



Appendices

**Bush Fire Advisory Committee
Meeting**

**Wednesday, 22 October 2025
at 6.00pm**

Table of Contents

5.1 Nominations for Bush Fire Control Officers

Appendix 1 Item 5.1 Appendix 1 - Extract - Clause 8 - Shire of Murray Bush Fire
Brigades Standard Operating Procedures 4

Appendix 2 Item 5.1 Appendix 2 - BFAC Terms of Reference as at 19 June 2025 5

Appendix 3 Item 5.1 Appendix 3 - CBFCO - EOI Submissions - October 2025..... 13

Amended Clause 8 – Shire of Murray Bush Fire Brigades Standard Operating Procedures

8.2 Nominations for BFCO and BFCO-Permit Issuing Only (PIO) to the Shire

- i) In April annually, the Shire shall issue to all brigades an Expression of Interest Application Form for the positions of CBFCO and for DCBFCO. The EOI shall stipulate the requirements of each of the positions in accordance with the criteria for each of the Position Descriptions as described at **Appendix 4** of the Appendices Register (Appendix 4 is a list of all Position Descriptions with associated selection criteria).
- ii) The Shire shall provide at least 10 business days for EOI application forms to be returned to the Shire.
- iii) Once the EOI submission period has closed, the Shire shall convene a panel as determined by the CEO to assess the EOI application forms that have been received. The panel shall assess the information provided by each applicant to each of the questions posed against the criteria for each of the Position Descriptions as described at **Appendix 4** of the Appendices Register.
- iv) The panel shall also assess the suitability of the brigade nominees for the positions of BFCO and BFCO-PIO against the criteria for each of the Position Descriptions as described at **Appendix 4** of the Appendices Register.
- v) The panel shall provide a report to the next meeting of the BFAC (normally held in May, annually) with a recommendation as to the outcome of the panels assessment of the EOI applications for each of the CBFCO, DCBFCO positions as well as the brigade nominees for BFCO and BFCO-PIO.
- vi) At the BFAC meeting, the BFAC shall consider the report provided by the panel and shall determine the position of CBFCO and DBFCO together with the brigade nominees for BFCO and BFCO-PIO.
- vii) The BFAC is to provide its recommendation for the position of CBFCO, DCBFCO, BFCO's and BFCO-PIO to the next Council meeting.
- viii) The Council shall consider the recommendation for the positions of CBFCO, DCBFCO, BFCO's and BFCO-PIO as provided by the BFAC, however the Council is not bound by the recommendation as provided by the BFAC.
- ix) Once the Council has determined the positions of CBFCO, DCBFCO, BFCO's and BFCO-PIO each of the appointments shall be advertised in accordance with the Act.



Bush Fire Advisory Committee

Terms of Reference

Bush Fire Advisory Committee Terms of Reference

Table of Contents

1. Title	3
2. Mission Statement	3
3. Purpose	3
4. Scope	3
5. BFAC Membership Roles and Responsibilities	3
5.1 Chairperson	4
5.2 Executive Officer	4
5.3 Committee Members	4
5.4 Membership	5
6. General	5
6.1 Agenda Items	5
6.2 Minutes & Meeting Papers	5
6.3 Meeting Schedule	6
6.4 Proxies to Meetings	6
6.5 Other Attendees	6
6.6 Quorum Requirements	6
6.7 Decision making	6
6.7 Powers of the BFAC	7
6.8 Code of Conduct	7
6.9 Amendments	7
6.10 Amendment Record	8
6.11 Signed	8

Terms of Reference

1. Title

The name of the Committee shall be the Shire of Murray Bush Fire Advisory Committee and hereafter referred to as ("BFAC").

2. Mission Statement

The BFAC is committed to supporting Council by ensuring that all bush fire related matters in the district are well considered and determined with the interest of community safety being paramount.

3. Purpose

To advise Council and/or the Executive through the organisational structure on all matters relating to the operations of the *Bush Fires Act 1954*, including:

- the formation of Volunteer Bush Fire Brigades in the district, or the cessation thereof, and determining Brigade Officer roles and positions;
- in partnership with DFES, determining the most effective and efficient allocation and location of fire control resources (appliances, equipment and physical infrastructure) in the district;
- considering the most appropriate physical measures to be applied throughout the district to prevent the spread or extension of a bush fire (Firebreak Notice or by Local Law);
- provision of information, advice and guidance about:
 - the development of formal Standard Operating Procedures and practice's;
 - managing, controlling, directing and supporting the Shire's Volunteer Bush Fire Brigades;
 - coordination of Volunteer Bush Fire Brigade Normal Brigade Activities;
 - the appointment of Fire Control Officers (other than local government employees) and the seniority thereof (Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer), Fire Control Officer (Permit Issuing Only) and the Shire Training Coordinator;
 - other matters at the direction for Shires Chief Executive Officer.

The Committee functions will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources.

4. Scope

The scope of the BFAC is to support the general activities detailed in clause 3.

5. BFAC Membership Roles and Responsibilities

In addition to the normal roles assigned to office bearers of a committee, the following roles are specific to the needs of BFAC.

5.1 Chairperson

The BFAC Chairperson shall be appointed in accordance with section 5.10 of the *Local Government Act 1995* and a BFAC Deputy Chairperson shall be appointed in accordance with section 5.11A of the *Local Government Act 1995*.

The Chairperson shall ensure that their respective Council is kept fully informed of emergency services discussions and/or decisions from BFAC meetings.

In the absence of the Chairperson, the Deputy Chairperson shall preside over the meeting. In the absence of both the Chairperson and the Deputy Chairperson, a Presiding Officer may be elected by the voting members present at a particular meeting.

5.2 Executive Officer

The Shire of Murray Manager Ranger and Community Safety is the BFAC Executive Officer. This role is to coordinate the business of the committee and ensure effective administrative support.

The role of the Executive Officer is to:

- prepare and distribute meeting agenda's, minutes and appendices, as required;
- distribute correspondence to the committee that pertains to relevant emergency service matters;
- document and update actions items and present to the committee at each meeting;
- coordinate the development and submission of committee documents in accordance with any legislative and policy requirements;
- provide advice to the Chairperson and BFAC membership as required; and
- prepare Council agenda items for Council where a formal decision of Council is required for adopted Committee recommendations or for noting where formal adoption is not required.

5.3 Committee Members

Members of the BFAC are expected to actively participate in scheduled meetings and provide any technical advice as relevant to their role and/or representation of their volunteer agency or stakeholder group.

Committee members shall:

- attend all scheduled meetings and if necessary, nominate a proxy,
- assist with the development of the emergency services support documents,
- ensure tasks and actions assigned to members are progressing toward completion,
- be genuinely interested in the initiative and the outcomes being pursued.

Members of the BFAC are required to submit a Member Report prior to each meeting.

5.4 Membership

The BFAC membership shall comprise of:

Voting Members

Shire Representatives

- Shire of Murray Councillor
- Chief Bush Fire Control Officer
- Bush Fire Control Officer - Pinjarra Volunteer Fire and Rescue Service
- Bush Fire Control Officer – Coolup Volunteer Bush Fire Brigade
- Bush Fire Control Officer – West Murray Volunteer Bush Fire Brigade
- Bush Fire Control Officer – North Dandalup Volunteer Bush Fire Brigade
- Bush Fire Control Officer – South Yunderup Ravenswood Volunteer Bush Fire Brigade
- Bush Fire Control Officer – Dwellingup Volunteer Bush Fire Brigade

Ex-Officio Members (Non-Voting)

- Shire of Murray – Chief Executive Officer (or Delegate)
- Shire of Murray – Manager Ranger and Community Safety (BFAC Executive Officer)
- Shire of Murray – Coordinator Ranger and Community Safety
- Shire of Murray – Emergency Management and Administration Officer
- Pinjarra Volunteer Fire and Rescue Service - Captain
- Department of Fire and Emergency Services – South West District Officer
- Department of Biodiversity, Conservation and Attractions – District Manager
- Shire of Murray – Deputy Chief Bush Fire Control Officer/s

Additional members may be invited as determined by the BFAC, to offer specialist advice on a range of matters pertaining to the purpose of the Committee.

6. General

6.1 Agenda Items

All agenda items must be forwarded to the Executive Officer at least ten (10) business days prior to the next scheduled meeting.

The agenda, with attached meeting papers will be distributed at least five (5) business days prior to the next scheduled meeting.

6.2 Minutes & Meeting Papers

Meetings are to be conducted in accordance with the *Shire of Murray Meeting Procedures Local Law 2015*.

The Executive Officer shall be responsible for keeping detailed minutes of all business tabled at meetings. Full copies of the minutes, including attachments, shall be provided to all BFAC members no later than thirty (30) working days following each meeting.

The minutes of each meeting are to be submitted to the next available Ordinary Council meeting in accordance with Section 5.22(2) of the *Local Government Act 1995*.

The minutes will be monitored and maintained by the Executive Officer, as a complete record as required under provisions of the *State Records Act 2000 and the Archives Act 1983*.

6.3 Meeting Schedule

The BFAC shall meet at the Shire of Murray administration building or at another location at the discretion of the Executive Officer in consultation with the CEO and the BFAC Chairperson.

The BFAC shall meet at least two times annually or as otherwise determined by BFAC.

6.4 Proxies to Meetings

Members can nominate a proxy to attend on their behalf. Proxies must be fully briefed prior to the meeting. The nominated proxy shall have the same voting rights at the attended meeting as the voting member they are replacing.

The nominated proxy may participate in discussion and provide relevant comments/feedback on behalf of the member they are representing.

6.5 Other Attendees

Meeting attendance is by invitation only. However, invitations can be extended to internal Shire representatives, external organisations and other stakeholders to guide and advise on specific topics, as identified and agreed to by the Committee.

Councillors, who are not part of the Committee are to be actively encouraged to attend and observe meetings, however they are not entitled to participate in the meeting and in the event of a vote, they do not have a vote.

6.6 Quorum Requirements

Quorum for a meeting is conditional on a representative or proxy from a minimum number of committee members as an authorised meeting for the recommendations or resolutions to be valid.

The quorum for the committee shall be at least 50% of its voting membership in accordance with Section 5.19 of the *Local Government Act 1995*.

6.7 Decision making

Decisions of the Committee shall be in accordance with the Section 5.20 of the *Local Government Act 1995*. In this case the Committee has no decision-making functions.

At all meetings, except for the BFAC meeting whereby the Committee is to vote on the position of the Chief Bush Fire Control Officer, each voting member present is entitled to one vote and in the case of a tied vote the Presiding Chairperson has a casting vote in accordance with Section 5.21(3) of the *Local Government Act 1995*.

In accordance with clause 8.2vii of the Shire of Murray Bush Fire Brigades Standard Operating Procedures, at a meeting of the Committee whereby an election is required to determine the position of the Chief Bush Fire Control Officer or the Deputy Chief Bush Fire Control Officer, all voting members of the Committee shall cast a vote by secret ballot. Any person who at the time of an election is a current voting member of the Committee who has nominated for the position of the Chief Bush Fire Control Officer, or the Deputy Bush Fire Control Officer shall abstain from voting in the election.

The Chairperson may take part in a discussion on any matter before the committee in accordance with Clause 4.7 of the Shire of Murray Meeting Procedures Local Law 2015.

6.7 Powers of the BFAC

The BFAC has no delegated powers under Section 5.16 of the *Local Government Act 1995* and only provides recommendations to Council. The Committee cannot direct the expenditure of funds.

6.8 Code of Conduct

Committee members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- providing an apology in advance if attendance is not possible.
- seeking to obtain and represent the views of the broader community and / or the specific organisation / group represented.
- disseminating authorised information with the community and stakeholders in an unbiased manner.
- acting in good faith, with honesty, integrity and fairness at all times.
- respecting the ideas and beliefs of all members and endeavouring to create a positive working environment.
- notifying the Shire of any potential conflict of interest that may arise with respect to participation in the Committee.
- agreeing not to disseminate confidential information that is discussed at the meeting as advised by the Chairperson.
- agreeing not to make any media comment on behalf of the BFAC in relation to the work of the Committee, unless approved by Council and the Chief Executive Officer.

All Committee members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests as if the Committee was a Committee of Council.

Member of the Committee must adhere to the Shire of Murray Code of Conduct for Council Members, Committee Members and Candidates as if they were a Councillor attending a Committee of Council. Shire of Murray employees and volunteers must also adhere to Shire of Murray Code of Conduct for Local Government Employees.

Failure to adhere to the provisions related to conduct and interest may result in Council removing the member from the Committee. The CEO is responsible for determining appropriate actions relating to dispute resolution.

6.9 Amendments

The Terms of Reference shall be reviewed biennially from the date of approval or as otherwise required from time to time to meet the operational needs of the Committee and to retain currency.

6.10 Amendment Record

Nº	Date	Amendment Details	Resolution Number
1	16 August 2023	New Terms of Reference endorsed by BFAC.	
2	28 September 2023	Endorsed by Shire of Murray Council.	OCM23/128
3	21 May 2025	• Change to "business days" for agenda items to be provided to BFAC XO. • Change to "business days" for BFAC meeting documents to be issued to members. • Change to the voting - election of CBFCO and DCBFCO. • Change to the external representative from Captain Pinjarra VFRS to Bush Fire Control Officer - Pinjarra.	OCM - 19 June 2025 OCM25/069

The Terms of Reference have been adopted by the Shire of Murray Council at its meeting held on the 19 June 2025 and will be ongoing until amended or terminated by agreement of the majority of BFAC members.

6.11 Signed



Cr. Ange Rogers
Chairperson
Bush Fire Advisory Committee
Shire of Murray

Date: 22 / 7 / 25

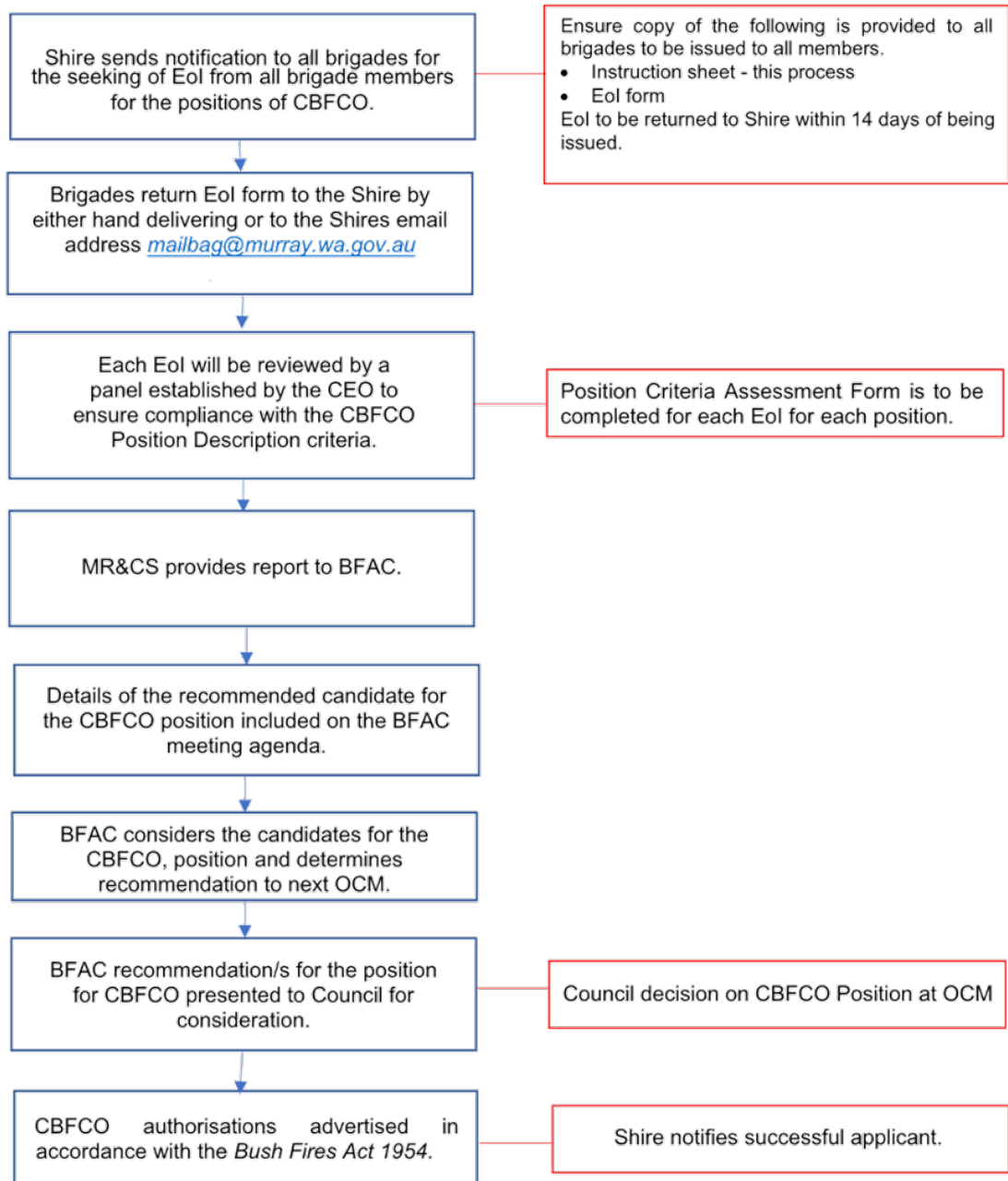


Dean Unsworth
Chief Executive Officer
Shire of Murray

Date: 22 / 7 / 25

Expression of Interest (Eoi) Process for the Selection of Chief Bush Fire Control Officer

Due to the recent vacancy occurring for the position for the Shire of Murray's Chief Bush Fire Control Officer (CBFCO), the following process will be used to determine the appropriate selection and appointment of the CBFCO in accordance with the *Bush Fires Act 1954*, Shire of Murray Bushfire Brigades Local Law 2024 and the Bushfire Brigades Standard Operating Procedures.



Chief Bush Fire Control Officer (CBFCO) Position Expression of Interest Form

Please complete this Expression of Interest form (EoI) for the position of CBFCO. Once completed, please either hand deliver your completed EoI to the Shire of Murray Administration, 1915 Pinjarra Road Pinjarra between the hours of 8:00am and 4:30pm or email a copy of your EoI to the Shire of Murray at mailbag@murray.wa.gov.au.

Completed EoI must be received no later than **5:00pm Tuesday 14th October 2025**. Any EoI received after this time may not be accepted.

Position: Chief Bush Fire Control Officer

Name of applicant: Brett Finlay

Brigade: West Murray

In each of the following Criteria Sections, please place an X against each of the criteria that you consider is applicable to you.

Criteria 1 - Required Skills	
☒ Effective verbal communications and interpersonal skills ☒ Effective time management ☒ Effective organizational ☒ Basic to Intermediate computer skills – MS suite of products ☒ Good written communications	☒ Effective record keeping and reporting ☒ Leadership skills ☒ Management skills ☒ Experience in managing firefighting operations and incident management ☒ Ability to perform under stressful conditions

Please summarise below how you fulfill the abovementioned criteria.

I have worked with Shire of Murray and surrounding Shires volunteers for many years as a CBFCO, CESM and prior to my retirement the DFES District officer for Murray area and other surrounding Local Governments. During this time I have been required to plan, develop, coordinate, manage and produce reports on: Field & desktop exercises, Pre Season forums, workshops, leadership forums, Incident reports, Incidents reviews etc. These have often required multiple communication platforms i.e. Verbal, Written, Electronic, Audio, multilayer etc. I have high level AFAC accredited competencies in Emergency Management, Incident Control, Operations, Logistics, Planning, Safety, EM for local governments, all of these over the years I have obtained level 3 accreditation. These competencies and from years of experience I have been trained and gained knowledge in time management, effective communication, the legal requirements for records management.

Criteria 2 - Required Knowledge/Experience	
☒ Knowledge of managing a volunteer organisation ☒ Knowledge of Shire Bushfire Management and Response Plans ☒ Knowledge of Bush Fire Brigades management practices and procedures	☒ Knowledge of the <i>Bush Fires Act 1954 (WA)</i> and <i>Bush Fires Regulations 1954</i> and local bushfire control requirements ☒ Knowledge of the SEMC State Hazard Plan - Fire ☒ Minimum 10 years as local Shire VBFB member

Please summarise below how you fulfill the abovementioned criteria.

I have previously been in the role of CBFCO and CFM as an employee at the City of Rockingham. During that time I had to manage all brigade activities such as recruitment, Admin, Vehicle Servicing and repairs, Writing and updating all the COR Bushfire response plans which were completed within budget and required timeframes. Other examples of my extensive experience in this criteria would be my employment at (COS) City of Swan/DFES and CBFCO at COS as the Community Emergency Services Manager (CESM). COS at the time were the fastest growing shire in the State and required substantial work and future proof planning for the COS to move forward in the future satisfying the needs of the City, Volunteers and Community with the huge growth planned by both Local and State Government for that region of the metro/rural expansion. Many other shires adopted these plan to update their own plans, Some of which are still in use at various LG's today. COS role was similar to the COR role but more strategic.

I

Criteria 3 - Required Training and Qualifications		
☒ Minimum 10 years of firefighting, fireground, bushfire Incident Management experience Completion of the following DFES courses: ☒ Fire Fighter Awareness ☒ Fire Fighter Skills ☒ AIIMS awareness ☒ WAERN Basic and advanced ☒ Fire Control Officer	☒ On and ☒ Off-Road Driving ☒ Advanced Emergency Driving ☒ Advanced Bush Fire Fighting ☒ Structural Fire Fighting ☒ Crew Leader ☒ Sector Commander ☒ Ground Controller	☒ Machine Supervision ☒ Leadership Fundamentals ☒ AIIMS 2017 - Level 1 IC ☒ Workplace Trainer and Assessor ☒ Mental Health First Aid (Desirable)

If you have not selected all of the above categories, please explain below how you consider that you fulfill the categories that you have **NOT** selected.

I have been a Trainer Assessor to Volunteers and Staff of various Private Sector, Local Government and State Government organisations for many years. Having a passion for how important training is in the modern day age and how it can assist organisations to lower the risks to members both up and down the chain of command I have undertaken many studies to ensure I have up to date training practices and process. As a highly regarded trainer I have been asked to deliver training and mentoring to trainers for Emergency Services Volunteers and Staff, Local Governments, Local Emergency Management Committees, WAPOL, DPIRD, DFES etc.

Criteria 4 Personal Attributes – The person fulfilling the position of CBFCO is required to possess the following personal attributes	
• Professional, honest & trustworthy • Always conscious of the safety & welfare of all personnel • Effective trainer, mentor, motivational, encouraging with the ability to lead by example • Enthusiastic & professional attitude • Ability to build & maintain partnerships with other Emergency Services agencies and personnel	• Capable of building & maintaining strong relationships with brigade members • Respect of the Brigades • Sufficient time to dedicate to job/role • Respect for the Chain of Command

Please describe below how you are able to fulfill each of the abovementioned Personal Attributes in the bushfire brigade, leadership and management context.

As a volunteer for over 30 years both with emergency services, other community volunteer groups as well as my professional career roles I have built a huge amount of trust and contacts. I have traveled all over Australia working with and building relationships with stakeholders from Volunteers, Local, State and Federal organisations. I am retired so I can offer my enthusiastic, trusted and loyal services to the Community and Shire.

The Shire has developed a clear policy for the personal development, mentoring and promotion of brigade personnel who are either selected or indicate leadership aspirations within the Shire's Bush Fire Management structure.

Please explain below how you intend to continue to implement this policy to ensure the Shire's ongoing Succession Planning.

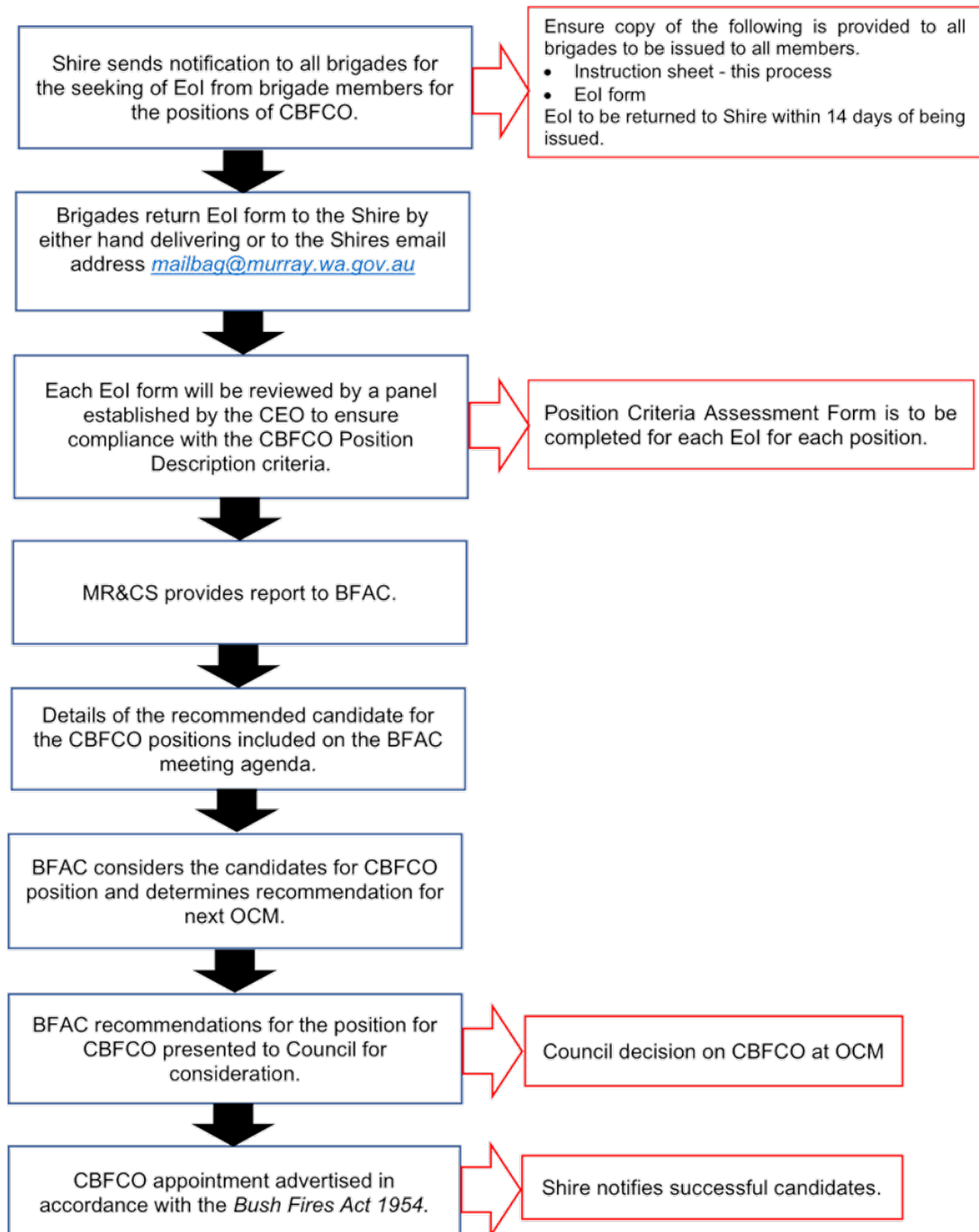
Part of being a leader is listening & encouraging others, including mentoring and giving direction when required. It is a vital part of leadership to look for and encourage the development of others to ensure succession planning. for all roles with the Murray Shire Bushfire network. It would be wonderful to see a similar system in place at Murray as the Mundaring Volunteer Fire Fighters School which would assist in giving opportunities to those with aspiration to learn and develop as leaders of the future. Having worked with local Murray volunteers and DFES staff in my role as a DFES Officer I feel i bring to the table a wealth of knowledge, professionalism and already established solid relationships to take the Shire of Murray brigades and volunteers to a new and exciting era ready for future growth and changes moving forward.

Once completed please sign and date below.

_____ Date 12 / 10 / 20²⁵

Expression of Interest (Eoi) Process for the Selection of Chief Bush Fire Control Officer

The following process will be used to determine the appropriate selection and appointment of the Shire of Murray's Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer/s in accordance with the *Bush Fires Act 1954*, Shire of Murray Bushfire Brigades Local Law 2024 and the Shire of Murray Standard Operating Procedures.



Chief Bush Fire Control Officer Position Expression of Interest Form

Please complete this Expression of Interest form (Eoi) for the position of CBFCO. Once completed, please either hand deliver your completed Eoi to the Shire of Murray Administration, 1915 Pinjarra Road Pinjarra between the hours of 8:00am and 4:30pm or email a copy of your Eoi to the Shire of Murray at mailbag@murray.wa.gov.au.

Completed Eoi must be received no later than **5:00pm Tuesday 14th October 2025**. Any Eoi received after this time may not be accepted.

Position: Chief Bush Fire Control Officer

Name of applicant: Michael Webster

Brigade: North Dandalup VBFB

In each of the following Criteria Sections, please place an X against each of the criteria that you consider is applicable to you.

Criteria 1 - Required Skills	
☒ Effective verbal communications and interpersonal skills ☒ Effective time management ☒ Effective organizational ☒ Basic to Intermediate computer skills – MS suite of products ☒ Good written communications	☒ Effective record keeping and reporting ☒ Leadership skills ☒ Management skills ☒ Experience in managing firefighting operations and incident management ☒ Ability to perform under stressful conditions

Criteria 1 - Please summarise below how you fulfill the abovementioned criteria.

Prior to joining the North Dandalup VBFB, I served in the Royal Australian Navy for 22 years. Joining as a junior recruit and progressing over this time to the rank of Warrant Officer. Required skills as listed above are also skills that were required to fulfill my roles for promotion.

I have held positions of leadership in the North Dandalup VBFB over the 30 years (Equipment Officer, Maintenance Officer, Lieutenant, Captain, Fire Control Officer) and for the Shire of Murray as DCBFCO.

I worked for DBCA tending to allocated tasks as well as in an overseer position. This required the completion of tasks and reports in a timely manner.

Criteria 2 - Required Knowledge/Experience	
☒ Knowledge of managing a volunteer organisation ☒ Knowledge of Shire Bushfire Management and Response Plans ☒ Knowledge of Bush Fire Brigades management practices and procedures	☒ Knowledge of the <i>Bush Fires Act 1954 (WA)</i> and <i>Bush Fires Regulations 1954</i> and local bushfire control requirements ☒ Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies) ☒ Minimum 10 years as local Shire VBFB member (Unless other experience can be provided)

Criteria 2 - Please summarise below how you fulfill the abovementioned criteria.

I have served 30 years in VBFB.
 I have held the FCO and Captain positions for many years in NDVBFB.
 I understand the Bush Fires Act and Regulations.
 I have implemented part of the Shire of Murray Response Plan.

Criteria 3 - Required Training and Qualifications

☒ Minimum 10 years of firefighting, fireground, bushfire Incident Management experience Completion of the following DFES courses: ☒ Fire Fighter Awareness ☒ Fire Fighter Skills ☒ AIIMS awareness ☒ WAERN Basic and advanced ☒ Fire Control Officer	☒ On and Off-Road Driving ☒ Advanced Emergency Driving ☒ Advanced Bush Fire Fighting ☒ Structural Fire Fighting ☒ Crew Leader ☒ Sector Commander ☒ Ground Controller	☒ Machine Supervision ☒ Leadership Fundamentals ☒ AIIMS 2017 - Level 1 IC ☒ Workplace Trainer and Assessor ☒ Mental Health First Aid (Desirable)
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Criteria 3 - If you have not selected all of the above categories, please explain below how you consider that you fulfill the categories that you have NOT selected.

Criteria 4 Personal Attributes – The person fulfilling the position of CBFCO is required to possess the following personal attributes

- | | |
|--|--|
| <ul style="list-style-type: none">• Professional, honest & trustworthy• Always conscious of the safety & welfare of all personnel• Effective trainer, mentor, motivational, encouraging with the ability to lead by example• Enthusiastic & professional attitude• Ability to build & maintain partnerships with other Emergency Services agencies and personnel | <ul style="list-style-type: none">• Capable of building & maintaining strong relationships with brigade members• Respect of the Brigades• Sufficient time to dedicate to job/role• Respect for the Chain of Command |
|--|--|

Criteria 4 - Please describe below how you are able to fulfill each of the abovementioned Personal Attributes in the bushfire brigade, leadership and management context.

Having been in the brigade system for more than 30 years and trained volunteers in most courses. Passed on my vast fire knowledge learnt in bushfire land and forestry fire fighting through DBCA to all. Have been a stable influence to younger members of the Emergency Services. To be impartial with all members of the Shire's Bush Fire Brigades. I believe in leadership accountability and the Shire of Murray's values of R E A L.

The Shire has developed a clear policy for the personal development, mentoring and promotion of brigade personnel who are either selected or indicate leadership aspirations within the Shire's Bush Fire Management structure.

Please explain below how you intend to continue to implement this policy to ensure the Shire's ongoing Succession Planning.

Ensure personnel have a clear understanding of Shire's SoP's and Local Law.

To give the volunteers the tools and guide them in the right direction to achieve the desired outcomes for the individual, the brigade and the Shire of Murray.

Once completed please sign (or type your name) and date below.

Michael Webster
Signature

Date 13/10/2025

Chief Bush Fire Control Officer (CBFCO) Position Expression of Interest Form

Please complete this Expression of Interest form (Eoi) for the position of CBFCO. Once completed, please either hand deliver your completed Eoi to the Shire of Murray Administration, 1915 Pinjarra Road Pinjarra between the hours of 8:00am and 4:30pm or email a copy of your Eoi to the Shire of Murray at mailbag@murray.wa.gov.au.

Completed Eoi must be received no later than **5:00pm Tuesday 14th October 2025**. Any Eoi received after this time may not be accepted.

Position: Chief Bush Fire Control Officer

Name of applicant: Robert Wilson

Brigade: South Yunderup/Ravenswood

In each of the following Criteria Sections, please place an X against each of the criteria that you consider is applicable to you.

Criteria 1 - Required Skills	
☒ Effective verbal communications and interpersonal skills	☒ Effective record keeping and reporting
☒ Effective time management	☒ Leadership skills
☒ Effective organizational	☒ Management skills
☒ Basic to Intermediate computer skills – MS suite of products	☒ Experience in managing firefighting operations and incident management
☒ Good written communications	☒ Ability to perform under stressful conditions

Please summarise below how you fulfill the abovementioned criteria.

The abovementioned skills are definite requirements of a good CBFCO and having done this position for twelve years I believe my skill levels improved over time from when I first took on the role. This was due to me continually upskilling to meet both the Shires and DFES requirements to manage and record/report incidents.

Criteria 2 - Required Knowledge/Experience	
☒ Knowledge of managing a volunteer organisation	☒ Knowledge of the <i>Bush Fires Act 1954 (WA)</i> and <i>Bush Fires Regulations 1954</i> and local bushfire control requirements
☒ Knowledge of Shire Bushfire Management and Response Plans	☒ Knowledge of the SEMC State Hazard Plan - Fire
☒ Knowledge of Bush Fire Brigades management practices and procedures	☒ Minimum 10 years as local Shire VBFB member

Please summarise below how you fulfill the abovementioned criteria.

As an ex CBFCO for the shire it was part of my role to be familiar and keep up to speed with the abovementioned criteria.

Criteria 3 - Required Training and Qualifications		
☒ Minimum 10 years of firefighting, fireground, bushfire Incident Management experience Completion of the following DFES courses: ☒ Fire Fighter Awareness ☒ Fire Fighter Skills ☒ AAIMS awareness ☒ WAERN Basic and advanced ☒ Fire Control Officer	☒ On and ☒ Off-Road Driving ☐ Advanced Emergency Driving ☒ Advanced Bush Fire Fighting ☒ Structural Fire Fighting ☒ Crew Leader ☒ Sector Commander ☒ Ground Controller	☒ Machine Supervision ☒ Leadership Fundamentals ☒ AAIMS 2017 - Level 1 IC ☒ Workplace Trainer and Assessor ☐ Mental Health First Aid (Desirable)

If you have not selected all of the above categories, please explain below how you consider that you fulfill the categories that you have **NOT** selected.

I am prepared to upskill on any courses that I need to.
 As for Mental Health I am currently working closely with ex firefighters who are struggling with Mental Health issues that cannot get any assistance from DFES as they are no longer volunteers and therefore don't qualify for assistance. This assistance is as simple as meeting with them having a coffee and listening to their stories.

Criteria 4 Personal Attributes – The person fulfilling the position of CBFCO is required to possess the following personal attributes	
- Professional, honest & trustworthy - Always conscious of the safety & welfare of all personnel - Effective trainer, mentor, motivational, encouraging with the ability to lead by example - Enthusiastic & professional attitude - Ability to build & maintain partnerships with other Emergency Services agencies and personnel	- Capable of building & maintaining strong relationships with brigade members - Respect of the Brigades - Sufficient time to dedicate to job/role - Respect for the Chain of Command

Please describe below how you are able to fulfill **each** of the abovementioned Personal Attributes in the bushfire brigade, leadership and management context.

In my years as an officer, I have demonstrated the above attributes numerous times. This has been demonstrated to me lately by the number of people from both here and the southwest that have asked me to apply for the position again.
 As for safety not only do I believe in the safety of the firefighters I also look out for the safety of the wider community. My record stands for itself I have never had an incident under my control.
 Mentoring is a huge thing with me as I believe you should always encourage people to better themselves without going outside their capabilities.

The Shire has developed a clear policy for the personal development, mentoring and promotion of brigade personnel who are either selected or indicate leadership aspirations within the Shire's Bush Fire Management structure.

Please explain below how you intend to continue to implement this policy to ensure the Shire's ongoing Succession Planning.

As I mentioned above, mentoring is a big thing with myself. One needs to understand a person's limitations and capabilities and work with them on their strengths and weaknesses. This needs to be done in such a way as to not discourage that person from improving themselves but also not putting them in a role or position that exceeds their ability. Everyone deserves a chance to advance forward but not everyone is capable of all tasks.

Once completed please sign and date below.



8/10/2025