



Shire of Corrigin

Bushfire Policies and Procedures Manual

October 2024

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1 Introduction

These policies and procedures have been developed to provide guidance to Shire of Corrigin volunteer Bush Fire Brigades and volunteer members. The manual is to be read in conjunction with the following legislation and emergency management documents:

- *Bushfires Act 1954*
- *Fire and Emergency Services Act 1998*
- *Work Health and Safety Act 2020*
- *Equal Opportunity Act 1984*
- *Shire of Corrigin Bush Fire Brigades Local Law 2024*
- LGIS Volunteer Handbook
- State Emergency Management Plans
- Shire of Corrigin Local Emergency Management Plan
- Local Government Insurance Scheme (LGIS) Understanding WHS Obligations for Bushfire Volunteers.

The Bush Fire Policies and Procedures are guidelines adopted by the Council following consultation and endorsement of the Bush Fire Advisory Committee (BFAC), Bushfire Brigades and volunteer members.

The document incorporates both the administration and standard operating procedures for bush fire control, prevention and management within the district.

This document is to be reviewed annually by the BFAC prior to the fire season.

Date	Description
	Bush Fire Advisory Committee
	Council Approved

2 Acronyms

Act	<i>Bush Fires Act 1954</i> and amendments
AIIMS	Australasian Inter-Service Incident Management System
Regulations	<i>Bush Fires Regulations 1954</i>
Council	Shire of Corrigin Council
BFB	Bush Fire Brigade
BFAC	Bush Fire Advisory Committee
CBFCO	Chief Bush Fire Control Officer
DCBFCO	Deputy Chief Bush fire Control Officer
CEO	Chief Executive Officer of the Shire of Corrigin
CESM	Community Emergency Services Manager
COMCEN	Communication Centre (DFES)
DBCA	Department of Biodiversity, Conservation and Attractions
DFES	Department of Fire and Emergency Services
FCO	Fire Control Officer
IC	Incident Controller
IMT	Incident Management Team
WAPOL	WA Police
PAFTACS	Position and Property Threatened Area Fuel Density and Type Time to Control Assistance Required Communications and Control Point Surface wind Strength and Direction

3 Volunteer Bush Fire Brigades

The Shire of Corrigin has established five volunteer Bush Fire Brigades (BFB) under s.41 of the *Bush Fires Act 1954*- Bilbarin, Bullaring, Bulyee, Central and Corrigin East.

The details of the brigades are outlined in the table below:

Brigade	Number Members	Captain	Lieutenant	Fire Control Officers	Fire Truck
Bilbarin	52	Steven Bolt	Sadow Jacobs	Steven Bolt Sadow Jacobs Paul McBeath	2004 Isuzu
Bullaring	55	Juan Baker		Greg Evans Juan Baker Craig Jespersen Joel Bell	2014 Isuzu broadacre
Bulyee	80	Kim Sturges		Kim Sturges Craig Poultney John Hewett Braden Grylls	2012 Hino broadacre
Central	50	Garrick Connelly		Garrick Connelly Adam Rendell Natalie Manton Jason Carrall	2022 Volvo broadacre
Corrigin East	35	Tim George	Bruce Talbot	Tim George Bruce Talbot Kim Courboules	

4 Operation of Bush Fire Brigades

Bush Fire Act 1954, section 41(2). – bush fire brigades-

A local government shall keep a register of bush fire brigades and their members in accordance with the regulations and shall register therein each bush fire brigade established by it under subsection (1) and each member of each such brigade.

4.1 Membership

New members are to complete a membership form which is to be signed by the Captain or Secretary of the local brigade. Completed membership forms are to be returned to the Shire of Corrigin and will then be forwarded to the Department of Fire and Emergency Services (DFES).

The Captain or Community Emergency Services Manager (CESM) will be responsible for inducting new members and providing them with the following:

- Invitation to brigade meetings and introduction to brigade members.
- Addition to brigade What's App messaging group.
- Familiarisation with Brigade equipment and facilities including safety requirements (if applicable).
- Personal Protective Equipment (PPE) requirements and order form.

All volunteer Bush Fire Brigade members are required to complete the following DFES courses within the first 12 months of joining a brigade:

- Australasian Inter-Service Incident Management System (AIIMS) Awareness
- Rural Fire Awareness

The three membership categories include:

Active Fire fighters

Must be over 16 years of age, physically fit, able to actively fight a fire and willing to complete training and attend brigade meetings.

Active firefighters are required to complete the following additional courses within their first year of joining unless an extension has been granted by the brigade Captain in writing:

- Bushfire Safety Awareness
- Firefighting Skills

Auxiliary Members

Not involved in active firefighting but provide other assistance such as transportation, catering, communications etc.

Cadet

Is a member aged between eleven (11) and up to fifteen (15) years of age who can attend brigade meetings and participate in training activities to prepare them to become active members but is not allowed to carry out operational firefighting duties.

4.2 Suspension of Membership

A member may be suspended by the Chief Bushfire Control Officer (CBFCO), Deputy Chief Bushfire Control Officer (DCBFCO), Fire Control Officer (FCO) or Captain where the member:

- wilfully or negligently disregards the *Bush Fires Act 1954*, *Bush Fires Regulations 1954* or the Shire of Corrigin policies and procedures; and/or
- acts in a way that jeopardises the safety of the member or others.

The suspended member will be excluded immediately from brigade duties and activities. The Brigade Captain must notify the member, in writing, of the reason for the suspension and period.

The period of suspension shall be determined by the Brigade Committee or CBFCO or Chief Executive Officer (CEO).

On completion of the suspension period a decision will be made to:

- a) extend the suspension; or
- b) terminate membership; or
- c) reinstate membership.

4.3 Termination of Membership

Termination of membership of a Bush Fire Brigade may occur when:

- the member provides written notification of resignation to the brigade and/or the Shire of Corrigin,
- is, in the opinion of the Brigade Committee, permanently incapacitated by mental or physical health,
- membership is cancelled by the Brigade who notify the Shire in writing with the reason eg. the member has permanently left the region,
- is dismissed by the CEO, CBFCO or Brigade Committee,
- fails to complete the required training for active firefighters within the required timeframe (12 months) following two reminders, or
- dies.

The brigade is to supply details of terminations to the Shire of Corrigin and CESM annually. The CESM will then inform DFES of the updates.

Members are required to notify the brigade Captain, Lieutenant, or Secretary if extenuating circumstances prevent them from meeting their brigade commitments.

A member who has been terminated may lodge a written objection to the CBFCO and/or CEO if they believe they have been unfairly treated to have the matter reconsidered.

Where a membership is terminated, all property owned by the Shire of Corrigin should be returned to the Shire Administration office on demand but generally within 30 days of giving notice. Failure to meet these conditions may require the Shire of Corrigin to seek reimbursement of costs against the member.

4.4 Awards and Recognition

Recognition of long and loyal service as a volunteer brigade member is awarded at the following milestones:

Medals: A full set is awarded after 10 years of eligible service. A clasp set bearing the years of service will be awarded after 20, 25 or thereafter every 10 years of service.

- The 10 year medal is presented to member at a Brigade function.
- The 20 and 25 years (or higher) medals are to be presented to members at the BFAC or Council Meeting.

4.5 Insurance for Bushfire Brigade Members

The Shire of Corrigin insures volunteer fire brigade members and firefighting equipment in accordance with the provisions of *Fire and Emergency Services Act 1998*.

The specific details of the insurance coverage can be obtained by contacting the Shire of Corrigin administration.

Damage to vehicles and equipment must be reported to the Incident Controller (IC) on the day damage occurs, and then reported to the shire within 48 hours.

4.6 Equal Opportunity and Grievance Process

The Shire of Corrigin is committed to providing a work environment in which all persons can expect to be treated with respect. All Shire employees and volunteers are expected to uphold all State and Commonwealth laws.

The Shire of Corrigin and bush fire brigades recognise the legal obligations under the *Equal Opportunity Act 1984* and actively promotes equal opportunities to ensure that discrimination does not occur. Council Policy - 3.4 Equal Employment Opportunity, Diversity and Inclusion provides additional details.

Members who consider they have been treated unfairly are encouraged to contact the CEO.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. People will not be disadvantaged as a result of lodging a complaint.

A member who is unhappy with any matter relating to the operation of a brigade should raise their concerns with the brigade Captain, CBFCO or DCBFCO. If still dissatisfied, the member can complain in writing to the CEO and/or CESM.

4.7 Health and Safety

The Shire of Corrigin and volunteer bush fire brigades are committed to ensuring the safety of members as far as is practicable. Appropriate support and resources will be provided to reduce the risk of accidents and prevent injuries to staff and volunteers.

All managers and leaders including CEO, CBFCO, DCBFCO, FCO's and CESM, are responsible for ensuring that volunteers are given instructions on correct techniques for performing the firefighting and emergency services tasks. This includes appropriate inductions, safe working practices and procedures, and an awareness of all hazards associated with emergency management and firefighting.

Every volunteer has a responsibility to assess risks and hazards to prevent accidents and injuries and will be encouraged to participate in improving standards of workplace safety and health. Members are responsible for:-

- a) Their own health and safety, and the health and safety of others affected by their actions within the brigade.
- b) Maintaining safe practices that minimise risk to health and safety.
- c) Encouraging others to work in a safe and healthy manner.
- d) Supporting and promoting work health and safety as it applies to volunteer firefighting.
- e) Reporting and rectifying unsafe conditions.

5 Bush Fire Brigades

The Shire of Corrigin has established five Bush Fire Brigades within the Shire boundaries.

The objectives of the brigades along with the Shire of Corrigin are to:

- 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;
- 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 and recognised;
- 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 and harassment;
- work cohesively with other agencies; and
- report to Council on matters referred to the brigades through the Shire of Corrigin BFAC.

Each Brigade has a Brigade Committee which is made up of the following executive management positions:

- Captain
- Lieutenants
- FCO(s)
- Secretary
- Treasurer
- Training Officer
- Equipment Officer
- Any other brigade members determined by the Brigade Committee from time to time.

This committee can meet and make decisions on the administration of the brigade without the need to call a full brigade meeting. A FCO may hold the position of Captain or Lieutenant of a Brigade.

The functions of the Bush Fire Brigade Committee are to:

- recommend to the Local Government amendments to these procedures and the rules contained in the Local Law;
- approve the annual budget for the Bush Fire Brigade and present it at the Annual General Meeting of the Bush Fire Brigade.
- propose a motion for consideration at any meeting of the Bush Fire Brigade;
- recommend to the Local Government equipment needs to be supplied by the Local Government to the Bush Fire Brigade; ie. Brief the Brigade BFAC Delegate or proxy on matters to be raised on behalf of the Brigade;
- invest or place on deposit any of the funds of the Bush Fire Brigade not immediately required in performing the normal Brigade activities (some Brigades will have no funds);
- delegate to a person, any Brigade Committee functions (being less than the total functions of the Brigade Committee) as considered reasonable, on any conditions it thinks fit;
- do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the Bush Fire Brigade; and
- deal with membership applications, grievances, disputes and disciplinary matters.

The minutes of the Bush Fire Brigade meeting or Brigade Committee shall be forwarded to the CEO and/or CESM by email to shire@corrigin.wa.gov.au.

5.1 Bush Fire Brigade Meetings

Bush fire brigades are required to hold at least one meeting per year with minutes taken by the Secretary of the brigade. An invitation to the CBFCO and the CESM shall be made to attend the meeting.

Brigade meetings may be called at any time by the Secretary or Captain by giving at least 7 days' notice to all brigade members. The purpose of the meeting may include:

- a) Organising and checking equipment is in good working order.
- b) Identifying maintenance items such as truck servicing, repairs or modifications.
- c) New or replacement equipment.
- d) Checking and ordering PPE.
- e) Update membership contact lists and What's App group.
- f) Training on use of equipment such as pumps, fast fill trailer, foam, nozzles, radio communication etc.
- g) Identify competent drivers of brigade fire truck with appropriate training and skills
- h) Field excursions, training sessions, hazard reduction programs, prescribed burns, fire breaks etc.
- i) Establishing new procedures in respect of any of the normal brigade activities.
- j) Dealing with any other general business as approved by the Captain.

Any expenditure must be authorised by CESM, CEO or Shire administration and a Shire of Corrigin purchase order issued prior to incurring expenditure. Reimbursement of expenditure will not be made if no prior authorisation has been obtained.

5.2 Annual General Meeting

A Bush Fire Brigade is to hold its annual general meeting prior to the commencement of May each year.

At least 14 days' notice of the Annual General Meeting is to be given by the Secretary to all brigade members, the CBFCO and the CESM.

At the Annual General Meeting the Bushfire Brigade is to:

- a) elect the brigade officers from among the members as required.
- b) nominate member(s) as FCO(s)
- c) consider the Captain's report on the years activities.
- d) adopt the annual financial statements (if applicable)
- e) deal with any general business arising from the previous annual general meeting; and
- f) deal with any business approved by the Captain.

5.3 Quorum

Brigade Committee:

- (1) The quorum for a Brigade Committee meeting is 50% of members of the Brigade Committee present, either in person or via direct communication.
- (2) No business is to be transacted at a Brigade Committee meeting, without a quorum of Brigade Committee members.
- (3) Subject to these Rules, a decision made by the Brigade Committee may be made by resolution passed by a simple majority of Brigade Committee members who are present in person, via electronic communication.

Bush Fire Brigade Meeting:

- (1) Except for Brigade Committee Meetings, the quorum for a meeting of the brigade is at least 50% of Brigade Committee members and a total of not less than five (5) members.
- (2) The CBFCO may vary the requirements for a quorum with the approval of the Shire of Corrigin.

A quorum is required for all meetings and no business is to be transacted at a meeting of the Bush Fire Brigade unless a quorum as outlined above is present.

5.4 Voting

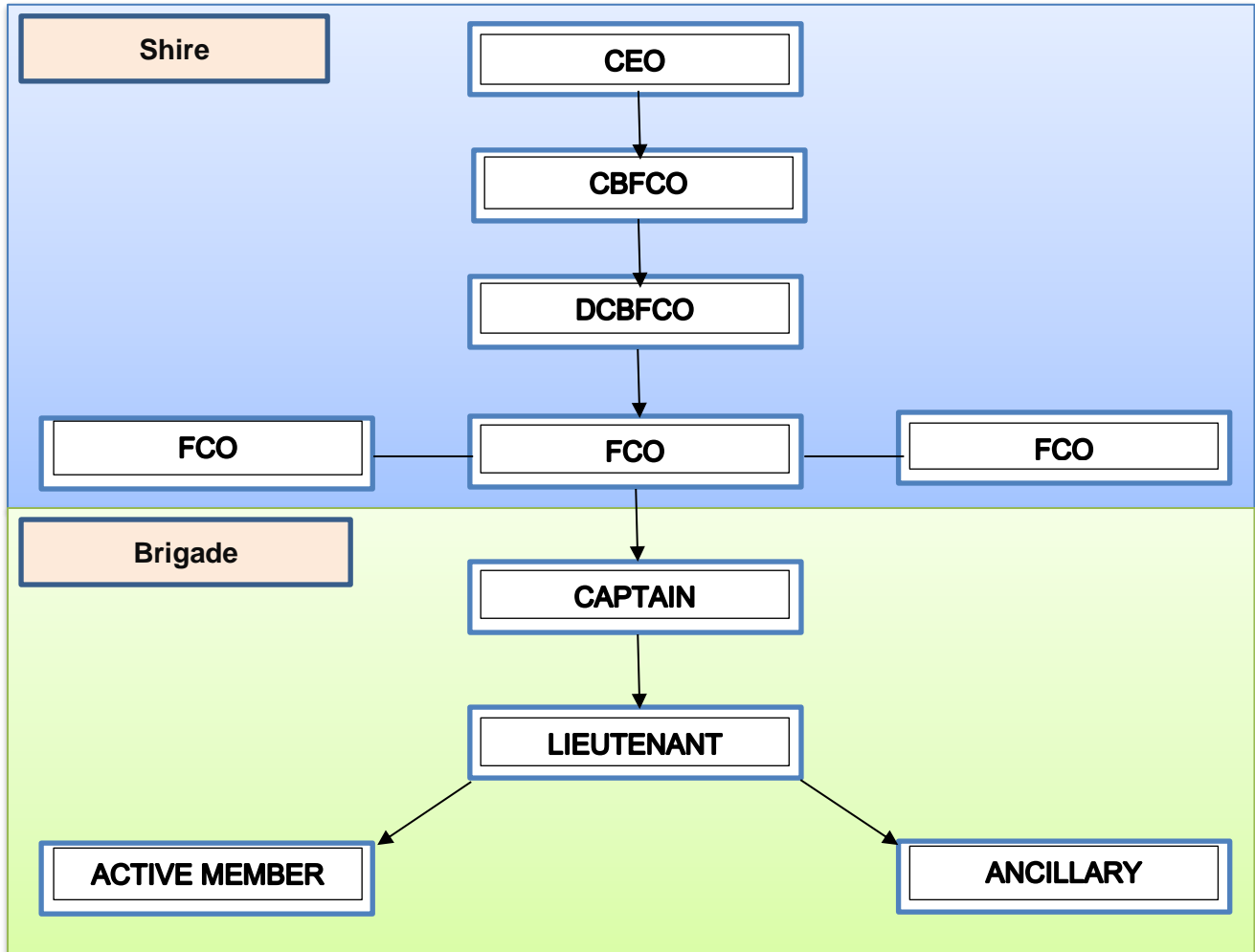
Each eligible brigade member is to have one vote. In the event of an equality of votes, the presiding member may exercise a casting vote.

If no nominations are received for positions of the Captain, Secretary or Lieutenant during the AGM an election *in absentia* of the most qualified members may occur, subject to confirmation by that member.

6 Bush Fire Brigade Officers

The bush fire brigade officers must demonstrate current competencies for the position of office prior to accepting a nomination or undertaking the duties and responsibilities of the position.

The following diagram shows the Bush fire brigade positions and hierarchy.



6.1 Chief Bush Fire Control Officer (CBFCO)

6.1.1 Role

The CBFCO is a leader and decision maker with overall responsibility for the smooth operation of the bush fire brigades. During large incidents the CBFCO assumes the role of IC and does not have operational fire fighting responsibility.

6.1.2 Duties and Responsibilities

Ensure succession planning which is reflected within active recruitment efforts formally mentoring new Brigade members, ensuring a continuous interest is encouraged, with clear guidance on the training pathways available to ensure roles are filled with competent people, who are mentored into new roles.

The CBFCO is to:

- Act as Incident Controller (IC) and manage the fire resources and brigades during fires.
- Facilitate a prompt response to fire incidents in the Shire of Corrigin and neighbouring shires if required.
- Demonstrate positive leadership and mentor DCBFCOs, FCOs, Captains and brigade members.
- Encourage, mentor and provide guidance to officers to ensure succession planning and that leadership positions are filled with competent members who are supported and confident in the role.
- Ensure that FCO'S, Brigade Officers and volunteers are trained to a minimum standard appropriate to the risk and to safely use the equipment within the brigade and shire area.
- Promote the AIIMS Incident Management system to all FCO'S, Brigades and volunteer fire fighters within the Shire of Corrigin and ensure an IC is appointed for all Incident Levels (1-3).
- Encourage the use of DFES and Shire of Corrigin Standard Operating Procedures, guidelines and local laws.
- Delegate specific tasks to DCBFCO'S, FCO'S, CESM or brigade members.
- Ensure compliance with the Work Health and Safety Act 2020 and the Shire of Corrigin Policy and Procedures including the reporting any incidents, accidents, hazards and near misses to the Work Health and Safety Officer.
- Promote community fire prevention to assist with identifying and reducing fire hazards.
- Promote hazard identification and risk management to minimise risk to volunteer fire fighters.
- Ensure the welfare of volunteers is maintained including provision of food, first aid and counselling services.
- Establish and maintain effective communication and liaison with the Shire of Corrigin, FCO'S, brigades, DFES, Department of Biodiversity, Conservation and Attractions (DBCA), other hazard management and emergency service agencies.
- Participate in debriefs after incidents.
- Promote the values of volunteer fire brigades to the community.
- Participate in the BFAC, LEMC and represent brigades at meetings, forums and workshops.
- Perform the role of Fire Weather Officer (if appointed)

6.1.3 Criteria of Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Corrigin.
- Working Knowledge of the Shire of Corrigin Local Emergency Management Arrangements.
- Knowledge of the *Bush Fires Act 1954* and *Bush Fires Regulations 1954*.
- Knowledge of the State Emergency Management Policy No 5.8 (Traffic Management).
- 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 FCO.
- Experienced in firefighting operations within the Shire of Corrigin.
- Currently holds all of the preferred qualifications of the FCO.
- Be a member of the DOAC, BFAC and LEMC

6.1.4 Qualifications of Chief Bush Fire Control Officer

Minimum of 10 years firefighting experience

The following courses are highly recommended for the position:

- Introduction to Fire Fighting
- Bush Fire Fighting
- AIIMS Awareness
- Crew Leader
- Advanced Bush Fire Fighting
- Structural Fire Fighting
- Sector Commander
- FCO
- Incident Controller Level 1
- AIIMS 4
- Ground Controller
- Machine Supervision

6.2 Deputy Chief Bush Fire Control Officer (DCBFCO)

6.2.1 Role

The role of DCBFCO is that of a leader, decision maker, and planner who assists the CBFCO in managing the Bush Fire Organisation. DCBFCO may be appointed by Council.

6.2.2 Duties and Responsibilities

The Deputy CBFCO is to:

- 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 IC or part of the Incident Manager Team (IMT) as delegated by the IC.
- The Deputy Chief Bush Fire Control Officer is responsible to the Chief Bush Fire Control Officer.

6.2.3 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 Corrigin.
- Currently holds preferred qualifications of the Fire Control Officer.
- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Corrigin
- Knowledge of the *Bush Fires Act 1954* and *Bush Fires Regulations 1954*.
- Knowledge of the State Emergency Management Policy No 5.8 (Traffic Management).
- Ability to attend further fire and emergency management training.

6.2.4 Qualifications of Deputy Chief Bush Fire Control Officer

Minimum eight (8) years firefighting experience

The following courses are highly recommended for the position:

- Introduction to Fire Fighting
- Bush Fire Fighting
- Aims Awareness
- Crew Leader
- Advanced Bush Fire Fighting
- Structural Fire Fighting
- Sector Commander
- FCO
- Incident Controller Level 1
- AIIMS 4
- Ground Controller
- Machine Supervision

6.3 Fire Control Officer

6.3.1 Role

A FCO 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 FCO must demonstrate experience in fire behaviour, knowledge of the area, incident management requirements. 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 CBFCO on all matters relating to bush fire management.

A FCO may hold jointly the position of Brigade Captain.

6.3.2 Duties and Responsibilities

The FCO is to:

- Authorise permits for hazard reduction burns within the Shire of Corrigin in accordance with the *Bush Fires Act 1954* and *Environmental Protection Act 1986*.
- Identify and conduct risk assessments of fire hazards within the Shire of Corrigin.
- Perform duties prescribed by the *Bush Fires Act 1954* and authorised by Local Government.
- Maintain 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.
- Take control of firefighting operations at a wildfire outside their Brigade area where no other Brigade Captain or FCO is present.
- Demonstrate Positive leadership and mentor Captains and Brigade members; and
- Provide advice to the CBFCO as to when harvest bans and or movement of vehicle bans should be applied.
- Actively participate in BFAC.

6.3.3 Criteria of Bush Fire Control Officer

- Knowledge of managing volunteers.
- 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.

6.3.4 Qualifications of Bush Fire Control Officer

Minimum five (5) years of firefighting experience

The Fire Control Officer course must be completed before commencing in the role and the following additional courses are highly recommended:

- Introduction to Fire Fighting
- Bush Fire Fighting
- AIIMS awareness
- Crew Leader
- Advanced Bush Fire Fighting
- Sector Commander

6.4 Captain

6.4.1 Role

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

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

6.4.2 Duties and Responsibilities

The Captain is to:

- Demonstrate positive leadership and mentor Lieutenant and Brigade members.
- Command, control and confidently manage firefighting activities at emergency incidents.
- To ensure AIIMS Incident Control System is implemented and maintained during all emergency incidents.
- Maintain a 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 are competent to complete the task or duty assigned and hold current qualifications or experience to carry out the functions required.
- 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 Corrigin Policies, Procedures, Operating Guidelines and Bushfire Policies and Procedures Manual.
- Report any injuries of personnel or damage to fire fighting vehicles as soon as possible to the Shire of Corrigin.
- Actively participate in BFAC.

6.4.3 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.

6.4.4 Qualifications of Captain

Firefighting experience of five (5) years and preferable time spent as a Lieutenant.

The following courses highly recommended:

- Introduction to Fire Fighting
- Bush Fire Fighting
- Crew Leader
- Advanced Bush Fire fighting
- Structural Fire Fighting
- Sector Commander
- AIIMS awareness

6.5 Lieutenant

6.5.1 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 one (1) Lieutenant position:

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

6.5.2 Duties and Responsibilities

The Lieutenant is to:

- 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 1954* (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 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 Corrigin, Brigade Bushfire Policies and Procedure Manual are adhered to at brigade activities.
- Ensure active fire fighters 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 Corrigin code of conduct.

6.5.3 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.

6.5.4 Qualifications of Lieutenant

A minimum of two (2) years firefighting experience.

The Following courses are preferred but not mandatory:

- Introduction to Fire Fighting
- Bush Fire Fighting
- Crew Leader
- Advanced Bush Fire Fighting
- AIMS Awareness

6.6 Secretary

6.6.1 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.

6.6.2 Duties and Responsibilities

The Secretary is to:

- 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 Corrigin.
- Ensure minutes of Brigade meetings are recorded and distributed to all members and the Shire of Corrigin within fourteen (14) days.
- Disseminate circulars and other information to all Brigade members.
- Work cohesively with Shire of Corrigin management and administration staff on matters pertinent to Brigade administration.

6.6.3 Criteria of Secretary

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

6.6.4 Qualifications of Secretary

- Completed AIIMS Awareness Course

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

6.7 Treasurer

6.7.1 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.

6.7.2 Duties and Responsibilities

- 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 Corrigin with financial statements of Brigade income and expenditure after each financial year;
- Work cohesively with Shire of Corrigin management and administration staff on matters pertinent to Brigade financial matters.

6.7.3 Criteria of Treasurer

- Computer skills.

6.7.4 Qualifications of Treasurer

- Completed AIIMS Awareness Course

6.8 Training Officer

6.8.1 Role

The Brigade Training Officer play a critical role in ensuring all members are adequately trained and prepared to respond effectively during emergencies. The position reports to the CBFCO and Brigade Captains on all matters related to training and skills development within the brigade.

6.8.2 Duties and Responsibilities

The Training Officer is to:

- Encourage brigade members to complete training programs in accordance with needs and requirements of the Brigade.
- Arrange training sessions for volunteers on firefighting techniques, equipment operation, safety protocols, communication and emergency response procedures.
- Maintain accurate records of training activities, attendance, and competencies of each brigade member.
- Assess training needs and develop training plans to address skill gaps and enhance overall proficiency.
- Promote a culture of continuous learning and professional development among Brigade members.

6.8.3 Criteria of Training Officer

- Understanding of training requirements for each brigade member
- Understanding of safety standards and regulations related to firefighting.
- Experience in fire and emergency response operations.

6.8.4 Qualifications of Training Officer

- A minimum of two (2) years firefighting experience.
- Completed AIIMS Awareness Course

6.9 Equipment Officer

6.9.1 Role

The Equipment Officer play a crucial role in ensuring all equipment is operational, properly maintained, and ready for use during emergency responses. The Equipment Officer reports to the CBFCO and Captains on matters related to equipment maintenance and inventory.

6.9.2 Duties and Responsibilities

- Conduct regular inspections and maintenance checks on all firefighting equipment and vehicles to ensure operational readiness.
- Coordinate repairs and servicing of vehicles and equipment
- Maintain an accurate record of equipment inventory and maintenance history.
- Ensure all members have serviceable PPE and coordinate orders with the CESM/Shire.
- Ensure trucks and stations have an appropriate amount of additions PPE, particularly gloves and goggles that can easily go missing.

6.9.3 Criteria of Equipment Officer

- Understanding of required PPE
- Attention to Detail
- Knowledge of vehicle servicing requirements and timeframes
- Able to identify broken or unserviceable equipment and PPE

6.9.4 Qualifications of Equipment Officer

- A minimum of 2 years firefighting experience.
- Completed AIIMS Awareness Course

7 Bush Fire Advisory Committee

The Shire of Corrigin has established a BFAC as per *section 5.8 Local Government Act WA 1995* and *section 67 Bush Fires Act 1954*. The purpose of the Committee is to make recommendations to Council and policy relating to bush fire prevention, control and extinguishment.

The *Bush Fires Act 1954 section 43* and the *Shire of Corrigin Bush Fire Local Law* set out the requirements for the establishment and appointment of officers of bush fire brigades.

The objectives of the committee are to advise Council on:

- matters relating to the operations of the *Bush Fires Act 1954*, and
- the best and most efficient means of maximising fire control resources in the district.

Membership of the Committee shall be:

- The President of the Shire of Corrigin.
- The CBFCO.
- The DBFCO.
- One FCO (appointed by the Shire in accordance with the *Bush Fires Act 1954*) from each brigade.
- One Councillor nominated by the Council.

A representative from the DFES Great Southern Region and other agencies may provide reports to the committee.

The CEO, CESM and other staff members will provide advice and administrative support to the Committee.

The Shire President shall be the Presiding Member.

7.1 Meetings

Meetings of the BFAC are held in March or April and September or October each year at the Shire of Corrigin Administration Office or Community Resource Centre Conference Room at no cost.

A Notice of Meeting is to be given to Committee members, at least 14 days prior to the meeting.

7.2 Election of Committee Members

The BFAC Committee is to recommend to Council the appointment of the following positions:

- CBFCO,
- DCBFCO,
- FCOs,
- Fire Weather Officers
- Harvest Ban Officers
- Training Officer
- Equipment Officer
- Dual FCOs

8 Standard Operating Procedures

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

The Bush Fire Brigades SOP may be varied from time to time.

Input from Brigade members is welcome and if a SOP is unworkable, impractical or needs inclusion brigade members may raise the matter at a Brigade meeting. If the meeting agrees then it should be raised by the Brigade representative at the BFAC meeting. BFAC will discuss the matter and make a recommendation to Council that the SOP be added or amended.

8.1 Bushfire Brigade Member Training

Each volunteer will receive a DFES bushfire training program spreadsheet to serve as a guide for their training.

The training program is designed to provide knowledge and skills for effective firefighting and safety. Volunteers are expected to review the requirements for their positions and ensure they attend appropriate training courses based on their individual needs and requirements of serving within a brigade.

All active members must complete the following courses to ensure adequate level of knowledge and skills and to be covered by the Shire of Corrigin bushfire volunteer insurance:

AAIM Awareness

Rural Fire Awareness

Both courses are available online at DFES Volunteer Hub

[DFES Volunteer Hub](#)

8.2 Harvest and Vehicle Movement Ban

Harvest and Vehicle Movement Bans (HVMB) impact off-road activities which involve the operation of engine, vehicle, plant, equipment or machinery (on land where there is vegetation) for the general public, agriculture, business and industry (including mining) and public authorities.

The only exception to the ban is watering and feeding of livestock.

There are two types of HVMB that can be declared by local governments.

During Restricted or Prohibited Burning Period

The Shire of Corrigin Harvest Ban Officers may declare a HVMB under regulation 38A of the *Bush Fires Regulations 1954* which bans off-road activity. This includes member of the public, farmers, businesses and public authorities.

When local governments declare a HVMB under r.38A, it bans off-road activity for everyone (public/agricultural/business/public authorities). It is recommended that local governments stipulate that essential services (e.g. Western Power) can continue to carry out off-road activity during a HVMB declared under r.38A, as failure to do so may prevent urgent works by essential service providers from being carried out.

Essential service means any of the following

- (a) water supply, sewerage or drainage services;
- (aa) rubbish collection or disposal services;
- (b) electricity or gas services;
- (c) telecommunications services;
- (d) public transport services;

During a Total Fire Ban

Declared under regulation 24C of the *Bush Fires Regulations 1954*.

A HVMB during a Total Fire Ban prohibits all off-road activity for most businesses. Essential services are exempted and can carry on off-road activity when the work is urgent work, and as long as fire safety conditions are met under regulations 24ZJ–24ZL of the *Bush Fires Regulations 1954*.

Activities which are banned for the public during a Total Fire Ban (hot work, road work, off-road activity, catering - in the open air) can continue to be undertaken by a business or public authority with certain conditions and if the Fire Danger Rating is not Catastrophic.

Procedure

A minimum of two (2) designated Harvest Ban Officers from across the shire must conduct weather readings using the appropriate tools such as Kestrels weather meter.

The information and readings that have been gathered by these FCO's must be recorded and relayed to the CBFCO. The Harvest Ban Officers in conjunction with the CBFCO and CEO will then make the decision to impose a ban if required.

The following information shall give reason for the CBFCO of the Shire of Corrigin to impose a harvest and vehicle movement ban:

- The weather readings taken have indicated a Grassland Fire Danger Index (GFDI) of 41
- A Total Fire Ban that has been implemented by the DFES.
- Lack of firefighting resources located in the Shire of Corrigin.
- Bushfire incidents currently ongoing in the Shire of Corrigin.

Notification of Harvest Ban

Once the decision has been made to impose the harvest and movement of vehicle ban then the following notifications must be made:

- Send SMS notification via the shire message service.
- Email or phone the ABC harvest ban announcement service.
- Send notification to bordering shires.
- The CBFCO, CEO or CESM shall record the readings and record them on the Shire of Corrigin system.

Further weather data is available from Bureau of Meteorology (BOM) Registered User site.

Website: https://reg.bom.gov.au/reguser/by_user/bomw0336/

Username: bomw0336

Password: hat99tEr

Select Roe District and Shire of Corrigin from **Preliminary Fire Weather Forecast for Western Australia**.

8.3 Permits to Burn

During restricted fire periods, FCOs are authorised to issue permits to burn once the FCO course has been completed.

Permits holders are responsible for strictly adhering to the conditions specified on the front and back page of the permits.

Before issuing a permit to a land owner or occupant, FCOs must check the fire danger rating for the date and time of the planned burn to ensure that it is safe to proceed.

Fire Danger Ratings can be found at www.emergency.wa.gov.au or BOM Registered User site.

Permits are not valid on days of forecast high, Extreme or Catastrophic.

If there are any changes in the fire danger rating that impact the safety of the planned burn, FCOs should contact permit holders to inform them if the permits are no longer valid. This ensures that all burning activities are conducted safely and in compliance with current fire conditions.

Permit books in triplicate are available at the Shire of Corrigin Administration Officer

White copy (both sides) to be issued to the permit holder.

Yellow copy Shire copy

Green copy stays in permit book

8.4 Detection of Fires, Shire Response and Mobilisation of Brigades

Detection and Reporting of Fires:

The normal notification for members of the public of a fire is to call 000.

The shire will report all fires to DFES Communication Centre (COMCEN) by telephoning 1800 198 140 and advise FCO's using the FCO What's App group.

Shire Response to Calls

During Prohibited Fire Season:

On receipt of a report of a large fire or other emergency call through 000 the SMS service will be used to request volunteer firefighters who are willing, prepared and available to turn out to a fire until such time as they are stood down.

Each call will be assessed and a decision as to how many brigades will be turned out will be made. Smaller localised fires may be communicated to brigades by local FCO or Captain using the brigade WhatsApp group message.

The SMS service will also be used for larger fires so that other brigades are aware of the fire and can prepare members to be available if required.

A brigade may be placed on standby if determined by the location and intensity of the fire.

The CBFCO, Deputy CBFBO, FCO's or CEO may request assistance from neighbouring shires or fire units.

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

Standby

Standby means that brigade members prepare farmer response units ready for firefighting and/or go to the fire station and make the vehicle ready for departure should the need arise and are to remain there until stood down.

8.5 Incident Notification Management Procedures

Ranks within Bush Fire Brigade

The *Bushfires Act 1954* and Bush Fire Brigade SOP recognise that the first or closest FCO to attend the fire becomes the IC.

If there are several FCO's attending a bushfire the most experienced officer will take control of the incident, by mutual agreement.

The FCO arriving first at a bushfire becomes the IC as per the *Bush Fires Act 1954* s.44.

S 44

*(3) Subject to the provisions of sections 13(6) and 45, where the bush fire brigade of a local government is present at a fire which is burning within the district of the local government, **if a bush fire control officer of the local government is not present, the captain or in his absence the next senior officer of the bush fire brigade of the local government, or in the absence of the captain and all other officers of that bush fire brigade, any other member of that bush fire brigade has and shall take supreme control and charge of all operations and the officers and members of another bush fire brigade if present are subject to and shall act under his orders and directions.***

*(4) Subject to the provisions of sections 13(6) and 45, **where a bush fire control officer of a local government is present at a fire which is burning in the district of the local government, he has supreme control and charge of all operations, and the officers and members of all bush fire brigades present at the fire are subject to and shall act under his orders and directions.***

In the absence of a FCO the Volunteer Bushfire Brigade Captain has full control over the people fighting the fire and is required to issue instructions about the fire suppression methods to be adopted by the firefighters.

If a FCO or Brigade Captain are not available, the Lieutenant will become the IC.

If the situation escalates then the IC will be nominated by the respective Hazard Management Agency.

The IC will within 15 minutes of arrival, provide a verbal Situation Report to COMCEN detailing the situation and whether further resources are required.

IC/IMT will remain in contact with COMCEN for duration of incident reporting regularly on the situation.

COMCEN

The IC will notify COMCEN of the following:

- That SMS message requiring turn out to bushfire has been received
- When mobile to the incident.
- Upon arrival at the incident confirming firefighters in attendance and if additional resources are required (PAFTACS).
- When the incident is under control.
- When leaving incident scene.

Fire Control Officers and Shire

The IC will notify FCO's and Shire of Corrigin senior officers via the FCO What's App group of the following:

- That SMS message requiring turn out to bushfire has been received
- When mobile to the incident.
- Upon arrival at the incident confirming firefighters in attendance and if additional resources are required (PAFTACS).
- When the incident is under control.
- When leaving incident scene.

Brigade Members

The Brigade Captain or Brigade FCO will notify volunteer bushfire brigade members using Brigade What's App group of the following:

- Advising of the incident and IC.
- Upon arrival at the incident confirming firefighters in attendance and if additional resources are required (PAFTACS*).
- Actions required for the control or extinguishment or for the prevention of the spread or extension of the fire, or take or give directions for taking such apparatus required
- When the incident is under control.
- When leaving incident scene.

Incident Reports

IC/ FCO's are to complete an Incident Report and Attendance Record and forward to the CESM within seven (7) days of attendance. The CESM will ensure the incident is entered onto the DFES data base.

Debrief

Following the conclusion of a major bushfire incident, a debriefing session will be conducted to evaluate the response and identify areas for improvement. This debriefing will involve all key personnel, including firefighters, IC's, and relevant support staff. The session will focus on reviewing the effectiveness of the response, discussing any challenges encountered, and capturing lessons learned. It is crucial for all participants to provide honest and constructive feedback to enhance future operations.

Documentation of the debriefing outcomes will be compiled and used to update procedures, improve training, and ensure continuous improvement in fire management practices.

8.6 Communications

Brigade members should clearly identify themselves clearly and avoid nicknames, jargon or slang.

Details such as location of the fire, muster points or access points should be identified clearly.

Two Way Radio Network

DFES shall be responsible for the provision of any necessary WAERN Bush Fire radios for brigades, brigade vehicles and FCO private vehicles and to establish an efficient radio network for firefighting communications.

The Shire of Corrigin will maintain a record of the serial number and service history of WAERN radios.

The CESM will be responsible for servicing and maintaining the WAERN radios and network with funding from the Emergency Services Levy (ESL).

Radio Call Up and Checks

All FCOs and operators of bush fire radios, including hand held radios, are to conduct radio checks on a weekly basis during the fire season.

When leaving and returning to the fire station all Brigade vehicles are to communicate that they are leaving the fire shed and back at the fire shed.

Call Signs

'Corrigin base' is utilised for the Shire office call sign

Trucks utilise brigade name as their call sign

Personal vehicles will use the names as a call sign

WAERN frequency is 161 and the emergency UHF channel is 5

What's App Messaging

The What's App messaging service provides an effective method of communication with brigade members.

Brigade secretaries, or a designated brigade member, are responsible for administering and maintaining the What's App group for each brigade including adding new members and removing members.

The Shire of Corrigin CEO and CESM is to be added to each group to assist with communication with the shire and for record keeping purposes.

Communication using this medium is to be as accurate and succinct as possible and avoid unnecessary comments or questions.

- Report location of fire
- Resources required
- Attendance at fire and when leaving
- Issued Permits (who and where)
- Notices (eg. training opportunities, meeting reminders etc)

The WhatsApp is not to be used for any unnecessary personal communication

8.7 Personal Protective Equipment

The Shire of Corrigin will fund the purchase of jackets, pants, gloves, goggles, boots and safety helmets through the Emergency Services Levy (ESL).

Requests for protective equipment are to be made through the CESM or Executive Support Officer.

The Shire of Corrigin will provide following PPE to each Active Member and is expected to be worn when attending fires:

- Orange jacket – must have reflective tape and be fire retardant
- Badge with brigade name
- Orange pants – must have reflective tape and be fire retardant
- Goggles
- Gloves – Fire Protective
- Boots – Fire Protective
- Helmet

Volunteers arriving at a fire without the minimum requirement will be advised to dress properly or asked to leave the fire ground.

Only correctly attired personnel will be permitted to crew Fire Brigade Trucks.

Volunteer members are responsible for the availability, condition, care and cleanliness of their PPE.

Note: Washing with detergent is not recommended as it may reduce effectiveness of fire retardant coating on fabric.

Members may request a replacement of any item of PPE after five (5) years or as required.

8.8 Use and Crew of Brigade Fire Trucks

Brigade fire trucks travelling to and from incidents shall only carry members who are safely seated in the cab or on specially designed seating fitted with seat belts and in accordance with the any written law and policy relevant to that class of vehicle.

The brigade fire truck may be driven to a fire by a single driver but must not become involved in firefighting activities until at least two brigade members are available to crew the vehicle.

Bushfire Brigade Captains, must be aware of all truck movements before they leave the brigade sheds

If the Captain is away the Lieutenant, CBFBO, Deputy CBFCO or CEO must be notified that the fire truck is on route to a fire.

Drivers' Licence

The driver of any fire truck must hold a current heavy rigid driver's licence or class appropriate for the vehicle being driven.

Designated Drivers

The following members will be designated drivers of the fire truck:

- CBFCO
- DCBFBO
- FCO
- Captain
- Lieutenant
- Other experienced brigade members designated by Brigade Captain
- Shire of Corrigin employee.

Bushfire Safety Awareness must be completed to be eligible to drive trucks.

Repairs to Brigade Fire Truck

All mechanical faults/repairs are to be reported to the CESM as soon as practical.

An incident report is required to be completed by the brigade member and CESM notified of any accidental damage to the fire truck or volunteer fire fighter equipment as soon as practical. An incident report is also required to be submitted for any damaged caused by the fire truck or volunteer fire fighter equipment during fire fighting activities.

Maintenance

The Brigade Captain or Equipment Officer is to notify the Shire of Corrigin Depot Admin, Work Health and Safety Officer of any routine servicing requirements.

The Brigade Equipment Officer, Captain, or Shire Work Health and Safety Officer will organise for the fire truck to be serviced twice per year or as required.

A Purchase Order from the Shire of Corrigin is required **PRIOR** to incurring any costs for repairs or maintenance of the fire trucks.

Any expenditure by a brigade member will not be reimbursed if prior approval has not been obtained.

The Brigade Captain and Equipment Officer will ensure that the following guidelines are adhered to:

- All fire trucks and equipment shall be kept clean and free from rubbish.
- Units are not to be used for any private or contract work outside the guidelines outlined below.

- The use of any poisons or chemicals (other than fire retardants) in the units is prohibited.
- Annual vehicle and firefighting equipment checks, including hazard warning equipment and radios are to be conducted prior to October each year.
- Trucks are to be started and driven a short distance to confirm good working order and any faults reported to the CESM immediately.
- Monthly testing of AVL installed in operational vehicle from October to April..

Maintenance includes checking the following items and taking required action:

- Tyre pressures.
- Radiator fluid levels and lubricants for engine and pumps.
- Brake and clutch master cylinder fluid levels.
- Windscreen washer fluid.
- Lights, emergency lights and sirens.
- WAERN Radio.
- Battery electrolyte levels.
- Pumps, valves, sprays, nozzles and hose reels.
- Burnover blankets are available and stowed properly.
- Water Deluge System.
- General equipment storage and condition.

Licencing and Insurance

The Shire of Corrigin will be responsible for licencing and insurance of the Bush Fire Brigade vehicles, buildings and equipment. The cost will be included in the operating budget and funded by the ESL.

Fire Shed

Fire trucks under the control of a Brigade are to be kept in the fire shed at all times unless on active duty.

The Brigade Captain (or FCO) is to be notified if the truck leaves the shed and on its return.

Fuel

The Shire of Corrigin will pay for the fuel costs associated with the use of the fire trucks and shire owned mobile firefighting equipment.

Fuel must be purchased using the fuel card supplied by the Shire of Corrigin. The Shire of Corrigin will not reimburse brigade members for fuel that is not purchased with the shire issued fuel card.

The fire truck is to be refuelled before returning to the fire shed after a fire.

Use of Fire Truck Outside Fire Season

It is recognised that the broadacre fire trucks are only used for a limited number of hours in active firefighting each year and may benefit from some additional use to test equipment and assist brigade members to become familiar with the operation of the truck.

The fire trucks may be used by brigade members outside the normal bush fire season (October to March) for education purposes such as brigade member training, school visit or attendance at the Corrigin Agricultural Show or Annual Park Party.

The truck may also be used by brigade members for prescribed burning activities such as stubble reduction burning on private property. Any request to use the fire truck outside the fire season shall be directed to the CBFCO and Brigade Captain including details of the date, time and intended burning activity. Written confirmation must be obtained from the Brigade Captain prior to the truck leaving the fire shed.

8.9 Driving Guidelines for Bush Fire Brigades

All drivers must hold a valid and current class of driving licence for the vehicle type that is being driven.

Volunteer bushfire brigade members must drive with due care and attention and continue to always show consideration to other road users. Extreme care is to be taken when driving in high-risk areas such as near school, hospital, aged person units etc.

Emergency Conditions

Brigade to respond with due haste if life/property is in immediate danger.

- Emergency warning lights used at all times during travel and operation at incident.
- Siren should be used when appropriate while travelling to an incident.
- All traffic lights and road traffic signals/signs to be obeyed unless the driver of the truck is confident that it is safe and expedient to contravene and that other traffic will give way.
- Rail crossing signals and boom gates to be always obeyed.
- Drivers are not to exceed the posted speed limit by more than 20kph.

NOTE driving under emergency conditions when it is not expedient or safe to do so is a breach of the *Road Traffic Act 1974* and could result in driver prosecution.

Normal Road Conditions

When returning to fire shed, attending training or exercises and in general operations no emergency warning lights and sirens are to be used and ALL road rules must be always obeyed.

Off-road Driving

Vehicle is to operate in 4X4 as required when driving off road on the fire ground.

Hubs on vehicles with freewheeling hubs are to be always locked in.

Speed is to be minimised to ensure safety of occupants.

Safety of Crew

Identify location of gates and confirm safe exit path prior to entering unknown area.

Volunteers responding to fires in the Shire of Corrigin will be required to ensure that any fuel containers or trailers are located a safe distance away from the active fire ground. Plastic petrol fuel containers (jerry cans) are not to be stowed on fire appliances.

Under no circumstances are appliance pumps to be refuelled when located on the active fire ground and must be moved to a safe location, away from the active fire ground for refuelling.

8.10 Use of Private Equipment

Volunteer firefighters attending fires with their own equipment is very important and highly effective for putting out fires in the shire. Volunteers brigade member responding to fire emergencies are to ensure that private vehicles are in a safe and well maintained condition.

The *Guidelines for Operating Private Equipment at Fires* document created by DFES provides important information on the safe and effective use of private fire units. This document will be provided to all volunteers as it outlines the important protocols and responsibilities for using private vehicles during emergencies.

8.11 Use of Trailers at Fires

To ensure the safety of firefighters trailers are not permitted on the active fire ground.

Trailers can block access routes, hinder emergency responses, and create extra hazards for other personnel and equipment.

Water tankers and trailers are to be parked in a safe and easily accessible location away from the active fire front.

8.12 Welfare

To support the well-being of firefighters and staff, the Shire will provide meals and drinks upon request by the IC or crew leader. This support ensures that all team members remain hydrated and nourished during extended operations.

Where possible regular rest breaks should be considered to facilitate recovery and prevent fatigue. Health monitoring should also be conducted by the IC or delegated brigade member to detect and address any issues such as dehydration and heat stress.

Peer support and counselling services will be available to offer psychological support and debriefing, helping to manage the mental and emotional impacts of the operation.

8.13 Alcohol and Drug Consumption

Any accident that occurs where it is found that a firefighter has been taking illicit drugs and/or alcohol has implications for the individual and the Shire of Corrigin including:

- Insurance cover could be denied.
- Civil action could be taken if other firefighters are injured whilst under that individuals care (as driver, member of a team or managing an incident).
- Compromise position within the Brigade.
- Legal action for incidents or accidents where brigade members representing the shire were under the influence of illicit drugs or alcohol (knowingly or unknowingly).

In addition to the Shire having a responsibility to look after the safety and welfare of the volunteer under the *Work Health and Safety Act and Regulations*, the individual also has a responsibility to look after their own wellbeing.

Procedure

Bush Fire Brigade members shall NOT respond to an incident or participate in any bush fire operation or activity if alcohol or drugs have been consumed in quantities that contravene any written law or policy.

Alcohol or drugs shall NOT be consumed by personnel whilst undertaking any task or function associated with incident response, suppression or recovery phases.

Alcohol or drugs shall NOT be consumed by personnel whilst engaged in training activities associated with operational tasks.

When driving, personnel must comply with various *Road Traffic Regulations*.

8.14 Smoke Affected Roads and Road Closure

To support the Shire of Corrigin and volunteer Bush Fire Brigades in extinguishing or controlling bushfires, roads may be closed under specific circumstances.

According to Section 39(1) of the *Bush Fires Act 1954*, a FCO can close roads if it directly or indirectly aids firefighting efforts. Alternatively, the most senior member of the Bush Fire Brigade can close roads under Section 44 of the Act.

Traffic Management and Authority Contact

Extreme caution must be exercised when closing roads, and immediate contact must be made with one of the following authorities for traffic management:

- **Corrigin Police:** 9009 9100
- **Main Roads Narrogin:** 9881 0566
- **Main Roads (After Hours):** 9622 4787
- **Shire Office:** 9063 2203
- **CESM:** 0448 494 027
- **Shire Works Manager:** 0447 137 749

Traffic Control

Shire of Corrigin volunteer firefighters may only control traffic when wearing proper firefighting PPE, including Shire issued orange jackets and pants. Traffic control by volunteers is permitted only under the direct instruction of a qualified Traffic Control Officer or if authorised by the IC.

Where necessary the Shire of Corrigin staff may assist with traffic control and signage.

Road Closures and Safety Measures

1. Visibility and Safety:

- Firefighters must exercise extreme caution when working on roads with reduced visibility due to smoke. Treat traffic like electricity—do not attempt to work in smoke-obscured areas until the flow of traffic is confirmed to be cut off.
- Firefighters should seek alternative work environments when possible to avoid working directly on roadways.

2. Gazetted Roads Under Local Government Care:

- If the road is a Shire of Corrigin local road the IC will initiate the closure. The CESM or CEO will ensure the road is attended to by qualified staff.
- If police assistance is unavailable and a detour is not possible, the road must be closed to all vehicles except emergency services for fire operations.

3. Gazetted Roads Under Main Roads (MRWA) Care:

- For major highways or arterial roads managed by Main Roads, contact Main Roads or WA Police to have the road closed and signed appropriately.
- Request Main Roads to create and implement a Traffic Plan via DFES COMCEN or the Police.
- If police assistance is unavailable and a detour is not possible, the road must be closed during fire operations.

Re-Opening Main Roads

Main Roads must re-open any roads controlled by Main Roads and cannot be re-opened otherwise.

Non-Compliance and Reporting

Volunteer firefighters are to report any motorist who ignores instructions from an authorised person including the details of the incident, and vehicle registration number if possible, to the police as soon as possible. The IC must be notified immediately by radio if a motorist disobeys any direction and proceeds through the area.

Fire Appliance Safety

Ensure that all fire appliances have their emergency lights on and headlights dipped when operating in conditions of reduced visibility due to smoke.

Safety Reminder

Brigade personnel have a duty to ensure that all operations are conducted with maximum safety for themselves and the traveling public.

8.15 Back Burning During Bushfire Incidents

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

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

Some reasons for conducting back burns;

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

Procedure

All techniques of fire suppression must be explored to suppress the fire before the choice is made to conduct a back burn

A risk assessment shall be considered prior to the all-clear given for any back burn to be conducted

Weather readings may be taken prior to any back burn being conducted

ONLY the IC can give permission to carry out a back burn or to burn out pockets.

All personnel shall record the proceedings of the back burn.

Drip torches should not be used from the back of a ute.

8.16 Vehicle Fires Outside of Gazetted Townsite

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

Procedure

Once the initial call has been received and the brigade has turned out to the vehicle fire incident, the crew leader or IC must advise DFES COMCEN that the Corrigin Volunteer Fire and Rescue (VFRS) is required to attend, due to the nature of the incident being HAZMAT.

The crew leader may request that Police attend for traffic control if required.

Once the brigade appliances arrive the units should be parked up wind or out of the toxic smoke and in the fend off position across the road to stop passing traffic.

Beacons and head lights shall be on to warn approaching motorist.

The crew leader or IC shall survey the scene to determine if anyone may be trapped or located close to the vehicle. The information on the incident shall be relayed to Police and DFES COMCEN.

Firefighting shall only be in the form of a defensive technique, meaning to protect any other assets or preventing the fire spreading to the road verge or surrounding bush or grass.

Fire fighters shall stop traffic from passing and keep public spectators away from the incident.

The Bush fire brigade crew leader or IC may hand over control of the vehicle fire incident to the VFRS Captain or officer in charge.

Note

Vehicle fires are extremely dangerous due to many pressurised vessels for example; gas cylinders, tyres, and airbag deployment systems etc. These may cause explosions so maintaining a safe distance and wearing full PPE is required.

The first brigade member arriving on the should consider that in cases where vehicles fires are reported by passing motorists, there might still be people trapped inside the vehicle.

8.17 Structure Fires Outside of Gazetted Town Site

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

Procedure

Once the initial call has been received and the brigade has turned out to the structure fire incident, the crew leader or IC must advise DFES COMCEN that the Corrigin VFRS is required to attend due to the nature of the incident. The IC or crew leader may request that Police, ambulance and Western Power attend if necessary.

The IC shall survey the scene to determine if anyone is trapped or located close to the structure fire. The information on the incident shall be relayed to DFES COMCEN. The IC shall look for any potential hazards to the firefighters and the public.

Before any type of firefighting is conducted, power shall be isolated at the buildings power box by removing all fuses and shutting down the mains switch, the firefighter conducting the size up must also note if solar power modules are located anywhere on this structure. Gas cylinders shall also be isolated at the cylinder valves.

Firefighting activities for the Bush Fire Brigades are limited to defensive techniques only and brigades shall not enter the structure at any time. Defensive firefighting is to protect surrounding assets and to prevent the fire spreading.

The IC or crew leader shall conduct a thorough situational report /hand over and hand control of the structure fire incident to the Corrigin VFRS Captain or officer in charge.

Note

It is advised that additional bulk water tankers may be required.

Brigade appliances should not obstruct access to the structure for the arriving VFRS trucks, as they will need to park closer to the building.

The fire brigade trucks may be needed to relay water to the VFRS appliances if required.

8.18 Shire Staff Attending Bushfires

In the event of a bushfire, the Shire is committed to supporting firefighting efforts by providing both personnel and equipment as directed by the CEO at the request of the IC.

The deployment of Shire staff will be based on their specific capabilities and training to ensure effective and safe participation in fire management operations.

All shire staff will wear appropriate PPE and will adhere to established safety protocols throughout their involvement. The Shire will also ensure that resources are allocated efficiently and that staff receive any necessary briefings and instructions to perform their duties effectively.

Shire staff are required to complete the Rural Fire Awareness training before attending a fire.

All Shire machinery is to be accompanied by a fire fighting unit to provide protection in the event of a machinery break down or to enable an evacuation.

8.19 Use of Foam

Foam is an effective tool for firefighting, particularly in bushfire operations. Its proper use is essential for effective fire suppression and safety. Only trained volunteers are authorised to deploy foam.

Application Guidelines

- **Mixing Ratio:** Use a maximum concentration of 0.03% for bush firefighting (approximately one cup of concentrate per 2,000 litres of water).
- **Deployment:** Ensure foam is properly mixed and aspirated before use.

Environmental Considerations

- **Notify the Department of Water & Environment Regulation (DWER)** if foam enters any water body.
- **Protect Water Supplies:** Flush any contaminated domestic water storage before reuse.
- **Aquatic Environments:** Take care to prevent foam from entering waterways.
- **Agricultural Interests:** Avoid using foam near farm dams, troughs or drains to prevent contamination.

Safety Precautions

- Follow the manufacturer's guidance as per the product's Material Safety Data Sheet
- Use foam in well-ventilated areas to avoid inhalation of vapours.
- Wear appropriate PPE, including gloves and goggles, when handling foam concentrate.

In Case of Contact:

- For eyes or skin, flush immediately with clean water and seek medical help if necessary.
- Remove and flush any soaked clothing with water.
- Seek immediate medical attention if ingestion occurs or if any side effects arise (e.g., irritation).

Clean-Up Procedures

- Thoroughly flush all firefighting appliances and equipment with clean water after using foam to prevent corrosion and equipment damage.
- Dispose of all used foam containers responsibly to minimize environmental impact.

8.20 Red Flag Warnings

Incident experience across Australia during major bushfires has shown that a lack of access to timely and critical information at an incident has led to injuries and fatalities.

Red Flag Warnings are a message system that provides a process to ensure critical information (such as fire weather changes) is confirmed as received to the lowest levels and understood by all personnel at the incident.

Red Flag Warnings are to be precise messages which convey present or potential hazards to emergency responders, outside the normal briefing, e.g. weather changes, hazardous materials, fire behaviour, structural integrity, equipment failures etc.

- Red Flag Warnings are to be initiated within the command hierarchy.
- Red Flag Warnings must be passed to all personnel at the incident, including those from other agencies or private contractors.
- At all levels, red flag warnings are to be acknowledged on receipt through confirmation of the message back to the sender.
- The transmission, receipt and acknowledgements of Red Flag Warnings are to be logged.

The standard messaging for red flag warnings are as follows:

Red lag warning. Personnel are advised of (actual/forecast) conditions that may present a hazard to personnel. Personnel are to (describe actions to take). Acknowledge.

This message is to be passed on to all personnel.

All red flag warning must be recorded through the incident chain of command both when sent and received using incident diaries/forms.

8.21 Accident Reporting

All accidents and near miss incidents on an operational fire ground must be reported to the CBFCO and Shire of Corrigin.

If the CBFCO is not available then the most senior available of the following positions:

- DCBFCO
- IC
- Brigade Captain

The CBFCO will arrange for the accident to be investigated and the report must be with the Shire of Corrigin via the Shire Work Health and Safety Officer at works@corrigin.wa.gov.au within seven days.

8.22 First Aid

All volunteer firefighters are strongly encouraged to complete the St John Senior First Aid Course, which provides essential skills and knowledge for managing medical emergencies in the field.

When the number of attending firefighters and other staff agencies exceeds 50 people, the IC is responsible for requesting the establishment of a First Aid Post at the Control Point to provide immediate medical support.

In situations where the number of people is less than 50, the IC may still request a First Aid Post to ensure that adequate first aid resources are available as needed.

8.23 Deceased Person / Preservation of Scene

The Police have a requirement under the *Coroners Act* and Police Routine Orders to view the body of a deceased person, in situ so that evidential information and forensic details may be obtained. Brigade personnel are requested to assist the Police by strictly adhering to the following guidelines:

At any incident where death occurs the body is to remain in situ and the area immediately secured awaiting the arrival of the Police, Major Crash and Forensic Services.

Where the body is in a public place and visible by the public it should be screened if possible.

Where removal of the deceased to a place of security is essential, the IC should attempt to obtain as much information as possible prior to the removal of the body with consideration being given to the following:

- Status of the deceased (i.e. general public, fire fighter etc.)
- Details of fire activity at the time of the incident causing death
- Possible cause of death (i.e. burns, smoke etc.)

The IC is to request Police attendance as soon as possible after initial incident to ensure that brigade resources are not on Standby for lengthy periods.

8.24 Mutual – Between Shires and Regions

The Shire of Corrigin has a Memorandum of Understanding with surrounding Shires that outlines support in which will be provided during an emergency.

It is necessary to have an efficient turnout of brigades within a local government area with support from the DFES regional or state offices if required.

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

Shire turnout responsibilities

The CBFCO, DCBFCO, brigade Captains and CEO are responsible for the turnout of all firefighting resources stationed within the Shire.

The IC is responsible that adequate relief has been arranged. The CBFCO, DCBFCO and FCO's will ensure that some resources are held in reserve for further outbreaks of fire or that mutual aid has been arranged to cover all eventualities.

Call-out of these resources will be in accordance with the Shire of Corrigin MOU for Mutual Aid in Emergencies and supported by the Local Emergency Management Plan.

Regional Operation Centre Responsibilities

If DFES requires assistance in addition to resources from adjoining shires within the region, such assistance will be activated through the DFES Regional Duty Officer.

When making a request DFES will supply the following information:

- Number and type of fire appliances and minimum crew
- The task required to be performed
- The duration the resources will be required for
- Where and to whom will the resources report to
- When are the resources required.
- Welfare and relief arrangements
- Contact the CESM and CBFCO requesting the above be provided.
- Once the request has been actioned, confirm back the arrangements made.
- Advise the State Duty Officer of action taken.

Resource Request

When a request is made to the Shire of Corrigin to supply resources (Task Forces/Strike Teams) to another Shire then the following should apply.

- The CBFCO with the DCBFCO, Brigade Captain and CESM will decide on the number and type of appliances and crew that will be sent out of the Shire at any given time.
- Shire of Corrigin Bush Fire Brigades will be alerted via What's App or SMS that resources are leaving the shire.
- Corrigin VFRS will be alerted that Shire resources will be leaving the shire.
- Crews responding to a mutual aid request should ensure they have eaten before being dispatched to the fire. Subsequent welfare will be the responsibility of the IC.

8.25 Automatic Vehicle Locator (AVL) Testing

The Automatic Vehicle Locator (AVL) system provides real-time visibility of the fire trucks for crew safety.

Monthly testing of the AVL system during the bushfire season is required for all fire trucks to:

- Confirm the equipment is functioning correctly;
- Confirm that the connection to the server is functioning correctly;
- Update Pinpoint software including fixes and enhancements;
- Identify faults; and

The Brigade Equipment Officer is responsible for arranging for the AVL to be tested on a monthly basis.

8.26 Inspection of Fire Breaks

To ensure compliance with the Shire's firebreak order, townsite firebreaks are inspected annually. The initial inspection occurs around mid-October, serving as a reminder to residents to maintain their firebreaks and properties in preparation for the October 31 deadline.

A follow-up inspection is conducted on or shortly after November 1. During this inspection, any properties found to be non-compliant will be subject to enforcement actions, including potential infringements.

FCOs are responsible for inspecting rural properties and reporting any instances of non-compliance to the Shire. This allows the Shire to take necessary actions to ensure that all properties adhere to firebreak requirements, thereby enhancing community safety and fire prevention efforts.

Reports of non-compliant fire breaks on rural properties are to be accompanied with photographic evidence and details of the exact location as well as a record of the date, time of the inspection.

8.27 Burning Road Verge

A Permit is to be issued by FCO's or CEO prior to any hazard reduction road verge along road verges and only after a site inspection has been carried.

No authority can be given by shire staff or FCO to burn road verges that are not under the control of the Shire of Corrigin, unless written approval has been received from the controlling agency.

Site inspections will take into consideration the environment impact on the road verge, the potential hazard the verge would pose in the event of bushfire and the weather patterns and forecast for that time of year.

Permits to burn road verges will only be issued by FCO using the following broad guidelines.

- To prevent damage to infrastructure (i.e. Telstra infrastructure, culverts and fencing);
- Minimise damage to native vegetation is present where possible by carrying out burns in Autumn or Spring;
- When weather conditions are acceptable.
- Comply with normal permit requirement.;
- Only one side of a road to be burnt in any one year.
- No single hazard reduction burns to exceed 500 meters along a single road verge.
- Adjoining strips may not be burnt within three years.
- Adjacent verges are not to be burnt within three years.
- If a larger burn area is required a risk-based assessment of the surrounding area will need to be completed including:
 - Fuel tons per hectare.
 - Assets and locations.
 - Vegetation type.
 - Fire History.
 - Weather patterns.
- The use of fire to clear roadside drains should be confined to area where distinct hazards, high ignition risks and high values can be identified such as where native plant species have been replaced by annual weeds and grasses.
- Where possible mowing and approved herbicide treatment is to be used as opposed to road verge burns.
- On approval of a road verge burn, a Traffic Control Plan will be prepared and implemented when necessary, by Shire staff or contractors.

8.28 Drip Torches

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

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

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

Only experienced firefighters should use the drip torch.