

Shire of Bridgetown-Greenbushes Bushfire Brigade Operational Procedures

Amendment List

Number	Date	Details	Amended By
1.1	8/3/23	Initial Issue – BFAC endorsement	CESM
1.2	18/6/24	Revision and additional SWI inserted – BFAC Endorsement (10/7/24)	CESM
1.3	25/7/24	Council Endorsement and approval – 176-24/25	CESM

To forward feedback, copy the relevant section, mark the proposed changes and forward it to:

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Introduction

The Shire of Bridgetown Greenbushes is responsible for the Establishment and Administration of Bush Fire Brigades within the Shire of Bridgetown Greenbushes in accordance *with Section 41 of the Bush Fires Act 1954*. The Shire of Bridgetown Greenbushes is responsible for the Insurance of Bush Fire Brigade Members and Emergency Service Levy associated Appliances and Equipment.

The Bush Fire Advisory Committee reports and makes recommendations on strategic matters to Council.

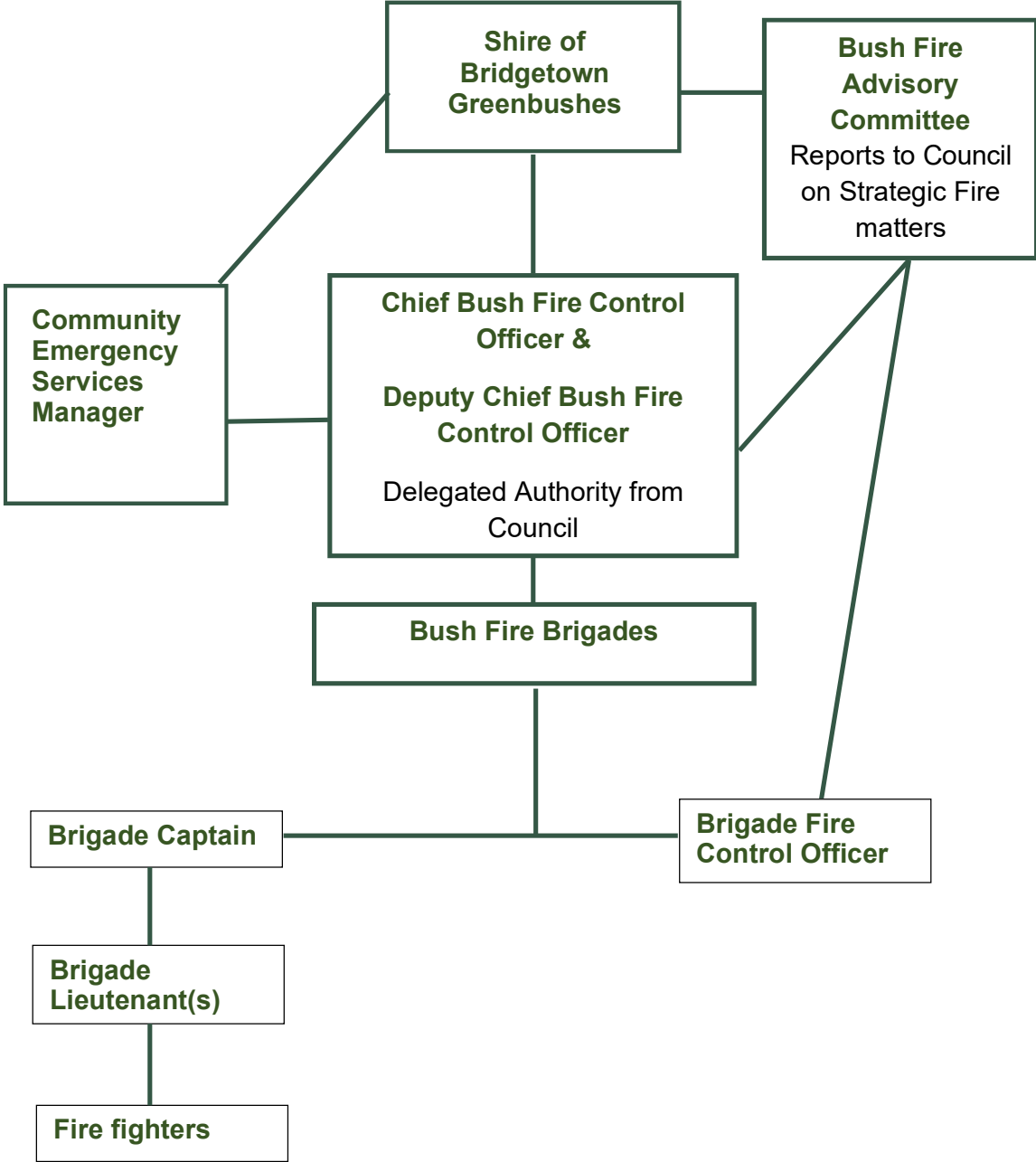
Purpose

The Shire of Bridgetown Greenbushes Bush Fire Brigade Operational Procedures outlines the working structure of Bush Fire Brigades and can be reviewed by Council and or the Bush Fire Advisory Committee at any time.

The Bush Fire Brigade Operational Procedures is to be referred to by Council, Shire of Bridgetown Greenbushes Staff, the Bush Fire Advisory Committee and Bush Fire Brigades Members.

The Procedures set normal operational and strategic procedures for administration and maintenance of Bush Fire Bush Brigades in the Shire of Bridgetown Greenbushes. If there is an anomaly within the Procedure, then the *Bush Fires Act 1954* will take precedence.

Bush Fire Brigades Working Structure



Review

The Shire of Bridgetown Greenbushes Bush Fire Brigade Operating Procedures will be reviewed on a regular basis. Amendments can be made at any time and should be recommended by the Bush Fire Advisory Committee and endorsed by the Chief Executive Officer of the Shire of Bridgetown Greenbushes.

Interpretation

In these procedures, unless the context otherwise requires:

"The ACT"	means the <i>Bush Fires Act 1954</i> and amendments.
"The Regulations"	means the <i>Bush Fires Regulations 1954</i> .
"Council"	means the elected members of the Shire of Bridgetown Greenbushes Council.
"DFES"	means the Department of Fire and Emergency Services.
"Ordinary Meeting"	means any meeting of the Brigade other than an annual general meeting, operational meeting or a special meeting.
"Absolute Majority"	means more than half of the total votes of those eligible to vote whether present or not.
"Normal Brigade Activities"	as defined in <i>Section 35A of the Act</i> .
"Fire fighter"	means a member of a Brigade with the competency and currency to carry out operational firefighting duties.
"Auxiliary"	means a member that provides support to operational fire fighters of the Brigade and must be a minimum of sixteen (16) years of age.
"Cadet"	means a member of a Brigade aged between fourteen (14) and up to sixteen (16) years of age. The member is not allowed to carry out operational firefighting duties.
"CEO"	means Chief Executive Officer of the Shire of Bridgetown Greenbushes.
"CESM"	means the Community Emergency Services Manager for the Shire of Bridgetown Greenbushes

"CBFCO"	means the Chief Bush Fire Control Officer appointed by the Shire of Bridgetown Greenbushes.
"DBCA"	DBCA means the Department of Biodiversity Conservation and Attractions.
"DCBFCO"	means a Deputy Chief Bush Fire Control Officer appointed by the Shire of Bridgetown Greenbushes.
"FCO"	means a Fire Control Officer appointed by the Shire of Bridgetown Greenbushes.
"BFAC"	means the Bush Fire Advisory Committee appointed by the Shire of Bridgetown Greenbushes.
"Local Government"	means the Local Government established under the <i>Local Government Act 1995</i> .

Authorisation

These procedures have been produced and issued under the authority of the Shire of Bridgetown Greenbushes in accordance with the *Bush Fires Act 1954* and endorsed by BFAC and the Shire of Bridgetown Greenbushes Chief Executive Officer.

SECTION ONE - Bush Fire Brigade Administrative Procedures

1. Volunteer Bush Fire Brigades

1.1 Vision

To protect our volunteer members, the community and our environment. Be committed to providing an environment in which all persons can expect to be treated equally and with respect.

1.2 Our Values

- ❖ Mutual respect;
- ❖ Integrity and trust;
- ❖ Strive to keep ourselves and others safe;
- ❖ Support, friendship, camaraderie; and
- ❖ Knowledge and learning.

1.3 Objectives

The Shire of Bridgetown Greenbushes Volunteer Bush Fire Brigades undertake the following objectives:

- ❖ 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 strategies;
- ❖ To ensure that bush fire brigade volunteers receive appropriate training for their respective roles within the brigade;
- ❖ Ensure that operational equipment is serviceable and available for emergencies;
- ❖ Provide a workplace that is safe and everyone is treated with respect in an environment that is free from discrimination and harassment;
- ❖ Work cohesively with other emergency management agencies; and
- ❖ Report to Council through the Bush Fire Advisory Committee (BFAC) on any relevant matters.

1.4 Establishment of a Bush Fire Brigade

The Shire of Bridgetown Greenbushes may establish a Bush Fire Brigade for the purpose of carrying out normal brigade activities in accordance with *Section 41 of the Bush Fires Act 1954*.

The Bush Fire Advisory Committee (BFAC) will report to Council on the wellbeing and structure of any Bush Fire Brigade within the Shire of Bridgetown Greenbushes. BFAC will from time to time review the operational functionality of all Bush Fire Brigades. This review will be conducted using the provisions of this document and any other available tools.

All members of a Bush Fire Brigade must be registered brigade members for insurance purposes, a register of members will be maintained by the Shire of Bridgetown Greenbushes.

1.5 Brigade Types and Management Structure

The Shire of Bridgetown Greenbushes is to ensure there is an appropriate structure through which the organisation of Bush Fire Brigades can be maintained.

In consultation with the Bush Fire Brigades through the BFAC, the Shire will appoint a Chief Bush Fire Control Officer (CBFCO) and at least one Deputy Chief Bush Fire Control Officer (DCBFCO).

The CBFCO, DCBFCO appointments are for a 3 year term. The incumbent continues in their role (unless terminated or resigned) until a new appointment occurs. At a meeting of Council, Council appoints a suitable person to each position (CBFCO and DCBFCO/s) after calling for nominations and receiving a recommendation from BFAC. In addition, the CEO may recommend to Council an additional DCBFCO.

FCO Nominations will be by Brigades and recommended for appointment by BFAC. These appointments are for a 1 year term. The incumbent continues in their role (unless terminated or resigned) until a new appointment occurs.

Each year the Brigade shall nominate and appoint a Captain, Lieutenants and other officers for their Brigade at their Annual General Meeting.

1.5.1 Bush Fire Brigade

- ❖ Has a complete and maintained brigade structure (refer to complete structure below);
- ❖ Has a succession plan in place for all senior officers;
- ❖ Maintains a 2 crew shift per allocated appliance where appropriate. Where there is only to be 1 crew member per allocated appliance this is to go through a risk assessment conducted by the Brigade Captain or delegate;
- ❖ Predominantly has an ESL supplied appliance;
- ❖ Reports to the Bush Fire Advisory Committee and the Shire of Bridgetown Greenbushes on all matters involving the Brigade;
- ❖ Responds to any incident in a timely manner;
- ❖ Holds an AGM once a year in accordance with this document and reports to the Bush Fire Advisory Committee;
- ❖ All active members hold current and up to date qualifications in accordance with this document and Council Policy;
- ❖ Holds and maintains radio communications with the Chief Bush Fire Control Officer and the Bush Fire Network; and
- ❖ All Active members are trained and competent with use of the appliance allocated to the Bush Fire Brigade.

Complete Brigade Structure (Bush Fire Brigade)

- Fire Control Officer
- Captain
- Lieutenant/s
- Secretary
- Treasurer
- Brigade Equipment Officer (optional)
- Brigade Training Officers (optional)
- Brigade Resource Officer (optional)

One person can hold more than one position in the structure

Additional roles can be determined by each Brigade

1.6 Ranks, Reporting Lines

The Shire of Bridgetown Greenbushes is responsible for the management of Bush Fire Brigades.

The Chief Bush Fire Control Officer has delegated authority from Council to manage day to day operational management of the bush fire network, Level One (1) Bush Fires and all other delegations as approved by Council.

The Bush Fire Advisory Committee is a committee of Council and reports on strategic matters of fire control and management of the bush fire brigade network.

1.7 Bush Fire Brigade Office Bearers - Roles and Responsibilities

1.7.1 Captain

The Captain of a bush fire brigade is responsible for the leadership and management of the bush fire brigade. The position reports to the CBFCO on Brigade related matters.

Brigade members are to report directly to the Captain of their bush fire brigade.

The duties of a Captain include but are not limited to:

- ❖ Demonstrate positive leadership and mentor members;
- ❖ In the absence of an FCO may take overall charge of an incident;
- ❖ Ensure incident control systems and management principles are implemented and maintained during all emergency incidents if required;
- ❖ Conduct brigade briefings and host post incident analysis of any incident;
- ❖ Undertake responsibility for the proper management and maintenance of brigade property and equipment;
- ❖ Ensure all Active Members are trained to basic specified standards;
- ❖ Ensure all Active Members are equipped with current Personal Protective Clothing and Equipment once required training is completed;
- ❖ Report any injuries of personnel or damage to firefighting equipment immediately to the Chief Bush Fire Control Officer or CESM; and
- ❖ Maintain safety standards within the brigade.

Qualifications

- Firefighting experience of 2 years and preferably some time spent as a Lieutenant.
- DFES courses or approved equivalent:
 - Bushfire Safety Awareness
 - AIIMS awareness
 - Bush Firefighting Skills

Note: Any new appointment to this position will need to have completed the DFES course or approved equivalent within 12 months of being appointed to the position.

1.7.2 Lieutenant

The duties of a Lieutenant include but are not limited to:

- ❖ Attend bush fires as required;
- ❖ Operate firefighting equipment and appliances; and
- ❖ Provide support to the Captain and assist with operational management of the brigade.
- ❖ Perform the role of Crew Leader (Manage and Lead a fire fighting crew in a fire appliance)

Qualifications

- Firefighting experience of 2 years.
- DFES courses or approved equivalent:
 - Bushfire Safety Awareness
 - AIIMS awareness
 - Bush Firefighting Skills

Note: Any new appointment to this position will need to have completed the DFES course or approved equivalent within 12 months of being appointed to the position.

Brigades should rank Lieutenants with the First Lieutenant being the most senior. In the absence of a Captain, the most senior Lieutenant may take the role of Captain.

1.7.3 Secretary

The Secretary is to record and manage administrative matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to additional positions held within the brigade.

The duties of a Secretary include but are not limited to:

- ❖ Prepare an Agenda for brigade meetings and distribute to members with previous minutes prior to meetings;
- ❖ Circulate Notice of Meetings, attend brigade meetings, record the minutes of Brigade meetings and ensure that these documents are circulated to members as well as the Shire;
- ❖ Document and record all brigade correspondence and business;
- ❖ Make available and circulate minutes of the Bush Fire Advisory Committee and correspondence from the Shire of Bridgetown Greenbushes;
- ❖ Provide names of elected members to the Shire within 14 days of the AGM;
- ❖ Reports and consults with Captain;
- ❖ Report any changes and new memberships to the Shire; and

Qualifications

- Suitable administration skills

1.7.4 Treasurer

The Treasurer's role is to be the custodian of funds of the Bush fire Brigade. This role may be combined with that of Secretary. This position is not required to perform active operational duties but may also hold an operational role within the brigade.

The duties of a Secretary include but are not limited to:

- ❖ Prepare an Agenda for brigade meetings and distribute to members with previous minutes prior to meetings

Qualifications

- Financial Management Skills

1.7.5 Shire Training Coordinator

The CESM is nominated the Shire's Training Coordinator for Bush Fire Brigades and will promote training courses available through DFES and other opportunities that may become available for brigade members.

The Duties of the Training Coordinator include but are not limited to:

- ❖ Manage the training requirements for members of Bush Fire Brigade within the Shire of Bridgetown Greenbushes;
- ❖ Report to the Shire of Bridgetown Greenbushes, Chief Bush Fire Control Officer and Bush Fire Advisory Committee on all training matters;
- ❖ Maintain records and deliver those records to the Shire of Bridgetown Greenbushes;
- ❖ Liaise with Brigade Training Officers/Captain for Brigade training requirements;
- ❖ Conduct training courses for brigade members as required;
- ❖ Develop a yearly training calendar with the Shire of Bridgetown Greenbushes; and

Qualifications

- Hold relevant Trainer and Assessor qualifications

1.7.6 Brigade Training Officer

The Brigade Training Officer is not the Training Coordinator for the Shire of Bridgetown Greenbushes and is only responsible for their Brigade area. This position reports to the Captain and liaises with the Training Coordinator to ensure all training needs of the brigade are met.

The Brigade Training Officer doesn't require formal training qualifications. The Shire of Bridgetown Greenbushes is to retain and maintain all training qualifications of brigade members.

The duties of a Brigade Training Officer include but are not limited to:

- ❖ Endeavour to ensure brigade members maintain necessary skill levels, equivalent to the competency standard required by the Shire of Bridgetown Greenbushes;

- ❖ Endeavour to ensure regular training sessions are conducted within the brigade; and
- ❖ Liaise with the Training Coordinator on the training needs of brigade members.

1.7.7 Equipment Officer

The role of the Brigade Equipment Officer is to manage brigade property, fleet vehicles, general equipment and stock levels. The position is not required to perform active operational duties but may be able to demonstrate a degree of knowledge of brigade equipment.

The duties of a Brigade Equipment Officer include but are not limited to:

- ❖ Manage brigade equipment and maintain a register of all assets;
- ❖ Report required maintenance of equipment in accordance with the Shire of Bridgetown Greenbushes maintenance schedule and adhering to all purchasing guidelines;
- ❖ Report maintenance or damage issues to the Captain; and
- ❖ Store equipment at the station or other place as approved by the Captain.

1.8 Bush Fire Control Officers - Duties and Responsibilities

1.8.1 Chief Bush Fire Control Officer (CBFCO)

The Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Brigades. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks within the Shire and reports to the Shire of Bridgetown Greenbushes.

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

The Duties of the Chief Bush Fire Control Officer include but are not limited to:

- ❖ Provide leadership and direction to volunteer Bush Fire Brigades and members;
- ❖ Monitor Bush Fire Brigades resourcing, equipment and training levels;

- ❖ Liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- ❖ Act as a Level 1 Incident Controller for bush fires within the Shire of Bridgetown Greenbushes;
- ❖ Maintain a personal incident diary and record of fire incidents as well as events and decisions made at incidents within the Shire of Bridgetown Greenbushes;
- ❖ Manage SCHED calls for the bush fire radio network;
- ❖ Manage the operations of the bush fire brigade radio network;
- ❖ Be responsible for conflict resolution in the first instance for bush fire brigade members;
- ❖ Be aware and retain knowledge of the location of all resources within the bush fire brigade network;
- ❖ Liaise with DFES and DBCA on incident management issues;
- ❖ Provide representation on the Bush Fire Advisory Committee (BFAC), Regional Operations Advisory Committee (ROAC) and Local Emergency Management Committee (LEMC);
- ❖ Attend brigade meetings if required;
- ❖ Report to the Shire of Bridgetown Greenbushes; and
- ❖ The Local Government, or Chief Bush Fire Control Officer, may delegate any of these duties to another person who is to be a bush fire control officer

Qualifications

- Active Fire fighting experience of 5 years
- DFES courses or approved equivalent:
 - Leadership Fundamentals
 - AIIMS 2017
 - Level 1 Incident Controller
 - Fire Control Officer

Note: Any new appointment to this position will need to have completed the DFES course or approved equivalent within 12 months of being appointed to the position.

1.8.2 Deputy Chief Bush Fire Control Officer (DCBFCO)

The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker and planner that assists the CBFCO in managing the Bush Fire Brigades. This position reports to the Chief Bush Fire Control Officer and Shire of Bridgetown Greenbushes on all matters pertinent to bush fire management.

The Duties of the Deputy Bush Fire Control Officer include but are not limited to:

- ❖ All duties as detailed in the above Chief Bush Fire Control Officers duties;
- ❖ Duties, roles, responsibilities and authority are only allocated when the Chief Bush Fire Control Officer is unavailable or at the request of the Chief Bush Fire Control Officer;
- ❖ Support the Chief Bush Fire Control Officer with Incident Management;
- ❖ Proxy representation on the Bush Fire Advisory Committee (BFAC), Regional Operations Advisory Committee (ROAC) and Local Emergency Management Committee (LEMC); and
- ❖ Be appointed as an FCO.

Qualifications

- Active Fire fighting experience of 2 years
- DFES courses or approved equivalent:
 - AIIMS Awareness
 - Sector Commander
 - Fire Control Officer

1.8.3 Fire Control Officer (FCO)

The Fire Control Officer has the control and management of bush fire suppression activities within the brigade area.

A Fire Control Officer is a delegated representative of the Shire for the administration of the provisions of the *Bush Fires Act 1954*. The position is required to perform active operational duties both in firefighting and fire prevention strategies in the local community. This position reports to the Chief Bush Fire Control Officer and Shire of Bridgetown Greenbushes on all matters pertinent to bush fire management.

A Fire Control Officer must be able to demonstrate experience in bush fire

behaviour, AIMS and knowledge of the local area. The person must be able to interpret the *Bush Fires Act and Regulations 1954* and be confident with communication skills.

A Fire Control Officer may jointly hold the position of Brigade Captain. There may be two Fire Control Officers appointed for a Brigade area where deemed necessary. One will be designated as the Senior FCO for that area. Only one vote will be counted for each Brigade area at any BFAC or Captain/FCO meeting.

The Shire of Bridgetown Greenbushes may appoint additional FCO's for the Shire for any purpose required by the Shire such as Ranger services, Mitigation Officers or the Bridgetown Volunteer Fire and Rescue and may restrict the FCO powers as the Shire deems appropriate.

The duties of a Fire Control Officer include but are not limited to:

- ❖ Authorise and issue permits to burn in accordance with the *Bush Fires Act 1954* within their Brigade boundary and if required, may, after consultation with an FCO from another Brigade, issue permits in that area at the request of the FCO from that area;
- ❖ Maintain a personal incident diary and record of fire incidents as well as events and decisions made at incidents within the Shire of Bridgetown Greenbushes;
- ❖ Command, control and confidently manage activities at an emergency incident;
- ❖ Identify and conduct risk assessments of fire hazards;
- ❖ Take control of fire suppression activities within the brigade area, and other areas in the absence of the FCO for that area;
- ❖ Assist the Brigade Captain to conduct brigade briefings and host post incident analysis of any incident;
- ❖ Ensure operational procedures and safety standards are adhered to on and off the fire ground; and
- ❖ Fulfil the role as Operations Officer under the direction of the Chief Bush Fire Control Officer.

Qualifications

- Active Firefighting experience of 2 years
- DFES courses or approved equivalent:
 - AIMS Awareness
 - Fire Control Officer

Note: *Any new appointment to this position will need to have completed the DFES course or approved equivalent within 12 months of being appointed to the position.*

Note: *Fire Control Officers are appointed by Council for a one year period, they are nominated by their bush fire brigade each year.*

2. Membership

2.1 Types of Membership

There are various types of membership of a Bush Fire Brigade, the details for these are found in the below descriptions. All registered members of a Bushfire Brigade are volunteer firefighters within the definition of the Bushfires Act 1954.

2.1.1 *Volunteer Fire Fighter or Active Brigade Member*

Fire fighter or Active Brigade Members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities or hold office within the brigade registered with the Shire of Bridgetown-Greenbushes.

Additional types of membership can be classified into the following three categories.

Farmer Response Members

Fire fighter or Active Brigade Members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities utilising their own equipment. (note – must check in with the FCO)

Shire Appliance Response Members

Fire fighter or Active Brigade Members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities utilising Shire firefighting issued Appliances and in accordance with “SWI BFB Fire Protection - Shire Appliances”.

Brigade Support Members

Members who participate in active fire fighting but not on the active fire edge, such as responding in the 12.2 locally or regionally as requested by DFES, manning control points or running supplies around the fire ground or other duties as directed by the IC.

2.1.2 *Auxiliary or Associate Member*

Auxiliary or Associate members are those persons being at least 16 years of age and may provide varied support to the Brigade not on the active fire ground.

2.1.3 *Cadet Member*

Cadet members are:

-
- ❖ To be aged 14 or 15 years;

- ❖ To be admitted to membership only with the consent of their parent or guardian;
- ❖ Admitted for the purpose of training and are not to attend, or be in attendance at any uncontrolled fire or other emergency incident;
- ❖ To be supervised by a fire fighting member when undertaking normal brigade activities and must have completed training required of active fire fighter;
- ❖ Ineligible to vote at a bush fire brigade meeting; and
- ❖ Not to be assigned ranks.

2.1.4 Honorary Life Member

The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade. This type of membership may be awarded posthumously.

2.2 New Membership Application

- ❖ A new member of a Bush Fire Brigade is to be provided with these guidelines and complete an *Shire of Bridgetown Greenbushes Application To Join A Bush Fire Brigade* form (**See Attached**). By completing the application for membership, the new member is deemed to have accepted the conditions of membership included in this document;
- ❖ The CESM must endorse the application prior to submitting to DFES for processing;
- ❖ Once processed members will receive an email from DFES with their new Volunteer Emergency Services Identity Number (ID) and an email inviting them to register for the Volunteer Hub at:
[DFES Volunteer Login Page](#)
- ❖ Members can use the Volunteer Hub to update their contact details, find resources to support their volunteering experience and access other systems such as eAcademy, and view awards, service and response history.

Information Members may find handy in the Volunteer Hub:

- eAcademy training platform
- Health and wellbeing resources
- Employer supported volunteering resources – how to have the conversation with your employer

- Community engagement resources and ideas

Note: *The Shire reserves the right to request a Criminal History Check for any Volunteer and refuse/terminate membership on the basis of the results of this check. The Captain of a brigade or the Shire may refuse an application for new membership for other reasons.*

2.3 Conditions of Membership

2.3.1 Minimum Training Requirements

All volunteer Bush Fire Brigade members are required to complete a Shire of Bridgetown Greenbushes Bushfire Brigade Induction package when the member joins a Brigade.

Prior to commencing active firefighting duties, Brigade members are to be compliant with the minimum requirements outlined in this document in *Section 3.1 Training Requirements for Brigade Members*

2.3.2 Uniforms PPC

Members will be provided with the appropriate Bush Fire Brigade uniform once they have completed their minimum training requirements as per *the below matrix* and it is required that this uniform be worn when attending any fire ground duties.

The uniform or PPC issued remains the property of the Shire of Bridgetown Greenbushes

Any damage or replacement of uniform issue is to be reported to the Brigade Captain/Equipment Officer.

Members ***must wear the correct uniform*** when attending the fire ground as per the attached matrix, exceptions to this is 12.2 and welfare brigade members performing duties not on an operation fire ground, in this instance a risk based approach is recommended.

Role/Hazard	HAT	HELMET	Eye Protection (to be carried and worn where appropriate)			Respiratory Protection (must have access to)		Hearing Protection	Tunic		Level 1 Gloves	Tabard HI Vis	Trousers			Safety Boots	
			Safety Glasses	Goggles	Safety Shield	P2 Mask	Respirator & Filter		Level 1 Tunic	T-Shirt			Level 1- Yellow	Level2 -Blue	Chaps	Fire Boots	Slip on Safety Boots
Incident Controller/IMT	1	-	-	-	-	-	-	-	1	-	1	1	-	-	1	-	
Grass/Scrub/Bushfire	-	1	-	1	-	-	1	-	1	1	1	-	1	-	1	-	
Chainsaw Operator	-	1	1	1	1	1	-	1	-	1	1	-	1	-	1	-	
Brigade Support (12.2 and welfare)	-	1	-	1	-	-	-	-	1	1	1	-	-	1	-	1	-
Routine Appliance and Equipment Checks	1	-	1	-	-	1	-	1	-	1	1	-	1	-	-	1	-

2.3.3 Fitness for Duty & Code of Conduct

If attending a brigade activity including training, fund raising, meetings and fires, all volunteers are required to be in a fit state to carry out the duties involved.

If a volunteer presents unfit for duty, the person presiding over the activity must instruct that person to stand down. Examples include being impaired due to drugs (including prescription drugs), alcohol or fatigue.

2.3.4 Update of Personal Details

Shire of Bridgetown Greenbushes Bush Fire Brigade members are required to ensure that their personal details are up to date. Any change of personal details made via the DFES Volunteer Portal are required to also be submitted to their Brigade Secretary and the Shire within one (1) month of the change.

2.3.5 Drivers Licences

All drivers of vehicles are required to hold a current Western Australian drivers licence for the class of vehicle that is being driven. Any situation that results in the suspension or loss of licence or impairment to the driver's capability is to be reported to the Brigade Captain.

2.3.6 Relevant Legislation, Procedures and Guidelines

The main legislation pertinent to the role of Bush Fire Brigade members are:

- *Bush Fires Act and Regulations 1954*
- *Environmental Protection Act 1986*
- *Equal Opportunity Act 1984*
- *Fire and Emergency Services Act 1998*
- *Work Health and Safety Act 2020*
- *Work Health and Safety (General) Regulations 2022*
- *Road Traffic Act 1974*
- *Road Traffic Code 2000*

2.4 Induction

All new members shall be provided with a formal induction, following the Shire of Bridgetown Greenbushes supplied form, to be completed as soon as possible but no later than three months after a new Member completes their application

This form must be completed and signed by a Brigade Officer with the new member signing the declaration on the back of the form and **a copy must be supplied to the Shire.**

Note: *New Members shall be provided with a mentor until such time as they are familiar with 'Normal Brigade Activities'.*

2.5 Awards and Recognition

Medals ordinarily can be applied for through the Shire in accordance with eligibility requirements for each medal.

- Medals can be presented to members at a Brigade function, BFAC or AGM.

2.6 Workplace Behaviour Policy, Complaints and Grievances

2.6.1 Workplace Behaviour Policies

The Shire of Bridgetown-Greenbushes is committed to providing a workplace that is free from discrimination, harassment, bullying and victimisation for all employees and members of the community. We believe that in providing such a workforce we will enable all employees to feel safe, secure and free from intimidation when they are at work. *Refer Shire of Bridgetown Greenbushes P1 Anti-Discrimination, Sexual Harassment and Bullying Policy and P5 Equal Opportunity Employment.*

The Shire of Bridgetown-Greenbushes prohibits any form of unacceptable behaviour in the workplace and encourages all employees to report any unacceptable behavior to the IC, CESM, Brigade Captain/FCO, CBFEO or CEO.

Any breach of the Workplace Behaviour Policy will be considered a serious matter that will be investigated and may result in disciplinary action including termination of membership.

2.6.2 Complaints and Grievances

All complaints and issues between members should in the first instance be reported to the Brigade Captain, if this is not appropriate or cannot be resolved within the Brigade, the grievance should be reported to the Chief Bush Fire Control Officer. If in the opinion of the Chief Bush Fire Control Officer the grievance cannot be resolved through counselling with individuals, the Chief Bush Fire Control Officer may consult with the Shire of Bridgetown Greenbushes to resolve the issue.

2.7 Disciplinary Action / Suspension & Termination

2.7.1 Disciplinary Action

Disciplinary action can only be taken by the Shire of Bridgetown Greenbushes's Chief Executive Officer or Council.

The Chief Executive Officer must notify the member in writing and provide the disciplinary action once an investigation has been completed.

The notice issued by the Chief Executive Officer must have the right to appeal.

Disciplinary action includes:

- Suspension of membership
- Termination of membership
- Any other reasonable disciplinary action as determined by Council

2.7.2 Suspension of Membership

A volunteer member may be suspended by the Shire of Bridgetown Greenbushes where the member:

- Willfully or negligently disregards the *Bush Fires Act 1954*, *Bush Fires Regulations 1954*, or the *Shire of Bridgetown Greenbushes Bush Fire Brigade Operational Procedures*; and
- Has performed a serious unsafe act that endangers the safety of the member or others.

The suspended member will be excluded immediately from such Brigade duties and activities. The Shire of Bridgetown Greenbushes must notify the member, in writing, advising of the suspension period and reason.

The period of suspension shall not exceed three (3) consecutive months and

shall be determined by the Shire of Bridgetown Greenbushes.

On completion of the suspension period the member may be required to undertake refresher training before resuming active firefighting duties.

2.7.3 Termination of Membership

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

- the member provides written notification of resignation to the brigade and the Shire of Bridgetown Greenbushes;
- the member is, in the opinion of the Shire of Bridgetown Greenbushes, permanently incapacitated by mental or physical health;
- Volunteer Membership is cancelled by the Brigade who notify the Shire in writing with the reason, being either;
 - Member isn't compliant with training requirements for a period greater than 2 years; or
 - Member has had their membership suspended twice in any 5 year period
- the member does not attend a meeting, incident or brigade activity in the Shire of Bridgetown Greenbushes for a period of 12 months;
 - and does not respond to correspondence sent to their last known address within 3 calendar months of said correspondence being sent.
- is dismissed by the Shire of Bridgetown Greenbushes; or
- Deceased

Note: *When a membership is terminated the member must return within 21 days all property belonging to the Bush Fire Brigade and/or the Shire of Bridgetown Greenbushes to the Shire.*

3. Training

The Shire of Bridgetown Greenbushes and the Department of Fire and Emergency Services Lower South West Region will release a training Calendar each year. Members are to discuss requirements with Training Officers through to CESM to nominate for any of the courses advertised on these calendars.

All courses available are on the eAcademy training platform where members can nominate or alternatively do through their Training Officer or CESM.

3.1 Training Requirements for Brigade Members

All Active members are to hold current training qualifications in accordance with these guidelines and the below minimum standard outline.

3.1.1 Auxiliary Members

- ❖ DFES AIIMS Awareness (Available Online)

3.1.2 Active Fire Fighter – Farmer Response Members

- ❖ DFES AIIMS Awareness (Available Online)
- ❖ DFES Rural Fire Awareness (Available Online)
- ❖ Access to this training is available in this link below.

<https://eacademy.dfes.wa.gov.au/ilp/pages/external-dashboard.jsf?menuId=18681166&locale=en-GB#/?dashboardId=18698883>

3.1.3 Active Fire Fighter – Brigade Appliance Members

- ❖ DFES AIIMS Awareness (Available Online)
- ❖ DFES Bushfire Safety Awareness
- ❖ DFES Bush Firefighting Skills

3.1.4 Active Fire Fighter – Brigade Support Members

- ❖ DFES AIIMS Awareness (Available Online)
- ❖ DFES Bushfire Safety Awareness

3.2 Training Requirements for Brigades – In House

All Brigades are encouraged to carry out in-house training. Brigades may request in house training from the Community Emergency Services Manager.

Brigades with allocated appliances will carry out Appliance Awareness Training once per year. All active fire fighter members should complete basic appliance awareness training before being able to operate any appliance on a fire ground.

Appliance awareness is intended to be carried out by the leadership group of the Brigade. There is no formal qualification in this training.

3.2.1 Appliance Awareness Training

- ❖ Basic Operations of the Appliance
- ❖ Burn Over Drill
- ❖ Basic Radio Communications (WAERN)
- ❖ Drafting Water with the Appliance
- ❖ Equipment Location
- ❖ Appliance Foam Delivery

3.3 Motor Vehicle Drivers Licence Training

There is a limited ability for reimbursement for some of the costs associated with Volunteers obtaining appropriate class MDL's. (LR, MR, HR) to maintain Brigade/Unit capability if a need is identified by the Shire.

Note: Excludes the costs of volunteers obtaining an initial C class MDVL.

Eligibility

- Active brigade member for 2 years
- Approved by Captain and the Shire

3.4 Training Expenses

Training expenses are covered by the Local Government Grant Scheme (LGGS) this includes fuel and accommodation for attending training courses outside of the local area. Approval for reimbursement of costs shall be obtained from the Shire prior to the training.

4. Meetings

All meetings held by a Bush Fire Brigade shall be minuted unless confidential information is being discussed.

4.1 Ordinary Meeting

A Bush Fire Brigade may at any time call an Ordinary Meeting of its members. A Bush Fire Brigade shall hold a minimum of one Ordinary Meeting each year and this meeting can be combined with in house training.

An Ordinary Meeting can be called by the Captain or Fire Control Officer of that brigade.

4.2 Annual General Meeting

A Bush Fire Brigade should hold an Annual General Meeting during the months of May to June each year. Brigades **should** use the Shire of Bridgetown Greenbushes *FORM 5.3.7 Bush Fire Brigade Annual General Meeting Template (See Attached)*.

The requirement for brigades to meet through this period is to allow the Shire of Bridgetown Greenbushes and Chief Bush Fire Control Officer ample time to prepare all relevant documents and procedures for the coming fire season.

Minutes of an Annual General Meeting are to be received by the Shire of Bridgetown Greenbushes no later than one month after the meeting date.

At the Annual General Meeting the Bush Fire Brigade is to address the following:

- Attendance List of all Meeting Attendees, Apologies and non-voting Visitors;
 - Confirmation of Previous Minutes;
 - Declare all Brigade Officer Bearer positions vacant;
 - Brigades are to nominate office bearers in line with *Section 1.8 Bush Fire Brigade Office Bearers – Roles and Responsibilities* and *Section 4.8 Brigade Elections* (all positions need to be nominated and receive a second);
-

- Nominate member(s) as FCO(s) in line with *Section 1.8 Bush Fire Brigade Office Bearers – Roles and Responsibilities* and *Section 4.8*

Brigade Elections (all positions need to be nominated and receive a second);

- Member Reports as required from Captain's, Fire Control Officer, Training and Equipment Officer on the year's activities;
- Financial Report - Adopt the annual financial statements;
- ESL Submissions to be considered by the Shire of Bridgetown Greenbushes. (This is the Brigades opportunity to request Capital items through the ESL budget process);
- Correspondence In/Out;
- Requests from Private Property Owners for the Brigade to conduct a Fuel Hazard Reduction Burn;
- Hazardous Parcels of Land that require Investigation from the Shire of Bridgetown Greenbushes;
- Review and update current membership list, active fire fighters/auxiliary and contact details of members then advise the Shire of Bridgetown Greenbushes in writing of members to be removed with reason e.g. Deceased, Resigned or sold property and left region; and
- General Business may be conducted where specified in the Agenda.

4.3 FCO and Captains Meeting

The Shire of Bridgetown Greenbushes may hold meetings for all Fire Control Officers and Captains within the Shire of Bridgetown Greenbushes.

The meeting is to inform members of any relevant information and or changes to fire operations.

The meeting will be held as required. This meeting is informal in nature and minutes are

4.4 Notice of a Meeting

Brigades may request the Chief Bush Fire Control Officer and or the Community Emergency Services Manager to attend an Annual General meeting or Ordinary meeting.

- ❖ Notice of Bush Fire Brigade meetings must be issued in the following manner:
 - Must set out the date, time, and place of the meeting;
- ❖ Members should be notified in one of the following ways
 - Personally,
 - Post,
 - SMS; or
 - Email

(The notification is deemed complete once the email/sms or post is sent and does not relate to if or when this notification is received)
- ❖ Notice of any special general meeting of the Brigade, must be given to all members of the Brigade eligible to vote at least seventy two (72) hours before the commencement of the meeting;
- ❖ Notice of the Annual General Meeting and of any Ordinary Meeting of the Brigade must be given to all members of the Brigade eligible to vote and the Shire of Bridgetown Greenbushes at least fourteen (14) days before the commencement of the meeting;
- ❖ A meeting of the Brigade Officers may be convened at the earliest appropriate date, time and place acceptable to those members requested to attend.

4.5 Quorum & Voting

4.5.1 Quorum

A quorum for all brigade meetings shall consist of not less than 5 active members or thirty (30) percent of Active members whichever is least.

4.5.2 Voting

Each Active and Auxiliary Member shall be entitled to one (1) vote.

Non-active members, members of other brigades, Cadets, Chief/Deputy Chief Bush Fire Control Officer or the Community Emergency Services Manager **do not** have a vote at Brigade meetings.

4.6 Brigade Elections

All Brigade Nominations are required to be presented at the Annual General meeting.

- the nomination can be presented in person or in writing; and
- a person can only be nominated by a current listed Brigade member; and
- a nomination for a position must be endorsed by a second current listed Brigade member ; and
- Each member is only entitled to nominate one (1) person per position.
- Nominees must be a current listed Brigade member and indicate acceptance of nomination. Acceptance of nomination can be obtained prior to the meeting if the nominated person is not attending the meeting.

4.6.1 Nomination of Chief/Deputy Bush Fire Control Officers

Chief Bush Fire Control Officers (CBFCO & DCBFCO)

The Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers are nominated by BFAC and appointed by Council.

Fire Control Officers (FCO)

At the Annual General Meeting of each Brigade, Fire Control Officers are to be nominated by members to serve as Fire Control Officer for the coming fire season.

Fire Control Officers must be appointed by Council, brigade members that have not been appointed by Council have no authority to act as a Fire Control

Officer. The appointment is for one year.

Appointed Fire Control Officers can issue 'Permits to Burn' for their Bush Fire Brigade area. Fire Control Officers can issue 'Permits to Burn' out of their Brigade area only after personal consultation and permission from the Fire Control Officer for that area.

5. Purchasing

All procurements made for or on behalf of Brigades will be through Council's Community Emergency Services Manager who will have due regard to Council's existing policies and budgets. No commitments can otherwise be made to suppliers by Brigades unless a Brigade's own funds are used.

5.1 Purchase Authorisation & Procedures

All purchasing of goods and services with Shire funds must comply with the *Shire of Bridgetown Greenbushes 2.3.5 Purchasing Policy* to provide compliance with the *Local Government Act 1995* and the *Local Government Grants Scheme Bush Fire Services Manual for Capital and Operating Grants*. This will ensure consistency in authorisation and procedure for all purchasing activities that integrates within all of the Shire of Bridgetown Greenbushes operational activities.

5.2 (LGGS) ESL Operational Funds

Local Governments must operate within the operating grant allocations bottom line. All expenditure should be authorised and be within *LGGS guidelines*.

No purchase of equipment, repairs or maintenance of any vehicle can take place ***without an authorised Purchase Order*** from the Shire of Bridgetown Greenbushes.

After hours or emergency repairs requiring funds ***must*** be authorised by the Shire.

5.3 Brigade Meals - on Active Duty

In the event that meals are required for volunteers on duty at the scene of a fire ***ONLY the following are authorised to purchase*** the required meals if considered reasonable in the circumstances:

- Community Emergency Services Manager
- Emergency Services Coordinator

The Chief or Deputy Bush Fire Control Officers, Fire Control Officers or the Officer in Charge of a Local Government incident may request through the

CESM that refreshments are provided to crews. If the CESM is not available then the request should go through the CEO or their delegate. If these persons are not available then the Incident Controller is permitted to purchase meals up to the value of \$1000 but must notify the CESM or CEO or their delegate as soon as possible after the purchase to arrange for payment. *Shire of Bridgetown Greenbushes Policy ES 1 – Provision of Refreshments to Firefighters by Incident Controller must be adhered to.*

5.4 Training Expenses

Costs associated with Brigade based local training, including materials, consumables and light refreshments, will be covered by the Shire of Bridgetown Greenbushes under the LGGS.

Shire of Bridgetown Greenbushes will arrange for accommodation if DFES are not supplying and it is required.

All applications for training expenses must be presented to the CESM or nominated person **prior** to any course date so the Shire can arrange a Purchase Order.

All receipts are to be presented to the CESM within 5 working days of course completion.

For Shire of Bridgetown Greenbushes arranged training, refreshments will be provided to brigade members that attend if considered reasonable.

6. Brigade Equipment and Maintenance

6.1 ESL Supplied Appliances

Brigades allocated with an appliance should complete a '*Appliance Equipment Checklist*' prior to the start of the fire season.

All equipment failures are to be reported to the Community Emergency Services Manager.

ESL Supplied Vehicles are to be serviced in line with the requirements outlined in the LGGS Manual.

All purchase of equipment, repairs or maintenance of any vehicle **must not** take place **without an authorised Purchase Order** from the Shire of Bridgetown Greenbushes

When Brigades require any equipment for appliances they must notify the Community Emergency Services Manager for approval and purchase of the equipment.

6.2 Brigade Owned Equipment

Non ESL supplied equipment **is not** eligible for ESL funding.

Maintenance of Brigade owned Slip-On Units is funded by the Shire of Bridgetown Greenbushes Fire Operational Budget. This budget only allows for maintenance and minor repairs and **must not** take place **without an authorised Purchase Order** from the Shire of Bridgetown Greenbushes.

6.3 Privately Owned Equipment

Privately owned equipment such as Slip-On Units **will not** be maintained by the Shire of Bridgetown Greenbushes.

Note: *Privately owned equipment and vehicles **are insured** if being used for “Normal Brigade Activities” and under the directions of an FCO. It is imperative that private owned vehicles report immediately to the senior Bushfire Brigade member or their delegate upon arrival at an incident.*

7. Occupational Health, Safety and Environment

In accordance with the *Work Health and Safety Act 2020* and the *Work Health and Safety Regulations 2022*, all employees and volunteers will collectively contribute to achieving a high standard of excellence in occupational safety and health management in the workplace and accepts relevant responsibilities under current safety and health laws.

The Shire of Bridgetown-Greenbushes is committed to the provision of a safe and healthy workplace through continuous improvement and promoting a positive safety culture, to meet the objectives of the Shire's Work, Health and Safety Management Plan.

7.1 Personal Protective Clothing and Equipment

All Personal Protective Clothing and Equipment is to be compliant with Australian standards relating to protective clothing.

Only registered Brigade members that hold qualifications in accordance with *Section 3.1 Training Requirements for Brigade Members*, are eligible for Personal Protective Clothing and Equipment.

Active Fire Fighters, Cadets who are going to go onto an active fire ground are to be issued PPC. Auxiliary members who are not going onto an active fire ground are not eligible to be issued PPC but may be issued a uniform.

7.2 Insurance

Local Governments who have Bush Fire Brigades are required to obtain and keep current insurance cover that applies to all '**Normal Brigade Activities**' as defined in the *Bush Fires Act 1954*.

Insurance Cover is provided for:

- Fire Fighter Personal Injury
- Personal Property
- Motor / Plant Damage
- Third Party Liability

7.3 Incident Reports

Any incidents involving damage to equipment or vehicles, near misses, injury or fatality **must** be reported to the Shire immediately and steps put in place to mitigate the danger.

SECTION TWO - Operational Procedures

8. Operational Procedures

8.1 Command and Control

All wildfire operations should prescribe to AIIMS (Australasian Inter-Service Incident Management System).

AIIMS is based on five key principles:

- Unity of Command;
- Span of Control;
- Functional Management;
- Management by Objective; and
- Flexibility.

8.2 Management Roles in the Incident and minimum standards for training

Where possible, at all incidents, appropriately trained persons should be used for all management roles. It is understood that at some incidents it may be appropriate for persons to fill certain roles who have not obtained the relevant qualifications. In this circumstance, these unqualified persons should be supervised or mentored either in person or remotely by a qualified person to ensure they have the support and information required to perform the role.

Incident Controller

If available, a duly qualified fire fighter should take control of all Level 1 incidents.

Qualifications

- Completed a DFES Level 1 Incident Controller Course, and
- In the past 12 months has completed one of the following
 - An exercise in the role as Incident Controller;
 - Performed the role of Incident Controller or Deputy Incident Controller at an incident; or

- Has undertaken Shire refresher training in the duties of an Incident Controller.

In the absence of a duly qualified person, the Fire Control Officer for that Brigade area may assume the role of Incident Controller for an incident in their Brigade area. In the absence of the Fire Control Officer for that Brigade area, the Captain may assume the role of Incident Controller. In the absence of the Fire Control Officer or Captain, the senior Lieutenant may assume the role of Incident Controller.

In the event of none of the above persons being available, the Chief Bush Fire Control Officer or his/her delegate may appoint another person to perform the role. Usually this appointed person is a Fire Control Officer from another Brigade.

Operations Officer

If available, a duly qualified Operations Officer shall perform the role of Operations Officer at a level one incident in the Shire of Bridgetown Greenbushes.

Qualifications

- Completed a DFES Sector Commander Course and is to maintain current competency in this qualification under the standards set by the Shire of Bridgetown Greenbushes.
- In the past 3 years has completed one of the following
 - An exercise in the role as Operations Officer;
 - Performed the role of Operations Officer at an incident; or
 - Has undertaken Shire refresher training in the duties of an Operations Officer.

Sector Commander

If available, a duly qualified Sector Commander shall perform the role of Sector Commander at a level one incident in the Shire of Bridgetown Greenbushes.

Qualifications

- Completed a DFES Sector Commander Course

- In the past 2 years has completed two (2) of the following
 - An exercise in the role as Sector Commander;
 - Performed the role of Sector Commander at an incident; or
 - Has undertaken Shire refresher training in the duties of a Sector Commander.

Ground Controller

If available, a duly qualified Ground Controller shall perform the role of Ground Controller at a level one incident in the Shire of Bridgetown Greenbushes.

Qualifications

- Completed a DFES Ground Controller Course
- In the past 2 years has completed one of the following
 - An exercise in the role as Ground Controller;
 - Performed the role of Ground Controller at an incident; or
 - Has undertaken Shire endorsed refresher training in the duties of a Ground Controller.

Machine Supervisor

If available, a duly qualified Machine Supervisor shall perform the role of Machine Supervisor at a level one incident in the Shire of Bridgetown Greenbushes.

Qualifications

- Completed a DFES Machine Supervisor Course
- In the past 3 years has completed one of the following
 - An exercise in the role as Machine Supervisor;
 - Performed the role of Machine Supervisor at an incident; or
 - Has undertaken Shire endorsed refresher training in the duties of a Machine Supervisor.

9.3 Media

In accordance with the *Local Government Act 1995* the Shire President is the authorised spokesperson for the Council.

The Chief Executive Officer may also be the spokesperson of the Council if the President agrees.

If any Brigade or staff member is approached by the media to answer questions or make a comment **they must respectfully decline** and refer them to the authorised spokesperson.

9.4 Radio Communications

All current Radio Procedures should be adhered to at all times.

Senior Officer's should as soon as possible engage a sector structure and utilise simplex channels where possible leaving any command channels available for management purposes.

The *Shire of Bridgetown Greenbushes Bush Fire Brigade Network Communication's Plan* should at all times form the basis of any Radio Communications on the fire ground.

The CESM will be responsible for allocating all Brigade Network call signs.

9.5 SITREPs / PAFTACS

The first situation report is a critical report as this provides guidance for the most appropriate and timely response to an incident. The procedure below enables the transfer of relevant information in a standard, concise and accurate manner to senior officers and other combat agencies.

The PAFTACS format should be used as a guide for any initial SITREP by arriving crews. The below procedure should be used when delivering a SITREP.

8.4.1 Procedure

- ❖ The first situation report (SITREP) should follow the PAFTACS format, being:

- **P**osition of the fire
- **A**rea of the fire
- **F**uel Type
- **T**ime required to suppress the fire
- **A**ssistance and resources required
- **C**ommand and communication
- **S**urface winds, strength and direction

- ❖ The first responding crew should provide the initial SITREP to the Incident Controller (CBFCO) or delegate.
- ❖ A SITREP should be transmitted by the first arriving crew as soon as the relevant information is determined, after arriving at the incident.
- ❖ Priority may need to be given to attacking the fire if control can be achieved in a very short period of time and with the resources present. Regardless, the first SITREP should be provided within five (5) minutes.
- ❖ The information in the first SITREP will often be based on best estimate by the reporting crew and should not be unreasonably delayed in an attempt to get precise information.
- ❖ The **PAFTACS** format is a guide to the information that will assist the Senior Officer to determine the resources required to combat the incident but not every item is required in order to mobilise the initial response.

9.6 Brigades Request to Burn Private Property (ABC Form)

Private property owners from time to time may request a Brigade to conduct a Fuel Hazard Reduction Burn. The *Bush Fires Act 1954* only allows for Brigades to carry out Fuel Hazard Reduction Burning on private property as described in *Section 33 (4) and 33 (6) of the Act*.

Council supports Brigades that utilise Shire and Brigade equipment to undertake Fuel Hazard Reduction Burning on private property as an effective means of reducing fuel loads on private property and providing valuable training for Brigade members.

Both the Brigade and property owner must complete the *ABC Form* and have it signed by a Shire of Bridgetown Greenbushes Authorised Officer before the burn can be carried out.

SECTION THREE – Bush Fire Advisory Committee

10 Bush Fire Advisory Committee (BFAC)

10.4 Functions

The Bush Fire Advisory Committee is a committee of Council and reports directly to Council.

The main function of BFAC is to represent Volunteer Bushfire Brigades within the Shire and to make recommendations to Council on the following:

- 10.4.1 Annual bushfire budget and relevant financial matters.
- 10.4.2 General management of and communication with the bushfire organisation.
- 10.4.3 Planning, setting standards and works program for fire prevention within the Shire.
- 10.4.4 Formation, rationalisation or winding up of any Bush Fire Brigades within the Shire.
- 10.4.5 Standards of equipment that should be provided and maintained under Brigade control.
- 10.4.6 Distribution of Fire Fighting equipment and funding between Brigades.
- 10.4.7 Coordination of training to ensure Brigades can work together efficiently.
- 10.4.8 Review of Council's Bushfire Mitigation Strategy.
- 10.4.9 Any other matter relating to Bush Fire control.
- 10.4.10 That the Committee will establish a working group when necessary.

10.5 Committee and Terms of Reference of BFAC

For current BFAC Committee members and terms of appointment information, please see the *BFAC Terms of Reference*

10.6 BFAC Meetings

9.3.1 Agendas and Minutes for BFAC Meetings

A copy of the minutes of Committee meetings with an agenda for the next meeting shall be circulated to the nominated Councillor, BFAC members, BFAC proxies and the Shire CEO.

9.3.2 *Communications with Brigades*

The Shire of Bridgetown Greenbushes and Bush Fire Advisory Committee remain committed to effective communication with Brigades through the following:

- All brigades will receive the minutes of any BFAC meeting;
- BFAC will release any relevant information to brigades;
- All brigades are represented by a Zone Delegate who is usually the FCO for that Brigade. If the FCO for the Brigade is not available then the FCO may nominate another person from the Brigade to be the Zone Delegate for that meeting.

Note: Brigades are encouraged to contact the relevant Zone Delegate for any matter of the BFAC or any item that needs to be addressed by BFAC.

9.3.3 *Reports to the Bush Fire Advisory Committee*

- ❖ The CBFAC shall report on matters relevant to the Committee;
- ❖ Zone Delegates shall report on matters relevant to the Committee;
- ❖ Council Delegates shall report on matters relevant to the Committee;
- ❖ DBCA delegate shall report on matters relevant to the Committee; and
- ❖ The Department of Fire & Emergency Services LSW Region delegate shall report on matters relevant to the Committee; and

9.3.4 *Frequency*

Three (3) meetings per year. The Chairperson or Shire Chief Executive Officer may call supplementary meetings when required).

9.3.5 *Quorum*

At least 50% of the Members of the Committee.

9.3.6 *Voting*

At BFAC Meetings only eligible Members shall have one vote.

Observers and advisers may not vote on any matter.

9.4 Amalgamations / Non Active Brigades

The Bush Fire Advisory Committee and the Shire of Bridgetown Greenbushes remains committed to encouraging Bush Fire Brigades to attain any goals set by the Brigade and will at all times work with Non Active Brigade areas to achieve an acceptable level of service to the community using this document as a guide.

Where the Shire of Bridgetown Greenbushes and or BFAC have not been successful in achieving an acceptable level of service within a Non Active Brigade, then BFAC will consider a recommendation to Council on the viability of retaining them.

9.5 BFAC Recommendations

Recommendations of the Bush Fire Advisory Committee will be referred to the earliest possible meeting of Council.

9.6 Allocation of ESL Supplied Appliances

The allocation of ESL supplied appliances is decided by BFAC making recommendations to Council.

The DFES Resource to Risk system should be used when applying for, or allocating Appliances to Bush Fire Brigades.

Bush Fire Brigades must meet the provisions of this document for BFAC to consider allocation of an appliance.

The Shire of Bridgetown Greenbushes and BFAC remain committed to achieving a level of service to all Bush Fire Brigades and the community and will work with DFES through the ESL process to effectively maintain and manage brigade requirements.

SECTION FOUR – Forms, Policies and Appendices

The following section has the relevant Forms and Appendices as referred to in this document.

10. Shire of Bridgetown Greenbushes Forms

- a. **Form 10.1** ABC Form
- b. **Form 10.2** Pre-burn Checklist and Guidelines
- c. **Form 10.3** Bush Fire PAFTACS
- d. **Form 10.4** Personal Protective Clothing
- e. **Form 10.5** Brigade Equipment Request Form
- f. **Form 10.6** Bush Fire Brigade Annual General Meeting (AGM) Template
- g. **Form 10.7** Application to Join a Bush Fire Brigade
- h. **Form 10.8** Update of Membership Details
- i. **Form 10.9** Volunteer Induction Checklist

11. APPENDICES

Appendix 1 Bush Fire Brigade Network Communications Plan

Appendix 2 Bush Fire Advisory Committee – Terms of Reference

12. Safe Work Instructions (SWI)

SWI's are an appendix to the SOP and they are located within the shire online portal, access to this is via the link below:

<https://www.bridgetown.wa.gov.au/council/publications/council-policies-guidelines.aspx>

Additionally, they will be available at each station and or via the CESM as requested.

SWI 01 BFB Callouts involving Western Power Infrastructure

SWI 02 BFB Provision of Refreshments for Fire Fighters

SWI 03 BFB Driving to an Incident

SWI 04 BFB Fatigue Management

SWI 05 BFB Fire Bug Fuel and Refueling

SWI 06 BFB Fire Protection - Shire Appliances

SWI 07 BFB Intelligence - Safety Officer

SWI 08 BFB Personal Protective Clothing

SWI 09 BFB Refueling Plant and Equipment

SWI 10 BFB Riding on Firefighting Appliance

SWI 11 BFB Tree Removal at Bush Fires

SWI 12 BFB Use of "A" Class Foam

SWI 13 BFB Use of Minor Equipment

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Request for Fuel Hazard Reduction Burning on Private Property

Section A (to be completed by the Property Owner)

I hereby request the Shire of Bridgetown-Greenbushes Local Bush Fire Brigade to undertake a Fuel Hazard Reduction Burn in accordance with *Section 33 (6) of The Bush Fires Act 1954* on the undermentioned property for the fees indicated. I understand and agree with the conditions and procedures imposed in respect to the application and in doing so agree the Shire of Bridgetown-Greenbushes, Bush Fire Brigade and Registered Members shall be released from and shall not incur any responsibility or liability whatsoever for any accident or injury to the applicant or any damage or loss of property of the applicant.

Name: _____

Address: _____ Telephone _____ (home):

_____ (mobile): _____ **Location where the Fuel Hazard**

Reduction burn is to be conducted

Rural Street Number (green post number): _____

Lot / Street number: _____ Street / Road: _____

Locality: _____ Size of Area to be burnt: _____

Agreed cost to undertake the Fuel Hazard Reduction Burn: \$ _____

Special Considerations or Risks:

Signature of Applicant

Date

Section B (to be completed by the Bush Fire Brigade)

_____ Bush Fire Brigade in respect to this request has carried out an inspection of the above mentioned property and has determined that a Fuel Hazard Reduction Burn can be carried out in accordance with *Section 33 (6) of the Bush Fires Act 1954* and the *Prescription Guidelines (Form 2)* as detailed.

Fire Control Officer /

Date

Section C (to be completed by the Shire of Bridgetown Greenbushes)

_____ Bush Fire Brigade is authorised to undertake Fuel Hazard Reduction Burning on the above mentioned property between the dates of _____ in accordance with this *ABC Form* and *Form 2*.

Authorised
Officer

Date

I understand that if the burn is not able to be completed by the Bush Fire Brigade, that I as the land owner am still required to comply with the Shire of Bridgetown Greenbushes's Firebreak and Fuel Hazard Reduction Notice.

Form 10.2 Pre-Burn Checklist and Guidelines - for Fuel Hazard Reduction Burning on Private Property

The intent of this form is to illustrate any potential problems or risks in the area that is subject to a Fuel Hazard Reduction Burn by the Bush Fire Brigade.

Burn Lot or Location:	
Rural Street Number:	
Date Compiled	
Compiling Officer	

Resources Required						
Fire Fighters	Light Tanker	Truck 1.4	Truck 2.4	Truck 3.4	Slip on-units	Other

Action Areas				
Issue	Yes	No	N/A	Action
Will smoke affect roads?				
Will smoke affect airports?				
Will smoke affect town site?				
Are firebreaks to the standard?				
Is there a Building protection Zone?				
Are there power lines at risk?				
Is Telstra / Communications lines at risk?				
Are Gas bottles protected?				

Comments:	

Date:	
Signature of Brigade Officer:	

Form 10.3 Bush Fire PAFTACS Operational Considerations

The checklist below is a list of operational considerations for the first arriving fire crew when giving the first SITREP to the Incident Controller (CBFCO).

P	POSITION AND PROPERTY THREATENED <ul style="list-style-type: none"> • Assess the situation • Exposures / assets at risk / critical infrastructure
A	AREA <ul style="list-style-type: none"> • Size of fire
F	FUEL DENSITY AND TYPE <ul style="list-style-type: none"> • Estimate rate of spread (ROS)
T	TIME TO CONTROL <ul style="list-style-type: none"> • Establish an Incident Management Team • Decide on objective, strategies and tactics • Consider delegating key functions
A	ASSISTANCE REQUIRED <ul style="list-style-type: none"> • Traffic Management • Road closures • Additional resources
C	COMMUNICATIONS AND CONTROL POINT <ul style="list-style-type: none"> • Radio frequencies / Communications plan • Location of control point • Consider media and public advice / warnings
S	SURFACE WIND STRENGTH AND DIRECTION <ul style="list-style-type: none"> • Send SITREP • Safety is first priority

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Form 10.4 Personal Protective Clothing

Request from Brigade Members with Required Training Completed

Brigade Member			
(This form must be completed and returned to the Shire of Bridgetown Greenbushes.)			
Date:		Brigade Area:	
Active Member Name:		Member ID No:	
Home Phone Number:		Mobile Phone:	
Address:			
PPE IF REQUIRED			
(Please indicate with a tick where applicable and provide size)			
Helmet:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Torch: <input type="checkbox"/>	Visor: <input type="checkbox"/>
Goggles:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Face Mask: <input type="checkbox"/>	Gear Bags: <input type="checkbox"/> (New Member Only)
Gloves:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	
Jacket Gold:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	
Pants Gold:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	
Cargo Pants Navy:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	
Boots:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	
Bush Fire Service T-Shirt:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	S / M / L / XL / 2XL / 3XL
Members Signature:			

Fire Control Officer or Captain			
I the FCO or Captain for the above mentioned Bush Fire Brigade certify that the application is for a Registered and Active member.			
FCO / Captain Signature:		Date:	

CESM Approval			
Comments:			
CESM Signature:		Date:	

Office use only							
Form Received				Issued			
Officer Name:				Date Issued:			
Date Received:				Issued To:			
Date Ordered:				Scan to File:			
PPE Received:				Update records:	Inv		PPC List

W.A. BUSH FIRE SERVICE - 2 PIECE FIREFIGHTING SET SELF MEASURING GUIDE

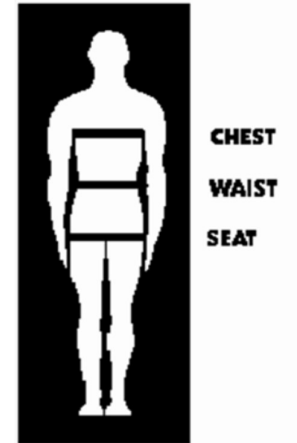
Measurement

- Chest - Measure around the chest, below the arms and across the back
 Waist - Measurements should be taken over shirt at the waistline. Measures at position (height) trousers are normally worn.
 Inleg - Take your most comfortable pair of correct length trousers and measure inside leg seam from crotch to hem. This is best done by lying them on a flat surface.



Directions

- Jacket - Using table below, match your chest measurement with jacket size. Keep in mind the jackets are designed and made loose fitting.
 Trouser - Use waist measurement first to determine size, then match your inleg measurement to determine if you require a Regular, Stout or Long (e.g. 92cm waist and 78cm inleg =92R)
 Note: Generally the jacket size should correspond to the trouser size (i.e. a size 92 jacket will go with a size 92R, 92S, 89L or 94L trouser). In most cases the jacket and trouser size should not vary by more than 2 sizes. Your current coverall size is the best indication of the “set” size you require.



As for all 100% cotton garments, some shrinkage will occur.

Jackets

Size	82	87	92	97	102	107	112	117	122	127	132
Chest	92	97	102	107	112	117	122	127	132	137	142

Trousers

Size	67R	72R	77R	82R	87R	92R	97R	102R	107R	87S	92S	97S	102S	107S	112S	117S	122S	127S	132S	74L	79L	84L	89L	94L
Waist	67	72	77	82	87	92	97	102	107	87	92	97	102	107	112	117	122	127	132	74	79	84	89	94
Inleg*	68	71	71	74	76	78	80	82	84	67	70	72	75	77	78	78	78	78	79	76	78	80	82	85

Note: All measurements given (except inleg) are for the wearer, not the finished garment. All measurements are in cm.

Form 10.5 Brigade Equipment Request Form

Brigade Details		
(This form must be completed and returned to the Shire of Bridgetown Greenbushes.)		
Brigade Name:		Date:
Requested by - Name:		
Home Phone Number:		
Address:		
Equipment Required for Brigade Appliances		
(This is NOT for Personal Protective items for Members)		
Qty	Item	Description
Members Signature:		

Brigade Officer		
I am a Brigade Officer for the above mentioned Bush Fire Brigade certify that the application is for a ESL or Shire/Brigade only Appliance.		
Brigade Officer Signature:		Date:

CESM Approval		
Comments:		
CESM Signature:		Date:

Office use only				
Form Received		Issued		
Officer Name:		Date Issued:		
Date Received:		Issued To:		
Date Ordered:		Scan to File:		
Equip Received:		Update records:	Inv	Equip List

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Form 10.6 Bush Fire Brigade Annual General Meeting (AGM) Template

Shire of Bridgetown Greenbushes

ENTER NAME BUSH FIRE BRIGADE

Annual General Meeting

1. Declaration of Opening of Meeting

Chairperson Enter name declared the meeting open on the **insert date** at **insert time** at **Insert Location**.

2. Attendance / Apologies (Brigade to hand around attendance sheet)

Attendance

Enter full names of Attendees (Not nicknames)

Apologies

Enter full names of Apologies

3. Nomination of Brigade Positions (All positions declared vacant)

Position	Name	Nominated By	Seconded By
Fire Control Officer – (Senior)			
Fire Control Officer – (Junior) Only where required			
Captain			
Secretary			
Treasurer (Optional)			
Equipment Officer (if required)			
Training Officer (if required)			

Lieutenant 1			
Lieutenant 2			
Lieutenant 3			
Lieutenant 4			
Lieutenant 5			
Lieutenant 6			
President (optional)			
		All in Favour (AIF)	Any Against

5. Confirmation of Previous Minutes

Confirmation of the Minutes of the previous meeting held **Insert date**.

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
------------	--------------	-----------	--------------	-----------------	--------------

6. Business Arising From Previous Minutes

Enter Details

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
------------	--------------	-----------	--------------	-----------------	--------------

7. Member Reports

(Copies of all reports where possible should be in writing and attached to the minutes)	
Captain	Captain's report should concentrate on but not be limited to the leadership and mentoring of members.
Fire Control Officer	Fire Control Officers report should concentrate on but not be limited to the issuing of Permits to Burn, Wildfires and general matters of bushfire.

Financial Report	Financial report should concentrate on all financial matters relating to the Bush Fire Brigade. (Change of Signatories to Bank Account, Current balance, ESL, Grants, Sub's and Donations)
Training Officer	Training report should reflect any training completed by members, any future training opportunities and any changes.
Equipment Officer	Equipment report should concentrate on any equipment within the Brigade, maintenance, disposal, replacement and new purchases.

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
------------	-------	-----------	-------	-----------------	-------

8. ESL Submissions to be considered by the Bush Fire Advisory Committee (This is the Brigades opportunity to request Capital items through the ESL budget process.

Enter Details and Actions

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
------------	-------	-----------	-------	-----------------	-------

9. Correspondence In

Enter Details and Actions

10. Correspondence Out

Enter Details and Actions

11. Request from Private Property Owners for the Brigade to Conduct a Fuel Hazard Reduction Burn (ABC Form)

Enter Details and Actions

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
------------	-------	-----------	-------	-----------------	-------

12. Hazardous Parcels of Land that Require Investigation from the Shire of Bridgetown Greenbushes

Enter Details and Actions

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
------------	-------	-----------	-------	-----------------	-------

13. Review New Members, Member List & Contact Details

Enter Details and Actions - Update members and contact details and also advise in writing of any members to be removed and why.

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
------------	-------	-----------	-------	-----------------	-------

14. General Business

Enter any General Business details and actions.

Nominated:	Enter	Seconded:	Enter	AIF/ Against	Enter
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15. Next Meeting Date

Next Meeting to be held Enter date at time or TBA.

16. Declaration of Close of Meeting

Chairperson Enter Name closed the meeting at Enter Time.



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Form 10.8 UPDATE OF MEMBERSHIP DETAILS

PART A EXISTING PERSONAL DETAILS (AS PER DFES DATA BASE)

1. TITLE MR MRS MISS MS

2. SURNAME (BLOCK LETTERS)

3. GIVEN NAMES (IN FULL)

4. MEMBERSHIP I.D. NUMBER

5.

BRIGADE NAME LOCAL GOVERNMENT

PART B CHANGE OF BRIGADE

6. NAME OF NEW BRIGADE

7. NAME OF NEW LOCAL GOVERNMENT (IF APPLICABLE)

8. POSITION IN NEW BRIGADE

9. CHANGE DATE / /

PART C CHANGE OF PERSONAL DETAILS

10. CHANGE OF NAME

11. NEW ADDRESS

12. NEW EMAIL

13. TELEPHONE HOME WORK MOBILE

PART D CHANGE OF POSITION OR OFFICE

14. OLD POSITION / OFFICE DATE

15. NEW POSITION / OFFICE / /

PART E TERMINATION OF MEMBERSHIP

16. DATE OF TERMINATION

17. REASON FOR TERMINATION

18. SIGNATURE OF MEMBER DATE

FIRE SERVICE USE ONLY

DATE RECEIVED / / ENTERED INTO RMS INITIALS DATE / /

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Form 10.9 Volunteer Induction Checklist

(To be completed for all new members)

New Member Name:		Member ID No:	
Brigade Officer:		Member ID No:	
Brigade:			

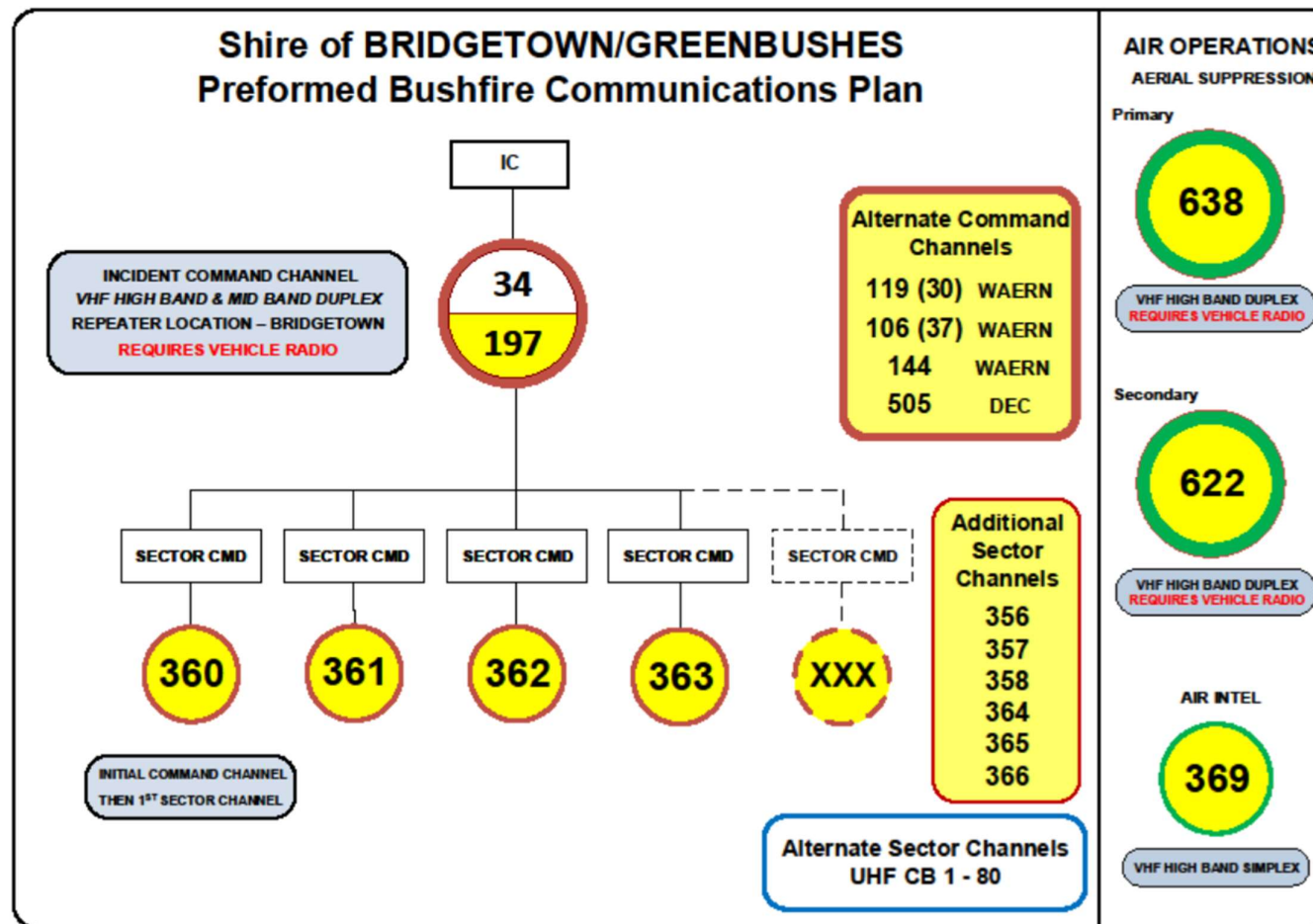
This form is to be completed as soon as possible but no later than six weeks after a new Member completes their Application Form.

If any section is not applicable, this must be indicated by the Brigade Officer writing 'N/A' in the appropriate data box.

Description	Date	Initials of Brigade Officer
Chain of Command (Explain Roles e.g. FCO, Captain, CBFCO, DCBFCO, CESM, Shire Admin)		
Basic Training Required – Choose one option from below <ul style="list-style-type: none"> Auxiliary Member (AIIMS awareness, Bushfire Safety Awareness) – 2 day course Farmer Response (AIIMS awareness, Rural Fire Awareness) – 6 hour course Brigade Appliance Response (AIIMS awareness, Bushfire Safety Awareness & Bushfire Firefighting course) – 4 day course 		
PPE **Must have completed Basic Training Required above. (Informed about the process of issuing of protective clothing, boots and personal protection equipment)		
Shire of Bridgetown Greenbushes bush Fire Brigade Operational Procedures (Hand over)		
Have been advised of the protocols for speaking to the media (That NO brigade member has delegated authority to speak to the media)		
Introduced to the key personnel of the Brigade (FCO, Captain, Secretary, Lieutenants, Training Officer etc.)		
Given a contact list (telephone numbers) of key personnel of the Brigade		
Informed of Brigade call out procedures		
Security of premises		
Confidentiality of information		
Accident Report forms		

Tour Checklist (tick the column upon being shown location or put N/A if not applicable)	Tick or N/A
Layout of the Fire Station and purpose of all the rooms	
Appliances and Equipment	
Car parking facilities	
Entrances / Exits / Fire exits and assembly points	
Fire extinguishers and First Aid kits	
Toilets / Change rooms	
Lockers / Storage space for personal items	
Operations Room	
Radios	
Security System	
Sign in book	
Smoking area	
Stores – where they are kept and who to call if you need something	
Reporting defective equipment or new equipment requests	
Signed Declaration	
<p>I, _____ confirm that I have been shown and understand all the above items and activities.</p> <p>Signature of Volunteer: _____ Date: _____</p> <p>I, _____ confirm that I have shown and explained the above items and activities with the above mentioned volunteer.</p> <p>Signature of Brigade Officer: _____ Date: _____</p>	
Copy Provided to Shire of Bridgetown Greenbushes: Yes / No Date: / / 20____	

APPENDIX 1 - Bush Fire Brigade Network Communications Plan



APPENDIX 2 - Bush Fire Advisory Committee Terms of Reference

BUSH FIRES ADVISORY COMMITTEE (2023 - 2025)

INSTRUMENT OF APPOINTMENT & DELEGATION

1. Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(c) and 5.17(1)(c) of the Local Government Act 1995, such committee to be known as the Bush Fires Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, relevant provisions of the Bush Fires Act 1954 local laws and policies of the Shire of Bridgetown-Greenbushes and this Instrument.

2. Name

The name of the Committee shall be the *Bush Fires Advisory Committee*.

3. Objectives

- 3.1 To provide advice to Council in regard to all matters relating to bush fire control, prevention and management including recommendations on the annual firebreak requirements, capital (equipment) purchase, review of firefighting/prevention practices, firefighting training, etc.

4. Membership

The President of the Shire of Bridgetown-Greenbushes may be a member of the committee under section 5.10(4) provided the President indicates an intention to be such a member at the time the committee is appointed.

The CEO or a representative of the CEO may be a member of the committee under section 5.10(5) provided the CEO indicates an intention to be such a member at the time the committee is appointed.

A maximum of two (2) Elected Members shall be appointed to the Committee.

The Chief Fire Control Officer and the Fire Control Officer (or his/her representative) from each Bush Fire Brigade in the Shire shall (by virtue of the office held) be appointed to the Committee.

A representative from the Bridgetown Volunteer Fire & Rescue Service shall (by virtue of the office held) be appointed to the Committee.

Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

The CEO will encourage the attendance of staff that have responsibility in the area of bush fire control to attend meetings of the Committee. The CEO and any other staff representative shall be an ex-officio member of the Committee and will not be permitted to vote on matters considered by the Committee.

5. Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6. Meetings

The Committee shall meet at least two times per year.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding can cast a second vote.

7. Quorum

The quorum for the Committee shall be at least 50% of the number of offices of committee members, whether vacant or not.

8. Delegated Powers

The Committee is a formally appointed Committee of the Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility, and does not have delegated financial responsibility.

The Committee does not have any management functions, cannot involve itself in management processes or procedures, and is therefore independent of management.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of

the local government that have not been delegated to the CEO.

9. Termination of Committee

Termination of the Committee shall be:

- a) in accordance with the Local Government Act 1995 (i.e. 21 October 2023)
- b) at the direction of Council

10. Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11. Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.