



Shire of  
Donnybrook Balingup

# **Shire of Donnybrook Balingup**

## **Volunteer Bushfire Brigade**

### **Operational Procedures**

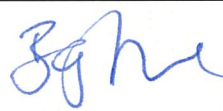
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## Volunteer Bushfire Brigade Operational Procedure

### AUTHORISATION

By signing this document, you give authority and approval to any amendments made to this Operational Procedure in the version listed below.

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# Section 1 – Overview

### 1.1 Introduction

The Shire of Donnybrook Balingup (Shire) is responsible for the establishment and administration of Bush Fire Brigades (BFBs) within the district in accordance with Section 41 of the Bush Fires Act 1954.

The Shire has a range of responsibilities involving the Shire's volunteer BFBs including administering Emergency Service Levy (ESL) funding which provides for appliances, equipment and brigade member insurance.

The Shire is also recognised as a 'person conducting a business or undertaking' (PCBU) under the *Work Health and Safety Act 2020*, and therefore has a critical role in ensuring appropriate practices and procedures are put in place regarding volunteers' safety.

The Shire is serviced by the Bush Fire Advisory Committee (BFAC) which meets on a bi-annual basis and provides advice recommendations on a range of bushfire related matters to Council in accordance with a Council-endorsed terms of reference.

### 1.2 Purpose

The Shire of Donnybrook Balingup Bush Fire Brigade Operational Procedures (Procedures) outline the working operations of Bush Fire Brigades and represent a supporting document to the Shire of Donnybrook Balingup Bushfire Brigades Local Law 2017 (Local Law), a copy of which is provided in *Appendix 6.2.1*.

The Procedures can be reviewed and/or amended by the Chief Executive Officer in consultation with the CBFCO / Bush Fire Advisory Committee at any time.

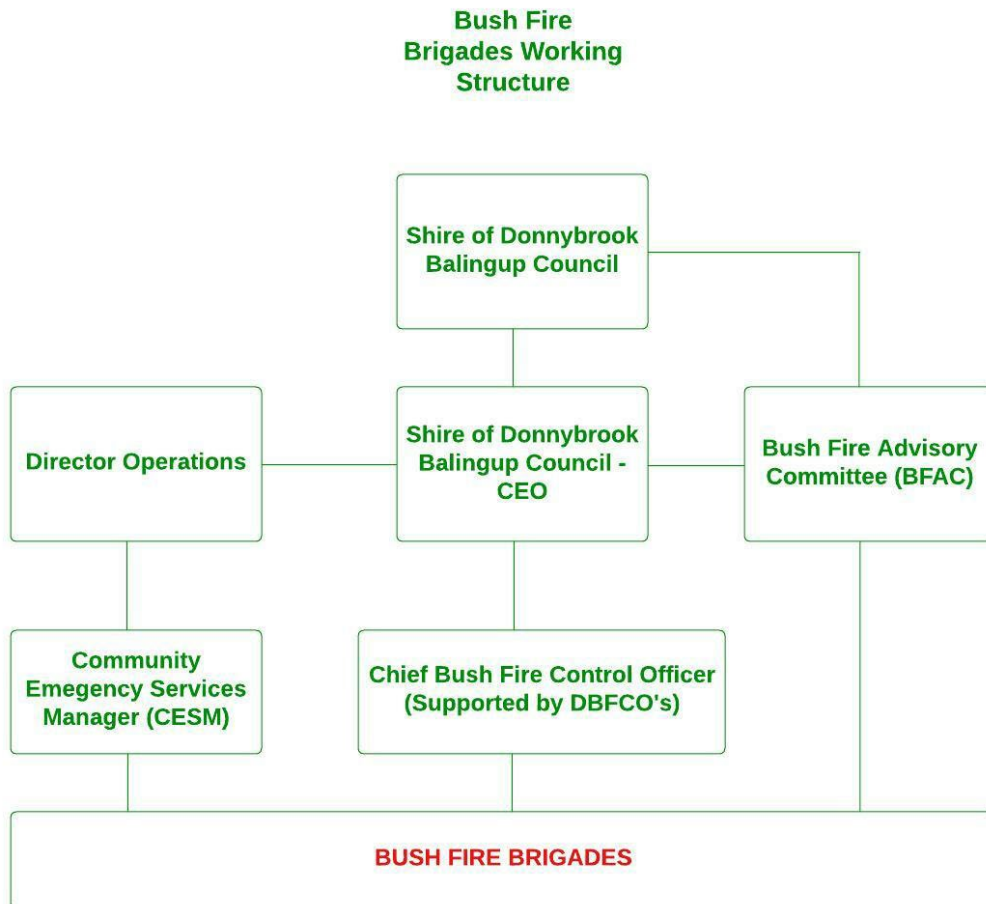
The Procedures are to be referred to by Shire of Donnybrook Balingup Staff, the Bush Fire Advisory Committee and Bush Fire Brigades Members.

The Procedures provide additional guidance to the Local Law in terms of operational procedures for administration, maintenance and operation of Bush Fire Bush Brigades in the Shire of Donnybrook Balingup.

In addition, the Procedures contain the Volunteer Code of Conduct, which establishes an agreed set of standards for volunteer conduct to maintain and enhance the reputation of the brigades within the community and establish desirable behaviours for individual volunteers as representatives of both their brigades and the Shire.

If there is an anomaly between the Procedures, the Local Law and/or the *Bush Fires Act 1954* the higher order documents will take precedence over the Procedures.

## 1.3 Brigades Working Structure



## 1.4 Review

The Shire of Donnybrook Balingup Bush Fire Brigade Operating Procedures will be comprehensively reviewed every five years.

Development of Standard Operating Procedures will occur in consultation with the Brigades over time as resources permit, with these to be brought to BFAC for consideration.

BFAC may make recommendations for interim changes to the Procedures to the Chief Executive Officer at any time, however the CEO is not bound by such recommendations.

The CEO has authorisation to amend the document, which will only be undertaken with prior consultation with the CBFCO and/or BFAC.



## 1.5 Interpretation

In these procedures, unless the context otherwise requires:

"The Act"	means the Bush Fires Act 1954 and amendments.
"The Regulations"	means the Bush Fires Regulations 1954.
"Council"	means the Shire of Donnybrook Balingup Council.
"DFES"	means the Department of Fire and Emergency Services.
"Ordinary Meeting"	means any meeting of the Brigade other than an annual general meeting, operational meeting or a special meeting
"Absolute Majority"	"absolute majority" means a majority of more than 50% of the number of: (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.
"Normal Brigade Activities"	as defined in Section 35A of the Act.
"Fire fighter"	means a member of a Brigade with the competency and currency to carry out operational firefighting duties.
"Auxiliary"	means a member that provides support to operational fire fighters of the Brigade and must be a minimum of sixteen (16) years of age.
"Cadet"	means a member of a Brigade aged between 11 and 15 years of age. The member is not allowed to carry out operational firefighting duties.
"CEO"	means Chief Executive Officer of the Shire of Donnybrook Balingup.
"CBFCO"	means the Chief Bush
"CESM"	means the Community Emergency Services Manager for the Shire of Donnybrook Balingup
"DCBFCO"	means a Deputy Chief Bush Fire Control Officer appointed by the Shire of Donnybrook Balingup.
"FCO"	means a Fire Control Officer appointed by the Shire of Donnybrook Balingup.
"BFAC"	means the Bush Fire Advisory Committee appointed by the Shire of Donnybrook Balingup
"Local Government"	means the Local Government established under the Local Government Act 1995.

## 1.6 Authorisation

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



## **Section 2 – Code of Conduct**

### ***2.1 Code of Conduct Overview***

The Volunteer Code of Conduct (Code) is a statement of behavioural principles, expectations and ideals. It reflects how we respect and treat each other as volunteer brigade members and provides an ethos that guides our decision making.

It incorporates principles of natural justice and a 'fair go' all round so that everyone knows what is expected of them.

The Code is intended to motivate and assert values to which we can aspire. It is a living document reflecting the values of the past, guiding an ever-emerging future and seeking ways to continuously improve all our activities.

It is a vision which aims to both explain the commitment of experienced members and to guide the induction of new Volunteers.

### ***2.2 Volunteer Commitment***

The Shire of Donnybrook Balingup Bushfire Brigade Volunteers hereby commit to the following principles, expectations and ideals:

#### **2.2.1 Safety**

- put safety first
- value the safety of each other and the community
- use all equipment appropriately
- follow all procedures to the best of our ability
- promote safe work practices by recognising and congratulating members who follow them
- follow our duty of care
- report all injuries, illnesses, accidents and near misses immediately
- understand that training is fundamental to our safety

#### **2.2.2 Respect**

- treat each other with courtesy, sensitivity, tact, consideration and humility
- listen to the opinions of others although we may disagree
- treat each other with respect regardless of position
- adopt applicable policies and procedures as the basis for our behaviour

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### **2.2.3 Trust, Integrity, Honesty and Truthfulness**

- value the trust we have in each other
- honour confidentiality
- endeavour to balance organisational and individual needs
- treat each other fairly
- are truthful with our colleagues and ourselves
- admit when we are wrong and accept responsibility for our actions
- express our views openly and directly without fear or favour, with tact and in accordance with known, available facts

### **2.2.4 Commitment and Loyalty**

- acknowledge that commitment comes from within
- guard against over commitment
- share and promote the culture, purpose and objectives of the Brigade and the Shire of Donnybrook Balingup
- understand we represent our brigades and the Shire of Donnybrook Balingup both in and out of uniform, and conduct ourselves faithfully and responsibly, including when using social media.

### **2.2.5 Communication**

- value effective two-way communication
- give and receive constructive comment and feedback
- practise effective listening
- are alert to non-verbal communication
- seek advice whenever appropriate from senior members
- be assertive, but not aggressive

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### **2.2.6 Comradeship, Teamwork, Support and Welfare**

- foster an environment of wellbeing, happiness, health and prosperity
- take care of, rely on and support each other
- develop bonds that grow through shared experiences
- work together towards an identified and common goal
- recognise and acknowledge each other's skills and abilities
- create an environment that is supportive and encouraging
- acknowledge that our combined efforts exceed the sum of our individual efforts
- accept differing roles within the team, share the load and promote participation and cooperation
- offer sympathy and understanding

### **2.2.7 Leadership and Discipline**

- recognise the Chain of Command as critical to our leadership structure
- encourage non-confrontational leadership by giving clear directions and being responsible, patient and motivating
- share leadership through delegation and empowerment
- manage conflict by focusing on the issues rather than the person
- exercise self-control in managing stress, anger and our behaviour
- know when to walk away
- act responsibly at all times, in and out of uniform
- take pride in our actions and tasks
- recognise our limitations and those of others
- believe in doing a job the right way and with enthusiasm

### **2.2.8 Equity and Diversity**

- provide fair access to training and development opportunities
- treat all people as unique individuals - valuing their cultures, beliefs, opinions, knowledge and experiences
- use appropriate language that will not offend others
- actively discourage bullying, victimisation or demeaning humour
- assign roles according to talents and abilities
- encourage people to achieve and grow
- stand up for the rights of others as well as our own
- seek equitable solutions
- value others irrespective of race, religion, colour, age, gender, sexual orientation or creed



### Section 3 – Occupational Health and Safety

#### 3.1 Overview

In accordance with the *Work Health and Safety Act 2020* and the *Work Health and Safety (General) Regulations 2022*, all volunteers will collectively contribute to achieving a high standard of excellence in occupational health and safety management in the workplace and accept relevant responsibilities under current safety and health laws by taking responsibility for their own safety and that of their colleagues.

#### 3.2 Personal Protective Clothing and Equipment (PPE)

All Personal Protective Clothing and Equipment (PPE) is to be to the 'Relevant Australian Standards'.

Only registered Brigade members that hold qualifications in accordance with Section 4.2 Minimum Training Standards, are eligible for PPE.

Requests for PPE are to be made via Form *Personal Protective Clothing 6.1.3* which is required to be complete, signed by an appropriate Office Bearer / FCO and submitted to the Shire CESM for assessment and processing.

#### 3.3 Insurance

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

Insurance Cover is provided for:

- VFF Personal Injury
- Motor / Plant Damage
- Third Party Liability

#### 3.4 Incident Reports

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

Incident reports must be made in the manner stipulated by the local government in accordance with standard OHS procedures.



### ***3.5 Standard Operating Procedures***

Standard Operating Procedures (SOPs) shall be prepared over time in consultation with the brigades to provide guidance for the safe use of specific equipment or materials (including chemicals).

Standard Operating Procedures, once endorsed, will be compiled as an Appendix in this document and will be made available by the Shire in hard copy at all Brigade stations. Electronic versions will also be made available if requested.

Non-compliance with an adopted SOP represents a breach of the Code of Conduct and these Procedures and may be subject to disciplinary proceedings.

### ***3.6 Induction***

All new members shall be provided with a formal induction, following the Shire of Donnybrook Balingup's supplied form, to be completed as soon as possible but no later than three months after a new Member completes their application form. This form must be completed and signed by an Office Bearer with the new member signing the declaration on the back of the form and a copy must be supplied to the Shire.

The Shire of Donnybrook Balingup's Volunteer Induction Checklist Form is provided in *Section 6.1.4* of this document.

### **Section 4 – Brigade Administration**

#### ***4.1 Position Descriptions***

##### **4.1.1 Chief Bush Fire Control Officer**

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

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

- a) Provide leadership and direction to volunteer Bush Fire Brigades and members;
- b) Monitor Bush Fire Brigades resourcing, equipment and training levels;
- c) Report to the Shire of Donnybrook Balingup concerning fire prevention / suppression activities;
- d) Act as a Level 1 Incident Controller for bush fires within the Shire of Donnybrook Balingup;
- e) Hold the rank of Fire Control Officer for all brigade areas within the Shire of Donnybrook Balingup;
- f) Maintain a personal incident diary and record of fire incidents as well as events and decisions made at incidents within the Shire of Donnybrook Balingup;
- g) Manage the radio schedule (SCHED) calls for the bush fire brigade radio network;
- h) Manage the operations of the bush fire brigade network;
- i) Be responsible for managing conflict resolution matters that cannot be resolved internally at the Brigade level and/or involves multiple brigades;
- j) Be aware and retain knowledge of the location of all resources within the bush fire brigade network;

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- k) Liaise with the Department of Fire and Emergency Services and the Department of Biodiversity, Conservation and Attractions on incident management issues;
- l) Provide representation and leadership on the Bush Fire Advisory Committee (BFAC), Regional Operations Advisory Committee (ROAC) and Local Emergency Management Committee (LEMC);
- m) Attend brigade meetings if required.

### **4.1.2 Deputy Chief Bush Fire Control Officer**

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

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

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



### **4.1.3 Fire Control Officer**

The Brigade Fire Control Officer is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- a) Provide leadership and direction to the Captain, Lieutenants, other Committee members and fire fighters to implement the objectives of the Brigade;
- b) Act as spokesperson for the Brigade, specifically at the Bush Fire Advisory Committee (BFAC), and generally on public relations and other matters, in conjunction with the Shire of Donnybrook Balingup;
- c) Nominate a proxy member to represent the Brigade at the BFAC if the FCO is unavailable;
- d) Issue permits to burn as authorised under the Act within their area of the district;
- e) Inspect and report on fire hazards within their district and in the Shire of Donnybrook Balingup;
- f) Carry out any duties prescribed under the Act and so authorised by the Shire of Donnybrook Balingup;
- g) Take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- h) Conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- i) 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 Bush Fire Operating Procedures;
- j) Adopt policies on behalf of the brigade as recommended by the local government;
- k) Ensure the behaviour of members is in accordance with the Local Government's Code of Conduct;
- l) Liaise with the local government concerning fire prevention/suppression matters generally.



### **4.1.4 Captain**

The Brigade Captain is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- a) preside over all Brigade meetings and ensure meeting procedures are followed at all times (unless a 'President' has been formally appointed by the Brigade Committee as per Clauses 3.2 and 6.1 of the Local Law).
- b) promote the objectives of the Brigade;
- c) demonstrate positive leadership and mentor members;
- d) attend meetings as requested by the local government;
- e) in the absence of a Bush Fire Control Officer may take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- f) provide leadership for the Brigade and related administration;
- g) ultimately undertakes responsibility for the proper management and maintenance of Brigade property and equipment;
- h) is to deputise, for the Bush Fire Control Officer at Bushfire Advisory Committee meetings when required;
- i) advise the brigade on administrative matters;
- j) ensures Brigade members are adequately trained to carry out their functions, in accordance with Bush Fire Operating Procedures (BFOP) and Brigade standards;
- k) in the absence of a Bush Fire Control Officer conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- l) conduct brigade briefings and post incident analysis of any management issues;
- m) to manage the behaviour of members in accordance with the Volunteer Code of Conduct, including acting as the first point of contact for dealing with internal brigade matters.

### **4.1.5 Lieutenant**

The Brigade Lieutenant is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- a) in the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
- b) provide support to the Captain;
- c) command and manage members during emergencies and other Brigade related activities;
- d) demonstrate positive leadership and mentor members;
- e) maintain open lines of communications;
- f) encourage positive interaction and teamwork between members;
- g) ensure Bush Fire Operating Procedures are adhered to at brigade activities;
- h) ensure members engaged in fire-fighting activities hold competencies relevant to the task;
- i) work cohesively with the brigade Training Officer and conduct training activities for members;
- j) to support the Captain to manage the behaviour of members in accordance with the Volunteer Code of Conduct.

### **4.1.6 Secretary**

The Brigade Secretary is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members and/or the Shire, at any reasonable time;
- b) answer all correspondence or direct it appropriately, and keep a record of the same;
- c) prepare and send out all necessary notices of meetings;
- d) receives donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
- e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident;
- f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership;
- g) 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;
- h) 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.



### **4.1.7 Training Officer**

The Brigade Fire Training Officer (BFTO) is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- a) ensure brigade members maintain necessary skill levels equivalent to the competency standards required as recommended by the Department and the Shire of Donnybrook Balingup;
- b) 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;
- d) provide mentoring for members who express an interest in training to encourage future facilitators;
- e) represent the brigade at training committee meetings;
- f) The Training Officer is to provide, no later than 30 November of each year, a report to the local government of any identified training needs of the bush fire brigade.

### **4.1.8 Treasurer**

The Brigade Treasurer is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- b) pay accounts as authorised by the Committee;
- c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- d) be the custodian of all monies of the bush fire brigade;
- e) report on the financial position at meetings of the bush fire brigade or Committee;  
and
- f) submit a copy of the audit report to the Chief Bush Fire Control Officer by 15 April each year.



### **4.1.9 Fire Weather Officer**

- a) Responsible officer under Part IV, Div.1 s.38 of the *Bushfires Act 1954*.

### **4.1.10 Equipment Officer**

- a) Responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the Shire to the Brigade in accordance with the Local Law.
- b) Required to provide by not later than 31 May each year a report to the Captain and CESM describing the nature, quantity and quality of all protective clothing, equipment and appliances of the Brigade.

### **4.1.11 President**

The Local Law refers to the position of 'President' which may or may not be applied by individual Brigades. It is acknowledged that the Local Law has several conflicting provisions relevant to the 'President' position and therefore the following provides clarity to Brigades:

In the event that a Brigade chooses to have a 'President' the following shall apply:

- a) The President is to be elected in accordance with standard procedures.
- b) Where a President has been appointed they are to preside at all meetings.
- c) Notwithstanding the fact that the position of 'President' is not specifically mentioned in the First Schedule, Part 4, Cl. 4.2(1) of the Local Law the Shire takes the view that an individual duly elected to the position of 'President' shall form part of the Brigade Committee and have the same rights (including voting right) as all other members of the Committee.

### 4.2 Minimum Training Standards

In consultation with the Brigades, minimum training standards (MTS's) have been established for positions based on seniority, roles and responsibilities, to provide clarity for volunteers and address the Shire's obligation to establish processes that address volunteer safety under the *WHS Act 2020*.

Training requirements have been classed as either 'essential' or 'desirable' which are to be understood as follows:

- Essential – means that the individual holding the position must have completed the training prior to being appointed, unless Clause 4.4 applies.
- Desirable – means that whilst it is desirable for the individual to have completed the training, it is not a requirement to be appointed to the position. Volunteers in senior positions will be encouraged to complete 'desirable' training and the Shire will assist to make such training available.

MTS's for each of the operational positions are outlined below:

#### 4.2.1 CBFCO

##### Essential Qualifications:

- Bushfire Safety Awareness
- Firefighting Skills
- AIIMS Awareness
- Fire Control Officer
- Incident Controller Level 1
- AIIMS 2017
- Fire Control Officer Experience
- Donnybrook Balingup Additional Training
- Active Firefighting experience of 5 years

##### Desirable Qualifications:

- Active Firefighting experience of 10 years
- Leadership Fundamentals

### **4.2.2 DCBFCO**

#### Essential Qualifications:

- Bushfire Safety Awareness
- Firefighting Skills
- AIIMS Awareness
- Fire Control Officer
- Incident Controller Level 1
- AIIMS 2017
- Fire Control Officer Experience
- Donnybrook Balingup Additional Training
- Active Firefighting experience of 5 years

#### Desirable Qualifications

- Leadership Fundamentals

### **4.2.3 Fire Control Officer**

#### Essential Qualifications:

- Bushfire Safety Awareness
- Firefighting Skills
- AIIMS Awareness
- Fire Control Officer
- Donnybrook Balingup Additional Training
- Active Firefighting experience of 5 years

#### Desirable Qualifications:

- Incident Controller Level 1
- AIIMS 2017
- Sector Commander
- Leadership Fundamentals



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### **4.2.4 Captain**

#### Essential Qualifications:

- Bush Fire Safety Awareness
- Firefighting Skills
- AIIMS Awareness
- Donnybrook Balingup Additional Training
- Induction
- Active Firefighting experience of 3 years

#### Desirable Qualifications:

- Fire Control Officer
- Crew Leader
- Advanced Bushfire Fighting
- Leadership Fundamentals
- Sector Commander
- Active Firefighting experience of 5 Years

### **4.2.5 Lieutenant**

#### Essential Qualifications:

- Bushfire Safety Awareness
- Firefighting Skills
- AIIMS Awareness
- Donnybrook Balingup Additional Training
- Induction

#### Desirable Qualifications:

- Crew Leader
- Advanced Bush Firefighter

### **4.2.6 Active Firefighter**

#### Essential Qualifications:

- Bush Fire Safety Awareness
- Firefighting Skills
- AIIMS Awareness
- Donnybrook Balingup Additional Training
- Induction

## ***Volunteer Bushfire Brigade Operational Procedure***

### **4.2.7 Auxiliary Member**

#### Essential Qualifications:

- Induction

#### Desirable Qualifications:

- Bushfire Safety Awareness
- AIIMS Awareness
- Donnybrook Balingup Additional Training
- Induction

### **4.2.8 Cadet**

#### Essential Qualifications:

- Induction

#### Desirable Qualifications:

- Bushfire Safety Awareness
- AIIMS Awareness
- Donnybrook Balingup Additional Training

### **4.2.9 Ground Controller**

#### Essential Qualifications:

- Ground Controller
- Active Firefighter
- Ground Controller Refresher every 2 years or 2 uses over 2 years

### **4.2.10 Incident Controller**

#### Essential Qualifications:

- Incident Controller Level 1
- AIIMS 2017
- Active Firefighter
- Incident Controller Refresher every 1 year or 1 use over 1 year

## ***4.3 Shire of Donnybrook Balingup Annual Refresher Training***

#### Essential:

## ***Volunteer Bushfire Brigade Operational Procedure***

- Burn Over Drill
- LACES
- Basic Radio Communications

### Desirable:

- SITREPS
- PAFTACS
- Map Reading

### ***4.4 Grace Period for Meeting Minimum Training Standards***

It may be the case that existing volunteers do not meet the adopted minimum training standards for the positions of responsibility that they presently hold. Subject to it being confirmed that the volunteer is deemed to have the necessary skills and experience in writing by the CBFCO, a volunteer may continue in that role for a maximum period of 12 months of this document being endorsed by the Chief Executive Officer.

In the event that an appointed CBFCO is required to obtain additional qualifications under this clause, the appointment and application of this grace period will be at the discretion of the Chief Executive Officer in consultation with DFES.

The Shire will assist by working with Brigades to schedule any identified training within the 12 month period.

### ***4.5 Provision of Training***

The Shire of Donnybrook Balingup and the Department of Fire and Emergency Services Lower South West Region will release a training calendar each year. Members are to discuss requirements with their nominated Training Officers to nominate for any of the courses advertised on these calendars.

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

The CESM will promote training courses available through DFES and other opportunities that may become available for brigade members.

All Brigades are encouraged to carry out in house training. Brigades may request assistance with their in house training from the Shire of Donnybrook Balingup's Community Emergency Services Manager.

### ***4.6 Awards and Recognition***

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

### ***4.7 Police Clearances***

All new applications for recruits shall require the applicant to obtain a National Police Clearance, the cost of which shall be reimbursed to the applicant upon successful



appointment to a Brigade. This requirement shall not apply retrospectively to existing members.

Private companies that offer services in this regard may be utilised at the discretion of the Shire, if it can be demonstrated they are cost effective and/or achieve an efficient outcome.

### ***4.8 Provision of Licences / Qualifications***

All drivers of vehicles are required to hold a current Western Australian driver's licence for the class of vehicle that is being driven. Any situation that results in the suspension or loss of licence or impairment to the driver's capability is to be reported to the Brigade Captain and the member must not be permitted to drive a vehicle until such time as re-instatement of a licence has been provided to the Captain in writing.

Upon request, volunteers shall provide the Shire with certified copies of all licences / qualifications (including drivers licences) required for their volunteer role.

### ***4.9 Update of Personal Details***

Shire of Donnybrook Balingup Bush Fire Brigade members are required to ensure that their personal details are up to date. Any change of personal details made via the DFES Volunteer Portal are required to also be submitted to their Brigade Secretary and the Shire within fourteen (14) days of the change. Members shall also complete and return *Form 6.1.6 Update of Membership Details*.

### ***4.10 Adherence to Legislation, Procedures and Guidelines***

Non-adherence to any legislation, procedures or guidelines relevant to the position shall be dealt with in a manner commensurate with the severity of the non-adherence in accordance with Clause 4.13 of these Procedures

### ***4.11 Absent / Non-participating members***

Any brigade member who does not fulfill any of the following:

- Present to the brigade in any form
- Attend any brigade events
- Participate in training
- Attend any incidents

for a period of 12 months will be taken to have resigned from the brigade.

In this event, the Committee is required to forward letter correspondence to the last known address of the relevant member, advising of its intention to remove the member and providing the member with 30 days to respond. In the event no response is received, the member shall be considered to have resigned.

### ***4.12 Adherence to Volunteer Code of Conduct***

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

incident, this includes being fully rested, capable and prepared to undertake firefighting activities for a period of not less than four hours.

If a volunteer presents unfit for duty, the person presiding over the activity must instruct that person to stand down.

Examples include being impaired due to drugs (including prescription drugs), alcohol or fatigue. In the event that a volunteer presents to a brigade activity unfit for duty by reason of being intoxicated, the matter must be reported to the CBFCO for disciplinary action.

### ***4.13 Volunteer Behaviour, Complaints and Grievances***

All internal complaints and issues should in the first instance be reported to the Brigade Captain who should wherever possible seek to resolve the matter privately within the Brigade utilising the principles of fairness and natural justice.

It is noted under the Local Law (First Schedule, Part 2, Clauses 2.6 / 2.7) that individual Brigade Committees are responsible for determining matters involving the suspension or termination of its own Brigade members, which may be appropriate in certain circumstances.

Whilst acknowledging that this decision is the remit of the Committee, in the event that a matter is proceeding to the potential suspension / termination of a member, the CBFCO and CESM shall be informed and kept abreast of any formal decisions made by the Committee and the CBFCO may provide leadership support to the Captain if requested, which may include attendance at Committee meetings. Additional guidance from the CESM may be provided to ensure any suspension / termination process undertaken is compliant with the provisions of the Local Law.

If it is not appropriate for the Captain to coordinate the complaint review process (due to a conflict of interest or a matter concerning the Captain), the grievance should be reported by an Office Bearer of the Brigade to the Chief Bush Fire Control Officer (CBFCO) in writing. In this circumstance the CBFCO shall provide leadership to the Brigade in reviewing the complaint and attend any formal Committee meeting where the potential suspension / termination of the member may be considered. Whilst the CBFCO may participate at any Committee meeting to ensure it follows due process they shall not have voting rights in determining the suspension / termination of a member.



## ***Volunteer Bushfire Brigade Operational Procedure***

The Shire of Donnybrook Balingup is committed to providing a workplace that is free from discrimination, harassment, bullying and victimisation for all employees and members of the community. We believe that in providing such a workplace we will enable all employees to feel safe, secure and free from intimidation when they are at work.

The Shire of Donnybrook Balingup prohibits any form of unacceptable behaviour in the workplace and this extends to all volunteers representing the Shire. The Shire encourages all volunteers to report any unacceptable behaviour to their Captain and the CBFCO. Any breach in this regard will be considered a serious matter that will be investigated and may result in disciplinary action.

### ***4.14 Purchasing and Reimbursements***

#### **4.14.1 Authorisation for Purchasing**

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

*No purchases of any kind are permitted without an authorised Purchase Order signed by an authorised staff member of the Shire of Donnybrook Balingup.*

#### **4.14.2 Purchasing Procedures**

All procurements made for or on behalf of Brigades will be through Council's Community Emergency Services Manager (CESM) who will comply with Council's relevant policies and budgets. No commitments can otherwise be made to suppliers by Brigades unless a Brigade's own funds are used.



### 4.14.3 LGGs Eligible Items

Local Governments must operate within the operating grant allocation's bottom line. All expenditure should be authorised and be within *LGGs Guidelines (Appendix II - Description of Expenditure Categories for Brigade/Unit Operations)*.

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

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

### 4.14.4 Purchasing of Meals During Incident

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

- Community Emergency Services Manager
- Director / CEO of the local government

The Chief or Deputy Bush Fire Control Officers, Fire Control Officers or the Officer in Charge of a Local Government incident may request through the CESM that refreshments are provided to crews.

### 4.14.5 Training Expenses

Training expenses are covered by the Local Government Grant Scheme (LGGs) which, at the local government's discretion and depending on available funds, may include fuel, meals and accommodation for attending training courses outside of the local area. Approval shall be obtained from the Shire prior to all training.

The approval of training expenses in a remote location will generally only be approved where it can be demonstrated a specific training course is not available within the region, taken to mean within 100km of the Shire.

Costs associated with Brigade based local training, including materials, consumables and light refreshments, will be covered by the Shire of Donnybrook Balingup under the LGGs.

All applications for training expenses must be presented to the CESM **prior** to any course date so the Shire can consider the request.

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

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

### 4.14.6 Motor Vehicle Drivers Training

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

#### Eligibility

- Active brigade member for minimum of 2 years
- Approved by Captain and Shire
- Subject to available LGGS funds

## 4.15 Brigade Equipment and Maintenance

### 4.15.1 ESL Supplied Appliances

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

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

ESL Supplied Vehicles are to be taken by the brigade to the designated service provider for annual maintenance and servicing when requested by the Shire of Donnybrook Balingup following prescribed purchasing procedures as outlined in this document.

Purchase of ALL equipment, repairs and/or maintenance relevant to any ESL Supplied Appliance **must not** take place **without an authorised Purchase Order** from the Shire of Donnybrook CESM.

### 4.15.2 Brigade Owned Equipment

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

Maintenance of Brigade owned Slip-On Units may be funded by the Shire of Donnybrook Balingup Fire Operational Budget, subject to available funds and prior written approval of the CESM. The budget will generally only allow for maintenance and minor repairs and works **must not** take place **without an authorised Purchase Order** and written permission from the Shire of Donnybrook Balingup CESM.

### 4.15.3 Privately Owned Equipment

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

*Note: Privately owned equipment and vehicles **are insured** if being used for "Normal Brigade Activities" and under the directions of an FCO.*

# **Section 5 – Operational Procedures**

## ***5.1 Command and Control***

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

AIIMS is based on five key principles:

1. Unity of Command;
2. Span of Control;
3. Functional Management;
4. Management by Objective; and
5. Flexibility

### **5.1.1 Incident Controller**

For the purpose of all Level One fires under the control of the Shire of Donnybrook Balingup the Chief Bush Fire Control Officer (CBFCO) will fulfil the role of Incident Controller.

In the absence of the CBFCO (or if the CBFCO is uncontactable), the next highest ranking officer will be appointed to the position of Incident Controller in the following order:

- Deputy CBFCO
- FCO (in the locality of the fire)
- Next available Ranking Officer

If the CBFCO is unavailable / uncontactable, the CESM will communicate directly with the appropriate officer in line with the above, to formally confirm their appointment to the position of Incident Controller.

### **5.1.2 Operations Officer**

The Incident Controller may appoint an Operations Officer if required, with appointments to be made in line with the following:

- Deputy CBFCO
- FCO (in the locality of the fire)
- Next available Ranking Officer (at the discretion of the IC)

The management of all fire crews / personnel is the responsibility of the Operations Officer.

All incoming crews must report to the Operations Officer.



### **5.2 Control Point**

Upon request for additional assets, the Incident Controller is required to nominate a Control Point where all resources will be dispatched to, and the command channel on which approaching resources can contact the Incident Controller and notify of their impending arrival.

#### **5.2.1 Control Point Characteristics:**

Control points should demonstrate the following characteristics:

- **Size/Space** - A Control Point must be capable of accepting and staging the requested resources.
- **Safety** - A Control Point cannot be in the path of the fire, nor create a hazard to traffic/the general public
- **Communications** - A Control Point must be able to maintain suitable communication

### **5.3 Radio Communications Structure**

All incidents require efficient communication plans and usage to ensure effective incident management.

#### **5.3.1 Command Channels**

The Shire of Donnybrook Balingup Bush Fire Brigades use WA Emergency Radio Network (WAERN) command channels.

As VHF duplex channels are transmitted over an extended range via repeaters these channels will be used for command purposes. The preferred channel in the Shire of Donnybrook Balingup is Channel 106.

Handheld radios do not have the power to communicate over long distances and should not be used for communications on duplex repeater channels.

In order to release command channels for management purposes, fire ground communications should be taken off command channels as soon as possible. The Incident Controller should action this as soon as multiple appliances arrive on scene.

#### **5.3.2 Sector Channels**

As simplex channels, Hi-band Simplex or UHF are suitable for transmitting over shorter distances and they can be used for sector communications. Handheld radios are ideal for these purposes.

### 5.3.3 Protocols

Operational networks can carry heavy traffic loads, particularly at the early stages of an incident. This can result in misunderstandings, missed and simultaneous transmissions and/or unnecessary traffic. For these reasons all operators should adhere to DFES standard communication protocols. This will help maximise communication effectiveness:

1. Observe and acknowledge all command/safety messages and priority calls
2. Listen before commencing transmitting in order not to transmit over other users
3. Radio messages are to be:
  - a) Short, concise and focused on operational matters;
  - b) Utilise radio call signs, not names;
  - c) The radio network is not to be used for private purposes;
  - d) All fire ground communications are to be via the Incident Controller (or delegate).

### 5.3.4 Shire of Donnybrook Balingup Bush Fire Brigade Preformed Communications Plan

The Shire of Donnybrook Balingup Bush Fire Brigade Preformed Bushfire Communication Plan should at all times form the basis of any Radio Communications on the fire ground, a copy of which is provided in *Appendix 6.2.2*.

## 5.4 PAFTACs / SITREPs

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

The *Bush Fire PAFTACS Form 6.1.2* should be used as a guide for any SITREP.

## 5.5 Request to Burn Private Property

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

If a Brigade is requested to carry out a Fuel Hazard Reduction burn on private property both the Brigade and property owner must complete *Form 6.1.1 ABC Form* and have it signed by an Authorised Officer of the Shire before the burn can be carried out.

### ***5.6 Verge Burning***

All verge burns need to be aligned with the Shire of Donnybrook Balingup's Council Policy *Permits for Road Verge Burning*, a copy of which is provided in *Appendix 6.2.4*.

## **SECTION 6 – Forms and Appendices**

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

### ***6.1 FORMS***

**6.1.1 ABC Form**

**6.1.2 Bush Fire PAFTACS**

**6.1.3 Personal Protective Clothing**

**6.1.4 Volunteer Induction Checklist**

**6.1.5 Application to Join a Bush Fire Brigade**

**6.1.6 Update of Membership Details**

### ***6.2 APPENDICES***

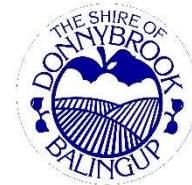
**6.2.1 Shire of Donnybrook Balingup Local Law**

**6.2.2 Shire of Donnybrook Balingup Bush Fire Brigade Preformed Communications Plan**

**6.2.3 Bush Fire Advisory Committee – Terms of Reference**

**6.2.4 Shire of Donnybrook Balingup Road Verge Burning Policy**





## ABC FORM

### Request for Fuel Hazard Reduction Burning on Private Property

#### Section A (to be completed by the Property Owner)

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_ (home):

\_\_\_\_\_ (mobile): \_\_\_\_\_ **Location where the Fuel Hazard Reduction**

**burn is to be conducted**

Rural Street Number (green post number): \_\_\_\_\_

Lot / Street number: \_\_\_\_\_ Street / Road: \_\_\_\_\_

Locality: \_\_\_\_\_ Size of Area to be burnt: \_\_\_\_\_

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

Special Considerations or Risks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant

Date

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

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

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

Fire Control Officer / Captain

Date

#### Section C (to be completed by the Shire of Donnybrook Balingup)

\_\_\_\_\_ Bush Fire Brigade is authorised to undertake Fuel Hazard Reduction Burning on the above mentioned property between the dates of \_\_\_\_\_ in accordance with this

Authorised Officer

Date

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

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

<b>Burn Lot or Location:</b>	
<b>Rural Street Number:</b>	
<b>Date Compiled</b>	
<b>Compiling Officer</b>	

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

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

<b>Comments:</b>	

<b>Date:</b>	
<b>Signature of Brigade Officer:</b>	





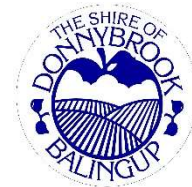
## Bush Fire PAFTACS

### Operational Considerations

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

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





# Personal Protective Clothing

Request from Brigade Members with Required Training Completed

## Brigade Member

(This form must be completed and returned to the Shire of Donnybrook Balingup.)

Date:		Brigade Area:	
Active Member Name:		Member ID No:	
Home Phone Number:		Mobile Phone:	
Address:			

## PPE IF REQUIRED

(Please indicate with a tick where applicable and provide size)

Helmet:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Torch:	<input type="checkbox"/>	Visor:	<input type="checkbox"/>
Goggles:	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Gloves:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	XS / S / M / L / XL		
Jacket Gold:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:			
Trousers Gold:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:			
Name Badge:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:			
Boots:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:			
Bush Fire Service T-Shirt:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Size:	S / M / L / XL / 2XL / 3XL		
Members Signature:					

## Officebearer

I an Officebearer for the above mentioned Bush Fire Brigade certify that the application is for a Registered and Active member.

Officebearer Signature:		Date:	
-------------------------	--	-------	--

## CESM Approval

Comments:

CESM Signature:		Date:	
-----------------	--	-------	--

## Office use only

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



# Volunteer Induction Checklist

(To be Completed for all New Members)



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

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

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

Description	Date	Initial of Officer
Chain of Command (Explain Roles eg. FCO, Captain, CBFCO, DCBFCO, CESM, Shire Admin)		
Basic Training Required (AIIMS, Intro to Bushfire & Bushfire Firefighting course)		
PPE <b>**Must have completed Basic Training Required above.</b> (Informed about the process of issuing of protective clothing, boots and personal protection equipment)		
Shire of Donnybrook Balingup's Bush Fire Brigade Operational Procedures (Hand over)		
Have been advised of the protocols for speaking to the media (That NO brigade member has delegated authority to speak to the media)		
Introduced to the key personnel of the Brigade (FCO, Captain, Secretary, Lieutenants, Training Officer etc)		
Given a contact list (telephone numbers) of key personnel of the Brigade		
Informed of Brigade call out procedures		
Security of premises		
Confidentiality of information		
Accident Report forms		

Tour Checklist (tick the column upon being shown location or put N/A if not applicable)		Tick or N/A
Administration Office		
Appliances and Equipment		
Car parking facilities		
Designated workshop area		
Entrances / Exits / Fire exits and assembly points		
Fire extinguishers / hose reels / fire alarm points		
First Aid Kits		
Kitchen		
Lecture / Training room/s		
Lockers / Storage space for personal items		
Operations Room		
Radios		
Security System		
Sign in book		
Smoking area		
Stores		
Telephones		
Toilets / Change rooms		
Signed Declaration		
<p>I, _____ confirm that I have been shown and understand all the above items and activities.</p> <p>Signature of Volunteer: _____ Date: _____</p>		
<p>I, _____ confirm that I have shown and explained the above items and activities with the above mentioned Volunteer.</p> <p>Signature of Officer: _____ Date: _____</p>		
Copy Provided to Shire of Donnybrook Balingup:	Yes / No	Date:     /     / 20_____





# APPLICATION TO JOIN A BUSH FIRE BRIGADE



1.  **BRIGADE NAME**  **LOCAL GOVERNMENT**

2. Emergency services volunteers are required to be fully vaccinated for COVID-19  
COVID-19 vaccination sighted by Brigade member:   
Dose 1 ☐ Dose 2 ☐ Booster ☐ Most recent date

3. MR ☐ MRS ☐ MISS ☐ MS ☐

4. **SURNAME** BLOCK LETTERS

5. **GIVEN NAMES** (IN FULL)

6. **DATE OF BIRTH**  FEMALE ☐ MALE ☐

7. **ADDRESS** HOME  POSTAL

8. **TELEPHONE** HOME  WORK  MOBILE  PAGER   
EMAIL

9. **MEMBERSHIP TYPE** ACTIVE [A person who will become involved in the operational work of the brigade] ☐  
(please ✓) AUXILIARY [A person involved only in a support role (e.g. Communications/Admin)] ☐  
CADET [An enrollee who is under 16 years of age] ☐

10. **NEXT OF KIN DETAILS** FULL NAME   
ADDRESS   
TELEPHONE  RELATIONSHIP

11. **BRIGADE TRAINING CARRIED OUT (IF KNOWN)**

Course Title	Location	Date of Course
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

I certify that the above particulars are true and correct

12. **APPLICANT**  **PARENT/GUARDIAN (IF UNDER 16 YEARS OF AGE)**

**SIGNATURE**  **DATE**  **SIGNATURE**  **DATE**

13. **AUTHORISED: BRIGADE CAPTAIN/SECRETARY**

**FIRE SERVICE USE ONLY**  
ENTERED INTO RMS

**MEMBERSHIP NUMBER**

**INITIALS**

**DATE**



# VOLUNTEER BUSH FIRE BRIGADES

## UPDATE OF MEMBERSHIP INFORMATION



This form should be submitted to your local DFES office whenever there is any change in the status or personal details of a volunteer member (eg Change of Address, transfer, termination, etc.)

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

1. TITLE	<input type="checkbox"/> MR o	<input type="checkbox"/> MRS o	<input type="checkbox"/> MISS o	<input type="checkbox"/> MS o
2. SURNAME (BLOCK LETTERS)	<input type="text"/>			
3. GIVEN NAMES (IN FULL)	<input type="text"/>			
4. MEMBERSHIP I.D. NUMBER	<input type="text"/>			
5.	<input type="text"/>			
	BRIGADE NAME		LOCAL GOVERNMENT	

### PART B CHANGE OF BRIGADE

6. NAME OF NEW BRIGADE	<input type="text"/>
7. NAME OF NEW LOCAL GOVERNMENT (IF APPLICABLE)	<input type="text"/>
8. POSITION IN NEW BRIGADE	<input type="text"/>
9. CHANGE DATE	<input type="text"/>

### PART C CHANGE OF PERSONAL DETAILS

10. CHANGE OF NAME	<input type="text"/>		
11. NEW ADDRESS	<input type="text"/>		
12. TELEPHONE	HOME	WORK	MOBILE
	<input type="text"/>	<input type="text"/>	<input type="text"/>

### PART D CHANGE OF POSITION OR OFFICE

13. OLD POSITION / OFFICE	<input type="text"/>	DATE
14. NEW POSITION / OFFICE	<input type="text"/>	<input type="text"/>

### PART E TERMINATION OF MEMBERSHIP

15. DATE OF TERMINATION	<input type="text"/>	
16. REASON FOR TERMINATION	<input type="text"/>	
17. SIGNATURE OF MEMBER	<input type="text"/>	DATE
		<input type="text"/>

### FIRE SERVICE USE ONLY

DATE RECEIVED	<input type="text"/>	ENTERED INTO RMS	<input type="text"/>	INITIALS	<input type="text"/>	DATE	<input type="text"/>
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**SHIRE OF DONNYBROOK-BALINGUP**

**BUSH FIRE BRIGADES LOCAL LAW**

**BUSH FIRES ACT 1954**  
**LOCAL GOVERNMENT ACT 1995**



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**BUSH FIRES ACT 1954**  
**LOCAL GOVERNMENT ACT 1995**

*Shire of Donnybrook-Balingup*

**BUSH FIRE BRIGADES LOCAL LAW**

Under the powers conferred by the *Bush Fires Act 1954*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Donnybrook-Balingup resolved on 27<sup>th</sup> September 2000 to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the Shire of Donnybrook-Balingup Bush Fire Brigades Local Law.

**1.2 Definitions**

(1) In this local law unless the context otherwise requires –

“**Act**” means the *Bush Fires Act 1954*;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means a fire fighting member, associate member or a cadet member of a bush fire brigade;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**bush fire brigade**” is defined in section 7 of the Act;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the chief executive officer of the Shire of Donnybrook-Balingup;

“**Department**” means the Department of the Public Service principally assisting in the administration of the *Fire and Emergency Services Act 1998*.

“**fire fighting member**” is defined in clause 4.2;

“**local government**” means the Shire of Donnybrook-Balingup;

“**Regulations**” means Regulations made under the Act; and



**“Rules”** means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule as varied from time to time under clause 2.5.

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
  - (b) a First Lieutenant;
  - (c) a Second Lieutenant;
  - (d) any additional Lieutenants;
  - (e) an Equipment Officer;
  - (f) a Secretary;
  - (g) a Treasurer; or
  - (h) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

### **1.3 Repeal**

The following Local Laws are repealed;

Shire of Donnybrook-Balingup relating to Bush Fire Brigades published in the Government Gazette on 3<sup>rd</sup> February 1972.

### **1.4 Application**

This local law applies throughout the district.

## **PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES**

### *Division 1 – Establishment of a bush fire brigade*

#### **2.1 Establishment of a bush fire brigade**

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

#### **2.2 Name and officers of bush fire brigade**

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
  - (a) give a name to the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the **“brigade area”**); and
  - (c) appoint –
    - (i) a Bush Fire Control Officer
    - (ii) a Captain;
    - (iii) a First Lieutenant;
    - (iv) a Second Lieutenant;

- (v) additional Lieutenants if the local government considers it necessary;
  - (vi) an Equipment Officer;
  - (vii) a Secretary; and
  - (viii) a Treasurer; or
  - (ix) a Secretary/Treasurer combined.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
  - (3) A person appointed to a position in subclause (1)(c) shall be a brigade member.
  - (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
  - (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

### *Division 2 – Command at a fire*

## **2.3 Ranks within the bush fire brigade**

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, the Bush Fire Control Officer has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Bush Fire Control Officer, the Captain, and in the absence of the Captain, the first Lieutenant, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Bush Fire Control Officer.
- (2) Where more than one bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the bushfire control officer in whose bush fire brigade area the fire is situated has full control over the other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters. By mutual agreement, command of a fire may be transferred.

### *Division 3 – Application of Rules to a bush fire brigade*

## **2.4 Rules**

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules.

## **2.5 Variation of Rules**

- (1) The local government may vary the Rules in their application to all bush fire brigades or in respect of a particular bush fire brigade.
- (2) The Rules, as varied, have effect on and from the date of a decision under subclause (1).
- (3) The local government is to notify a bush fire brigade of any variation to the Rules as soon as practicable after making a decision under subclause (1).

#### *Division 4 – Transitional*

### **2.6 Existing Bush Fire Brigades**

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
  - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
  - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
  - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –

“**commencement day**” means the day on which this local law comes into operation.

#### *Division 5 – Dissolution of bush fire brigade*

### **2.7 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

### **2.8 New arrangement after dissolution**

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

## **PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

#### *Division 1 – Local government responsibility*

### **3.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

### **3.2 Brigades to be supplied with Act**

The local government is to supply each brigade with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.



## *Division 2 – Chief Bush Fire Control Officer*

### **3.3 Managerial role of Chief Bush Fire Control Officer**

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

### **3.4 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

### **3.5 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

## *Division 3 – Annual general meetings of bush fire brigades*

### **3.6 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting during the month of March each year.

### **3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee**

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

### **3.8 Nomination of bush fire control officer to the local government**

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

### **3.9 Minutes to be tabled before the Bush Fire Advisory Committee**

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Local Government within one month after the meeting.

#### *Division 4 – Bush Fire Advisory Committee*

### **3.10 Functions of Advisory Committee**

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

### **3.11 Advisory Committee to nominate bush fire control officers**

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

### **3.12 Local government to have regard to nominees**

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

### **3.13 Advisory Committee to consider bush fire brigade motions**

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

## **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

### **4.1 Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

### **4.2 Fire fighting members**

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

### **4.3 Associate members**

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

### **4.4 Cadet members**

Cadet members are –

- (a) to be aged 11 to 15 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 fire fighting 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 Department's rank structure.

#### **4.5 Honorary life member**

- (1) The bush fire brigade may by a simple majority resolution, at a general meeting, appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member.

#### **4.6 Notification of membership**

The Local Government to be notified of brigade membership details on an annual basis.

### **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

#### **5.1 Rules to govern**

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

### **PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES**

#### **6.1 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 appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

#### **6.2 Equipment in brigade area**

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

#### **6.3 Funding from local government budget**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

#### **6.4 Consideration in the local government budget**

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.



## FIRST SCHEDULE

# RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

## PART 1 - PRELIMINARY

### 1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
  - “**absolute majority**” means a majority of more than 50% of the number of:
    - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
    - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.
  - “**Committee**” means the Committee of the bush fire brigade;
  - “**local law**” means the Shire of Donnybrook-Balingup Bush Fire Brigades Local Law; and
  - “**normal brigade activities**” is defined by section 35A of the Act
- (3) Subject to these Rules, 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.
- (4) Subject to these Rules, 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.

## **PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE**

### **2.1 Objects of bush fire brigade**

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

### **2.1 Committee to determine applications**

Applications for membership are to be determined by the Committee.

### **2.2 Conditions of membership**

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;
- (d) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy in determining applications for membership.

### **2.3 Applications for membership**

An application for membership is to be in writing and is to be submitted to the Secretary and in the case of –

- (a) an application for firefighting membership is to be accompanied by a completed form in the form of that in Appendix I.
- (b) an application for associate membership is to be accompanied by a completed form in the form of that in Appendix II.
- (c) an application for cadet membership is to be accompanied by a completed form in the form of that in Appendix III.

### **2.4 Decision on application for membership**

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

### **2.5 Department to be notified of registrations**

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.

## **2.6 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; or
  - (e) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

## **2.7 Suspension of membership**

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
  - (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) reinstate the membership.

## **2.8 Existing liabilities to continue**

- (1) The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

## **2.9 Member has right of defence**

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

## **2.10 Objection Rights**

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
  - (i) substituting for it another decision; or
  - (ii) referring the matter, with or without directions, for another decision by the Committee.

## **PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

### **3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

### **3.2 Captain**

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings, if a President has not been elected.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

### **3.3 Secretary**

- (1) The Secretary is to –
  - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
  - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
  - (c) prepare and send out all necessary notices of meetings;
  - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
  - (e) complete and forward an incident report form in the form required by the Authority to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
  - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
  - (g) 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.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

### **3.4 Treasurer**

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.



### **3.5 Equipment Officer**

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

### **3.6 Storage of equipment**

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the “station”).
- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

### **3.7 Equipment Officer to report**

The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

## **PART 4 – COMMITTEE**

### **4.1 Management of bush fire brigade**

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
  - (a) to recommend to the local government amendments to these Rules;
  - (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.

## **4.2 Constitution of Committee**

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers 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.
- (3) Any brigade officer 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.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

## **PART 5 – MEETINGS OF BUSH FIRE BRIGADE**

### **5.1 Ordinary meetings**

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
  - (a) organising and checking equipment;
  - (b) requisitioning new or replacement equipment;
  - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
  - (d) establishing new procedures in respect of any of the normal brigade activities; and
  - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

### **5.2 Special meetings**

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days 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) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

### **5.3 Annual general meeting**

- (1) At least 7 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) adopt the annual financial statements;
  - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
  - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

#### **5.4 Quorum**

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) 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.

#### **5.5 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.

#### **5.6 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.

### **PART 6 – MEETINGS OF COMMITTEE**

#### **6.1 Meetings Of Committee**

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The President, Captain or Secretary may convene a meeting of the Committee at any time.

#### **6.2 Quorum**

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

### **6.3 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.

## **PART 7 – GENERAL ADMINISTRATION MATTERS**

### **7.1 Fees**

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

### **7.2 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.

### **7.3 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.

### **7.4 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 President, Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

### **7.5 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.



## **7.6 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).

## **PART 8 – NOTICES AND PROXIES**

### **8.1 Notices**

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) 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 the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
  - (a) in writing;
  - (b) unless otherwise specified, given to or by the Secretary;
  - (c) given by –
    - (i) personal delivery;
    - (ii) post;
    - (iii) facsimile transmission, or
    - (iv) email;
  - (d) taken to have been received, as the case may be –
    - (i) at the time of personal delivery;
    - (ii) 2 business days after posting;
    - (iii) on the printing of the sender's transmission report; or
    - (iv) if no notification is received by the sender to indicate that an email is undeliverable.

### **8.2 Proxies**

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, 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 donor of the proxy 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 donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

**“PROXY**

**[INSERT NAME] BUSH FIRE BRIGADE**

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING  
TO BE HELD ON [DATE]**

I, \_\_\_\_\_,  
Being a brigade member appoint \_\_\_\_\_  
to be my proxy and vote on my behalf at the meeting of  
the bush fire brigade to be held on [insert date] and at any  
adjournment of it. The proxy shall vote as follows:

MOTION            FOR AGAINST ABSTAIN

1. ....
2. ....

If there is no instruction to the proxy as to the way to vote,  
the proxy shall exercise her or his discretion as to how to  
vote or whether to vote at all. In respect of any vote taken  
at the meeting on a matter which does not appear on the  
agenda, the proxy shall exercise her or his discretion as to  
the way he or she casts the vote or whether it is cast at all.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

NOTE: To be valid this proxy must be completed and  
returned to the Secretary of the bush fire brigade (or the  
presiding member) prior to the commencement of the  
meeting for which the proxy is valid.

Dated this        day of                    200 . . . . .

## APPENDIX I

### APPLICATION FOR MEMBERSHIP - FIRE FIGHTING MEMBER

I make application to be a fire fighting member of the                      Bush Fire Brigade.

Applicant's Name .....

My private address is .....

.....

My business address is .....

.....

Usual Occupation .....

I can be contacted on:

Telephone No: (Home).....(Work)..... Mobile .....

Fax No: ..... (Home)..... (Work) .....

CB Radio..... Channel..... Call Sign .....

If needed, I can provide my own transport to the scene of any outbreak. (This line to be struck out if not applicable)

I hold a current driver's licence No ..... Classes .....

I declare that I am at least 16 years of age and in good health with no known medical conditions which might limit my capacity to fight fires.

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the Shire of Donnybrook-Balingup relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to give assistance in fire fighting measures when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with the Rules of the bush fire brigade.

Date .....

.....  
Applicant's signature

Please list here any fire fighting equipment owned by you.

1. ....
2. ....
3. ....

#### BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed: ..... Brigade Captain



## APPENDIX II

### APPLICATION FOR MEMBERSHIP - ASSOCIATE MEMBER

I make application to be an associate member of the ..... Bush Fire Brigade.

- (a) I am prepared to offer to transport fire fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type ..... available for such purpose.

MDL No: ..... Classes: .....

- (b) I am prepared to offer my services in the following capacity:-

.....

.....

(paragraph (a) or (b) above may be struck out if not applicable)

Applicant's Name .....

My private address is .....

.....

My business address is .....

.....

I can be contacted on:

Telephone No: .....(Home) ..... (Work).....Mobile

Fax No: .....(Home) .....(Work).....

CB Radio: ..... Channel ..... Call Sign.....

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and any Regulations made under the Act and the local law and policies of the Shire of Donnybrook-Balingup relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to assist in normal bush fire brigade activities as an associate member when called upon;
- (4) to comply with the Rules of the bush fire brigade.

Date .....

.....

Applicant's signature

**BUSH FIRE BRIGADE USE ONLY:**

APPROVED / DECLINED

Signed: .....

Brigade Captain

**APPENDIX III**  
**APPLICATION FOR MEMBERSHIP - CADET MEMBER**

I make application to be a cadet member of the ..... Bush Fire Brigade.

Applicant's Name .....

My private address is .....

.....

I can be contacted on:

Telephone No: ..... (Home) ..... (Work)

Fax No: ..... (Home)

CB Radio: ..... Channel ..... Call Sign .....

I declare that I am ..... years of age and in good health.

Date of Birth: .....

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the Shire of Donnybrook-Balingup relevant to the activities of cadet members;
- (3) to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with the Rules of the bush fire brigade.

Date .....

.....

Applicant's signature

**PARENT / GUARDIAN CONSENT:**

I ..... being the parent/guardian of the above applicant, consent to him/her being a cadet member of the ..... Bush Fire Brigade, in accordance with the rules applicable to cadet membership.

Signed .....

**BUSH FIRE BRIGADE USE ONLY:**

APPROVED / DECLINED

Signed: .....

Brigade Captain

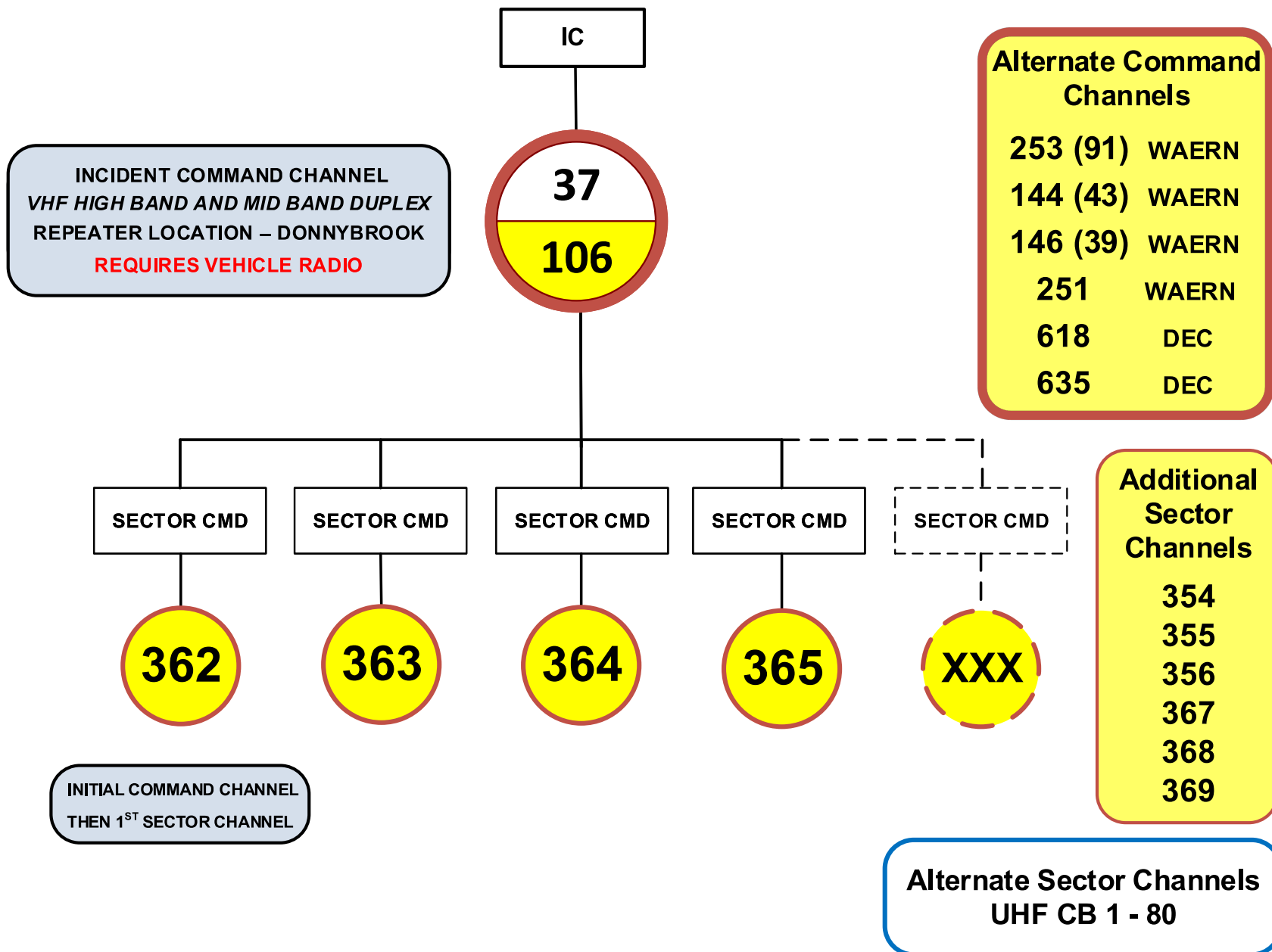
Dated this 5<sup>th</sup> day of October 2000 )  
The Common Seal of the Shire of )  
Donnybrook-Balingup was affixed in the )  
Presence of: )

Cr FS Drake-Brockman  
Shire President

JR Attwood  
Chief Executive Officer

# Shire of DONNYBROOK / BALINGUP

## Preformed Bushfire Communications Plan



### AIR OPERATIONS

#### AERIAL SUPPRESSION

##### Primary



VHF HIGH BAND DUPLEX  
REQUIRES VEHICLE RADIO

##### Secondary



#### AIR INTEL



VHF HIGH BAND SIMPLEX



## SHIRE OF DONNYBROOK BALINGUP

### BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE

#### ESTABLISHMENT

The Shire of Donnybrook Balingup Bushfire Advisory Committee (BFAC) is established in accordance with the *Bushfires Act 1954* (the Act).

#### VOTING MEMBERSHIP

Members of the BFAC are appointed in accordance with Section 67 of the Act. The following table represents the BFAC voting structure:

<b>Representative Brigade</b>	<b>Position</b>	<b>Voting Rights</b>
Argyle / Irishtown	Fire Control Officer	1
Balingup	Fire Control Officer	1
Beelerup	Fire Control Officer	1
Donnybrook	Fire Control Officer	1
Ferndale	Fire Control Officer	1
Kirup / Brazier	Fire Control Officer	1
Lowden	Fire Control Officer	1
Mullalyup	Fire Control Officer	1
Mumballup	Fire Control Officer	1
Munro	Fire Control Officer	1
Stirling Park	Fire Control Officer	1
Thomson Brook	Fire Control Officer	2
Upper Capel	Fire Control Officer	1
Shire of Donnybrook Balingup	Elected Member	1

#### NON VOTING MEMBERSHIP

- Plantation Industry
- Department of Biodiversity, Conservation & Attractions
- Department of Fire and Emergency Services
- Fire and Rescue
- Staff - Shire of Donnybrook – Balingup



## **ROLES AND RESPONSIBILITIES**

The BFAC shall advise and recommend to Council matters relating to:

- Reviews of the Shire's Bushfire Response Plan;
- Reviews of the Shire's Bushfire Risk Management Plan;
- Government reports making recommendations for changes in local government practices relating to fire risk management, planning, response and improvements;
- Annual bushfire budget and relevant financial matters;
- Bushfire planning, setting standards and works program for fire prevention and mitigation within the Shire;
- The Shire's annual Firebreak Order;
- Appointments of Chief Fire Control Officer and Fire Control Officers;
- Reviews of bushfire related procedures, policies and local laws;
- Formation, rationalisation or dissolving any Bushfire Brigades within the Shire;
- Standards of equipment that should be provided and maintained under Brigade control;
- Distribution of firefighting equipment and funding between Brigades;
- Training standards for Brigade members; and
- Any other function assigned to the Committee under Section 67 of the *Bush Fires Act 1954* and subsidiary legislation.

## **GOVERNANCE**

The Chairperson for the BFAC, Communications Officer and Weather Officer shall be endorsed to Council by the voting members of the BFAC at the Annual General Meeting of the BFAC held in April annually.

An elected member of the Shire of Donnybrook Balingup shall be appointed by Council to represent the BFAC.

Shire staff including the Community Emergency Services Manager and Executive Manager Operations are responsible for the functional activities of the BFAC and, as such, will attend these meetings in an advisory capacity to provide guidance to the committee. Shire staff do not have voting rights.

## **MEMBERSHIP TERM**

The Shire of Donnybrook Balingup elected member will be for a period of two (2) years in line with local government elections.

All Fire Control Officers will be voting members on the BFAC whilst they remain Fire Control Officers for their respective brigades.

## PROXIES

If a voting member cannot be present at a BFAC meeting, the member can assign a proxy as follows:

### Bush Fire Brigade

1 representative to each Bush Fire Brigade FCO

### Elected member

1 alternative elected member

## QUORUM AND VOTING

Quorum for a meeting is conditional on a representative or proxy from a minimum of seven (7) member organisations participating in the vote.

A decision of the BFAC does not have effect unless quorum is met. If the votes of members present at a meeting are equally divided, the Chair has the casting vote.

## POWERS OF THE BUSH FIRE ADVISORY COMMITTEE

The BFAC has no delegated powers under the *Local Government Act 1995* and is to advise and make recommendations to Council only.

## MEETING FREQUENCY AND STRUCTURE

The BFAC will meet as a minimum biannually.

## AGENDAS AND MINUTES

The agenda for the BAC meetings will be distributed to all members a minimum of 3 days working prior to the meeting.

Minutes of the meeting will be taken and will be distributed to all members prior to the next BFAC meeting date.

## DOCUMENT CONTROL

AMENDMENT		DETAILS OF AMENDMENT		AMENDED BY (INITIALS)
NO.	Scope	Council	BFAC	
1	Document Prepared	Adopted 26 October 2016	Endorsed 20 October 2016	LG
2	Document Reviewed	Adopted 26 May 2021	Endorsed 12 May 2021	JC

# COUNCIL POLICY EMERG/CP-2 PERMITS FOR ROAD VERGE BURNING



## STRATEGIC OUTCOME SUPPORTED: 4 - Shared responsibility for sustainability.

### 1. OBJECTIVE

- 1.1. To provide clear guidelines for the burning of road verges throughout the Shire of Donnybrook Balingup.

### 2. SCOPE

- 2.1. This applies to all burning permits being issued by the Shire of Donnybrook Balingup for the burning of any road verge within the Shire of Donnybrook Balingup.
- 2.2. This is a discretionary Council Policy.

### 3. DEFINITIONS

- 3.1. Nil

### 4. POLICY STATEMENT

- 4.1. A Permit is to be issued prior to any road verge burn in accordance with this policy.
- 4.2. Burns are to be conducted by the relevant Bush Fire Brigade or authorised Shire staff. No road verge burning may be carried out by individuals unless authorised.
- 4.3. No authority can be given by an officer of Council or Fire Control Officer to burn roadside verges that are not under the control of Council unless written approval has been received from the controlling body.
- 4.4. Site inspections will take into consideration the environmental impact on the road verge, the potential hazard the verge would pose in the event of bush fire and the weather patterns and forecasts for that time of year.
- 4.5. Permits to burn road verges will only be issued to Brigade Fire Control Officers and authorised Shire staff and are to state the measures that must be taken using the following broad guidelines:
  - a. Prevent damage to infrastructure (i.e., Telstra infrastructure, culverts and fencing).
  - b. Minimise damage to native vegetation by completing a desktop assessment during the planning phase.
  - c. Ensure acceptable weather conditions have been considered.
  - d. Comply with normal permit requirements.
  - e. Only one side of a road to be burnt in any one year.
  - f. No single hazard reduction burn to exceed 500 metres within 3kms along a single road verge subject to environmental approval;
  - g. Adjoining strips may not be burnt within three years.

# COUNCIL POLICY EMERG/CP-2 PERMITS FOR ROAD VERGE BURNING



- 4.6. The use of fire to abate fire hazards and to clear roadside drains should be confined to areas where distinct hazards, high ignition risks and high values can be identified. In general, these relate to road verges where native plant species have been replaced by annual weeds and grasses. Where possible, mowing and approved herbicide treatment is to be used as opposed to road verge burns.
- 4.7. On approval of a road verge burn, a Traffic Control Plan will be prepared and implemented when necessary by Shire staff or its appointed contractors.

## 5. DELEGATION AND AUTHORISATION

- 5.1. Delegation 3.1.2 Prohibited Burning Times - Vary
- 5.2. The Chief Executive Officer or nominated representative are the only officers authorised to issue burning permits for hazard reduction burns along road verges, and only after a site inspection has been carried out by authorised Shire staff.

## 6. LEGISLATION

- 6.1. *Bush Fire Act 1954*
- 6.2. *Bush Fire Regulations 1954*

## 7. POLICY VERSION

<b>Related Policies:</b>	Nil		
<b>Related Procedure:</b>	Nil		
<b>Responsible Department:</b>	Emergency		
<b>Reviewer:</b>	Community Emergency Services Manager		
<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	2023
<b>Version Date:</b>	21/12/2021	<b>Synergy #:</b>	NPP7992
<b>Policy Version Details</b>			
<b>Initial Adoption Date:</b>	23/01/2008	<b>Decision Reference:</b>	N/A
<b>Version Decision Date:</b>	21/12/21	<b>Decision Reference:</b>	213/21
<b>Version Synopsis:</b>	<ul style="list-style-type: none"> <li>Removed policy number 8.3 and added new policy ID; and</li> <li>Renamed; and</li> <li>Added scope and legislation; and</li> <li>Moved delegation and authorisation under the heading</li> </ul>		