



# **Appendices**

## **Bush Fire Advisory Committee Meeting**

**Wednesday 27 May 2026 at 6:00pm**



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# Bushfire Compliance Notice 2026/27





## First and final notice

To all owners/occupiers of land within the Shire of Murray

**Your property must comply with the requirements of this Bushfire Compliance Notice by 1 December 2026 and be maintained through to 15 May 2027.**

**A maximum penalty of \$5,000 applies for non-compliance of this Bushfire Compliance Notice**

Pursuant to the powers contained in **Section 33 of the Bush Fires Act 1954 (the Act)**, owners and/or occupiers of land within the Shire of Murray (Shire) are required to carry out fire prevention work on their land that must comply with the requirements as stated in this Bushfire Compliance Notice (Notice). Fire prevention work must be completed by **1 December 2026** and must be maintained through to **15 May 2027**.

## Bushfire Prevention Work Requirements

### 1. Area of land - 4,000m<sup>2</sup> or less

Where the area of any land in the Shire is 4,000m<sup>2</sup> or less, the owner/occupier of the land must reduce and maintain all flammable material on the entire land to a height of 50 millimetres or less.

### 2. Area of land - greater than 4,001m<sup>2</sup> and less than 45,000m<sup>2</sup>

Where the area of any land in the Shire is greater than 4,001m<sup>2</sup> and less than 45,000m<sup>2</sup> in size, the owner/occupier of the land must construct and maintain a **mineral earth** firebreak:

- i. Inside all external boundaries of the land as close as practicable, **but within 20 metres** of the boundaries so as to form a continuous firebreak around the land.
- ii. Around all outbuildings, sheds, haystacks, groups of buildings and fuel depots/storage areas situated on the land.

### 3. Area of land - greater than 45,001m<sup>2</sup>

Where the area of any land in the Shire is greater than 45,001m<sup>2</sup> in size, the owner/occupier of the land shall:

- i. Reduce and maintain to a height of 50 millimetres or less, all flammable material on the land by mowing, slashing, baling or grazing **OR**;

**Where the owner/occupier of land within the Shire is unable to comply with the abovementioned requirements of Clause 3(i), the owner/ occupier of the land shall:**

- ii. Construct and maintain a mineral earth firebreak inside all external boundaries of the land as close as practicable, **within 20 metres** of the boundaries so as to form a continuous firebreak around the land and;
- iii. Comply with the requirements as described in clause 4 and clause 5.

### 4. Asset Protection Zones

Where any of the following assets are located on any land in the Shire the owner/occupier of the land shall comply with the requirements of clause 5:

- i. Habitable buildings;
- ii. Other buildings or groups of buildings;
- iii. Sheds;
- iv. Haystacks;
- v. Fuel depots/storage areas.

### 5. Compliance with Asset Protection Zones

Where any of the assets as described in clause 4 are located on any land in the Shire the owner/occupier of the land shall comply with the following requirements:

- i. Slash and maintain to a height of 50 millimetres or less all flammable material within 20 metres around any habitable building;
- ii. Install a firebreak around buildings, sheds, haystacks, and fuel depots/ storage areas situated on the land;

- iii. Remove any flammable material on or around any building or roof of a building including from any gutters, abutments and valleys.
- iv. Install and maintain a 3-metre wide driveway.

### 6. Storage of Cut, Stockpiled Timber Products

On all land in the Shire except, land specified as Industrial, Non-Rateable or Reserve Land the owner and/or occupier of the land shall not keep or permit to be kept any cut, stockpiled or windrowed timber products (manufactured or natural) unless the owner and/or occupier of the land has obtained the approval of the Shire. Every pile of cut, stockpiled or windrowed timber product larger than 12 cubic metres is to be completely surrounded by a 10 metre wide firebreak.

### 7. Variations to this Notice

If it is considered to be impractical for any reason to clear firebreaks or establish other arrangements as required by this Notice, the owner and/or occupier of land in the Shire may apply for a variation by contacting the Shire prior to 1<sup>st</sup> November each calendar year. If a request to vary this Notice is not approved, the requirements of this Notice shall apply.

### 8. Bushfire Management Plans

Where a Bushfire Management Plan (BMP) exists for a specified area or property as required by the Local Planning Scheme or subdivision approval or for an individual or group of properties, compliance with all requirements of the BMP are required in addition to any additional requirements as prescribed by this Notice.

### 9. Plantations

#### i. Boundary firebreaks

All property boundaries must have a 15-metre firebreak installed. The outer 10 metres will be cleared of all flammable material while the inner five (5) metres i.e. that portion closest to the trees, may be kept in a reduced fuel state by slashing or grazing grass to a height of less than 50 millimetres. This includes the trimming back of all overhanging limbs, bushes, shrubs and any other object encroaching into the vertical axis above the outer 10 metres of the firebreak area.

#### ii. Internal firebreaks

Plantation area must be subdivided into areas not greater than 30 hectares, separated by six (6) metre wide firebreaks. This includes the trimming back of all overhanging limbs, bushes, shrubs and any other object encroaching into the vertical axis of the firebreak area.

#### iii. Public Roads and Railway Reserves

Firebreaks shall be constructed and maintained immediately inside any boundary that adjoins a public road and/or railway reserve. The specifications will be the same as for "Boundary Firebreaks" on Plantations.

#### iv. Powerlines

Firebreaks shall be provided along power lines where they pass through or lie adjacent to Plantations. The specifications of the width and the height of clearing shall be in accordance with Western Power specifications and requirements.

#### v. Compliance with DFES Guidelines and Standards

All plantations shall comply with the requirements contained in the DFES guidelines or standards for Plantation Fire Protection.

### 10. Compliance with this notice

- i. Pursuant to **Section 33 (4) of the Bush Fires Act 1954**, where the owner and/or occupier of the land fails or neglects to comply with the requirements of this Notice within the times as specified in this Notice, the Shire may enter upon the land and carry out the requirements of this Notice that have not been completed by the owner and/or occupier of the land.
- ii. Pursuant to **Section 33 (5) of the Bush Fires Act 1954**, the Shire may recover from the owner and/or occupier of land the amount of any costs and expenses incurred by the Shire to complete the requirements of this Notice that have not been completed by the owner and/or occupier of the land.

### 11. Burning garden refuse or rubbish during limited burning times (s.24G of the Act)

- 1. The burning of garden refuse or rubbish is prohibited on all land within the district that is under 4,000m<sup>2</sup> in size during the Limited Burning Time that would otherwise be permitted under section 24F of the Act.

For the purposes of this Clause 'Limited Burning Time' means 1 October each calendar year through until 15 May the following calendar year (inclusive), and as varied pursuant to Sections 17 and 18 of the Act).

On land larger than 4,001m<sup>2</sup> the burning of garden refuse or rubbish that would otherwise be permitted under section 24F is prohibited absolutely during the Prohibited Burning Time.

The effect of this clause is that;

- i. the burning of garden refuse or rubbish in an incinerator or on the ground on land that is 4,000m<sup>2</sup> or less in size is prohibited during the Limited Burning Time; and,
- ii. the burning of garden refuse or rubbish in an incinerator or on the ground is prohibited on all land within the district during the Prohibited Burning Time.

2. In addition to the above restrictions, any person burning garden refuse or rubbish on the ground during the Limited Burning Time must do so in accordance with the following requirements:
  - i. there is to be no flammable material (other than that being burnt) within 5 metres of the fire at any time while the fire is burning;
  - ii. the fire is lit between 6:00pm and 11:00pm and is completely extinguished before midnight on the same day;
  - iii. at least one person is present at the site of the fire at all times until it is completely extinguished;
  - iv. one pile (up to one cubic metre in size) can only be burnt at a time;
  - v. **No burning on a declared Public Holiday;**
  - vi. the person intending to light the fire must telephone the Department of Fire and Emergency Services Communications Centre (COMCEN) immediately prior to igniting, on (08) 9395 9209 or 1800 198 140; and,
  - vii. when the fire is no longer required, the person who has lit the fire must ensure that the fire is completely extinguished by the application of water.
3. Any time when there is in force a fire danger forecast issued by the Western Australian Bureau of Meteorology for the district of High, Extreme or Catastrophic, Total Fire Ban or any other prohibition is in effect under the Act, burning of garden refuse or rubbish in an incinerator or on the ground is prohibited on all land within the district.
4. The Shire of Murray Health Local Law 2018 further restricts and / or prohibits burning of rubbish or refuse on land in the district that is under 4,000m<sup>2</sup> in size.



## 12. Use of Solid Fuel, Fire Pits and Solid Fuel Cooking Equipment

In accordance with Section 25(1a) of the Act and the Shire Bushfire Compliance Notice, the following establishes the requirements where Solid Fuel, Solid Fuel Cooking Equipment and Fire Pits as defined below are permitted to be used within the Shire.

**Solid Fuel:** Includes charcoal, wood, BBQ pellets, BBQ briquettes and heat beads.

**Solid Fuel Cooking Equipment:** Includes BBQs, grills, pizza ovens and smokers.

**Fire Pits:** Includes chimeneas, fire baskets and fire bowls.

Unless otherwise stipulated, fully encapsulated gas BBQs can be used at any time of the year.

Solid Fuel, Solid Fuel Cooking Equipment and Fire Pits are only permitted on private property **during the restricted and unrestricted burning periods unless the Fire Danger Rating is High or above or Total Fire Ban or Harvest and Vehicle Movement Ban has been declared.**

**In accordance with the Shire's Consolidated Local Law, campfires and fire pits are not permitted on Shire owned and managed land.**

Solid Fuel, Solid Fuel Cooking Equipment and Fire Pits can only be used in accordance with the following requirements.

- The fire must be contained within a non-flammable container.
- The fire must be supervised at all times and must never be left unattended.
- At least 3 metres surrounding the fire must be free of any flammable material.
- The person supervising the fire must have access to an adequate water supply and/or a fire extinguisher sufficient enough to be able to extinguish the fire.

Fire Danger Rating	Fire Pits	Solid Fuel, Solid Fuel Cooking Equipment
Total Fire Ban	Not Permitted	Not Permitted
Harvest and Vehicle Movement Ban	Not Permitted	Not Permitted
Catastrophic	Not Permitted	Not Permitted
Extreme	Not Permitted	Not Permitted
High	Not Permitted	Not Permitted
Moderate	Permitted on private property	Permitted on private property

**13. Definitions**

For the purpose of this Notice the following definitions apply:

“**Authorised Officer**” means a person authorised by the Shire and appointed as a Bush Fire Control Officer in accordance with **S.38 of the Bush Fires Act 1954**.

“**Bushfire Management Plan**” means a plan that has been developed and approved by the Shire to reduce and mitigate fire hazards within a particular subdivision, lot or other area of land anywhere in the Shire.

“**Driveway**” means the point of access (driveway) to a habitable building that is accessible for both conventional two-wheel drive vehicles and firefighting appliances that is totally clear of all vegetation, trees, bushes, shrubs and other objects or things encroaching into the vertical clearance of the driveway. If a driveway to a habitable building is longer than 50 metres in length from a public road, a clear turnaround area with a 10-metre radius must also be provided.

“**Firebreak**” means a strip of land that has been cleared of all trees, bushes, grasses and any other object or flammable material to a trafficable surface leaving clear bare mineral earth. This includes the trimming back and removal of all overhanging trees, bushes, shrubs and any other object or thing over the vertical clearance of the fire break area. Firebreaks constructed on road verges do not constitute a legal firebreak.

“**Fire Management Plan**” has the same meaning as “bushfire management plan”.

“**Fuel Depot/Storage Area**” means an area of land, a building or structure where fuel (i.e. petrol, diesel, kerosene, liquid gas or any other fossil fuel) is kept in any container or other manner in commercial quantities.

“**Flammable Material**” means any plant, tree, grass, vegetable, substance, object, thing or material (except living flora including live standing trees, shrubs and bushes) that may or is likely to catch fire and burn or any other item deemed by an authorised officer to be capable of combustion.

“**Habitable Building**” means a dwelling, work place, place of gathering or assembly and includes a building used for storage or display of goods or produce for sale by wholesale in accordance with classes 1-9 of the Building Code of Australia. The term habitable building includes attached and adjacent structures like garages, carports, verandahs or similar roofed structure(s) that are attached to, or within 6 metres of the dwelling or primary building.

“**Haystack**” means any collection of hay including fodder rolls placed or stacked together that exceeds 100 cubic metres in size (e.g. 5m x 5m x 4m), whether in a shed, other structure or in the open air.

“**Outbuilding**” means any structure, shed, building, storage facility or structure or alike built for any purpose outside of the definition of the “habitable building” definition.

“**Plantations**” means any area of planted pines, eucalypt, hardwood or softwood trees exceeding 3 hectares in area.

“**Rubbish**” means any filth, dirt, ashes, vegetation, garden refuse, waste material, waste food, sludge, offensive matter, cinders, wood or metal shavings and sawdust but does not include liquid waste or liquid refuse (as defined in the SoM Health Local Law).

“**Shed**” has the same meaning as outbuilding.

“**Size**” means a size of an individual parcel or lot of land as recorded in the Shire of Murray property Rates Register or land database.

1 hectare = 10,000m<sup>2</sup> = 2.47 acres

1 acre = 4,046.86m<sup>2</sup> = 0.4046 hectare

“**Trafficable**” means to be able to travel from one point to another in a 4x4 fire appliance on a clear surface, unhindered without any obstruction that may endanger resources. A firebreak is not to terminate in a dead end without provision for egress to a safe place or a cleared turn around area of 17.5 metre radius.

“**Vertical Clearance**” means the height of the space above the full width of the firebreak or driveway that must be kept clear of all obstructions and vegetation to a minimum height of 4.5 metres from the ground.

**Standards for firebreaks**

All firebreaks as required by this Notice shall be constructed and maintained, where applicable, in accordance with the DFES Guide to Constructing and Maintaining Firebreaks.

A copy of this Guide is available on the Shire’s website at [www.murray.wa.gov.au](http://www.murray.wa.gov.au) or can be obtained by contacting Ranger Services on 08 9531 7709.



### Additional fire prevention work

In addition to the requirements of this Notice, regardless of land size and location, the owner and/or occupier of land within the Shire may be required to carry out additional fire prevention work to reduce bushfire risk considered necessary by an Authorised Officer of the Shire. Any additional fire prevention work would be specified by way of a Special Fire Prevention Work Order forwarded to the address of the owner and/or occupier of the land.

The following are examples of additional fire prevention work that may be requested by the issuing of a Special Fire Prevention Work Order:

- Ensure roofs, gutters and walls of all buildings on the land are free of flammable material.
- Remove accumulated fuel such as leaf litter, twigs, dead bush and dead trees capable of carrying fire.
- Reduce unmanaged grasses/weeds by slashing, mowing or other means.
- Reduce long grass in areas that have not been grazed by livestock or cultivated by mowing, slashing, baling or by other means.
- Reduce vegetation on the land to a low fire risk state from the outer edge of the firebreak through to the property boundary (e.g. no long grass or overhanging branches).
- Reduce to a low fire risk state any adjacent verge, road reserve, drain that is adjacent to the land.
- Assets identified in the *Shire's Bushfire Risk Management Plan 2021 - 2026* or any land identified with a Bush Fire Management Plan or a treatment plan to reduce bushfire risk to assets.

### Engaging contractors for fire prevention work

Any owner and/or occupier of land within the Shire who engages a contractor to carry out fire prevention work on behalf of the owner and/or occupier of the land will be held responsible for ensuring that any completed fire prevention work complies with the requirements of this Notice.

### Previous notices

Any Notice previously published by the Shire in the Government Gazette or in any locally circulated newsprint is hereby revoked.

### Permit to burn

During Restricted Burning Times, a Permit to Burn is required and is obtainable free of charge from:

- Local Bush Fire Brigade Fire Control Officers
- Local Permit Issuing Officer.

#### Note

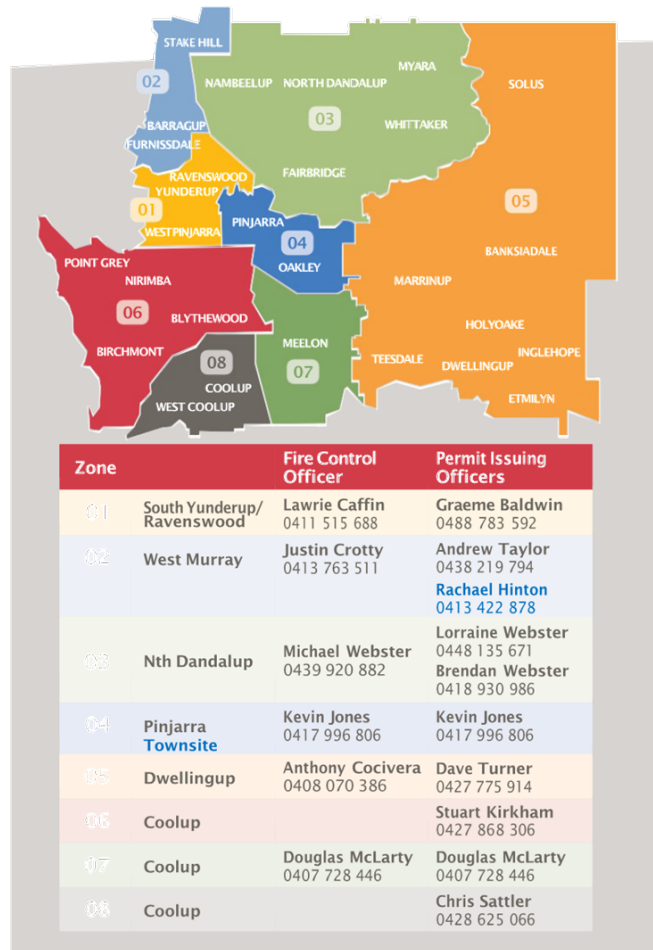
- A Permit to Burn will not be issued during the Prohibited Burning Time.
- A Permit to Burn will not be issued for land that is less than 4,000m<sup>2</sup>.
- The holder of a Permit to Burn will be required to adhere to all conditions on the permit.

Even when a Permit to Burn has been issued, no fire is to be lit when the fire danger rating is High or above or when a Total Fire Ban or a Harvest and Vehicle Movement Ban has been declared.

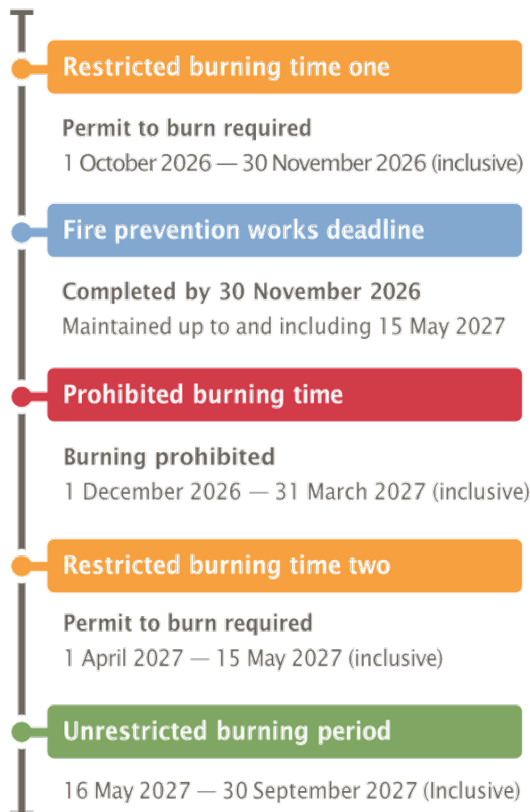
### Burning of Shire land

Owners and/or occupiers of land can apply to the Shire to burn the road reserve (verge) directly adjacent to their property. An application form can be obtained from the Shire's website or by phoning Shire Ranger Services (08) 9531 7709.

### Zones for permit to burn



## Important dates to remember



**Note**

- Unseasonal weather conditions may necessitate a variation to the above dates.
- In accordance with the Shire of Murray Health Local Law 2018, the burning of any refuse or rubbish is prohibited on all land within the district that is under 4,000m<sup>2</sup> in size.
- Burning is prohibited on days where the Fire Danger Rating is High or above and if either a Total Fire Ban/ Harvest and Vehicle Movement Ban is declared.
- Prior to any burning, please contact and advise the DFES Communication Centre on (08) 9395 9209 as well as the Shire Ranger Services on (08) 9531 7709.

## Stay informed

### Total Fire Ban



**What is a Total Fire Ban?**

A Total Fire Ban (TFB) is a ban on activities that could result in a fire starting. A TFB is declared by DFES on days when fires are most likely to threaten lives and property. This is because of predicted extreme fire weather or when there are already widespread fires and firefighting resources are stretched.

Total Fire Bans are declared using local government boundaries in both rural and urban areas. You can see whether your local government area is affected by a Total Fire Ban at [emergency.wa.gov.au](http://emergency.wa.gov.au).

Some activities can continue during a Total Fire Ban if the activity is being carried out in relation to work for a business, a public authority, or as part of an agricultural activity.

**If you ignore a Total Fire Ban, you could be fined up to \$25,000 and/or be jailed for up to 12 months.**

**What does a TFB affect?**


A TFB affects any activity that may cause a fire including:

- Lighting a campfire or using a fire pit
- Burning leaves, garden waste or grass cuttings
- Using an incinerator
- Using a grinder, welder or any other ‘hot work’ that creates a spark
- Operating a hot-air balloon
- Using an outdoor wood-fired pizza oven or stove, or a BBQ that uses solid fuel

Any equipment powered by an internal combustion engine including:

- Vehicles such as car, tractor, motorbike, quad bike or dune buggy
- A chainsaw or lawn mower
- A plant trimmer or grass trimmer
- Bobcats, excavators, bulldozers (or any other similar machines)
- A generator

**Total Fire Ban information**

-  1800 709 355
-  [dfes.wa.gov.au](http://dfes.wa.gov.au) | [emergency.wa.gov.au](http://emergency.wa.gov.au)
-  ABC 102.5FM or ABC 684AM

### Harvest and Vehicle Movement Ban



Harvest and Vehicle Movement Bans (HVMB) in the district can be imposed by local government under the Bush Fires Regulations 1954 (Regs) when the local Fire Behaviour Index reaches 40 or as otherwise permitted under the Regs.

A HVMB may be imposed for any length of time but is generally imposed for 'heat of the day' periods and may be extended or revoked as weather conditions change.

During a HVMB any machinery or equipment that is powered by an internal combustion engine can not be used including any engine, vehicle, harvester, tractor, motorbike, quad bike, dune buggy etc.

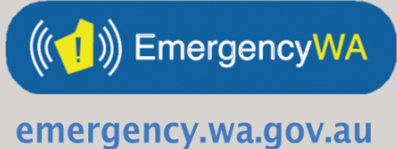
#### Harvest and Vehicle Movement Ban information

- Shire of Murray 08 9531 7777
- ABC102.5FM or ABC684AM
- Local Fire Control Officer

### SMS alerts

Shire of Murray residents can subscribe to SMS alerts of local Harvest and Vehicle Movement Bans and other information via [murray.wa.gov.au](http://murray.wa.gov.au).

**Please note:** SMS alerts do not include alerts about fires or other emergencies.



## Australian Fire Danger Rating System (AFDRS)

**Catastrophic** Fire Behaviour Index Range **100+**

**Leave bushfire risk area**

Unsafe for firefighters and community. Without initial attack success, likelihood of very large fire development is very high. High probability of loss of life and property.

**Extreme** Fire Behaviour Index Range **50-99**

**Take action now**

Defensive suppression strategies. High levels of threat to life/property. Safety of firefighters and community paramount.

**High** Fire Behaviour Index Range **24-49**

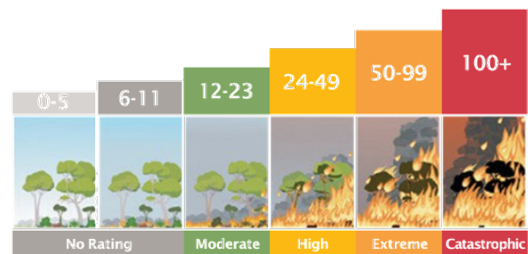
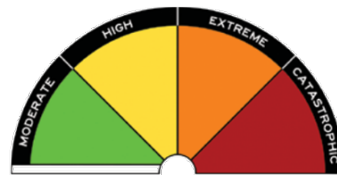
**Be ready to act**

Initial attack success critical to prevent large fire development. Defensive suppression strategies.

**Moderate** Fire Behaviour Index Range **12-23**

**Plan and prepare**

Most bushfires in this category. Fires typically suppressed with direct, parallel or indirect attack.





## Important contacts

### Department of Fire and Emergency Services

#### General enquiries

08 9395 9300

#### Emergency information

133 337 (13DFES)

#### Register your controlled burn

08 9395 9209

### Department of Biodiversity, Conservation and Attractions

#### General enquiries

08 9290 6100

#### Shire of Murray Rangers and Community Safety

08 9531 7709

**Shire of  
Murray**

   @ShireofMurray

#### Contact us

1915 Pinjarra Road, Pinjarra  
WA 6208

PO Box 21, Pinjarra WA 6208

T: (08) 9531 7777

E: [mailbag@murray.wa.gov.au](mailto:mailbag@murray.wa.gov.au)

[murray.wa.gov.au](http://murray.wa.gov.au)

# Position Description

## Chief Bush Fire Control Officer (CBFCO)

Position Type:	Appointment under Section 38, <i>Bush Fires Act 1954</i>
Reports To:	Chief Executive Officer
Liaises With:	Shire of Murray Ranger and Community Safety Team; DFES District Officer; Volunteer Bush Fire Brigades; Shire Officers; Community Members

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### Values

Shire of Murray representatives are expected to embrace the following values, which underpin positive culture and guide strategic and operational decisions.

#### Our Values are REAL

##### Respect -

**For our Community** - Adopt and maintain a customer focus, serve the community with pride and passion, ensure decisions taken help businesses to thrive, protect our environment and improve quality of life.

**For our Councillors** - Take pride in serving councillors as the elected representatives of our community; ensure that a sound understanding of the community guides advice to Council.

**For our Colleagues** - Approach problems with a *we over me* mentality, collaborate and support each other to achieve organisational goals.

##### Excellence -

Be outcomes-focused and innovate, ensure continual learning and growth, build strong relationships, adopt a can-do attitude, be proactive, participatory and inclusive, listen to understand and empower, close the loop.

##### Accountable -

Care about your work, take pride in what you do, own your mistakes and let your learnings guide you to achieve better results and grow, be open and transparent.

##### Leadership -

Be a steward of our community, your team and the organisation, create a positive working environment, take initiative, encourage continual improvement, be agile and adaptive.

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### 1. Position Objective

To provide leadership, coordination, and oversight of the Shire of Murray's bush fire management functions, including prevention, preparedness, response and recovery, in accordance with the *Bush Fires Act 1954*, DFES procedures, relevant Policy, the Shire Bush Fire Local Law and adopted Standard Operating Procedures.

## 2. Role

The Chief Bush Fire Control Officer (CBFCO) is a key leadership role with responsibility to support, enable and empower members within the Bush Fire Brigades of the Shire of Murray. The role is that of a leader, decision maker, planner and subject to any directions by the local government, has primary operational responsibility for ensuring the Bush Fire Brigades are functioning to a standard commensurate to the risks within the Shire of Murray. The CBFCO works cooperatively with the Shire to provide oversight into the operations of its Bush Fire Brigades. The Chief Bush Fire Control Officer is appointed by the Local Government.

## 3. Responsible to:

The Shire of Murray Chief Executive Officer.

## 4. Key Responsibilities

- During wildfire incidents manage the fire resources and Brigades and when necessary act as the Incident Controller.
- Promote and support the application of the AIMS Incident Management System, DFES Procedures and the Shire's bush fire management framework to Bush Fire Control Officers, Brigades and volunteer firefighters and ensure an Incident Controller is appointed for all Incidents 1-3.
- Provide leadership, coordination, operational oversight to DCBFCO's, FCO's, Captains and Brigade members.
- Coordinate and oversee the activities of Deputy and Brigade Bush Fire Control Officers (FCO's).
- Promote positive brigade culture, volunteer engagement, mentorship and cooperative working relationships that connects the values of Volunteer Bushfire Brigades to the community and within the Brigades
- Liaise with the Shire, Bush Fire Advisory Committee (BFAC), emergency services and other stake holders on bush fire management matters.
- Support the Shire's community bushfire education and preparedness initiatives.
- Assist in resolving operation or Brigade related issues in accordance with applicable procedures and standards.

## 5. Duties and Responsibilities

The duties and responsibilities listed are not exhaustive and may be varied to meet operational, legislative and organisational requirements.

### Prevention

- Promote bush fire prevention, hazard reduction and community risk awareness.
- Contribute to bush fire risk management planning and related bush fire management strategies.
- Provide advice to Shire regarding burning times, harvest and vehicle movement bans and other fire prevention measures.

- Assist the Shire with bushfire hazard assessments and related risk management activities..
- Promote safe work practices and risk management for volunteer firefighters.

#### Preparedness and Response

- Support the bush fire brigades and trainers capability through training, exercises and operational preparedness activities to ensure volunteers are trained to a standard commensurate to the risk and equipment within the brigade areas.
- Promote compliance with DFES Standard Operating Procedures and Guidelines together with the Shire's Local Law, Policies, Plans and Standard Operating Procedures.
- Coordinate and support bush fire response operations in conjunction with DCBFO's, FCO's and emergency services.
- Provide operational leadership during incidents, including undertaking the role of Incident Controller, when required.
- Monitor mobilization and deployment activities to ensure consistency with approved DFES and Shire procedures
- Delegate specific tasks to DCBFCO, FCO's or Brigades.
- Establish and maintain effective communication and liaison with the Shire (Rangers and Bushfire Management), FCO's, Brigade's, emergency services, statutory authorities and facilitate prompt response to fire incidents.
- Ensure welfare preparedness is arranged for the provision of food, medical aid and counselling services for volunteers.
- Authorise crews to attend other local governments emergency incidents where appropriate and notify the Shire that local firefighting resources are being committed outside of the district.
- Attend and participate in meetings and forums, including but not limited to the Bushfire Advisory Committee, LEMC and represent the Shire on ROAC, ROC, SOC teleconferences as required, in order to promote, review and support the operational needs of the Shire and the Brigades.
- Undertake the functions authorised under the *Bush Fires Act 1954* and delegated or authorised by the Shire of Murray.
- Work collaboratively with the Shire to prepare and manage exercises to test plans and procedures.
- Liaise with the Shire concerning fire prevention/suppression matters generally and directions issued by the Shire to FCO's, bush fire brigades or brigade officers.

#### Recovery

- Convene and conduct a post incident analysis after a major incident within the district
- Liaise with DFES on post incident analysis matters and contribute where required
- Attend Local Recovery Coordination Group (LRCG) meetings where required and provide information and advice arising from IMT, ISG and OASG meetings about the response activities that relate to local recovery matters

### Organisational Responsibilities

- Exercise discretion, leadership or appropriate judgement where practices and direction are not clearly defined.
- Maintain strict confidentiality and uphold ethical and professional standards..
- Comply with the Shire of Murray Code of Conduct and Bush Fire Brigades Code of Conduct ensuring probity and ethical behaviour in all dealings.
- Support continual improvement of processes and procedures as it relates to bush fire brigades, fire prevention, preparedness, response and recovery.
- Attend any meeting of a Brigade, with prior notification to the brigade, as a non-voting representative.

### Work Health and Safety Responsibilities

- Comply with *Work Health and Safety Act 2020*, associated regulations and Shire safety instructions, policies and procedures.
- Take reasonable care to ensure your safety at work, and the safety of others.
- Identify, report and assist in managing hazards, incidents and risks.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Promote a safe, respectful and inclusive working environment.

## 6. Criteria of CBFCO

### Essential:

- Knowledge and understanding of the *Bush Fires Act 1954*, *Bush Fires Regulations 1954* and local fire control requirements.
- Knowledge of the State EM Policy No. 4.8 (Traffic Management During Emergencies).
- Minimum 8 years of bushfire operational experience .
- Knowledge of the Shire's Response Plans and SOP's.
- Knowledge of Bush Fire Brigades management practices and procedures.
- Experience in managing firefighting operations and/or incident management.
- Conflict and Grievance resolution skills.
- Effective time management and organizational skills.
- Effective verbal communications and interpersonal skills including stakeholder leadership and management.
- Ability to perform under stressful conditions.
- Experience in managing operations.
- Experience in the requirements of the *Workplace Health and Safety Act 2020* as it relates to emergency volunteers.
- Readily available to attend operational incidents as required.

- Holds current qualifications of a Fire Control Officer.
- Completion of DFES-accredited training and other relevant training to support the role such as:

○ Fire Fighter Awareness	○ Fire Fighter Skills
○ AIIMS Awareness	○ WAERN Advanced
○ Fire Control Officer	○ On and Off Road Driving
○ Advanced Emergency Driving	○ Advanced Bush Fire Fighting
○ Structural Firefighting	○ Crew Leader
○ Sector Commander	○ Ground Controller
○ Machine Supervision	○ Leadership Fundamentals
○ AIIMS 2021 Level 1 IC	○ Workplace Trainer and Assessor
○ Mental Health First Aid	○ Pump Operations

- Current “C” Class driver’s licence.

**Desirable:**

- Prior service as Deputy Chief Bush Fire Control Officer or Brigade Captain
- Knowledge of local government emergency management framework
- Current “HR” Class driver’s licence

**Personal Attributes**

High integrity, Honest, Trustworthy, Calm under pressure, Reliable, Enthusiastic, Professional, Respectful, Sufficient time to dedicate to the job/role respect and understanding of the chain of command and aligns with the Shire’s values of Respect, Excellence, Accountability, and Leadership.

## 7. Appointment Conditions

- Appointed annually by Council under Section 38 of the *Bush Fires Act 1954*.
- Required to participate in the Shire’s emergency response roster and maintain training currency.

# Position Description

## Deputy Chief Bush Fire Control Officer (DCBFCO)

Position Type:	Appointment under Section 38, <i>Bush Fires Act 1954</i>
Reports To:	Chief Bush Fire Control Officer
Liaises With:	Shire of Murray Ranger and Bushfire management team; DFES District Officer; Volunteer Bush Fire Brigades; Shire Officers; Community Members

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### Values

Shire of Murray representatives are expected to embrace the following values, which underpin positive culture and guide strategic and operational decisions.

#### Our Values are REAL

##### Respect -

**For our Community** - Adopt and maintain a customer focus, serve the community with pride and passion, ensure decisions taken help businesses to thrive, protect our environment and improve quality of life.

**For our Councillors** - Take pride in serving councillors as the elected representatives of our community; ensure that a sound understanding of the community guides advice to Council.

**For our Colleagues** - Approach problems with a *we over me* mentality, collaborate and support each other to achieve organisational goals.

##### Excellence -

Be outcomes-focused and innovate, ensure continual learning and growth, build strong relationships, adopt a can-do attitude, be proactive, participatory and inclusive, listen to understand and empower, close the loop.

##### Accountable -

Care about your work, take pride in what you do, own your mistakes and let your learnings guide you to achieve better results and grow, be open and transparent.

##### Leadership -

Be a steward of our community, your team and the organisation, create a positive working environment, take initiative, encourage continual improvement, be agile and adaptive.

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### 1. Position Objective

To assist the Chief Bush Fire Control Officer in bush fire management functions, including prevention, preparedness, response and recovery, in accordance with the *Bush Fires Act 1954*, DFES procedures, relevant Policy, the Shire Bush Fire Local Law and adopted Standard Operating Procedures.

## 2. Role

The Deputy Chief Bush Fire Control Officer (DCBFCO) is a key leadership role with responsibilities to assist and support the CBFCO. The role of DCBFCO is that of a leader, decision-maker and planner, assisting the CBFCO in ensuring the Bush Fire Brigades are functioning to a standard commensurate to the risks within the Shire of Murray. The Chief Bush Fire Control Officer is appointed by the Local Government.

## 3. Responsible to:

- Chief Bush Fire Control Officer;
- The Shire of Murray Chief Executive Officer when delegated as CBFCO.

## 4. Key Responsibilities

- The primary role of a DCBFCO is as a delegated representative of the Local Government, responsible for administering provisions of the *Bush Fires Act 1954*.
- In the absence of the CBFCO, the DCBFCO will undertake that role.
- Demonstrate positive and high-level leadership and the mentoring to Bush Fire Control Officers, Captains, Lieutenants and other Brigade personnel.
- Support the Chief Bush Fire Control Officer during bushfire incidents, assuming leadership or sector command as delegated.
- Promote positive brigade culture, volunteer engagement, mentorship and cooperative working relationships that connects the values of Volunteer Bushfire Brigades to the community and within the Brigades.
- Support the Shire's community bushfire education and preparedness initiatives.

## 5. Duties and Responsibilities

The duties and responsibilities listed are not exhaustive and may be varied to meet operational, legislative and organisational requirements.

### Prevention

- Provide advice to the CBFCO as to when harvest bans, movement of vehicle bans should be applied and advice on the extension of Prohibited or Restricted Burning Periods.
- Promote bush fire prevention, hazard reduction and community risk awareness.
- Assist the Shire with bushfire hazard assessments and related risk management activities when requested.

### Preparedness and Response

- If more than one BFCO or Brigade is in attendance at a bushfire burning in the district, the DCBFCO may take control of fire operations and be Incident Controller or part of the Incident Manager Team as delegated by the Incident Controller.
- Undertake the functions authorised under the *Bush Fires Act 1954* and delegated or authorised by the Shire of Murray.

- Support the CBFCO in ensuring the bush fire brigades and trainers capability through training, exercises and operational preparedness activities to ensure volunteers are trained to a standard commensurate to the risk and equipment within the brigade areas.
- Promote compliance with the use of DFES Standard Operating Procedures and Guidelines together with the Shire's Local Law, Policies, Plans and Standard Operating Procedures.
- Attend and participate in meetings and forums, including but not limited to the Bushfire Advisory Committee, LEMC and representing Brigades at District meetings where the CBFCO is unable to attend or as the DCBFCO in order to promote, review and support the operational needs of the Shire and the Brigades.
- Support the CBFCO in coordination of response to emergency incidents.
- Ability to attend further fire and emergency management training.

#### Recovery

- Assist the CBFCO with conducting a post incident analysis after a major incident within the district.
- In the absence of the CBFCO, attend Local Recovery Coordination Group (LRCG) meetings where required and provide information and advice arising from IMT, ISG and OASG meetings about the response activities that relate to local recovery matters.

#### Organisational Responsibilities

- Exercise discretion, leadership or appropriate judgement where practices and direction are not clearly defined.
- Maintain strict confidentiality and uphold ethical and professional standards.
- Comply with the Shire of Murray Code of Conduct and Bush Fire Brigades Code of Conduct ensuring probity and ethical behaviour in all dealings.
- Support continual improvement of processes and procedures as it relates to bush fire brigades, fire prevention, preparedness, response and recovery.
- Attend any meeting of a Brigade, with prior notification to the brigade, as a non-voting representative.

#### Work Health and Safety Responsibilities

- Comply with *Work Health and Safety Act 2020*, associated regulations and Shire safety instructions, policies and procedures.
- Take reasonable care to ensure your safety at work, and the safety of others.
- Identify, report and assist in managing hazards, incidents and risks.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Promote a safe, respectful and inclusive working environment.

## 6. Criteria of DCBFCO

#### Essential:

- Knowledge and understanding of the *Bush Fires Act 1954*, *Bush Fires Regulations 1954* and local fire control requirements.
- Minimum 6 years of bushfire operational experience.
- Knowledge of the State EM Policy No. 4.8 (Traffic Management During Emergencies).
- Effective time management and organizational skills.
- Effective verbal communications and interpersonal skills including stakeholder leadership and management.
- Ability to perform under stressful conditions.
- Experience in managing firefighting operations.
- Holds current qualifications of a Fire Control Officer.
- Knowledge of the requirements of the *Workplace Health and Safety Act 2020* as it relates to emergency volunteers.
- Completion of DFES-accredited training and other relevant training to support the role such as:
  - Fire Fighter Awareness
  - AIIMS Awareness
  - Fire Control Officer
  - Advanced Emergency Driving
  - Structural Firefighting
  - Sector Commander
  - Machine Supervision
  - AIIMS 2021 Level 1 IC
  - Mental Health First Aid
  - Fire Fighter Skills
  - WAERN Advanced
  - On and Off Road Driving
  - Advanced Bush Fire Fighting
  - Crew Leader
  - Ground Controller
  - Leadership Fundamentals
  - Workplace Trainer and Assessor
  - Pump Operations
- Current “C” Class driver’s licence.

**Desirable:**

- Knowledge of local government emergency management framework
- Current “HR” Class driver’s licence

**Personal Attributes**

High integrity, Honest, Trustworthy, Calm under pressure, Reliable, Enthusiastic, Professional, Respectful, Sufficient time to dedicate to the job/role respect and understanding of the chain of command and aligns with the Shire’s values of Respect, Excellence, Accountability, and Leadership.

## 7. Appointment Conditions

- Appointed annually by Council under Section 38A of the *Bush Fires Act 1954*.
- Required to participate in the Shire’s emergency response roster and maintain training currency.