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## EMP003 – Turn Out Rotation

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### 1. Intention

The intention of this policy is to ensure all bush fire brigade volunteers are given equal opportunity to crew appliances when turning out to incidents to foster the experience and professional growth of volunteers.

### 2. Scope

This policy applies to all Shire of Waroona bush fire brigade volunteers when required to turn out to an incident.

### 3. Statement

#### *Captain's (or Senior Officer's) Responsibilities at Turn Out Relating to Crewing of Appliances*

In situations where the number of volunteers available exceeds the number of seats in appliances, the captain (or next senior officer) is obligated to ensure that those volunteers tasked to the appliance(s) are rotated equally so all brigade members have an opportunity to attend fires or incidents, relevant to their training and competencies.

It is not acceptable for the captain (or senior officer) to task the same volunteers to an appliance each incident if there are other volunteers available with appropriate training in place. However, each appliance must preferably be tasked with a senior volunteer if available. This may mean that the same senior volunteer consistently attends fires and incidents without being rotated. It is noted that it may not always be practical to rotate volunteers, particularly when only a small number of brigade volunteers are available for crewing an appliance(s) at any one time.

#### *Appliance to Always have a Senior Volunteer if Available*

The captain (or next senior officer) must always crew an appliance with a senior officer if available. Regardless of the rotation methods mentioned under section 5.1, no appliance should be crewed with less-experienced volunteers if a senior volunteer is available. In these situations, it is preferred that the senior volunteer crews the appliance(s) regardless of whether they have been rotated or not.

### 4. Legislative and Strategic Context

Under the *Work Health and Safety Act 2020*, the Shire has a legal obligation to ensure the health, safety and welfare of its volunteers who attend emergency incidents and training. Part of this includes ensuring brigade volunteers are part of a happy and inclusive environment.

### 5. Review

This policy is to be reviewed as triennially.

### 6. Associated Documents

Nil.

Division		Corporate & Governance			
Policy Number		EMP003			
Contact Officer		Coordinator Ranger & Community Safety			
Related Legislation		Work Health and Safety Act 2020			
Related Shire Documents		Nil			
Risk Rating	Moderate	Review Frequency	Triennially	Next Review	May 27
Date Adopted		28/05/2024		OCM24/05/066	

Amendments		
Date	Details of Amendment	Reference
Click or tap to enter a date.		
Previous Policies		
Nil		