



# WHS Legislation and Local Government Bush Fire Brigades

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Tuesday, 31 August 2021

# Acknowledgement of Traditional Owners

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WALGA would like to acknowledge the many traditional owners of the land on which we work throughout Western Australia.

We pay our respects to their Elders, past and present.

*Pictured right: Artwork by Jade Dolman, a young Whadjuk/Ballardong Nyoongar, Eastern Arrernte, Irish woman from Perth.*



# Housekeeping

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- please mute your microphones
- presenters will answers pre-submitted questions
- questions are welcome in the chat and answers will be provided after the webinar
- the presentations from the webinar will be made available on the WALGA website.



# Program

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## **WHS - Bushfire Brigades and Volunteers**

*Emma Horsefield, LGIS Safety Program Manager*

## **Work Health and Safety Act 2020**

*Richard Burnell, Executive Director, DFES Corporate Services Command*

## **Local Governments Legal Obligations**

*Scott Wade, McLeod's Barristers and Solicitors*

## **Bushfire Centre of Excellence Training and Support**

*Paul Postma, Acting District Officer Training, DFES Bushfire Centre of Excellence*

## **Encouraging and Supporting Safety in Bushfire Volunteers**

*Myra Giardini, Coordinator, Emergency Management, City of Mandurah*

## **Q&A**





# WHS Bushfire Brigades & Volunteers

**Emma Horsefield**  
**LGIS Safety Program Manager**



# Current Legislative context

Occupational  
Safety and  
Health Act 1984



Work Health  
and Safety Act  
2020  
(Passed November 2020)



When is it law abiding?

*Recent update from Worksafe WA indicates – January 2022  
Transition periods are still to be defined*

# What's Changed...if anything

- Fundamentally, the duty of care to provide a safe workplace has not changed
- Introduction of the term PCBU
- Broader definition of a worker – Expanded to include volunteers – including Bushfire Volunteers
- Introduction of the due diligence requirements for Officers (is that any different from current obligations)
- Introduction of Industrial Manslaughter provisions (is that really a change)

# Duty of Care

- A **PCBU** must ensure, so far as is reasonably practicable, the health and safety of
  - a) **Workers** engaged, or caused to be engaged, by the person, and workers whose activities in carrying out work are **influenced or directed** by the person,
- Relates to work environment, plant and structures; safe systems of work safe use, handling and storage of plant and equipment’;
- provision of facilities for welfare; information, **training, instruction and supervision**; monitoring conditions
- Extends to accommodation owned by or under control of the PCBU



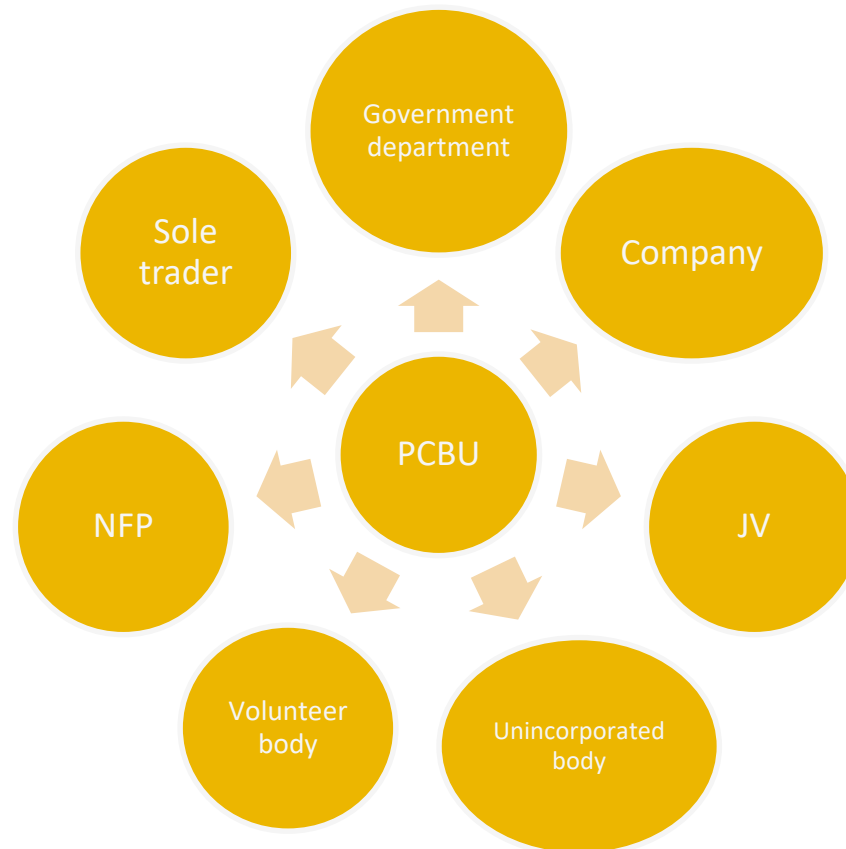
# Reasonably Practicable- How is it defined?

In this context, reasonably practicable means that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including:

- (a) the likelihood of the hazard or the risk concerned occurring**
- (b) the degree of harm that might result from the hazard or the risk**
- (c) what the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk**
- (d) the availability and suitability of ways to eliminate or minimise the risk, and**
- (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk**

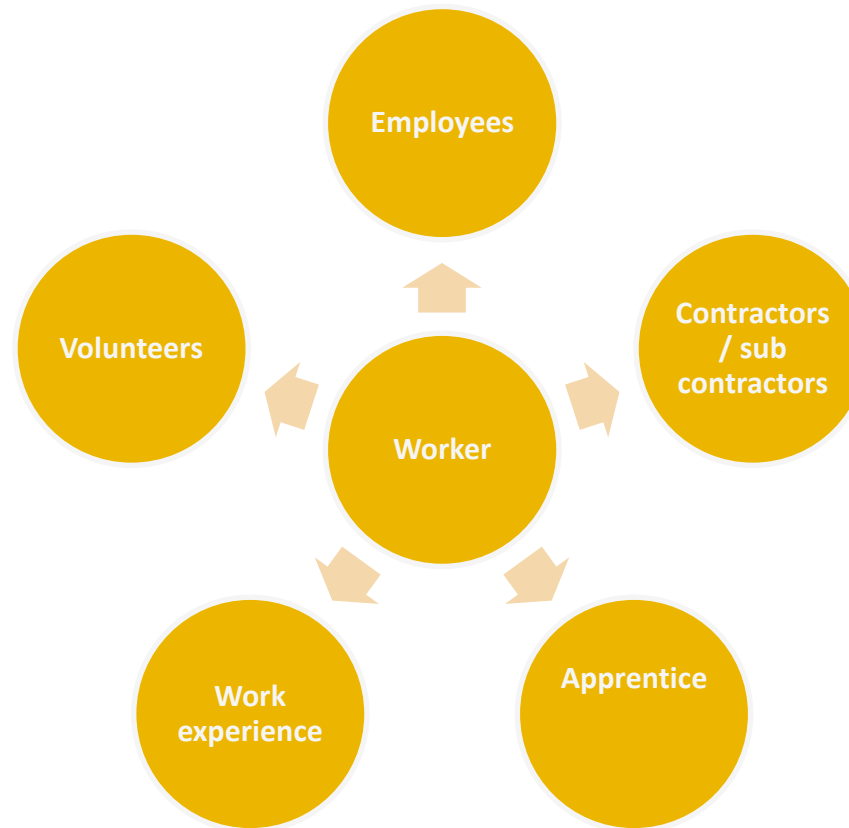
# Introduction of the term PCBU

- Person Conducting a Business or Undertaking – A Local Government is a PCBU
- Replaces the term employer and is used to capture the broader employing entities



# Broader definition of Worker

- Again, used to capture the range of working relationships



# WHS & Elected Members

There has been some uncertainty around how the WHS Act and associated regulations will impact elected members, particularly around the application of section 4, which excludes local government members in the definition of an 'officer'.

This **does not** remove an elected member's obligations from elsewhere in the Act, and whilst they may not be considered an officer or worker, they are considered an '**other**'. For the purposes of their specific individual duty, section 29 provides a **duty of other persons at a workplace**.

For an elected member to discharge their duty under section 29, they must:

- **Take reasonable care for their own health and safety**
- **Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons**
- **Comply, so far as reasonably able, with any reasonable instruction that is given by the local government (as the PCBU) to ensure the local government complies with its duty under the Act.**

So in practice, when an elected member fulfils their obligations in that role, including when interacting with local government and participating in discussions and decisions for the local government, it is incumbent on them to consider the above. This includes decisions relating to Bushfire Brigade Volunteers

# Duty of care obligations

*Duty of Officers – Due Diligence*

*Duty of workers – own health and that of others, comply and cooperate - Includes Bushfire volunteers*

*Duty of Others – own health and that of others (through act or omission) and comply*

# Officer

*An officer is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking*

*Note: does not include a local government elected member (duty of other)*

# Due Diligence

*Officers must exercise due diligence to ensure that the PCBU complies with its duty or obligation*

# What is it.....



# Duty to consult with other duty holders

WHS require duty holders with shared responsibilities to work together to make sure someone does what is needed. This requires **consultation, co-operation and coordination** between duty holders.

For example there may be a number of different duty holders involved in influencing how work is carried out.

If more than one person has a health and safety duty in relation to the same matter, they must consult, cooperate and coordinate activities so far as is reasonably practicable in relation to the matter.

Each must share health and safety-related information in a timely manner and cooperate to meet their shared health and safety obligations.

The duty to 'consult' does not require agreement, although each duty holder retains responsibility for discharging their health and safety duty.

Each PCBU must, so far as is reasonably practicable, consult with all workers including volunteers, about matters that directly affect them.



# What to do next

- Ensure sufficient access to WHS related resources
- Provide education and awareness where needed
- Ensure that Bushfire Volunteers have sufficient experience/training
- Ensure that equipment supplied is suitable for activities being performed
- Review current reporting mechanisms to ensure they are adequate
- Review and update any relevant processes and procedures
- Ensure that provision of adequate resources both physical and financial are in place to ensure you are providing a safe workplace for all.

# Assistance

- LGIS has created a Bushfire Volunteer Handbook - This is a starting point for LG's to have safety conversations with volunteers on some of the hazards associated with their activities.
- LGIS have developed a CEO Briefing which provides you with an overview of the WHS Legislation
- LGIS & WALGA have worked in collaboration with DFES to allow LG's to have access to training programs and records.

*All of the above resources are available on the LGIS Portal.*



# How long have we got?

- Regulations still under development
- Worksafe WA have indicated January 2022 to commence
- Transition periods unknown at this stage

Thank you  
for your time



# Work Health and Safety Act 2020

WALGA

31 August 2021

Richard Burnell

Executive Director Corporate Services



FOR A SAFER STATE



# Background

- The *Work Health and Safety Act 2020* (WHS Act) passed the Western Australian Parliament on 03 November 2020 and assented by the Governor on 10 November 2020; the Act will commence (proclamation) when the Regulations and Codes of Practice are completed (estimated March 2022).
- The WHS Act 2020 replaces the *Occupational Safety and Health Act 1984*, *Mines Safety and Inspection Act 1994*; and *Petroleum and Geothermal Energy Safety Levies Act 2011*.
- Part 2 Divisions 2, 3 and 4 of the WHS Act set out 'health and safety duties' and Part 2 Division 5 of the WHS Act set out offences and penalties.
- The 'primary duty of care', which are set out in section 19 of the WHS Act, will be imposed on a 'person conducting a business or undertaking' (PCBU).
- The WHS Act includes volunteers in the definition of a 'worker' (section 7), essentially providing volunteers with the same level of protection as an employee.
- Over 90 per cent of DFES operational workforce are volunteers.



# Current Activity

- DFES is conducting a business impact assessment and analysis of the WHS Act.
- To inform this analysis, DFES sought and has interpreted advice received in relation to a number of activities and scenarios including :
  - Local Government managed fires
  - DFES/DBCA managed incidents / fires



# Local Government Managed Fire

- Local Government controlling the operations in relation to a bush fire would be an 'undertaking' for the purposes of the WHS Act.
- If a Local Government employee/worker is authorised to control the operations of a bush fire under the *Bush Fires Act 1954* (WA) (BF Act), the LG authority would be a PCBU.
- The LG authority would owe a duty to a member of a bush fire brigade who is acting under the LG employee's/worker's orders and directions to ensure, so far as is reasonably practicable, the health and safety of the brigade member while he or she is at work in the business or undertaking of the LG.
- Whether or not the LG would owe a duty to other persons at LG managed fire/incident under the WHS Act would depend on the particular facts and circumstances of the incident and the extent to which the duty holder/person has the capacity to influence and control the matter (Duty holder obligations).







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# DFES / DBCA Managed Fire

- DFES/DBCA controlling the operations in relation to a bush fire would be an 'undertaking' for the purposes of the WHS Act.
- If a DFES or DBCA employee is authorised to control the operations of a bush fire under section 13(4) or 13(5) of the *Bush Fires Act 1954* (WA) (BF Act), the State acting through DFES/DBCA would be a PCBU.
- The State acting through DFES/DBCA would owe a duty to a member of a bush fire brigade who is acting under the DFES employee's orders and directions to ensure, so far as is reasonably practicable, the health and safety of the brigade member while he or she is at work in the business or undertaking of the State.
- Whether or not the State acting through DFES/DBCA would owe a duty to other persons at an incident (i.e. persons other than members of a bush fire brigade such as spontaneous volunteers or non LG registered farmer response units ) under the WHS Act would depend on the particular facts and circumstances.



## Burn off (with out a Permit) or Fire on Private Property (Farmer/Land Owner)

### Response:

- Farmer/land owner and/or 'workers'

### WHS Act:

- Farmer/Land owner is **PCBU** and is responsible for primary duty of care provisions for 'workers'.



## Fire escalates and assistance is requested from LG Bush Fire Service

### Response:

- Farmer/land owner and/or 'workers'
- LG BFS resources

### WHS Act:

- LG is a PCBU and is responsible for primary duty of care provisions for LG BFS resources.
- Farmer/Land owner is a PCBU and is responsible for primary duty of care provisions for 'workers'.



## Fire escalates and assistance is requested from DFES / DBCA (Section 13) and assume control as HMA

### Response:

- Farmer/land owner and/or 'workers'
- LG BFS resources
- DFES/DBCA resources

### WHS Act:

- DFES/DBCA are PCBU and have primary duty of care of all resources and 'workers' and all 'others' that can influence reasonable control.
- LG is a PCBU and is responsible for primary duty of care provisions for LG BFS resources.
- Farmer/Land owner is PCBU and is responsible for primary duty of care provisions for 'workers'.



Burn off (with a Permit) on Private Property (Farmer/Land Owner) and BFCO directs LG BFS in attendance

**Response:**

- Farmer/land owner and/or 'workers'
- LG BFS resources

**WHS Act:**

- LG is a PCBU and is responsible for primary duty of care provisions for LG BFS resources.
- Farmer/Land owner is PCBU and is responsible for primary duty of care provisions for 'workers'.



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- LG is a PCBU and is responsible for primary duty of care provisions for LG BFS resources.
- Farmer/Land owner is PCBU and is responsible for primary duty of care provisions for 'workers'.





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# WHS Act - Work in progress

In order to prepare for the WHS Act, DFES is undertaking activities including:

1. Review of DFES Safety Management System
  1. Communication, consultation and representation
2. Establishing Health and Safety 'Leaders' at local BGU's so volunteers are engaged, consulted and work collaboratively with DFES to contribute to positive health and safety outcomes for their volunteer members.
3. Continuously reviewing and improving DFES policies and operational procedures:
  1. Operational Doctrine
  2. Fatigue Management
  3. Heat Stress Management
  4. Health and Safety Inductions



# Key Messages

- DFES encourages LG to make contact with their regional DFES CESM, Area Officer or District Officer to seek support and assistance where required.
- DFES Operational Doctrine (procedures) are available for LG to access which will assist with WHS protocols.
- DFES training materials is available for LG volunteers to access (through online eAcademy platform) and Volunteer Hub (may mean LG volunteers registering for access to the Volunteer Hub).





# DUTIES OF OFFICERS WHS Act 2020 VOLUNTEER BUSH FIRE BRIDAGES

WALGA WHS Webinar  
31 August 2021  
Scott Wade, Solicitor



# Officers

## Who is an officer under the WHS Act?

*‘A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking.’*

### ➤ Step 1 - Identify your officers

- Level of influence and decision-making – not job title
- Scale of portfolio and/or project relative to the organisation
- Workers acting in higher roles

### ➤ Excludes

- Elected members



# Due Diligence Obligations

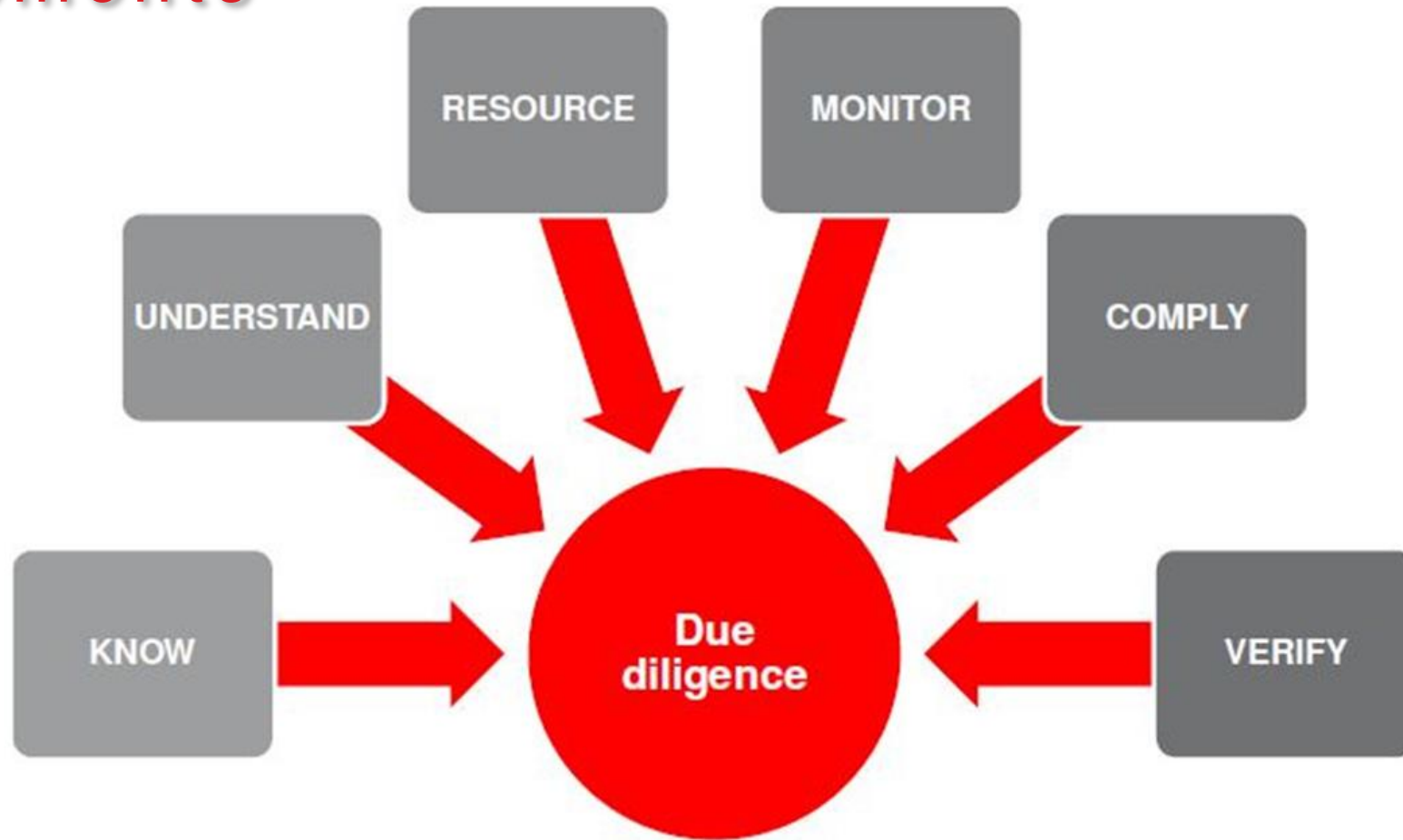
## Key Features

- **Positive** – pro-active
- **Ongoing**
- **Personal** liability
- **Breach** = failure to take the proactive steps



# Due Diligence

## 6 Elements



# Element 1

## Knowledge of WHS matters

➤ *Acquire and keep up-to-date knowledge of work health and safety matters – including law.*

### ➤ **Practical application**

- Training / briefing – with refreshers
- Specific to WHS VBFB issues – current and emerging
- Regular reports to Officers – safety advisors and CESM
- Legislative & case law updates – prosecutions?
- Look at issues across the sector

# Element 2

## Understand VBFB operations and risks

➤ *Gain an understanding of your local government's VBFB operations and the associated hazards and risks.*

➤ **Practical application**

- Go and look! Ask questions
- All Officers
- Enter brigade hazards in your risk register
- Brigade incident and injury reporting system
- Include in the reports for whole of executive

# Element 3

## Resources and processes

➤ *Ensure the provision and use of appropriate resources and processes to eliminate or mitigate risks.*

➤ **Practical application**

- Resources = human, expertise, financial, equipment
- Appropriate procedures
- Which resources do you provide vs DFES or others?
- Ask members
- In-house expertise
- Review incident reports – ask “why”

# Element 4

## Receive information and respond to it

➤ *Ensure that there are processes for receiving and considering incidents, hazards and risks and responding in a timely way*

➤ **Practical application?**

- Positive reporting culture is critical!
- Encourage and reward reporting
- Reporting system / process for brigades
- Trigger for notifiable incidents
- Consult, respond and close out all reports
- Review brigade WHS reports and ask “why” – beware of discouraging reports

# Element 5

## Ongoing legal compliance

➤ *Ensure there is a system to establish and maintain ongoing legal compliance with duties and obligations under the WHS Act.*

➤ **What can you do?**

- Legal compliance reviews
- Independent – avoid confirmation bias
- Independent – legally privileged
- Scheduled and triggered by event
- Legislation, regulations, case law, codes of practice...

# Element 6

## Verify - provision and use of resources

➤ *Verify the provision and use of resources and processes in Elements 3-5.*

➤ **What can you do?**

Are resources being used the way you intend?

Consider a tiered approach

1. Local inspections and checklists;
2. Independent CESM or internal audits;
3. External audits – AS/NZ 45001, LGIS, Worksafe, DFES.

# Co-Duty Holders

More than 1 person can concurrently have the same duty.

*...must discharge the person's duty to the extent to which the person has the capacity to influence and control the matter...*

## ➤ Relevance to LG VBFBs arrangements?

Concurrent duties regarding:

- training
- appliances
- equipment
- PPE...

The volunteers are YOUR workers.



# Take away points

- **Identify officers**
- **Understand VBFBs** – hazards, risks and operational context
- **Ongoing duties to volunteers** – they are your workers!
- **Positive reporting culture**
- **Consultation** with brigades – legal requirement now
- **Verify** – Do not assume
- **WHS reporting process** – tailored to VBFBs
- **Coordinate and cooperate with DFES and others!** You all owe duties.

# Questions?



Scott Wade

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220 Stirling Highway, Claremont

P 9424 6247

E [swade@mcleods.com.au](mailto:swade@mcleods.com.au)



**McLEODS**  
BARRISTERS & SOLICITORS

# BCoE Training and Support



**Paul Postma**  
**A/District Officer Training**  
**Bushfire Centre of Excellence**



**Bushfire Centre of Excellence**  
TRAINING / KNOWLEDGE / ENGAGEMENT





# Training

- Objective: Promote and provide accessible and hands-on bushfire management training.
- Key outputs:
  - Support and deliver accessible training
  - Develop new and refreshed training courses
  - Improve access to existing courses
  - Support existing network of trainers and assessors





# DFES1055

## Bushfire

### fundamentals

- Course aimed at non-firefighting personnel (support staff)
- Provides knowledge on
  - Basic bushfire understanding
  - Fireground safety
- Outcomes
  - Describe AAIMS and the role of the WA fire agencies in bushfire response
  - Identify bushfire characteristics and behaviour
  - Identify bushfire safety and survival procedures





## DFES1056

### Rural fire awareness

- Course aimed at Farmer Response in Rural areas
- Based on Bushfire Fundamentals
- Outcomes
  - Describe AIIMS and the role of the WA fire agencies in bushfire response
  - Identify bushfire characteristics and behaviour
  - Identify bushfire safety and survival procedures
  - **Identify strategies to support bushfire response**



# DFES Bush Fire Brigade Training Strategy

- Local level Induction process
- AIMS Awareness
- Bushfire Safety Awareness Training Course
- Fire Fighting Skills Training Course
- Advanced Bush Firefighting
- Crew Leader
- Incident Controller Pathways





# Bushfire Safety Awareness



**DFES1020**  
Bushfire characteristics  
and behaviour



**DFES1019**  
Bushfire safety and  
survival



**DFES1021**  
Suppress bushfire



# Fire Fighting Skills



**DFES1026**  
Introduction to  
communications

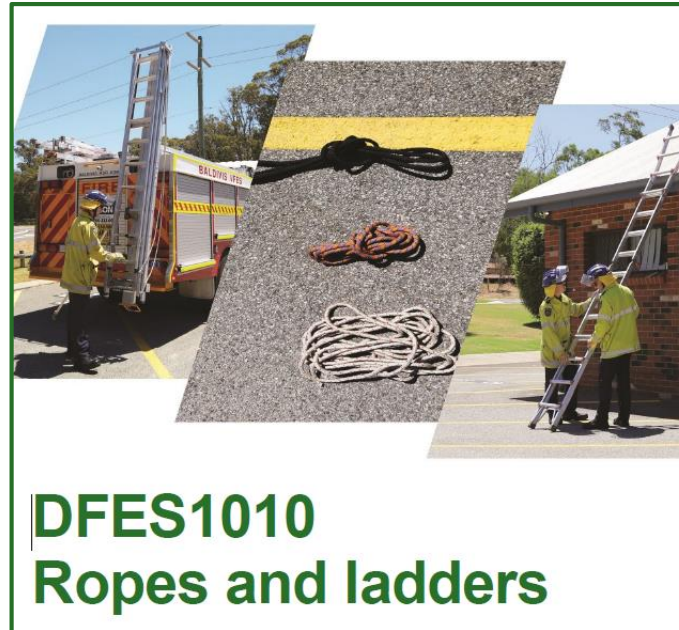


**DFES1022**  
Introduction to map  
reading



**DFES0996**  
Tools and equipment

# Fire Fighting Skills



# Assist with Planned Burning



- Course aimed at new firefighters that have completely basic training requirements
- Provides knowledge on
  - Process of planned / prescribed Burning
- Outcomes
  - Prepare to assist with a planned burn
  - Participate in a planned burn
  - Burn Security Procedures



# Advanced Fire Fighting Courses



**DFES0420**  
**Advanced bush  
firefighting**



**DFES1000**  
**Crew leader**



**DFES0004**  
**Machine supervision  
for bushfire**

# Specialist Courses



**DFES0408**  
**Fire Control Officer**



**DFES1052**  
**Fire weather 1**



# Publications and Resources

## DFES Bushfire publications

- Manuals, Guides and Brochures
- Fact Sheets
- Visual Fuel Guides
- Translated

<https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/Pages/allpublications.aspx>

## Bushfire Centre of Excellence – Resources

- Burn Smart Guide
- Burn Smart Checklist
- Burn SMART Leaf Moisture Method
- Planned Burning Fact Sheet

<https://volunteerhub.dfes.wa.gov.au/docs/default-source/vhprocesscopy/community-preparedness/burn-smart/burn-smart-guide-pdf>



# Encouraging & Supporting Safety in Bushfire Volunteers



# What we do for our BFB

- Context (1 BFB, 25 members)
- Understanding & Amending BFB Recruitment Process
- Adapting LG Processes for BFB Volunteers
- Identifying BFB Risks - Link to DFES Training Program
- Funding Support for BFB Safety & PPE





# Understanding & Amending BFB Recruitment Process

## Tryout Stage (Day 1)

FORM 1

(To be completed on first visit to station)



APPLICANT MEDICAL DECLARATION

PRIVATE & CONFIDENTIAL

Volunteering with the City of Mandurah is conditional on the applicant being fit and fully able to perform all the inherent requirements of the position of volunteer fire fighter.

When completing this pre-volunteering medical declaration, it must be in full knowledge of this position's physical requirements and duties.

The intention of this medical declaration is to provide appropriate information for assessing the applicant's medical history against the designated work tasks to determine whether their proposed volunteering in this position may aggravate a pre-existing condition, precipitate a condition in a susceptible person and to determine if workplace modifications are required.

All the details provided on this form are treated confidentially and in accordance with the City of Mandurah's privacy policy.

The information requested on this medical declaration is typically disclosed to the office bearers at the Mandurah Southern Districts Bush Fire Brigade, and the City of Mandurah's Emergency Management and Organisational Development staff. It may also be disclosed to the City of Mandurah's preferred medical practitioner if an assessment of the applicant's suitability for volunteering and fitness for duties is required. In the event a successful applicant submits an injury claim during the course of their volunteering, this medical declaration may also be disclosed to the City of Mandurah's insurer.

Have you had any disability, injury, illness or disease, which may impact upon your ability to safely carry out the duties required of this position?

Heart disease/Stroke/High Blood Pressure	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diabetes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Epilepsy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Migraines	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fainting/Blackouts/Giddiness	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hearing loss	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Asthma	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Allergies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fractures/ Dislocation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Overuse injuries/Sprain/Strain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Back injury	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vision impairment (including <u>glasses</u> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other, please note	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have answered 'yes' to ANY of the above, please provide details:

.....

.....

.....

.....

FORM 1 - Continued

If you answered 'yes' to any of the above question, are there any services or facilities which you require or which would assist you to be able to perform the inherent requirements of the position?

If yes, please give details ☐ Yes ☐ No

.....

.....

Have you ever claimed workers' compensation for an injury that may impact upon your ability to safely carry out the duties required of this position?

If yes, please give details ☐ Yes ☐ No

.....

.....

Applicant Medical Declaration

I declare that I understand:

- The physical demands associated with this position, and to the best of my knowledge I have no existing medical condition that would impact my ability to safely carry out the duties required of this position.
- That the City of Mandurah reserves the right to request a medical examination by a medical practitioner, at the City's expense, at any point either before or after my membership. This may be taken into consideration when determining my suitability to safely carry out the duties of this position. I authorise the release of any such medical information, deemed appropriate for release, by the examining medical practitioner, to the City of Mandurah.
- That wilfully inaccurate or misleading representation made in relation to this medical declaration may make me ineligible to volunteering, or if volunteering, liable to terminate my position.
- If I wilfully make a false representation regarding an existing or pre-existing injury of condition, of which I am aware, and which could reasonably be expected to be affected by the proposed volunteering, any recurrence, aggravation, acceleration, exacerbation or deterioration of the existing or pre-existing injury of condition arising out of in the course of volunteering may affect my ability to recover workers' compensation in respect to such an injury or condition.
- My membership will be made on the basis that the information I have provided is accurate, and that any false information may lead to the City taking disciplinary action up to and including dismissal.
- This declaration will be treated confidentially and will be retained on my personnel file, which is kept secure at all times, in accordance with the City of Mandurah's Privacy Policy.

I declare that the information I have provided is true and correct:

Applicant Name (please print): .....

Applicant signature: ..... Date: .....

Witness Name (please print): .....

Witness Signature: ..... Date: .....

Office Use Only

Reviewed by: ..... Date: .....

Medical examination recommended: ☐ Yes ☐ No



# LG Sign Up Stage

- After 3 visits to station / training
- 'Tryout' stage
- Compulsory Volunteer Police Check



FORM 2  
(To be completed after 3 visits to station)

 **MANDURAH SOUTHERN DISTRICTS  
BUSH FIRE BRIGADE**  
Membership Application



**PERSONAL DETAILS**

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postal Address: (if different to above) \_\_\_\_\_

Gender: M ☐ F ☐

Tel. Home: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Driver's License No: \_\_\_\_\_

Previous volunteer emergency services experience: \_\_\_\_\_ Class/s: \_\_\_\_\_

Membership Type: ACTIVE ☐ AUXILIARY ☐ CADET ☐

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

**NEXT OF KIN DETAILS**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**EMERGENCY CONTACT DETAILS** (if different to above)

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Relationship: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Brigade Captain (or delegate) Signature \_\_\_\_\_ Date: \_\_\_\_\_





# Joint DFES /LG Volunteer Membership Supported

After;

- ✓ Attendance at 3 training sessions
- ✓ Approval by BFB Officer group
- ✓ Presentation of Police Clearance

FORM 4  
To be completed after Form 1.2.3 (Volunteer National Police Clearance Form)  
Forwarded to City of Mandurah and DFES District Office

BFB/LG recommends DFES volunteer membership registration is recommended following:

Item	Completed
Attendance at 3 training sessions	<input type="checkbox"/>
Approval by BFB Officer group	<input type="checkbox"/>
Presentation of Police Clearance	<input type="checkbox"/>

Entered into RAG ☐ DFES Membership No. \_\_\_\_\_

**BUSH FIRE BRIGADE  
MANDURAH SOUTHERN DISTRICTS**  
Conditions of membership

I, \_\_\_\_\_ (applicant name) hereby acknowledge that I have read, understand and agree to comply with the Mandurah South District Volunteer Bush Fire Brigade rules and regulations outlined to me by the Brigades Captain (or delegated officer).

I agree to undertake the City of Mandurah and Brigades Induction sessions (within 3 weeks of receiving DFES ID, if not before) and to adhere to the Code of Conduct, CDFV Policies and Procedures outlined within.

I understand that I will be issued with Personal Protective Equipment (PPE) from the Brigades Equipment Officer and will return these items upon resignation or termination of my membership. If not returned, the City of Mandurah may seek to recover these items or the reasonable cost of replacing them.

I understand that to be granted permission to drive the fire appliances I must hold a current, valid, relevant license and will only drive under 'lights and siren' when authorised to do so via the COMCEM or Incident Control?

I, \_\_\_\_\_ District Volunteer Bush Fire Brigade, in my application to be a member for the Mandurah Southern District Volunteer Bush Fire Brigade, accept all the conditions outlined above.

Brigades Captain (or delegate) \_\_\_\_\_ Date \_\_\_\_\_



- Joint membership applications then forwarded to LG & DFES
- DFES allocates ID #, member added to the LG - BFB Monthly Report
- Both DFES & LG providing future support



# Adapting LG Processes for BFB volunteers

- Corporate Induction – 140 slides reduced to 25 slides

## Compliance & Employee/Volunteer Obligations



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## Conflict of Interest

- Refers to a situation in which a public official's decisions are influenced by the official's personal interests, which can be...

Actual	• Conflict is present now
Perceived	• Conflict is only believed to exist
Potential	• Conflict is a future possibility

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## Equity and Diversity

- The City supports diversity & encourages an inclusive volunteer environment that is based on mutual respect & understanding
- There are a range of *Equity and Diversity* policies, procedures & strategy plans in place to provide equal employment opportunity to diverse groups to ensure that the City's workplaces are free from harassment, discrimination & bullying

- ✓ Equity and Diversity Management Plan
- ✓ Reconciliation Action Plan (RAP)
- ✓ Disability Access & Inclusion Plan (DAIP)



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## Face-to-Face

First Impressions Count!

- A smile is a universal language of kindness
- Volunteer behaviour can be seen as a reflection of:
  - ✓ The individual
  - ✓ The Brigade
  - ✓ The City
  - ✓ DFES



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## OSH Induction



- Part 1 Workplace Orientation – Completion of New Volunteer Induction Checklist**
- Part 2 General Safety Induction**
- Legal Requirements
  - OSH and Wellbeing Policy
  - OHS Communication
  - Hazards, Incidents and Injury
  - Emergency Management inc First Aid
  - Risk Management
  - Fitness for Work

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## Our OSH Policy

- Reviewed regularly & details City of Mandurah's commitment to OSH
- Recognises its responsibilities in:
  - ✓ Meeting its legal obligations
  - ✓ Provision of information
  - ✓ Provision of training
  - ✓ Ensuring safety and health standards for all
  - ✓ Allowing communication and consultation between everyone



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## OSH Communication

- If you have any OSH concerns regarding workplace hazards or OSH systems please speak with your group leader or business contact within the City.
- OSH communication that is relevant to volunteers will be shared using methods that include email, SMS, Facebook and noticeboards.



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## Your responsibilities in safety

- Ensuring your own safety & the safety of others at all times
- Complying with all reasonable instructions
- Reporting all hazards, incidents & injuries
- Using the PPE provided to you



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# Station Induction



(14 slides)

- Station familiarisation
- Brigade Rules
- Brigade Activities
- PPE
- Dress uniform
- Expectations
- Volunteer Safety
- Appliance Descriptions
- Callout procedures



# Integrated LG Hazard Reporting



Control



**HAZARD**

Variance in riser & tread  
Between new & old steps



 **CITY OF MANDURAH**  
**WORKPLACE INSPECTION CHECKLIST** 

Location:	MANDURAH SOUTHERN DISTRICTS BFB 2204 Old Coast Road, Herron	Date of Inspection:	
Name/s of person/s conducting the inspection			

Topic	OK	Not OK	Corrective Action		
			Action Required	By whom (name)	By when (date)
<b>AREA:</b>					
<b>Fire Safety</b>					
Extinguishers on wall with sign above, serviced within last 6 months (tag)					
Fire extinguisher and fire blanket tagged with last 6 months					
Hose reels with sign above, serviced within last 6 months (tag)					
Accessibility of fire equipment					
Exit doors clear of obstructions					
Exit door signs above each door working					
Emergency Evacuation plan up to date					
<b>Electrical</b>					
No broken plugs, sockets or switches					
No leads across floor					
All equipment tagged					
No frayed/damaged/stretched leads					
All lights working					

Page 1 of 5

**Assess**

**TREAT**



**WORK ORDER**  
**APPROVED**

Bushfire Brigade External Steps concern  
1017784

Required By Not specified	Expected Duration 0 hours
Estimated Start Not specified	Estimated Finish Not specified
Actual Start Not specified	Actual Finish Not specified
Location Not Specified	

Details

Hi Guys,  
the BFB steps going from the old station to the new station are causing concern, at the point where 4 new steps were added to the existing 10 steps. Resulting in one of the risers being 10cm. Can you please assess and arrange a suitable solution to be installed ie removed and reinstall bottom 4 steps to ensure consistency. Please cost to our project account # 100010-4410-1169-61001 (OSH report also raised 19/8/21 - 110453)  
Site - 2204 Old Coast Road, Herron.  
Please note building is alarmed.  
Many thanks Myra

**Report**



# Identifying BFB Risks - Link to DFES Training Program

	Work Activity	RISK & HAZARD / ISSUE DESCRIPTION	UNCONTROLLED RISK LEVEL			Controls - (ways of controlling risks are ranked from the highest level of protection 1.Elimination 2. Substitution 3. Engineering 4. Administration 5. PPE. This is called
			L	C	R	
26	Use of IT & radio equipment in the vehicle	Ergonomics, injury	1	2	START	Member to find comfortable seating position Take breaks to stretch legs Member to undertake ergonomic training Park vehicle off the road and not on uneven ground
27		Distraction, vehicle accident, injury	2	1	START	Member to focus on driving and delegate comms where possible DFES Volunteer Portal – SOPs & SAPs, field guides & Aide Memoires (e.g. SOP 3.3.1 Repond Under Emergency Conditions) TAIT 8260 Users Guide COM OSH Procedure 7.10 Vehicle (Motor Vehicle Driving)
28	Bushfire Brigade Training and Response	Slips, trips and falls-uneven ground, slippery surfaces	2	1	START	Member to do a visual assessment of the work area. Member to wear prescribed PPE Where possible avoid uneven ground. DFES Volunteer Portal - SOPs, SAPs, field guides & Aide Memoires (e.g. Field Guide 3.5 Bushfire Safety)
29		Sprains, strains, muscle fatigue, manual handling	2	1	START	Member to complete manual handling training. Member to deploy correct manual handling techniques. Use 2 person lift when required. DFES Volunteer Portal - SOPs, SAPs, field guides & Aide Memoires (e.g. SOP 3.5.9 Firefighting within Rural Urban Interface RUI Environments)
30		Discarded syringes-exposure to possible blood-borne disease	2	2	CHECK	Member to complete Safe Handling of Sharps training. Member to carry sharps disposal kits in vehicles, PPE gloves Member to do a visual assessment of the work area.
31		Snakes, insect bites	2	1	START	Member to conduct a visual assessment of the area Member to use insect repellent Member be up to date in first aid training Member know location of first aid kit
32		Burn, radiant heat exposure	2	3	STOP	Member to maintain safe distance from fire Member to wear prescribed PPE Member be up to date in first aid training DFES Volunteer Portal - SOPs, SAPs, field guides & Aide Memoires (e.g SOP 3.5.11 Entrapment and Burnovers at Bushfires)
33		Heat exhaustion, smoke inhalation	2	3	STOP	Member to maintain safe distance from fire Member to wear prescribed PPE Member to monitor fatigue
34						

Administration

Bushfire Mitigation

BFB Volunteers

Sheet1

- Adapting LG risk assessment to BFB volunteers
- Engaging BFB members in the process





# Funding Support for BFB Safety & PPE

- LGGS funding – partial BFB financial control (\$10k)
- Collaboration re operational requests (BFB, DFES, Fleet)
- Managing expectations & enthusiasm  
(Fleet & building construction/maintenance)



- Engaging LGIS (via Finance re insurance queries)





# Resources & Examples Available

- LG - BFB Induction
  - Station Induction
  - Dual LG – BFB Membership Form
  - BFB Risk Assessment Table
  - Workplace Hazard Identification Checklist
- 
- FCO/DCBFCO/CBFCO Roles, Responsibilities & Expectations Outline
  - Mandurah Southern Districts Brigade Rules (Constitution)
  - Mandurah Bushfire Brigades Local Law



Email - [emergencymanagement@mandurah.wa.gov.au](mailto:emergencymanagement@mandurah.wa.gov.au)





# Q&A

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# CONTACTS

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For morning information on BCoE training and support, please visit  
[dfes.wa.gov.au/bushfirecoe](https://dfes.wa.gov.au/bushfirecoe)

## **DFES Bushfire Centre of Excellence**

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