

## 1. PURPOSE

This document is referred to in Council Policy DR-06 'Bush Fire Brigades' and is to be used as a guide for Bush Fire Brigade members and City staff who manage or liaise with Bush Fire Brigades within the District.

## 2. INTRODUCTION

Bush Fire Brigades are created by Council pursuant to Section 41 of the *Bush Fires Act 1954*. With a large area of rural and pastoral land, the City of Karratha is reliant on the Bush Fire Brigade for protection against the threat and devastation of fire.

In addition to the Policy and this Guide, all Bush Fire Brigade members are expected to operate within the DFES Standard Operating Procedures as they relate to Brigades and local government.

## 3. INTERPRETATION

Where a term is used in this Guide, unless the context otherwise requires, then the term is to be taken to have the meaning assigned to it by the local law, the *Bush Fire Act 1954* or the *Bush Fire Regulations 1954*, as the case may be. In addition, the following definitions will be utilised unless the context otherwise requires –

**“active member”** is defined as a firefighting member who undertakes all normal Bush Fire Brigade activities.

**“AGM”** means Annual General Meeting.

**“approved driving course”** means Drive Vehicles Under Operational Conditions, DFES Introduction to Driving or equivalent.

**“authorised training”** means driver training on appliances that is conducted and supervised by a Brigade officer or training officer, who has completed an approved driving course.

**“BFAC”** means the City of Karratha Bush Fire Advisory Committee;

**“Brigade”** means a Volunteer Bush Fire Brigade including any Incident Support Brigade currently registered with the local government;

**“CBFCO”** means the Chief Bush Fire Control Officer appointed by the local government according to the *Bush Fire Act 1954*;

**“Code of Conduct Policy”** means the City of Karratha Volunteers Code of Conduct—which clarifies the standards of behaviour that are expected of all volunteers working on behalf of City of Karratha in the performance of their duties;

**“committee”** consists of Office Bearers of the Brigade as provided for under Clause 6 of this guide;

**“DFES”** means the Department of Fire and Emergency Services

**“financial year”** means the period commencing on 1 July each year and ending on 30 June in the following year;

**“fire fighter”** means a male or female who is at least 17 years of age and a registered member of a Bush Fire Brigade formed under the *Bush Fires Act 1954*. It pertains to any member with the competency and currency to carry out operational firefighting duties and includes any bush fire control officer, officer, office bearer, firefighter, probationary firefighter and auxiliary member of a Brigade.

**“fire season”** means the period of the Restrictive and Prohibited burning periods or as extended or shortened by the CBFCO and endorsed by the local government;

**“learner driver”** means a driver who is issued with a learners permit under Section 48C of the Road Traffic Act 1974.

**“local law”** means the *City of Karratha Bush Fire Brigades Local Law 2014*;

**“major modification”** means to change or alter a component of a fire appliance where the modification will affect the specifications of the fire appliance and the modification work as approved.

**“major repair”** means to restore to good condition, renovate, mend, remedy or set right again any part of a fire appliance, where the repair work as approved.

**“management support”** means a male or female member of the Incident Support Brigade with the competency and currency to carry out operational support duties and be a minimum of sixteen (16) years of age;

**“minor modification”** means to change or alter a component of a fire appliance where the modification will not affect the specifications of the fire appliance and where the modification work as approved.

**“minor repair”** means to restore to good condition, renovate, mend, remedy or set right again any part of a fire appliance as approved.

**“non-fire season”** means the period not already defined as the fire season for that year;

**“normal Brigade activities”** means the activities when carried out by a volunteer fire fighter as defined by section 35A of the *Bush Fires Act 1954*.

**“office bearers”** means those appointed in accordance with clause 3;

**“ordinary meeting”** means any meeting of the Brigade other than the AGM or a special meeting;

**“probationary driver”** means a driver who is issued with a probationary license under Section 45 of the *Road Traffic Act 1974*.

**“proxy vote”** means the written authority given to a member present to cast a vote for another member who is absent from the meeting;

“**simple majority**” means a majority in which the highest number of votes cast exceeds the second highest number, while not constituting an absolute majority.

## **4. OBJECTIVES AND VALUES**

### **4.1 Objectives**

Objectives of a Bush Fire Brigade are to:

- provide timely, efficient and effective emergency services;
- minimise the impact of emergencies on the community;
- work with the community to increase bush fire awareness and fire prevention;
- ensure all operational equipment is serviceable and available for emergencies;
- provide an environment where every individual is treated with respect, and which is free from discrimination or harassment;
- uphold the Council's *Code of Conduct Policy*; and
- service the needs of the community and work cohesively with other agencies.

### **4.2 Values**

Values of the Bush Fire Brigade include:

- Put the community first;
- Act with integrity and honesty;
- Work together as a committed team;
- Strive to keep ourselves and others safe;
- Respect and value the contribution of others;
- Have open and honest two way communication; and
- Continuously develop skills to improve our service to the community.

## **5. BRIGADE MEMBERSHIP**

### **5.1 Applications for membership**

Applications for membership to a Volunteer Bush Fire Brigade shall:

- (a) be in writing and submitted to the Captain or the Secretary on the approved form; and
- (b) be determined by the Committee of the Volunteer Bush Fire Brigade, having regard to any advice received from the Chief Bush Fire Control Officer in relation to the application.

### **5.2 Police clearance**

All new members who register to join a Volunteer Bush Fire Brigade will be subject to police clearance and are required to complete a Police Clearance Form. A police record does not necessarily preclude a person from becoming a member of the Bush Fire Brigade.

Members who are already registered members of the Bush Fire Brigade will NOT be subject to retrospective police clearance.

### **5.3 Decision on application for membership**

- (1) The Committee may:
  - (a) approve an application for membership unconditionally
  - (b) approve an application for membership subject to conditions; or
  - (c) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written notice for the refusal, as soon as practicable after the decision is made, to the applicant and advise the applicant that he/she has the right to object to the local government.

- (3) The applicant has the right to appeal the decision of the Committee. The appeal should be in writing addressed to the CBFCO.

#### **5.4 Notification of membership**

- (1) DFES is to be notified of all pending memberships by the Secretary of the Bush Fire Brigade within 14 days of a person being admitted to membership in the approved form.
- (2) Chief Bush Fire Control Officer to be notified of memberships no later than 30 days after confirmation of membership is received from DFES.
- (3) The Bush Fire Brigade is to report to the Chief Bush Fire Control Officer the name, contact details and type of membership of each Brigade member.

#### **5.5 Conditions of membership**

- (1) The conditions of membership shall pertain to all members of the Volunteer Bush Fire Brigade when carrying out normal Brigade activities.
- (2) All members of a Bush Fire Brigade must comply with the legislative requirements of the:
- *Fire Brigades Act 1942;*
  - *Bush Fire Act 1954;*
  - *Bush Fire Regulations 1954;*
  - *Local Government Act 1995;*
  - *Fire and Emergency Services Act 1998;*
  - *Emergency Management Act 2005; and*
  - *Bush Fire Local Law 2014.*

Members must also comply with the—

- Local guidelines and policies of individual Brigade as defined by the Bush Fire Brigade Policy;
  - The Bush Fire Brigade's Code of Conduct;
  - Pilbara District Fire Management Plan
  - WESTPLAN - Bushfire Management Plan
  - Department of Environment and Conservation (DEC) Fire Control Working Plans
  - Fire and Rescue Service Response Plans
  - City of Karratha Emergency Management and Response Plans; and
  - The competency and commitment requirements for an active volunteer Fire Fighter or Operation and Management Support roles as required by the CBFCO.
- (3) A new member is required to complete the necessary Fire Fighter Training Courses to the minimum acceptable standard as required by the local government prior to commencing active and unsupervised Fire Fighter duties.
- (4) In relation to any type of membership, as described above, the Bush Fire Brigade may establish policies pertaining to –
- (a) the qualifications required;
  - (b) a requirement to serve a probationary period;
  - (c) procedures to be employed by the Committee in assessing an application for membership, and the Committee is to act within the parameters of any such policy in determining applications for membership.
- (5) Members must maintain currency of the appropriate licenses to be able to operate Brigade vehicles. Any traffic offence that results in a suspension or loss of license must be reported to the CBFCO and the member must comply with the terms of their suspension.

## **5.6 Induction**

All new members shall be—

- (a) introduced to Brigade members and shown all Brigade facilities during induction;
- (b) instructed about any safety requirements;
- (c) made aware of Brigade duties and responsibilities;
- (d) provided with a mentor/s until such time as they are familiar with Normal Brigade Activities;
- (e) provided with a copy of the City of Karratha *Code of Conduct Policy—Staff, Volunteers and Contractors*; and
- (f) made aware of local Brigade guidelines and policies if any exist within that Brigade.

## **5.7 Membership requirements (Brigade commitments)**

- (1) Members are required to maintain currency in Brigade activities and training to be deemed as an active member and/or be granted special considerations due to extenuating circumstances.
- (2) Brigade Activities—
  - (a) During the fire season members are required to attend a minimum of one Brigade ordinary meeting or other Brigade activity or incident.
  - (b) During the non-fire season members are required to attend a minimum of one Brigade ordinary meeting or other Brigade activity or incident.
- (3) Brigade Training—
  - (a) During the fire season members are required to attend and participate at a minimum of one (1) Brigade training activity or incident.
  - (b) During the non-fire season members are required to attend and participate at a minimum of one (1) Brigade training activity or incident.
- (4) If extenuating circumstances apply that a member is unable to meet Brigade commitments, it shall be the responsibility of the member to notify the Committee, in writing to advise of the circumstance, and the Committee will acknowledge in writing any special considerations to the member.
- (5) The Training Officer should endeavour to make alternative arrangements for the member to meet the requirements wherever possible.

## **5.8 Failure to comply with commitments**

- (1) Should an active member of a Brigade fail to comply with the membership requirements, correspondence will be forwarded to the member requesting contact be made with the Brigade to indicate the intentions of the member's status.
- (2) The Brigade Member may—
  - (a) respond to the correspondence providing a reasonable explanation and request for alternative arrangements to be made for training or meeting obligations.
  - (b) request in writing for Leave of Absence from Brigade commitments due to personal circumstances.
  - (c) terminate their membership.
- (3) If a member fails to respond to the correspondence within fourteen (14) days a subsequent letter will be forwarded from the Committee putting the member on final notice. Should a member fail to acknowledge the final notice within fourteen (14) days, the membership shall be terminated, to take effect from the date of the final notice.

## **5.9 Dual membership**

- (1) A member:
  - (a) May be a member of another local government Brigade.

- (b) May not be a member of another fire Brigade within the local government jurisdiction unless they have the written permission of the CBFCO. This permission may be conditional.

### **5.10 Change of members details**

The local government and DFES are to be notified of any change of personal details of a member. The member will complete a Change of Status Form and forward it to the CBFCO within fourteen (14) days of the change.

### **5.11 Leave of absence**

- (1) A member may at any time request a Leave of Absence from all Brigade commitments for a period not to exceed twelve (12) consecutive months.
- (2) The application should be made in writing and addressed to the Captain.
- (3) On completion of the Leave of Absence period the member must complete a Membership Update Form if deemed necessary providing any change of details and forward to the Captain and CBFCO.
- (4) On completion of the Leave of Absence period the member must undertake any refresher training required before resuming active fire-fighting duties. If the request for Leave of Absence is for a medical condition the member must provide confirmation of fitness to the satisfaction of the CBFCO to be able to resume active duties.

### **5.12 Grievance process / disciplinary action**

- (1) The Brigade is committed to providing an environment in which all persons can expect to be treated equally and with respect.
- (2) All members are to have an understanding of the City of Karratha *Policy and Procedures Grievance Staff and Volunteers* and any other Brigade policies as applicable. These hard copy documents are to be made available at each fire station or can be obtained from the local government.
- (3) A grievance is any serious allegation, dispute or claim, arising during any training or activity involving the Brigade, in relation to an act committed by a member. Examples that may be considered a grievance include acts that—
  - (a) constitute a breach of the Policy;
  - (b) contravene the values of the Policy or the *Code of Conduct Policy*;
  - (c) bring the Brigade into disrepute;
  - (d) contravene any reasonable direction given by the Captain or the delegated authority;
  - (e) disregard Brigade regulations and policies or procedures;
  - (f) jeopardize the safety of the member or others; and/or
  - (g) result in the member being convicted of, an offence for which an offender may be imprisoned.
- (4) Where a grievance arises, an investigation must be conducted by the Committee (and the CBFCO if necessary) in accordance with the Grievance Process.
- (5) During the investigation it may be determined that the member should be suspended from all or part of Brigade activities, subject to the CBFCO's approval. If a member is to be suspended during the investigation the CBFCO should notify the member in writing of the terms of the suspension, including the reason for the suspension and the time period. The time period for suspension during an investigation, should not exceed three (3) consecutive months.

When an investigation is complete a report will be provided by the investigating officer to the CBFCO outlining the process of the investigation, the conclusions drawn and any recommended action.

- (6) Disciplinary action in relation to the member may include—
  - (a) suspension of membership;
  - (b) termination of membership; or
  - (c) any other reasonable disciplinary action as determined by the Committee in consultation with the CBFCO.
- (7) If a disciplinary suspension is imposed, the CBFCO must notify the member in writing that they are suspended, including the suspension period and reason for suspension. Suspension may be from complete or specific Brigade duties and activities.
- (8) The period of disciplinary suspension shall be determined by the CBFCO in consultation with the Brigade Captain.
- (9) On completion of the suspension period the member may be required to undertake refresher training before resuming active fire-fighting duties which will be supervised and or acknowledged by the Captain.
- (10) If a membership is to be terminated, the Brigade Captain with the approval of the CBFCO will notify the member in writing, and provide a reason for termination.
- (11) Where a membership is terminated, all property owned by the local government should be returned to the local government within fourteen (14) days of giving notice. Failure to meet these conditions may require the local government to seek reimbursement of costs against the member.

### **5.13 Suspension of membership**

- (1) Membership of the Bush Fire Brigade may be suspended at any time if, in the opinion of the Brigade Captain, the Committee, or the Chief Bush Fire Control Officer, circumstances warrant suspending the member.
- (2) Without limiting the generality of sub-clause (1), a member of a Bush Fire Brigade may be suspended in the event the member:
  - (a) Contravenes the *Bush Fire Act 1954*, the *Bush Fire Regulations 1954*, the Bush Fire Local Law, the City of Karratha's Bush Fire Management Plan, or the Bush Fire Brigade policies;
  - (b) Has performed an unsafe act that jeopardises the safety of the member or others;
  - (c) Has been charged by the Police for a criminal offence and is awaiting court proceedings; or
  - (d) Has acted in such a manner as to cause harm or distress to other Brigade members.
- (3) The suspended member may be excluded immediately from all complete or any specified Bush Fire Brigade duties and activities.
- (4) The Brigade Captain or Chief Bush Fire Control Officer must notify the member, in writing, advising of the suspension period and reasons for the suspension.
- (5) The period of suspension shall be up to a maximum of 3 consecutive months and shall be determined by the Brigade Captain, the Committee or the Chief Bush Fire Control Officer.

- (6) Upon the expiry of the period of suspension, the Brigade Captain, the Committee or Chief Bush Fire Control Officer may:
  - (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) reinstate the membership.

#### **5.14 Termination of membership**

- (1) Membership of the Bush Fire Brigade terminates if the member –
  - (a) dies;
  - (b) gives written notice of resignation to the Secretary;
  - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
  - (d) is dismissed by the Committee by reason of:
    - (i) failing to comply with the aims and objectives of the Bush Fire Brigade;
    - (ii) failing to comply with the Acts, the Regulations, the City of Karratha Local Laws, the Bush Fire Management Plan, or the Bush Fire Brigade policies;
    - (iii) Displaying conduct detrimental to the interests of the Bush Fire Brigade;
    - (iv) being convicted of a criminal offence that in the opinion of the Chief Bush Fire Control Officer would ordinarily exclude the member from joining a Brigade; or
    - (v) acting in such a manner as to cause harm or distress to other Brigade members by their activities; or
    - (vi) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A Brigade member who, in the opinion of the Brigade Captain, the Committee or the Chief Bush Fire Control Officer, has not adequately fulfilled his or her role within the Bush Fire Brigade, and has not responded to any written correspondence requesting that he or she state their intentions, within 21 days, shall to be deemed to have resigned from the Bush Fire Brigade.
- (3) Where a member resigns, all property owned by the Bush Fire Brigade or local government should be returned to the Brigade or local government within fourteen (14) days of giving notice. Failure to meet these conditions may require the local government to seek reimbursement of costs against the member.

#### **5.15 Existing liabilities to continue**

The resignation, suspension or dismissal of a member does not affect any liability of the Bush Fire Brigade member arising prior to the date of resignation, dismissal, suspension or termination as the case may be.

#### **5.16 Right of defence**

- (1) A person whose application for membership is refused, or whose membership is suspended or terminated has the right of objection to the local government.
- (2) A member shall not be suspended or dismissed from any Brigade duty without an opportunity to defend the allegation.
- (4) Any member may lodge a written objection to the CBFCO should they consider they have been unfairly dealt with by the Committee.
- (5) The CBFCO shall consider the objection and deal with it in consultation with the Committee. This may include either—
  - (a) dismissing the objection;
  - (b) variation to the decision; or
  - (c) revoking the original decision; and
    - (i) imposing an independent decision; or
    - (ii) referring the matter back to the Committee to reconsider the decision.



## **6. TYPES OF MEMBERSHIP**

### **6.1 Cadet members**

Cadet members are –

- (a) to be aged between 11 and 17 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a firefighting member when undertaking normal Brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at Bush Fire Brigade meetings;
- (f) not to be assigned ranks under the Authority's rank structure.

### **6.2 Probationary members**

Non-qualified members joining a Bush Fire Brigade shall be classified as probationary members, until they:

- (a) have participated in the conduct of two authorised, prescribed and controlled bush fire fuel reduction burns; and
- (b) have successfully completed training courses in the combat of bush fires as deemed appropriate by the Chief Bush Fire Control Officer, or
- (c) as otherwise determined by the Chief Bush Fire Control Officer.

### **6.3 Active firefighting members**

Active fire-fighting members are those persons being at least 17 years of age who undertake all normal Bush Fire Brigade activities and

- (a) have participated in the conduct of two authorised, prescribed and controlled bush fire fuel reduction burns; and
- (b) have successfully completed training courses in the combat of bush fires
- (c) or as deemed appropriate by the Chief Bush Fire Control Officer.

Once classified as a full member, they are eligible to take on further training and increased responsibilities as required.

### **6.4 Associate members**

Associate members are those persons being at least 17 years of age, who are willing to supply free vehicular transport for fire-fighting members or fire-fighting equipment, or who are prepared to render other assistance as required by the Bush Fire Brigade.

### **6.5 Honorary life members**

The Bush Fire Brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the Bush Fire Brigade.

## **7. ROLES & RESPONSIBILITIES OF BRIGADE OFFICE BEARERS**

Within Bush Fire Brigades, there are various officers appointed by the Brigade to undertake various roles and responsibilities.

- (1) The Office Bearers of the Brigade should be able to demonstrate current competencies for the position of office they are nominated for, or give an undertaking to complete any training requirements prior to accepting the nomination or undertaking the duties and responsibilities of the said position.
- (2) Nominations are subject to the approval of the CBFCO. Such approval may be conditional on the nominee undertaking further training or other necessary arrangements to satisfy the competency requirements.

- (3) An Office Bearer is entitled to hold a maximum of one (1) additional administrative position within the Brigade, however, the Captain cannot also be a Lieutenant and vice versa.

## 7.1 Captain

- (1) The Captain of the Brigade shall be responsible for the leadership and management of Brigade operations.
- (2) As a role model and mentor for members, the Captain should always act with integrity and consider each member equally. All decisions should be in the interest of the Brigade and its members.
- (3) The position reports to the CBFCO on Brigade related matters.
- (4) Duties and responsibilities of the Captain include—
- Demonstrate positive leadership and mentor members;
  - Is charged with assuming the powers of a Bush Fire Control Officer when appointed by the local government
  - If the Captain is the senior officer at an incident;
    - command, control and confidently manage activities at emergency incidents
    - to ensure incident control systems and management principles are implemented and maintained during all emergency incidents if required;
    - maintain some form of personal incident diary with a record of events and decisions that occur at an incident;
    - conduct Brigade briefings and post incident analysis of any incident involving fire fighting, incident support or management issues;
    - to endeavour to ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with training recommendations;
    - to undertake responsibility for the proper management and maintenance of Brigade property and equipment to the best of their ability;
    - ensure conduct of members is in accordance with the *Code of Conduct Policy*; and
    - report any injuries of personnel or damage to fire fighting vehicles or equipment immediately to the CBFCO.
- (5) In the absence of the Captain, the next senior officer of the Brigade has authority to exercise the powers of the Act delegated to the Captain (Part IV Section 44(1)).
- (6) Qualifications:

Qualifications	Experience	Competency Required
Induction and Introduction to Fire fighting		Course completed / deemed competent by DFES trainer and CBFCO
Bush Fire fighting Modules		
Fire fighting experience	Minimum preferred 3 years	
Sector Commander	Preferred	
AIIMS Awareness	Preferred	

## 7.2 Bush Fire Control Officer (BFCO)

- (1) Brigade Members occupying the BFCO positions, although volunteers, are considered to be officers of the Council and are appointed by the Council (under section 38 of the *Bush Fires Act 1954*) upon their nomination by the Brigade and endorsement by the Bush Fire Advisory Committee.

- (2) The position is required to perform active operational duties in relation to both fire defence and fire prevention strategies within the local community.
- (3) A member of the Brigade may be nominated for this position at the Brigade AGM.
- (4) Duties and responsibilities of the BFCO include:
  - (a) authorise in consultation with the Chief or Deputy Chief Bush Fire Control Officer, permits for hazard reduction burns within the local government jurisdiction in accordance with the Act;
  - (b) identify and conduct risk assessments of fire hazards within the local government;
  - (c) perform duties prescribed by the Act and authorised by the local government;
  - (d) may take overall control of fire suppression activities or operational incidents where the local government is the Controlling Agency;
  - (e) maintain a personal incident diary to include a record of events and decisions during an incident;
  - (f) conduct Brigade briefings and post incident analysis of any incident involving firefighting or management issues.

(6) Qualifications:

Qualifications	Experience	Competency Required
Induction and Introduction to Fire fighting		Course completed / deemed competent by DFES trainer and CBFCO
Bush Firefighting Modules		
Firefighting experience	Minimum preferred 3 years	
Sector Commander		
AIIMS Awareness		
Fire Control Officer		

### 7.3 Lieutenants

- (1) The Lieutenant of a Brigade is responsible for the operational management of members during Brigade activities. The position is required to provide operational support to the Captain in managing the Brigade. The position reports to the Captain on all matters relevant to the functioning of the Brigade and/or personnel they are supervising.
- (2) The Brigade should appoint a minimum of two (2) Lieutenants. Additional Lieutenants may be appointed according to the needs of the Brigade. If operational circumstances require the number of Lieutenants for a Brigade to be more than four (4), as decided by the Committee, a request is to be submitted in writing to the CBFCO for endorsement.
- (3) The Brigade must rank all Lieutenants numerically according to seniority including length of service and relevant skills.
- (4) Duties and Responsibilities of Lieutenants include:
  - (a) provide support to the Captain and assist with the operational management of the Brigade;
  - (b) in the absence of the Captain administer all powers and responsibilities of the Act (Part IV Section 44(1));
  - (c) command and manage members during emergencies and other Brigade related incidents and activities;
  - (d) maintain a personal incident diary with a record of events that occur during all incidents if assuming the role of the most Senior Officer;
  - (e) in the absence of a more Senior Officer, conduct Brigade briefings and post incident analysis of any incident involving firefighting or management issues;
  - (f) encourage positive interaction and teamwork between members;
  - (g) ensure DFES standing operating procedures are adhered to at Brigade activities;

- (h) to endeavour to ensure active members engaged in Brigade activities are allocated tasks relevant to their competencies;
- (i) work cohesively with the Brigade Training Officer to conduct training activities for active members;

(5) Qualifications:

Qualifications	Experience	Competency Required
Induction and Introduction to Fire fighting		Course completed / deemed competent by DFES trainer and CBFCO
Bush Firefighting Modules		
Firefighting experience	Minimum preferred 1 year	
Sector Commander		
AIIMS Awareness		

#### 7.4 Secretary

- (1) The Secretary is to record and manage administrative matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to an additional position held within the Brigade.
- (2) The position reports to the Captain on administrative matters relevant to the Brigade. This position may be held in conjunction with the Treasurer position.
- (3) The Secretary shall perform the following functions—
  - (a) Ensure members receive notification of Brigade meetings in accordance with Section 15 of this Guide;
  - (b) Where deemed appropriate, prepare an agenda for Brigade meetings and distribute to members prior to meetings;
  - (c) Ensure minutes of Brigade meetings are recorded and where ever possible, distributed to all members prior to next meeting;
  - (d) Document and record all Brigade correspondence;
  - (e) Ensure Brigade information is disseminated to all listed members;
  - (f) Make available circulars and other information to members;
  - (g) Receive, donations and other monies on behalf of the Bush Fire Brigade, and remit them to the Treasurer upon receipt;
  - (h) Complete and forward an incident report in the form required by DFES to the Chief Bush Fire Control Officer and DFES within 14 days after attendance by the Bush Fire Brigade at an incident. Where a Bush Fire Brigade attends an incident on more than one day, the incident report form is to be completed and forwarded within 14 days after the last day of attendance.
  - (i) Maintain a register of all current Brigade members which includes each Brigade member's contact details and type of membership.
  - (j) Provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each Brigade member.
  - (g) Work cohesively with local government management and administration staff on matters relevant to Brigade administration.
- (4) Qualifications must include—
  - (a) Demonstrated ability to take minutes;
  - (b) Demonstrated record keeping and filing skills;
  - (c) An understanding of meeting procedure; and
  - (d) Developing computer skills.

## **7.5 Treasurer**

- (1) The role of the Treasurer is to manage and report on all financial matters relevant to the Brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. This position may be held in conjunction with the Secretary position.
- (2) The Treasurer shall perform the following functions—
  - (a) Manage financial affairs including budgets of the Brigade;
  - (b) Receive donations and deposits from the Secretary, and deposit all monies to the credit of the Bush Fire Brigade's bank account;
  - (c) Pay accounts as authorised by the Brigade;
  - (d) Maintain Brigade financial records and provide detailed reports of income and expenditure at meetings;
  - (e) Prepare the balance sheet for each financial year
  - (f) Work cohesively with the local government management and administration staff on matters pertinent to Brigade financial matters, including providing copies of financial statements if required.
- (3) Qualifications must include—
  - (a) Knowledge and understanding of accounting principles; and
  - (b) Developing computer skills.

## **7.6 Brigade Training Officer**

- (1) The Brigade Training Officer is responsible for the management and co-ordination of Brigade training in conjunction with the Local Government Training Coordinator, including the documentation of these activities. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade.
- (2) Duties and Responsibilities of the Brigade Training Officer may include—
  - (a) Endeavour to ensure Brigade members maintain necessary skill levels equivalent to the competency standards required by the local government and as recommended by DFES;
  - (b) Endeavour to ensure regular training sessions are conducted within the Brigade to maintain currency of qualifications and skills;
  - (c) Maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the Local Government Training Coordinator as required;
  - (d) Provide mentoring for members who express an interest in training to encourage future facilitators; and
  - (e) Represent the Brigade at Chittering Fire Services training committee meetings.

## **7.7 Deputy Training Officer (optional)**

- (1) The Brigade may nominate a Deputy Training Officer to provide support to the substantive position. In the absence of the Brigade Training Officer the Deputy Training Officer assumes the responsibilities of that position and shall have a Proxy Vote at the training committee meetings.
- (2) Duties and Responsibilities of the Deputy Training Officer are the same as those for the Brigade Training Officer.

## **7.8 Brigade Equipment Officer**

- (1) The role of the Brigade Equipment Officer is responsible for the inspection, custody and maintenance of all Brigade property, fleet vehicles, general equipment and stock levels of personal protective equipment provided by the local government to the Bush Fire Brigade (or of the Bush Fire Brigade) as directed by the Brigade Captain.

- (2) This position is not required to perform active operational duties but may be able to demonstrate a degree of knowledge of Brigade equipment. The position may be inclusive to an operational position held within the Brigade.
- (3) The Equipment Officer may store part or all of the equipment of the Brigade at a place approved by the Chief Bush Fire Control Officer.
- (4) No later than 28 February of each year, the Equipment Officer is to provide, a stocktake report to the CBFCO and the Bush Fire Brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances held by the Bush Fire Brigade at that time.
- (5) The equipment officer shall perform the following functions—
  - (a) Manage Brigade equipment and maintain a register of all assets;
  - (b) Coordinate and record maintenance of Brigade equipment;
  - (c) Report all damage of Brigade equipment or property to the Captain immediately;
  - (d) Manage Brigade requests for replacement items and equipment; and
  - (e) Compile documentation of replacement items and submit to the CBFCO.

### **7.9 Deputy Equipment Officer (optional)**

- (1) The Brigade may nominate a Deputy Equipment Officer to provide support to the substantive position. In the absence of the Brigade Equipment Officer the Deputy Equipment Officer assumes the responsibilities of that position and shall have a Proxy Vote at equipment committee meetings.
- (2) Duties and Responsibilities of the Deputy Equipment Officer are the same as those for the Brigade Equipment Officer.

## **8. STANDARD OPERATING PROCEDURES**

Standard Operating Procedures relating to everyday operations of Bush Fire Brigades and Local Authorities have been created by DFES. The Local Government has adopted these Standard Operating Procedures as outlined in the DFES Standard Operating Procedures Manual for use by the Bush Fire Brigades operating within the City of Karratha.

## **9. TRAINING**

As per section 35A of the Bush Fires Act 1954, the City of Karratha is required to ensure that all volunteer fire fighters are suitably trained to carry out the requirements of the day to day operations of the Bush Fire Brigade Services. This includes training in safety, fire suppression, on and off road driving, communications, first aid, leadership and emergency management procedures as deemed appropriate by the CBFCO.

The City of Karratha:

- (1) shall make available, a suitable venue for the training of fire fighters.
- (2) shall make the Chief Bush Fire Control responsible to arrange the booking of such venues;
- (3) shall pay, via Emergency Services Levy, for catering at courses that are organised by the Chief Bush Fire Control;
- (4) shall ensure that the Chief Bush Fire Control notifies all members of upcoming training courses and encourages suitable candidates to attend these courses.

## **9.1 Competence at fire grounds**

All active volunteer fire fighters must have attained the necessary level of competency prior to their attendance on the fire ground in a wildfire situation. The attainment of competence shall be demonstrated by the member having the necessary combination of formal qualifications and experience to perform their role and provide for the safety of those whose activities they direct.

All active Volunteer Fire Fighters must have completed the following DFES Bush Fire Fighters Course modules before attending fire grounds:

- Induction to Fire Fighting
- Introduction to Fire Fighting
- Bush Fire Fighting

Minimum qualifications and experience pathways for members to follow should they aspire to fill more senior roles within the Brigade are outlined in Section 5 of this guide - Roles and Responsibilities.

## **9.2 Minimum driver training**

The driver of any Council firefighting appliances will hold a current driver's license appropriate for the appliance being driven and be either:

- A council employee
  - A registered member of a Volunteer Fire Brigade
  - Any person instructed by the Bush Fire Captain or Chief Bush Fire Control Officer or any other authorized person
- (1) A volunteer firefighter shall not drive any fire appliance owned by the City of Karratha in an emergency situation unless they have completed an approved driving course;
  - (2) Other Brigade members may drive appliances in non-emergency situations subject to their holding the necessary motor vehicle driver's license; and
  - (3) A volunteer firefighter who is a probationary driver or a learner driver shall not drive any fire appliance owned by the City of Karratha unless that volunteer firefighter is involved in authorised training.

# **10. EQUIPMENT OF A BUSH FIRE BRIGADE**

It is the responsibility of the City of Karratha to ensure the Brigades are provided with the level of equipment necessary to, and suitable for, the performance of their roles.

## **10.1 Policies of local government**

The local government may make policies under which it—

- (a) provides funding to Bush Fire Brigades for the purchase of protective clothing, equipment and training; and
- (b) keeps Bush Fire Brigades informed of opportunities for funding from other bodies.

## **10.2 Equipment in Bush Fire Brigade area**

The Bush Fire Brigade is to report to the local government the quantity and quality of all protective clothing, equipment and appliances of the Brigade when directed to do so.

## **10.3 Funding from Local Government budget**

A request to the local government from a Bush Fire Brigade for funding of protective clothing, equipment, training or appliance needs shall be submitted to the City of Karratha by the 28 February of each year, in order to be considered in the next financial year's local government budget.

#### **10.4 Consideration in the Local Government budget**

The local government—

- (a) may approve or refuse an application for funding depending upon its assessment of budget priorities for the year in question; and
- (b) shall advise Bush Fire Brigades of the final outcome pertaining to their individual requests for funding.

#### **10.5 Restrictions on purchasing equipment**

Equipment will not be purchased, other than to replace an existing item, unless the Brigade has determined the following:

- (a) the need to purchase the item;
- (b) the item meets all current DFES and City of Karratha standards;
- (c) provision for the insurance/maintenance of the item can be made within the existing operating budgets; and
- (d) approval has been obtained from the Chief Bush Fire Control Officer.

#### **10.6 Rules around use**

All equipment supplied by the City of Karratha for the use of the Bush Fire Brigade will be utilised solely for the purpose of which it was intended.

#### **10.7 Personal protective equipment**

- (1) The City of Karratha shall issue all volunteer fire fighters with DFES Level 1 Personal Protective Equipment.
- (2) The Chief Bush Fire Control Officer or Captain shall require that a Brigade member completes the attached form acknowledging that they have received the personal protective equipment and that they undertake to return the equipment if they cease to be an active member of the Brigade.
- (3) Personal Protective Equipment shall only be worn at fire incidents and bona fide Brigade activities.

#### **10.8 Use of Bush Fire Brigade appliances**

The City of Karratha provides appliances to Volunteer Bush Fire Brigades for the protection of property and the community in the event of fire. The immediate availability of these appliances, subject to maintenance down time, for the purpose for which they are provided, is essential for Brigades to carry out their commitment to the community

- (1) Bush Fire Brigade appliances will be made available for the following uses:
  - Attending call outs to wild fires;
  - Carrying out hazard reduction burning;
  - Brigade training activities;
  - Travel associated directly with refuelling or vehicle maintenance;
  - A 30 minute maintenance run, twice a month, during the off fire season.
- (2) Any use of a Brigade Appliance for a purpose other than that described above shall only occur if approved by the Captain or Chief Bush Fire Control Officer or any other authorised persons.

#### **10.9 Fire appliances – repairs, servicing and modifications**

All equipment provided for Brigade use is to be maintained to the correct standard through regular servicing and repairs as required. Any modifications made to the appliances should not compromise the operational safety of the equipment.

- (1) A Purchase Order for all repairs and modification shall be obtained from the Chief Bush Fire Control Officer prior to the work being undertaken.



- (2) Minor and major modifications shall be authorised by the Chief Bush Fire Control Officer after consultation with DFES Pilbara Operations Karratha.
- (3) All Council owned fire appliances are to be serviced by an appropriately qualified company as required.

#### **10.10 Use of Local Government plant in fire emergencies**

During the course of suppressing wild fires within the City of Karratha, the Officer in control of the fire may enlist other services or agencies as required.

- (1) The City of Karratha, where practicable, shall make its plant available for use at fire emergencies.
- (2) Council employees authorised to permit the use of Council plant at fire incidents/civil emergencies are:
  - a. Chief Executive Officer
  - b. Manager Infrastructure
  - c. Coordinator Works and Technical Services
  - d. Manager Regulatory Services
  - e. Chief/Deputy Chief/Bush Fire Control Officer.
- (3) Local Government employees operating the plant, shall have completed introduction to Bush Fire Fighting.
- (4) Where Local Government plant is utilised, expenses are to be met by the City of Karratha unless the expenses can be recovered by insurance procedures, or Western Australian Natural Disaster Relief Arrangements (WANDRA), or DFES Bush Fire Financial Assistance as approved by DFES Pilbara Operations Karratha.

### **11. USE OF WARNING LAMPS AND AUDIBLE SYSTEMS**

The Road Traffic Code 2000 permits the use of Warning Lamps and Electric Siren Warning Systems for vehicles providing active response to an emergency.

Rapid response emergency vehicles can operate under two categories of priority based on the degree of urgency and the level of risk. Drivers of these vehicles are generally exempt from the normal requirements of the Road Traffic Code, provided that it is safe and reasonable in the circumstances to proceed contrary to the regulations, while maintaining compliance with DFES Standard Operating Procedure. Organisations operating these vehicles must ensure that their personnel have passed an appropriate driving course that is relevant to the operation of the particularly vehicle in emergency situations.

### **12. HAZARD REDUCTION**

The City of Karratha is responsible for the reduction of fire hazards on land under its control. This land includes road and drainage reserves as well as public open space. This Guide provides for the burning of road and drainage reserves within the City of Karratha for fire hazard reduction and maintenance purposes.

#### **12.1 Hazard reduction burns**

- (1) All hazard reduction burns identified within the City of Karratha townsites are to be carried out in consultation with the Chief Bush Fire Control Officer and the Captain of the Volunteer Fire & Rescue Service in the applicable townsites.
- (2) Permits to Burn can only be obtained from the Local Government via the Fire Control Officers.

- (3) The Chief Bush Fire Control Officer shall be notified of any authorised burn under this Guide.

## **12.2 Firebreak orders and exemptions**

In accordance with the provisions of Section 33 of the Bush Fires Act 1954, the City of Karratha adopts an annual Firebreak Notice specifying the minimum standards of fire prevention measures to be undertaken by land owners.

For varying reasons of terrain, natural water courses stands of significant vegetation or other reasons, it may not be possible or desirable for the land owner to meet Council's requirements. In order to avoid receiving an infringement notice for failing to comply with the requirements of the Firebreak Order, the land owner, in accordance with the Order, needs to obtain the approval of the City of Karratha for an exemption from, the requirements of the Order.

- (1) The Chief Executive Officer or Chief Bush Fire Control Officer are authorised to approve or refuse applications made for Firebreak Order exemptions.
- (2) Exemptions so granted shall be issued in writing by the City of Karratha.

## **12.3 Chain of command**

The City of Karratha CBFCO or nominated Incident Controller will assume control of a bush fire incident. Subject to the Act and the local law, the command procedures to apply during firefighting activities are as detailed in the Council's Bush Fire Management Plan.

Under s.13 of the Bush Fires Act 1954, if a fire is burning in the district of a Local Government or on DEC managed land, the DFES Commissioner may authorise a Bush Fire Liaison Officer (BFLO) or another person to take control of all operations in relation to that bushfire if requested by the controlling authority or because of the nature or extent of the fire, DFES considers it appropriate to do so.

## **12.4 Chain of command at multi Brigade incidents**

Within the City of Karratha Fire Services, a formal hierarchy exists in accordance with the Bush Fires Act 1954 to provide a chain of command at multi Brigade incidents. The two most senior positions are those of Chief and Deputy Chief Bush Fire Control Officer.

The Chief and Deputy Chief Bush Fire Control Officer are required to act quickly in an emergency wild fire situation where the wild fire is beyond the resources of the City of Karratha Bush Fire Services.

- (1) The Chief Bush Fire Control Officer of the Bush Fire Brigade is authorised to engage contractors or incur expenses of up to \$5,000 on behalf of Council;
- (2) Item 1 of the Guide above only applies to incidents where the City of Karratha is the Controlling Agency and the incident is beyond the resources of the City of Karratha; and
- (3) Expenditure of an amount likely to exceed \$5,000 requires the approval of one of the following Council Employees:
  - (a) Chief Executive Officer
  - (b) Director Development Services
  - (c) Manager Regulatory Services

## **12.5 Duties of Rangers at fires**

Pursuant to Section 38(1) of the Bush Fires Act 1954, the City of Karratha Rangers are appointed as authorized Fire Control Officers.

It is the function of Volunteer Bush Fire Brigades to suppress wild fires within the City of Karratha. However, in performing this function, the Officer in control of the fire may enlist other services or agencies as required.

This Guide seeks to specify when the Local Government Rangers are requested by the Incident Controller or Chief Executive Officer or delegate to attend fire emergencies and the role of that officer at same.

- (1) The Ranger shall attend fire emergencies only at the request of the Incident Controller or Chief Executive Officer or delegate.
- (2) At fire emergencies the role of the Ranger is to:
  - (a) assist the Incident Controller in establishing a forward control point.
  - (b) provide essential communications assistance.
  - (c) provide forward reconnaissance.
  - (d) provide the Incident Controller with logistical support.
  - (e) ensure that communications obligations to all other agencies are met.

## **13. ASSISTANCE TO OTHER COUNCILS**

### **13.1 Fires outside the City of Karratha**

Bush Fire Brigades across the region operate in an environment of “mutual support”, where Brigades in areas not under immediate threat from wild fire will assist at incidents which are beyond the capacity of the controlling agency.

This Guide recognises the need for the City of Karratha to be able to assist other local authorities and emergency services where they request our assistance with an incident that is outside of the local government area of the City of Karratha.

- (1) The City of Karratha shall be available to attend incidents outside the City of Karratha where their assistance is requested by the controlling agency for that incident.
- (2) A Bush Fire Brigade shall not attend an incident outside of the City of Karratha unless their response is authorised by the Chief or Deputy Chief Bush Fire Control Officer and Chief Executive Officer.
- (3) The Chief Bush Fire Control Officer shall be notified as soon as a fire appliance is dispatched to an out of district fire.

## **14. MANAGEMENT COMMITTEE**

The administration and management of the affairs of the Bush Fire Brigade are vested in the Management Committee which has the following functions:

- (a) to recommend to the local government amendments to this Guide and overarching Policy;
- (b) to draft the annual budget for the Bush Fire Brigade and present it at the annual general meeting of the Bush Fire Brigade;
- (c) to propose a motion for consideration at any meeting of the Bush Fire Brigade;
- (d) to recommend to the local government equipment which needs to be supplied by the local government to the Bush Fire Brigade;

- (e) to invest or place on deposit any of the funds of the Bush Fire Brigade not immediately required to perform the normal Brigade activities;
- (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
- (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal Brigade activities by the Bush Fire Brigade; and
- (h) deal with membership applications, grievances, disputes and disciplinary matters.

#### **14.1 Constitution of the committee**

- (1) The Committee of the Bush Fire Brigade is to consist of the Brigade officers being the Captain, First Lieutenant, Chairperson, Secretary, Treasurer, Equipment Officer, Training Officer and any other Brigade members as may be determined by the Committee from time to time.
- (2) The Committee members are to -
  - (a) be elected at the annual general meeting of the Bush Fire Brigade;
  - (b) hold office until the next annual general meeting; and
  - (c) be eligible for re-election at the next annual general meeting.

#### **14.2 Termination of committee membership**

- (1) Any Committee member may be removed from office by an absolute majority decision of the Brigade members present in person or by proxy at a special meeting called for such a purpose.
- (2) The Committee may appoint a Brigade member to fill a vacancy in any position on the committee.
- (3) The local government is to be advised within 7 days of the removal of a committee member from office, or the election of a person to fill a vacancy.

### **15. MEETINGS**

The Brigade Captain is to preside at all meetings. In the absence of the Brigade Captain, the Lieutenant will take on this role or the meeting may elect another senior person to preside at the meeting.

#### **15.1 Notice of meetings**

- (1) Notices of meetings of the Bush Fire Brigade or the Committee are to be in writing and may be
  - (a) sent by ordinary post to the registered address of each Brigade member;
  - (b) given in person to each Brigade member;
  - (c) by email; or
  - (d) by notice published in a newspaper circulating in the area of the Bush Fire Brigade.
- (2) The notice of a meeting shall:
  - (a) Set out the date, time and place of the meeting;
  - (b) Set out particulars of motions of which notice has been received; and
  - (c) In the case of special meetings, set out particulars of the business to be transacted.
- (3) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by other such means as the Committee may decide (by absolute majority) at a meeting of the Committee.
- (4) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting, the subject of notice or any resolutions passed at the meeting.

## **15.2 Meetings of the committee**

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.
- (3) At the committee meetings, the Bush Fire Brigade is to:
  - (a) consider new member applications
  - (b) establish new procedures in respect of any of the normal Brigade activities;
  - (c) organise field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
  - (d) requisition new or replacement equipment;
  - (e) consider and prepare the draft Bush Fire Brigades Budget for DFES ESL Funding
  - (e) prepare nominations for awards
- (4) Quorum - No business is to be transacted at a meeting of the Committee unless a quorum of 3 Brigade officers are present in person.
- (5) Voting - Each Brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.
- (7) Decision making - Where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the Brigade officers who are present in person or by proxy at the meeting.

## **15.3 Special meetings**

- (1) The Secretary is to call a special meeting when 5 or more Brigade members request one in writing.
- (2) At least 1 week notice of a special meeting is to be given by the Secretary, to all Brigade members and to the Chief Bush Fire Control Officer.
- (3) The Secretary is create and distribute an agenda to specify the business to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in the agenda.

## **15.4 Annual general meeting (AGM)**

- (1) At least 14 days notice of the annual general meeting is to be given by the Secretary to all Brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the Bush Fire Brigade is to –
  - (a) elect the Brigade officers from among the Brigade members;
  - (b) consider the Captain's report on the year's activities;
  - (c) consider the Equipment Officer's report;
  - (d) adopt the annual financial statements;
  - (e) appoint an Auditor for the ensuing financial year;
  - (f) the draft Bush Fire Order for the ensuing fire season;
  - (g) deal with any general business arising from the previous annual general meeting; and
  - (h) deal with any business approved by the Chairperson.
- (3) The Secretary is to create and distribute an agenda to specify the business which is to be conducted at the meeting.
- (4) Other items can be added to the agenda at the start of the AGM.
- (5) Quorum - The quorum for an AGM of the Bush Fire Brigade is at least 50% of the number of officers (whether vacant or not) or members of the Bush Fire Brigade. No business is to be transacted at a meeting of the Bush Fire Brigade unless a quorum of Brigade members is present in person or by proxy.
- (6) Voting - Each Brigade member is to have one vote. However, in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.
- (7) Decision-making - Where a decision is to be made by the Bush Fire Brigade, then the decision may be made by a resolution passed by a simple majority of the Brigade members who are present in person or by proxy at the meeting.

## **15.5 Proxies**

- (1) A Brigade member may vote by proxy by giving notice to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the Brigade member is entitled.
- (4) If the Brigade member does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the Brigade member.

## **16. FUNDING AND EXPENSES**

### **16.1 Funds**

The funds of the Bush Fire Brigade are to be used solely for the purpose of promoting the objects of the Bush Fire Brigade.

### **16.2 Financial year**

The financial year of the Bush Fire Brigade is to commence on 1 July and is to end on 30 June of the following year.

### **16.3 Banking**

- (1) The funds of the Bush Fire Brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary, Treasurer or such other person as determined by the Brigade.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

### **16.4 Disclosure of interests**

- (1) A Brigade member shall disclose to the Bush Fire Brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the Bush Fire Brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the Bush Fire Brigade or Committee, as appropriate, is to decide, in the absence of the Brigade member who disclosed that interest, whether or not the Brigade member is to be permitted to vote on that matter.
- (3) Where the Bush Fire Brigade or Committee, as appropriate, decides under subclause (2), that a Brigade member is not to be permitted to vote on a matter, and the Brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

### **16.5 Disagreements**

- (1) Any disagreement between Brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the Bush Fire Brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the Bush Fire Brigade.
- (3) The local government is the final authority on matters affecting the Bush Fire Brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

### **16.6 Auditor**

- (1) At the annual general meeting a person, not being a Brigade member, is to be appointed as the Auditor of the Bush Fire Brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the Bush Fire Brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

### **16.7 Welfare of volunteer fire fighters**

At incidents of major fires, the welfare, including sustenance, of fire fighters must be considered and planned for. This guide specifies where and when meals will be provided to personnel present at fire services incidents.

Implementation of meals and refreshments will be done in consultation between the Chief Bush Fire Control and the Incident Controller.

The City of Karratha will supply meals to personnel attending fire services incidents if:

- (1) The personnel are attending a fire a fire emergency within the local government area of the City of Karratha.
- (2) The City of Karratha is the controlling agency for that particular incident.

Where personnel have been called to an incident at least two hours prior to a meal period (i.e. breakfast, lunch or tea) and it has been established that they will be required at the incident for at least two hours after that meal period, Council will supply the required meal and drinks not including alcoholic beverages. For continuation of firefighting duties after this period, refreshments will be supplied at the various meal periods (with hydration being available at all times).

### **16.8 Fuel cards**

Bush Fire Brigade appliances are provided and maintained by the City of Karratha. As part of the maintenance of these appliances, the City of Karratha shall issue to the Bush Fire Brigades fuel cards for the purchase of fuel and oil appropriate to the fire appliances. Conditions of these fuel cards are as follows:

- (1) Fuel cards are specific to each fire appliance and as such are to be kept on the relevant fire appliance in a secure place at all times;
- (2) The fuel card must be presented to the cashier when a purchase is made. It is incumbent on the person signing the receipt to ensure that details of the purchase are correct;
- (3) If at any time a fuel card is found to be missing or stolen, it must immediately be reported to the Chief Bush Fire Control or Captain so that the fuel card can be cancelled and the date of the loss/theft can be recorded.
- (4) If a purchase is attempted that is not a valid type of expenditure for that card the purchase will be rejected. Misuse of the fuel cards will render the offender liable to disciplinary and/or legal action.

### **16.9 Training costs**

The City of Karratha has a duty of care to Brigade members to ensure that volunteer fire fighters are suitably equipped and properly trained for their task.

- (1) The City of Karratha shall make available, suitable venues for the training of fire fighters.
- (2) It shall be the responsibility of the Chief Bush Fire Control to arrange for the booking of such venues;
- (3) The City of Karratha shall pay via Emergency Services Levy for catering at courses that are organised by the Chief Bush Fire Control;

- (4) The Chief Bush Fire Control shall make available to all Brigades within the City of Karratha, notice of upcoming training courses and shall encourage suitable candidates to attend these courses.

#### **16.10 Travel costs**

The City of Karratha shall ensure that any travel arrangements required by Brigade members to attend training or for operational duties will be reimbursed as required.

### **17. MODIFICATIONS TO THIS DOCUMENT**

Where the Bush Fire Brigade wishes to add or remove clauses of this Guide, or request modification of the Bush Fire Brigade Policy, such application is to be made in writing to the Chief Bushfire Control Officer. Modifications to the Policy require approval of Council, whereas modifications to this guide may be approved by either the Chief Executive Officer or Director Development Services.