.
Storage	Depending on individual brigade requirements, protective clothing, where possible, should be kept in the brigade's fire station.  Protective clothing must be worn on any operational duty in line with DFES SOP 3.2.1.
Maintenance	All brigade personnel are responsible for their kit's availability, condition, care and cleanliness.
End of Service	Upon resigning from the brigade, the member must return all serviceable PPE to their respective brigade. The brigade FCO will be responsible for ensuring that the PPE of a resigning member is returned in a clean manner to the CESM so that it can be reassigned.  The Brigade FCO may retain PPE from retired members but must notify the CESM

### Variation to This Standard

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

### Version Control

Document Number:		Date Prepared:
V1	Policy P050113 PPE on Fire grounds	Jan 2013
	Repealed by Res 150722	July 2022
V2	SOP developed from a review of existing Policies and Procedures	Dec 2025

## 4.3. Complaints Management

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### *Introduction*

### *Practice*


### *Variation to This Standard*

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

### *Version Control*

Document Number:		Date Prepared:

**TO BE DEVELOPED**

## 4.4. Injury / Illness Reporting for Bushfire Volunteers

### Introduction

Reporting welfare incidents and injuries that occur during bushfire operations or training is crucial for maintaining the safety and well-being of all personnel and critically ensuring appropriate medical support is provided. These reports help identify potential hazards, improve safety protocols, and ensure that any necessary support or intervention is provided promptly.

Volunteers may at times experience changes to their health and wellbeing that are unrelated to incidents on the fireground. Such changes can negatively affect their ability to perform operational duties safely, potentially placing themselves and others at risk. It is essential that any illness, injury or disability that may impact a volunteer's operational capacity is promptly reported to the Captain or Fire Control Officer.

### Practice

Have Forms available and display the poster.	Captains are to ensure that each brigade has a supply of Simple Injury Report Forms that are easily accessible for members to use. Ensure the poster – <b><i>If you are injured while volunteering</i></b> is prominently displayed in the Fire Shed.
An Injury Occurs	Report the injury to the Brigade Captain.
	Complete the <b>Simple Injury Report Form</b> either in hard copy or through the Shire's online incident reporting system.. If there is no hardcopy incident reports in the Fire Shed, contact the CESM.
	Send the Form to <a href="mailto:info@denmark.wa.gov.au">info@denmark.wa.gov.au</a>
	The CESM will upload the details to the Shire's Workplace Safety reporting system. This information is confidential and shared only with selected personnel involved in human resources and insurance management, as well as the CBFCO.
	Shire of Denmark staff will contact the injured person to provide support as needed, including assistance with insurance and workers' compensation-related matters.

### Variation to This Standard

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

### Related Documents

**Form – Simple Injury Report Form**  
**Poster – If you are injured while volunteering**

### Version Control

Document Number:		Date Prepared:
V1	SOP was developed from a review of existing Policies and Procedures	Dec 2025



# Simple Injury Report Form

Shire of Denmark  
PO Box 183  
DENMARK WA  
(08) 98480300

**CONFIDENTIAL INFORMATION**

<b>Details of Incident</b>	
Name of Injured Person	
Location of incident (street/road address/property)	
GPS Coordinates (only if GPS is turned on and available)	
Date of Incident	
Time of Incident	
What Happened. Please include all relevant details and, if possible, attach photos.	
What did you do when the incident occurred? How did you respond?	
Was there any injury or harm to persons	
Were any members of the public injured or harmed in any way?	
Was there any damage to the property	
Were any children present (witness) or injured/harmed	

<b>Volunteer Information</b>	
Names of Bushfire Volunteers present at the incident.	
Names of any other volunteers injured or harmed	
Was first aid provided on-site?	
Who provided First Aid?	
Did the injured person require further medical treatment?	
Who was the supervisor at the incident	
<b>Damage to Property, Plant or Equipment</b>	
Please describe and take a photo of the damage that has occurred as a result of this incident.	
<b>Feedback and improvement</b>	
Is there any other feedback that can help us identify what led to this or how we can prevent it from happening again?	
Additional information that can help includes weather conditions and what was happening around you when the incident occurred.	
Would any additional instruction or training assist you or others in the future to avoid similar incidents from occurring?	
<b>Submit the form to</b>	info@denmark.wa.gov.au

# If You're Injured While Volunteering...



**Report the injury** to the brigade captain.



**Seek immediate health care.**



Complete the **simple injury report form** and send it to the shire.



Work with the shire, our insurer and your health care provider, so that you can **return to volunteering** as soon as possible.

**Volunteering**  
Helping People  
Changing Lives



## 4.5. Driving Under Emergency Conditions

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### *Introduction*

This SOP provides guidance for Bush Fire Brigade volunteers when responding under emergency conditions using lights and sirens. It clarifies requirements for qualified drivers and those who have not completed the DFES-approved emergency driving course.

### *Practice*

#### **1. Qualified Drivers:**

- Volunteers who meet all DFES qualification requirements, including completion of a DFES-approved emergency driving course, must follow DFES SOP 3.3.1 - Respond Under Emergency Conditions in full.

#### **2. Drivers Without DFES Driving Course:**

- Volunteers who have not completed the DFES-approved driving course but meet all other requirements (e.g., correct license class, brigade driver/operator assessment) may operate under lights and sirens, subject to the following restriction:
- They must not exceed the posted speed limit as set under the Road Traffic Act 1974 and Road Traffic Code 2000.
- All other DFES safety requirements apply (e.g., BAC 0.00%, no P-plate drivers, no private vehicles).

#### **3. General Safety:**

- Lights and sirens must be used appropriately as per DFES SOP 3.3.1.
- Drivers must exercise reasonable care at all times and comply with all other DFES emergency driving standards.

### *Variation to This Standard*

This standard may be cancelled or varied by the Shire from time to time with advice from the Bushfire Advisory Committee and/or DFES.

## 5. REFERENCES

- DFES SOP 3.3.1 - Respond Under Emergency Conditions

### *Version Control*

Document Number:		Date Prepared:
V1		Dec 2025