



## Volunteer Bush Fire Brigade Policy

*Shire of Collie - Policy DS2.1*

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## Forward

These guidelines have been developed to supplement to the *Shire of Collie Bushfires Local Law 2017* and the other legislation (as at Section 2.1.2) to provide guidance to volunteers and brigades with regard to their rights and responsibilities. More detailed information can be found in this legislation.

## Introduction

### Purpose

The purpose of this document is to:

- Provide guidance and accessible information to Bush Fire Brigade Volunteers;
- Clarify the requirements of the various legislation relating to Bush Fire Brigades; and
- Provide consistency across the Shire.

### Review

The Bush Fire Guidelines are designed to be responsive to the functioning of Bush Fire Brigades and subject to an annual review after each fire season through the Bush Fires Advisory Committee with the reviewed document presented to the Bush Fire Advisory Committee at the commencement of each fire season.

Any proposed amendment to this document is subject to the approval of the Bush Fire Advisory Committee and the Shire of Collie.

### Council's Strategic Plan

#### Shire of Collie Strategic Community Plan 2013-2022

Strategy 1.5.2: Support emergency and fire management planning, preparedness, response and recovery arrangements.

### Adoption and Review

Council meeting held:	12 September 2017
Adopted by Minute No:	
Date to be reviewed:	September 2018

## Contact Officer

Community Emergency Services Manager  
87 Throssell St  
COLLIE WA 6225

## Amendment List

Number	Date	Details	By
1	Aug 17	Initial Issue	CESO-AC
2	Aug 17	Internal Review	DDS-AD
3	Aug 17	Bush Fire Advisory Committee Review	BFAC
4	Aug 17	Policy Review Committee Review	PRC

## 1. Volunteer Bush Fire Brigades

### 1.1 Bush Fire Brigades currently registered with the Shire of Collie

In accordance with Westplan fire The Fire & Emergency Services Commissioner as the prescribed Hazard Management Agency (HMA) for fire.

The Department of Fire and Emergency Services (DFES) administer and distribute operational costs and the provision of appliances through the Local Government Grants Scheme, a scheme that is funded through the Emergency Services Levy.

The Shire of Collie (the Shire) is the control agency for Bushfire in the municipal area of Collie and such has established seven Bushfire Brigades. The current Bush Fire Brigades are registered by the Shire and their respective brigade profile:

Brigade	OMS	Profile
Allanson	6008	Settlement
Buckingham	6098	Farmer Response
Collie Preston	6540	Rural
Collieburn Cardiff	6148	Rural
Harris River	6277	Rural
Williams Rd	6674	Rural
Worsley	6804	Rural
Shire of Collie*	9029	Shire

*\*Shire of collie is a brigade profile for the sole purpose of recording appointed CBFCO, DCBFCO, FCO's and shire staff involved in brigade activities*

## **1.2 Objectives of Bush Fire Brigades**

The Shire of Collie Volunteer Bush Fire Brigades undertake the following objectives:

- Provide timely, quality and effective emergency service
- Minimise the impact of emergencies on the community
- Work with the community to increase bush fire awareness and fire prevention strategies
- To ensure that bush fire brigade volunteers receive appropriate training for their respective roles within the brigade
- Ensure that operational equipment is serviceable and available for emergencies
- Provide a workplace that is safe and everyone is treated with respect in an environment that is free from discrimination and harassment
- Work cohesively with other emergency management agencies
- Report to Council through the Bush Fire Advisory Committee (BFAC) on any relevant matters

## **1.3 Values of Bush Fire Brigades**

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

## **1.4 Bush Fire Management Structure**

In consultation with the Bush Fire Brigades through the BFAC, the Shire will appoint a Chief Bush Fire Control Officer (CBFCO), Deputy Chief Bush Fire Control Officer (DCBFCO), Fire Control Officers (FCO), Weather Control Officer (WCO) and Bush Fire Brigade Officers.

The CBFCO, DCBFCO and WCO appointments are for a 2 year term. The incumbent continues in their role (unless terminated or resigned) until a new appointment or reappointment occurs. At each election of Council, Council appoints a suitable person to each position after calling for nominations and receiving a recommendation from the Bush Fire Advisory Committee.

Each brigade shall nominate the Captain, Fire Control Officer, Lieutenants and other officers for their Brigade at their Annual General Meeting. Nominations will

considered by the Bush Fire Advisory Committee and recommendation made to Council. These appointments are for 1 year.

The Shire of Collie Community Emergency Services Manager's (CESM) role is to support the Bush Fire Brigades and the volunteer members as well as maintaining effective communication with the CBFCO & DCBFCO.

## **2 The Operation of Bush Fire Brigades**

### **2.1 Membership**

#### **2.1.1 New members**

A person wishing to become a member of a Bush Fire Brigade is to be provided with these guidelines and complete an application for membership form. By completing the application for membership, the new member is deemed to have accepted the conditions of membership included in this document.

The completed form is to be forwarded to the Shire which in turn will be provided to DFES to record the information on the Resource Management System database.

The Shire reserves the right to request a Criminal History Check for any Volunteer and refuse/terminate membership on the basis of fire offences. The captain of a brigade or the Shire may refuse an application for new membership for any reason.

#### **2.1.2 Conditions of membership**

##### *Minimum Training*

All volunteer Bush Fire Brigade members are required to complete a Brigade volunteer induction, DFES AIIMS Awareness (Online), DFES Introduction to Fire Fighting and DFES Bushfire Fighting prior to commencing active fire fighting duties.

To access training, members are required to register on the DFES Volunteer Portal on a Level 1 Volunteer Fire fighter pathway in eAcademy.

##### *Fitness for Duty*

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. This does not include social gatherings.

If a volunteer presents unfit for duty, the person presiding over the activity must instruct that person to leave. Examples include being impaired due to drugs (including prescription drugs), alcohol or fatigue.

*Update Personal Details*

Members can update their personal details on the Volunteer Portal or by completing a Membership Update form and providing it to the Brigade Training Officer.

*Drivers Licences*

All drivers of vehicles are required to hold a current Western Australian drivers 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.

It is preferable for volunteers which routinely drive under operational conditions to have completed the DFES on road driving course.

*Uniforms*

Members will be provided with the appropriate Bush Fire Brigade uniform and it is required that this uniform be worn when attending fire ground. The uniform issued remains the property of the Shire.

Any damage or replacement of uniform issue is to be reported to the Brigade Equipment Officer.

Members must wear the correct uniform when attending the fire ground.

*Legislative requirements*

Members must comply with the requirements of legislation and the Shire of Collie's Code of Conduct.

**2.1.3 Related Documents**

The main legislation pertinent to the role of Bush Fire Brigade members are:

- Bush Fires Act and Regulations 1954
- Environmental Protection Act 1986
- Equal Opportunity Act 1984
- Fire and Emergency Services Authority Act 1998
- Occupational Health & Safety Act 1984
- Road Traffic Act 1974
- Shire of Collie Local Law – Bush Fire Brigades 2017



#### 2.1.4 Types of Membership

<i>Fire Fighter</i>	Members at least 16 years of age who are trained and undertake normal Bushfire Brigade activities
<i>Auxiliary</i>	Members who are not 'fire fighters' members of the brigade but are willing to render other assistance such as transportation requirements, catering, communications etc. as required by the Bushfire Brigade. This is a non-operational role.
<i>Cadet</i>	Members that are between 11 and 15 years of age, that have their parent or guardian consent to participate in brigade activities and training.
<i>Honorary Life</i>	Member voted by simple majority by the brigade that is appointed in recognition of services to the Bush Fire Brigade.

#### 2.1.5 Suspension of a member

Suspension of membership of a Volunteer Bush Fire Brigade may occur when:

- By the Captain in writing and ratified at the next Brigade Committee meeting
- If in the opinion of the Brigade Committee or Council, circumstances warrant suspending the member
- The period of suspension is at the discretion of the Brigade Committee or Council
- Upon the expiry of the period of suspension the Committee may:
  - (a) extend the suspension;
  - (b) terminate membership; or
  - (c) reinstate membership.

#### 2.1.6 Termination of membership

Termination of membership of a Volunteer Bush Fire Brigade may occur when:

- the member provides written notification of resignation to the brigade;
- is, in the opinion of the Brigade Committee, permanently incapacitated by mental or physical health;
- is dismissed by the Brigade Committee or by Council; or
- Dies

When a membership is terminated the member must return within 21 days all property belonging to the Bush Fire Brigade and/or the Shire of Collie to the Shire.

### 2.1.7 Rights of a member

A brigade member shall not be dismissed from any brigade duty without the opportunity to defend the allegation. Any person may lodge a written objection to the CBFCO and/or CEO of the Shire if they believe they have been unfairly treated to have the matter reconsidered.

### 2.1.8 Complaints and Grievances

Any member of a Bush Fire Brigade who is unhappy with the operation of a Bush Fire Brigade should raise their concerns with the Brigade Captain. If the member is still dissatisfied the member can raise their concerns in writing to the CEO of the Shire.

### 2.1.9 Awards and Recognition

Milestone Badges are awarded to recognise 5 and 10 years of service. These are to be presented to members at a Brigade functions. Medals are awarded to recognise 15, 20 and 25 years of service. These are to be presented to members at the Australia Day Ceremony.

## 2.2 Meetings of Bush Fire Brigades

Bush Fire Brigades are required to hold at least one meeting per year with all meetings being minuted by the Secretary of the Brigade. An invite to the CBFCO and the CESM should be made to attend Bush Fire Brigade meetings.

### 2.2.1 Annual General Meeting

Each Brigade should hold its Annual General Meeting during June/July at which elections of Brigade Offices shall take place, Consider the Captains Report on the years activities, appoint an auditor for the following financial year and deal with any general business of the Brigade whose responsibility it is to audit the accounts of the brigade and certify their correctness or otherwise to report to the brigade 7 days prior to the next AGM.

Brigades shall advise Council through the BFAC of any outcomes from the meeting within one month after the meeting.

### 2.2.2 Notice of meeting

A notice of meeting will be circulated in the Collie Mail newspaper at least two weeks prior to the meeting as well as notification in writing to the Shire. In addition, a notice of meeting may also be circulated by electronic means such as Facebook, Brigade website/blog, email and text message.

Quorum for a meeting is 50% of the number of members of the brigade, no business of a brigade is to be transacted unless a quorum of members in person or by proxy is present.

### 2.2.3 Voting

Each brigade member present at the meeting shall be entitled to a vote. In the event of an equality of votes the Brigade Captain may exercise the deciding vote.

Proxy votes must be submitted in writing to the Secretary before the start of the meeting.

## 2.3 Office Bearers appointed to a Bush Fire Brigade

Office Bearers appointed to Bush Fire Brigades have specific responsibilities in respect to their position. It is therefore necessary that Office Bearers have the appropriate skills and attributes to fulfil their position.

It is recognised that it may not always be practicable for all office bearers to hold the qualifications that pertain to their position. In addition, the importance of soft skills such as leadership, communication and fairness is recognised. In such cases, the officers will be encouraged to obtain the relevant qualifications within 12 months of their appointment. The CESM will liaise with the CBFCO to identify training requirements and ensure the availability of relevant courses.

### 2.3.1 CBFCO

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.

#### *Duties & Responsibilities of the Chief Bush Fire Control Officer:*

- Demonstrate positive leadership to Bush Fire Brigades
- Monitor Bush Fire Brigade resourcing, equipment and training levels and report with recommendations at least once a year to the Shire
- Liaise with the Shire concerning fire prevention/suppression matters generally and directions to be issued by the Shire to Bush Fire Control Officers (including those who issue permits to burn) bush fire brigades or brigade officers
- During wildfire incidents manage the fire resources of the Shire and Brigades and where necessary fulfil role as incident controller.
- Promote the use of AIMS structure during response to FCO's, Brigades and volunteer fire fighters

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- Provide representation on the Bush Fire Advisory Committee (BFAC), Regional Operations Advisory Committee (ROAC) and Local Emergency Management Committee (LEMC)
- Ensure consultation and operational/seasonal debriefs occur and that the information from this consultation is appropriately circulated
- Promote the values of the Bush Fire Brigades in the Collie community and within Brigades
- Determine when Harvest and Vehicle movement bans should be implemented in conjunction with other officers and the Shire
- Be appointed as an FCO

### *Qualifications of a Chief Bush Fire Control Officer*

- Fire fighting experience of 4 years
- DFES courses or approved equivalent
  - Introduction to Fire Fighting
  - Bush Fire Fighting
  - Structural Fire Fighting
  - Sector Commander
  - Leadership Fundamentals
  - AIIMS 4
  - Level 1 Incident Controller
  - Fire Control Officer (& refresher courses every 2 years)

Desirable for a CBFCO to hold Ground Controller in addition to the above

### 2.3.2 DCBFCO

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 on all matters pertinent to bush fire management.

### *Duties & Responsibilities of the Deputy Chief Bush Fire Control Officer*

- To deputise for the CBFCO in his/her absence
- To take control of firefighting operations at a wildfire where more than one FCO is present
- Provide representation on the Bush Fire Advisory Committee (BFAC), Local Emergency Management Committee (LEMC) and Regional Operations Advisory Committee (ROAC) – in the absence of the CBFCO
- Provide advice to the CBFCO and the Shire when Harvest and Vehicle movement bans should be implemented
- Demonstrate positive leadership
- Be appointed as an FCO

*Qualifications of a Deputy Fire Control Officer*

- Firefighting experience of 2 years
- DFES courses or approved equivalent
  - Introduction to Fire Fighting
  - AIIMS awareness
  - Bush Fire Fighting
  - Sector Commander
  - Fire Control Officer (& refresher courses every 2 years)

Desirable for a Deputy Bush Fire Control Officer to hold Ground Controller and Structural Fire Fighting in addition to the above

**2.3.3 Fire Control Officer (FCO)**

A Fire Control Officer is a delegated representative of the Shire for the administration of the provisions of the Bush Fires Act 1954. The position is required to perform active operational duties both in fire fighting and fire prevention strategies in the local community. This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

A Fire Control Officer must be able to demonstrate experience in wild fire behaviour, AIIMS and knowledge of the local area. The person must be able to interpret the Bush Fires Act and regulations and be confident with communication skills.

A Fire Control Officer may jointly hold the position of Brigade Captain.

*Duties & Responsibilities of a Fire Control Officer*

- Authorise permits to burn in accordance with the Bush Fires Act
- Identify and conduct Risk assessments in the brigade area
- Maintain a personal fire diary to include a log of events and decisions made
- Perform duties prescribed by the Bush Fires Act and authorised by the Shire
- Provide representation on the Bush Fire Advisory Committee (BFAC)
- To take control of firefighting operations at a wildfire outside their brigade area where no other brigade captain or Fire Control Officer is present
- Demonstrate positive leadership
- Provide advice to the CBFCO and the Shire when Harvest and Vehicle movement bans should be implemented

*Qualifications of a Fire Control Officer*

- Firefighting experience of 2 years
- DFES courses or approved equivalent
  - Introduction to Fire Fighting
  - AAIMS awareness
  - Bush Fire Fighting
  - Fire Control Officer (& refresher courses every 2 years)

Desirable for a Fire Control Officer to hold Ground Controller and Structural Firefighting in addition to the above

2.3.4 Fire Weather Officer

Fire Weather Officers can allow burning to proceed on days that are deemed to have a Very High or above fire danger index has been forecast by the Bureau of Meteorology. The Bureau of Meteorology weather zones are very large and this inclusion in the *Bush Fires Act* allows for an approved local government to appoint Fire Weather Officers to maximise burning opportunities in light of the prevailing local conditions. Fire Weather Officers cannot issue permits to burn but they may validate permits already issued.

2.3.5 Captain

The captain of the Bush Fire Brigade is responsible for the leadership and management of the Brigade. The position reports to the CBFCO on Brigade related matters.

As a role model and mentor for members of the Brigade the captain should always act with integrity and consider members equally. All decisions made should be in the interest of the brigade and its membership.

*Duties & Responsibilities*

- Represent the Brigade to the Shire and the Community
- Preside over brigade meetings
- Demonstrate positive leadership and mentor Lieutenants and Brigade members
- Command, control and confidently manage firefighting activities
- Maintain a personal fire diary with a record of fire incidents as well as events and decisions made at incidents
- Conduct brigade briefings and lead post incident debrief with brigade members
- Ensure brigade members deployed for operational duty have the skills to complete the task and qualifications to carry out the functions required

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- Ensure the conduct of Brigade members is in accordance with these guidelines and Bush Fire Brigade Local Law
- Report any injuries or damage to property that occur as soon as possible to the Shire
- Attends BFAC meetings

### *Qualifications*

- Firefighting experience of 2 years and preferably some time spent as a lieutenant
- DFES courses or approved equivalent
  - Introduction to Fire Fighting
  - AAIMS awareness
  - Bush Fire Fighting

### 2.3.6 Lieutenant

The Lieutenant of the Bush Fire Brigade is responsible for the operational management of volunteer firefighters of the Brigade. The role is required to provide operational and administrative support to the captain in managing the brigade. The Position reports to the Captain on all matters pertinent to the functioning of the Brigade and/or the personnel they are supervising.

The Brigade should appoint a maximum of four lieutenants identified by rank from 1 to 4 with Lieutenant 1 being the more senior position. In the absence of the Captain, the Lieutenant assumes all responsibilities of that position.

### *Duties & Responsibilities*

- Provide support to the Captain in the management of the Brigade
- Demonstrate positive leadership and mentor Brigade members
- In the absence of the Captain administer all powers and responsibilities of the Bush Fires Act (Part IVs44(1))
- Command and manage bush firefighting volunteers
- Maintain a personal fire diary with a record of fire incidents as well as events
- Conduct brigade briefings during and after incidents and maintain open two-way communication between volunteers and management
- Encourage positive interaction and teamwork between volunteers
- Ensure standard operating procedures are adhered to
- Encourage volunteer members to undertake training activities
- Ensure brigade members deployed for operational duty have the skills to complete the task and qualifications to carry out the functions required

*Qualifications*

- Firefighting experience of 2 years
- DFES courses or approved equivalent
  - Introduction to Fire Fighting
  - AIIMS awareness
  - Bush Fire Fighting

2.3.7 **Secretary**

The Secretary's role is to provide administrative support to the Bush Fire Brigade. This position is not required to perform active operational duties but may also hold an operational role within the brigade.

*Duties & Responsibilities*

- Circulate Notice of Meetings, attend brigade meetings, record the minutes of Brigade meetings and ensure that these documents are circulated to members and the CBFCO as well as the Shire
- Provide names of elected members to the Shire within 14 days of the AGM
- Document and record all brigade correspondence
- Maintain a register of all current members with the type of membership and contact details as well as reporting any changes to the CBFCO as well as the Shire
- Apply for Milestone Awards on behalf of members within the guidelines of the Recognition and Rewards Guidelines
- Report to the CBFCO and Shire the membership register in June/July each year
- Complete the DFES Incident Report Form and forward to the Chief Bush Fire Control Officer within 14 days of attendance by the Bush Fire Brigade at an incident
- Advise the CBFCO any items for the Shire to consider in the budget for brigades by the 31 December each year

*Qualifications*

- Suitable administration skills

2.3.8 **Treasurer**

The Treasurer's role is to be the custodian of funds of the Bush Fire Brigade. This role may be combined with that of Secretary. This position is not required to perform active operational duties but may also hold an operational role within the brigade.



*Duties & Responsibilities*

- Deposit money to the brigade's account
- Pay accounts as authorised by the Brigade Committee
- Keep a record of all money paid and received
- Maintain the Brigades balance sheet
- Report on the financial position of the Brigade at meetings and to the Brigade Committee

*Qualifications*

- Financial management skills

**2.3.8 Training Officer**

The Training Officer is responsible for the coordination of training activities. This position is not required to perform active operational duties but may also hold an operational role within the brigade. If a Training Officer is not formally elected, the duties of this position are the responsibility of the Brigade Captain.

*Duties & Responsibilities*

- Document and record all brigade training activities
- Assist the Shire in the administration of DFES Pathways Training
- Ensure that training is available to any interested member on an equal opportunity basis
- Develop brigade training plans as appropriate

*Qualifications*

- IT proficiency

**2.3.9 Equipment Officer**

The Equipment Officer is responsible for the custody and maintenance of Personal Protective Clothing (PPC) equipment and appliances for the brigade. This position is not required to perform active operational duties but may also hold an operational role within the brigade. If an Equipment Officer is not formally elected, the duties of this position are the responsibility of the 1<sup>st</sup> Lieutenant.

*Duties & Responsibilities*

- Report to the Shire, Secretary, Captain and CBFCO, by the 31 December each year the quantity and quality of all PPC, equipment and appliances
- Advise the Shire periodically any new or replacement PPC and/or equipment required
- Store equipment at the station or other place as approved by the Captain

#### 2.3.10 Other

A Brigade may choose to appoint other positions in addition to those listed above.

### 3 Committees

#### 3.1 Bush Fire Advisory Committee

Council shall form and maintain a Bush Fire Advisory Committee (BFAC) to discuss and provide recommendations on matters relating to bushfire prevention, control and extinguishment for the Shire to consider, as provided for by Section 67 of the Bushfires Act 1954. The conduct of the committee shall be in accordance with the Local Government Act 1995 and any other statutory requirements.

The Shire will make facilities available to conduct Bush Fire Advisory Committee meetings.

##### 3.1.1 Purpose

The purpose of the BFAC is to:

- Consider all matters raised by Bush Fire Brigades and make recommendations to the Council.
- Advise the Shire on all matters relating to the operation of the Bushfires Act 1954.
- Advise the Shire on the best and most efficient means of maximising fire control resources in the district.
- Recommend endorsement of office bearers of Brigades and the CBFCO, DCBFCO, and FWO to Council.

##### 3.1.2 Composition

This committee will consist of the following voting members:

- The Chief Bushfire Control Officer
- The Deputy Chief Bushfire Control Officer
- A representative from each brigade (either Captain or FCO)
- Shire of Collie Councillor(s)
- Shire of Collie Director Development Services
- Shire of Collie Senior Ranger

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Representatives from the following organisations/agencies are also invited to attend as observers and advisors:

- Department of Fire and Emergency Services
- Western Australian Police Service
- Department of Parks and Wildlife

The Shire will supply a minute taker for this meeting.

### 3.1.3 Chair

The Committee shall elect a Chairman from amongst members on the committee. In the absence of a Chairman, a member shall be elected to preside.

### 3.1.4 Observers and Advisors

BFAC meetings are public and observers are welcome. Observers attending meetings of the Committee will not be permitted to speak on any matter unless invited to do so by the Chairperson.

### 3.1.5 Voting

A quorum for a meeting is 50% of the voting members of the committee.

At meetings of BFAC each member shall have one vote and in the case of draw, the Chairperson shall exercise a deciding vote. No proxy votes are permitted.

Observers and advisers may not vote on any matter.

### 3.1.6 Frequency

Meetings of the BFAC will be held at least three times per year.

### 3.1.7 Agendas and minutes for BFAC meetings

The agenda for a BFAC meeting will provide for the CBFCCO, each brigade, Parks and wildlife and DFES and CESM shall provide a report on relevant matters to the committee.

Minutes will be circulated by the Shire to all members of the committee

## 3.2 Regional Operations Advisory Committee

The Chief Bush Fire Control Officer will represent the Shire on the Regional Operations Advisory Committee (ROAC) and report back to the BFAC on any relevant matters to the Shire Bush Fire Brigades.

## **4 Training of Bush Fire Brigade Members**

### **4.1 Training Officer**

Each brigade is to nominate a Training Officer. The CESM is nominated the Shire's Training Coordinator for Bush Fire Brigades and will promote training courses available through DFES and other opportunities that may become available for brigade members.

### **4.2 Training Expenses**

All training expenses are covered by the Local Government Grant Scheme (LGGS) this included fuel and accommodation for attending training courses outside of the local area. Application for reimbursement of costs must be presented to the CESM or nominated person prior to course date. Receipts are to be presented to CESM within 5 working days of course completion.

### **4.3 MR Driving Licence Training**

The Shire provides for members of each brigade to upgrade their licence to a Medium Rigid licence if a need is identified by the brigade.

Reimbursement will be made upon the successful completion of the driving test. No reimbursement is available for an unsuccessful attempt.

#### *Eligibility*

- Active brigade member for 2 years

## **5 Administration**

### **5.1 Equal opportunity**

The Shire is committed to providing an environment that is free from all forms of discrimination and/or harassment. In addition to this objective the Shire promotes a workplace that is enjoyable, challenging, harmonious and inclusive in which volunteers can develop skills and knowledge.

### **5.2 Occupational Health, Safety and Environment**

#### **5.2.1 Responsible Officer**

The Chief Executive Officer for the Shire is the responsible officer for OHS&E matters, although every volunteer has the responsibility to contribute to safe work practices.

### 5.2.2 Insurance

The Shire will maintain insurance that covers firefighters, appliances, equipment including private vehicles and equipment being used under the direction of an incident manager or Fire Control Officer.

### 5.2.3 Incident Reports

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

## 5.3 Radios

DFES provide an allocation of WAERN radios to the Shire in accordance with the Basis of Allocation policy. These radios remain the property of DFES with all maintenance relating to the WAERN radios the responsibility of DFES. If any faults are identified the fault should be reported to the CESM for action.

## 5.4 Procurement

The Shire is funded through the Local Government Grants Scheme that administers the Emergency Services Levy for most operational costs relating to Bush Fire Brigades.

The Shire will be responsible for the maintenance of all Bush Fire Brigade appliances, equipment, facilities as well as operational costs relating to the brigades.

### 5.4.1 Purchase Authorisation

Any procurement by Brigades must be authorised by the Shire prior to being organised. This excludes purchases permitted under Section 5.4.3 Petty Cash

### 5.4.2 Equipment and Vehicles

Repair and servicing of Brigade Vehicles and Equipment must be authorised by the Shire prior to being organised.

### 5.4.3 Petty Cash

All brigades will be supplied with \$250 or \$500 petty cash (dependant on previous operating budgets of brigades), which is to be utilised for sundry minor purchases. Minor purchases are represented by any item below \$120 in total value. Receipts must be presented to the Shire for the petty cash to be 'topped up'.

## **5.5 External Plant and Equipment**

Where deemed necessary by the CBFCO, or in their absence the DCBFCO or the Incident Controller of a fire site a request may be made to Shire of Collie Senior Management or the Shire President to utilise Shire owned, operated or controlled plant and equipment and/or contract plant and equipment. Shire of Collie Senior Management means the Chief Executive Officer and Directors of the Shire and excludes Councillors (except Shire President).

If none of the Senior Management or the Shire President are contactable, the CBFCO, DCBFCO or the Incident Controller may authorise Shire and/or contract plant and equipment until Senior Management or the Shire President can make a decision on this matter.

## **5.6 Private Works**

Any requests to brigades should be brought to the attention of the Shire for approval including any requests for brigades to undertake a private burn.

## **5.7 Hazard Reduction Burning**

The Shire or Brigade Fire Control Officers may identify Shire managed land that requires mitigation work. In some cases, this may include a hazard reduction burn of the area identified. The Brigade FCO, Shire and CESM will consider on an individual basis any areas identified and if necessary prepare a prescription for the area to be burnt.