



Appendices

**Bush Fire Advisory
Committee Meeting**

Wednesday 16 August 2023



Minutes

**Bush Fire Advisory
Committee Meeting**

Wednesday 25 May 2022

**Bush Fire Advisory Committee – 25 May 2022
Table of Contents**

1. ATTENDANCES	1
2. ABSENT	1
3. CONFIRMATION OF MINUTES OF MEETING	2
3.1 Confirmation of Minutes of the Bush Fire Advisory Committee meetings - Appendix 1 - 26 May 2021.....	2
4. BUSINESS ARISING FROM THE PREVIOUS MEETING.....	2
5. BUSINESS ARISING	3
5.1. Election of Presiding Member	3
5.2. Election of Officers for the 2022/2023 Fire Season - Appendix 2 and 3.....	5
5.3. 2022/2023 Firebreak Notice and Other Bush Fire Act 1954 Notices - Appendix 4, 5 and 6	11
6. REPORTS – EXTERNAL AGENCIES.....	14
6.1 Chief Bush Fire Control Officer Report - Appendix 7	14
6.2 Shire Training Coordinator Report.....	14
6.3 Community Emergency Services Coordinator Report - Appendix 8	14
6.4 DFES Representative Report - Appendix 9.....	14
6.5 DBCA Representative Report	14
6.6 Volunteer Brigade Reports	14
6.6.1 Coolup VBFB.....	14
6.6.2 Dwellingup VBFB.....	15
6.6.3 North Dandalup VBFB - Appendix 10	15
6.6.4 South Yunderup/Ravenswood VBFB.....	15
6.6.5 West Murray VBFB.....	15
6.7 Manager Governance Report - Appendix 11	15
6.8 Chief Executive Officer Report.....	15
7. MOTIONS WITHOUT NOTICE FOR DISCUSSION AT THE NEXT MEETING	16
8. NEXT MEETING	16
9. CLOSE.....	16

Notice of Meeting

Minutes of the Bush Fire Advisory Committee meeting held at the Council Chambers at the Shire of Murray Administration Office, 1915 Pinjarra Road, Pinjarra on Wednesday 25 May 2022. The Chairperson, Cr. A Rogers declared the meeting open the time being 6:00pm.

Important Notes

It should be noted that decisions of this Committee are only recommendations to and not decisions of Council. Committee recommendations should therefore not be acted on or otherwise relied upon until Council has formally considered and decided on the Committee recommendations.

1. ATTENDANCES

Members

Cr. A Rogers (Presiding Member)	Councillor, Shire of Murray
Mr. R Marlborough (Proxy)	Manager Governance, Shire of Murray
Mr. D McLarty	FCO, Coolup VBFB
Mr. A Cocivera	FCO, Dwellingup VBFB
Mr. P Thurkle	FCO, North Dandalup VBFB
Mr. D McGuinness (Proxy)	Brigade Captain, South Yunderup/Ravenswood VBFB
Mr. B Bird	Brigade Captain/FCO, West Murray VBFB
Mr. K Jones	FCO, Pinjarra VFRS

Ex-Officio

Ms. C Goff (Minutes)	Ranger and Emergency Services Support Officer, Shire of Murray
Mr. B Finlay	District Officer – Wellington, DFES
Mr. S Gunn	Fire Operations Officer – Perth Hills District, PWS

Guests

Mr. D Unsworth	Chief Executive Officer, Shire of Murray
Mr. R Wilson	CBFCO, Shire of Murray
Mr. S Kirkham	1 st Lieutenant, Coolup VBFB
Mr. D Turner	Brigade Captain, Dwellingup VBFB
Mrs. L Webster	Brigade Member, North Dandalup VBFB
Mr. M Webster	Brigade Member, North Dandalup VBFB
Ms. S Daley	Brigade Secretary, South Yunderup/Ravenswood VBFB
Mr. G Kalbus	1 st Lieutenant, West Murray VBFB
Mr. D Sutton	3rd Lieutenant, West Murray VBFB
Mr. A Taylor	Permit Issuing Officer, West Murray VBFB
Mr. I Bennett	Volunteer Fire Fighter, West Murray VBFB

2. ABSENT

Members

Mr. J Camplin (Apology) Training Coordinator/FCO, South Yunderup/Ravenswood VBFB

Ex-Officio

Mr. S Hurd Fire Operations Officer – Swan Coastal District, PWS

Guests

Mr. K Jones (Apology) Brigade Captain, Pinjarra VFRS

3. CONFIRMATION OF MINUTES OF MEETING

3.1 Confirmation of Minutes of the Bush Fire Advisory Committee meetings - Appendix 1 - 26 May 2021

Committee Recommendation

BFAC22/001

Moved: D McLarty

That the Minutes of the Bush Fire Advisory Committee meeting held on 26 May 2021 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY 8:0

Council received and noted the minutes of the Shire of Murray Bush Fire Advisory Committee meeting held on 25 May 2022 including recommendation BFAC22/003, BFAC22/004 and BFAC22/005 at the 23 June 2022 Ordinary Council Meeting as per resolution OCM22/061.

4. BUSINESS ARISING FROM THE PREVIOUS MEETING

Nil

5. BUSINESS ARISING

5.1. Election of Presiding Member

File Ref: 1804-10
 Previous Items: Nil
 Author and Title: Robert Marlborough, Manager Governance
 Voting Requirements: Simple Majority

Committee Recommendation

BFAC22/002

Moved: D McLarty

The Bush Fire Advisory Committee endorse the appointment of Cr. Ange Rogers as the Chairperson of the Shire of Murray Bush Fire Advisory Committee (BFAC). This appointment will expire on 21 October 2023 to coincide with the Local Government Elections.

CARRIED UNANIMOUSLY 8:0

In Brief

The Shire of Murray Bush Fire Advisory Committee (BFAC) is required to elect a Presiding Member.

Background

Council Committees elect their own Presiding Member from the relevant committee membership. A Presiding Member's term of appointment is until the next Council election or the incumbent resigns.

In 2012 the Bush Fire Advisory Committee formed the view that Fire Control Officers appointments only ran for one year and new Committee members should have the right to elect an alternative Presiding Member, therefore the term of the BFAC Chairperson was amended to reflect this position.

At the Ordinary Council Meeting on 28 October 2021 (Item 12.1), Council endorsed the following;

That Cr Ange Rogers with Cr Stuart Kirkham (proxy) be appointed to the Bush Fire Advisory Committee for a term expiring on 21 October 2023.

Report Detail

Nominations will be called at the meeting for the position of BFAC Chairperson.

Murray 2031 Strategic Community Plan

Focus Area	Places for People
Objective	Socially connected, safe and cohesive community
Strategy	Facilitate safe neighborhoods and communities

Other Strategic Links

Nil

Statutory Environment

Section 67 *Bush Fires Act 1954*; and,
Shire of Murray Meeting Procedures Local Law 2012.

Sustainability & Risk Considerations

Economic – (Impact on the Economy of the Shire and Region)

Nil

Social – (Quality of life to community and/or affected landowners)

There is no impact on the quality of life of the community.

Environment – (Impact on environment's sustainability)

Not Applicable

Policy Implications

There are no policy implications.

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Low	Nil.

Consultation

- *Bush Fires Act 1954*,
- Council Records; and,
- Bush Fire Advisory Committee minutes.

Resource Implications

Financial

Nil

Workforce

Nil

Options

The Committee has the option of recommending to Council to:

1. Endorse the Presiding Member; or,
2. Reject the proposal.

Conclusion

It is recommended that the Committee endorse a Chairperson as elected, for a term expiring on 21 October 2023 to coincide with the Local Government Elections.

5.2. Election of Officers for the 2022/2023 Fire Season - Appendix 2 and 3

File Ref: 1809
Previous Items: Nil
Author and Title: Robert Marlborough, Manager Governance
Voting Requirements: Simple Majority

**Appendix 2 - VBFB - AGM Minutes 2022
Appendix 3 - Nomination for Shire Training Officer and Fire Weather Officer**

**Committee Recommendation
BFAC22/003
Moved: D McLarty
Seconded: P Thurkle**

The Bush Fire Advisory Committee recommend to Council to appoint Mr. Robert Wilson as the Chief Bush Fire Control Officer by delegated authority for the 2022/2023 Fire Season.

CARRIED 7:1

Following the result of voting, names were recorded as follows:

For: A Rogers, R Marlborough, D McLarty, A Cocivera, P Thurkle, D McGuinness and K Jones.

Against: B Bird.

**Committee Recommendation
BFAC22/004
Moved: D McLarty
Seconded: R Wilson**

The Bush Fire Advisory Committee recommend to Council to appoint Mr. Peter Thurkle as the Deputy Chief Bush Fire Control Officer by delegated authority for the 2022/2023 Fire Season.

CARRIED UNANIMOUSLY 8:0

Committee Recommendation**BFAC22/005****Moved: A Roger****Seconded: D McLarty**

The Bush Fire Advisory Committee recommend to Council to appoint the following persons by delegated authority for the 2022/2023 Fire Season:

Fire Control Officers:	Mr. Douglas McLarty – Coolup VBFB Mr. Anthony Cocivera – Dwellingup VBFB Mr. Peter Thurkle – North Dandalup VBFB Mr. James (Jim) Camplin – South Yunderup/ Ravenswood VBFB Mr. Brian Bird – West Murray VBFB Mr. Kevin Jones – Pinjarra VFRS
Fire Control Officers: (Permit Issuing Only)	Mr. Chris Sattler – Coolup VBFB Mr. Stuart Kirkham – Coolup VBFB Mrs. Lorraine Webster – North Dandalup VBFB Ms. Christine Thompson JP – West Murray VBFB Mr. Andrew Taylor – West Murray VBFB Mr. Michael (Mick) Gavranich – West Murray VBFB
Fire Weather Officer:	Mr. James (Jim) Camplin – South Yunderup/ Ravenswood VBFB
Deputy Fire Weather Officer:	Community Emergency Services Coordinator
Shire Training Coordinator:	Mr. James (Jim) Camplin – South Yunderup/ Ravenswood VBFB

CARRIED UNANIMOUSLY 8:0

Reason for Change

The recommendation changed due to no written nominations being received for the position of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer which resulted in the recommendation originally proposed being split.

D McLarty nominated R Wilson for the position of Chief Bush Fire Control Officer to which R Wilson accepted. No other nominations were received for this position therefore Committee Recommendation BFAC22/003 was carried.

R Wilson nominated P Thurkle for the position of Deputy Chief Bush Fire Control Officer to which P Thurkle accepted. No other nominations were received for this position therefore Committee Recommendation BFAC22/004 was carried.

The election of Fire Control Officers, Fire Control Officers (Permit Issuing Only), Fire Weather Officer, Deputy Fire Weather Officer and Shire Training Coordinator were carried by 'En Bloc' resolution. Therefore, Committee Recommendation BFAC22/005 was carried.

In Brief

- For the Bush Fire Advisory Committee is to elect and recommend appointments required under the *Bush Fires Act 1954* and other appointments as deemed necessary.

Background

Brigade Fire Control Officer and Bush Fire Control Officer (Permit Issuing Only) appointments at brigade level are determined by each brigade at their respective Annual General Meetings (AGM) and this supports the Council BFAC membership structure.

Nominations were called at the meeting for the following positions -

- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer
- Fire Weather Officer
- Deputy Fire Weather Officer
- Shire Training Coordinator

With the introduction of delegated authority in recent years the endorsement of Fire Control Officers appointments by Council is no longer required as the Chief Executive Officer has the delegated authority under Section 48 of the *Bush Fires Act 1954* to appoint Fire Control Officers, inclusive of a Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers and Fire Weather Officers. The appointment of Fire Weather Officers requires additional DFES endorsement.

Report Detail

Accordingly, the proposal presented is for the Committee to support the appointment of the brigade nominated Fire Control Officers including Permit Issuing Officers from the Coolup Volunteer Bush Fire Brigade, Dwellingup Volunteer Bush Fire Brigade, North Dandalup Volunteer Bush Fire Brigade, South Yunderup/Ravenswood Volunteer Bush Fire Brigade and West Murray Volunteer Bush Fire Brigade, as Fire Control Officers in the district.

Attached at **Appendix 2** for information purposes are the Shire of Murray Volunteer Bush Fire Brigades 2022 AGM minutes that detail the appointments of Brigade Officers in each of the Volunteer Bush Fire Brigades, including Fire Control Officers and Fire control Officer (Permit Issuing only) for each Brigade area.

A written nomination, as detailed at **Appendix 3** has been received from Mr. James (Jim) Camplin for the position of Shire Training Coordinator and for Fire Weather Officer.

All Shire Rangers, the Coordinator Ranger and Emergency Management (when appointed) and the Manager Governance are appointed as Fire Control Officers and prosecutors, as required, under the provisions of the *Bush Fire Act 1954* at the time of their employment. The Community Emergency Services Coordinator (when appointed) is also a Fire Control Officer. There is no need to appoint or amend the appointments of these officers.

Murray 2031 Strategic Community Plan

Focus Area	Places for People
Objective	Socially connected, safe and cohesive community
Strategy	Facilitate safe neighborhoods and communities

Other Strategic Links

Nil

Statutory Environment

Fire Control Officers, Fire Control Officers (Permit Issuing Only) & Chief & Deputy Chief Fire Control Officers.

Section 38 (1) of the *Bush Fires Act 1954* ('Act') states that a local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of the Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it. The appointment of Fire Control Officers may be delegated to the Chief Executive Officer under Section 48 of the Act.

A local government or a person delegated the authority shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

Fire Weather & Deputy Fire Weather Officers

Section 38 (6) (c) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary. The appointment of Fire Weather officers may also be delegated to the Chief Executive Officer under Section 48 of the Act.

- (ca) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by paragraph (h).
- (cb) An approved local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.
- (cc) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office under paragraph (cb) is, subject to paragraph (cd), entitled to act in the discharge of the duties of that office.
- (cd) A deputy who is one of 2 or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined under paragraph (cb) is available and able to discharge those duties.

- (d) The local government shall give notice of an appointment made under paragraph (c) or (cb) to the Authority and cause notice of the appointment to be published at least once in a newspaper circulating in its district and the Authority shall cause notice of the appointment to be published once in the *Government Gazette*.
- (h) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is "extreme" or "very high", and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.
- (i) This subsection does not authorise the burning of bush during the prohibited burning times.

Note: Fire Weather Officers must be appointed as Fire Control Officers pursuant to clause (6) (c).

Section 48 Delegation by local governments

- (1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.
- (2) Performance by the chief executive officer of a local government of a function delegated under subsection (1) —
 - (a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
 - (b) is to be treated as performance by the local government.
- (3) A delegation under this section does not include the power to sub-delegate.
- (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.

The Shire Training Coordinator position is not an appointment specified within the Act. Council has traditionally recognised this position to assist the Shire in certain functions.

Sustainability & Risk Considerations

Economic – (Impact on the Economy of the Shire and Region)

There are no economic impacts on the community.

Social – (Quality of life to community and/or affected landowners)

The appointments support the community and there is no negative impact on the quality of life.

Environment – (Impact on environment's sustainability)

There is no negative impact on the natural or built environment.

Policy implications

There are no policy implications and the level of risk is considered to be low if the recommendation is endorsed. The proposed appointments under delegated authority are in accordance with the provisions of the *Bush Fires Act 1954*.

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Low	Nil

Consultation

- Council Records,
- Bush Fire Advisory Committee minutes.

Resource Implications*Financial*

The cost of advertising the appointments is provided in the annual Shire of Murray budget.

Workforce

Nil

Options

The Committee has the option of recommending to Council to:

1. endorse the Officer appointments; or,
2. reject the proposal.

Conclusion

The Committee recommendations are to be used by the Chief Executive Officer under delegated authority to formally appoint persons in accordance with the provisions of the *Bush Fires Act 1954* to the following positions;

- Chief Bush Fire Control Officer;
- Deputy Chief Bush Fire Control Officer;
- Fire Control Officers;
- Fire Control Officers (Bush Fire Permit issuing only);
- Fire Weather Officer;
- Deputy Fire Weather Officer; and,
- Shire Training Coordinator/s.

5.3. 2022/2023 Firebreak Notice and Other Bush Fire Act 1954 Notices - Appendix 4, 5 and 6

File Ref: 1804
Previous Items: Nil
Author and Title: Robert Marlborough, Manager Governance
Voting Requirements: Simple Majority

Appendix 4, 5 and 6

Committee Recommendation
BFAC22/006
Moved: D McLarty

That Council

1. **adopts the Shire of Murray Firebreak Notice, as attached at Appendix 4;**
2. **adopts the limitations relating to Camp and Cooking Fires within the district during the prohibited burning time, as attached at Appendix 5;**
3. **adopts the limitations relating to the Burning of Garden Refuse and Rubbish within the district, as attached at Appendix 6; and,**
4. **approves the publication of the Firebreak Notice, Camp and Cooking Fire Notice and Burning of Garden Refuse and Rubbish Notices in accordance with the provisions of the *Bush Fires Act 1954*, before 30 September 2022.**

CARRIED UNANIMOUSLY 8:0

Committee Recommendation BFAC22/006 was carried by the Council at the 23 June 2022 Ordinary Council Meeting as per resolution OCM22/060.

In Brief

To determine the Shire of Murray Firebreak Notice and other notices to manage bush fire related matters within the district.

Background

The current Shire of Murray Firebreak Notice (Notice) was significantly amended as part of a full review in 2020.

Report Detail

The Shire of Murray Firebreak Notice is made pursuant to the powers conferred in s.33 of the Bush Fires Act 1954 (the Act).

In its current form is reasonably functional and provides sufficient means to direct landowners to take actions to implement works to prevent the outbreak or spread or extension of a bush fire within the district and it provides a mechanism for Special Works Orders to further reduce hazards, if required.

Within the previously adopted Notice there were provisions relating to limitations on Camp and Cooking Fires and the Burning of Garden Refuse and Rubbish in the district.

Recent advice, via another Local Government, after consultation with the Department of Fire and Emergency Services suggested that these two notices made respectively under S24G(2) and 25(1a) of the Act should not be included within the Firebreak Notice, they should be standalone notices published separately.

The proposed Shire of Murray Firebreak Notice with the Camp and Cooking Fires and the Burning of Garden Refuse and Rubbish provisions removed, is detailed at **Appendix 4** for consideration and recommendation to Council

The proposed standalone Camp and Cooking Fires and the Burning of Garden Refuse and Rubbish notices, are detailed at **Appendix 5** and **Appendix 6** for consideration.

Murray 2031 Strategic Community Plan

Focus Area	Places for People
Objective	Socially connected, safe and cohesive community
Strategy	Facilitate safe neighborhoods and communities

Other Strategic Links

Nil

Statutory Environment

Section 33 of the *Bush Fires Act 1954* provides a local government the ability to make a Notice requiring all owners or occupiers of land within the district to take measures for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur.

Section 24G (2) of the *Bush Fires Act 1954* provides a local government the ability, by notice published in the Gazette and a newspaper circulating in its district, to prohibit or impose restrictions on the burning of garden refuse within its district that is otherwise permitted under section 24F of the Act.

Section 25 (1) (1a) of the *Bush Fires Act 1954* provides a local government the ability, by notice published in the Gazette and a newspaper circulating in its district, to prohibit or prohibit the lighting of fires in the open air in its district for the purpose of camping or cooking for such period during the prohibited burning times as is specified in the notice.

Sustainability Implications

Economic – (Financial impact to the community)

Nil

Social – (Quality of life to community and/or affected landowners)

Technically no amendments to the general fire prevention preparedness requirements are suggested. The proposal is to remove the Camp and Cooking Fires and the Burning of Garden Refuse and Rubbish provisions from the current Notice as this provides continuity and supports landowner compliance.

Environment – (Impact on environment's sustainability)

Nil

Policy Implications

Nil

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Low	The level of negative community feedback will likely be low as no change to the current Notice is proposed.

Consultation

- *Bush Fires Act 1954*
- Council Records
- Council Staff – enforcement officers

Resource Implications*Financial*

Funds are provided in the Shire of Murray Annual Budget to publish the Notice annually.

Workforce

Nil

Options

The Committee has the option of recommending to Council to:

1. support the recommendation presented; or,
2. reject the recommendation and commence making a new Notice or amend the current Notice to present to Council for consideration.

Conclusion

The current Shire of Murray Firebreak Notice is effective and applies a reasonable minimum standard of fire prevention requirements across land categories in the district to prevent the spread or extension of a bushfire, and the Notice prescribes additional abilities to manage higher risk land by way of Special Works Orders

Removing the two notices relating to limitations on Camp and Cooking Fires and the Burning of Garden Refuse in the district from the Firebreak Notice and publishing these as separate notices supports recent advice.

6. REPORTS – EXTERNAL AGENCIES

6.1 Chief Bush Fire Control Officer Report - Appendix 7

A report has been submitted as per **Appendix 7**.

6.2 Shire Training Coordinator Report

There was no report submitted by J Camplin however, there was brief discussion regarding training.

B Finlay stated that a Level 1 Incident Controller course was recently held at the request from Shire of Murray Brigades. Only one person from the Murray Brigades was in attendance which was disappointing.

A Structural Fire Fighting course has been planned however only 1 or 2 people have booked in. Therefore, the members may be placed on another course out of the area. An Advanced Bushfire course is scheduled for 9 July 2022 and a Crew Leader course is scheduled for 10 July 2022.

R Wilson agreed and stated that local training is organised at the request of Brigades which is then cancelled due to lack of numbers which is embarrassing. Introduction to Fire Fighting and Bushfire Fighting courses will be organised by J Camplin and R Wilson. R Wilson advised that cancelling courses also affects the Trainers as they will lose their competency if they do not deliver a certain number of courses per year.

Brief discussion was held regarding Workplace Trainer and Assessor courses. P Thurkle stated that Brigades need to look at further advancement for members to be able to train others.

6.3 Community Emergency Services Coordinator Report - Appendix 8

A report has been submitted from G Stevens and is attached in **Appendix 8**.

6.4 DFES Representative Report - Appendix 9

A report has been submitted as per **Appendix 9**.

6.5 DBCA Representative Report

In the last 12 months DBCA Perth Hills have completed a number of hazard reduction burns in Dwellingup, Boddington, in the Huntly Mine envelope and on Del Park Road, North Dandalup. DBCA Swan Coastal assisted at the Nambeelup fire.

S Gunn advised that it is his last BFAC meeting at the Shire of Murray. He has accepted another role at DBCA Mandurah. Once a replacement DBCA Perth Hills representative is identified S Gunn will advise the Shire. In the meantime, S Gunn requested that he receive information which he can distribute as necessary.

6.6 Volunteer Brigade Reports

6.6.1 Coolup VBFB

D McLarty on behalf of Coolup VBFB passed on his sincere condolences regarding the recent loss of Patricia Briggs. She will be missed.

Coolup Brigade has been quiet. There has been a good turnout. The Cadet unit is running well with the younger cadets progressing towards their Duke of Edinburgh awards.

D McLarty thanked R Wilson, G Stevens and all Brigades for their support. He looks forward to working with everyone in the next 12 months. He stated that the Brigade workshop was a great step forward looking towards the future.

6.6.2 Dwellingup VBFB

A Cocivera stated that it had been a challenging time with COVID-19 losing members. The Brigade has however had a few new members join.

Dwellingup Brigade have completed numerous burns up to 40 hectares which is great for asset protection for the area. It has been a quiet year for wild fires which is good but also concerning for the future.

A Cocivera advised that he is the new FCO for Dwellingup VBFB with only one more course to complete. He advised that D Turner has been very supportive. He thanked D Turner, R Wilson, P Thurkle and all Brigades for their support.

6.6.3 North Dandalup VBFB - Appendix 10

A report has been submitted as per **Appendix 10**.

6.6.4 South Yunderup/Ravenswood VBFB

D McGuinness advised that the Brigade has lost a lot of old members due to COVID-19. Newer members are starting to step up into Lieutenant roles.

It has been a sad week for South Yunderup/Ravenswood VBFB with the recent loss of Pat Briggs. D McGuinness thanked everyone for their support.

6.6.5 West Murray VBFB

B Bird on behalf of West Murray passed on his condolences. He stated that Pat Briggs had been a loyal friend to Chris Thompson for 20 years.

He advised that it has been a challenging 12 months. B Bird was elected as FCO for West Murray VBFB. Brian would like support from other Brigades and to be the main point of contact for the Brigade. Brigades were urged to not listen to gossip and to go directly to Brian to discuss any issues.

West Murray VBFB have had a few new members join. Izak Bennett is the new trainer as John Waite stepped down. Training has picked up and the Brigade are travelling in the right direction.

6.7 Manager Governance Report - Appendix 11

The DFES State Capability Team circulated a Annual and Preparedness Supplement Report for Shire of Murray that detailed the districts emergency management capacity for the previous year (2021). A copy is attached in **Appendix 11**.

6.8 Chief Executive Officer Report

D Unsworth expressed his gratitude to all Brigades. The Shire is here to support Brigades and look forward to working closely with them over the next 12 months. D Unsworth is wanting to address three main areas of concern being the Governance Structure, Communications and Training.

The Brigade Rules once reviewed/amended will be a great step forward for all. Looking towards the future of the Brigades and the Shire. We need to dedicate a solid 6 months to get it right.

D Unsworth would like to encourage more interaction between brigades. Meetings and workshops will be held more regularly. It was raised that an end of year function needs to be organised. Brigades work tirelessly and deserve to have some fun.

A special thank you was given to R Marlborough. D Unsworth stated that Rob is the one of the hardest most dedicated workers he has ever worked with. Rob is currently doing three jobs at the moment being the Manager Governance and also back filling the vacant Manager Ranger and Emergency Services and Community Emergency Services Coordinator roles.

7. MOTIONS WITHOUT NOTICE FOR DISCUSSION AT THE NEXT MEETING

Nil

8. NEXT MEETING

The next meeting date, time and location is to be advised. R Marlborough stated that a Special BFAC meeting will be organised for a BFAC structure review and to create a Terms of Reference. This will be done in conjunction with Brigade Rules workshop. More information will be distributed in due course.

9. CLOSE

There being no further business the Presiding Member declared the meeting closed the time being 6.36pm.

I confirm that these minutes were confirmed at the Bush Fire Advisory Committee (BFAC) meeting held on Wednesday 25th May 2022 as being a true and correct record of proceedings.



BFAC Chairperson

16th August 2023
Date

Appendix 2

Shire of Murray

Volunteer Employment Application

Applicant Information

Full Name: **Thurkle Peter Hugh** Date: **7-8-23**
Last First M.I.

Address **12 Railway Ave**
Street Address

North Dandalup WA 6207
City State ZIP Code

Phone: **0487537317** Email **peterthurkle@gmail.com**

Position

Applied for: **Deputy Chief Bush Fire Control Officer**

To Officer in Charge,

I wish to formally nominate for the requested above position.

My experience is wide-ranging and interconnected in my past voluntary and employment positions which I hold extraordinary pride in my work allegiance during operations and ethics history during management, within the Shire of Murray.

And this experience and responsibility has maintained a team building orientated focus to future development over our local shire emergency service units and members. I look forward to continuing in providing people management and training at incidents or general brigade duties so we as a Shire may provide succession planning for better growth.

My current qualifications maintain an important level of competency as required within the position. And am willing to gain any future training as required to progress to the Shires required level of competency.

I look forward if successfully gaining this position, assisting the training and development of our brigades and members.

I thank you for this opportunity to apply.

Signature: 

Date :8-8-23

John Kowal

Subject: FW: CBFCO Nomination

From: Robert Wilson <backburner61@yahoo.com.au>

Sent: Wednesday, 9 August 2023 4:06 PM

To: Emergency Services <EmergencyServices@murray.wa.gov.au>

Subject: CBFCO Nomination

Please accept this as my nomination for the position of C.B.F.C.O in the forthcoming BFAC meeting.
Without going into great details I feel my previous years in this role have proven my capability of doing the task.
Yours sincerely
Bluey Wilson aka Robert Wilson.

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John Kowal

Subject: FW: Shire of Murray Bush Fire Advisory Committee (BFAC) meeting

From: James Camplin <junglejim@westnet.com.au>

Sent: Monday, 7 August 2023 2:36 PM

To: Emergency Services <EmergencyServices@murray.wa.gov.au>

Subject: RE: Shire of Murray Bush Fire Advisory Committee (BFAC) meeting

Hi Meg

Please note that I wish to nominate for the following positions to be determined at the BFAC on 16th August

1. Shire Training Coordinator
2. Shire Fire Weather Officer

These are positions I hold every year.

Regards
Jim Camplin

Bushfire Compliance Notice

2023/24

Shire of Murray



Bushfire Compliance Notice 2023/24



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 2023 and be maintained through to 15 May 2024

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 preparedness work on their land that must comply with the requirements as stated in this Bushfire Compliance Notice (Notice). Fire preparedness work must be completed by **1 December 2023** and must be maintained through to **15 May 2024**.

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.

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.

Important dates to remember

Restricted burning time one

Permit to burn required

1 October 2023 — 30 November 2023 (inclusive)

Fire preparedness works deadline

Completed by 30 November 2023

Maintained up to and including 15 May 2024

Prohibited burning time

Burning prohibited

1 December 2023 — 31 March 2024 (inclusive)

Restricted burning time two

Permit to burn required

1 April 2024 — 15 May 2024 (inclusive)

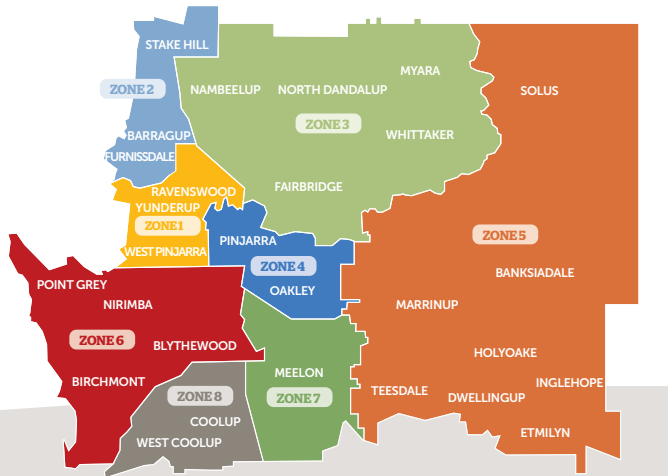
Note

- Unseasonal weather conditions may necessitate a variation to the above dates.
- 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.

Permit to burn

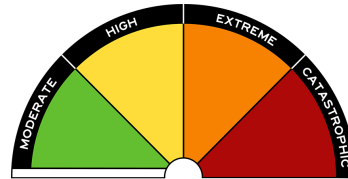
Please contact Shire of Murray Ranger Services on (08) 9531 7709 during normal business hours to arrange a Permit to Burn.

Zones for permit to burn



- ZONE 1** Ravenswood, Yunderup and West Pinjarra
- ZONE 2** Stake Hill, Barragup and Furnissdale
- ZONE 3** Nambeelup, North Dandalup, Fairbridge, Myara and Whittaker
- ZONE 4** Pinjarra and Oakley
- ZONE 5** Solus, Banksiadale, Marrinup, Holyoake, Teesdale, Dwellingup, Inglehope and Etmilyn
- ZONE 6** Point Grey, Nirimba, Blythewood and Birchmont
- ZONE 7** Meelon
- ZONE 8** Coolup and West Coolup

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**

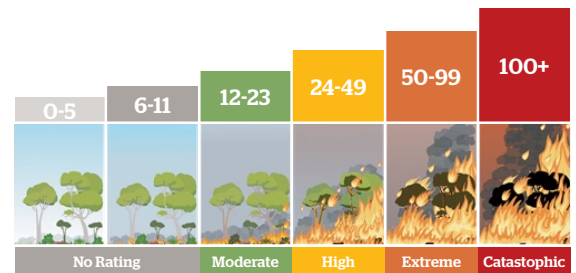
Be ready to act

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.



Stay informed

Total Fire Ban



Total Fire Bans (TFB) are declared by the Department of Fire and Emergency Services (DFES) because of extreme weather conditions or when widespread fires are seriously stretching firefighting resources.

During a TFB the lighting of any fires in the open air and any other activities that may start a fire, are prohibited, unless a written exemption or a notification requirement to a prescribed activity applies. This includes, but is not limited to:

- All open air fires for the purpose of cooking or camping (i.e. wood fuel barbeques, candles and pizza ovens).
- Incinerators, welding, grinding, soldering or gas cutting, angle grinders and lawnmowers.

Penalty: Up to \$25,000 fine and/or a 12-month jail term.

Exemptions may be granted by DFES and must be requested in writing. Visit www.dfes.wa.gov.au.

Total Fire Ban information

-  Line 1800 709 355
-  dfes.wa.gov.au | emergency.wa.gov.au
-  ABC720AM Local Radio

Harvest and Vehicle Movement Ban






Harvest and Vehicle Movement Bans (HVMB) in the district must 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.

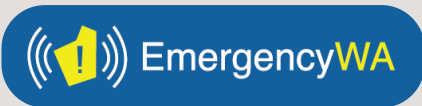
A HVMB may be imposed for any length of time but is generally imposed for 'heat of the day' periods and may be extended or revoked as weather conditions change.

During a HVMB the use of the following items is prohibited, in order to mitigate the associated risk of causing or contributing to the spread of a bushfire:

- Engines, vehicles, plant and machinery.

Harvest and Vehicle Movement Ban information

-  Shire of Murray 08 9531 7777
-  ABC720AM Local Radio
-  Local Fire Control Officer



emergency.wa.gov.au

SMS alerts

Broadcast of local Harvest and Vehicle Movement Bans, Total Fire Bans and other information. Subscribe via murray.wa.gov.au.

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



Fire preparedness work requirements

Area of land - 4,000m² or less

Where the area of land is 4,000m² or less, all flammable material on the entire land must be reduced and must be maintained to a height of 50 millimetres or less.

Area of land - greater than 4,000m² and less than 45,000m²

Where the area of land is greater than 4,000m² and less than 45,000m² in size, construct and maintain a firebreak:

- i. Inside all external boundaries of the land.
- ii. Around all outbuildings, sheds, haystacks, groups of buildings and fuel depots/storage areas situated on the land.

Asset protection zone

- i. Reduce and maintain to a height of 50 millimetres or less all flammable material within 20 metres of a habitable building.
- ii. Maintain an access and/or driveway to the land free of flammable material not less than 3 metres in width and a minimum 4.5 metre vertical clearance to any overhanging vegetation.

Area of land - greater than 45,000m²

Where the area of land is greater than 45,000m² the land is not required to have firebreaks constructed except where the land is required to comply with clause (a) . Land owners and/or occupiers are encouraged to install firebreaks in strategic locations to protect their property from a bushfire or to prevent the spread of a bushfire.

- a. Where land abuts other land that is in the ownership, leasehold, care, control or management of the Shire, State Government, State Government entity or State Government department (said land) the owner or occupier of the land that abuts said land is to construct and maintain a firebreak inside the external boundary of the land that abuts the said land.
- b. Active bushfire preparedness work must be completed on the land throughout the period of this Notice, by means such as mowing, slashing, baling, and/or grazing by an appropriate number of livestock.

Asset protection zones

- i. Reduce and maintain to a height of 50 millimeters or less all flammable material within 20 metres of a habitable building.
- ii. Access ways and driveways to habitable buildings must be free of flammable material, must not be less than 3 metres in width and must have a minimum of 4.5 metre vertical clearance to any overhanging vegetation.
- iii. Additionally, slash and maintain to a height of 100 millimeters or less all flammable material within 20 metres around any other buildings, haystacks and fuel storage areas on the land. OR
- iv. Install a firebreak around all outbuildings, sheds, haystacks, groups of buildings and fuel depots/storage areas situated on the land

Bushfire Management Plan

All properties that are subject to a Bushfire Management Plan, or a Fire Management Plan, as a result of a subdivision or development application or a Shire approved treatment plan, must comply with the requirements of such plans in their entirety.



Plantations

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.

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.

Special risks

Public road and railway reserve firebreaks 15 metres wide shall be maintained where the planted area adjoins public roads and railway reserves. The specification will be as for boundary firebreaks on planted areas.

Firebreaks

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

Furthermore, all plantations shall comply with requirements contained in the Department of Fire and Emergency Services (DFES) guidelines or standards for Plantation Fire Protection.

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 or can be obtained by contacting Ranger Services on 08 9531 7709.



Additional fire preparedness work

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

The following are examples of additional fire preparedness work that may be requested by the issuing of a 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 grasses in areas that have not been grazed by livestock or cultivated by mowing, slashing, bailing 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 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 preparedness work

Any owner and/or occupier of land who engages a contractor to carry out fire preparedness work on behalf of the owner and/or occupier of the land will be held responsible for ensuring that any completed fire preparedness 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.

Variation to the bushfire compliance notice

If an owner and/or occupier of land considers that it may be impractical to clear firebreaks or undertake other fire preparedness work on their land as required by this Notice may apply to the Shire for a variation to the requirements contained in this Notice.

A Bushfire Compliance Notice Variation Application Form (Form) is available on the Shire website at www.murray.wa.gov.au or can be obtained by phoning Ranger Services on 08 9531 7709.

A completed Form can be submitted to the Shire from 1 April 2023 until 1 October 2023. Any Form received after 1 October 2023 may not be accepted.

Note: *A variation is not an exemption to the requirements of this Notice, but an application to establish other methods of fire preparedness work to land that you own and / or occupy.*

If the Shire does not grant an approval for a variation to this Notice a land owner/occupier must comply with all requirements contained in this Notice.



Lighting of camp fires or cooking fires

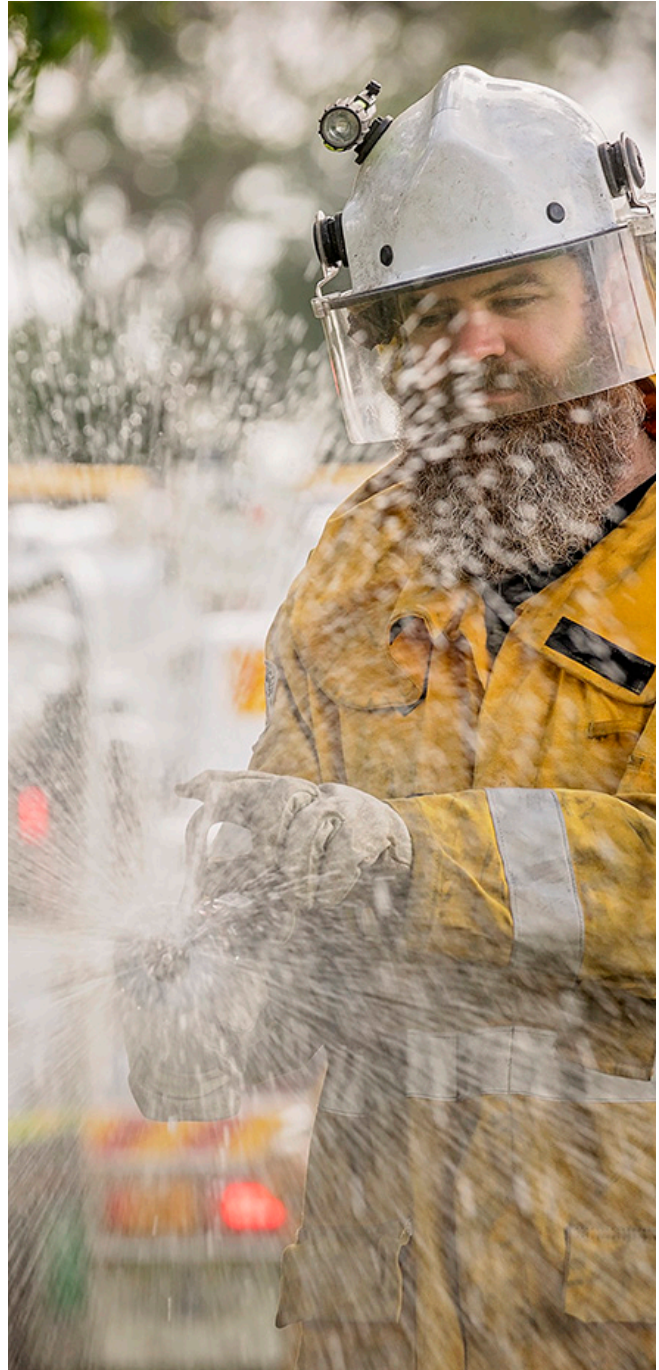
Pursuant to section 25(1a) of the Act, Notice is hereby given that the lighting of camp fires or cooking fires is prohibited on all land within the Shire district during the Prohibited Burning Times.

This prohibition on the lighting of camp fires or cooking fires does not apply to a gas appliance that does not consume solid fuel and comprises of a fire, that the flame of which is fully encapsulated by the gas appliance.

Burning of garden refuse and rubbish

A permit to burn must be obtained prior to any burning on any land that is over 4,000m².

The burning of any material including garden refuse or garden rubbish on any land that is 4,000m² or less is strictly prohibited.



Important contacts

Report All Fires: Call 000



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

F: 08 9531 1981

mailbag@murray.wa.gov.au
murray.wa.gov.au

APPENDIX 4



Shire of Murray

SHIRE OF MURRAY
BUSH FIRE BRIGADES
STANDARD OPERATING PROCEDURES

SECTION	TITLE	PAGE
	Document Control	3
1.	Terms Used	4 - 5
2.	Introduction	6
2.1	Purpose	6
2.2	Objectives	6
2.3	Values	6
3.	Brigade Memberships, Duties of Members and Responsibilities of a Volunteer Fire Fighter	7
3.1	Membership Joining Process	7
3.2	Membership Joining Instructions	8
3.3	Membership Levels	8
3.4	Probationary Period	9
3.5	Duties of Members	9
3.6	Responsibilities of a Volunteer Firefighter	10
3.7	Honorary Life Membership	11
4.	General	12
4.1	Drugs, Alcohol and Smoking	12
4.2	Responding to Emergency Incidents	13
4.3	Code of Conduct	13
4.4	Dispute, Complaint and Conflict Resolution	14
4.5	Parking	14
4.6	Occurrence Book	14
4.7	Brigade Vehicles and Equipment	14
4.8	Shire Contribution toward Qualification, Licence or Training	15
4.9	Short Message Service	15
4.10	Use of Mobile Phones and Media Devices	16
5.	Uniforms / PPE / PPC, Dress and Grooming	16
5.1	General	16
5.2	Working Dress	17
5.3	Dress Uniform	17
5.4	Personal Protective Clothing and Equipment	18
5.5	PPC/PPE Allocation Schedule	19
6.	Attendance, Training and Maintenance	19
6.1	Minimum Requirements	19
6.2	Inability to Meet Minimum Requirements	20
6.3	Actions on non-attendance	20
6.4	DFES Training Courses	20
6.5	DFES and Shire Staff Visits	21
6.6	Brigade Training	21
6.7	Vehicle and Equipment Maintenance/Checks	21
7.	Brigade Meetings	22
7.1	Brigade Ordinary Meetings	22
7.2	Annual General Meetings	23
7.3	Brigade Officers and Office Bearer Nominations	23
7.4	Determination of Nominations	23
7.5	Conduct of AGM	24

SECTION	TITLE	PAGE
7.6	Election of Brigade Officers and Office Bearers	24
7.7	Absentee Voting	26
7.8	Brigade Nominations for Bush Fire Control Officers	27
7.9	Extraordinary Elections	27
7.10	Special Meeting	28
7.11	Executive Management Committee	28
7.12	Brigade Structure	29
8.	Bush Fire Advisory Committee (BFAC)	29
8.1	BFAC Terms of Reference	29
8.2	Nominations BFCO & PIO to the Shire	30
9.	Work Health & Safety	30
9.1	Responsible Officer	30
9.2	Personal Protective Clothing and Equipment	30
9.3	Training and Qualifications	30
9.4	New Member Inductions	30
9.5	Insurance	31
9.6	Incident Reporting	31
10.	Financial Management	31
10.1	Brigade Financial Records	31
10.2	Brigade Accounts at Financial Institutions	32
10.3	Expenditure of Brigade Funds	32
10.4	Purchase of Goods or Services by Brigade Members	32

Document Control		
Status	Date	Responsible Position
Development of Brigade SoPs	May 2023	
Endorsed by Brigades/BFAC		
Endorsed by SoM		
Next Review Date		

1. TERMS USED

Terms used in this document –

Act – means the *Bush Fires Act 1954*, and the *Bush Fires Regulations 1954*, as amended from time to time;

Active member - is a member of the Brigade that undertakes an active role in the Brigade as defined in Clause 3.1 and Clause 3.3(i) and where the context requires, also means firefighter and volunteer firefighter;

Appliance – means a Brigade vehicle as provided by the Shire or DFES and used by the Brigade for Normal Brigade Activities;

Area Officer – means a person in the position of Area Officer as appointed and employed by DFES;

Association of Volunteer Bush Fire Brigades (AVBFB) – means the AVBFB as established and incorporated to represent the Bush Fire Volunteers of WA;

Auxiliary member - means a member of the Brigade who undertakes a supportive role and assists the Brigade with any activities as described under clause C of Normal Brigade Activities and any other non-operational roles as determined by the Brigade from time to time;

BFCO – means Bush Fire Control Officer as appointed by the local government in accordance with the Act and includes FCO;

Brigade – means a Brigade established by the local government in accordance with the Act;

Brigade Activity – has the same meaning as Normal Brigade Activities as defined in Section 35A of the Act and as follows

“normal brigade activities means the following activities when carried out by a volunteer fire fighter –

(a) the prevention, control or extinguishment of bush fires;

(b) any act or operation at or about the scene of a bush fire, or in connection with a bush fire, which is necessary for, directed towards, or incidental to, the control or suppression of the fire or the prevention of spread of the fire, or in any other way necessarily associated with the fire including travelling and support services such as meals and communication systems;

(c) any bush fire prevention activity including the burning, ploughing or clearing of fire-breaks or any other operation, including but without being limited to, the inspection of fire-breaks or other works and the survey of areas for the purpose of detecting fire or ascertaining the need for precautions against the outbreak of fire, but not including the activities of an owner or occupier providing a fire-break or fire prevention works on his own property in order to comply with a notice given under section 33(1), 34(2) or 35(1) or a local law made under section 33(5a);

(d) demonstrations, exercises, fundraising, promotions, public education, competitions or a training process for volunteers;

(e) examination, preparation, maintenance, adjustment or repair of any vehicle, equipment, building or thing used or intended to be used by a bush fire brigade for the purpose of fighting fires or for carrying out fire prevention operations including activities associated with administration of a bush fire brigade;

(f) travelling in aircraft for the purposes of inspection of fire-breaks, fire hazards and bush fires;

(g) erection, removal or maintenance of radio masts used for fire related purposes;

(h) attending an incident where the skills of a volunteer fire fighter or the operation of fire fighting equipment may reduce or remove a perceived threat to life or property;

(i) attending an incident subsequently found to be a false alarm”;

Brigade committee - means a committee established by the Brigade to undertake a specific or supportive role;

Brigade member - means any member of the Brigade and includes any active, probationary, auxiliary or cadet member;

Brigade Officer – means the Captain or the Lieutenants as elected by the Brigade in accordance with Clause 6.3;

- Captain** – means an active member of the Brigade that is elected by the Brigade in accordance with Clause 7.6 to carry out the duties, roles and responsibilities as defined in accordance with Clause 3.1 and Clause 3.3(i) and the criteria as defined at **APPENDIX 5** of the Appendices Register;
- Cadet Coordinator** – means an active member of the Brigade elected by the Brigade in accordance with Clause 7.6 to coordinate the Brigades Cadet Program and to carry out the duties, roles and responsibilities as defined under Clause 3.1 and Clause 3.3(i) and the relevant criteria as at **APPENDIX 4** of the Appendices Register;
- Cadet member** - means a member of the Brigade who is between the ages of 11 and under 18 years of age;
- CBFCO** - means the Chief Bush Fire Control Officer as appointed by the local government in accordance with the Act;
- Chief Executive Officer** – means the Chief Executive Officer of the local government;
- Commissioner** – means the FES Commissioner;
- DCBFCO** - means the Deputy Chief Bush Fire Control Officer as appointed by the local government in accordance with the Act;
- District Officer (DO)** – means a person in the position of District Officer as appointed and employed by DFES;
- DFES** – means the Department of Fire and Emergency Services;
- Eligible Brigade member** - means any member of the Brigade, excluding probationary members and cadet members.
- Equipment Coordinator** – means an active member of the Brigade that is elected by the Brigade in accordance with Clause 7.6 to carry out the duties, roles and responsibilities as defined in accordance with Clause 3.1 and Clause 3.3(i) and the criteria as defined in **APPENDIX 4** of the Appendices Register;
- Executive Committee** – means a committee of the Brigade as established in accordance with Clause 7.10;
- Fire Fighter (FF)** – means a firefighter who is an active or probationary member of the Brigade to carry out the roles and responsibilities as defined under Clause 3.1 and Clause 3.3(i) for an active firefighter and in accordance with Clause 3.1 and Clause 3.3(ii) for a probationary firefighter and the relevant criteria as at **APPENDIX 4** of the Appendices Register;
- Fire Station** – means the Brigade premises established by the local government to accommodate firefighting vehicles and equipment;
- Local government** – means the Shire of Murray;
- Lieutenant** - means an active member of the Brigade that is elected by the Brigade in accordance with Clause 7.6 to carry out the duties, roles and responsibilities as defined in accordance with Clause 3.1 and Clause 3.3(i) and the criteria as defined at **APPENDIX 4** of the Appendices Register;
- PPC** – means the Personal Protective Clothing as provided to members by the Brigade or the Shire;
- PPE** – means the Personal Protective Equipment as provided to members by the Brigade or the Shire;
- Regulations** – means the *Bush Fire Regulations 1954*, as amended;
- Shire** – has the same meaning as local government;
- Station** – has the same meaning as ‘Fire Station’;
- Standard Administrative Procedures (SAPs)** – means the Standard Administrative Procedures as determined and provided by DFES and adopted by the Local government from time to time;
- Standard Operating Procedures (SOPs)** – means the Standard Operating Procedures as determined and provided by the Shire and where required the DFES SOP’s adopted by the Local government;
- Suitable member** – means an active or auxiliary member of the Brigade that is present at a Brigade AGM that is suitable for the position of returning officer or the assistant to the returning officer because of their experience in a Brigade Officer or officer bearer position, similar roles within the Brigade or other organisations or because of their experience and knowledge within the Volunteer Bushfire Service and who’ have not nominated for any Brigade Officer or office bearer positions;
- Superintendent** – means a person in the position of Superintendent as employed and appointed by DFES;
- Vehicle** – has the same meaning as ‘Appliance’;
- Volunteer firefighter** – has the same meaning as provided in the Act and includes an Active member of the Brigade.

2. INTRODUCTION

The Shire is responsible for the establishment, maintenance and the equipping of Bush Fire Brigades within the Shire in accordance with Section 41 of the Act. The Shire is responsible for the provision of a safe and healthy work environment for all Bush Fire Brigade members together with the provision of relevant insurance for Bush Fire Brigade members who undertake Normal Brigade Activities.

The Shire is also responsible for the allocation of the Emergency Service Levy in accordance with the Local Government Grant Scheme for Bush Fire Brigade Capital and Operating expenses that also includes the provision of buildings, firefighting appliances and equipment.

In conjunction with the Shire of Murray Bush Fire Brigades Local Law 2023, these Bush Fire Brigade SOPS will be used for the management and operation of all Shire of Murray Bush Fire Brigades and Bush Fire Brigade members.

2.1 Purpose

The purpose of the Bush Fire Brigades SOPS is to provide a standard set of operating procedures to be used by Bush Fire Brigades for the management, administration and the operations of a Bush Fire Brigade.

2.2 Objectives

- (i) The objectives of the Shire of Murray Volunteer Bush Fire Brigades is to:
 - (a) Provide timely, quality and effective emergency service;
 - (b) Minimise the impact of emergencies on the community;
 - (c) Work with the community to increase bush fire awareness and fire prevention;
 - (d) Endeavour to ensure that training requirements are maintained and documented to meet DFES and Shire standards and that prior learning is to be taken into consideration;
 - (e) Ensure all firefighting appliances and equipment is maintained, serviceable and available for emergency incidents;
 - (f) Provide a workplace where every individual is treated with respect, in an environment free from discrimination or harassment;
 - (g) Work cohesively with other agencies;
 - (h) Report to the Shire on matters referred to the Brigades by the Shire.

2.2 Values

Shire of Murray Volunteer Bush Fire Brigades are to embrace the following four Shire REAL Values which underpin positive culture and behaviours. The core values fundamental to all Bush Fire Brigade personnel are:

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-focussed 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.

Additionally, the Shire of Murray Bush Fire Brigades are expected to embrace the following principles at all times as members of Bush Fire Brigades.

- (a) Increase bushfire awareness, preparedness and prevention within the community;
- (b) Act professionally at all times with integrity and honesty;
- (c) Work together as a committed team with trust and honesty;
- (d) Ensure Bush Fire Brigade volunteers receive appropriate training that is commensurate with their respective roles within the brigade;
- (e) Provide a workplace that is safe and an environment where everyone is treated with respect and free from discrimination and harassment;
- (f) Work cohesively with other emergency management agencies;
- (g) Always respect and value the contribution of others;
- (h) Have open and honest two-way communication; and
- (i) Continuously develop skills to service the community.

3. BRIGADE MEMBERSHIP, DUTIES OF MEMBERS AND RESPONSIBILITIES OF VOLUNTEER FIRE FIGHTERS

3.1 Membership Joining Instructions

To become a member of the Brigade, a person must fit the following criteria:

- i) Be at a level of fitness to be able to undertake the relevant membership roles and responsibilities.
- ii) Be of good moral character.
- iii) Be over the age of 16.
- iv) Have not been struck off, had their membership terminated, removed or cancelled from any emergency service Brigade, Group or Unit.
- v) Be able to fulfill the minimum attendance requirements.
- vi) Be able to obtain a National Police Clearance.

3.2 Membership Joining Process

The Brigade and Brigade Officers are to ensure compliance with Shire of Murray Policy A - 8 - Equal Employment Opportunity.

- i) Any enquiry for membership of the Brigade shall be followed up by the Brigade selected officer (the officer) as determined by the Brigade from time to time.
- ii) The officer shall contact the new applicant; obtain from the applicant all relevant details, inform the applicant of the application membership process and complete the form for a new Membership Application.
- iii) The officer shall then issue to the new applicant any information for new membership applicants as determined by the Brigade from time to time.
- iv) If the new applicant responds to the information as provided by the Brigade and wants to progress with their membership application, the officer shall arrange an interview with the new applicant and Brigade Officer/s to determine whether or not the applicant would be a "suitable person" for the Brigade. The term "suitable person" shall be determined by the following –
 - (a) Of the required age to be an active or auxiliary member in accordance with DFES and Shire requirements;
 - (b) Reside within a suitable distance of the fire station to facilitate attendance and mobilisation to emergency incidents i.e. within a 15-kilometre radius of the fire station;

- (c) If required by the Brigade, the applicant can provide a "Transfer Clearance" in the prescribed form from a previous emergency services Brigade, Group or Unit to which the applicant was a member;
 - (d) If required by the Brigade, the applicant can provide at least 2 referees from another Brigade, Group or Unit and/or an employer;
 - (e) Applicant would be able to apply for and receive a National Police Clearance Certificate free from convictions and if required by the Brigade, a Working with Children's Check clearance.
- v) An interview with the new applicant shall then be arranged with at least 2 Brigade Officers, including the Captain, Lieutenants at which time the Interview Form as determined by the Brigade from time to time shall be completed with all relevant information. Brigade Officers shall determine whether or not the new applicant is a "suitable person" from the information provided at interview by the new applicant.
 - vi) Should the Brigade Officers determine from the information provided at interview that the new applicant would not be a "suitable person" the Brigade Officers shall advise the new applicant in writing.
 - vii) Should the Brigade Officers determine from the information provided at interview that the new applicant will be a "suitable person" then the Brigade Officers shall then request the Secretary post on the agenda of the next Brigade meeting an item pertaining to the membership of the new applicant.
 - viii) The Secretary shall notify the new applicant to attend the Brigade meeting where their membership application will be further determined by the Brigade.
 - ix) The Brigade shall consider the membership application and any recommendation as presented by the Brigade Officers and determine the membership application by a majority vote of the members present at the meeting.
 - x) Should the Brigade determine to accept the membership application the Brigade shall do so in accordance with Clause 3.4.

NOTE – A Criminal History Check authority form is to be completed with confirmation of the applicants 100 points of identification and all forms are to be provided to the Shire for processing.

The applicant is to be informed that, until the Brigade has formally approved their membership application they are not covered by insurance and therefore they cannot participate in Brigade activities such as training, maintenance and they cannot attend incidents.

3.3 Membership Levels

- i) The total number of members of the Brigade, or of categories of membership of the Brigade, may be determined by the Brigade from time to time and may be set or varied by a simple majority vote at an ordinary meeting or the AGM of the Brigade.
- ii) The total number of active members, probationary or auxiliary members of the Brigade is not to be greater than the number that is determined by the shire or the Brigade from time to time.

3.4 Probationary Period

- i) Subject to Clause 3.4, the Brigade shall determine if the applicant should become a probationary member of the Brigade and the Brigade shall determine the period of the probation, which is to be a minimum of 3 months.
- ii) If the applicant has previously been an active member of another emergency services Brigade, Group or Unit, they may progress straight to the active ranks if –
 - (a) the applicant has been a member of another Brigade, Group or Unit for more than twelve (12) months and has completed the training as described at Clause 6.5(i);
 - (b) at the Brigade meeting the majority of the members present agree to the applicant being an active member of the Brigade; and
 - (c) The Shire and DFES agree to the applicant being an active member.

- iii) The new member shall then be issued with the appropriate level of PPE/PPC commensurate with their level of membership.
- iv) A probationary member is expected to attend as many training activities as possible to familiarise themselves with Brigade functions and equipment. They are also expected to attend monthly meetings, and may be invited to take part in discussions, but are not entitled to vote on Brigade matters.
- v) Unless the probationary member has the relevant training qualifications and the approval of the Captain to do so the probationary member can attend emergency incidents but is not to:
 - (a) Drive vehicles to or from an emergency incident;
 - (b) Work alone at any incident fire; and
 - (c) Work in close proximity to any structural-classified fire.
- vi) Probationary members should ensure that Brigade Officers of other Brigades are aware that they are a probationary member when at an emergency incident and must refrain from taking any active role unless specifically directed and supervised to do so.
- vii) The probationary member is permitted, under the supervision of an active member, to assist with vehicle, equipment and station maintenance checks.
- viii) For the probationary member to become an active member of the Brigade they must have been a member of the Brigade for the period as determined by the Brigade and fulfilled the following –
 - (a) In the probationary period having completed or substantially completed the appropriate probationary training program as described in Clause 6.5(i).
 - (b) In the probationary period expected to attend as many Normal Brigade Activities as possible including training and maintenance throughout their probationary period..
- ix) If required, a probationary member can be examined by the Brigade Officers in both theoretical and practical examinations prior to the Brigade assessing the probationary member's suitability to be considered as an active member.
- x) Once the program, testing and assessment have been successfully completed and it has been determined by the Brigade Officers that the probationary member has satisfactorily completed the probationary period, the probationary member can be presented at the next monthly meeting of the Brigade for acceptance as an active member.
- xi) At the Brigade meeting, the probationary member may be asked to leave the meeting, so as to allow discussion by the Brigade and a vote by the Brigade members to accept or not to accept the probationary member.
- xii) After the vote, the applicant can be invited to return to the meeting and informed of the result of the vote.
- xiii) If accepted by the Brigade, the member will move up to an "Active Fire-fighter".
- xiv) If the probationary member is not recommended to be an "Active Fire-fighter", they will be counselled by the Brigade Officers to the reasons as to why their membership was not accepted.
- xv) The Captain in consultation with the Brigade Officers may extend the probationary period for one additional period of not more than three (3) months after which the probationary member may either be moved to an "Active Fire-fighter" or if a probationary member is again not recommended their membership can be terminated by the Brigade.

3.5 Duties of Brigade Members

i) Active Members

The duties of an active member of the Brigade are as follows –

- (a) Able to be alerted to emergency callouts.
- (b) Required to attend emergency incident callouts.
- (c) Required to attend Normal Brigade Activities to a level as determined by the brigade from time to time.

- (d) Required to update any document, records, information or systems that may be used by the Brigade for establishing the availability or unavailability of members to attend incidents.
- (e) Required to inform the Brigade of any leave of absence (i.e. not able to fulfill minimum attendance requirements for up to 3 months or more).

ii) **Probationary Members**

The duties of a probationary member of the Brigade are as follows –

- (a) Are to attend meetings; and may take part in discussions, but are not entitled to vote.
- (b) Required to fulfill at least three (3) months minimum attendance requirements before being considered for active firefighter membership.
- (c) Expected to attend as many Normal Brigade Activities as possible including meetings, training and maintenance throughout their probationary period.
- (d) Can attend emergency calls when able to, but only under the direct supervision of a Brigade Officer.
- (e) Required to update any document, records, information or systems that may be used by the Brigade for establishing the availability or unavailability of members to attend incidents.

iii) **Auxiliary Members**

The duties of an auxiliary member of the Brigade are as follows –

- (a) Are required to attend Brigade meetings.
- (b) May attend Brigade activities if able to do so and as requested by the Brigade from time to time.

iv) **Cadet Members**

- i) A member is eligible to be registered as a cadet member of a Brigade if –
 - (a) the member has reached 11 years of age and is under 18 years of age;
 - (b) the member has the written consent of his or her parent or guardian to be registered as a cadet member;
 - (c) the Brigade's captain has informed the Shire that he or she is satisfied that the member is able to perform appropriately the duties of a cadet member.
- ii) A member who is eligible to be registered as a cadet member of a Brigade may instead be registered as a probationary member or an active member of the Brigade if –
 - (a) the member has reached 16 years of age; and
 - (b) the member has the written consent of his or her parent or guardian to be registered as a probationary member; and
 - (c) the Brigade's captain has informed the Shire that he or she is satisfied that the member is able to perform the duties of an active member of the Brigade.

3.6 Responsibilities of a Volunteer Firefighter.

The primary responsibility of a Volunteer Firefighter is to protect life and property through the prevention and extinguishment of fires together with other roles and responsibilities as determined by the Brigade.

Responsibilities of a volunteer firefighter include, but are not limited to the following –

- i) Be familiar with and adhere to clauses, regulations, orders, directives and operating instructions of the Brigade, including compliance with the Shire of Murray Bush Fire Brigade Local Law 2023 and the Shire of Murray Code of Conduct.
- ii) Maintain Brigade vehicles, tools and equipment in a clean and serviceable condition at all times and be responsible for the safe keeping, proper use and care of such equipment in his/her charge.
- iii) Keep the station and premises neat, clean and in good order.

- iv) Do not divulge or release any information of the Brigade or of any emergency incident to any person, agency or entity.
- v) Do not report for duty if under the influence of alcohol or any drug.
- vi) Abstain from any behavior not compatible with accepted standards of conduct when in public, in/on any Brigade facilities or at any Normal Brigade Activity.
- vii) Follow defined WHS policies and procedures to avoid injury, damage or loss of property whilst in the performance of his/her duty.
- viii) Immediately report to the Captain any hazard, accident, injury or near miss encountered whilst on duty no matter how trivial the accident, injury or near miss may appear.
- ix) Report immediately any maintenance required, damage or breakdown of a Brigade vehicle or equipment to the appropriate Brigade Officer.
- x) Keep themselves, PPE, PPC, in neat, clean and serviceable condition.
- xi) Participate in drills and training as defined by their membership status.
- xii) Do not falsify records, make misleading statements, deceive or willfully damage or destroy any records.
- xiii) Be familiar with all disciplinary actions which may be taken in accordance these SOPs or Shire of Murray Code of Conduct.
- xiv) Keep the Brigade Officers informed as to their availability including to ensure the updating of any document, records, information or systems that may be used by the Brigade for establishing the availability or unavailability of members to attend any Normal Brigade Activities.
- xv) Notify the Brigade Officers of any changes to personal circumstances or details.

3.7 Honorary Life Membership

- i) A nomination for Honorary Life Membership can be submitted to the Brigade by any member of the Brigade.
- ii) A nomination for Honorary Life Membership shall be in writing and shall adequately address the following criteria –
 - (a) the member being nominated has demonstrated significant, sustained and exemplary service to the Brigade;
 - (b) the member being nominated has fulfilled significant service as a fire fighter or a Brigade Officer or an Office Bearer;
 - (c) the member being nominated has demonstrated the attitude, demeanor and dedication to the Brigade and the service;
 - (d) the member being nominated has demonstrated leadership qualities and has been an excellent role model, has diligently undertaken their role and responsibilities and enhanced the reputation for the Brigade and the service;
- iii) A nomination for Honorary Life Membership shall be presented to the Executive Committee for consideration;
- iv) The Executive Committee shall consider the nomination for Honorary Life Membership in accordance with the criteria and present a recommendation to the Brigade at the next ordinary meeting of the Brigade to either accept or not to accept the nomination;
- v) The Brigade shall consider the recommendation as presented by the Executive Committee and the Brigade shall determine to either accept or not accept the nomination for Honorary Life Membership by majority vote of the Brigade.
- vi) If the Brigade accepts the nomination for Honorary Life Membership, the Secretary shall apply to the Shire to arrange for the Honorary Life Membership award.
- vii) The Brigade shall arrange to present the Honorary Life Membership medallion at the next available formal function of the Brigade.

- viii) If required, the Brigade shall ensure that the details of the Honorary Life Member are inscribed on the Honorary Life Membership board of the Brigade.

4. GENERAL

4.1 Drugs, Alcohol and Smoking

This Clause is to be read in conjunction with DFES Policy 95 - Alcohol and Other Drug Management

- i) Members are restricted from all operational and training activities if they are under the influence of any alcohol or drugs or are suspected by a Brigade Officer to be under the influence of alcohol or drugs.
- ii) Members are to inform the Captain or any other Brigade Officers if they have consumed alcohol or drugs to a degree that may impair them from properly and safely carrying out their role and responsibilities.
- iii) The Captain or any Brigade Officers can stand down any member should they suspect that the member is unfit to undertake their membership role due to being considered by the Captain or any Brigade Officer to be under the influence of alcohol or any drug.

Contravention of any of the above Clauses may be grounds for instant dismissal from the Brigade.

- iv) The consumption of alcohol on brigade premises shall be determined and managed by the Executive Committee.
- v) The Brigade, through its Brigade Officers and members have a duty of care to consider the safety, health and wellbeing of members where the consumption of alcohol is permitted on Brigade premises.
- vi) The Brigade shall determine from time to time which approved Brigade activities shall be supported whereby food and refreshments may be provided, who food and refreshments will be provided too and the cost that will be supported by the Brigade for the supply of food and refreshments for each of the Brigade approved activities.
- vii) Smoking is not permitted in vehicles or within five (5) metres of any entrance or access points to the fire station. At an incident, smokers need to obtain permission from the Captain, Brigade Officer or Incident Controller.
- viii) Smokers are responsible for ensuring that all cigarette butts are totally extinguished and appropriately disposed of into a suitable bin or container.

4.2 Responding to Incidents

- i) When responding to the fire station for an incident, members are still bound by the *Road Traffic Code 2000* and are not exempt under ANY circumstances. Members are not to use a fire-call to justify the contravention of any law or to justify receiving traffic infringements.
- ii) No member is to respond in their own vehicle 'directly' to any emergency incident without the prior consent of the Captain or Brigade Officers.
- iii) The Captain or Brigade Officers present will determine the make-up of crews and which appliances will respond.
- iv) The driver of a Brigade appliance is to ensure that they at all times adhere to the instructions of the Captain or Brigade Officers present and adhere to DFES Policy relating to driving of appliances.
- v) Other than the Captain or Brigade Officers, no crew members other than the appliance driver are to determine the operations of the appliance.

4.3 Code of Conduct

This clause is to be read in conjunction with the following Shire of Murray Management Practices and Procedures:

- ***Number HR 005 – Dispute Resolution and Grievance Management***
- ***Number HR 006 – Harassment and Workplace Violence***
- ***HR 021 – Misconduct***

- i) The Shire has established the Brigade Code of Conduct (the Code). A copy of the Code is attached at **Appendix 6** of the Appendices Register.
- ii) Any Code established by the Brigade will not be ultra vires to any Code of Conduct as established by the Shire;
- iii) The Brigade will review the Code in consultation with the Shire at intervals as determined by the Brigade from time to time.
- iv) The Shire may request that the Brigade make amendments to the Code, a part of the Code or a particular clause in the Code from time to time.
- v) Any amendments of the Code will be determined at an ordinary meeting of the brigade by a majority vote of eligible members present at the meeting prior to any request for amendment proceeding to the BFAC;
- vi) The BFAC will take into consideration any amendment to the Code as requested by the Brigades and the BFAC will make a recommendation to the Shire on the amendment to the Code.
- vii) The BFAC may do any of the following in regard to any request for amendment to the Code:
 - (a) Amend the code;
 - (b) Not amend the Code;
 - (c) Amend the Code and request that Brigades consider the changes as provided by the BFAC;
 - (d) Refer the requested amendment of the Code to Shire for consideration and for Shire to provide a recommendation to the BFAC;

4.4 Dispute Resolution and Grievance Management Practice and Procedure

This clause is to be read in conjunction with the Shire of Murray Management Practice Number HR-005.

- i) For the purposes of the Procedure, 'Grievance' is defined as any type of problem, concern, dispute or complaint related to a Brigade, a Brigade member or the Brigade environment.
- ii) The Shire has established a Bush Fire Brigades Dispute Resolution and Grievance Management Practice and Procedure (the Procedure). The Procedure is at **Appendix 7** of the Appendices Register.
- iii) The Shire is committed to maintaining a harmonious work environment by assisting Brigade members resolve any grievances in a fair and equitable manner. The aims of the Procedure is to:
 - (a) Ensure that any grievances raised by Brigade members are fully investigated without delay and in a fair and equitable manner; and
 - (b) Ensure that Brigade members are able to raise disputes or grievances without fear of any retribution.

4.5 Parking of Private Vehicles and Appliances

- i) All private vehicles and appliances are to be parked in a safe and secure manner and wholly within the car parking and appliance parking areas as required. No private vehicles or appliances are to be parked outside a secure parking area unless prior consent has been obtained from the Captain or another Brigade Officer.
- ii) Members must ensure sufficient access/egress is available to any vehicles at the fire station and no private vehicles or appliances are to be parked in such a way so as to cause an obstruction to the access/egress of any appliances.
- iii) Private vehicles or appliances that a driven within the station yard must not exceed a speed of 5km/hr.
- iv) A member may void their insurance if a private vehicle is not parked within the designated areas where private vehicles are to be parked or if a private vehicle is driven in excess of the speed limit as stated in Clause 4.5(iii).
- v) Members are to ensure that their private vehicle is locked and made secure whilst at the fire station or whilst at a Brigade sanctioned activity and that all personal valuables are kept out of sight and remain in a secure location either in the vehicle or in the fire station.

4.6 Occurrence Book

- i) All Brigade members, visitors and guests are to record in the occurrence book for each respective fire station their name, date, time on and off station together with the reason for being on station. All occurrence book entries are to be in accordance with *DFES SAP 5.2* and Brigade procedures as at **Appendix 1** and as at **Appendix 2** of the Appendices Register.
- ii) Incidents are to be entered into the occurrence book by the Captain, Brigade Officer or a member nominated by the Captain or Brigade Officer.
- iii) The occurrence book must never be removed from the fire station unless prior approval has been obtained from the Captain, Brigade Officer or the occurrence book has expressly been requested by the Shire.

4.7 Brigade Appliances and Equipment

- i) Appliances can be driven under 'Normal Road' conditions by any active member who holds a current and appropriate class of motor driver's license for the class of vehicle that is to be driven.
- ii) Drivers who hold a Provisional License (P-Plate) of the appropriate class for the type of appliance are permitted to drive under 'Normal Road' conditions an appliance that is appropriate to the class of their license.
- iii) Drivers who hold a learner permit (L – Plate) or Provisional license (P-Plate) are not permitted under any circumstances to drive any appliance to or from any incident or drive any appliance under emergency conditions.
- iv) Appliances may only be driven under emergency conditions –
 - (a) Under the direction of the OIC;
 - (b) By a member who has completed the appropriate training course and has all relevant approvals, qualifications and driver's license for the class of appliance that is to be driven; and
 - (c) The appliance has the required minimum level of crew required for the appliance for the incident being attended.
- v) When an appliance is fully crewed without a driver who is authorised to drive under operational conditions, the appliance can be driven under 'Normal Road' conditions by a crew member who holds a current and appropriate class of motor driver's license for the class of appliance that is to be driven.
- vi) Any damage, faulty or lost equipment is to be immediately reported to the Captain or the appropriate Brigade Officer.
- vii) At the end of an incident, training drill or other Brigade activity, it is the responsibility of the OIC, driver and the crew to ensure that any appliance and equipment are returned to a state of operational readiness. The ultimate responsibility to ensure all appliances and equipment are returned to a state of operational readiness remains with the Captain or the Brigade Officers.
- viii) No equipment is to be swapped between appliances, lockers or added or removed from appliances without prior consent of the Captain.
- ix) Equipment that is borrowed from the station (e.g. tables and chairs) must be approved by the Captain or a Brigade Officer and signed off station and on station via the occurrence book when the equipment is borrowed and returned.
- x) No other personal other than Brigade members are permitted on station or on appliances without the prior consent of the Captain or a Brigade Officer.

4.8 Shire Contribution toward Qualification, Licence or Training

- i) Where a Brigade requires a member to obtain a certain qualification, licence or attend training that will assist the Brigade fulfil its operational requirements, achieve the Brigades operational readiness and the Brigades objectives, the Brigade may determine to contribute towards the out of pocket expenses of a member who has obtained the Brigade required qualification, training, or licence.
- ii) Clause (i) shall only apply to Brigade members who have been a Brigade member for a continual period of at least 2 years.

- iii) Any contribution towards a member's qualification, licence or training out of pocket expenses are to be determined by the Shire on a case by case basis in consultation with the Brigade Captain and/or the Brigade Executive Committee.
- iv) The amount of contribution, the terms and conditions of the contribution shall be determined by the Shire in accordance with the LGGS and/or Shire policy.

4.9 Short Message Service (SMS)

- i) With the approval of the Captain, Brigade members can be enrolled on the Brigade mobilisation SMS.
- ii) Probationary members are added to the Brigade SMS at the discretion of the Captain.
- iii) The placement of active members on Brigade SMS shall be at the discretion of the Shire in consultation with the Captain.
- iv) The Captain may arrange to include active members on the Brigade SMS who have fulfilled the following requirements –
 - (a) Completed the minimum training requirements as specified for a 'Volunteer Firefighter' in Appendix 5 of the Appendices Register; and
 - (b) Has fulfilled all membership requirements, roles and responsibilities as required by the Brigade in accordance with Clause 3.
- v) A Brigade member is to immediately be removed from the Brigades SMS when the Brigade member resigns, their membership is cancelled, the member is on a Leave of Absence or the Brigade member is suspended.

4.10 Use of Mobile Phones and Other Electronic Devices

- i) As a matter of courtesy, mobile phones are to be placed on silent during Normal Brigade Activities including training and meetings.
- ii) If members need to use their mobile phones during training or meetings, they are to request permission of the Captain or OIC present and if necessary excuse themselves from the training or meeting.
- iii) Mobile phones or other electronic devices are not to be used at Normal Brigade Activities including meetings, training or at any incident without the prior approval of the Captain or OIC present.
- iv) Any photographs or videos that are taken by Brigade members whilst at Normal Brigade Activities remain the intellectual property of the Brigade and therefore the unauthorized use and/or distribution of such photos and/or videos is strictly prohibited.
- v) Any public advertising, promotion, circulation or posting of any photos or videos depicting Brigade members, any incidents or any other Normal Brigade Activities, DFES/Brigade equipment, property and/or Brigade members in PPC/PPE shall require the prior approval of the Captain and if required, the prior approval of DFES.
- vi) Mobile phones and other electronic devices, including hands-free, but not including WAERN two-way radios are not to be used by the driver whilst driving vehicles.
- vii) Personal mobile phones lost or damaged during any Normal Brigade Activity including training, meetings or at an incident will not be covered by insurance.

5. PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

5.1 General

This Clause is to be read in conjunction with DFES SOP 3.2.1 – Order of Dress and Directive 1.3 Dress and Grooming, in particular Annex D – Orders of Dress

- i) When members are wearing Brigade provided uniform/PPE/PPC, they are deemed to be "on duty" and therefore members are to act in such a manner to ensure that they do not cause disrepute to the Shire, DFES, the Brigade or the service.
- ii) All uniforms/PPE/PPC issued to a Brigade member remain the property of the Shire and the Brigade. If a Brigade member transfers to another Brigade, group or unit then any uniforms/PPE/PPC shall remain

- with the Brigade. Therefore, on leaving the Brigade it is expected that the Brigade member will return all uniforms/PPE/PPC in a clean and in good order to the appropriate Brigade Officer.
- iii) No PPC/PPE or dress uniform shall be provided to any probationary member or to any auxiliary member unless otherwise approved by the Captain.
 - iv) Auxiliary members may be provided dress uniform as determined by the Brigade from time to time or by the Captain.
 - v) Dress uniforms/PPE/PPC shall only be replaced on a fair wear and tear basis.
 - vi) Brigade members are to inspect their dress uniform/PPE/PPC on at least a quarterly basis and the Captain or Brigade Officer is to be advised of any damaged or worn dress uniform/PPE/PPC.
 - vii) Uniforms/PPE/PPC are not to be used by non-members of the Brigade.
 - viii) Members shall not remove any PPE or PPC from the station unless prior consent has been given by the Captain or another Brigade Officer.
 - ix) Members shall exercise reasonable care in keeping PPE/PPC clean and in good order.
 - x) Members shall not wear PPE/PPC in public unless performing Normal Brigade Activities and only with the prior consent of the Captain.
 - xi) All uniforms/PPE/PPC shall be returned immediately upon the cessation of membership, or when requested to do so by the Captain.
 - xii) All Brigade property must be surrendered if the requirements for holding an active, probationary or auxiliary position are not met over a period not exceeding three consecutive months unless prior arrangements have been made (i.e. a letter notifying of Leave of Absence). Brigade property will then be returned to the member on an availability basis once the member meets the required obligations.
 - xiii) Members are required to wear the correct level of PPC and PPE at all times whilst on duty and only the PPE/PPC as provided by the Shire.
 - xiv) Whilst undertaking maintenance, training or drills, members are required to wear sufficient PPE and PPC as directed by the OIC.
 - xv) Any Brigade PPC is to be maintained by members and is to be in a clean state. Members are to obtain approval from the Captain or another Brigade Officer prior to any uniforms or PPC being laundered. Any Brigade uniform or PPC must be laundered in accordance with DFES SAP 1.3.A – *Laundering Standard*.

5.2 Working Dress

- i) All members are to be issued with a Working Dress Uniform consisting of –
 - (a) Level 1 Jacket;
 - (b) Level 1 Trousers;
 - (c) Level 1 gloves;
 - (d) Level 1 helmet with torch;
 - (e) Firefighting boots;
 - (f) Brigade T-shirt;
- ii) Due to sun protection, members are also permitted to be issued –
 - (a) BFS or plain peaked cap (outdoors only); or
 - (b) BFS broad-brimmed hat (outdoors only).

5.4 Personal Protective Clothing (PPC) Personal Protective Equipment (PPE)

- i) PPC/PPE remains the property of the Brigade at all times and is to be returned upon the cessation of membership.
- ii) Members are responsible for maintaining their issued PPC/PPE.

PPC/PPE Allocation Schedule			
PPE/PPC	Active	Probationary	Auxiliary
Level 1 Jacket	2	1	-
Level 1 Pants	2	1	-
Level 1 Helmet	1	1	-
Level 1 Gloves	1	1	-
Level 1 F/F Boots	1	1	-
Goggles	1	1	-
½ Face Respirator	1	1	-
Full Face Mask	1*	-	-
Gear Bag	1	1	-
T Shirt	2	2	-

- iii) Repairs to PPC/PPE are not to be made by members. Items in need of repair are to be submitted to an appropriate Brigade Officer, and arrangements for temporary PPC/PPE will be made.
- iv) Members are responsible for donning the correct PPC/PPE as determined by the type of incident to be attended (See PPC/PPE Matrix)
- v) Members are not to don any PPC/PPE in a Brigade vehicle which requires them to undo their seatbelt.
- vi) PPC/PPE is not to be worn inside the station in areas that are determined as being “Clean Areas”.
- vii) Access to emergency PPC/PPE is only to be done under the direction of a Brigade Officer. Emergency PPC/PPE is to be clean before it is returned.

6. ATTENDANCE, TRAINING AND MAINTENANCE

6.1 Minimum Requirements

- i) Active, Probationary and Auxiliary members are to attend Brigade activities to a level as determined by the brigade from time to time.
- ii) If a member is not able to attend or is going to be late to any Brigade activity, they shall call or message beforehand to a Brigade Officer notifying of their non-attendance or their lateness.
- iii) Members who need to leave any Brigade activity early, are to obtain prior consent from the Captain or other Brigade Officer in attendance prior to the start of any Brigade activity.

6.2 Inability to meet minimum attendance requirements

Members who are unable to fulfill their minimum attendance requirements, for certain periods of time are required to make the following submissions:

- i) Absence for up to one (1) month – Written notification to the Captain.
- ii) Absence for up to (3) three months - Complete Leave of Absence form for submitting to the Captain for approval.
- iii) Absence for up to six (6) months - Complete Leave of Absence form for submitting to the Captain for approval.
- iii) Absence for greater than six (6) months –
 - (a) Complete Leave of Absence form for submitting to the Captain for approval.

- (b) downgrade to an auxiliary member status; and
- (c) return all uniforms, PPE and PPC.

6.3 Action on non-attendance.

- i) If a member fails to make the appropriate submissions for their absence, they will receive a notice from the Captain after three (3) months in regards to an explanation for their lack of attendance.
- ii) If the member does not attend as required or supply the Brigade with the appropriate submissions as stated in Clause 6.3 within two (2) weeks of the notice, they will receive a letter from the Brigade stating that they have a further two (2) weeks to speak with a Brigade Officer in regards to their future membership intentions or be removed from the member list of the Brigade, and where appropriate, removed from the SMS list and required to return their PPC/PPE and property of the Brigade.
- iii) If the member makes no response to this correspondence, they may be asked to resign or arrangements to remove them as a member of the Brigade will commence. Where this action occurs, it is to be presented at an ordinary meeting of the brigade and determined by a majority vote of the Brigade.

6.4 DFES Training Courses

- i) Subject to the availability of training courses, a new member is expected to complete the following training within the probationary period:
 - (a) Induction;
 - (b) Bushfire Safety Awareness;
 - (c) Bushfire Fighting Skills;
 - (d) AIIMS Awareness;
 - (e) Basic WAERN Radio Communications.

It is then expected that a new member will apply for other courses in accordance with clause 5.5(iii) to increase their knowledge and skill level.

- ii) The training program provided by DFES is under constant review and it is up to each member to ensure that they have the appropriate prerequisites for the course for which they nominate. Members may not be able to nominate for courses if they have not met the prerequisites required for the course that they want to attend.
- iii) Enrolment to any DFES training course shall be completed via the DFES Training System (currently the eAcademy). It is expected that Volunteer Firefighters will work to complete the following DFES Bush Fire Service Training Program –
 - BFS Bush Firefighter;
 - BFS Advanced Firefighter – Role Based;
 - BFS Leadership; and
 - Specialist/Optional Courses.
- iv) At least one (1) month prior to the closing date for nominations for the course, all course nominations shall be submitted via the DFES eAcademy and approved by the Captain, or Brigade Training Officer. An application is not a guarantee of acceptance onto a course and if required, the Captain or Brigade Training Officer can decline a course nomination.
- v) Members who are accepted to attend a course are to remember that they are representing the Brigade and are therefore to act in a manner that will not cause disrepute to the Brigade.
- vi) Should members need to withdraw from a course, members must immediately inform the Course Coordinator prior to the course as well as the Captain or Brigade Training Officer. Members are also required to inform the Course Coordinator as well as the Captain or Brigade Training Officer if they will be unexpectedly absent or late for a course. Failure to notify as per requirements may jeopardise a member's attendance at other subsequent training courses.

- vii) Members are responsible for following the joining instructions for a course; including having the correct PPE/PPC for the type of course being conducted. If the member has not yet been issued with required PPE/PPC they will need to arrange their PPE/PPC through an appropriate Brigade Officer beforehand.

6.5 DFES and Shire Staff Visits

- i) DFES and Shire staff may visit the Brigade from time to time to discuss operational and administrative matters pertaining to the Brigade. DFES will consult with the Shire and the Brigade Captain prior to arranging any visits to the Brigade. Shire staff will consult with the Brigade Captain prior to arranging any visits to the Brigade.
- ii) If required and when instructed by the Captain, members shall attend all such visits or submit their apology to the Captain beforehand.

6.6 Brigade Training

- i) Training drills are held at a time as determined by the Brigade or the Captain from time to time, but as a minimum must be held at least once per month.
- ii) Training drills can be arranged by a Brigade member as determined by the Captain, Brigade Officers or the Brigade Training Officer. The Brigade will be reminded of upcoming training drills by the Brigade Training Officer at least one week prior to a training drill occurring.
- iii) In consultation with the Captain, the Brigade Training Officer will be responsible for the production, review and issuing of the Brigades annual Training Calendar.
- iv) In consultation with the Captain, in October each year the Brigade Training Officer will undertake an analysis of each Brigade members training needs and provide updated training needs for each Brigade member to the Shires Training Coordinator for the following year.

6.7 Appliance and Equipment Maintenance/Checks

- i) Appliance and Equipment Maintenance/Checks are to be conducted by all active and probationary members on a regular basis as determined by the Captain. Auxiliary members are also able to conduct Appliance and Equipment Maintenance/Checks with the approval of the Captain.
- ii) In accordance with the Appliance and Equipment Maintenance Checklist, all appliances and equipment are to be checked to ensure operational readiness, proper operation and cleanliness. The exterior of the appliances must be thoroughly washed and the interior of the appliances are to be thoroughly cleaned and the appropriate checklists completed.
- iii) Any damaged, faulty or missing equipment is to be recorded in a Vehicle Fault Report Form and the Captain/Equipment Officer advised accordingly.
- iv) The Captain is to be advised of any member who does not attend to their appliance and equipment maintenance.
- v) Brigade Officers are to ensure that the Appliance and Equipment Maintenance/Checks shall also be completed after each incident and drills to ensure Appliances and equipment is clean and in a state of operationally readiness.

7 BRIGADE MEETINGS

7.1 Ordinary Meetings

- i) Ordinary meetings of the Brigade shall be held at least four times per year at a day and a time as determined by the Brigade or the Captain from time to time.
- ii) The Captain shall preside at each of the Brigade monthly meetings. If the Captain is absent from the monthly meeting then the 1st Lieutenant shall preside and if the Captain and 1st Lieutenant are both absent then the Chairperson shall be the next senior member of the Brigade that is present at the meeting.
- iii) All active, probationary and auxiliary members are to attend or submit their apology to the Captain or Secretary prior to the meeting.

- iv) Members are to be in uniform, neat tidy casual clothing or in work attire if attending the meeting directly from their place of work. Only active and auxiliary members are entitled to one vote each on any motions put at the Brigade meeting.
- v) Probationary members are not entitled to move, second or vote on any motions put at a Brigade meeting.
- vi) Life Members may attend Brigade meetings; however, they are not entitled to vote unless they are an Active or Auxiliary member of the Brigade.
- vii) With the approval of the Captain, visitors may attend Brigade meetings, however they are not permitted to take part in discussions, are not to be disruptive to the meeting and shall immediately leave the meeting if requested to do so by the Captain or the Brigade member who is presiding over the meeting.
- viii) Any Brigade member who wants to speak on any item on the agenda of the Brigade meeting shall only do so once invited by the Captain or the Brigade member who is presiding over the meeting.

Example of Ordinary Meeting Agenda

ITEM	NOTES
Meeting Open	<ul style="list-style-type: none"> • Attendance • Apologies • Absentees
Previous Minutes (Secretary)	<ul style="list-style-type: none"> • Reading of previous meeting minutes or proof of circulation to members prior to meeting • Confirmed as true record of previous meeting by two attending members
Secretary’s Report (Inc Correspondence)	<ul style="list-style-type: none"> • Summary of all inwards and outwards correspondence • Confirmed acceptance of inwards and endorsement of outwards correspondence by two attending members • Activities of the Secretary
Business Arising	<ul style="list-style-type: none"> • Consideration of written reports • Consideration of correspondence
Treasurer’s Report	<ul style="list-style-type: none"> • Financial report • Passing/acceptance of Brigade accounts and financial status • Confirmed acceptance of Financial Report by two attending members • Processing of any accounts to be paid
Captain’s & Brigade Officers Report	<ul style="list-style-type: none"> • This may include presentation of written report • Includes Action List items • Presentations of written report relating to operational matters, fire appliances, equipment, training and other Brigade activities
Business Arising	<ul style="list-style-type: none"> • Consideration of written reports
Memberships	<ul style="list-style-type: none"> • Proposal of Membership Applications • Changes in membership status • Leave of Absence applications
Procedural Issues	<ul style="list-style-type: none"> • Consideration of Motions and Amendments to Brigade SOP’s and Procedures. • Consideration of matters of Brigade Governance
Operational Issues	<ul style="list-style-type: none"> • Circulars • Training (upcoming programs/courses, drills, issues etc) • Any other matter that relates to operational capability
Urgent Matters (With Brigade Approval)	<ul style="list-style-type: none"> • Any matters that are permitted by at least two attending members to be considered at the meeting as “Urgent Matters” that require addressing at the meeting
Meeting Close	

7.2 Annual General Meetings (AGM)

- i) The Brigade AGM shall be held in April annually or at a time as determined by the Shire from time to time.
- i) Notification of the Brigade AGM shall be circulated to all Brigade members by the Secretary at least 14 days prior to the AGM.

7.3 Brigade Officers and Office Bearer Nominations

- i) Nomination forms for the Brigade Officers and office bearer positions as described at clause 7.6 (iii) will be in the prescribed form as at **Appendix 3** of the Appendices Register and circulated to all members at least fourteen (14) days prior to the date of the AGM by the Secretary.
- ii) An Eligible member of the Brigade can nominate for any one of the Brigade Officer positions or any one of the office bearer positions.
- iii) Nomination forms for the Brigade Officers or office bearer positions shall be completed and returned to the Brigade Secretary no less than seven (7) days prior to the AGM.
- iv) Nomination forms received by the Secretary after the closing time for nominations to be received shall be deemed invalid.
- v) Nomination forms shall be completed and signed by a member who is nominating for a particular Brigade Officer position or office bearer position and no other member of the Brigade can nominate another member of the Brigade for a Brigade Officer position or office bearer position.

7.4 Determination of Nominations

- i) The Executive Committee will meet to determine each nomination and the suitability of the nominee to fulfil the position as nominated. This will apply even if there is only one (1) nomination received for any of the Brigade Officer position or office bearer positions.
- ii) The Executive Committee shall determine the suitability of any nominee for a Brigade Officer positions in accordance with the criteria as at **Appendix 4** in the Appendices Register and shall determine the suitability of any nominee for any of the other office bearer positions.
- iii) Should a nominee for a particular position be from the Executive Committee then they are to be excused from determining the particular position that they have nominated for and leave the meeting until such time as the nominations for the particular position that they have nominated for have been determined by the remaining Executive Committee members.
- iv) Any nominee that is determined by the Executive Committee as not fulfilling the criteria for a Brigade Officer position or any of the other office bearer positions shall be advised prior to the AGM.
- v) The Executive Committee shall cause details for all nominations to be circulated to the Shire and all Brigade members prior to the AGM stating the name of each of the nominees, the position that they have nominated for and the reasons for their suitability or unsuitability.

7.5 Conduct of the AGM

- i) Members are to wear neat, tidy clothing to the AGM. With the approval of the Captain, work attire shall be permitted should members attend the AGM directly from their place of work.
- ii) All active, probationary and auxiliary members must attend the AGM or submit their apology in writing to the Secretary prior to the AGM.
- iii) Honorary Life Members are able to attend the AGM, however they may not vote unless they are an active, or auxiliary member of the Brigade.
- iv) Active and auxiliary members are entitled to only one vote on any motion put at the AGM.
- v) Only active and auxiliary members are entitled to only one vote in the election of each of the positions for Brigade Officers and office bearer positions.

7.6 Election of Brigade Officers and Office Bearers

- i) At the AGM, the Captain shall arrange for two (2) persons/s who are not members of the Brigade to be present at the AGM for the holding of elections. One (1) of the persons shall act as the Returning Officer and the other person shall assist the Returning Officer. The Returning Officer shall call for all positions to be vacant and read aloud the nominations received for each Brigade Officers and office bearer positions.
- ii) The election of Brigade Officers and office bearer positions will be in the following order –
 - (a) Captain;

- (b) Lieutenants;
 - (c) Secretary;
 - (d) Treasurer;
 - (e) Training Officer;
 - (f) Equipment Officer;
 - (g) Any other positions as determined necessary by the Brigade.
- iii) The Returning Officer shall determine from the majority vote of the Brigade members present at the AGM whether a vote for the election of Brigade Officers and office bearer positions will be undertaken by a show of hands or by secret ballot.
 - iv) If the decision of the Brigade is that the voting shall be conducted by secret ballot the nominees that may be subject to the voting shall remain and may participate in the secret ballot.
 - v) If the decision of the Brigade is that the voting shall be conducted by a show of hands the nominees that may be subject to the voting shall be asked to leave the meeting at the appropriate time to enable the vote to be conducted.
 - vi) Once the voting for the position that was subject to voting by a show of hands has been concluded the nominees shall be invited to return to the AGM and be informed as to the outcome of the vote.
 - vii) All votes for each nominee, for each position shall be tallied and shall be recorded in the minutes of the AGM.
 - viii) Should there be a tie in the voting for any of the Brigade Officers and office bearer positions the brigade shall determine the process to be followed to determine how the position will be filled. This could include the re-calling of nominations for the position subject of the tie in the voting. The outcome from voting shall be determined by a simple majority.
 - ix) Within seven (7) days of the date of the AGM, the Brigade Secretary shall inform the Shire with the details of the Brigade member that has been elected to each of the Brigade Officers and office bearer positions as listed at 7.6 (iii). The Shire is to provide DFES with the details of the Brigade member for each Brigade that has been elected to each of the Brigade Officers and each of the office bearer positions.

Example of AGM Agenda

ITEM	NOTES
Meeting Open	<ul style="list-style-type: none"> • Attendance • Apologies • Absentees
Previous Minutes (Secretary)	<ul style="list-style-type: none"> • Reading of previous AGM minutes or proof of circulation to members prior to AGM • Confirmed as true record of previous AGM by two members who attended the previous AGM
Captain & Brigade Officers Report	<ul style="list-style-type: none"> • Presenting of written report
Secretary's Report	<ul style="list-style-type: none"> • Including inward and outward correspondence
Treasurer's Report	<ul style="list-style-type: none"> • Passing/acceptance of Brigade accounts • If required, the tabling of any Financial Auditors Report/s • Annual Profit and Loss Statement
Business Arising	<ul style="list-style-type: none"> • Consideration of written reports • Consideration of correspondence
Election Brigade Officers & Office Bearers	<ul style="list-style-type: none"> • Declare all positions vacant • Nominations for Office bearer positions (As per Brigade SOPs) • Elections for Brigade Officer & Office Bearer Positions, process as per Brigade SOPs • Record on template and submit to the Shire, DFES & if required to the the AVBFB
Urgent Matters (With Brigade Approval)	<ul style="list-style-type: none"> • Any matters that are permitted by at least two attending members to be considered at the AGM as "Urgent Matters" that require addressing at the meeting
Meeting Close	

- iv) The Brigade Secretary shall notify the Shire with the details as to the Brigade nominations for the position of Bush Fire Control Officer and Permit Issuing Officer for the Brigade Approved Area.

7.9 Extraordinary Elections

- i) An extraordinary election shall be held when a Brigade Officer or office bearer position as described in Clause 7.6 (iii) is vacated at any stage; and
 - (a) the Brigade determines by resolution that the Brigade Officer or office bearer position shall be filled; or
 - (b) the Shire directs the Brigade that the Brigade Officer or office bearer position shall be filled;
- ii) When it is determined that a Brigade Officer or Office Bearer position is to be filled the Secretary shall cause a notice to be issued to all members informing, of the extraordinary election.
- iii) The notice informing of the extraordinary election shall specify the day, time and location at which the election is to be held and inviting nominations for the vacant Brigade Officer or Office Bearer position;
- iv) The process for the issuing and processing of nominations for the vacant Brigade Officer or Office Bearer position shall be in accordance with the relevant Clauses contained in Clause 7.3 and 7.4.
- v) The procedure for the holding of an election shall be in accordance with Clause 7.6.
- vi) Within seven (7) days of the date of the extraordinary election, the Brigade Secretary shall inform the Shire and DFES the details of the Brigade member that has been elected to the position that had previously been declared vacant.

7.10 Special Brigade Meeting

- i) A special meeting of the Brigade may be convened by the Captain or Secretary.
- ii) The Secretary must convene a special meeting of the Brigade if requested in writing to do so by at least five (5) active members of the Brigade.
- iii) A special meeting must be held within fourteen (14) days after the request (under (ii) above) is received by the Secretary.
- iv) At least five (5) days prior to the commencement of the meeting, a notice of any special meeting of the Brigade must be given to all active, probationary and auxiliary members of the Brigade.
- v) Notice of a special meeting –
 - (a) must be given by the Secretary.
 - (b) given by written notice to each member personally or by post or electronic mail.
 - (c) must set out the date, time and location of the special meeting.
 - (d) must be approved and authorised by the Captain; and
 - (e) must describe the reason/s for the special meeting and set out an agenda for the meeting.
- vi) The conduct of the special meeting shall be in accordance with Clause 7.1.

7.11 Executive Committee

- i) The Brigade will establish an Executive Committee that shall consist of the following positions –
 - (a) Captain;
 - (b) Secretary
 - (c) Treasurer;
 - (d) Lieutenants;
 - (e) Bush Fire Control Officer
 - (f) Training Officer;
 - (g) Equipment Officer;

- ii) The Executive Committee shall meet at least 4 times per year and preferably prior to a Brigade meeting, or more often, as determined by the Executive Committee or the Brigade from time to time.
- iii) The Executive Committee shall be responsible to consider any matters whatsoever pertaining to the Brigade and shall provide recommendations to the Brigade or if required to the Shire on the following matters –
 - (a) Financial, administrative, and operational management;
 - (b) Membership applications;
 - (c) Contravention of Local Law, SOP's and/or Code of Conduct;
 - (d) Membership suspension and termination;
 - (e) Complaints, Disputes, Grievances, Disciplinary matters;
 - (f) Strategic direction;
- iv) With the approval of the Brigade, members of the Executive Committee may represent the Brigade at meetings, events, workshops, seminars, forums and other such events where any matters relating to the financial, administrative, operational, general management or strategic direction of the Brigade may be raised, discussed, debated or negotiated.
- v) When members of the Executive Committee attend any events as described in Clause 7.11 (iv), where any matters relating to the financial, administrative, operational, general management or strategic direction of the Brigade may be raised, discussed, debated or negotiated the members of the Executive Committee are not to provide their own views, opinion or direction and are to only provide the views, opinions and direction has provided by the Shire and the Brigade.
- vi) In these circumstances, members of the Executive Committee are not to make any decisions on behalf of the Brigade unless a decision from the Brigade has already been made and if not, members of the Executive Committee are to refer any matters back to the Brigade for determination that may have been raised relating to the financial, administrative, operational, general management or strategic direction of the Brigade.
- vii) The Captain will, if present at a meeting of the Executive Committee, preside at the meetings and, in the absence of the Captain, the highest ranked Lieutenant present at the meeting shall preside.
- viii) The quorum of the Executive Committee shall be at least one presiding member and at least two other members.
- ix) A motion carried by the votes of at least 50% of the members present at a meeting of the Executive Committee shall be determined as the decision of the Executive Committee.
- x) Each member present at a meeting of the Executive Committee is entitled to one vote on a matter arising for decision by the Executive Committee (and the person presiding at the meeting shall not have, in the event of an equality of votes, a second or casting vote). Should there be an equality of votes in any matter being decided by the Executive Committee then the matter shall lapse.
- xi) The Executive Committee shall keep minutes of its proceedings, including any decisions made by the Executive Committee and these minutes shall be tabled at the next ordinary meeting of the Brigade.
- xii) Subject to this Clause, and any direction of the Brigade, the Shire, a meeting of the Executive Committee will be conducted in such a manner as the Executive Committee may determine and as approved by the Brigade from time to time.

7.12 Brigade Structure

- i) The Brigade shall determine from time to time the structure of the Brigade for the positions as stated at Clause 7.6 (iii).
- ii) The Brigade structure shall be determined at an ordinary meeting of the Brigade or at an AGM or at a special meeting of the Brigade.

- iii) Once determined in accordance with clause (ii), the structure of the Brigade shall be circulated to all Brigade members and if required to the Shire and to DFES.

8 BUSH FIRE ADVISORY COMMITTEE

The Shire has established a Bush Fire Advisory Committee (BFAC) to discuss and provide recommendations on matters relating to bushfire prevention, control and extinguishment for the Shire to consider, as provided for by Section 67 of the Act. The conduct of the committee shall be in accordance with the *Local Government Act 1995* and any other statutory requirements.

8.1 Terms of Reference of BFAC

- i) Information about the constitution, role and responsibilities of the BFAC is described in the *Shire of Murray Bushfire Management Support Plan*. A copy of the BFAC Terms of Reference is at **Appendix 5** of the Appendices Register.

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

- i) If required to do so by the Shire, the BFAC shall consider the nominations for BFCO's and PIO's as selected by the Brigades and shall determine whether or not the nominated BFCO's and PIO's have the requirements as defined at **Appendix 4** of the Appendices Register.
- ii) If the BFAC considers that a nomination for a BFCO's or the PIO's from a particular Brigade do not comply with sub-clause (i) above, BFAC shall refuse the nomination and refer the nomination back to the relevant Brigade for the Brigade to either nominate another active member as a BFCO or a PIO or the brigade can decline to nominate a BFCO or a PIO.
- iii) The BFAC shall select one (1) of the nominated BFCO's for the position of CBFCO and select one (1) of the nominated BFCO's for the position of DCBFCO.
- iv) The BFAC is to provide its recommendation for the position of CBFCO, DCBFCO, BFCO's and PIO's to the CEO.
- v) The CEO shall consider the selection for the positions of CBFCO, DCBFCO, BFCO's and PIO's as provided by the BFAC, but is not bound by the recommendation as provided by the BFAC.
- vi) Where it is determined by the CEO that a Brigade member as recommended by the BFAC for the position of CBFCO, or DCBFCO, BFCO or PIO do not possess the requirements as defined in Appendix 5 of the Appendices Register or other requirements as determined by the CEO, the CEO shall cause notice to be provided to all Brigades calling for nominations for the relevant position that is yet to be determined by the CEO.
- vii) Once the CEO has determined the positions of CBFCO, DCBFCO, BFCO's and PIO's he shall notify each Brigade of the determination and cause notification of the appointments to be given in accordance with the Act.

9 WORK HEALTH AND SAFETY

- i) In accordance with the *Work Health and Safety Act 2020* and the *Work Health and Safety (General) Regulations 2022*, all employees and volunteers will collectively contribute to achieving a high standard of excellence in Work Health and Safety management in the workplace and accept relevant responsibilities under current Work Health and Safety legislation and the Shire Work Health and Safety Plan and Policy.
- ii) No person shall be permitted to undertake 'Normal Brigade Activities' unless they are a registered Brigade member and they comply with this Section.

9.1 Responsible Officer

- i) The CEO is the ultimate responsible officer for providing, maintaining and promoting a safe working environment as per Shire Policy A-7 *Work Health and Safety*.
- ii) Shire appointed CESC, CBFCO, DCBFCO, BFCO's together with Brigade Officers are responsible for ensuring compliance by all Brigade members with the *Work Health and Safety Act 2020*, *Work Health and Safety (General) Regulations 2022* and the Shire Work Health and Safety Plan, Procedures and Policies.

9.2 Personal Protective Clothing and Equipment

All Personal Protective Clothing and Equipment is to be to the DFES required standards. Only registered Brigade members that hold qualifications in accordance with the training and qualification as defined under *Appendix 5 - Eligibility Criteria for Brigade Officer* are eligible to be provided PPC/PPE as defined in *DFES SOP 3.2.1 Personal Protective Clothing / Equipment Annex A* and the *PPC/PPE Allocation Schedule* as at Section 4.

9.3 Training and Qualifications

Only registered Brigade members that are trained to the requirements as defined under *Appendix 5 - Eligibility Criteria for Brigade Officer* and who maintain the requirements as described in Section 6 shall be eligible to undertake 'Normal Brigade Activities'.

9.4 New Member Induction

All new Brigade members are to be provided with a formal Brigade induction, that is to include the following:

- i) Completion of Formal Brigade and/or DFES Induction.
- ii) Introduction to Brigade members and shown all Brigade facilities.
- iii) Instructed about the Shire's Work Health and Safety Plan, relevant WHS Policies and requirements.
- iv) Made aware of Volunteer Firefighter role and responsibilities.
- v) Provided with a mentor until such time as they are familiar with Normal Brigade Activities and operational requirements.
- vi) Be informed of the requirements for all PPC and PPE issued to them and that it is to be worn for Brigade activities only and remains the property of the Brigade or the Shire.
- vii) Be assisted in registering for the DFES Volunteer Hub and the use of online resources such as the eAcademy.

9.5 Insurance

The Shire will obtain and keep current the applicable insurance coverage as listed below for all BFCO's, PIO's and all registered bush fire Brigade members to undertake 'Normal Brigade Activities' as defined in the Act

Applicable Insurance Coverage

- Workers Compensation and Personal Injury
- Motor Vehicle Accident and Damage
- Equipment/Plant Damage
- Travel
- Third Party Liability

9.6 Incident Reporting

NOTE: Shire of Murray Incident and Hazard Report and Investigation procedures are to be followed.

- i) Any damage to plant, equipment or appliances, near misses or injury (incidents) must be reported immediately to a Crew Leader at the time of incident occurring. The Crew Leader is to immediately report any incident to the relevant Brigade Officer who will in-turn report as soon as practicable any incident to the CBFCO (or Deputy if CBFCO is not present or available) who will report any incident as soon as practicable to the CESC.
- ii) As soon as practicable after the incident (within 48 hours) a Brigade Officer, CBFCO (or Deputy if CBFCO is not available) must ensure that a Shire Incident and Accident Report is completed and provided to the CESC.
- iii) The CESC will liaise with the Manager Ranger & Community Safety about any Incident and Accident Report to determine the next process to be undertaken including the Shire's Work Health & Safety Officer being notified and consulted.

FINANCIAL MANAGEMENT

10.1 Brigade Financial Records.

- i) The requirements for the management of the Brigades financial records and the recording of all Brigade financial transactions and events is the duty of the Treasurer and the Brigade appointed auditors.
- ii) In conjunction with the Captain or delegate, the Treasurer shall manage all finances on behalf of the Brigade and provide all information, records, documents, books relating to all Brigade income and expenditure.
- iii) The financial compliance requirements for the Brigade will be as follows:

COMPLIANCE	NOTES
Open a bank account in the Brigade's name	<ul style="list-style-type: none"> • Ensure that all monies spent and received pass through that account.
Maintain account records	<ul style="list-style-type: none"> • Record all transactions of monies received and payments made.
Monitor and report on the position of the Brigade account	<ul style="list-style-type: none"> • Produce a report at each Brigade meeting concerning the financial position of the Brigade at the time. • Comply with all ATO procedures for GST, BAS etc.
	<ul style="list-style-type: none"> •
Report annually	<ul style="list-style-type: none"> • At the end of the financial year the Treasurer must provide a written Statement of Accounts to the Brigade at the Brigades AGM. This report must: <ul style="list-style-type: none"> – Summarise all financial transactions for the year. – Show the Brigades overall financial position at the end of that year. – Certify that the accounts are true and correct.

10.2 Brigade Accounts at Financial Institutions

- i) The Brigade shall, at each AGM, determine where it will maintain its accounts for the ensuing financial year;
- ii) The Brigade shall appoint three (3) Brigade members as signatories on its accounts. The signatories shall be;
 - (a) The Captain;
 - (b) The Treasurer; and
 - (c) One other Brigade member as appointed by the Brigade;
- iii) A minimum of two (2) signatories, one of which must be the Captain, shall sign any cheques, account withdrawal forms or approve Electronic Funds Transfers;

10.3 Expenditure of Brigade Funds

- i) No Brigade funds shall be expended without the prior approval of the Captain or the Brigade.
- ii) For '*urgent operational purposes*' only, the Captain may approve the expenditure of up to \$550 to ensure the ongoing administration and operation of the Brigade. Prior to the expending of any funds the Captain shall seek the approval of the Executive Committee by advising the reason for the expenditure, the amount of the expenditure and the reason as to why the expenditure cannot wait for the next Brigade meeting.
- iii) The term '*urgent operational purposes*' shall mean the expending of funds on any items that are deemed necessary to allow the Brigade to function administratively, operationally and for the purchase of any item or items that cannot wait for the next Brigade meeting.
- iv) The Treasurer shall arrange with the Secretary to post on the agenda for the next Brigade meeting information relating to any funds that have been expended in accordance with Clause (ii).

10.4 Purchase of Goods or Services by Brigade Members

- i) If required, Brigade members may purchase goods or services by expending their own private funds.
- ii) The purchase of goods or services by the expending of a Brigade members own private funds shall only be considered once all other avenues of purchasing the goods or services by the Brigade i.e. cash, EFT, cheque have been exhausted.

- iii) Brigade members shall not purchase any goods or services without prior approval of the Captain or in the absence of the Captain, the 1st Lieutenant.
- iv) A Brigade member may purchase the goods or services as approved and seek reimbursement from the Treasurer. The Brigade member must provide a Tax Invoice receipt for the purchase of the goods or services to the Treasurer prior to being reimbursed.
- v) The Treasurer shall arrange with the Secretary to post on the agenda for the next Brigade meeting information relating to any funds that have been expended in accordance with Clause (ii).
- VI) The Brigade may determine not to reimburse any Brigade member who has purchased goods or services contrary to Clause 10.4.



SHIRE OF MURRAY

BUSH FIRE BRIGADES

STANDARD OPERATING PROCEDURES



APPENDICES REGISTER

APPENDIX 1**OCCURRENCE BOOK ENTRIES**

Note: To be read in conjunction with DFES SAP 5.2.

1. General.

Occurrence books are situated on all fire stations in order to record Normal Brigade Activities as they occur. Occurrence books contain details which may involve litigation, compensation and appeal by the Shire, DFES, Brigade members and members of the public. As such these details are to be recorded accurately and impartially to reflect their potential as evidence.

2. Entry Standards.

Occurrence books may be ordered to be produced before any Court of Law or inquiry within the State. Entries must be capable of withstanding scrutiny for both legibility and accuracy under such condition while maintaining confidentiality of both members of the public and personnel. Occurrence books entries are to be completed in accordance with the following standards:

- Hand-written in a legible style;
- Information is to be recorded against verifiable dates and times;
- Information is to be related accurately and impartially;
- Information should not include personal details;
- Erasing, or the use of correction fluid, is not permitted;
- Ruled line should be used to indicate each new calendar day;
- Should errors occur:
 - The erroneous word or words should be bracketed and the detail crossed out;
 - The correct entry is made and initialed by the duty record keeper;
 - Any detailed alterations to occurrence book entries should be accompanied by a short but accurate account of why the change was necessary on the same page;

3. Types of Entry.

Occurrence books are to record the following:

- Staff, Volunteer, Visitor attendance;
- Staff, Volunteer, Visitor movements;
- Incidents;
- Changeover of incident shifts;
- Daily events of significance;
- Visits on station (including DFES staff and contractors).

APPENDIX 2**PROCEDURES FOR STANDARD OCCURRENCE BOOK ENTRIES**

The Occurrence Book is supplied for the purpose of maintaining accurate records of the daily movements of DFES staff, Brigade members, firefighting and response activities, daily movements of any Brigade vehicles and equipment, training, meetings, maintenance, drills and any other matter pertinent to Normal Brigade Activities. A record is to be made in the occurrence book of the details for any DFES staff, any visitor, any contractor and any Brigade member attending the station for any purpose.

The Occurrence Book is the property of the Brigade. Brigade members are responsible to ensure that all records are entered correctly; all records should be carefully entered against accurate and correct DATE/S and TIME/S. Erasures are permitted, but should an error occur, the erroneous word or words should be bracketed out, the detail crossed out and the correct entry made and initialled by the writer.

Do not leave any blank lines or large spaces. If necessary rule a line diagonally across the blank line or large spaces.

Failure to comply with these instructions could lead to serious repercussions.

Fire Incident Reports are to be submitted for every incident attended. This is the responsibility of the OIC, Crew Leader or the most senior fire fighter at the incident and NO OTHER PERSON UNLESS SPECIFICALLY REQUESTED.

ALL ENTRIES ARE TO BE LEGIBLE

INCIDENT ENTRIES ARE TO BE IN RED PEN ONLY

NORMAL ENTRIES ARE TO BE IN BLACK PEN ONLY

The following is an example of how OIC's are to record information for all incidents.

ALL INCIDENT ENTRIES ARE TO BE WRITTEN IN RED PEN

EXAMPLE ONLY

<i>12 April 2023</i>	
<i>(Insert Incident Number)</i>	
<i>1200</i>	<i>Received Incident SMS via ComCen to respond to bushfire at Smith Road X of SW Highway, North Pinjarra.</i>
<i>1209</i>	<i>Turned out in 3.4 with Captain Bloggs OIC and 4 crew, FF Black (driver), FF White, FF Green, FF Red. Turned out in LT with 2 crew, FF Brown (driver), FF Smith.</i>
<i>1214</i>	<i>Arrived at incident and commenced to extinguish running fire, mop up and black out.</i>
<i>1400</i>	<i>3.4 returned to station. Captain Bloggs reports that small grass fire extinguished with 3.4 hose reel and LT hose reel. No incidents recorded except for FF White and FF Green having been overcome with smoke at one stage. Incident Report completed and emailed to Shire. Fire cause unknown. Comcen notified.</i>
<i>1430</i>	<i>Captain Bloggs, FF's Black, White, Green, Red, Brown and Smith all off station.</i>

APPENDIX 3

**[Insert brigade name] Volunteer Bush Fire Brigade
 [Insert Year] Annual General Meeting
 Nomination Form
 Brigade Officer & Office Bearers**

**Election Nomination Form
 Please only complete 1 Nomination Form per position**

I, _____
[Insert Name]

Herby nominate for the following position.

Please place a tick in the box of the position you are nominating for.

Captain 1st Lieutenant 2nd Lieutenant 3rd Lieutenant

4th Lieutenant BFCO

Secretary Treasurer Training Officer Equipment Office

_____ Date ____/____/20____
[Insert Name]

Please complete this form, ensure that it is signed and dated and return the completed nomination form to the Brigade Secretary prior to the advertised closing date/time.

Nominations received after the closing date/time for nominations to be received will not be accepted.

ELIGIBILITY CRITERIA FOR BRIGADE MEMBERS AND OFFICERS

APPENDIX 4

The Executive Committee shall utilise the below criteria as the basis to determine and evaluate the suitability of a Brigade member who has nominated for a Brigade Officer position. Nominees for Brigade Officer positions will be required to address each of the criteria for the position that they have nominated for and the Brigade shall evaluate each of the criteria based on the nominee’s statements addressing each criteria. The Executive Committee shall provide a written report to the Brigades AGM stating the reasons as to why a particular nominee is recommended for a particular position or the reasons as to why a particular nominee is not recommended for a particular position.

The Brigade and Brigade Officers are to ensure compliance with Shire of Murray Policy A-8 Equal Employment Opportunity.

Key Descriptor Words	
<p>Responsible – (undertakes task) Delegate – (empower others, pass responsibility to) Ensure – (supervise, to ensure required outcome) Comply – (heed and act on instruction/s) Review - (maintain observation and report) Liase - (make consultation, collaboration effective) Monitor – (observe progress and report anomalies to Captain)</p>	<p>Accountable (ensure that task is done) Report – (provide required data to another) Represent – (act on behalf of entity) Action - (solely responsible for activity completion) Mentor – (share accrued experience knowledge) Encourage – (work to change for improvement)</p>

POSITION DESCRIPTION

CAPTAIN

Position Functions - Brigade Leadership and Management

Roles and Responsibilities

<ol style="list-style-type: none"> 1. Accountable for the overall management of the Brigade’s administrative and operational capacity. 2. Accountable for all of the Business Management activities of the Brigade, including the submission of BAS statements, financial reports and acquittals (etc). 3. Accountable to ensure that the management of the financial affairs of the Brigade, meet the required standards as set by the Shire, various Acts (FAAA, ESL and others) and DFES. This would include providing assistance and direction to the Treasurer/Secretary as necessary. 4. Ensure succession planning within the Brigade which is reflected within active recruitment efforts, formally mentoring new Brigade members, ensuring a continuous interest is encouraged, with clear guidance on the training pathways available to ensure positions are filled with competent people, who are mentored into new roles. 5. Ensure that the training levels, standards and requirements are managed for all members of the Brigade. This may include assisting and directing the Brigade Training Officer, where necessary. 6. Accountable for the maintenance, condition and preparedness of all vehicles and equipment of the Brigade (including PPC/PPE), ensuring that they are in a constant state of readiness. Ensuring that this preparedness meets all Shire and/or DFES (whichever is the greatest) standards and procedures. 7. Accountable for the delivery of special programs (Community Engagement Activities, Cadet Program, Hazard Reduction Activities, etc), ensuring that they meet all external requirements and expectations. 	<ol style="list-style-type: none"> 8. Accountable for the outcomes and activities of any Brigade Committee that may be established by the Brigade from time to time. 9. Accountable to ensure compliance with the <i>Work Health and Safety Act 2020</i> and the Shires Work Health and Safety Policy and Procedures including the reporting to the Shires WHS Officer any incidents, accidents, hazards and near misses. 10. Accountable for the effective liaison and engagement with targeted ‘at risk’ community groups, for fire risk prevention and educational programs. 11. Accountable to ensure that all financial audits are completed and tabled at each brigade meeting or as required. 12. Ensure that all Brigade reporting is completed, meeting DFES and Shire protocols, SOP’s etc. 13. Ensure that Brigade WHS standards, procedures and practices, provide the safest working environment operationally, during training and other Brigade sanctioned events and activities. 14. Ensure that the Brigade succession planning is reflected within active recruitment efforts. In addition, ensure that a Brigade training plan exists, formally mentoring newcomers to the Brigade, ensuring a continuous interest is encouraged, with clear guidance on the training pathways available to ensure roles are filled with competent people, who are mentored into new roles. 	<ol style="list-style-type: none"> 15. Liaise with other local Emergency Services groups, to maximise opportunities for shared training or other activities that may lead to improved community, organisational or Brigade resilience. 16. Represent (or delegate as appropriate) the Brigade at various meetings, encouraging Brigade activity in Emergency Management activities and forums. This may include (but not limited to), LEMC, DFES Training and Operational Forums, etc. 17. Responsible for filling high level incident management roles at incidents, as jurisdiction and requirements indicate. 18. Comply with and strive to achieve the requirement, to remain contemporary in both theoretical and skills competency to at least the prescribed standard.
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Position Criteria		
Required Skills		
<ul style="list-style-type: none"> • Ability to delegate effectively • Inter-personal • Leadership • Grievance/Complaint Resolution • Effective Communication/Presenter 		<ul style="list-style-type: none"> • Training • Organisational • Strategic (Future Planning) • Mentoring • Motivational
Required Knowledge and Experience		
<ul style="list-style-type: none"> • Minimum 8 years fireground experience • Minimum 5 years as local Shire VBFB member • Previous Brigade Leadership role • Legal responsibilities Bush Fires Act, WSH, Local Law, SOP's, Shire Policies • Work Health and Safety requirements, standards, safe work practices 		<ul style="list-style-type: none"> • Brigade management experience • Team strengths/weakness and remediation to develop team • Brigade History and Culture • Local Government Local Law, Policies, Procedures and Protocols • Local Community knowledge
Required Training and Qualifications		
<ul style="list-style-type: none"> • Completion of DFES BFS Bush Firefighter courses – Awareness and Firefighter Skills, AIIMS Awareness, WAERN Basic. • Completion of DFES BFS Advanced Firefighter, including – WAERN Advanced, Crew Leader, Machine Supervision, Sector Commander, Advanced Bush Firefighting, Plantation Firefighting, Pump Operations, On/Off Road Driving Courses, Advanced Emergency Driving, Provide First Aid, AIMS 2017 - IC Level 1. 		<ul style="list-style-type: none"> • Leadership Fundamentals (Desirable) • Mental Health First Aid (Desirable) • IRS and Webeoc (Desirable) • Work Place Trainer/Assessor (Desirable)
Other Personal Attributes		
<ul style="list-style-type: none"> • Professional • Respectful • Loyal • Dedicated • Mature • Passionate • Committed to the betterment of the Brigade 	<ul style="list-style-type: none"> • Effective trainer • Dynamic/Flexible • Proactive • Capable of strong relationships with Brigade members • Local knowledge • Proactive • Motivational and Encouraging 	<ul style="list-style-type: none"> • Able to manage conflict (Internal/External) • Sufficient time to dedicate to job/role • Trustworthy • Maintain strong community links • Connected to other ES Agencies • Lead by example • Mentoring • Adaptable

POSITION DESCRIPTION		
LIEUTENANT		
Position Functions - Act under and with the Captain, performing Captain's role in their absence (in order of appointment), including incident management.		
Roles and Responsibilities		
1. Responsible to assist the Captain with the management of the Brigade, delegating roles where applicable.		
2. Responsible to provide a strong role model to Brigade members, constantly demonstrating high standards of operational effectiveness, teamwork and team development.		
3. Represent the Captain, as required and where directed, in their absence.		
4. Actively ensure a strong mentoring culture within the Brigade with a view to succession planning being a strategy for continuous improvement.		
5. Monitor the operational effectiveness of the Brigade and report outcomes to Captain on a continuous basis, providing recommendations for improvement and also, opportunities to reward high performance.		
6. Actively represent the Brigade membership at executive and other forums, to ensure their voice is recognised and represented, ensuring two-way interactions are practiced.		
7. Ensure that the Brigade 'Chain-of-Command' is followed at all times, working to ensure that the Brigade culture recognises this as the correct way to do things.		
8. Ensure that all Shire, DFES and Brigade Policies, SOP's are followed at all times, remediating any transgressions and counselling any member who does not follow these, to correct behaviour.		
9. Ensure that all Brigade equipment is maintained, used and recovered in a manner that reduces any likelihood of damage, loss or excessive wear or tear.		
10. Ensure that the safety and welfare of all Brigade members remains of paramount importance. Ensure compliance with the <i>Work Health and Safety Act 2020</i> and the Shires Work Health and Safety Policy and Procedures including the reporting to the Captain of any incidents, accidents, hazards and near misses.		
11. Comply with all lawful commands and SOP's at all times, demonstrating a strong example to all Brigade members.		
12. Assist Captain in liaison role, with external stakeholders as instructed.		
Position Criteria		
Required Skills		
<ul style="list-style-type: none"> Advanced Fire Fighting Leadership (Team Leader) Interpersonal Effective Communication 	<ul style="list-style-type: none"> Effective Liaison (Chain of Command) Effective Conflict Resolution (Internal/External) Organisational Problem solving 	
Required Knowledge/Experience		
<ul style="list-style-type: none"> Minimum 5 years fire ground experience Minimum 3 years as local Shire VFBF member Knowledge of firefighting vehicles, equipment and machinery 	<ul style="list-style-type: none"> Knowledge of Brigade members – team strengths and weaknesses Understanding of legal responsibilities, Brigade procedure, SOPs, policies Brigade History and Culture 	
Required Training and Qualifications		
<ul style="list-style-type: none"> Minimum requirement – Completion of DFES BFS Bush Firefighter courses – Awareness and Firefighter Skills, AIIMS Awareness, WAERN Basic. Advanced Bush Firefighter - Crew Leader, Sector Commander, Pump Operations, WAERN Advanced, On/Off Road Driving Courses, Advanced Emergency Driving, Provide First Aid. Completion of or working towards (12-month period) <ul style="list-style-type: none"> AIMS 2017 (Desirable) Ground Controller (Desirable) Mental Health First Aid (Desirable) Leadership Fundamentals (Desirable) 		
Other Personal Attributes		
<ul style="list-style-type: none"> Strong leadership Can create, give & receive orders Dedicated Disciplined Confident Safety conscious 	<ul style="list-style-type: none"> Desire to assume responsibility Effective trainer & mentor Sufficient time to dedicate to job/role Approachable Frequent/regular attendance Accept & provide constructive criticism 	<ul style="list-style-type: none"> Respect for chain of command Respect of the Brigade Capacity to adapt Lead by Example Open to Advice/Suggestions

POSITION DESCRIPTION	
Brigade Training Officer	
Position Functions – Coordinate the training requirements of members, personnel development and maintain minimum training competencies.	
Roles and Responsibilities	
<ol style="list-style-type: none"> 1. Responsible for the coordination of all Brigade training. 2. Responsible for the development and administration of the Brigade Training Calendar, ensuring that it is developed in consultation with the Lieutenants and it the final draft is endorsed by the Captain prior to being provided to Shire CESC. 3. Responsible for the creation and maintenance of training records, for training activities and the provision of reports, when/wherever necessary. 4. Responsible that Brigade training (standards and levels) complies with all of the requirements of the Shire and DFES policy and directions. 5. Responsible for the development of individual and Brigade training needs analysis and plans, encouraging members to improve their capacity. 6. Ensure that Brigade members are encouraged and mentored, as part of the formal skills enhancement program within the Brigade. 7. Ensure that Brigade training standards meet the required standard, related to Brigade profile, being numbers trained and training levels attained. 	<ol style="list-style-type: none"> 8. Encourage brigade members to actively participate in Brigade level and DFES training courses and leading by example. 9. Encourage and support Brigade member access and use of the DFES eAcademy, to maximise training opportunities and comply with DFES requirements for access to formal training. 10. Monitor and report on training effectiveness against Brigade and individual training plans, adopted training standards and operational observations. 11. Liaise with the Shires CESC on matters pertaining to brigade training, training standards and levels including the identification of specific Brigade training needs and for Brigade members personal development opportunities. 12. Ensure compliance with the <i>Work Health and Safety Act 2020</i> and the Shires Work Health and Safety Policy and Procedures including the reporting to Brigade Officers of any incidents, accidents, hazards and near misses.
Position Criteria	
Required Skills	
<ul style="list-style-type: none"> • Communication • Organisational • Planning • Management • Develop TNA of Brigade members • Time management • Training people effectively 	<ul style="list-style-type: none"> • Record keeping and reports • Leadership • Computer literate • Safety and Risk Management • Delegation • Motivational
Knowledge/Experience	
<ul style="list-style-type: none"> • 3+ years fire ground experience • Minimum 1 year as local Shire VFBF member • eAcademy knowledge (BFS Training Program) • Experience with Brigade equipment 	<ul style="list-style-type: none"> • Training people • Developing training calendars/plans • Leadership • Brigade History and Culture
Required Training and Qualifications	
<ul style="list-style-type: none"> • Cert IV – Workplace Training and Assessor (Desirable) • Minimum Requirement VFF2 • Completion of Off-Road Driving Course 	<ul style="list-style-type: none"> • First Aid • Pump Operations Course (Desirable)
Other Personal Attributes	
<ul style="list-style-type: none"> • Enthusiastic and effective mentor • Engaging and approachable • Enthusiastic & effective trainer • Strong motivator • Disciplined • Capacity to adapt 	<ul style="list-style-type: none"> • Flexible thinking • Maintain currency of training & development situation • Open to advice/suggestions • Sufficient time to dedicate to job/role • Respect of the Brigade • Respect for Chain of Command

POSITION DESCRIPTION	
Secretary	
Position Functions – Coordinate the Administrative Requirements of the Brigade	
Roles and Responsibilities	
<ol style="list-style-type: none"> 1. Responsible for providing notice of meetings of the Brigade in accordance with the Constitution of the Brigade. 2. Responsible for circulating incoming and internal information to all Brigade members. 3. Responsible for producing accurate records of the minutes and circulating to all members. 4. Responsible for all administration duties, as delegated by the Captain and/or Brigade Executive. 	<ol style="list-style-type: none"> 5. Responsible for producing required documents to the Shire/DFES as requested. 6. Responsible for keeping an accurate record of all incoming/outgoing correspondence. 7. Responsible for the Brigade phone and respond to any queries. 8. Ensure compliance with Shire/DFES administration requirements and Brigade Constitution, including with the Cadet Program, membership records and all training records.
Position Criteria	
Required Skills	
<ul style="list-style-type: none"> • Effective Organisational • Sound administration • Computer literate • Effective time management 	<ul style="list-style-type: none"> • Effective verbal/written communication • Accurate records keeping • Effective communicator
Required Knowledge/Experience	
<ul style="list-style-type: none"> • Knowledge of Brigade constitution, structure, policies, SOP's etc (3) • Knowledge of Local Government and other Emergency Services procedures • Minimum 1 year as BVFBF Member • Brigade History and Culture • 	<ul style="list-style-type: none"> • Secretarial knowledge <ul style="list-style-type: none"> ○ Office administration ○ Minutes, agendas, correspondence ○ Meeting procedures • Proficient with the use of computers and Microsoft suite of products i.e. Word and Excel
Required Training and Qualifications	
<ul style="list-style-type: none"> • Induction 	<ul style="list-style-type: none"> • AIMS Awareness (Desirable)
Other Attributes	
<ul style="list-style-type: none"> • Effective communicator • Sufficient time to dedicate to job/role (2) • Motivated, professional attitude 	<ul style="list-style-type: none"> • Engaging and Approachable • Open to Advice and Suggestions • Respect of the Brigade

POSITION DESCRIPTION	
Treasurer	
Position Functions – Coordinate all Financial Requirements of the Brigade	
Roles and Responsibilities	
<ol style="list-style-type: none"> 1. Responsible for managing the Brigade finances. 2. Report to the Brigade Captain and Executive on all financial matters. 3. Ensure compliance with the <i>Work Health and Safety Act 2020</i> and the Shires Work Health and Safety Policy and Procedures including the reporting to Brigade Officers of any incidents, accidents, hazards and near misses. 4. Responsible for preparing and maintaining accurate financial records. 5. Responsible for producing financial reports for the Shire/DFES as requested as per various statutes (ESL Act, FAAA, LG Act etc). 	<ol style="list-style-type: none"> 6. Responsible for the completion and submission of quarterly BAS. 7. Responsible for the correct archiving of financial receipts. 8. Responsible for producing financial reports for Executive meetings and enabling Brigade visibility of all Brigade financial matters. 9. Ensure that all financial records are audited on a quarterly basis.
Position Criteria	
Required Skills	
<ul style="list-style-type: none"> • Effective communication • Effective time management • Effective organizational • Proficient with the use of computers and Microsoft suite of products i.e. Word and Excel 	<ul style="list-style-type: none"> • Accurate record keeping and reporting • Financial management • Working knowledge of accounting principles & software • Numeracy & literacy
Required Knowledge/Experience	
<ul style="list-style-type: none"> • Knowledge of Brigade financial procedures/regulations • Minimum 3 year as local Shire VBFB member • General accounting procedures 	<ul style="list-style-type: none"> • GST and other financial reporting processes – (SoM, BAS, NFP etc) • Financial management • Knowledge of Brigade fundraising activities
Required Training and Qualifications	
<ul style="list-style-type: none"> • Certificate 3 in Bookkeeping (Desirable) • Induction 	<ul style="list-style-type: none"> • AIMS Awareness (Desirable)
Other Attributes	
<ul style="list-style-type: none"> • Honesty • Trustworthy • Enthusiastic 	<ul style="list-style-type: none"> • Professional attitude • Respect of the Brigade • Sufficient time to dedicate to job/role

POSITION DESCRIPTION		
Volunteer Firefighter		
Position Functions – Act under and with the Captain, Lieutenants and Crew Leaders.		
Roles and Responsibilities		
<ol style="list-style-type: none"> 1. Responsible for the wearing and maintenance of PPE and PPC provided by the brigade. 2. Responsible for all Brigade equipment to be maintained, used and recovered in a manner that reduces any likelihood of damage or excessive wear or tear. 3. Responsible for the safety and welfare of all Brigade members, including themselves, remains of paramount importance, at all times. 4. Ensure compliance with the <i>Work Health and Safety Act 2020</i> and the Shires Work Health and Safety Policy and Procedures including the reporting to Brigade Officers of any incidents, accidents, hazards and near misses. 	<ol style="list-style-type: none"> 5. Ensure that the Brigade ‘Chain-of-Command’ is followed at all times, working to ensure that the Brigade culture recognises this as the correct way to do things. 6. Ensure that all SOP’s, are followed at all times, remediating any transgressions and counselling any member who does not follow these, to correct behaviour. 7. Represent the Brigade, as required and where directed. 8. Comply with all lawful instructions, SOP at all times, demonstrating a strong example to all Brigade members. 9. Demonstrate high standards of operational effectiveness and teamwork. 	
Position Criteria		
Required Skills		
<ul style="list-style-type: none"> • Fire Fighting • Can receive and respect orders • Effective Communication 	<ul style="list-style-type: none"> • Organisational • Problem solving 	
Required Knowledge/Experience		
<ul style="list-style-type: none"> • Knowledge of fire-fighting equipment and machinery • Understanding of legal responsibilities, SOPs, policies 	<ul style="list-style-type: none"> • Brigade History and Culture 	
Required Training and Qualifications		
<ul style="list-style-type: none"> • Induction • Minimum - Completion of DFES BFS Bush Firefighter courses – Awareness and Firefighter Skills. • AIIM Awareness 	<ul style="list-style-type: none"> • WAERN Basic • In-Cab Air and Crew Protection 	
Other Attributes		
<ul style="list-style-type: none"> • Dedicated • Disciplined • Confident • Safety conscious • Responsible 	<ul style="list-style-type: none"> • Sufficient time to dedicate to job/role • Approachable • Frequent/regular attendance • Accept & provide constructive criticism • Respect for chain of command 	<ul style="list-style-type: none"> • Respect of the Brigade • Capacity to adapt • Lead by Example • Open to Advice/Suggestions • Minimum age of 16

POSITION DESCRIPTION

Crew Leader / Senior Fire Fighter		
Position Functions – Act under and with the Captain and Lieutenants.		
Roles and Responsibilities		
<ol style="list-style-type: none"> 1. Responsible to assist the Captain and Lieutenants with the operation of the Brigade, delegating roles where applicable. 2. Responsible for mentoring members within the Brigade. 3. Responsible to provide a strong role model to Brigade membership, constantly demonstrating high standards of operational effectiveness, teamwork and team development. 4. Ensure that the Brigade ‘Chain-of-Command’ is followed at all times, working to ensure that the Brigade culture recognises this as the correct way to do things. 5. Ensure that all SOP’s, Brigade Rules, including Brigade Constitution are followed at all times, reporting any transgressions to the Captain and/or Lieutenants. 6. Ensure that all Brigade equipment is maintained, used and recovered in a manner that reduces any likelihood of damage or excessive wear or tear. 	<ol style="list-style-type: none"> 7. Ensure that the safety and welfare of all Brigade members remains of paramount importance, at all times. 8. Ensure compliance with the <i>Work Health and Safety Act 2020</i> and the Shires Work Health and Safety Policy and Procedures including the reporting to the Shires WSH Officer of any incidents, accidents, hazards and near misses. Promote hazard identification and risk management to minimise risk to volunteer fire fighters. 9. Comply with all lawful commands, SOP’s, Brigade Rules (including Brigade Constitution) at all times, demonstrating a strong example to all Brigade members. 10. Monitor the operational effectiveness of the Brigade and report outcomes to the Captain and Lieutenants on a continuous basis, providing recommendations for improvement and also, opportunities to reward high performance. 11. Represent the Brigade, as required and where directed, in their absence. 	
Position Criteria		
Required Skills		
<ul style="list-style-type: none"> • Advanced Fire Fighting • Leadership • Interpersonal 	<ul style="list-style-type: none"> • Effective Communication • Organisational • Problem solving 	
Required Knowledge/Experience		
<ul style="list-style-type: none"> • Fire Ground Experience (3+yrs) • Knowledge of firefighting equipment and machinery • Knowledge of Brigade members – team strengths & weaknesses 	<ul style="list-style-type: none"> • Understanding of legal responsibilities, Brigade procedure, SOPs, policies • Brigade History and Culture 	
Required Training and Qualifications		
<ul style="list-style-type: none"> • Completion of DFES BFS Bush Firefighter courses – Awareness and Firefighter Skills, AIIMS Awareness, WAERN Basic. • Completion of Crew Leader, Advanced Bush Fire Fighting, Machine Supervision, Pump Operations and On/Off Road Driving courses • Provide First Aid 	<ul style="list-style-type: none"> • WAERN Advanced (Desirable) • Ground Controller (Desirable) • Sector Commander (Desirable) 	
Other Attributes		
<ul style="list-style-type: none"> • Strong leadership • Can create, give & receive orders • Dedicated • Disciplined • Confident • Safety conscious • Desire to assume responsibility 	<ul style="list-style-type: none"> • Effective mentor • Sufficient time to dedicate to job/role • Approachable • Frequent/regular attendance • Accept & provide constructive criticism • Respect for chain of command 	<ul style="list-style-type: none"> • Respect of the Brigade • Capacity to adapt • Lead by Example • Open to Advice/Suggestions • Minimum age of 18

POSITION DESCRIPTION	
Cadet Coordinator	
Position Functions – Coordination and Facilitation of the Brigade Cadet Program	
Roles and Responsibilities	
<ol style="list-style-type: none"> 1. Responsible for the coordination of all Cadet training and activities. 2. Responsible for the creation and maintenance of Cadet records and the provision of reports, when/wherever necessary. 3. Responsible for the provision of all required documentation to the Shire and DFES. 4. Responsible for Cadet training and activities (standards and levels) complying with all of the requirements of Shire and DFES policy and directions. 5. Responsible for the development and administration of the Brigade Cadet Calendar, ensuring that the final draft is endorsed by the Captain. 6. Liaise with the Brigade secretary to ensure that all Cadet correspondence satisfies the required standards and protocols for Brigade communications and record keeping. 7. Ensure that Cadet members are encouraged and mentored, as part of the formal skills enhancement program within the Brigade. 	<ol style="list-style-type: none"> 8. Ensure that all Brigade Leaders have their Working with Children Check completed before assisting in Cadet training and activities. 9. Ensure that there is First Aid Certified Leaders present at all activities. 10. Ensure all Brigade Leaders have completed the Induction Process as required by the Shire and DFES. 11. Ensure that all Risk Management requirements have been adhered to. 12. Encourage active participation in Cadet training and activities, leading by example. 13. Encourage and support Brigade Leaders in assisting in facilitating the Cadet training and activities. 14. Monitor and report on Cadet training effectiveness.
Position Criteria	
Required Skills	
<ul style="list-style-type: none"> • Effective Written and Verbal Communication (Internal/External) • Effective Organisational • Planning • Management • Time management • Delegation 	<ul style="list-style-type: none"> • Record keeping and reports • Leadership • Computer literate • Safety and Risk Management • Motivational
Knowledge/Experience	
<ul style="list-style-type: none"> • 3+ years firefighting knowledge (desirable) • Minimum 12 months as local Shire VBFB member • Experience with Brigade equipment and machinery 	<ul style="list-style-type: none"> • Leadership • Brigade History and Culture
Required Training and Qualifications	
<ul style="list-style-type: none"> • Completion of DFES BFS Bush Firefighter courses – Awareness and Firefighter Skills, AIIMS Awareness, WAERN Basic. • Provide First Aid 	
Other Attributes	

<ul style="list-style-type: none"> • Enthusiastic and effective mentor • Engaging and approachable • Enthusiastic & effective trainer • Flexible thinking • Disciplined • Capacity to adapt 	<ul style="list-style-type: none"> • Maintain currency of training & development situation • Open to advice/suggestions • Sufficient time to dedicate to job/role • Respect of the Brigade • Respect for Chain of Command
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Other Coordinator Positions

1. Can demonstrate experience in a similar role as the position as nominated.
2. Developed time management, problem solving and analytical skills.
3. Developed administrative, written, verbal communications and negotiation skills.
4. Developed computer literacy skills including use of internet, emails, MS suite of products.

Brigade Financial Auditors

1. Experienced with financial management including the management of budgets.

POSITION DESCRIPTION	
Permit Issuing Officer	
Position Functions – Role determined by the Bush Fires Act – Issuing of Burning Permits.	
Roles and Responsibilities	
<ol style="list-style-type: none"> 1. The primary role of a Permit Issuing Officer (PIO) is as a delegated representative of the Local Government, responsible for administering provisions of the <i>Bush Fires Act 1954 (WA)</i> relating to the issuing of Permit to Burn within their respective areas. 2. Respond to community request to conduct bushfire property risk assessments or refer same to Ranger Services where appropriate. 	<ol style="list-style-type: none"> 3. Perform duties prescribed by the <i>Bush Fires Act 1954 (WA)</i> and as authorised by the Shire including the issuing of Burning Permits in accordance with Shire requirements. 4. Ensure compliance with the <i>Work Health and Safety Act 2020</i> and the Shires Work Health and Safety Policy and Procedures including the reporting to the Shires WSH Officer of any incidents, accidents, hazards and near misses. Promote hazard identification and risk management to minimise risk to volunteer fire fighters.
Position Criteria	
Required Skills	
<ul style="list-style-type: none"> • Basic to Intermediate computer skills – MS suite of products • Good written and verbal communications 	<ul style="list-style-type: none"> • Effective record keeping and reporting
Required Knowledge/Experience	
<ul style="list-style-type: none"> • Knowledge of bushfire behaviour and magement • Knowledge of the <i>Bush Fires Act 1954 (WA)</i> and local bushfire control requirements 	<ul style="list-style-type: none"> • Minimum 3 years as local Shire VBFB member (Unless other experience can be provided) • Ability to attend further fire and emergency management training

Required Training and Qualifications	
<ul style="list-style-type: none"> Minimum 3 years of firefighting experience <p>Completion of the following courses:</p> <ul style="list-style-type: none"> Fire Fighter Awareness & Fire Fighter Skills 	<ul style="list-style-type: none"> AllIMS awareness WAERN Basic Fire Control Officer
Other Attributes	
<ul style="list-style-type: none"> Honesty Trustworthy Enthusiastic Professional attitude 	<ul style="list-style-type: none"> Respect of the Brigade Sufficient time to dedicate to job/role Minimum age of 18 Respect for Chain of Command
POSITION DESCRIPTION	
Bush Fire Control Officer	
Position Functions – Role determined by the Bush Fires Act – Control and Management of bushfires burning in the district. Issuing of Burning Permits.	
Roles and Responsibilities	
<ol style="list-style-type: none"> The primary role of a Bushfire Control Officer (BFCO) is as a delegated representative of the Local Government, responsible for administering provisions of the <i>Bush Fires Act 1954 (WA)</i>. Required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community. Respond to community request to conduct bushfire property risk assessments or refer same to Ranger Services where appropriate. Perform duties prescribed by the <i>Bush Fires Act 1954 (WA)</i> and as authorised by the Shire including the issuing of Burning Permits in accordance with Shire requirements. If required, take control, command and manage firefighting resources and firefighting operations at a bushfire in the absence of the Chief/Deputy Chief Fire Control Officer or Brigade Captain. 	<ol style="list-style-type: none"> Ensure compliance with the <i>Work Health and Safety Act 2020</i> and the Shires Work Health and Safety Policy and Procedures including the reporting to the Shires WSH Officer of any incidents, accidents, hazards and near misses. Promote hazard identification and risk management to minimise risk to volunteer fire fighters. Take control, command and manage resources during prescribed hazard reduction burning operations within the Shire. Demonstrate positive leadership and mentor Captains and Brigade members. Provide advice to the CBFCO (or DCBFCO) as to when harvest bans, movement of vehicle bans should be applied and advice on the extension of Prohibited or Restricted Burning Periods. Be a member of the Bushfire Advisory Committee and actively participate in BFAC meetings.
Position Criteria	
Required Skills	
<ul style="list-style-type: none"> Effective verbal communications and interpersonal skills Effective time management Effective organizational Basic to Intermediate computer skills – MS suite of products Good written communications 	<ul style="list-style-type: none"> Effective record keeping and reporting Leadership skills Management skills Experience in managing firefighting operations Ability to perform under stressful conditions
Required Knowledge/Experience	
<ul style="list-style-type: none"> Knowledge of managing a volunteer organisation Knowledge of Shire Bushfire Management Plans Knowledge of the <i>Bush Fires Act 1954 (WA)</i> and local bushfire control requirements 	<ul style="list-style-type: none"> Ability to attend further fire and emergency management training Minimum 5 years as local Shire VBFB member (Unless other experience can be provided)
Required Training and Qualifications	
<ul style="list-style-type: none"> Minimum 5 years of firefighting experience 	<ul style="list-style-type: none"> WAERN Basic

<p>Completion of the following courses:</p> <ul style="list-style-type: none"> • Fire Fighter Awareness • Fire Fighter Skills • AIIMS awareness 	<ul style="list-style-type: none"> • Fire Control Officer • Crew Leader • Advanced Bush Fire Fighting • Sector Commander
Other Attributes	
<ul style="list-style-type: none"> • Honesty • Trustworthy • Enthusiastic • Professional attitude 	<ul style="list-style-type: none"> • Respect of the Brigade • Sufficient time to dedicate to job/role • Minimum age of 18 • Respect for Chain of Command

POSITION DESCRIPTION		
Chief Bush Fire Control Officer (CBFCO)		
<p>Position Functions – The role of the Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bushfire Organisation and not as a 'hands on' fire fighter. The CBFCO is to ensure that the organization is functioning to a standard commensurate to the risks.</p>		
Roles and Responsibilities		
<ol style="list-style-type: none"> 1. During wildfire incidents manage the fire resources and Brigades and when necessary act as the Incident Controller. 2. Promote the AIIMS Incident Management system to BFCOs, Brigades and volunteer firefighters and ensure an Incident Controller is appointed for all Incident Levels (1-3). 3. Ensure that BFCOs, Brigade Officers and volunteers are trained to a standard commensurate to the risk and equipment within the Brigade and Shire area. 4. Ensure succession planning which is reflected within active recruitment efforts formally mentoring new Brigade members, ensuring a continuous interest is encouraged, with clear guidance on the training pathways available to ensure roles are filled with competent people, who are mentored into new roles. 5. Demonstrate positive leadership and mentor DCBFCOs, BFCOs, Captains and Brigade members. 	<ol style="list-style-type: none"> 6. Promote community fire prevention as a priority, to identify and reduce fire hazards. 7. Promote the use of DFES Standard Operating Procedures, guidelines together with the relevant Shire Local Law, Policies, Plans and Standard Operating Procedures. 8. Ensure compliance with the <i>Work Health and Safety Act 2020</i> and the Shires Work Health and Safety Policy and Procedures including the reporting to the Shires WSH Officer of any incidents, accidents, hazards and near misses. Promote hazard identification and risk management to minimise risk to volunteer fire fighters. 9. Ensure welfare preparedness is arranged for the provision of food, medical aid and counselling services for volunteers. 	<ol style="list-style-type: none"> 10. Establish and maintain effective communication, liaison and cooperation with MR&CS, CESC, BFCOs, Brigades, DFES, DBCA, emergency services, statutory authorities and facilitate prompt response to fire incidents. 11. Promote the values of Volunteer Fire Brigades to the community and within the Brigades. 12. Delegate specific tasks to DCBFCO, BFCO or Brigades. 13. Liaise with DFES and other organizations to achieve the duties outlined above. 14. Actively participate in the BFAC, LEMC and represent Brigades at District meetings, forums and workshops.
Position Criteria		
Required Skills		
<ul style="list-style-type: none"> • Effective verbal communications and interpersonal skills 	<ul style="list-style-type: none"> • Effective record keeping and reporting 	

<ul style="list-style-type: none"> • Effective time management • Effective organizational • Basic to Intermediate computer skills – MS suite of products • Good written communications 		<ul style="list-style-type: none"> • Leadership skills • Management skills • Experience in managing firefighting operations and incident management • Ability to perform under stressful conditions 	
Required Knowledge/Experience			
<ul style="list-style-type: none"> • Knowledge of managing a volunteer organisation • Knowledge of Shire Bushfire Management and Response Plans • Knowledge of Bush Fire Brigades management practices and procedures 		<ul style="list-style-type: none"> • Knowledge of the <i>Bush Fires Act 1954 (WA)</i> and Bush Fires Regulations 1954 and local bushfire control requirements • Minimum 10 years as local Shire VFBF member (Unless other experience can be provided) 	
Required Training and Qualifications			
<p>Minimum 10 years of firefighting, fireground, bushfire Incident Management experience</p> <p>Completion of the following courses:</p> <ul style="list-style-type: none"> • Fire Fighter Awareness • Fire Fighter Skills • AIIMS awareness • WAERN Basic and advanced • Fire Control Officer 	<ul style="list-style-type: none"> • On and Off-Road Driving • Advanced Emergency Driving • Advanced Bush Fire Fighting • Structural Fire Fighting • Crew Leader • Sector Commander • Ground Controller 	<ul style="list-style-type: none"> • Machine Supervision • Leadership Fundamentals • Level 1 IC • AIIMS 2017 • Workplace Trainer and Assessor • Mental Health First Aid (Desirable) 	
Other Attributes			
<ul style="list-style-type: none"> • Honesty • Trustworthy • Enthusiastic • Professional attitude 		<ul style="list-style-type: none"> • Respect of the Brigade • Sufficient time to dedicate to job/role • Respect for Chain of Command 	

POSITION DESCRIPTION		
Deputy Chief Bush Fire Control Officer (DCBFCO)		
Position Functions –The role of DCBFCO is that of a leader, decision maker and planner, assisting the Chief Bushfire Control Officer in managing the Bush Fire Organisation, management of Bush Fire Brigades within the district and the control and management of any bushfires burning in the district. Bush Fires Act, Shire Policies and procedures.		
Roles and Responsibilities		
<ol style="list-style-type: none"> 1. The primary role of a DCBFCO is as a delegated representative of the Local Government, responsible for administering provisions of the <i>Bush Fires Act 1954</i>. 2. In the absence of the CBFCO, the DCBFCO will undertake that role. 3. If more than one BFCO or Brigade is in attendance at a bushfire burning in the district, may take control of fire operations and be Incident Controller or part of the Incident Manager Team as delegated by the Incident Controller. 4. Demonstrate positive and high-level leadership and the mentoring to BFCO’s, Captains, Lieutenants and other Brigade personnel. 5. Ensure compliance with the <i>Work Health and Safety Act 2020</i> and the Shires Work Health and Safety Policy and Procedures including the reporting to the Shires WSH Officer of any incidents, accidents, hazards and near misses. Promote hazard identification and risk management to minimise risk to volunteer fire fighters. 	<ol style="list-style-type: none"> 6. 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. 7. Be a member of the Bushfire Advisory Committee and actively participate in BFAC meetings. 8. If required, liaison with other CBFCO, DCBFCO, DFES personnel, and attendance to relevant meetings, forums and workshops. 9. Ability to attend further fire and emergency management training 	
Position Criteria		
Required Skills		
<ul style="list-style-type: none"> • Effective verbal communications and interpersonal skills • Effective time management • Effective organizational • Basic to Intermediate computer skills – MS suite of products • Effective record keeping and reporting 	<ul style="list-style-type: none"> • Leadership and management skills • Conflict and grievance resolution skills • Experience in managing firefighting operations • Ability to perform under stressful conditions 	
Required Knowledge/Experience		
<ul style="list-style-type: none"> • Knowledge of managing a volunteer organisation • Knowledge of Shire Bushfire Management and Response Plans • Knowledge of Bush Fire Brigades management practices and procedures 	<ul style="list-style-type: none"> • Knowledge of the <i>Bush Fires Act 1954 (WA)</i> and Bush Fires Regulations 1954 and local bushfire control requirements • Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies) • Minimum 5 years as local Shire VBFB member (Unless other experience can be provided) 	
Required Qualifications		
<ul style="list-style-type: none"> • Minimum 8 years of firefighting, fireground, bushfire Incident Management experience • Current appointment as Bush Fire Control Officer <p>Completion of the following courses:</p> <ul style="list-style-type: none"> • Fire Fighter Awareness • Fire Fighter Skills 	<ul style="list-style-type: none"> • Fire Control Officer • On and Off-Road Driving • Advanced Emergency Driving • Advanced Bush Fire Fighting • Structural Fire Fighting • Crew Leader 	<ul style="list-style-type: none"> • Ground Controller • Machine Supervision • Leadership Fundamentals • Level 1 IC • AIIMS 2017 • Workplace Trainer and Assessor (Desirable)

<ul style="list-style-type: none"> • AIIMS awareness • WAERN Basic and advanced 	<ul style="list-style-type: none"> • Sector Commander 	<ul style="list-style-type: none"> • Mental Health First Aid (Desirable)
Other Attributes		
<ul style="list-style-type: none"> • Honesty • Trustworthy • Enthusiastic • Professional attitude 	<ul style="list-style-type: none"> • Respect of the Brigade • Sufficient time to dedicate to job/role • Respect for Chain of Command 	

APPENDIX 5

Bush Fire Advisory Committee

Terms of Reference

Bush Fire Advisory Committee

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.....	3
5.2	Executive Officer	4
5.3	Committee Members.....	4
5.4	Membership.....	4
6.	General	5
6.1	Agenda Items	5
6.2	Minutes & Meeting Papers	5
6.3	Meeting Schedule	5
6.4	Proxies to Meetings	5
6.5	Other Attendees	5
6.6	Quorum Requirements	6
6.7	Decision making.....	6
6.8	Powers of the BFAC.....	6
6.9	Code of Conduct.....	6
6.10	Amendments.....	7
	Signed.....	7
Appendix A.....		7

Terms of Reference

Title

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

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.

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.

Scope

The scope of the BFAC is to support the general activities detailed in clause 2.

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.

Chairperson

The BFAC Chairperson shall be appointed by a vote of the Committee for a period of two (2) years, which is to align with local government election schedule.

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.

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 pertain 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.

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 fully complete the "Member Report" as seen at **Appendix A** prior to each meeting.

Membership

The BFAC membership shall comprise of:

Voting Members

External Representatives

- Pinjarra Volunteer Fire and Rescue - Captain

Shire Representatives

- Shire of Murray Councillor
- Shire of Murray – Manager Ranger and Community Safety
- Shire of Murray – Community Emergency Services Coordinator
- Shire of Murray – Chief Bush Fire Control Officer
- 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 – Emergency Management Officer/Ranger Administration Officer
- Department of Fire and Emergency Services – District Officer
- Department of Parks and Wildlife Manager
- Shire of Murray – Deputy Chief Bush Fire Control Officer

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

General

Agenda Items

All agenda items must be forwarded to the Executive Officer fourteen (14) days prior to the next scheduled meeting.

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

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*.

Meeting Schedule

BFAC shall meet at the Shire of Murray administration building or at another location as the discretion of the Executive Officer, at least two times annually (May & November)

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.

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**.

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*.

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 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*.

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.

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.

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 this group.
- 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.

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.

Amendment Record

N ^o	Date	Amendment Details	Resolution Number
1	May 2023	New Term of Reference	

This Terms of Reference has been prepared and endorsed by the Shire of Murray on xxxxxxxxxxxxxx and will be ongoing until amended or terminated by agreement of the majority of all the group members.

Signed

.....

Bush Fire Advisory Committee - Chairperson

.....

Shire of Murray Chief Executive Officer - Dean Unsworth

APPENDIX 6

Shire of Murray Volunteer Bush Fire Brigades Code of Conduct

NOTE: This Code of Conduct is to be read in conjunction with the Shire of Murray Code of Conduct.

1 PREAMBLE

1.1 Background

- 1.1.1 Brigade members are the public face of the Brigade. They are a valuable part of the overall structure of the Brigade and have an important and integral role within our community with the provision of an emergency response to manmade and natural disasters.
- 1.1.2 Rights and responsibilities set the standards of volunteer engagement in the Brigade and assist both the Brigade and Brigade members to abide by the philosophy, ethos and values as determined by the Brigade from time to time.
- 1.1.3 The Brigade has a significant commitment and substantial responsibilities towards its members including complying with relevant legislation and adhering to the National Standards for Volunteer Involvement ([National-Standards-Document-FINAL_Web.pdf \(volunteeringaustralia.org\)](#)).
- 1.1.4 Volunteers have rights and responsibilities which are contained in legislation. They have the same level of responsibility as paid employees with regard to their behaviour and activities whilst engaged with the Brigade.

1.2 Purpose

The Code of Conduct establishes the standard of conduct expected of all Brigade members engaged with the Brigade and the consequences for those who behave in a manner in breach of the Code.

1.3 Scope

The Code applies to individuals registered as Brigade members with the Brigade and to Brigade Officers who are responsible for the supervision, coordination and/or management of Brigade members and operations.

2 TERMS USED

BGU – means an Emergency Services Brigade, Group or Unit;

Brigade member – means an Active, Probationary or Auxillary member of the brigade;

Brigade Officer – means an Active member of the Brigade elected by the Brigade as a 1st Lieutenant and every subsequent levels of Lieutenants;

Captain – means an Active member of the Brigade elected by the Brigade as Captain in charge of the Brigade;

CCAM – means the Corruption, Crime and Misconduct Act 2003 (WA);

Code – means this Code of Conduct;

DFES – means the Department of Fire and Emergency Services;

Shire – Means the Shire of Murray.

3 CODE OF CONDUCT

3.1 General Duty of Brigade Members

In addition to all legislative requirements and any specific directions or guidance provided by the Brigade, the Shire or DFES, Brigade members should recognise the requirements of the Code as the standards to be adopted in the performance of their role.

3.2 Principles of the Code of Conduct

There are three broad principles that underpin the ethics and standards of conduct of Brigade members that are engaged with the Brigade:

3.2.1 Integrity

3.2.2 Respect

3.2.3 Accountability

3.3 Integrity

3.3.1 Brigade members must act in a fair, honest, trustworthy and proper manner according to the law when carrying out their role. This includes but is not limited to:

- i. behaving in a reasonable, just and non-discriminatory way;
- ii. acting in good faith and not for improper or ulterior motives;
- iii. adhering to the guidelines that relate to the acceptance of gifts and benefits;
- iv. being able to formally identify themselves as a registered Brigade member at all times.

3.3.2 Brigade members must act with reasonable care and be diligent in the performance of their role, ensuring they:

- i. carryout lawful policies, instructions and decisions of their designated supervisor in a respectful manner;
- ii. in so far as is reasonably practical, based on individual experience and training, be aware of the effectiveness and efficiency of the activities and services for which they are responsible.

3.3.3 Brigade members must guard against a conflict of interest by:

- i. ensuring that they do not accept any gifts, benefits or reimbursements, for carrying out their duties;
- ii. ensuring that personal interest does not improperly influence the way in which they carry out their duties;
- iii. declaring any known conflict of interest and not participating in any decision-making process where they have a conflict of interest, perceived or otherwise.

3.4 Respect

- 3.4.1 Brigade members must be fair, honest, trustworthy and transparent in their dealings with individuals and organisations and behave in a manner that facilitates constructive communication between Council, its staff, other volunteers and the community.
- 3.4.2 This means Brigade members will:
- i. be honest, trustworthy and fair with fellow Brigade members, members of other BGU's, Shire and DFES staff and members of the community;
 - ii. demonstrate courteous and sensitive behaviour that does not discriminate against a persons gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Brigade;
 - iii. be aware of and disclose any situation that may create conflict between their voluntary roles and their personal interest;
 - iv. guard against the misuse of their Brigade members position to gain an advantage for themselves or others;
 - v. be punctual and reliable and advise the designated supervisor in a timely manner if unable to perform their designated role for any reason.
- 3.4.3 If representing the Brigade in the community Brigade members will:
- i. provide an accurate and fair representation of the Brigade and any decisions of the Brigade;
 - ii. not make public comment or provide any information on behalf of the Brigade or in relation to their duties unless when specifically, authorised to do so, and restrict such comment to factual information and professional advice;
 - iii. not conduct themselves in a manner that will reflect unfavorably on the Brigade;
 - iv. maintain personal hygiene, dress appropriately in clean attire and to the safety standard required for their role.
- 3.4.4 Volunteers will seek to achieve a team approach in an environment of mutual respect, trust and acceptance of their different roles in achieving the Brigades objectives by:
- i. seeking to develop a relationship with fellow Brigade members that is cooperative, productive, constructive, helpful and collaborative and based on mutual trust and respect;
 - ii. conducting any business of the Brigade and any relationship with courtesy and respect;
 - iii. acknowledging the value of diversity and the right of all points of view to be heard and considered;
 - iv. contributing to a working environment that is free from any form of harassment, bullying, intimidation or victimisation;

3.5 Accountability

- 3.5.1 Brigade members understand that:
- i. information obtained by a Brigade member as a result of his or her role is not to be willfully disclosed for any purpose that may result in an adverse impact on the Brigade or Brigade members;
 - ii. they must not make comment to the media unless authorised by the Brigade Captain or appropriate delegate;

- iii. they must respect and maintain the confidentiality of information that volunteers have as a result of their Brigade role (not being information that is generally available to the public) and acknowledge this obligation extends beyond the term of their Brigade membership;
 - iv. upon leaving the Brigade, they have no right to any information contained in any of the Brigade's records, files, emails, networks or systems.
- 3.5.2 Volunteers must use Brigade resources in a proper and responsible way by:
- i. being mindful of the way in which resources are deployed;
 - ii. giving consideration to budget provisions and guarding against wasteful practices;
 - iii. ensuring that resources are used in the community's best interest;
 - iv. avoiding the willful damage of Brigade property including information technology hardware, software and systems.

3.6 Compliance and Management of Alleged Breaches of the Code of Conduct

- 3.6.1 Brigade members are personally responsible for ensuring their compliance with the Code;
- 3.6.2 Brigade members responsible for the supervision, coordination and/or management of Brigade members are responsible for monitoring the compliance with the Code by Brigade members;
- 3.6.3 Any complaints, questions or reports of non-compliance with the Code raised by Brigade members or members of the public will be investigated by the Brigades Executive Management Committee or a committee of the Brigade as selected by the Brigade to investigate breaches of the Code.
- 3.6.4 Brigade members may be public officers for the purposes of the CCAM Act and therefore conduct which breaches the Code may also be considered as misconduct under the CCAM Act;
- 3.6.5 Investigations undertaken by the Brigades Executive Management Committee or a committee established by the Brigade regarding alleged breaches of the Code will be kept confidential except where there is a legislative requirement to report information relating to the investigation;
- 3.6.6 The Brigade can appoint an independent, qualified and accredited investigator to investigate any breach of the Code if the Brigade deems it necessary.
- 3.6.7 Any Brigade member who is alleged to have breached the Code can be stood down by the Brigade whilst the investigation into an alleged breach of the Code is investigated;
- 3.6.8 Any Brigade member who is stood down in accordance with 3.6.7 will not be involved with any emergency incident or any Brigade activities, functions or events until such time as the investigation has been completed and the Brigade has made a decision as to the outcome of the investigation;
- 3.6.9 If requested by the Brigade, a Brigade member who has been stood down in accordance with 3.6.7 will return any Brigade property including any uniforms, PPE, PPC, keys, cards or any other property of the Brigade as requested by the Brigade.
- 3.6.10 On the completion of an investigation into a breach of the Code, a report detailing all the information relating to the investigation will be provided to the Brigade with a

recommendation as to the most appropriate action that the Brigade can take in relation to the breach of the Code.

- 3.6.11 The Brigade will notify in writing the Brigade member who was the subject of an alleged breach of the Code any decision made by the Brigade as to the outcome of any investigation into a breach of the Code.
- 3.6.10 The Brigade can take the following action in relation to the outcomes of an investigation into a breach of the Code:
- i. Take no action and return the Brigade member to their previous membership status;
 - ii. Issue a verbal warning to the Brigade member;
 - iii. Issue a formal written warning to the Brigade member;
 - iv. If the Brigade member is a Brigade Office or an office bearer, remove the Brigade member from their office and reinstate the Brigade member to another membership category i.e. Active, Probationary or Support member;
 - v. Dismiss the Brigade member and cancel their membership of the Brigade.

3.7 Serious Misconduct

- 3.7.1 Any breach of the Code that is considered to be Serious Misconduct can be referred by the Brigade to the appropriate authority.
- 3.7.2 Brigade members should be aware that the following behaviours will be viewed as constituting Serious Misconduct and could result in instant dismissal subject to a formal investigation and subject to the principles of procedural fairness, equity and natural justice.
- i. Any deliberate, unsafe act which results in, or could lead to, an injury, near miss or illness to a Brigade member, any other person or damage to Brigade property;
 - ii. Any intentionally misleading or untruthful statement made to the Brigade in the course of an investigation;
 - iii. Deliberate vandalism, sabotage or damage to Brigade property;
 - iv. Any physical or verbal abuse towards any Brigade member, member of any other BGU, staff member of the Shire or DFES or member of the public;
 - v. Accepting benefit, commission or reward from any person to provide an advantage to that person in their dealings with the Brigade or to the Brigade member who is the recipient of the benefit, commission or reward;
 - vi. Gross insubordination or failure to comply with a lawful instruction.
 - vii. Theft or fraud from (including but not limited to) the Brigade, its members and/or others engaged with the Brigade or its programs, services, activities and/or events;
 - viii. Suspension or loss of driver's license – only applicable to Brigade members engaged in a role that is dependent on them holding a current driver's licence and are therefore unable to meet the obligations of their role;
 - ix. Using any Brigade vehicles, facilities or equipment inappropriately and/or without approval;

This list does not cover all types of misconduct but is intended as a guide to what may constitute Serious Misconduct and therefore becomes a dismissible offence.

3.8 Information and Training

The Brigade is committed to providing information and training to Brigade members to ensure that they understand the requirements of the Code.

4 REFERENCES

- Local Government Act 1995 (WA)
- Bush Fires Act 1954 (as amended) and Regulations (WA)
- Corruption, Crime and Misconduct Act 2003 (WA)
- The Work Health and Safety Act 2020 (WA)
- Volunteering Australia - National Standards for Volunteer Involvement (2015)

5 Document Control

Document ID	Shire of Murray Volunteer Bushfire Brigade Code of Conduct
Prepared By	Manager Ranger and Community Safety
Release Version	1
Document Status	Draft
Previous Approval Date	May 2023

APPENDIX 7

Bush Fire Brigade

Dispute Resolution and Grievance

Management Practice and Procedure

Management Practice

1. Management Practice Intention

The Shire of Murray is committed to maintaining a harmonious environment by assisting the leaders, Executive Committees and members of the Shires Bush Fire Brigades to resolve grievances in a fair and equitable manner.

The aim of this Management Practice and Procedure is to:

- Ensure that grievances raised by Brigade members and any persons aggrieved are fully investigated without delay and investigated in a fair and equitable manner.
- Ensure that Brigade members and other persons are able to raise grievances without fear of retribution.

2. Definitions

Brigade as defined in the Bush Fire Brigade Standard Operating Procedures;

Brigade member as defined in the Bush Fire Brigade Standard Operating Procedures;

Captain as defined in the Bush Fire Brigade Standard Operating Procedures;

CBFCO means the Chief Bush Fire Control Office;

CEO means the Chief Executive Officer of the Shire of Murray;

CESM means the Community Emergency Services Manager and also includes the Community Emergency Services Coordinator (CESC);

DCBFCO means Deputy Bush Fire Control Officer;

Executive Committee as defined in the Bush Fire Brigade Standard Operating Procedures;

Grievance means any type of issue, problem, concern, dispute or complaint related to a Brigade, a Brigade member or group of members or the general working environment of the Brigade and includes any breach of the Code of Conduct;

Lieutenant as defined in the Bush Fire Brigade Standard Operating Procedures;

MR&CS means the Manager Ranger and Community Safety;

Procedure means this Dispute Resolution and Grievance Procedure;

Shire means the Shire of Murray;

SOP's means the Shire of Murray Bush Fire Brigades Standard Operating Procedures.

3. Management Practice

3.1 Responsibilities

- (i) Initially, a Brigade member or an aggrieved person will be encouraged to attempt to resolve any grievances informally with the person involved. If the issue remains unresolved, then a Brigade member or an aggrieved person are required to report the grievance promptly to their Brigade Captain.
- (ii) Brigade members are required to work with their Brigade Captain to make genuine attempts to resolve any grievances at the Brigade level.
- (iii) Active participation in the attempt to resolve the grievance is expected of all Bush Fire Brigade personnel.
- (iv) Subject to applicable Work Health & Safety legislation, and subject to the Brigades or the Shires directions and discretion whilst the resolution procedure is being conducted, the Brigade member must not unreasonably fail to perform their brigade role, responsibilities or duties that is safe and appropriate for the Brigade member to perform.

3.2 Responsibilities of Brigade Management

- (i) The Brigade Captain will determine, with the Brigade member or any person aggrieved, whether reasonable attempts have been made to resolve the grievance at the Brigade level. Where a grievance cannot be resolved informally, formal grievances will be managed in accordance with this Procedure.
- (ii) A confidential record will be retained of all formal grievances which have been raised and written advice regarding the outcome of the Procedure will be forwarded to the Brigade member in a timely manner.
- (iii) During implementation of the Procedure, activities within the Brigade will continue without stoppage or the imposition of any bans, limitations or restrictions except where the grievance may relate to a genuine Work Health & Safety issue.

3.3 Compliance

- (i) A grievance will not be considered and investigated where it appears to have no serious purpose or is specifically being pursued to bully, harass, victimise, intimidate, ostracise, annoy or cause some other discomfort or other burden to the recipient.
- (ii) The rights of all Brigade members will be respected during the implementation of the Procedure.
- (iii) Persons lodging grievances, and persons who may be the subject of a grievance, are to participate in the implementation of the Procedure in good faith.
- (iv) Complainants, respondents and witnesses are not to be bullied, harassed, intimidated, victimised or ostracised for having lodged a grievance or for having provided information to a person authorised to investigate or resolve any grievance.
- (v) In order to maintain the highest standard of service possible, all Brigade members are required to comply with existing instructions and/or policies during the implementation of the Procedure.
- (vi) All Brigade members will abide by their obligations under any relevant legislation, Shire policies and procedures relevant to this Procedure.
- (vii) The Brigades acknowledge the right of all Brigade members to use a support person to accompany them during any meetings, interviews or discussions relevant to the implementation of the Procedure.
- (viii) A Brigade member who is found to have maliciously or vindictively lodged a grievance that is found to be without foundation, may be subject to disciplinary action.

4. Confidentiality

- (i) The Brigade will undertake to maintain confidentiality as far as is possible. Only relevant parties will be involved in the implementation of the Procedure.
- (ii) Any Brigade members involved in a grievance process are required to observe strict confidentiality with any proceedings or with any information that is obtained via the implementation of the Procedure.

5. Timeframes

Timeframes recommended within this Procedure are subject to modification on a case-by-case basis due to operational requirements, in-depth, complex investigations and the availability of relevant parties.

Dispute Resolution and Grievance Procedure

1. Procedure Intention

This Procedure outlines the process that is to be followed should a person lodge a grievance.

This Procedure relates to the resolution of grievances as part of the Bush Fire Brigade governance and management structure including the Shires Bush Fire Brigades Local Law, the Bush Fire Brigade SOP's and therefore lies outside any other legislation, agreement, policies or procedures which may have dispute resolution procedures.

2. Objectives

- To encourage Brigade members to follow the Procedures before going outside of the Brigade or the Shire to resolve grievances.
- To resolve grievances in the shortest of timeframes as possible, without compromising the effectiveness of the Procedures and the rights of those involved.
- To ensure all grievances raised by Brigade members and any person aggrieved are fully investigated and are dealt with efficiently, effectively, fairly, equitably and confidentially.

3. Record Keeping

- (i) Clear and accurate written or electronic records must be kept of all meetings, interviews or discussions and any information obtained as a result of the steps taken in the resolution of any grievance, any investigation process, with a focus on factual information and objectiveness.
- (ii) All records must be kept and securely filed in the Brigades Records Management System.
- (iii) The Brigade can request that the Shire manager any records obtained as described in clause (i) and the Shire shall keep and secure such records to ensure the utmost confidentiality.

4. Procedure

- (i) If the grievance is related to a Brigade Captain, then the grievance shall be investigated by the Chief Bush Fire Control Officer or the Deputy Bush Fire Control Officer.
- (ii) If the grievance is related to a Chief Bush Fire Control Officer or the Deputy Bush Fire Control Officer, then the grievance is to be managed by the CEO or his/her delegate or a person appointed by the CEO to investigate the grievance.
- (iii) The Investigating Officer referred to in this Procedure shall be the officer investigating the grievance, including:
 - Captain;
 - Lieutenant;
 - CBFCO;
 - DCBFCO; or
 - any other Brigade member selected by the Brigade; or
 - a person appointed by the Brigade to investigate the grievance.
- (iv) An Investigating Officer may seek guidance, support or advice from the Shire to assist them through the implementation of the Procedure.
- (v) Where an Investigating Officer initially considers that a grievance is considered to be of serious misconduct that could inevitably result in disciplinary action being taken, then the grievance should be formally referred to the Shire for advice and guidance.

- (vi) A grievance must be provided formally in writing unless it is considered by an Investigating Officer that the person providing the grievance is unable to provide a grievance in writing.
- (vii) Any grievance against a Shire employee, a person appointed by the Shire or an elected Council member will be referred to the CEO and will be managed by the Shire in accordance with the Shires policies, procedures and relevant legislation.

Step 1 – Initial Attempt to Resolve Grievance

- (i) Initially, a Brigade member or person aggrieved is to be encouraged to attempt to resolve any grievances informally with the person/s involved.
- (ii) If the grievance remains unresolved, then the Brigade member or person aggrieved is required to report the grievance promptly to the Captain.

Step 2 – Meeting with Supervisor

- (i) If the grievance is not able to be resolved at Step 1, Brigade member or person aggrieved is encouraged to meet with the Captain. The Captain, if they are able, will try to arrange to meet with the Brigade member or person aggrieved to discuss any grievance raised within two weeks of the grievance being referred.
- (ii) The Brigade member or person aggrieved may select another person to accompany them to any meeting arranged, however the person selected by the Brigade member will not be able to speak on the Brigade members behalf or interact with the Captain at the meeting.
- (iii) All information, details raised at the meeting should be documented, including;
 - dates, times;
 - nature of the grievance;
 - parties involved;
 - location/s where things may have occurred;
 - names of any witnesses;
 - any actions or decisions made and by whom made; and
 - the ultimate outcome sought by the Brigade member or person aggrieved.

Step 3 – Meeting with CBFCO/DBFCO

- (i) If the grievance is not able to be resolved at Step 2, the Brigade member or person aggrieved is encouraged to meet with the CBFCO or in their absence with the DCBFCO. The CBFCO/DBFCO, if they are able, will try to arrange to meet with the Brigade member or person aggrieved to discuss any grievance raised within two weeks of the grievance being referred.
- (ii) The Brigade member or person aggrieved may select another person to accompany them to any meeting arranged, however the person selected by the Brigade member or person aggrieved will not be able to speak on the Brigade members behalf or interact with the CBFCO/DBFCO at the meeting.
- (iii) All information, details as described in step 2 must be documented.

Step 4 – Meeting with External Party

If the grievance is not resolved at Step 3, the Brigade can seek guidance from the Shire who may engage an external party to resolve the grievance by use of appropriate strategies such as further investigation and/or mediation sessions.

Step 5 – Follow Up

Four weeks after the closure of the grievance, the designated Investigating Officer shall review the results with the relevant parties to ensure that there is no further grievances and that an amicable, cooperative and respectful environment has been restored.

5. Resolution

5.1 Verbal Grievance

- (i) The resolution of a legitimate verbal grievance may result in an action such as a Brigade member attending mediation, giving an apology, attending counselling and/or further training.
- (ii) If there is found to be a serious breach of the Code of Conduct, stronger disciplinary action may result, including the suspension of a Brigade member until the outcome of an investigation.
- (iii) If it is determined by the Investigating Officer that a formal investigation is to commence then no decision will be made until an investigation has been finalised and the outcome/s from the investigation have been decided by the Investigating Officer and endorsed by the Brigade.

5.2 Formal Written Grievance

A formal written grievance will result in one of the following two outcomes:

- (i) **The investigation finds the complaint valid.**
 - a) Appropriate disciplinary action will be taken if the Code of Conduct has been breached. This may include
 - Counselling and/or training;
 - formal written warning; or
 - termination of membership.
 - b) If the investigation reveals that the allegations were malicious and unfounded the Brigade shall take appropriate disciplinary measures against the person who made the grievance.
- (ii) **The investigation finds the complaint is not valid.**
 - a) The person appointed to investigate the grievance will explain the reason/s for their finding. If the Brigade member or person aggrieved do not agree with the finding they can undertake the dispute Procedure under clause 10.

6. Rights and Responsibilities of Parties Involved

6.1 The Respondent has the right to:

- (i) Receive the full details of any allegations made against them.
- (ii) Have the grievance processed without prejudicial delay.
- (iii) Have the opportunity to respond to any allegations made against them.
- (iv) Have a representative assist them in the resolution process.
- (v) Be advised of the outcome of any grievance resolution process or investigation conducted in relation to any allegations made against them.

6.2 The Respondent is responsible for:

- (i) Maintaining the confidentiality of the matter by not discussing the allegations with those who are not directly involved in resolving the grievance. Failure to maintain confidentiality may leave the respondent open to disciplinary action.
- (ii) Participating in "good faith" in any process implemented by the Brigade or the Shire to resolve the grievance.
- (iii) Not intimidating or victimising the complainant, the Investigating Officer, or witnesses.

7. The Witness

7.1 The Witness has the right to:

- (i) Review any witness statement taken from them by the Investigating Officer or other appointed person acting to resolve the grievance.
- (ii) Have the fact that they have been named as a witness, and the details of their involvement, remain confidential unless disclosure by legislation or legal proceedings is required.
- (iii) Have a representative assist them in the resolution process.

7.2 The Witness is responsible for:

- (i) Maintaining the confidentiality of the matter by not discussing the allegations with those who are not directly involved in resolving the grievance. Failure to maintain confidentiality may leave the witness open to disciplinary action.
- (ii) Participating in “good faith” in any process implemented by the Brigade or Shire to resolve the grievance.
- (iii) Not intimidating or victimising the complainant, respondent or any other witnesses.

8. The Investigating Officer

8.1 The Investigating Officer has the right to:

- (i) Request the cooperation of the complainant, respondent and any witnesses in the resolution of the grievance.
- (ii) Request assistance from the Shire or with the approval of the Brigade or the Shire seek assistance from external experts in circumstances where they feel the matter has progressed to a point where expert advice is necessary.

8.2 The Investigating Officer is responsible for:

- (i) Maintaining the confidentiality of the matter by not discussing the allegations with those who are not directly involved in resolving the grievance unless disclosure by legislation or legal proceedings is required.
- (ii) Advising all parties to the grievance of their rights and obligations under this Procedure.
- (iii) Conducting the grievance resolution process fairly, equitably and in accordance with this Practice and the principles of Natural Justice.
- (iv) Disqualify themselves from undertaking the resolution or investigation process should they have a conflict of interest, either actual or perceived with the complainant or the respondent or any witnesses.
- (v) Making records of all meetings, interviews or discussions conducted in a resolution or investigation process.
- (vi) Ensuring the retention and the proper keeping of records associated with any investigation.

9. The Complainant

9.1 The Complainant has the right to:

- (i) Have the grievance processed without prejudicial delay.
- (ii) Have another representative assist them in the resolution process.
- (iii) Be advised of the outcome of any grievance resolution process or investigation conducted in relation to the grievance.

9.2 The Complainant is responsible for:

- (i) Raising the issue of the grievance as soon as possible, following the process set out within this Practice.
- (ii) Maintaining the confidentiality of the matter by not discussing the allegations with those who are not directly involved in resolving the grievance. Failure to maintain confidentiality may leave the complainant open to disciplinary action.
- (iii) Participating in “good faith” in any process implemented by the Shire to resolve the grievance or complaint.

10. Dispute

- (i) A Brigade member or person aggrieved can request that a Brigade review a decision that has been made in relation to a grievance if they consider that:
 - a) the Brigade member or person aggrieved believes that they have not been dealt with in a fair or equitable manner;
 - b) an error has occurred with an investigation made into the grievance; or
 - c) they can provide new information that was not provided prior to a decision being made.
- (ii) In relation to clause (i), the Brigade member or person aggrieved will be required to provide specific information in writing as to why they consider the grievance should be reviewed.
- (iii) On receipt of a request from a Brigade member or person aggrieved in accordance with clause 10 (i), the Brigade can;
 - a) Take no action;
 - b) Dismiss the request providing the reasons for the review request being dismissed;
 - c) Have the grievance reinvestigated;
 - d) Refer the grievance to the BFAC to review or investigate further;
 - e) Refer the grievance to the Shire for further advice and guidance.
- (iv) Should the outcome to a review request be to have the grievance reviewed or reinvestigated, then the relevant steps in this procedure shall be recommenced.

**ADOPTED DFES
STANDARD OPERATING PROCEDURES
STANDARD ADMINISTRATIVE
PROCEDURES**

INTRODUCTION

The Standard Operating Procedures, Standard Administrative Procedures and Operational Field Guides (Documents) that have been developed by DFES have been adopted by the Shire of Murray for the safe and efficient management, administration and operation of Bush Fire Brigades and Bush Fire Brigade personnel.

The documents are controlled externally from the Shire by DFES, the documents are live documents and therefore may be subject to amendments or the development of new documents.

The Shire may adopt amended or new documents from time to time when DFES update or implement new Documents. When this occurs, the Shire will provide to all Bush Fire Brigades updated or new Documents in either hardcopy or electronic form.

Document Type	Document Reference Number	Document Title
Doctrine	3.2	Incident Control
Doctrine	3.4	Structural Fire
Doctrine	3.5	Bushfire
Doctrine	3.11	Air Operations
SOP	2.1.2	Mobilising
SOP	3.2.3	Making Safe Rules for Departure
SOP	3.2.4	Incident Communications
SOP	3.2.5	Communications Planning
SOP	3.2.6	T Cards and Incident Management Boards
SOP	3.2.7	Red Flag Warnings
SOP	3.2.11	Strike Team Task Force Resources
SOP	3.3.7	Hazard Isolation Tagging
SOP	3.4.7	DBA and Private Alarms
SOP	3.4.8	Electrical Hazards
SOP	3.4.14	Fire Cause Investigation and Reporting
SOP	3.5.1	Bushfire Response
SOP	3.5.2	Diesel Particulate Diffusers Regeneration During Bushfire Firefighting
SOP	3.5.3	Ground Control of Aerial Suppression Platforms
SOP	3.5.4	Safe Use of Drip Torches
SOP	3.5.5	Use of Class A Foam at Incidents
SOP	3.5.6	Structural Triage
SOP	3.5.7	Employment of Task Forces/Strike Teams at the RUI
SOP	3.5.8	Immediate Street Assessment at the RUI
SOP	3.5.9	Structural Defence at the RUI
SOP	3.5.10	Crew Safety at Bushfires
SOP	3.5.11	Entrapment at Bushfire
SOP	3.2.12	Tree Removal at Bushfires
SOP	3.5.13	Operating within Registered UXO Sites
SOP	3.5.14	Dieback Hygiene
SOP	3.5.15	Exposure to Bushfire Smoke
SOP	3.11.1	Aerial Suppression Response
SOP	3.11.5	Floating Collar Tank Operations
SOP	3.17.11	Correctional Facilities
SAP	3.1.B	Basis of Allocation Operational Radios
SAP	3.1.D	Telephone Warning System
SAP	3.1.J	Recovery
SAP	3.1.K	Incident Documentation
SAP	3.2.B	Information and Warnings
SAP	3.2.C	Incident Action Planning
SAP	3.3.B	Hydrant Servicing
SAP	3.17.B	Fireworks Applications
SAP	5.2.C	Flag Protocols

From: [Robert Wilson](#)
To: [Emergency Services](#)
Subject: Chiefs report
Date: Thursday, 24 August 2023 3:17:52 PM

C.B.F.C.O Report 2022/23

- No major fires in the last twelve months, nothing over a level two.
- Fire on Forrest Hwy started by lightning, north bound lanes closed. Waroona CBFCO started as I. C. due to confusion at Com centre. Good to see everyone working together. Waroona brigades remained to assist after incident handed over to us.
- Multiple structural fires in the shire. Some where deliberate some accidental.
- Training ongoing. It's been good to see so many people doing their gap training to catch up with the requirements for their positions.
- Welcome John Kowal and thank you for your assistance especially with the rules and regulations and local laws.
- Local laws, Rules and regulations as well as SOP's worked on by all brigades and are ready for submission.
- Thanks everyone for your patience with Comms centre in regards to giving permission to attend incidents. Hopefully this will end at the end of the month when the local laws are ratified.
- Thanks to Pinjarra VFRS for your assistance as usual it doesn't go unappreciated.
- Thank you to everyone in the Ranger and Community Service department for all your assistance and support over the last year.
- Thanks to Robbie and the crews at the depot for all your assistance at any time of day or night.
- And finally a big thank you to Peter, Nicole and all the volunteers and their families for a terrific effort over the last year, I hate to think we're we would be without the willingness and dedication that you all put in to keep this community safe. Keep up the great work.

CHEERS,

BLUEY (Rob) WILSON
Shire Of Murray Chief Bush Fire Control Officer

☎ 0417916468

✉ backburner61@yahoo.com.au

SHIRE TRAINING COORDINATOR

Report to BFAC 16th August 2023

There have been three rounds of the basic courses conducted within the Shire over the past year one of which was held basically at the start of the fire season to get North Dandalup's FIFO workers qualified for the fire ground and one held at Coolup for their senior cadets during the school holidays in July. All showed that it is the same old team of instructors conducting the courses, Bluey, myself and Peter. In saying that we are getting the running of these courses down to a fine art despite them being altered between every course we hold by the BCE.

Brigade training continues to be up to the brigades who are aware of the needs of their members and train accordingly. There is a Members Skills Checklist available that was distributed to the brigades some time ago and provides a list of skills members can be checked off against as a formal training tool. It goes hand in hand with the Basic Skills and Induction handbook which we need completed before a new member attends the basic course, Fire Fighting Safety and Survival and Bush Fire Fighting Skills.

Bluey also conducted a Structural Fire Fighting Course in June and if the brigades request it Advanced Fire Fighter and Crew Leader is available. The WAERN Basic and Advanced course planned last spring never eventuated due to lack of numbers.

Jim Camplin
Shire Training Coordinator.

CESC Report 16 August 2023

Want to say thank you for the eventful 12 months of being the new CESM to the Shire of Murray

Everyone has been welcoming which has helped me settle in quickly.

- The fire season just gone we did see it to be one of the quieter ones we have experienced.
- This season saw 80 turn outs in total including Bushfires, vehicle fires & structural fires. We had assistance from other BFBS, VFRS & FRS from Waroona, SJ & Mandurah.
- We have had various skilled training courses held for the Volunteers which have included other LG volunteers to be able to give us the minimum number to be able to run these courses.

Want to say a huge thank you to the trainers for giving up your weekend and evenings to run these courses and upskill our volunteers.

- LGGS is being worked on and will be passed over to the CEO for sign off early next week.
- This year we secured 4 line 9 items 2 each for SY & ND along with explanations to why we were not successful on the other items we applied for, this has been emailed to the brigades.
- We are slowly identifying areas that are high fire risk to the community and also access issues for brigades around the Shire to be able to submit for round 2 Mitigation Activity Funding. Thank you to the FCOs that have given me their areas of concern. We do hope to have a strong submission of treatments to help reduce certain areas dramatically. Round 2 is in October.
- SJ are organising a RUI exercise for the 4th November being based in Keysbrook & Yamba Estate and had asked if North Dandalup would be interested in participating due to them being the neighbouring brigade to Keysbrook and more than likely being together on boarder jobs. This idea is currently sitting with the Chief along with the possibility of joining our SoM RUI exercise with theirs. Will keep everyone posted on the plan when it is confirmed.

DFES Southwest BFAC report - Shire of Murray

as of 16/08/2023

Ricky Southgate, Area Officer Preston

Training

Due to the industrial action currently ongoing within the department unfortunately courses have been cancelled. This has impacted some Shires; the Bushfire courses are still being run in the South West Region. All courses have been oversubscribed by volunteers indicating the ongoing need for training.

Staff Movements

As you would be aware, due to industrial actions the office is at a reduced capacity for Staff. Both the District Officer rural and District Officer urban have been vacant. I will be filling the District Officer Wellington role till the 1st Of January then Brett will be back. My AO spot will hopefully be filled in due course.

BRMO North Darragh Wills has taking up employment elsewhere with his last day with DFES is Thursday 17/08/23. The recruitment process of this position will be advertised in due course. The successful applicant once appointed should be available to assist the Shire of Murray.

Deployments

You may have seen both DFES and DBCA have been sending personnel on international deployments to Canada with there likely to be further requests for fire crew ongoing. Should you have Volunteers interested in any of the roles including arduous fire fighting please remind them of the process for registering on the deployment register.

High Season Fleet

High-season fleet recall has been completed, the regional office is attempting to hold onto 2x light tankers and a 2.4 for mitigation works. Should the brigades need additional appliances during this period please reach out and we will see if we are able to assist.

Prescribed burn activities

The regional office continues to carry out prescribed burn works with most of the program in the Shires of Collie, Harvey, and Murray. Thank you for providing crews when called for to support this works. We have sent Volunteers up to the Kimberley for prescribed fire activities to provide support and provided development for volunteers. The Shire of Murray did not have Volunteers on this occasion however the assistance in putting the invite to your volunteers is appreciated.

Combine emergency services legislation

The combine emergency services legislation should be out for public consultation before the end of the year. Keep a look out for this if you are interested in reviewing and providing feedback. Keep in mind this legislation is not likely to be in force until at least 2025.

Academy and Volunteer hub training

Both Suzie and Leticia are new to the VMSSO and TSO roles within the DFES Office. They are extending the invite to any brigade who would like them to visit and provide some training on E academy and the Volunteer hub.

WAFES conference 2023

BGU leaders should have received an email asking them to nominate two volunteers by the 11 July to attend the conference on the 8th and 9th of September. Please make sure the members you have nominated are aware of the commitment required to go. The event is oversubscribed every year and has seen people not turn up on the day with no notification leaving empty spots that could have been filled.

Volunteer Hub

Just a reminder of the Volunteer hub, its upgrades has made it much more user friendly and is a good place for volunteers to find additional information including any courses or events being held by DFES and the Bushfire Centre of excellence.

DFES Lessons Management

Lessons management is the process of collecting and analysing local observations and forming lessons which can be utilised throughout an organisation. The purpose of lessons management is to identify opportunities for improvement or examples of good practice and share this information with others. A lesson is learned when the approved change has been actioned, communicated, and is routinely practised as the new standard.

There is a QR code that allows any member to scan and provide local feedback to DFES. This is going to be used to find trends across the state to then be rectified. Local issues are to go through local Shire, CESM, AO or DO.

Ricky Southgate

Area Officer Preston

Lot 719 South West Highway Bunbury WA 6230

M: 0439515494 / **E:** Ricky.Southgate@dfes.wa.gov.au



FOR A SAFER STATE

From: [Stuart Kirkham](#)
To: [Chantelle Goff](#)
Subject: Coolup report
Date: Wednesday, 16 August 2023 6:26:12 PM

We had a relatively quiet season in our patch with a fire on Forrest highway and a couple of escaped burns in the restricted autumn period. Our brigade is going along well with some new members and always seem to man our turnouts. Our cadets continue to be a success with the senior members completing their fire fighter training recently. Lastly thanks to Bluey and Pete for your leadership throughout the year with the support of Nicole, John and the admin staff. We will have to talk about our replacement for the 1.4 as this is coming to end of life.

Stuart Kirkham. Proxy for Doug McLarty

Sent from my iPhone

NORTH DANDALUP VOLUNTEER BUSHFIRE BRIGADE

FIRE CONTROL REPORT 16-08-23

Within the past twelve months the brigade has been working hard to progress forward, we have seen some small changes within our structure and are trying hard to recruit new members, most of our existing members are striving to meet training standards which needs to continue as we build our community emergency service.

The brigade has been able to respond to all shire call outs in good times even with the restrictions of requirement of authorization from Comms Center DO, well done to all crews on your patience with these issues.

Our appliances are turnout ready with some issues with our foam tank leakage remaining, and small faults recorded, hopefully this and other faults can be rectified at the programed servicing coming up.

The brigade is going to be doing some mitigation burns this year, which started last weekend at the local school, great job crew more to come around town as well.

Standalone Bush Fire Plan 2023-2024 North Dandalup Primary School will be attached as completed.

I would like to record my thanks for the support by all within the Shire of Murray brigades while in the NDVBFB FCO and DCBFCO position during fireground activities, we as a shire are fortunate to have excellent commitment and skills by all crews, please keep up this standard and if you are finding it hard, please speak up to your officers.

As a general comment for all brigades to highlight, is mop-up standard we understand everyone gets tired but please make sure we work hard in this area saves going back later.

To the Shire of Murray Emergency Services staff, I say thank you what a great team you are, keep it up.

To my own brigade Thanks for your support over the year, appreciated and looking forward to working with all this season.

Always Be Safe

Peter Thurkle A.F.S.M



Department of
Education

Shaping the future

Standalone bushfire plan 2023-2024

North Dandalup Primary School

1 August 2023



Purpose

The *Standalone bushfire plan* document is a detailed plan of how your school is to prepare and respond to a catastrophic fire danger rating alert or to a bushfire event.

You must complete this template to have a plan in place to respond to a bushfire emergency until during and after the attendance of Emergency Services. This plan is to be read in conjunction with the Department of Education *Principal's guide to bushfire*.

All staff, students, contractors and visitors on the school or facility site are to follow this completed plan in the event of a bushfire emergency. All other emergencies are to be managed in accordance with the school's [incident management plan](#).

You are required to complete and lodge your plan online by 31 August, before the bushfire season begins.

Contents

1	School details	3
2	Emergency response contact list	4
	2.1 Important bushfire emergency information contacts sources	5
3	Incident management team	1
4	Bushfire response telephone tree	2
5	Emergency equipment	3
6	Bushfire preparation checklist	4
7	Bushfire action plan maps	7
	7.1 Onsite 'safer building location(s)'	7
	7.2 Offsite evacuation locations	8
8	Bushfire mitigation management register	9
9	Advice from Department of Fire and Emergency Services and other agencies	10
	Appendix A – Bushfire warnings stages	11
	Appendix B – Procedures in event of a sudden bushfire	13
	Relocate to onsite 'safer building location(s)'	13
	Offsite evacuation procedures.....	15
	Appendix C - Pre-emptive (planned) closure procedures	17
	Flow chart – Principal's response to 'catastrophic' fire danger rating	18
	Appendix D – After hours or school holiday procedures	19
	Appendix E – Communication templates	20
	Emergency text message alert templates.....	20
	School newsletter sample text.....	21
	Sample text for a notice of temporary school closure.....	22

Standalone Bushfire Plan 2023-2024

1 School details

To complete this plan:

- use the *Principal's guide to bushfire (Principal's guide)* to help you
- on the front cover of the document, remove the word 'template' and replace it with your school's name
- enter information into the **grey** sections of this document, following the prompts in the square brackets where featured. You can add extra rows to tables where necessary.

When your plan is complete, access [Prepare for bushfire season at your school](#) on Ikon to lodge it as one document (include appendices).

School name	North Dandalup Primary School
School address	Cnr Hines Road and South West Hwy, North Dandalup WA 6207
Education Region	South Metro
DFES Region Local Fire station Local Bush Fire Brigade	North Dandalup Fire Brigade Peter Thurkle - Fire Chief 0427 882 201 / 0487 537 317 Captain Brendan Webster 0418930986 CBFCO Robert Wilson 0417 716 468 North Dandalup Volunteer Bush Fire Brigade 9530 1038 – unattended during the day Emergency Services Coordinator: Pinjarra 9531 7716 Community Ranger Shire of Murray John Kowal 0429 777 500
Number of students	147
Number of students requiring extra support if evacuating	0
Number of staff	23
Number of school sides bordered by bush	1
Major roads bordering school	South West Hwy
School's site-specific alert	Continuous siren over PA system
Plan prepared by	Todd Clark
Date prepared	1 August 2023

Standalone Bushfire Plan 2023-2024

2 Emergency response contact list

Enter the contact details into the table below.

Organisation	Details	Phone number / Website
Local police (eg name of nearest police station)	Pinjarra Police Station	9531 7111
Local hospital (eg name of nearest hospital or medical emergency facility)	Peel Health Campus	9531 8000
DFES regional contact	Lewis van Bommel	0476 882 677
Local fire brigade (eg name of nearest fire station)	Peter Thurkle Fire Chief North Dandalup Fire Brigade	0427 882 201
Local bushfire brigade (eg name of nearest station)	North Dandalup Volunteer Bush Fire Brigade	9530 1038
Bus contractors (ready for pre-emptive closure or offsite evacuation)	Settlers Transport Anne Littleton (Little Bus) Colin Meeres (Big Bus Coordinator)	Ann 0411 114 975 9733 1648 0419 868 641
Electricity provider - in the case of a power outage (eg Horizon Power or Western Power)	Western Power	131351
State emergency service (if known)	SES Mandurah	132 500 9581-1966
Poisons information (where relevant)		131 126
Director of Education – contact name	Cheryl Townsend	0407 776 559

Dial 000 in an EMERGENCY

2.1 Other important emergency sources

- 1) [Emergency WA website](https://www.emergency.wa.gov.au/) - <https://www.emergency.wa.gov.au/>
- 2) **Department of Fire and Emergency Services**
Information line – 13 33 37
Twitter - https://twitter.com/dfes_wa
- 3) **Local radio**
 - [ABC Emergency WA](#)
 - ABC local radio
 - 6PR

Standalone Bushfire Plan 2023-2024

3 School Response Team

Enter the names and mobile numbers of the staff responsible for carrying out emergency procedures during a bushfire event. The principal is responsible for coordinating the incident response to onsite or offsite locations (refer to Appendix B & C procedures).

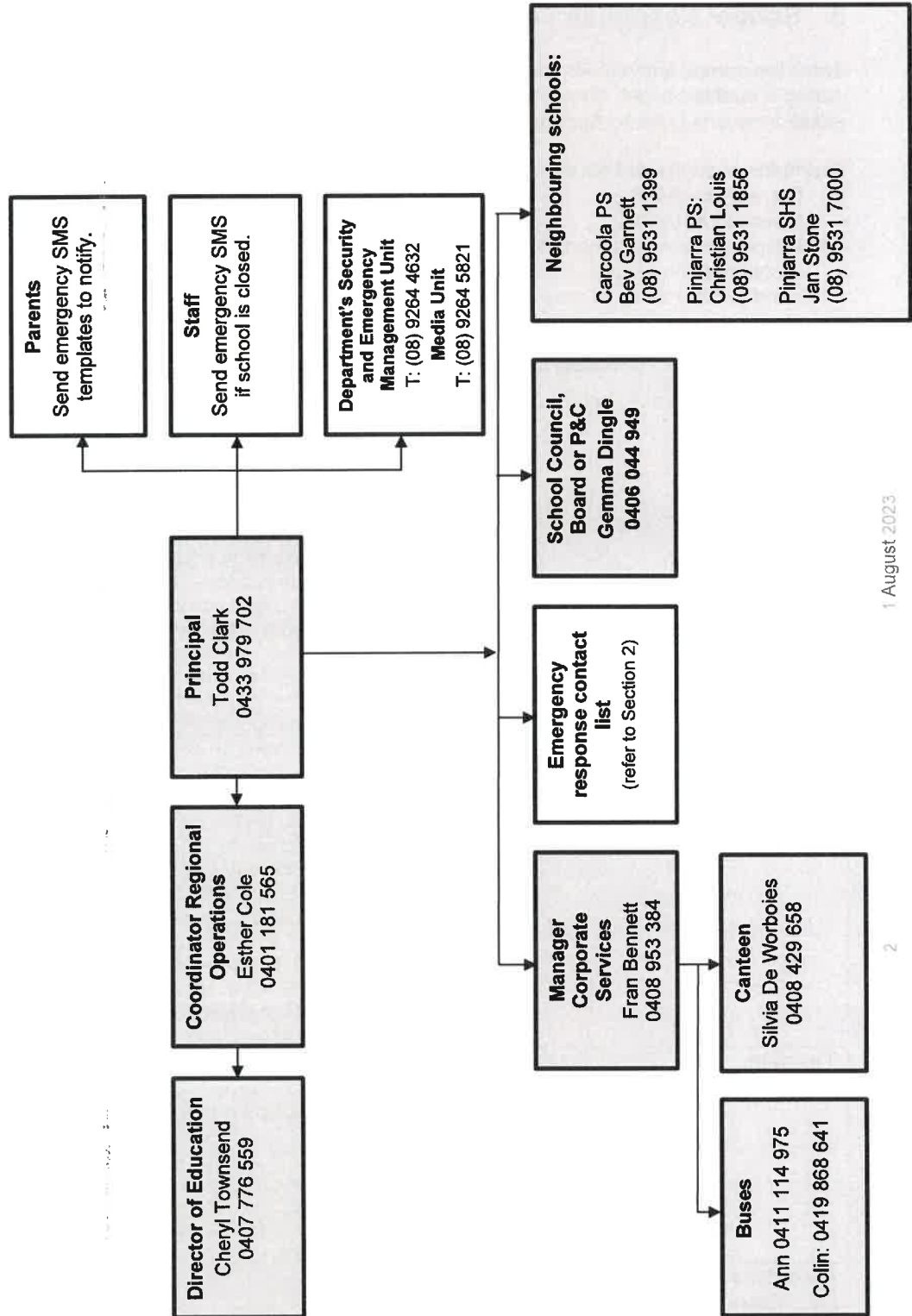
Examples of suggested duties include:

- fire warden duties
- checking all rooms
- keeping a copy of school registers for roll call
- monitoring the bushfires warnings stages (as per Appendix A)
- send out text alerts to parents (refer Appendix E)

Position	Staff Name	Duties	Mobile number
Principal	Todd Clark	<ul style="list-style-type: none"> • Confirm the authenticity of the emergency and liaise with the emergency services. • Monitor the bushfire warning stages • Confirm with DFES whether evacuation is on-site or off-site. • Check student toilet block and sports store on signal to evacuate. • Ensure evaporative air coolers in the library are turned off. • Check with teachers that all students are present in muster area. • Check with MCS that all staff and visitors are accounted for using the sign/in and out report 	0433 979 702
Manager Corporate Services	Fran Bennett	<ul style="list-style-type: none"> • Organise signal for evacuation. • Print report of who has signed in / out on the sign-in system • Print paper roll for each class • Take First aid kit and Evacuation folder – including current rolls • Close windows and doors. • On the way to the evacuation point, check all rooms in administration building, staff toilet block, canteen and gardener's shed. • Send out text alerts to parents. • Keep Facebook page updated. 	0408 953 384
Teachers	Class Teachers Year 6 Class Teacher PP Education Assistant	<ul style="list-style-type: none"> • Remain with class at all times • Walk to the evacuation point • On arrival call the roll • Check DOTT room and Art store room. • Check storeroom, toilets and sheds in K/P area 	
Accredited first aid officers	School Officer Education Assistants Teachers	Bonnie Lofgren Shirley Rundle Anthea Hovell	0477 184 985 0457 023 620 0427 069 163

4 Bushfire response telephone tree

Complete the information boxes with the contact details for the relevant stakeholders.



Standalone Bushfire Plan 2023-2024

5 Emergency equipment

Identify the location and the type of emergency equipment at your site.

Equipment	Details (include location/s, date checked and any other comments)
Evacuation kit	In the Office building Contains all health plans, list of students with respiratory issues, class lists, emergency contact details of parents and staff. Updated every term.
First aid kit(s)	Interview Room/Staff room
Emergency warning or alert system, eg: <ul style="list-style-type: none"> • mobile telephones (charged) • hand-operated fire alarm (portable siren) • portable radios • spare batteries. 	Megaphone from staff room School mobile phone (parent numbers and email addresses in contact list updated weekly. Linked to school facebook page). Walkie talkies from Office
Emergency communications equipment	PA system Megaphone/whistle
Registers for: <ul style="list-style-type: none"> • students • staff • visitors. 	Office – emergency contact lists by desk of MCS Sign in App – on telephone of MCS
Standalone Bushfire Plan: <ul style="list-style-type: none"> • hard copy in the evacuation kit. • copy saved to an online platform for access offsite. 	Hard Copy Stored in Evacuation kit, which is in the Office Building Copy Shared with all staff Copy saved on school shared drive.

Standalone Bushfire Plan 2023-2024

6 Bushfire preparation checklist

Principals must:		
<ul style="list-style-type: none"> complete this bushfire preparation checklist annually provide evidence in the form of notes to show that management activities have been actioned inform all staff members of their responsibilities. 		
Management activities	<input checked="" type="checkbox"/> or NA	Evidence
The annual review of the <i>Standalone bushfire plan</i> has been completed before the start of bushfire season.	<input checked="" type="checkbox"/>	01.08.2023
Consulted and received advice in preparing your <i>Standalone bushfire plan</i> from any of the below (as relevant): <ul style="list-style-type: none"> local Emergency Services Department of Fire and Emergency Services Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service local volunteer fire brigade WA Police Force local emergency management committee (LEMC) or local government representative community emergency services manager if there is one for the area. 	<input checked="" type="checkbox"/>	[complete section 9]
Staff have been made aware of the <i>Standalone bushfire plan</i> through: <ul style="list-style-type: none"> staff meetings staff bushfire induction session that includes: <ul style="list-style-type: none"> an overview of the <i>Standalone bushfire plan</i> how to turn off evaporative air conditioner units, the location of switches how to close roof vents the types of Bushfire Warnings issued by the Department of Fire and Emergency Services and the Emergency Alert telephone warning system to direct bushfire media enquiries to the Department's media unit (08) 9264 5821. 	<input checked="" type="checkbox"/>	Emailing Plan to all staff Term 3, Week 5 2023 Staff Meeting 08.08.2023 Discuss Standalone Bushfire Plan Bushfire Induction Session Included in 08.08.2023 Staff Meeting
Students and parents or carers have been made aware of the <i>Standalone bushfire plan</i> through: <ul style="list-style-type: none"> key bushfire safety messages incorporated into the curriculum newsletters school information booklet (include actions and procedures) school website 	<input checked="" type="checkbox"/>	Regular information in school newsletters. Overview of bushfire plan in newsletter 28.08.2023 Plan in policy section of school website Posted 03.08.2023 Fire Safety Curriculum to be included in classroom learning. Local Volunteer

Standalone Bushfire Plan 2023-2024

		Brigade NDVBFB to run an incursion Term 4
<p>Communication plans are in place:</p> <ul style="list-style-type: none"> • 'emergency response contact list' completed (refer to section 2) • 'bushfire response telephone tree' completed (refer to section 4) • communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D) <p>Note: Contact lists for staff and parents must be current.</p>	<input checked="" type="checkbox"/>	<p>Contact list updated for this plan</p> <p>Telephone tree completed.</p> <p>Templates updated</p> <p>Facebook alerts on staff telephones.</p> <p>Emergency contact list updated and maintained with new enrolments as at the day of commencement.</p>
<p>Emergency equipment available and checked (as listed in section 5):</p> <ul style="list-style-type: none"> • evacuation kit checked at least once per term • emergency warning or alert system works • emergency communications equipment available • first aid kit(s) available • registers for students, staff and visitors readily accessible for roll call 	<input checked="" type="checkbox"/>	<p>Bush fire kit in library.</p> <p>First aid kits in office building to be taken on evacuation (includes Asthma kit and epipens, all health plans, list of students with respiratory issues, class lists, emergency contact details of parents and staff.</p> <p>Sign in app updates in real time and available on staff and school mobile telephones.</p>
<p>Evacuation drills practised to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> • before the start of the bushfire season • at least once per term during the bushfire season. <p>Note: You must do at least three drills per year.</p>	<input checked="" type="checkbox"/>	<p>Bushfire drill planned for Term 4</p> <p>Last Drill: 21st September 2021</p>
<p>Onsite 'safer building location(s) are identified. Do not use an open area such as a school oval or non-enclosed building.</p> <ul style="list-style-type: none"> • shown in your school site plan in <i>section 7.1</i> • listed in the <i>Incident Management Plan</i> • regularly checked for readiness • local emergency services are informed of location(s) <p>Note: For further information, refer to section 4.2 in <i>Principal's guide</i>.</p>	<input checked="" type="checkbox"/>	<p>School Library is only safe building on school site.</p>
<p>Two or more suitable offsite evacuation locations have been identified in case one of the offsite locations is under threat from the bushfire. In most cases the off-site evacuation location will be determined by the incident controller.</p> <p>Local government authority has provided written or email approval on the use of these offsite locations.</p>	<input checked="" type="checkbox"/>	<p>North Dandalup Community Hall</p> <p>North Dandalup Community Oval</p>

7.2 Offsite evacuation locations

Insert the school site map and include:

- assembly point(s) (insert 'assembly point' icon on map)
- identify two offsite evacuation locations
- include directional arrows to show routes to your offsite evacuation locations.

A sample of an action plan map is available in section 9.2 of the Principal's guide.

	<p>Emergency Dial 000</p> <p>Primary action: Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2.</p> <p>Secondary action: Refer to Appendix B for the procedures to Relocate to offsite evacuation location</p>
	<p>North Dandalup Community Hall</p> <p>North Dandalup community Oval</p> <p>Map last updated: 23/8/2021</p>

8 Bushfire mitigation management register

Attach your bushfire mitigation register for any treatment works or actions undertaken to reduce risk (refer section 3.2 of the *Principal's guide*)

Note:
If your school has not received a *bushfire risk assessment and treatment plan* and had the identified works undertaken, you are not required to complete this register.

Reference number	Bushfire mitigation actions	Target date for completion	Responsible	Source of funds	Notes	Completion date
DFES map item reference	Treatment strategy / works required	Date (dd/mm/yyyy)	The staff member name who will sign off the action as complete	eg school or central funding	Progress or issues associated with the work (including date of progress or issues)	Date (dd/mm/yyyy)
1	Asset protection Zone Slash all grasses, spray weeds, and remove dead vegetation south of the bush boundary log fence (photos are example of area)		Todd Clark	Central		
2	Asset Protection Zone Remove pile of wood from rear of gardeners shed		Todd Clark	Central		
3	Asset Protection Zone Trim vegetation to be clear of gas cylinder cage by 1m		Todd Clark	Central		

9 Advice from Department of Fire and Emergency Services and other agencies

Record in the table below any bushfire advice received by the school from:

- Department of Fire and Emergency Services, including the local DFES regional office
- local fire brigades and community emergency services manager
- local government
- local government local emergency management committee
- external experts.

Identify the date and source of the advice.




Date of advice	Agency name	Advice received	Name of officer (who provided advice)	Contact number or email address
24/7/23	DFES	Asset protection zone and cleaning of hazards.	Lewis van Brommel	0476 882 677

Standalone Bushfire Plan 2023-2024


Appendix A – Bushfire warnings stages

Issued by the Department of Fire and Emergency Services and Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service.

Emergency services communicate information in a number ways during a bushfire event. Use these warnings to understand when your need to activate your bushfire procedures (refer to Appendix B).

Bushfire warning stages		
1	 ADVICE	<p>A fire has started but there is no known danger.</p> <p>This is general information to keep principals informed and up to date with developments.</p> <p>Principals must:</p> <ul style="list-style-type: none"> • turn off evaporative air conditioners and ensure roof vents are closed. • check and patrol school regularly for bushfire activity, paying special attention to the evaporative air conditioners.
2	 WATCH AND ACT	<p>There is a possible threat to lives and property. Conditions are changing.</p> <p>Principals must prepare to:</p> <ul style="list-style-type: none"> • evacuate • or • move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area. <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • issued by the incident controller or emergency services if required. • relayed via a variety of official sources such as the DFES website and Emergency WA website. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources. • makes an informed decision to stay on-site or evacuate offsite based on advice from the incident controller or emergency services.
3	 EMERGENCY WARNING	<p>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</p> <p>Principal will be advised whether staff, students and visitors can leave the area or if they must shelter where they are as the fire burns through the area.</p> <p>An emergency warning may be accompanied by a siren sound called the Standard Emergency Warning Signal (SEWS).</p> <p>Cont...</p>

Standalone Bushfire Plan 2023-2024

		<p>Evacuation orders are:</p> <ul style="list-style-type: none"> • directed by the incident controller or emergency services • relayed via a variety of official sources, such as the Bushfire warning system, DFES website and Emergency WA website. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on the advice.
4		<p>The danger has passed and the fire is under control, but stay alert in case the situation changes.</p> <p>It may not be safe to return to school yet.</p>

Standalone Bushfire Plan 2023-2024

Appendix B – Procedures in event of a sudden bushfire

Relocate to onsite 'safer building location(s)'

You may be instructed to relocate to your onsite 'safer building location(s)'. Do not use an open area such as a school oval or non-enclosed building

Initiate the below procedure if the following occurs:

- a 'Watch and Act' or 'Emergency Warning' alert is issued on the [Emergency WA](#) website or the [Department of Fire and Emergency Services Bushfire Warnings page of the Department of Fire and Emergency Services website](#) (refer to Appendix A for details about the alerts); and
- instruction from the Department of Fire and Emergency Services, Emergency Services or your Director of Education.

Follow these procedures to relocate to the onsite safer building location(s).

Action	Notes (if required)
Dial 000 for emergency services and follow advice. Remain in contact with the Department of Fire and Emergency Services and monitor official bushfire information sources shown in section 2.1.	
Activate your incident management team to carry out their responsibilities (refer to section 3).	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow your bushfire response telephone call tree to communicate with the school community. Ensure parents receive emergency text message alerts to: <ul style="list-style-type: none"> • inform them of relocation • keep them updated (use the emergency text message alert templates). Note: Parents must not collect students until instructed.	
Confirm: <ul style="list-style-type: none"> • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s). 	The only evaporative air conditioners on site are located in the library.
Take emergency equipment (refer to section 5): <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). Sound school emergency warning or alert system.	

Standalone Bushfire Plan 2023-2024

<p>Follow advice from the incident controller or emergency services, the Manager, Security and Emergency Management or the Director of Education to move to the onsite safer building location(s) (refer to section 7.1 for map)</p> <p>Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location.</p>	
<p>Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing.</p> <p>Note: You must give special consideration to students with known respiratory conditions.</p>	<p>On Passtab.</p> <p>Take list of students with Asthma plans located in the Asthma first aid kit.</p>
<p>Update the emergency services on the location of students, staff and visitors.</p>	
<p>Wait for the emergency services to arrive or the incident controller to provide you with further information.</p> <p>Ongoing advice will also be provided by the Manager, Security and Emergency Management or the Director of Education.</p> <p>Continue to monitor official bushfire information sources shown in section 2.1.</p>	
<p>The Department will consult the incident controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the Director of Education.</p>	

Standalone Bushfire Plan 2023-2024

Offsite evacuation procedures

You may be instructed to relocate to your offsite evacuation.

Initiate the below procedure if the following occurs:

- 'Watch and act' or 'emergency warning' bushfire warning alert on the [Emergency WA](#) website or the [Department of Fire and Emergency Services Bushfire Warning system](#) is invoked (refer to the bushfire warnings listed in Appendix A); and
- Direction from Department of Fire and Emergency Services, incident controller or Emergency services to evacuate offsite; or
- Direction from the Deputy Director General Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you to evacuate offsite.

Follow these procedures if you need to evacuate to an offsite evacuation location during a bushfire event.

Action	Notes (if required)
Dial 000 for emergency services and follow advice. Remain in contact with Department of Fire and Emergency Services and your Director of Education. Monitor official bushfire information sources shown in section 2.1.	
Activate your incident management team to carry out their responsibilities (refer to section 3).	
Refer to the 'emergency response contact list' to contact stakeholders (refer to section 2).	
Follow advice from the emergency services or the Manager, Security and Emergency Management or the Director of Education to decide which of the school's offsite evacuation location(s) is the safest to use (refer to section 7.2).	
Identify an assembly area where staff, students and visitors can gather to prepare for offsite evacuation. Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location and/or onsite assembly area.	
Follow the 'bushfire response telephone call tree' to communicate with the school community. Ensure parents receive emergency SMS alerts to: <ul style="list-style-type: none"> • inform them of relocation • keep them updated (refer to emergency text message alert templates in Appendix C). Note: parents must not collect students until instructed.	

Standalone Bushfire Plan 2023-2024

<p>Confirm:</p> <ul style="list-style-type: none"> • evaporative air conditioners are turned off • building roof vents and doors are closed. 	
<p>Take emergency equipment (refer to section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). <p>Sound school emergency warning or alert system.</p>	
<p>Move all students, staff and visitors from the assembly area to evacuate offsite.</p>	
<p>Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.</p>	
<p>Update the emergency services incident controller on location of students, staff and visitors.</p>	
<p>Wait for emergency services to arrive or the incident controller to provide further information. The Manager, Security and Emergency Management or the Director of Education will provide ongoing advice. Continue to monitor official bushfire information sources shown in section 2.1.</p>	
<p>The Department will consult the incident controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the Director of Education.</p>	

Standalone Bushfire Plan 2023-2024

Appendix C - Pre-emptive (planned) closure procedures

You **MAY** be instructed to pre-emptively close your school due to a predicted catastrophic fire danger rating.

Initiate the below procedure if the following occurs:

- Alert received from the Department of Fire and Emergency Services; or
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you.

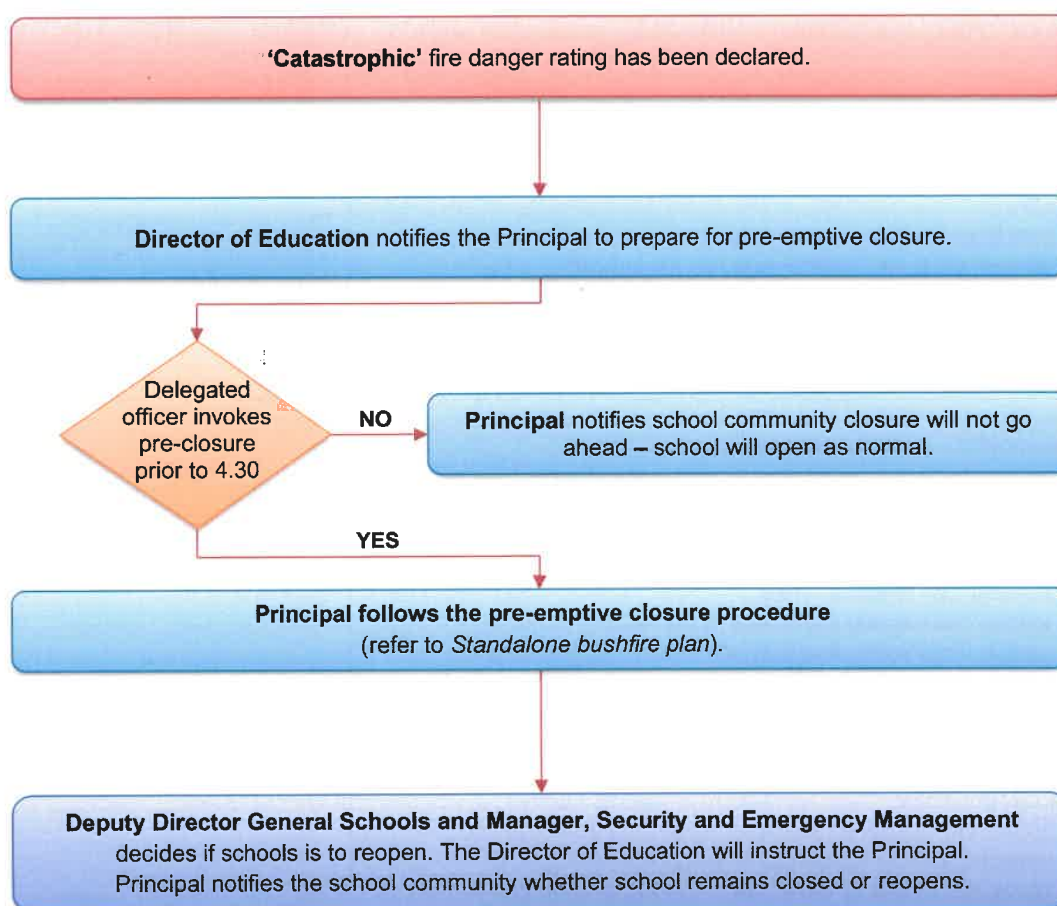
Follow these procedures for a planned school closure in response to predicted catastrophic fire conditions. Also refer to the Flow chart – Principal's response to catastrophic fire danger rating below.

Action	Notes (if required)
Monitor official bushfire information sources shown in section 2.1.	
Activate your incident management team to carry out their responsibilities (refer to section 3).	
Confirm: <ul style="list-style-type: none"> • windows and doors are closed • evaporative air conditioners are turned off • roof vents closed • money is removed from the school premises • expensive items of equipment secured. 	The only evaporative air conditioners on site are located in the library.
Use your emergency response contact list to contact stakeholders (refer to section 2).	
If it is safe and there is no active fire in the region, two nominated staff members (usually the Principal and one other staff member) attend school from 8.00am to 9.00am on the day of pre-emptive closure. They: <ul style="list-style-type: none"> • inform community members of the school closure • secure the facility and activate the electronic security system when leaving (only if it is safe to do so) the site at 9.00am. 	
Communicate the pre-emptive closure, continued closure or school reopening: <ul style="list-style-type: none"> • follow the bushfire response telephone tree (refer to communication templates in Appendix C) • place the notice of temporary closure on external school access points and on the school website • use social media channels to keep the school community updated. Note: Contact lists for staff and parents must be current.	

Standalone Bushfire Plan 2023-2024

<p>Secure school premises and activate security system. Before departing, email AssetPlanningServices.SecurityEM@education.wa.edu.au or call 9264 4632 to confirm:</p> <ul style="list-style-type: none"> • all security systems armed • site is secure. 	
<p>Remove the notice of temporary closure from external school access points if pre-emptive closure is reversed.</p>	

Flow chart – Principal’s response to ‘catastrophic’ fire danger rating



Standaone Bushfire Plan 2023-2024

Appendix D – After hours or school holiday procedures

You may be instructed to keep your school closed during the school holidays or after hours during a bushfire event.

Initiate the below procedure if the following occurs:

- 'Watch and act' or 'emergency warning' bushfire warning alert on the [Emergency WA](#) website or the [Department of Fire and Emergency Services Bushfire Warning system](#) is invoked (refer to the bushfire warnings listed in Appendix A); and
- Direction from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The Director of Education will relay the decision to you.

Follow these procedures if a bushfire starts during the school holidays or after hours.

Action	Notes (if required)
Remain in contact with your Director of Education and monitor official bushfire information sources shown in section 2.1.	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow the bushfire response telephone call tree to communicate with the school community. Send parents and staff emergency text message alerts to inform them of the school closure (refer to emergency text message alert templates in Appendix E).	
Work with the Director of Education to seek alternative school and transport arrangements (if required).	
Department Media Unit uses media outlets to make public announcements of: <ul style="list-style-type: none"> • the school closure • temporary alternative accommodation. 	
The Department will consult the incident controller or emergency services and notify you when it is safe for the school to reopen. You will receive advice from the Director of Education or the Manager, Security and Emergency Management.	
Send parents and staff emergency text message alerts to inform them when school can reopen (refer to emergency text message alert templates in Appendix C).	

Standalone Bushfire Plan 2023-2024

Appendix E – Communication templates

Emergency text message alert templates

You can use these sample text templates update parents, carers and staff about a response to a bushfire. These texts are also located on Ikon – refer to [Manage bushfire and emergency incident communications](#).

Public schools to close tomorrow due to catastrophic fire danger rating

[School name / all public schools in region/area] will be closed tomorrow [date] due to a catastrophic fire danger rating for the area. See [emergency.wa.gov.au/#firedangerratings](https://www.emergency.wa.gov.au/#firedangerratings) for more information. There will be no staff on site. Please ensure that you make arrangements for your child.

Students are safe and still on school site

Students from [school name] are safe and being supervised at school. We will follow the instructions of emergency services and update you if the situation changes. Monitor [emergency.wa.gov.au](https://www.emergency.wa.gov.au) or call your education regional office on [telephone number] for more information.

Students have been relocated

Students from [school name] have been relocated for their safety. Please collect your children from the relocation centre at [exact location]. Follow the instructions of emergency personnel and monitor [emergency.wa.gov.au](https://www.emergency.wa.gov.au) or call your education regional office on [telephone number] for more information.

Not safe to pick up children

Students from [school name] are safe and [are still on school site / have been relocated for their safety]. Please wait for further instructions before attempting to collect your child. We are working with emergency services and will advise when it is safe to do so. Monitor [emergency.wa.gov.au](https://www.emergency.wa.gov.au) or call your education regional office on [telephone number] for more information.

School to reopen on [day]

[School name] will reopen tomorrow/day [date].

Standalone Bushfire Plan 2023-2024

School newsletter sample text

You can use this sample text below can be used to provide the school community with information about a pre-emptive closure.

Pre-emptive (planned) school closure during the bushfire season

[School name] has been placed on the Department of Education bushfire zone register as it is located in a designated bushfire risk area.

If a 'Catastrophic' fire danger rating has been declared for the [City/Town/Shire] of [name of your school's local government area], a school **MAY** be required to invoke a pre-emptive (planned) closure. A 'Catastrophic' fire danger rating poses a significant threat to the school if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

Parents will receive a text message to inform them of a possible Pre-emptive closure of the school.

The final decision to pre-emptively close the school will be confirmed with the principal no later than 4.30pm on the day before the pre-emptive closure. If the forecast changes after the 4.30pm deadline, the school remains closed to limit confusion within the school community. Parents will receive a text message to either confirm or reverse a Pre-emptive closure of the school.

Typically, schools will only be required to close for a day at a time. However, this will depend on changing weather conditions. Parents will receive a text message to advise if the school will reopen the day after the pre-emptive closure, or whether it will remain closed.

Parents are encouraged to monitor official bushfire information sources for current information about fire danger ratings:

- 1) [Emergency WA website](https://www.emergency.wa.gov.au/) - <https://www.emergency.wa.gov.au/>
- 2) **Department of Fire and Emergency Services**
Information line – 13 33 37
Twitter - https://twitter.com/dfes_wa
- 3) **Local radio**
 - o [ABC Emergency WA](#)
 - o ABC local radio
 - o 6PR

Please contact the school on <school phone number> with any concerns relating to Pre-emptive closures during the bushfire season.

[Name]
Principal

Standalone Bushfire Plan 2023-2024

Sample text for a notice of temporary school closure

The sample text below can be used in a notice to be placed on:

- the school main notice board at front of the school
- main administration entrance doors
- other entry/exit doors throughout the buildings
- kindergarten and pre-primary, where relevant.

<p style="text-align: center;">BUSHFIRE ALERT</p> <p style="text-align: center;">NOTICE OF TEMPORARY SCHOOL CLOSURE</p> <p>As the result of a 'Catastrophic' fire danger rating, this school is temporarily closed.</p> <p>The school will re-open on advice from the Department of Fire and Emergency Services (DFES).</p> <p>For more information about the bushfire threat:</p> <ul style="list-style-type: none">• call 13 DFES (13 33 37)• visit www.dfes.wa.gov.au and Emergency WA• stay tuned to ABC local radio. <p>For more information about the school, contact the principal on [insert contact details] or the [insert region] regional education office on [insert contact number].</p> <p>Thank you.</p> <p>[Name] Principal</p>
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SOUTH YUNDERUP RAVENSWOOD VBFB

REPORT TO BFAC AGM 2023

16th August 2023

The brigade has had a fairly quiet year and attended a moderate number of small fires and car fires with nothing big in the last twelve months. There have also been a fair few false alarms which is annoying but unavoidable.

Recruiting has also been fairly quiet with only a couple of new members this year. We have only put two through the basic courses. Most of our members are fly in fly out workers with pretty well all of the others being shift workers so it can be difficult to put a crew together sometimes. We ran an availability roster for most of the year for several years, which worked fairly well provided members remembered to keep it up to date. Now we have trialled the BART system for callouts and find that to be working quite well, at least we know who is turning out.

Training has recommenced from our winter break and training days will increase as we get closer to the fire season. We continue to work on basic skills and self improvement.

There are a couple of new faces among the officers this year and they are showing a keenness to be involved, when they are not away at work. I still have no replacement FCO although there are a couple of hopefuls coming up.

Jim Camplin

FCO South Yunderup Ravenswood VBFB



West Murray Bush Fire Brigade

Bush Fire Advisory Committee Meeting

16 August 2023

West Murray has had a very turbulent year with a full change of the leadership team.

During this time of learning we have attended 78 incidents with 736.8 man hours.

We have assisted several structure fires with the FRS as well as vehicle, caravan, and boat fires within our area.

Training have been well attended with skill levels increasing, now we must encourage more members to use that training and accept callouts.

Thanks to Nicole and John for their help.

Andrew R Taylor

Fire Control Officer

West Murray Bush Fire Brigade