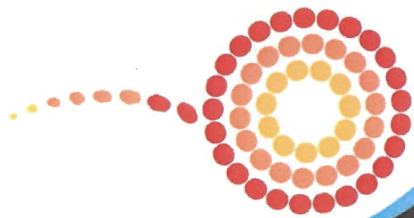


FARMER RESPONSE
STANDARD OPERATING PROCEDURES

Kojonup



One community, many choices

ADMINISTRATION

OBJECTIVES AND VALUES

Objectives

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

- Provide timely and effective emergency service,
- Work under the model of Prevention, Preparedness, Response, Recovery (PPRR)
- Work with the community to increase bush fire awareness and fire prevention,
- Ensure that active Brigade members training requirements meet the Shire's minimum training standard,
- Ensure all operational equipment is serviceable and available for emergencies,
- Provide an environment where every individual is treated with respect,
- Work cohesively with other agencies,
- Report to Council on matters through the Shire of Kojonup Bush Fire Advisory Committee.

Principles

Members are to always adopt the following principles when representing the Bush Fire Brigades of the Shire of Kojonup.

These principles shall include:

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

MEMBERSHIP

New Membership Application

- A new member is to complete the DFES Emergency Services Volunteer Membership Application Form and accept the Shire of Kojonup conditions for membership.
- The Application must be endorsed by the Shire of Kojonup.
- Complete the Shire of Kojonup's Volunteer Induction

Conditions of Membership

The Conditions of Membership shall refer to:

- Active Firefighters
- Auxiliary Members

It is mandatory that all Volunteer Bush Fire members and Farmer Response Volunteers complete the **Rural Fire Awareness** course prior to the commencement of any active fire fighter duties.

All registered volunteers are encouraged to increase their skills at every available opportunity and maintain training competencies. This can be through DFES training courses, Local Government training or by the Brigade Captains or Fire control officers.

Members must comply with the legislative requirements of:

- Bush Fires Act 1954 and Bush Fires Regulations 1954,
- Work Health and Safety Act 2020,
- Fire and Emergency Services Act 1998,
- Emergency Management Act 2005,
- Equal Opportunity Act 1984, and
- The established guidelines of the Volunteer Bush Fire Brigade,
- Shire of Kojonup Bush Fire Administration Procedures and Standard Operating Procedures.

Induction

All new members shall be provided with a formal induction. New members will be:

- Introduced to Brigade members and familiarised with fast fill trailer units, fire equipment, pumps, machinery or any other equipment they will be using for firefighting purposes.
- Instructed about any safety requirements,

Change of Details

The Shire of Kojonup and Department of Fire and Emergency Services are to be notified of any change of personal details by completing an Emergency Services Volunteer Application Form or Volunteer Bushfire Brigade Update of Membership Form and forwarding it to the Shire of Kojonup.

Driver's Licence

All drivers of vehicles are required to hold a current Western Australian driver's license for the class of vehicle that is to be driven

Driving Requirements for Offroad Use

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

General

- Fire Fighters must always, drive with due care and attention and continue to show consideration to other road users.
- Any vehicle used for firefighting purposes must be fully registered, have the appropriate insurance policies and be roadworthy as per the Department of transport WA regulations
- (Only applies to Shire owner registered emergency vehicles Drivers holding "P" Plates are not to drive under emergency conditions (lights and sirens) this does not apply to farmer response vehicles this decision is up to the individual owners of the private vehicles that will be used in fire operations.

STANDARD OPERATING PROCEDURES

INTRODUCTION

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.

These Procedures for Bush Fire Brigades and Operations are a living document that may, from time to time, require updating and additions. Input from Brigade members is welcome. Should a Brigade member feel that an SOP is unworkable, not practical or needs amendments or additions they should raise the matter at their local Brigade Meeting. If the Meeting agrees then it should be forwarded to the Bush Fire Advisory Committee. The

Bush Fire Advisory Committee will discuss the matter and make a Recommendation to Council that the SOP be added or amended.

FARMER RESPONSE STANDARD OPERATING PROCEDURES

Personal safety is paramount, don't put yourself or others in danger by taking actions beyond your capabilities

SOP.1 FARMER RESPONSE VEHICLES ON THE FIRE GROUND

Introduction

The primary response to bushfires in the Shire of Kojonup is Farmer Response; farmer response units generally consist of a 4WD if equipped vehicles and trucks if equipped. It is important for all vehicles to be recognised and logged as being present on or having left the fire ground for insurance purposes.

Procedure

- Inform your FCO or Zulu that you will be attending the fire, preferably via WhatsApp.
- You must have a driver's license and obey road rules.
- Use 4WD if equipped, headlights and rotating beacon whilst on the fire ground.
- Inform the Incident Controller when leaving the fire ground, unless you have been stood down.

SOP.2 PERSONNEL PROTECTIVE CLOTHING & EQUIPMENT

Standard of dress for all Fire Fighting Personnel

Personnel turning up to fires without the minimum requirement will be advised to dress properly or asked to leave the fire ground.

Recommended Standard for Bush Fire Fighting

- Approved Coveralls (one or two piece), helmet, gloves and goggles (as supplied by the Shire of Kojonup).

Equivalent Standard

- Cotton or woolen long trousers, cotton or woolen long sleeve shirt, and work boots and leather gloves.

SOP.3 ALCOHOL AND DRUG CONSUMPTION

Procedure

- Bush Fire Brigade personnel shall **NOT** respond to an incident or participate in any Bush Fire operation or activity if alcohol or illicit drugs have been consumed in quantities that contravene any written Law or Policy.
- Alcohol or illicit drugs shall **NOT** be consumed by personnel whilst undertaking any task or function associated with incident response, suppression or recovery phases.

SOP.4 INCIDENT NOTIFICATION PROCEDURES

Incident Controller

- The senior firefighter/officer on the first arriving unit at the fire assumes the role as Incident Controller until relieved by a more senior officer at the scene.

- The Incident Controller will within 15 minutes of arrival, provide a verbal Situation Report to Zulus detailing the situation and whether further resources are required.
- The Incident Controller will remain in contact with Zulus for duration of incident reporting on the situation as regularly as is reasonably possible.
- If the situation escalates then the Incident Controller will be nominated by the respective Hazard Management Agency

SOP.5 SMOKE AFFECTED ROADS

Procedure

- Do not attempt to work in smoke reduced visibility until you are sure the vehicle flow has been cut off.
- The Incident Controller will request Police to provide traffic control at the earliest possible time.
- Fire appliances **must** have all warning/hazard lights on, and headlights dipped when working in a visibility reduced hazard.
- Farmer Response vehicles **must** have headlights dipped and beacons flashing (where fitted).

SOP.6 ELECTRICAL HAZARDS

Procedure: Power lines/pole top fires

- The Incident Controller is to request attendance of Western Power through the Zulus and brief all incoming crews of the possibility of live power being present at an incident.
- Where wires are in contact with the ground, treat them as being live and maintain a 10m safe distance.
- Locate wire ends to ensure electricity is not being transferred through a conductor e.g. metal, water
- All personnel are to avoid direct or water contact with wires and infrastructure until it has been confirmed the power is off.
- Electricity should always be disconnected:
 - When the situation is unknown.
 - At any time that water is to be applied within a structure.
 - At any time that firefighters are at risk.

SOP.7 VEHICLE and STRUCTURE FIRES OUTSIDE OF GAZETTED TOWN SITE

Introduction

Farmer Response Volunteers are often the primary turnout to vehicle and structure fires that occur outside of the gazetted town site of Kojonup. The Shire of Kojonup Farmer Response Volunteers are not trained, nor do they have breathing apparatus to use in these situations so will provide water and defensive fire strategies.

Procedure

- If it is a vehicle or structure fire incident, the Incident Controller should advise that the Kojonup VFRS is required to attend.
- The Incident Controller may request that Police attend for traffic control if required.
- Maintain a safe distance and wear full PPE due to the unpredictable nature of vehicle and structure fires.
- Once other brigade units arrive, they should be parked up wind or out of the toxic smoke.
- Beacons and head lights shall be 'on' to warn approaching motorists.
- The incident controller shall safely conduct a scene size-up to determine if any persons may be trapped or in danger.
- Firefighting should **ONLY** be defensive, meaning to protect any other assets or preventing the fire spreading.

SOP.8 BACK-BURNING DURING BUSHFIRE INCIDENTS

Introduction

In the right circumstances back-burning can be an effective technique to stop the spread of bushfires or protect assets during emergency situations and as part of the mop-up operation. Back-burning must be done under correct conditions and carried out by experienced personnel on the fire ground. Back burning can create dangerous fire behaviour or increase the size of the current fire.

Procedure

- All types of fire suppression must be explored to suppress the fire before conducting a back burn
- A risk assessment shall be considered prior to the all-clear given for any back burn to be conducted
- Weather readings should be taken prior to any back burn being conducted
- **ONLY** the incident controller can give permission to carry out this task
- The incident controller shall record the proceedings of the back burn.

SOP.9 ACCIDENT REPORTING

Procedure

- All accidents or near misses on an operational fire ground must be reported to the Officer in Charge

SOP.10 FIRST AID

Procedure

- All volunteer fire fighters are encouraged to complete the St John First Applied Aid Course, First Aid courses are run and paid for by the shire and DFES and members are encouraged to apply for these courses.
- The Incident controller may request a St John Ambulance Post at any time.

ENDORSEMENTS

Endorsed by BFAC:

BFAC Chair: Cr. Roger Bilney

Signature: Roger Bilney Date: 26 Aug 2025

Endorsed by Council:

Motion Number: _____ Date: _____

Shire President: Cr. Roger Bilney

Signature: Roger Bilney Date: 26 Aug 2025

AMENDMENT RECORD

NO.	DATE	AMENDMENT DETAILS	AUTHOR
1	November 2022	Document First Initial Write	Kevin Bransby
2	April 2024	Review and edit	Shane Harris
3	September 2024	Review and edit	Shane Harris
4	November 2024	Final editing as per Nov 2024 BFAC recommendations	Shane Harris
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ACRONYMS

Acronym	Definition
BoM	Bureau of Meteorology
CBFCO	Chief Bush Fire Control Officer
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
COMCEN	Communications Centre (DFES)
DBCA	Department of Biodiversity, Conservation & Attractions
DCBFCO	Deputy Chief Bush Fire Control Officer
DFES	Department of Fire & Emergency Services
FCO	Fire Control Officer
IC	Incident Controller
WAERN	Western Australian Emergency Radio Network