



## **Policy Review and Development Committee**

### **Notice of Meeting and Agenda 30 August 2023**

#### **Committee Terms of Reference**

- 1** *To review all existing Bunbury City Council policies within a two year period, in line with the local government election cycle and facilitate the development of new policies for consideration by Council on an ongoing basis.*
- 2** *To make recommendations to Council on matters of policy, policy and local law review and policy and local law development.*
- 3** *To explore opportunities that promote policy development in all areas that are within Council's jurisdiction.*
- 4** *To allow any draft policy developed and fully considered by another Advisory Committee of Council to be referred directly to Council for consideration.*
- 5** *To provide Bunbury City Councillors with assistance and support to develop new Council policies.*

**City of Bunbury**  
4 Stephen Street  
Bunbury WA 6230  
Western Australia  
  
*Correspondence to:*  
Post Office Box 21  
Bunbury WA 6231

## Policy Review and Development Committee Notice of Meeting

Dear Committee Members

An ordinary meeting of the Policy Review and Development Committee will be held in the Ocean Room, 2-4 Stephen Street, Bunbury on 30 August 2023 at 10.00am.

Signed:

**Greg Golinski**  
**Manager Governance**

### Agenda

30 August 2023

Members of the public to note that recommendations made by this committee are not final and will be subject to adoption (or otherwise) at a future meeting of the Bunbury City Council.

#### *Committee Members:*

Member Name	Representing
Cr Wendy Giles	City of Bunbury
Cr Karen Steele	City of Bunbury
Cr Marina Quain	City of Bunbury
Cr Cheryl Kozisek (Presiding Member)	City of Bunbury
Cr Tresslyn Smith	City of Bunbury

#### *Ex-officio Members (non-voting):*

Member Name	Representing
Mr Mal Osborne	Chief Executive Officer
Mrs Karin Strachan	Director Strategy and Organisational Performance

#### *Support Staff:*

Name	Title
Mr Greg Golinski	Manager Governance
Mrs Leanne French	Senior Governance and Risk Officer
Mr Liam Murphy	Governance Officer

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**1. Declaration of Opening**

**2. Disclaimer**

Not applicable to this committee.

**3. Announcements from the Presiding Member**

**4. Attendances**

**4.1 Apologies**

**4.2 Approved Leave of Absence**

**5. Declaration of Interest**

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member before the meeting commences. After the meeting, the form is to be forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosures Register.

**6. Confirmation of Minutes**

Committee Decision:                      Moved \_\_\_\_\_                      Seconded \_\_\_\_\_

The minutes of the Policy Review and Development Committee Meeting held on 28 June 2023 are confirmed as a true and accurate record.

CARRIED/LOST

**7. Method of Dealing with Agenda Business**

## 8. Reports

### 8.1 Review of Council Policy: Public Art

<b>File Ref:</b>	COB/306						
<b>Applicant/Proponent:</b>	Internal						
<b>Responsible Officer:</b>	Michael Bianco, BRAG Director and Team Leader						
<b>Responsible Manager:</b>	Elizabeth Denniss, Manager Community Connection						
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities						
<b>Authority/Discretion</b>	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Information Purposes</td></tr><tr><td><input type="checkbox"/> Legislative</td><td></td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	<input type="checkbox"/> Legislative	
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<b>Attachments:</b>	Appendix 8.1-A: Revised Council Policy Public Art						

#### Summary

At the Policy Review and Development Committee (PRDC) meeting held 28 June 2023, the committee resolved to defer the Review of Council Policy: Public Art until the 30 August 2023 meeting. This report is now presented to the PRDC to facilitate a review of existing Council Policy Public Art. A copy of the revised policy is presented at Appendix 8.1-A.

#### Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Public Art Council Policy as presented as appendix 8.1-A.

*Voting Requirement: Simple Majority*

#### Strategic Relevance

Pillar:	People
Aspiration:	A safe, healthy and connected community
Outcome 2:	A growing hub of culture and creativity
Objective 2.1:	Grow participation in arts, culture and community events

#### Regional Impact Statement

There will not be any regional impact by endorsing the revised Policy.

#### Background

The Public Art Council Policy is reviewed every two years to reflect any updates and amendments to ensure it is relevant in delivering a successful Public Art program. The policy was last reviewed at the Ordinary Council Meeting held 29 September 2023.

#### Council Policy Compliance

Public Art Council Policy

### **Legislative Compliance**

There is no advertising period required for this item as once a Council has initially endorsed a Public Art Council Policy (where advertising is required), further amendments can be made at any time without an advertising or notification period.

### **Officer Comments**

The Bunbury Regional Art Gallery Advisory Group in consultation with City staff have reviewed the City of Bunbury Public Art Council Policy. A copy of the revised policy with tracked changes showing the revisions is presented at appendix 8.1-A.

Language in policy was revised in part to update titles in accordance with shifts in operations and staff. Language pertaining to Murals and Street Art was adjusted to mitigate unnecessary expenditure on temporary artworks. Additional language provides clarity on COB procurement processes to mitigate confusion and to provide clarity on responsibilities on task management. Further, a revision of language pertaining to De-Accessioning of artworks was provided to create clarity on process.

Section 7.5 *Heritage Interpretation, Memorials and Monuments* has been removed from this policy as it contradicts section 3.1.1b which notes that for the purposes of this policy “public art does not include monuments or memorials.”

### **Analysis of Financial and Budget Implications**

All monies spent on the maintenance and acquisition of public art is done so in line with approved adopted budgets on an annual basis.

### **Community Consultation**

Nil

### **Elected Member/Officer Consultation**

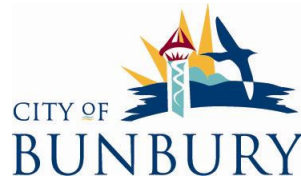
Consultation took place with the Bunbury Regional Art Gallery Advisory Group and City officers. The revised policy is now presented to the Policy Review and Development Committee for consideration.

### **Applicant Consultation**

N/A

### **Timeline: Council Decision Implementation**

Immediate once Council have endorsed the recommendation.



## PUBLIC ART COUNCIL POLICY

### POLICY STATEMENT

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This Policy guides all aspects of the management of the City of Bunbury's Public Art projects, programs and services.

### POLICY SCOPE

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This policy applies to City of Bunbury Staff.

### POLICY DETAILS

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The City of Bunbury Public Art Collection is owned and managed by the City of Bunbury, through Bunbury Regional Art ~~Galleries~~[Gallery](#), on behalf of the people of the City of Bunbury.

The following principles underpin the City of Bunbury's commitment to public art:

1. Public art opportunities will be a component of future planning and development projects.
2. City of Bunbury projects with a public art component will be subject to this policy.
3. Adequate funding will be provided for commissioning new public art and maintaining the City of Bunbury's existing Public Art Collection according to a prioritised schedule of works.
4. That the Public Art Collection will acknowledge Bunbury's culturally diverse community and celebrate Noongar culture, storytelling and traditions, in consultation with the Noongar community.

### POLICY PROCEDURE

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#### 1. The Collection

##### 1.1 Purpose:

This policy supports the development and delivery of high quality public art, whether enduring, temporary or ephemeral, and informs the sustainable management of the valuable cultural assets in the City's Public Art Collection for the community present and future.

#### 2. Policy Context

##### 2.1 City of Bunbury Strategic Community Plan 2018 - 2028

Theme 1: Our Community and Culture

Objective 3 A welcoming community, where diverse cultures are valued, and residents have a sense of belonging.

Objective 4 Arts, culture, heritage and events that enrich our understanding and enjoyment of life, celebrate our identity and bring together the community.

Theme 4: Our City

Objective 4 A skilled organisation which exercises responsible asset stewardship, sound financial management and exemplary customer service.

## **2.2 Creative Bunbury Strategy**

Goal 1: Destination Bunbury

Target 1.5 App guided tours of Public Art, Street Art, Heritage sites.

Target 1.8 Maintaining and developing Bunbury's public art program and collection.

## **2.3 City of Bunbury Local Planning Scheme No.8**

### **3. Scope**

The Public Art Policy guides the delivery and management of all City of Bunbury public art projects and programs – with enduring, temporary or ephemeral outcomes – and should also inform projects and programs delivered by others within the City of Bunbury's boundaries.

#### **3.1 Definitions**

##### **3.1.1 Public Art**

- a. Public art is an enduring, temporary or ephemeral work of art, created by an artist that has been commissioned or acquired specifically to be made accessible in the public realm.
- b. For the purposes of this policy, Public Art does not include:
  - monuments or memorials;
  - interpretive signs or structures;
  - outcomes of community projects that are not primarily the work of an artist(s);
  - busking, art markets, pop-up galleries;
  - playground equipment;
  - community arts programs;
  - commercial promotions in any form including business logos or brands;
  - directional/way-finding elements such as super-graphics, signage or colour coding;
  - objects that are mass-produced or reproduced;
  - most art reproductions; or,
  - services or utilities necessary to operate or maintain artworks.

##### **3.1.2 Artist**

- a. It is acknowledged that the term 'artist' is self-referencing. For the purposes of this Policy, artists are expected to be able to meet at least two of the following criteria:
  - A person who evidences their experience in implementing successful public art projects;

- A person who has completed a university degree or a diploma in a relevant arts field (ie visual arts, multi-media, fine arts) as appropriate to the public art commission brief;
- A person who evidences the sale of their artwork through one or more reputable art galleries whose primary business is dealing in the works of professional artists;
- A person who has had works of art purchased by major public collections;
- A person who earns the majority of their income from arts-related activities, including: teaching, selling artwork or undertaking public art commissions.

#### 4. Acquisition and Collection Development

##### 4.1 Acquisition Guidelines

Public art projects come about for a wide variety of reasons ranging from a desire to add interest and prestige to a place through to celebrating people, stories and events. Without wishing to place artificial constraints on what should be a natural evolution of expression and ideas there are some key considerations which considerably assist with creating meaning, resonance and ideally, a sense of ownership, for people who interact with the artworks.

- Relevance to place
- Relevance to community aspirations and identity
- Relevance to contemporary ideas and issues
- Innovative and provocative ideas
- Proposed artwork is simply 'right' for the project

##### 4.2 Acquisition Criteria

Public Art Collection acquisitions and management will be subject to a process of due diligence to ensure that material acquired for the Collection meets the following criteria and it is:

- the original work/concept of the artist(s) involved and has ethical provenance.
- addresses the requirements of the artists' brief for the project.
- It meets standards of artistic excellence and innovation appropriate to the collection of a major regional city.
- consistent with the principles set out in the City of Bunbury Public Art Policy.
- fabricated from appropriate high quality materials to ensure physical integrity and durability appropriate to the work's intended lifespan and to ensure maintenance and conservation requirements are reasonable.
- located on Council land or Crown land unless a specific agreement is reached to include artwork(s) on private property.
- compliant with all relevant codes and regulations applicable to works in the public realm.
- made accessible to a diverse audience and does not breach the creator's moral rights.

All acquisitions which are donations, gifts or bequests will be accompanied by a Deed of Gift or a Deed of Acquisition, completed and signed by the donor.

#### 4.3 Partnership and Collaboration

Where there is opportunity, and it is appropriate, the City of Bunbury will work collaboratively and in partnership with individuals, community groups, other agencies and corporations to achieve world-class public art that is characterised by excellence and innovation.

#### 4.4 Roles and Responsibilities

Responsibility for the Public Art Policy and the Public Art Collection rests with the Community ~~Facilities-Connection~~ Department.

Other business units within the City of Bunbury may initiate and deliver public art outcomes in consultation with the Director, Bunbury Regional Art Gallery to ensure alignment with the City of Bunbury Public Art Policy and procedures relevant to public art.

Where procurements are being advertised for projects which include public art components the Director, Bunbury Regional Art Gallery shall be included in the consideration of that part of the procurement.

Where a Development Application includes public art elements the Director, Bunbury Regional Art Gallery will be invited to the Development Coordination Unit meeting where the project is considered.

### 5. Procurement and Acquisitions

Procurement for public art projects and programs will be in alignment with the City of Bunbury Purchasing Council Policy and the *Local Government (Functions and General) Regulations 1996*.

All acquisitions and selection of artworks for City of Bunbury projects, programs and services will be in alignment with the criteria set out at 4.2 above and will be informed by the advice of a Public Art Assessment Panel.

#### 5.1 Acquisition and Procurement Methods

The acquisition process will depend on the objectives of each project, the size of the budget and the Purchasing Council Policy.

##### Commission

The commissioning of site-specific Public Art shall be procured for new works. The selection of public art for commissioning will involve evaluation of competing creative submissions that respond to a site-specific brief.

##### Purchase (existing artwork)

An assessment panel shall consider any reasonable proposal for the direct purchase of an existing work of public art, in accordance with the acquisition criteria and the Purchasing Council Policy.

On the advice of the assessment panel, direct purchase of a work of public art may be recommended for consideration by Council or the Chief Executive Officer

##### Open Competition

This model requires a public call for Expressions of Interest to provide a schematic response to the artist brief, short listed artists or artist teams are invited to develop and present concept

designs for a fee. A preferred artist is selected by the assessment panel and presented to the Chief Executive Officer or delegated officer for approval. The commission process outlined below will be followed.

#### **Gift, Donation or Bequest**

Unsolicited gifts, donations or contributions of Public Art assets, whether existing or commissioned, are not automatically accepted by the City of Bunbury. Where an external party, private or public entity, wishes to initiate a Public Art commission or acquisition that is intended to become an asset contributed to the City of Bunbury, a preliminary proposal should be presented for the City's consideration.

#### **Direct Commission**

Direct commission of a public artwork without a competitive selection process may be considered where a work is considered to be important to complement or fill a gap in the City of Bunbury Public Art Collection and in line with the Purchasing Council Policy.

### **6. Acceptance of Assets**

Ownership, care and responsibility for any art asset in the public realm is only to be accepted by the City of Bunbury when the work complies with the criteria detailed in Section 4.2.

#### **6.1. Contributed Assets**

The Western Australian Government, other government entities or private developers may plan to include Public Art in their developments and intend for these to become contributed assets, transferred to the City's care and control. The City will only accept these assets when the developer has:

- Obtained the City's prior, in principle acceptance of the assets; and
- Consultation has occurred with a representative from the City with appropriate expertise at all key stages of the planning, development, commissioning and delivery of the asset.

#### **6.2. Documentation**

To fulfil the requirements of ownership and responsibility for art assets in the public realm, the suppliers of these assets must provide the City of Bunbury with all necessary information, documentation and materials required to:

- Comply with the City's Asset Management Policy;
- Populate the City's Public Art Database;
- Demonstrate compliance with all relevant regulations and legislation; and
- Make effective any special agreements required to transfer ownership and maintain the work.

### **7. Types of Public Art in the Public Realm**

Works of art in the City of Bunbury's public realm are managed on the basis of their status as assets. Not all works of art in the public realm are considered to be assets of the City, and some are managed as temporary and ephemeral works with a limited life span.

#### **7.1 Temporary Public Art**

Temporary works of Public Art are installed and then removed from site after a predetermined period, with no lasting physical impacts on the site. Temporary works are

required to have no maintenance or management responsibilities placed upon the City during the time that they are on site and shall be the sole responsibility of the artist or commissioning agent.

## 7.2 Ephemeral Public Art

Ephemeral works are temporary works typically delivered as a one-off event or performance with no lasting presence on site, or are works that embrace their own natural dissipation or deterioration whilst they remain on site.

## 7.3 Murals (Temporary) and Street Art

Most murals and all works of street art are considered to be works of temporary public art and are not considered to be assets. However, in certain instances, murals and "street art" may be commissioned as major works, and therefore eligible for long term maintenance according to the maintenance schedule provided as part of the commissioning process. In such instances, m Murals and street art commissioned by the City of Bunbury as major works and other entities will be protected by suitable anti-graffiti coatings at the cost of the commissioner to facilitate the management of subsequent graffiti damage. In all other instances, where murals and street art are created as ephemeral, the city has no obligation to protect or maintain the work beyond the work's anticipated lifespan.

In common with other public art projects an anticipated lifespan will be identified for murals and street art. Additional investment in the maintenance of temporary murals and street art will be considered on a case-by-case basis and will be entirely at the City's discretion.

## 7.4 Placemaking Elements

Placemaking Elements are assets that are integrated aesthetic or cultural features of the landscape or built environment, and some (but not all) are the work of professional artists.

Integrated works of art are those that form an inextricable part of the fabric of the building or landscape, and/or are site specific to the extent that the work's significance would be compromised in isolation from its site. Integrated works of art may be classified as Placemaking Elements at the point of commission/acquisition without diminishing their status as works of art, in recognition that that such works are wholly dependent on the life and care of the buildings or landscape into which they are integrated.

These assets are managed by the City Officers with relevant expertise, as is deemed most appropriate to the site.

## ~~7.5 Heritage Interpretation, Memorials and Monuments~~

~~Memorials and monuments are artworks that perform a commemorative function for the community. These assets are commissioned and funded wholly by the applicants and become contributed assets when approved into the City of Bunbury's Public Art Collection for their maintenance.~~

~~Where public art is utilised for the purpose of heritage interpretation this should not be limited to conventional artworks and materials. Contemporary approaches to heritage interpretation can generate an active dialogue between past and present.~~

**Commented [MB1]:** In conflict with 3.1.1 b "For the purposes of this policy, Public Art does not include: monuments or memorials"

## 7.6 Enduring Public Art

Enduring Public Art assets are long lasting works of Public Art commissioned from professional artists for sites in the public realm in alignment with the definitions and criteria set out in the City's Public Art Policy. Enduring Public Art assets are accessioned into the Public Art Collection for their long-term care and maintenance.

## 8. Acquisition Approvals and Processes

An Assessment Panel will consider all proposed projects in terms of practical/structural/safety/planning/maintenance issues as well as curatorial and aesthetic considerations.

Commissioning methodologies will be guided by the advice of an Assessment Panel on industry best practice, and suitability for the project in question.

In instances where the City's procurement team is required to be activated (such as the commissioning of new art installations for site specific or site generated work) the procurement policies and procedures will guide the process (including the assessment panel creation), giving due consideration to this policy where applicable.

In all other instances, mMembership of a Public Art Assessment Panel will consist of:

- A Councillor;
- A representative of the planning department;
- A representative of the Infrastructure Directorate;
- The Director, Bunbury Regional Art Gallery (or relevant arts professional with public art experience); and
- One community members with relevant knowledge and experience

### 8.1. Site Selection

Proposals for new public artworks may be site specific or identify a preferred site. Before the proposal is considered by an Assessment Panel the Director, Bunbury Regional Art Gallery will consult with relevant stakeholders to identify if any of the following apply: geo technical issues/soil stability, accessibility issues, traffic and safety considerations, ownership, heritage concerns including approvals from relevant agencies (State Heritage Office/Department of Aboriginal Affairs), environmental concerns (local flora, fauna, noise) and all permits and approvals required.

### 8.2. Artwork Brief

The Manager Community Facilities will prepare an artwork brief after consultation with appropriate stakeholders prior to issuing a procurement for a specified period of time. The brief should:

- Provide artists with a clear framework of the City's expectations for the project such as project background, vision or themes for the artwork, location, budget, timing, and any objectives or constraints with regard to the form/type, scale, materials or site of the artwork;
- Detail any technical requirements that must be met including site analysis and constraints and engineering where this detail is available, plans, elevations and other drawings;
- Not dictate the actual design of the finished artwork but rather leave sufficient flexibility for artistic interpretation and a creative response given the parameters of the brief; and

- Provide the selection criteria to be used and project milestones;

## 9. Asset Management

Assets accessioned into the City of Bunbury's Public Art Collection shall be managed and maintained in accordance with relevant industry standards for the care of items of cultural significance.

### 9.1. Public Art Collection

The City of Bunbury has a collection of significant works of public art, commissioned or acquired by the City specifically for public sites in Bunbury. Within the city's boundaries there are also privately owned and managed works of Public Art. The City of Bunbury's Public Art Collection includes only public art assets owned by the City.

### 9.2 Accessioning

All items accepted for acquisition into the City of Bunbury's Public Art Collection shall be accessioned. This process shall be documented, and objects registered on the Asset Register and collection databases, with full acquisition, provenance, maintainance schedule, and catalogue information. These records shall be retained by the City in perpetuity.

### 9.3. De-accessioning

De-accessioning is the process whereby works are permanently removed from a collection. De-accessioning and disposal should only occur in rare cases, consistent with the role of a public art collection as a valuable community resource. Deaccessioning should only be considered if there is unlikely to be an adverse effect on the City of Bunbury's ability to attract future donations of artwork or financial assistance towards the purchase of artworks.

-In every instance, when known, the artist or the artist's estate must be contacted prior to the de-accessioning of an artwork.

Assets in the Public Art Collection must meet one or more of the following criteria to be considered for de-accession:

- 9.3.1. It no longer meets the Criteria set out in Section 4.2.
- 9.3.2. It is a duplicate or reproduction that serves no specific function;
- 9.3.3. The City can no longer adequately and sustainably care and maintain the item through the allocation of resources commensurate with the item's current value and artistic, cultural, social, or historical merit;
- 9.3.4. It has been integrated into the fabric of a building, street or park, which is subject to redevelopment and where it is not salvageable;
- 9.3.5. It has no provenance, cannot be displayed, and is not suitable for research;
- 9.3.6. The City has been ordered to return the item to its rightful owner by a court of law or the City recognises that it is not the rightful owner and has identified the rightful owner.

### 9.4. Recommendation to De-Accession

A recommendation to de-accession an item from the Public Art Collection shall be made to Council for consideration on the advice of the Manager Community ~~Facilities-Connection~~ on a case by case basis. A recommendation to deaccession an artwork must include the artwork's catalogue information, a statement of justification, and proposed method of disposal.

### 9.5. Public Comment

As items in the Public Art Collection are generally highly visible and enduring features of the City's public spaces, the City of Bunbury may invite public comment on its intention to de-accession in order to better gauge all dimensions of the value and significance of the work where considered appropriate.

### 9.6. Costs Incurred

Where de-accessioning of an item in the Public Art Collection is requested to facilitate development or the requirements of an external entity, and is approved by the Council, the applicant will be required to reimburse any costs incurred by the City for the de-accession and disposal of the asset.

### 9.7 Disposal and Documentation

The proceeds of work/s sold should be used for further acquisitions or maintenance of another work/s as indicated.

Work acquired by donation may, at the discretion of the Council be offered in the first instance to the donor or the family of the donor if deceased.

Other than above, disposal shall be carried out in line with the disposal of asset legislation under the *Local Government Act 1995* and the City of Bunbury Disposal of Minor Assets Management Policy.

**Commented [MB2]:** Are there any other acts which are applicable? i.e. Copyright (1968), Commonwealth, etc.

Full documentation including photographs of de-accessioned works is to be retained along with all processes followed for disposal.

### 9.8 Relocation

The City may determine to relocate Public Art where the work's condition is sustainable and the current location of the work of Public Art is either no longer viable or suitable. Public Art shall be relocated by suitably qualified persons as directed by the City of Bunbury at the cost of the requesting body.

### 9.9 Storage

Collection items removed from site, but not de-accessioned shall be stored securely in a location that will not put the item at risk of damage or accelerated deterioration. The movements and locations of all works not on site will be clearly documented.

### 9.10. Conservation and Preservation

The City shall apply the appropriate standard of care for its Public Art Collection to promote its long-term preservation for future generations. The City shall employ preventive conservation practices to the extent practicable. Only professionally trained staff and contractors shall handle and manage the conservation and preservation of works in the Public Art Collection.

## 10. Lifespan

### 10.1 Establishing Lifespan

The lifespan and the City's commitments to the maintenance of any work of Public Art will be established at the point of acquisition or commission by written **and signed** agreement between the City of Bunbury and the artist/s.

## 10.2 Maintenance

The City of Bunbury will ~~work to~~ ensure that Public Art is maintained in good condition by industry experts in accordance with the maintenance plan provided by the artist, and appropriate for public display ~~throughout~~ the agreed lifespan of the work.

## 10.3 End of Lifespan

At the end of the agreed life of a work of Public Art, the City of Bunbury may dispose of the artwork in accordance with relevant legislation and City policies, or may review the work and make a determination on a sustainable extension of the life of the work.

## 10.4 Exceptions

Irrespective of whether a work has reached the end of its life, the City of Bunbury is not obliged to maintain or conserve any of its works of Public Art where they:

- Have been irreversibly compromised by their physical condition or by changes to their environment despite the city's record of maintenance;
- Represent an obstacle or risk to people or the intended use of the site; or
- Is not financially viable or cost prohibitive to maintain in proportion to the artwork's current value.

## 11. Rights and Responsibilities

### 11.1 Moral Rights

During exhibition and display, and in subsequent management of the work and related materials, the City will observe and work to protect the creator's moral rights in accordance with the Copyright Amendment (Moral Rights) Act 2000.

### 11.2 Reproduction

The use and reproduction of works of Public Art, or images of works of public art for display, exhibition and publication shall be in accordance with contractual arrangements established with the Artist and all relevant laws governing copyright and intellectual property.

### 11.3 Non-exclusive License

The City's non-exclusive license to copy or reproduce Public Art through photography or other means for any purpose is subject to the approval by the Director, Bunbury Regional Art Gallery to ensure the quality of reproduction and to uphold any commitments made by the City in agreements with artists, creators, donors or copyright holders in respect to the *Copyright Act (Commonwealth) 1968*.

### 11.4 Third Parties

The City is not authorised to grant permission to a third party to reproduce works of art or an image of works of Public Art for commercial purposes or any other purpose that is not covered by Fair Dealing as defined by the Australian Copyright Council.

## COMPLIANCE REQUIREMENTS

### LEGISLATION

- *Local Government Act Functions and General Regulations (1996)*
- *Local Government Act 1995*

- *Copyright Act 1968*
- *Copyright Amendment (Moral Rights) Act 2000*

## INDUSTRY

## ORGANISATIONAL

- Asset Management Council Policy



Asset Management  
Policy.tr5

- Purchasing Council Policy



Purchasing Council  
Policy.tr5

- Disposal of Minor Assets Management Policy



Disposal of minor  
assets Management

Document Control						
Document Responsibilities:						
Owner:	Director Sustainable Communities		Owner Business Unit:	Bunbury Regional Art Gallery		
Reviewer:	Manager Community Facilities		Decision Maker:	Council		
Document Management:						
Adoption Details	Res 98/17 21 March 2017		Review Frequency:	biennial	Next Due:	2022
Review Version	Decision Reference:		Synopsis:			
DOC/455737[v3]	Council Decision 212/20 29 September 2020		Reviewed with changes made to establish greater clarity and simplified where possible.			
DOC/455737[v2]	Council Decision 049/20 17 March 2020		Consolidate policies and corporate guidelines in accordance with revised Policy Framework.			
DOC/455737[v1]			Converted from Mydocs to CM9			
CP-038535						
Date Printed	25 August 20232-March 2023					

## 8.2 Review of Council Policy: BRAG Exhibitions

<b>File Ref:</b>	COB/306						
<b>Applicant/Proponent:</b>	Internal						
<b>Responsible Officer:</b>	Michael Bianco, BRAG Director and Team Leader						
<b>Responsible Manager:</b>	Elizabeth Denniss, Manager Community Connection						
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities						
<b>Authority/Discretion</b>	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Information Purposes</td></tr><tr><td><input type="checkbox"/> Legislative</td><td></td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	<input type="checkbox"/> Legislative	
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial						
<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes						
<input type="checkbox"/> Legislative							
<b>Attachments:</b>	Appendix 8.2-A: Revised Council Policy: BRAG Exhibitions						

### Summary

At the Policy Review and Development Committee (PRDC) meeting held 28 June 2023, the committee resolved to defer the Review of Council Policy: BRAG Exhibitions until the 30 August 2023 meeting. This report is now presented to the PRDC to facilitate a review of existing Council Policy Bunbury Regional Art Gallery Exhibitions. A copy of the revised policy is attached at Appendix 8.2-A.

### Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Bunbury Regional Art Gallery Exhibitions Council Policy as presented at appendix 8.2-A.

*Voting Requirement: Simple Majority*

### Strategic Relevance

Pillar:	People
Aspiration:	A safe, healthy and connected community
Outcome 2:	A growing hub of culture and creativity
Objective 2.1:	Grow participation in arts, culture and community events

### Regional Impact Statement

This policy applies only within the City of Bunbury.

### Background

This Policy was adopted in May 2018 and is presented to Council by the Policy Review and Development Committee for its first review since adoption.

The adoption of the existing policy incorporated an element of stakeholder consultation, with the then draft having been circulated to all artists and gallery stakeholders on the BRAG database for comment, as well as a forum being held to discuss any concerns. The Policy was last reviewed at the Ordinary Council Meeting held 23 June 2023.



## BUNBURY REGIONAL ART GALLERY EXHIBITIONS COUNCIL POLICY

### POLICY STATEMENT

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As the preeminent regional art gallery in Western Australia, dedicated to excellence in exhibitions, public programs, and collecting, The Bunbury Regional Art Gallery's mission is to enrich the lives of citizens through meaningful engagements with art, the environment, and Aboriginal culture, and to research, exhibit, and preserve the legacy of artists practicing in the South West of Australia.

Situated on Wardandi Noongar Boodja, and at the gateway to one of the world's most important biodiversity hotspots, BRAG places a focus on exhibiting and collecting Aboriginal, ecological, and West Australian art. Further, the gallery is dedicated to supporting community-oriented artists, and to cultivating public scholarship, intellectual curiosity, and a creative local economy. All of this situates BRAG as the central hub for visual arts and culture in the South West of Australia, and as a driver for sustainable communities of the future.

This policy ~~informs~~ guides the development of the Bunbury Regional Art Gallery (BRAG) exhibition program and sets out the considerations and processes that BRAG will ~~apply~~ consider when developing and presenting exhibitions. Exhibitions are defined as a display of works of art, which may include ~~collection~~ works from the City of Bunbury collection, loans, and commissions. Exhibitions have a curatorial rationale; a finite display period, title, and may be presented at Bunbury Regional Art Gallery or at other venues nationally or internationally. An exhibition may also have a publication, online content, performance elements, and associated public and educational programs.

### POLICY SCOPE

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This Policy applies to exhibitions programmed and managed by the Bunbury Regional Art Gallery.

This Policy does not apply to exhibitions programmed and managed by other City of Bunbury departments.

### POLICY DETAILS

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#### 1. Objectives

- 1.1 To define the process for determining a balanced and varied exhibition program that maintains BRAG's regional and national reputation.
- 1.2 To establish criteria to ensure that BRAG's exhibition program is considered, researched, innovative, accessible and focused centrally on audience engagement.

- 1.3 To provide a framework for sustainable management of the exhibition program, and ensure that BRAG plans and produces the exhibition program on terms that are transparent and ethical.
- 1.4 Bunbury Regional Art Gallery will apply professional art museum 'best practice' standards to developing, managing and delivering exhibitions.

## 2. Principles

The BRAG Exhibitions Program will:

~~2.1 Acknowledge the Wardandi Noongar people as the traditional owners of the land on which the Gallery is located, and support programs, services and processes that promote Aboriginal and Torres Strait Islander art and culture. Align with the gallery's mission as described in the Policy Statement.~~

~~2.12.2 Acknowledge the Wardandi Noongar people as the traditional owners of the land on which the Gallery is located, and support programs, services and processes that promote Aboriginal and Torres Strait Islander art and culture.~~

~~2.22.3~~ Have a foundation of curatorial rigour, introducing new research and scholarship where possible, and including a focus on innovative approaches to interpretation and presentation of content.

~~2.32.4~~ Consider the relevance of exhibition content to Bunbury, the South West Region and Western Australia.

~~2.42.5~~ Deliver memorable and engaging projects that demonstrate the critical role that arts and cultural experiences play in affirming cultural identity and sense of place.

~~2.52.6~~ Consider the relevance of exhibition content to education, tourism and the role of Gallery.

~~2.62.7~~ Adhere to international and national professional art museum 'best practice' standards as far as resources and facilities permit.

~~2.72.8~~ Be diverse and accessible to a wide range of both specialist and general audiences; and provide understanding to existing and new audiences through interpretation, display, public programs, and online content including social media and marketing.

~~2.82.9~~ Engage in partnerships and collaborations locally, nationally and internationally to develop exhibitions and related publications, public programs, and online material, with the intention to tour gallery produced exhibitions-

~~2.92.10~~ Responsibly use human and financial resources.

## 3. Content

The BRAG exhibitions program will:

- 3.1 Support and celebrate the work of South West artists and artists with established links to the South West, with both historical and contemporary content, in a wide range of media.
- 3.2 Support visual arts projects exploring issues and ideas with particular relevance to Bunbury and the South West.

- 3.3 Support the State and National exhibitions touring network through programming of appropriate exhibitions which provide Bunbury audiences with a range of the best visual arts experiences.
- 3.4 Interpret and contextualise the City of Bunbury Art Collection through curated temporary exhibitions and endeavour to ~~ensure exhibit work that from the~~ Collection ~~work is on display at all times~~ in the Gallery. ~~at all times.~~
- 3.5 Demonstrate a commitment to consulting with relevant communities during the curatorial process ~~by forming and engaging a reference group, including especially~~ in the development ~~and exhibiting~~ of Aboriginal and Torres Strait Islander exhibitions.
- 3.6 Support emerging and experimental practitioners of the South West region.
- 3.7 Continue to expand the City of Bunbury Art Collection through regular ~~acquisitive prize acquisitions from~~ exhibitions, ~~including the Bunbury Biennale, especially from~~ Noongar Country and the biennial survey exhibition of the South West ~~(SWAN)~~.
- 3.8 Nurture creativity in young people, and strengthen the educational role of the Gallery through an annual exhibition of high school students' art.
- 3.9 ~~Endeavour to a~~Acknowledge and celebrate ~~senior significant~~ artists who are based in the South West through ~~major retrospective major solo survey~~ exhibitions. ~~every 2-3 years.~~
- 3.10 Provide audiences with access to art of State, ~~and~~ National, ~~and International~~ significance through exhibitions, which may include Western Australian, Australian and International art with both historical and contemporary content, in a wide range of media.
- 3.11 ~~Endeavor to W~~work with other City of Bunbury Departments and external organisations to facilitate occasional projects of wider cultural significance.

## POLICY PROCEDURE

### Exhibitions Approval

#### 4. Proposals

Curators and artists may initiate temporary exhibitions by preparing a proposal for review.

Any groups exhibiting at the gallery must appoint an Exhibition Coordinator to ensure there is one point of contact for communication between the exhibiting artists and the gallery. The Exhibition Coordinator will be responsible for:

- Filling out and submitting Exhibition Proposals and Agreements.
- Adhering to the Exhibition Program Handbook.
- Providing Exhibition Statements and Images for publicity purposes.
- Completing the Artwork Information Template by the due date and ensuring all work is delivered and removed according to the Agreement.

~~This~~In all instances, ~~exhibition~~ proposals must include:

- Exhibition concept outline and research
- Scope and type of work included

- Target audience and approach to public engagement
- Proposed timeline
- Space and equipment requirements including any unusual considerations
- Evidence of the capacity of the curator/artist to deliver the exhibition

The BRAG Director may initiate exhibitions by identifying exhibition concepts for development and appointing an appropriate internal or external curator to develop a proposal for consideration.

## 5. Assessment

Proposals will be considered by the Exhibitions Committee, composed of the BRAG Director and at least two of: City of Bunbury Collection Curator, Education Officer, Exhibitions Officer, and/or Gallery Officer. Staff must declare and may not assess any application which creates a conflict of interest. All approved exhibitions should be presented to the reference group for feedback prior to scheduling, issuing of contracts, and commencement of production.

The Exhibitions Committee will be mindful of the need to ensure that proposed exhibition content is not unlawful or defamatory but will otherwise have curatorial independence and not be influenced by external pressure if an exhibition is critical of particular parties.

## 6. Approvals

Following assessment, proposals will be approved or declined by the Exhibitions Committee. Artists/curators will be advised of the outcome by the BRAG Director or a nominee.

If a proposal is approved in principle by the BRAG Exhibitions Committee the artist/curator will develop the proposal in consultation with the Exhibitions Committee for final approval by the ~~Manager Arts and Culture~~ BRAG Director. This developed concept will include:

- A detailed concept outline
- Illustrated list of work
- Detailed budget
- Complete list of public programs
- Potential sponsors, supporters and/or touring venues
- Detailed marketing plan
- Indicative concepts for exhibition design

In exceptional cases, such as externally developed touring packages and small-scale exhibitions, the steps for initial approval and final approval may be condensed into a single step to be approved by the Exhibitions Committee.

## Exhibitions Programming and Resourcing

### 7. Gallery space

The exhibitions assessment and approval process must consider how proposed exhibitions will fit into available exhibition space. Consideration of gallery space requirements will be made by the Administration and Operations Officer and the Exhibitions Officer working in close collaboration.

### 8. Installation

The exhibitions assessment and approval process must consider how proposed exhibition installation can be achieved within available staffing and budget resources. Consideration of

installation requirements will be made by the Administration and Operations Officer and the Exhibitions Officer working in close collaboration.

## 9. Scheduling

Once a proposal is given final approval it will be added to the BRAG exhibitions schedule by the Administration and Operations Officer. Only the Administration and Operations Officer, Team Leader / Director or the Manager Libraries and Cultural Development Community Connection may add or amend the content of the schedule.

## 10. ~~Openings~~Exhibition Celebratory Events

Subject to available resources and as detailed in relevant exhibition agreements, BRAG will provide an exhibition ~~opening celebration~~ event for all exhibitions. ~~of new work.~~ Whenever possible BRAG will schedule multiple exhibitions to open share a celebration event on the same day to make better use of resources.

## 11. ~~Catalogues~~Publications

Subject to available resources and as detailed in relevant exhibition agreements, BRAG will provide a publication for all major exhibitions, ~~other than exhibitions that take place in the Convent Gallery space.~~ Labels, a wall didactic, and a room sheet will be provided for Convent Galleryall exhibitions.

## 12. Duty of Care

BRAG and exhibitors will practice duty of care according to the exhibition policy by:~~will:~~

- Exercise diligence and care when handling, storing, displaying, and packing art work, and undertake to supply suitable display mechanisms, security, lighting, fire prevention and environmental controls.
- Ensure that technical equipment and lighting is fully functional during exhibition open hours and that there is public access to the gallery.
- Notify the artist promptly of unexpected technical difficulties or damage to artwork, and follow artist instructions on repairing the work.
- Never withdraw an artwork from an exhibition without first consulting the artist.

## Transparency and Ethics

### 13. Copyright

BRAG will adhere to current Australian copyright laws on the reproduction of works of art and will enter into a written agreement with artists to be granted a limited license for the reproduction of images for exhibition purposes.

### 14. Artists' Fees

~~14. BRAG will pay fees to artists based on the National Association for the Visual Art's (NAVA) Scale of Fees and Wages. Community art groups, school groups, organisations and collectors who are invited to exhibit at the gallery will not be eligible for a fee. BRAG will pay artists a flat fee for the use of artwork in curated, non-selling public retrospective, survey and solo exhibitions, where the artwork is existing and owned by the practitioner.~~ Where an external curator proposes an exhibition, BRAG will pay a curatorial fee. BRAG will pay no fee to artists for exhibitions ~~in the Convent Gallery or exhibitions that are primarily competitions~~s, or exhibitions of emerging practitioners or student artwork.

Artists exhibiting at BRAG are not required to pay a gallery hire fee.

#### **15. Sale of Artworks**

As a publicly funded gallery, BRAG's role is to support artists through high quality and high profile exhibition opportunities. Sale of artwork is of secondary consideration, but will be permitted if the artist presents a compelling case that this will be of benefit. BRAG will take a commission on all artwork sales to cover administrative costs. In instances where an artist is represented by a commercial gallery, the commission on artwork sales will be split between the artist's gallery and BRAG.

#### **16. Contracts**

BRAG will enter into appropriate written contracts with artists, agents, writers and lenders when seeking works for exhibition or publication.

#### **17. Moral Rights**

BRAG will respect the moral rights of the artist including appropriately attributing the creator of artworks and not altering or doing anything to compromise the integrity of the artwork while in the care of the gallery.

#### **18. Record Keeping**

The BRAG Administration and Operations Officer will maintain physical and electronic files of the research and development of an exhibition, the exhibition approvals process, any legal contracts entered into, and all relevant correspondence.

The Gallery Officer will produce a report for each exhibition, which includes attendance statistics, copies of all publicity material, and photographic documentation. A list of all exhibitions will be published on the Gallery's website.

## **COMPLIANCE REQUIREMENTS**

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### **LEGISLATION**

- *Local Government Act 1995*
- *Copyright Act 1968*
- *Aboriginal Heritage Act 2006*

### **INDUSTRY**

- Museums Australia, Code of Ethics for Art, History and Science Museums (1990)
- National Standards for Australian Museums and Galleries (Version 1.2)
- UNESCO Cultural Convention 1970

### **ORGANISATIONAL**

Document Control					
Document Responsibilities:					
Owner:	Director Sustainable Communities		Owner Business Unit:	Community Facilities	
Reviewer:	Director Bunbury Regional Art Gallery		Decision Maker:	Council	
Document Management:					
Adoption Details	Res 127/18 1 May 2018		Review Frequency:	biennial	Next Due: 2022
Review Version	Decision Reference:		Synopsis:		
DOC/455527[v3]	Council Decision 125/20 23 June 2020		Policy reviewed with minor amendments		
DOC/455527[v2]	Council Decision 049/20 17 March 2020		Consolidate policies and corporate guidelines in accordance with revised Policy Framework. Convert CG to Management Policies		
DOC/455527[v1]			Converted from Mydocs to CM9		
Date Printed	25 August 202316 June 2023				

### **Council Policy Compliance**

This report facilitates the review of an existing Council Policy.

### **Legislative Compliance**

N/A

### **Officer Comments**

To assist with budget planning and to provide transparency and consistency around BRAG programming decisions, it is considered appropriate to have such a policy in place. The existence of the policy has enabled alignment and consistency with the City's current processes and procedures as well as professional art museum standards.

The Bunbury Regional Art Gallery Advisory Group in consultation with City staff have reviewed the City of Bunbury Public Art Council Policy. A copy of the revised policy with tracked changes showing the revisions is presented at appendix 8.2-A.

Language in policy was revised in part to update titles in accordance with shifts in operations and staff. Further, adjustments were made in alignment with the new BRAG mission statement as outlined in the terms of reference for the formation of the BRAG advisory group. New language also makes a special point to acknowledge the traditional custodians of the land and the formation of a reference group in alignment with national industry standards. Additional language also clarifies communication between gallery and artists/lenders; and BRAG's stance on artist fees in accordance with national industry standards.

### **Analysis of Financial and Budget Implications**

Nil.

### **Community Consultation**

Nil

### **Councillor/Officer Consultation**

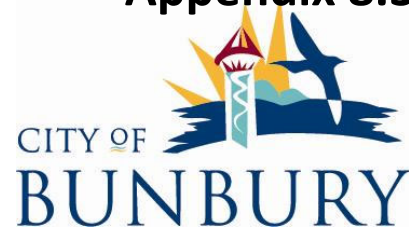
Consultation took place with the Bunbury Regional Art Gallery Advisory Group and City officers. The revised policy is now presented to the Policy Review and Development Committee for consideration.

### **Applicant Consultation**

N/A

### **Timeline: Council Decision Implementation**

Once adopted by Council, any revisions to the Policy become effective immediately.



## CITY OF BUNBURY ART COLLECTION COUNCIL POLICY

### POLICY STATEMENT

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This policy guides the acquisition, deaccession, management, conservation, interpretation, exhibition and loan of works of art acquired for the permanent collection of the City of Bunbury.

### POLICY SCOPE

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This policy applies to City of Bunbury Staff.

### POLICY DETAILS

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The City of Bunbury Art Collection is owned and managed by the City of Bunbury, through the Bunbury Regional Art Gallery, on behalf of the City of Bunbury rate-payers.

Bunbury Regional Art Gallery will apply professional art museum 'best practice' standards to develop and manage the Collection.

Acquisitions will be made by purchase, commission, donation, gift, bequest, or transfer. Deaccession will be made upon recommendation of the Director of Bunbury Regional Art Gallery and where this exceeds the approved delegation limit, by resolution of Council.

Artworks will be identified for potential acquisition by the Director, Bunbury Regional Art Gallery or the Collection Curator/Registrar.

Once an artwork has been identified as a potential acquisition under the criteria detailed [\(2.1.1\)](#) it will be considered by an acquisition panel as outlined within this Policy.

Artworks purchases for the Collection will be enabled through an annual acquisition budget allocation by the City of Bunbury and, where possible, by corporate, private and public sources.

### POLICY PROCEDURE

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#### 1. The Collection

##### 1.1 Introduction:

The City of Bunbury Art Collection is a significant regional art collection owned and managed by the City of Bunbury, through the Bunbury Regional Art Gallery, on behalf of the City of Bunbury rate-payers and residents.

Bunbury Regional Art Gallery applies professional art museum 'best practice' collection management systems, knowledge and skills appropriate to developing and managing a significant regional art collection.

## 1.2 Mission

To acquire ~~'art museum quality'~~ works of art which expand, enhance and build on the strengths of the City of Bunbury Art Collection in alignment with BRAG's mission, making it a significant resource and attraction for visitors-residents, tourists, and scholars ~~and to make the Collection accessible for Bunbury residents and visitors~~ through exhibitions and public programs.

## 1.3 History of the Collection

In the late 1940's, The West Australian philanthropist, Sir Claude Hotchin donated significant artworks to towns across Regional Western Australia. His aim was to bring art to the people of regional Western Australia and to encourage regional artists. In 1948, the then town of Bunbury received the first of twenty two works donated by Sir Claude Hotchin. This donation marked the beginning of the Bunbury Art Collection and a committee was established to manage the Collection. From 1948 until the early 1950s, the Society of Artists managed and acquired works for the Collection, until a Collection Committee was established under the Local Government Act. From then until they disbanded in 2009, the Society of Artists was represented on the Committee.

In 1979, the City purchased the old Convent of Mercy to permanently house and exhibit the Collection and to provide the community with an 'A' class gallery that became Bunbury Regional Art Galleries.

In 2008 the City of Bunbury Art Collection Committee accepted a generous gift of twenty one artworks donated by Alcoa of Australia. A significant number of prominent Australian artists are represented in the Alcoa Gift.

A collection of 330 botanical watercolour paintings by Bunbury artist Rosetta Kelly (1861-1963) were purchased in 2010. The works were painted between 1916 and 1940 and are of significant local historical interest.

In 2022, 105 watercolours by the the well known West Australian artist Frank Norton were donated to the City Art Collection. The watercolours were made during Norton's now famous around the world trip to research galleries to support the vision of a new Art Gallery of WA.

From the original twenty two Hotchin Bequest artworks donated in 1948, the Collection has grown to over eight hundred items with works dating from 1841 to the present day.

### Bunbury Biennale

Background:

In the early 1990's, the City of Bunbury Art Collection Committee resolved to develop and expand the Collection by increasing the focus on acquiring artworks by contemporary West Australian artists. In 1993, the first Bunbury Biennale was launched to facilitate this new direction. Its aim was to invite established and emerging artists to submit contemporary works and from these, acquire new works to further enhance the Collection.

Another major goal for the inaugural Bunbury Biennale was to challenge and confront audiences with ideas about the nature of contemporary art, and ways to seeing the world. It was held with the belief that it would benefit and educate the Bunbury and South West community by providing a broader context in which local art could be viewed and accessed.

The Bunbury Biennale is central to the City of Bunbury Art Collection's acquisitive program, presenting the best practitioners the State has to offer from which new works may be included in the Collection. The Biennale is held every two years and is conducted at Bunbury Regional Art Galleries.

## Noongar Country Exhibition

BRAG has held an annual Noongar artists' exhibition since 2002. Noongar Country is open to all Aboriginal artists living and working on Noongar Country and provides a regular opportunity to build on a growing collection strength.

## The Survey

This exhibition focusses on artists who live and work in the South West and Great Southern regions of Western Australia. It offers a cash prize and alternates with the Bunbury Biennale.

### 1.4 Scope

- This policy applies to all works of art owned and managed by the City of Bunbury as part of the City of Bunbury Art Collection.
- This policy does not apply to works held in the other City of Bunbury collections such as the Bunbury Museum and Heritage Centre Collection, the Sister Cities Collection and the Local Studies Collection.

## 2. Policy Guidelines

### 2.1 Acquisition and Collection Development

#### 2.1.1 Acquisition Criteria

- Works in all media may be acquired in the visual arts including: painting, drawing, sculpture, ceramics, pottery, photography, printmaking, textiles, wood, glass, mixed media, installation works and digital and audio-visual work. Work that will fill gaps in the existing collection or build on holdings of artists whose work is already held in the collection.
- Contemporary and historical works by Australian and International artists with strong links to Bunbury and the South West such as subject matter, issues and themes.
- Work that reflects current directions within the broader context of Australian art.
- In alignment with the gallery's mission, particular emphasis is given to contemporary art by:
  - Artists living and working in the South West region
  - Contemporary Indigenous artists of Noongar heritage
  - ~~Artists working with digital and audio-visual media who have a focus on~~ creating ecological, environmental, or biological artworks.

### 2.2 Acquisition Guidelines

All Collection acquisitions are subject to a process of due diligence to ensure that artwork acquired for the collection:

- Are of public art collection quality;
- Are consistent with one or more collection acquisition criteria;
- Have clear legal title (proof of ownership and provenance) to enable full transfer of title to the City of Bunbury Art Collection;
- ~~Can be appropriately stored and cared for by the City of Bunbury and are available for research and display;~~

- In good condition or can be conserved and stabilised;
- Unlikely, in the future, to result in major expense (for conservation, storage, display and security) unless such likelihood is identified and considered in the approval process;
- Unlikely to cause occupational safety and health problems in the course of handling, storage, display and accessibility;
- Comply with the Museums Australia Code of Ethics for Art, History and Science Museums (1999) and the UNESCO Cultural Convention of 1970 regarding “means of prohibiting and preventing illicit import, export and transfer of ownership of cultural property”.

The City of Bunbury and Bunbury Regional Art Gallery will be mindful of religious and/or cultural sanctions attached to objects, especially from Australian Aboriginal culture and will not acquire or exhibit an object in breach of the Aboriginal Heritage Act 2006.

All acquisitions which are donations, gifts or bequests will be accompanied by a Deed of Gift or a Deed of Acquisition, completed and signed by the donor.

All acquisitions will be subject to consistent art museum standard registration procedures before they are stored or displayed.

### 2.3 Acquisition Approval Process and Procedures

Artworks will be identified for potential acquisition by the Director Bunbury Regional Art Gallery or the Collection Curator/Registrar.

Once an artwork has been identified as a potential acquisition under the criteria detailed it will be considered by an acquisition panel made up of the Director, Bunbury Regional Art Gallery, ~~the Collection Curator/Registrar~~ a member of the BRAG Curatorial Team, one City of Bunbury Elected Member and one external art industry professional. In the event that a member of the curatorial team is unavailable, the Manager of Community Connection may step in as an adjunct.

An acquisition proposal form will be completed as soon as possible detailing the rationale for inclusion the collection considered against the selection criteria and identifying availability of funds in the appropriate budget line. The proposal form will be circulated to the acquisition panel. Where possible the panel will meet to consider the proposed acquisition or alternatively approval or non-approval can be given by email. The majority of panel members must approve the recommended acquisition.

### 2.4 Gifts and Bequests

- Bequests and Donations to the Collection are encouraged to further enhance the Collection but must comply with the acquisition criteria, processes and guidelines detailed in this Policy.  
Bunbury Regional Art Gallery will maintain endorsement for Deductible Gift Recipient DGR status with the Australian Tax office for the City of Bunbury Art Collection to enable donors to obtain a deductible tax incentive.

- Any donations gifted through the Cultural Gifts Program of which the City of Bunbury of the Bunbury Regional Art Gallery is the Deductible Recipient will need to align with the City of Bunbury Art Collection Council Policy.

- As a pre-requisite for DGR status the City of Bunbury will establish and maintain a gift fund for any monies for any monies or artworks to be accountable and separately identified and be for the sole purpose of the City of Bunbury Art Collection.
- Winding up clause: If for any reason in the unlikely event of the gift fund being wound up, or revoked, any surplus assets of the gift fund remaining after the payment of liabilities attributed to it, shall be transferred to a fund, authority or institution with similar objectives to the Bunbury Regional Art Gallery under the guidance of the Art Gallery of Western Australia.
- The Collection Curator/Registrar, in consultation with the Director Bunbury Regional Art Gallery will receive offers of gifts and bequests and submit them to the acquisition panel for consideration. If physical examination is not possible, photographs with information on the work will be considered alternative.
- Gifts and Bequests should be unconditional however conditions attached to works offered should be given special consideration prior to acquisition.,
- Long term incoming loans will be considered under guidance from the Director, Bunbury Regional Art Gallery and the Collection Curator/Registrar and in accordance with a loan agreement being signed by all parties.
- Long term outgoing loans will be considered under guidance from the Director, Bunbury Regional Art Gallery, the Collection Curator/Registrar and a City of Bunbury Director in accordance with a loan agreement signed by all parties.
- When preparing an Acquisition Proposal Form the Collection Curator/Registrar will ensure that supporting documentation will include:
  - Artist's name,
  - Background information on the artist,
  - Title of the work,
  - Provenance of the work,
  - A current valuation of the work (if available)
  - Reason for donation,
  - A brief condition report commenting on any significant issues,
  - Any limitations on being able to properly store and maintain the work,
  - Once a gift/bequest has been approved, a Deed of Gift form shall be completed by the donor.

## 2.5 Deductible Gift Recipient (DGR) status from the Australian Tax Office

- Bunbury Regional Art Gallery will maintain endorsement for Deductible Gift Recipient DGR status with the Australian Tax office for the City of Bunbury Art Collection to enable donors to obtain a deductible tax incentive.
- As a pre-requisite for DGR status the City of Bunbury will establish and maintain a gift fund for any monies for any monies or artworks to be accountable and separately identified and be for the sole purpose of the City of Bunbury Art Collection.
- Winding up clause: If for any reason in the unlikely event of the gift fund being wound up, or revoked, any surplus assets of the gift fund remaining after the payment of liabilities attributed to it, shall be transferred to a fund, authority or institution with

similar objectives to the Bunbury Regional Art Gallery and under the guidance of the Art Gallery of Western Australia.

## 2.6 De-accessioning and Disposal of Collection Artworks

De-accessioning and disposal should only occur in rare cases, consistent with the role of a public art collection as a valuable community resource.

A recommendation to deaccession an artwork must include the artwork's catalogue information, a statement of justification, proposed method of disposal and where the work has been lost or stolen the date it was last seen, by whom, and steps taken to locate the artwork.

The Director Bunbury Regional Art Gallery will make recommendations for deaccessioning artworks in consultation with the Collection Curator/Registrar.

Recommendations to deaccession artworks will be presented as a report to Council for consideration and approval. No work shall be de-accessioned unless it has been in the collection for five years to provide a fair and reasonable period for review.

Deaccessioning should only be considered if there is ~~unlikely to be~~ little to no risk of an adverse effect on the City of Bunbury's ability to attract future donations of artwork or financial assistance towards the purchase of artworks.

Any deaccessioned artworks donated to City of Bunbury Art Collection under the Cultural Gifts Program are not returned to the donor, as the donor has already received the benefit of tax deduction for the donation, as per Cultural Gifts Program requirement.

Artworks may be considered for removal from the Collection under the following criteria:

- The work does not meet the acquisition criteria for the Collection.
- The work does not have historical or artistic merit as determined by industry experts.
- The work is in poor condition and is considered to be of insufficient merit to allocate the resources to ensure its conservation.
- The work is irreparably damaged or destroyed, or is missing or stolen without hope of return.
- The artwork lacks any supporting information to enable proper identification or to establish its relevance to the collection, or is of insignificant historical, artistic or archival value.
- The work poses a hazard to people, surroundings, or other objects in the Collection,
- The artwork is a duplicate or forgery that serves no specific cultural function.
- The work proves to be not authentic or not of an original nature A substantiated request for the return of the work to its owner/donor is received. In this instance the donor may be required make restitution of any unreasonable financial loss to the Collection,
- Legal evidence proves that the work is the property of a party other than that represented at time of acquisition and should legal process be indicated, recovery of associated costs will be sought from the dealer or agent responsible for the acquisitions.

## 2.7 Method of Disposal and Documentation

- The proceeds of work(s) sold should be used for further acquisitions or maintenance of other work(s) for the collection as required.
- Work acquired by donation may, at the discretion of the Council be offered in the first instance to the donor or the family of the donor if deceased.
- Other than above, disposal shall be carried out in line with the disposal of asset legislation under the *Local Government Act 1995* and the City of Bunbury Disposal of Minor Assets Management Policy.
- Full documentation including photographs of de-accessioned works is to be retained.
- The Director Bunbury Regional Art Gallery, the Collection Curator/Registrar members of the Acquisition Panel, staff of the City of Bunbury and Bunbury Regional Art Gallery and families, are prohibited from purchasing or otherwise acquiring de-accessioned work(s) due for disposal.

After deaccessioning the following shall be maintained:

- Record of deaccession against the object in the accession register; and
- A record of all previous documentation, including catalogues, cards, correspondence and research, to be placed in a separate deaccession file housed with the accession and registration records.

## 3.0 Collection Management, Care, Valuation and Conservation

Collection items will be exhibited, stored, sited and otherwise maintained in accordance with the National Standards for Australian Museums and Galleries and shall not be stored or hung in situations where conditions are detrimental to the work or have the potential to be harmful to the public.

The display of items with cultural and/or religious significance will be in accordance with the *Code of Ethics for Art, History and Science Museums* (1999).

- Only personnel trained in arts handling will handle Collection items.
- Professional registration procedures and appropriate records of the collection will be maintained, including cataloguing, documentation, continued research and loans management.
- A conservation management plan will be established using the expertise of an appropriate conservator and maintained to ensure necessary work is completed in a timely manner. The conservation management plan will be regularly reviewed.
- Only appropriately trained and accredited conservators will be contracted to advise or work on the Collection.
- A full professional valuation of the entire collection will take place every five years. The valuer(s) will be accredited by the Australian Tax Office. Interim valuations will be obtained as required.
- Collection storage facilities will be fully climate controlled and maintained at appropriate established industry levels of temperature and humidity.
- Storage facilities will be inspected at least once every quarter for security, damp, pests, and any other condition that may pose a risk to the work/s.
- A Collection Disaster Management Plan will be prepared and a fully equipped disaster management kit will be maintained in an appropriate location.

- Where works are held or displayed outside of BRAG facilities the ambient environment and the works shall be closely monitored.
- All works will be documented in the City of Bunbury database system. Information will include:
  - Artist's name, Curriculum Vitae and Artist Statement;
  - Relevant dates and details including provenance;
  - Record of donation or how it was acquired;
  - Photographic record;
  - Construction/ installation record;
  - Interpretative material;
  - Conservation/ restoration details;
  - Condition Report;
  - Installation instructions.
  - Copyright status and licensing information

### 3.1 Exhibitions

Bunbury Regional Art Gallery will ~~schedule an annual program of~~ regularly exhibit works from the City of Bunbury Collection. ~~exhibitions.~~

Collection exhibitions will be installed and curated in a considered and professional manner which prioritises public access to the Collection and its many stories.

## 4 Loans

### 4.1 Objectives

To create a foundation of reciprocal goodwill of loan of works between the Bunbury Regional Art Gallery and appropriate regional, state, national and international galleries.

To promote Bunbury Regional Art Gallery, the City of Bunbury and the region as a whole to a broader audience will profile the significance of the Collection on a local, national or international level.

To capitalise on opportunities that benefit Council from loans to other institutions through negotiation or reciprocal services that build and foster care of the work such as conservation, photography, professional development or valuation, etc. as appropriate.

### 4.2 Rights and responsibilities

Bunbury Regional Art Gallery ~~yies~~ will consider requests for loans in accordance with this Policy and the Director Bunbury Regional Art Gallery ~~yies~~ will have authority to approve requests which comply with the Policy.

The gallery requesting the loan will be responsible for all costs associated with the loan, including all packing, transport and insurance requirements during the term of the loan.

When making any decision on requests for loan of works from the Collection, the Director will take into consideration the physical condition of the work and its ability to withstand the rigours of travel.

This consideration must also be made in relation to loans which include touring.

### 4.3 Parameters

Any requests for loans which are outside the guidelines of this Policy will be referred to the CEO.

Any proposal for Bunbury Regional Art Gallery staff or a Council representative to travel with art works as couriers or to attend exhibitions where works are loaned are to be approved by the Director Sustainable ~~Services~~Communities.

### 4.4 Procedure

Consideration for outgoing loans of works will be undertaken in the context of the development of meaningful reciprocal arrangements that are in the best interests of Council.

Requests will be considered and approved by the Director Bunbury Regional Art Gallery, subject to an Outward Loan Agreement being signed by the applicant.

Appropriate transport, packing and courier services are to be approved by the Director Bunbury Regional Art Gallery and will be detailed in the Loan Agreement.

Before an agreement is signed, applicants must provide a satisfactory facilities report detailing the conditions under which the loaned work will be handled and exhibited including environmental control (climate), security and display standards.

Applicants must also provide documentation proving adequate insurance cover for the borrowed work for the loan period including when in transit, during exhibition preparation and display period.

### 4.5 Inward Art Loans

As part of the Art Collection exhibition program, the City of Bunbury may enter into arrangements with other institutions and/or individuals to borrow works of art to complement public exhibitions of the Art Collection.

- All borrowed artworks will be covered by an extended insurance through the City of Bunbury,
- All lenders will be acknowledged in any public display, marketing and promotions,
- A formal loan agreement, including the Terms and Conditions of the loan must be completed by both the Lender and the City of Bunbury.

## COMPLIANCE REQUIREMENTS

### LEGISLATION

- *Local Government Act 1995*
- *Income Tax Assessment Act 1997 Division 376 – Gifts or Contributions*
- *Aboriginal Heritage Act 2006*
- *Copyright Act 1968*

- *UNESCO Cultural Convention 1970*

## INDUSTRY

- *Cultural Bequests Program Guidelines (no 1) 1997*
- *Cultural Bequests Program(Maximum Approval Amounts) Determination (No 1) 1997*
- *Australian Government's Cultural Gifts Program*
- *Museums Australia, Code of Ethics for Art, History and Science Museums (1990)*
- *National Standards for Australian Museums and Galleries (Version 1.2)*

## ORGANISATIONAL

Document Control					
Document Responsibilities:					
Owner:	Director Sustainable Communities		Owner Business Unit:	Community Facilities	
Reviewer:	Manager Community Facilities		Decision Maker:	Council	
Document Management:					
Adoption Details	Res 118/13 21 May 2013		Review Frequency:	biennial	Next Due: 2023
Review Version	Decision Reference:		Synopsis:		
DOC/455540[v3]	Council Decision 69/21 27 April 2021		Policy reviewed and amended		
DOC/455540[v2.5]	Senior Governance & Risk Officer 27 May 2020		Removed reference to Delegation DAG10 (clause 2.3) as Delegation of Authority no longer applicable. Updated Delegation 1.1.13 Disposal of Property condition e. states “Bunbury Art Gallery, Museum Heritage and local studies collection pieces are excluded from this delegation.”		
DOC/455540[v2]	Council Decision 049/20 17 March 2020		Consolidate policies and corporate guidelines in accordance with revised Policy Framework.		
DOC/455540[v1]			Converted from Mydocs to CM9		
<a href="#">CP-027041</a>	Res 319/16 6 September 2016				
Date Printed	<a href="#">25 August 2023</a> <del>17 May 2023</del> <del>9 May 2023</del>				

### 8.3 Review of Council Policy: City of Bunbury Art Collection

<b>File Ref:</b>	COB/306
<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Michael Bianco, BRAG Director and Team Leader
<b>Responsible Manager:</b>	Elizabeth Denniss, Manager Community Connection
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities
<b>Authority/Discretion</b>	<div><input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial</div> <div><input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes</div> <div><input type="checkbox"/> Legislative</div>
<b>Attachments:</b>	Appendix 8.3-A: Revised City of Bunbury Art Collection Policy

#### Summary

At the Policy Review and Development Committee (PRDC) meeting held 28 June 2023, the committee resolved to defer the Review of Council Policy: City of Bunbury Art Collection until the 30 August 2023 meeting. This report is now presented to the PRDC to facilitate the review of the existing City of Bunbury Art Collection Policy. Staff have reviewed the policy with changes recommended and simplified where appropriate (see proposed revisions at Appendix 8.3-A).

#### Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised City of Bunbury Art Collection Policy as presented at 8.3-A.

*Voting Requirement: Simple Majority*

#### Strategic Relevance

Pillar: People  
Aspiration: A safe, healthy and connected community  
Outcome 2: A growing hub of culture and creativity  
Objective 2.1: Grow participation in arts, culture and community events

#### Regional Impact Statement

There will not be any regional impact by endorsing the revised Policy.

#### Background

The Art Collection Council Policy is reviewed every two years to reflect any updates and amendments to ensure it is relevant in providing appropriate management of the City of Bunbury Art Collection. The policy was last reviewed at the Ordinary Council Meeting held 27 April 2021.

#### Council Policy Compliance

This report facilitates the review of an existing Council Policy.

### **Legislative Compliance**

N/A

### **Officer Comments**

The Bunbury Regional Art Gallery Advisory Group in consultation with City staff have reviewed the City of Bunbury Art Collection Council Policy. A copy of the revised policy with tracked changes showing the revisions is presented at appendix 8.3-A

Language in policy was revised in part to update titles in accordance with shifts in operations and staff. Further, adjustments were made in alignment with the new BRAG mission statement as outlined in the terms of reference for the formation of the BRAG advisory group. Additional text included a summary of new major donations to the collection and a revision of language for the Acquisition and Approval process to mitigate any issues which may prevent service delivery as a result of staff taking leave or vacancies in positions in the future. A key text was inserted in regards to the Cultural Gifts program in compliance with regulations to enable the benefits from the scheme.

### **Analysis of Financial and Budget Implications**

All monies spent on the maintenance and acquisition of the art collection is done so in line with approved adopted budgets on an annual basis.

### **Community Consultation**

Nil

### **Elected Member/Officer Consultation**

Consultation took place between the Bunbury Regional Art Gallery Advisory Group and City officers. The revised policy is now presented to the Policy Review and Development Committee for consideration.

### **Applicant Consultation**

N/A

### **Timeline: Council Decision Implementation**

Immediate once Council have endorsed the recommendation.

#### 8.4 Proposed Council Policy: Financial Hardship

<b>File Ref:</b>	COB/306						
<b>Applicant/Proponent:</b>	Internal						
<b>Responsible Officer:</b>	David Ransom, Manager Finance						
<b>Responsible Manager:</b>	David Ransom, Manager Finance						
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance						
<b>Authority/Discretion</b>	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Information Purposes</td></tr><tr><td><input checked="" type="checkbox"/> Legislative</td><td></td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	<input checked="" type="checkbox"/> Legislative	
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial						
<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes						
<input checked="" type="checkbox"/> Legislative							
<b>Attachments:</b>	Appendix 8.4: Proposed Financial Hardship Council Policy Appendix 8.4-B Revoked COVID-19 Financial Hardship Policy						

##### Summary

At the Council Meeting 23 May 2023, Council resolved to revoke Council Policy: COVID-19 Financial Hardship Council Policy following an end to the Western Australian Government's State of Emergency on 4 November 2022 (Council Decision, 074/23). A copy of the revoked policy is presented at appendix 8.4-B,

Subsequently, at the Special Council Meeting to adopt the 2023/24 Annual Budget on 25 July 2023, Council resolved the following (Council Decision 139/23):

*That Council request the CEO present a draft Hardship Council Policy to the Policy Review and Development Committee at the earliest possible opportunity.*

This report is presented to the Policy Review and Development Committee (PRDC) for consideration to introduce a new Financial Hardship Council Policy as presented at appendix 8.4-A.

##### Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the proposed Financial Hardship Council Policy as presented at Appendix 8.4-A.

*Voting Requirement: Simple Majority*

##### Strategic Relevance

Pillar:	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13:	A leading local government
Objective 13.3:	Effectively manage the City's resources

##### Regional Impact Statement

Whilst financial hardship can affect all ratepayers, this Council policy can only apply within the jurisdiction of the City of Bunbury.

## **Background**

This new Hardship Policy has been based on Council's previous COVID-19 Financial Hardship Policy that was adopted by Council on 14 April 2020. Officers have also reviewed Hardship Policies from 15 other councils to determine 'best practice'. While the policies from other councils were similar in many aspects e.g. what is financial hardship, payment arrangements and suspending debt recovery processes; they also had differences, e.g. the evidence required to prove financial hardship, and waiving interest charges.

Officers found that the City of Fremantle's policy had the following aspects that we have included in the draft policy:

- Financial hardship is determined, 'In the opinion of the Chief Executive Officer'.
- Penalty interest is ceased for up to 6 months.
- The establishment of a known end date for payment arrangements that are realistic and achievable.

## **Council Policy Compliance**

Council Policy: Corporate Revenue Debt Collection

## **Legislative Compliance**

The policy was developed within the relevant parameters of the following legislation:

- Local Government Act 1995
- Local Government (Financial Management) Regulations 1996

## **Officer Comments**

This policy applies to ratepayers who are experiencing genuine financial hardship where the ratepayer is willing but unable to pay their rates due to unforeseen and unexpected events.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

When ratepayers are determined to be in Financial Hardship the City will offer on a case by case basis to:

- Temporarily accept reduced payments and establish an alternative payment arrangement plan, or
- Temporarily pause payment of rates, administration fees and charges.
- Cease any penalty interest for up to 6 months.
- Suspend any debt recovery action subject to adherence with the agreed payment arrangement plan.

## **Analysis of Financial and Budget Implications**

During the last three (3) financial years (2020/21 – 2022/23) the City received only seven (7) applications under the City's previous COVID-19 Financial Hardship Policy. All applications were accepted. The loss of penalty interest from these seven applications was \$804.

The introduction of this policy is expected to have a similar impact and will therefore not have any material financial or budget implications.

**Community Consultation**

N/A

**Elected Member/Officer Consultation**

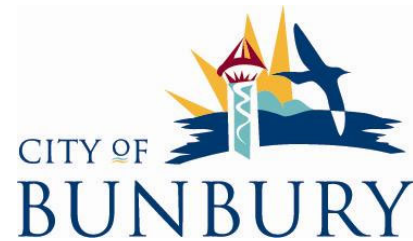
This Policy is presented to the Policy Review and Development Committee for consideration.

**Applicant Consultation**

N/A

**Timeline: Council Decision Implementation**

The Policy would become effective immediately following adoption by Council.



## FINANCIAL HARDSHIP COUNCIL POLICY

### POLICY STATEMENT

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The City of Bunbury acknowledges that due to exceptional circumstances, ratepayers may at times encounter difficulties in paying rates and charges as they fall due. The purpose of this policy is to allow flexibility for payment of outstanding rates and charges for ratepayers in genuine financial hardship.

This Policy is intended to ensure that the City offers a fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding during times of difficulty.

### POLICY SCOPE

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This policy applies to ratepayers who are experiencing genuine financial hardship where the ratepayer is willing but unable to pay their rates due to unforeseen and unexpected events. It applies to all outstanding rates and service charges as at the date of adoption of this policy.

It is a reasonable community expectation that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship. In which case the ordinary statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

### POLICY DETAILS

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#### 1. Payment difficulties, hardship and vulnerability

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

#### 2. Financial Hardship Criteria

While evidence of hardship will be required, the City recognises that not all circumstances are alike. The City will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment;
- Sickness or recovery from sickness;
- Low income or loss of income; or
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities.

The City will provide assistance subject to the following conditions:

- In the opinion of the Chief Executive Officer the ratepayer is experiencing genuine financial hardship.
- The ratepayer's circumstances can be substantiated upon request.
- The ratepayer is not bankrupt or subject to a bankruptcy petition.
- The property is the principal place of residence or the principal place of business of the ratepayer.
- The applicant must be the owner or co-owner of the property, or legally liable, for the payment of rates and charges.

### **3. Application Process**

To apply for consideration of financial hardship, the ratepayer is required to submit a Financial Hardship Application Form for assessment. Third party documentation may be requested to assist in determining applications for financial hardship.

### **4. Assistance**

When ratepayers are determined to be in Financial Hardship the City will offer on a case by case basis to:

- Temporarily accept reduced payments and establish an alternative payment arrangement plan, or
- Temporarily pause payment of rates, administration fees and charges.
- Cease any penalty interest for up to 6 months.
- Suspend any debt recovery action subject to adherence with the agreed payment arrangement plan.

### **5. Payment Arrangements**

The Chief Executive Officer under delegated authority is authorised to make payment arrangements in accordance with Section 6.49 of the *Local Government Act 1995* which are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made a genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the City of any change in circumstance that jeopardises the agreed payment schedule.

### **6. Interest Charges**

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges for up to 6 months, reviewed quarterly. Applications will be assessed on a case by case basis.

### **7. Debt recovery**

The City will suspend its debt recovery processes whilst negotiating a suitable payment arrangement with a ratepayer. Where the ratepayer is unable to make payments in accordance with the agreed payment plan and advises the City in advance of default, a revised plan will be considered.

Where a ratepayer has not reasonably adhered to an agreed payment plan, then for any Rates and Service Charge debts that remain outstanding, the City will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the current financial year.

Rates and service charge debts that remain outstanding at the end of the financial year will be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995* and Council Policy Corporate Revenue Debt Collection.

## **8. Communication and Confidentiality**

The City will maintain confidential communications at all times and will undertake to communicate with a nominated support person or other third party at the applicant's request.

The City will advise ratepayers of this policy and its application when communicating in any format with a ratepayer that has an outstanding rates or service charge debt.

The City recognises that applicants for hardship consideration are experiencing additional stresses and may have complex needs. The City will provide additional time to respond to communication and will communicate in alternative formats where appropriate. The City will ensure all communication with applicants is clear and respectful.

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## **COMPLIANCE REQUIREMENTS**

### **LEGISLATION**

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- *Delegation 1.1.20 Agreement for the Payment of Rates and Service Charges*

### **INDUSTRY**

### **ORGANISATIONAL**

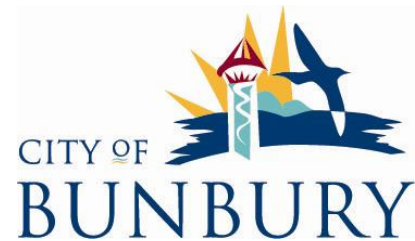
- *COUNCIL POLICY – Corporate Revenue Debt Collection*

PROPOSED

Document Control					
Document Responsibilities:					
Owner:	Chief Executive Officer	Owner Business Unit:	Directorate Strategy and Organisational Performance		
Reviewer:	Manager Finance	Decision Maker:	Council		
Document Management:					
Adoption Details	Council Decision 074/20 14 April 2020	Review Frequency:	Biennial	Next Due:	August 2023
Review Version	Decision Reference:	Synopsis:			
DOC/**	Council Decision **	New policy proposed			
Date Printed	18/08/2023				

Page 4 of 4

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# COVID-19 FINANCIAL HARDSHIP COUNCIL POLICY

## POLICY STATEMENT

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To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the City of Bunbury recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that the City offers a fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

This policy is to read in conjunction with Council Decision 067/20 on 31 March 2020, where:

1. Council suspended interest charges on current (2019/20) outstanding rates, backdated to 1 March 2020; and
2. Council suspended the application of Council Policy Corporate Revenue Debt Collection until 30 September 2020.

## POLICY SCOPE

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This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for each financial year in which the Local Government (COVID-19 Response) Ministerial Order 2020 applies.

It is a reasonable community expectation, as the community deals with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

## POLICY DETAILS

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### 1. Payment difficulties, hardship and vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The City of Bunbury recognises the likelihood that COVID-19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to

all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

## **2. Anticipated Financial Hardship due to COVID-19**

The City of Bunbury recognises that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

The City will contact ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, the City will also provide contact information for a recognised financial counsellor and/or other relevant support services.

## **3. Financial Hardship Criteria**

While evidence of hardship will be required, the City of Bunbury recognises that not all circumstances are alike. The City will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment;
- Sickness or recovery from sickness;
- Low income or loss of income; or
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities.

## **4. Payment Arrangements**

The Chief Executive Officer under delegated authority is authorised to make payment arrangements in accordance with Section 6.49 of the *Local Government Act 1995* which are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made a genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the City of Bunbury of any change in circumstance that jeopardises the agreed payment schedule.

## **5. Interest Charges**

A ratepayer that meets the Financial Hardship Criteria will not attract interest or penalty charges on rates / service charge debt in 2020/21, subject to the period of time that the local government (COVID-19 Response) Ministerial Order 2020 remains effective (SL 2022/86 – Gazetted 24 June 2022).

In the case of severe financial hardship, the City of Bunbury may consider writing off interest applicable to the Emergency Service Levy and / or interest previously accrued on rates and service charge debts.

## 6. Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

## 7. Debt recovery

Consistent with Council decision 067/20, Council Policy Corporate Revenue Debt Collection has been suspended until 30 September 2020.

Thereafter, the City of Bunbury will suspend its debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then the City will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to an agreed payment plan, then for any Rates and Service Charge debts that remain outstanding after the Local Government (COVID-19 Response) Ministerial Order 2020 is revoked or expires, the City will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the following financial year. Rates and service charge debts that remain outstanding at the end of this period will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995* and Council Policy Corporate Revenue Debt Collection.

## 8. Review

The City of Bunbury will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

## 9. Communication and Confidentiality

The City of Bunbury will maintain confidential communications at all times and will undertake to communicate with a nominated support person or other third party at the applicant's request.

The City will advise ratepayers of this policy and its application when communicating in any format with a ratepayer that has an outstanding rates or service charge debt.

The City recognises that applicants for hardship consideration are experiencing additional stresses and may have complex needs. The City will provide additional time to respond to communication

and will communicate in alternative formats where appropriate. The City will ensure all communication with applicants is clear and respectful.

## COMPLIANCE REQUIREMENTS

### LEGISLATION

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- *Rates and Charges (Rebates and Deferrals) Act 1992*
- *Local Government (COVID-19 Response) Ministerial Order 2020*
- *Local Government (COVID-19 Response) Amendment Order 2021*
- *Delegation 1.1.20 Agreement for the Payment of Rates and Service Charges*

### INDUSTRY

### ORGANISATIONAL

- *COUNCIL POLICY – Corporate Revenue Debt Collection*

Document Control					
Document Responsibilities:					
Owner:	Chief Executive Officer	Owner Business Unit:	Directorate Strategy and Organisational Performance		
Reviewer:	Manager Finance	Decision Maker:	Council		
Document Management:					
Adoption Details	Council Decision 074/20 14 April 2020	Review Frequency:	Annual	Next Due:	April 2022
Review Version	Decision Reference:	Synopsis:			
DOC/541838[v2]	Council Decision 074/23 23 May 2023	POLICY REVOKED – State of Emergency/Ministerial Order ended			
DOC/541838[v2]	Council Decision 167/22 23 August 2022	Updated to align with Amendment Order 2022.			
DOC/541838[v2]	Council Decision 123/21 29 June 2021	Policy amended to ensure consistency with COVID-19 Response Ministerial Order 2020			
DOC/541838[v1]	Council Decision 074/20 14 April 2020	Adopted as a direct response to the circumstances being experienced within the community as a result of the global COVID-19 pandemic			
Date Printed	18/08/2023				

## 8.5 Review of Council Policy: Street Addressing

<b>File No.</b>	COB/306
<b>Internal</b>	Policy Review and Development Committee
<b>Responsible Officer:</b>	David Ransom, Manager Finance
<b>Responsible Manager:</b>	David Ransom, Manager Finance
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance
<b>Authority/Discretion</b>	<div><div><input type="checkbox"/> Advocacy</div><div><input checked="" type="checkbox"/> Executive/Strategic</div><div><input type="checkbox"/> Legislative</div></div> <div><div><input type="checkbox"/> Quasi-Judicial</div><div><input type="checkbox"/> Information Purposes</div></div>
<b>Attachments:</b>	Appendix 8.5-A: Council Policy: Street Addressing

### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Street Addressing. The policy was last reviewed in August 2021 and is now due for its biennial review.

### Executive Recommendation

That the Policy Review and Development Committee recommend that Council note the review of existing Council Policy – Street Addressing, with no changes recommended.

*Voting Requirement: Simple Majority Vote*

### Strategic Relevance

Pillar:	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13:	A leading local government
Objective 13.3:	Effectively manage the City's resources

### Regional Impact Statement

N/A

### Background

The Street Addressing Policy was developed to establish a clearly documented policy position rather than an otherwise unidentified process which residents can relate to when seeking advice or opposing proposed re-allocation of street numbers. The Policy defines the standards and procedures for the assignment and amendment of street numbering within the City of Bunbury.

This policy was last reviewed by Council in August 2021 and is presented to the Policy Review and Development Committee for review as part of Council's policy review schedule.

### Council Policy Compliance

This report facilitates the review of existing Council Policy Street Addressing.

**Legislative Compliance**

N/A

**Officer Comments**

Officers have undertaken a review of the Council Policy Street Addressing as presented at Appendix 8.5-A and suggest that the content of the current policy is appropriate.

**Analysis of Financial and Budget Implications**

Nil

**Community Consultation**

Not applicable.

**Councillor/Officer Consultation**

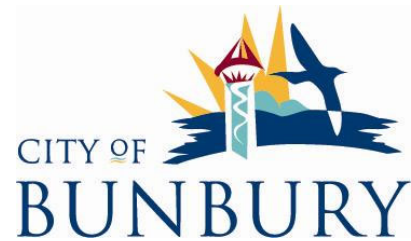
This matter is presented to the Policy Review and Development Committee for consideration.

**Applicant Consultation**

Not applicable.

**Timeline: Council Decision Implementation**

Any revisions to the policy will take effect immediately following Council's determination.



## STREET ADDRESSING COUNCIL POLICY

### POLICY STATEMENT

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This Policy defines the standards and procedures for the assignment and amendment of street numbering within the City of Bunbury

### POLICY SCOPE

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This policy applies to employees of the City of Bunbury.

### POLICY DETAILS

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Any requests for the assignment, renumbering or amendment of street addresses within the City of Bunbury will be considered in accordance with the *Australian / New Zealand Standard 4819:2011 – Rural and Urban Addressing*.

### POLICY PROCEDURE

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#### 1. Determining the Street Address

The main access from a road to a property (i.e. front door) determines the correct street address. Properties must have the street number clearly displayed and visible from the road. This is in accordance with Landgate guidelines and to meet the requirements of Emergency Service responders, Australia Post and other service provider requirements.

#### 2. Street Addressing for Subdivisions and Developments

- a) The start point for street addressing is to commence from the start point of the subject road. The following methods are to be used to determine the start point:
  - i. for roads between two other roads, the start point is to be at the intersection adjoining the road of greater importance;
  - ii. for roads of equal importance, the start point is the end closest to the GPO Bunbury;
  - iii. the start point for cul-de-sacs is the entrance to the road; and
  - iv. the start point of loop roads is at the end adjoining the road of greater importance.
- b) Street Addressing Patterns
  - i. Street numbers will be consecutive and where a street number has been allocated to a property, then that number must be used.
  - ii. Odd and even numbers cannot be used on the same side of a street.

- iii. Odd numbers will be allocated to the left hand side of a street, and even numbers will be allocated on the right hand side, commencing from the start point. Cul-de-sacs will be numbered in the same way to the head of the cul-de-sac.
  - iv. Every lot will be allocated a street number. Normally one street number will be allocated per lot, but if possible, extra numbers will be set aside to allow for the development potential of a lot.
  - v. Where a lot has two street frontages and the orientation of the dwelling/building has not yet been determined, then the subject property will be allocated a street address for both roads where possible. Upon completion of the development, a primary address in one frontage shall be allocated, and the unused number will be reserved in case of future use.
  - vi. All street addresses will be sequential, ranging from the lowest to the highest, for example 1, 1A, 2, 2A, 3, 4, 5, 6, 7 and so on.
  - vii. If a new subdivision is being developed in stages and if the first portion occurs in the middle section of what will eventually be a continuous road, an estimate will be made of the total number of lots likely to be created along the entire road. This will be aligned with the Residential Design Code provisions for density, and lot frontage widths for properties.
- c) Street numbers for subdivisions/amalgamations and vacant strata surveys will be allocated at the Clearance of Conditions stage. Surveyors, developers, owners and the WA Planning Commission will be advised of the new street address at this stage.
  - d) Single houses and grouped dwellings may be required to share a street number.
  - e) If a property containing an existing dwelling/building is redeveloped with an additional dwelling/building at the rear and where there is only one street number available, the front dwelling/building will retain the original street number and the new dwelling/building will be allocated the suffix 'A' (e.g. 17A). Two new dwellings/buildings will be numbered with suffixes (e.g. 17A and 17B respectively).
  - f) Where there is more than one dwelling/building being constructed on a property and where they have individual street frontages, the allocated street numbers will follow the current street numbering pattern and where possible individual street numbers will be allocated. However, if there is a lack of spare street numbers they will be allocated numbers with suffixes (e.g. 5, 7, 7A, 9).
  - g) Where there is only one street number, developments of up to four units will be numbered with suffixes (e.g. 17A to 17D). More than four dwellings/buildings will be numbered with a numeric prefix (eg.1/9, 2/9...8/9).

### 3. Changing Street Address

- a) The City of Bunbury will only consider altering the address of a property if there are difficulties associated with its identification.
- b) The City of Bunbury cannot accede to requests for a change in street address in the following circumstances:
  - i. a dislike of the number;
  - ii. superstition;

- iii. religious reasons;
  - iv. personal preference;
  - v. to improve the “feng shui” of the property;
  - vi. where the number is considered ‘not good for business’;
  - vii. where the property is considered difficult to sell;
  - viii. where the number is considered to devalue the property; and/or
  - ix. any other reason contrary to this policy and the like.
- c) An unused street number which has been set aside for a corner lot cannot be re-allocated to the adjoining property as this number may be required for future purposes.
  - d) The City will only consider re-allocating other unused street numbers if the adjacent property cannot be further developed.
  - e) The City will consult with affected owners where a change in street address is being considered.
  - f) Council will consider all requests where objections to the proposal are received from affected owners.

#### 4. Notification

- a) Where a change of street address is approved, the City will notify any affected owners and the relevant Government Agencies.
- b) All costs associated with the change of street address notifications remain the responsibility of the property owner/developer. This includes the replacement and/or relocation of letterboxes, costs of new numbers, alterations to numbers on buildings, replacing/removing painted kerb side numbers, and notifications to other agencies, business contacts, friends and acquaintances as well as alterations to business and personal stationery.

## COMPLIANCE REQUIREMENTS

### LEGISLATION

- *Local Government Act 1995*

### INDUSTRY

- *Australian / New Zealand Standard 4819:2011 – Rural and Urban Addressing*
- *Landgate Manual for Addressing Urban Property in WA*

### ORGANISATIONAL

- *City of Bunbury Private Property Local Law 2003*

Document Control					
Document Responsibilities:					
Owner:	Director Strategy and Organisational Performance		Owner Business Unit:	Finance	
Reviewer:	Manager Finance		Decision Maker:	Council	
Document Management:					
Adoption Details	Res 278/12 25 September 2015		Review Frequency:	biennial	Next Due: 2023
Review Version	Decision Reference:		Synopsis:		
DOC/455749[v2]	Council Decision 175/21 31 August 2021		Reviewed with no changes		
DOC/455749[v2]	Council Decision 049/20 17 March 2020		Consolidate policies and corporate guidelines in accordance with revised Policy Framework. Convert CG to Management Policies		
DOC/455749[v1]			Converted from Mydocs to CM9		
<a href="#">CP-026040</a>	Res 055/19 19 March 2019		Reviewed no changes		
<a href="#">CP-026040</a>	Res 318/16 6 September 2016 –		Reviewed no changes		
Date Printed	18 August 2023				

## 8.6 Review of Council Policy: Bushfire Inspection and Mitigation

<b>Fine No.</b>	COB/306						
<b>Applicant:</b>	Policy Review and Development Committee						
<b>Responsible Officer:</b>	Mark Allies, Team Leader Rangers and Emergency Management						
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Services						
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities						
<b>Authority/Discretion</b>	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Review</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input type="checkbox"/> Legislative</td><td><input type="checkbox"/> Information Purposes</td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial	<input type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Review						
<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Quasi-Judicial						
<input type="checkbox"/> Legislative	<input type="checkbox"/> Information Purposes						
<b>Attachments:</b>	Appendix 8.6-A: Council Policy Bushfire Inspection and Mitigation						

### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Bushfire Inspection and Mitigation.

### Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt revised Council Policy Bushfire Inspection and Mitigation as presented at Appendix 8.6-A.

*Voting Requirement: Simple Majority Vote*

### Strategic Relevance

Pillar:	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13:	A leading local government
Objective 13.3:	Effectively manage the City's resources

### Regional Impact Statement

Not applicable.

### Background

The Council Policy Bushfire Inspection and Mitigation was adopted on 2 September 2014, refer Council Decision 334/14. It was last reviewed on 31 August 2021 and is now due for its biennial review.

The Policy provides how the City of Bunbury will assess the risk of bush fire to properties, apply treatments, and collaborate with the Department of Fire and Emergency Services to engage and educate the community.

### **Council Policy Compliance**

This report facilitates the review of existing Council Policy Bushfire Inspection and Mitigation.

### **Legislative Compliance**

Pursuant to section 33 of the *Bush Fires Act 1954* local governments can develop local laws, being customised strategies to reduce the risk and impact from bush fire.

### **Officer Comments**

Officers have undertaken a comprehensive review of the Council Policy Bushfire Inspection and Mitigation and proposed significant changes as presented in Appendix 8.6-A.

The review has enabled officers to consider best practice processes based on Australian Standards and which are supported by current data. The Policy has been revised to ensure the City's practices and procedures in engaging with the community, assessing risks and applying treatments are consistent and lawful with the intent to reduce risk from individual properties, leading to a reduction of risk of bush fire to the whole community and surrounding local governments.

### **Analysis of Financial and Budget Implications**

Nil

### **Community Consultation**

Not applicable.

### **Councillor/Officer Consultation**

This matter is presented to the Policy Review and Development Committee for consideration.

### **Applicant Consultation**

Not applicable.

### **Timeline: Council Decision Implementation**

Any revisions to the policy will take effect immediately following Council's determination.



## BUSHFIRE INSPECTION AND MITIGATION COUNCIL POLICY

### POLICY STATEMENT

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The Council is committed to managing exposure to bush fire risk, through:

- ~~Assessing risk of bush fire to City of Bunbury properties using processes based on Australian Standards and supported by current data.~~
- Applying treatments to council assets that align with requirements of the Bush Fires Act 1954 with consideration to ecological communities under consultation with the Department of Conservation, Biodiversity and Attractions (DBCA) and City Environmental officers.
- Engage and educate the community and enforce only when necessary, to achieve compliance with the requirements of the Bush Fires Act 1954.
- Collaborate with Department of Fire and Emergency Services (DFES) to educate community members and stakeholders on current fire risk mitigation responsibilities.

### POLICY SCOPE

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This policy applies to:

- All properties within the City of Bunbury.
- Extend consultation with owners of bush land properties that present risk to others within the community. The intent would be to reduce risk from these individual properties, leading to a reduction of risk of bush fire to the whole community and surrounding local governments.

### POLICY DETAILS

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The *Bush Fires Act:1954* (the Act), specifically *section 33 (1)*, enables local governments to develop local laws, being customised strategies to reduce the risk and impact from bush fire.

- Properties are identified for assessment utilising the City's own database software, ~~(Content Manager)~~. This allows us to prepare a list of all vacant lots and recent demolitions in the City. Residents who have been previously identified as non-compliant with the requirements of the Act are also added to the list along with properties reported by community members, agencies and ~~Rangers~~ Authorised Officers.
- A community engagement program is part of this strategy. All residents are provided with a Fire Control Public Notice, listing compliance requirements in ~~July-August~~ of each year plus adverts in the newspaper and online are posted ~~in September~~. In partnership with the Department of Fire and Emergency Services (DFES) The City continuously provide additional information through an ongoing educational campaign to assist the community to understand

their own potential risk exposure while fostering a greater community awareness and support for fire risk mitigation.

## POLICY REQUIREMENTS - FIRE PREVENTION:

### 1. Annual Schedule and City of Bunbury practices

**1.1 Work Procedures Review** - The Team Leader Rangers & Emergency Management (TLREM) / Deputy Chief Bush Fire Control Officer (DCBFCO) shall review this procedure and current practices, in September of each year.

**1.2 Joint Meeting** - The TLREM shall convene and attend a meeting with other Fire Control Officers and other relevant staff, prior to the fire season each year. The meeting will assess the situation for the coming season and a list of Council properties shall be identified including treatments required to minimise fire hazards (~~e.g.e.g., rotary hoe, burn~~chemical spraying, slashing, firebreaks).

If required, advice on implementing fire hazard reduction strategies shall be sought from relevant organisations, such as DFES and/or the Department of Biodiversity Conservation and Attractions (DBCA).

Where the estimated cost of proposed works cannot be accommodated within the annual budget, the annual risk treatment schedule recommended by the TLREM shall be referred to the Executive Leadership Team (ELT) with recommendations, regarding any rescheduled risk priorities in the fire hazard reduction programme.

**1.3 Implementation of the hazard reduction** program will be prepared following consultation with DFES, DBCA and the Chief (CBFCO) & Deputy Chief Bush Fire Control (BCBFCO) officers in collaboration with relevant internal stakeholders. This program will consist of managed land under the care of the Emergency Management team and compliance action for privately owned land administered by the Ranger team. ~~programme prepared by the joint meeting (or if necessary, the priorities as determined by ELT) shall be carried out as soon as possible after the joint meeting.~~

The TLREM will arrange required hazard reduction work. ~~Controlled burns will be carried out prior to the commencement (or after the cessation) of the prohibited burning period each year, as the weather conditions permit, in collaboration with DFES Coordinators.~~The Mitigation Activities Fund (MAF) grant program administered by DFES, will be utilised where possible, to fund treatments associated with State Govt owned land that is managed by the City.

### 1.4 Annual Residential Inspections

**1.4.1** In ~~September~~June every year, the TLREM will prepare the statutory advertisements for publishing in the local newspaper and online at the City's website. This is to be checked by the Manager Community ~~Services-Wellbeing~~ and approved by the Chief Executive Officer.

The physical advert should be provided to the Administration Officer and the digital version supplied to Public Relations. Where possible, a brochure shall be placed in the annual rates notices to all property owners before August.

- 1.4.2 In early October every year, the Ranger Administration Officer will prepare a List of vacant lots and recent demolitions within the City.
- 1.4.3 All properties on the List are to be checked by Rangers to determine whether they require a notice to clear land.
- 1.4.4 Any other properties observed or reported that fall into the category of a fire hazard should be added to the List for inclusion in the fire break Notice mail merge by the Ranger Administration Officer. All properties are to be initially inspected ~~by commencing the first day as stated in annual Fire Control Notice.~~end of first week of December.
- 1.4.5 A Register of vacant properties is to be prepared and attached to the Fire ~~Break~~Control Notice for that year by the Ranger Administration Officer. All documentation is to be presented to the TLREM for signing under delegated authority. Once all documentation has been approved, the original Notice with the Team Leader's signature and the Register of vacant properties is to be scanned and registered in Content Manager (CM).
- 1.4.6 A Notice along with a "Firebreak Tips" leaflet is to be mailed to all affected landowner(s) requesting them within 14 days to clear and then maintain the required fire break up to and including ~~30 March~~final day of compliance period as stated on Fire Control Notice.
- 1.4.7 On or after the expiry of the 14-day period, all vacant/over-grown land that was subject to a Notice should be re-inspected by a Ranger to assess whether compliance has been achieved.
- 1.4.8 Where non-compliance is observed, the Ranger is to photograph the property as evidence. All photographs to be registered in CM (to the property, Owner and subject).
- 1.4.9 If the land has been cleared or is no longer a fire hazard, no further action is required.
- 1.4.10 If the land has not been cleared, then:
  - (a) a follow up Notice and standard letter must be sent to the landowner notifying them of possible further action including infringement Notices and/or work orders to clear their property of all flammable material by the City's nominated contractor.
  - (b) the Owner is to be given a further 7-14 days to comply. ~~The Ranger should telephone the Owner (and if possible, confirm in an email) to ensure the follow-up correspondence was received and to enquire when works will be undertaken to comply with the Notice.~~
- 1.4.11 After the 7-14 days has expired from the date of issue of the follow up Notice ~~(and being no later than 1 January of that same year),~~ the land should be re-inspected. If the land has been cleared or is no longer a fire hazard and complies, no further action is required.
- 1.4.12 If the land has not been cleared and no action has been taken:
  - (a) if no valid reason or explanation is provided, an Infringement Notice may be issued to the landowner, under section 33 (3) of the Bush Fires Act 1954.

- (b) with the approval of the Team Leader Rangers & Emergency Management, the Senior Ranger should seek three quotes by appropriately trained professional(s) to clear the block to the City's specifications. The acceptance of quotes will be in accordance with the City's procurement processes.
- (c) a Ranger must be present at the time of clearing as per the Bush Fires Act 1954, Section 33, 4(b).
- (d) when the Contractor's invoice has been received, an inspection must be undertaken by a Ranger to confirm that the property has been satisfactorily cleared. The invoice is to be authorized by the Team Leader and can then be passed to the finance section for processing.

1.4.13 A Report detailing all infringements and escalations for non-compliant properties must be submitted by the Senior Ranger to the TLREM at the end of the Fire Season or once all properties have been confirmed to be compliant (whichever comes first).

The City's procurement processes will be followed with regards to engaging and paying contractors to undertake work.

## 2. Permits to Burn

The ~~TLREM-CBFCO/DCBFCO~~ and Chief Executive Officer (CEO), are delegated the authority to extend the Restricted Burning Period for up to fourteen days, in accordance with provisions of the Act.

Permits are required to burn within the Restricted Burning Period, and these will be issued (subject to the Act) to the public, by the Rangers/Fire Control Officers.

Permits issued will carry specific risk minimisation conditions and shall comply with the Act.

Notification of intention to commence a permitted burn must be given to all abutting landowners and occupiers, between a minimum of 4 days and a maximum of 28 days, prior to commencement of any burning.

Notification of the intention to burn must be provided by the permit holder to City's Ranger ~~Services~~department, DFES and where stipulated on the permit, to Department of Primary Industries & Regional Development (DPIRD) on the morning of the day of commencement. This requirement shall be noted on the permit.

Fire Control Officers shall be responsible for ensuring that the permit holder is made aware of all conditions and requirements.

On days where DFES has issued a 'Total Fire Ban' for that day it is the responsibility of the landowner to check the status from the DFES website.

In order to conduct any ~~of the following~~ **of the Total Fire Ban Prescribed A**activities during a Total Fire Ban (TFB), there are specific conditions which need to be complied with:

- Blasting
- Gas flaring
- Hot work
- Road work (grading and bituminising)
- Off-road activity
- Catering activity

Before conducting any of the above activities during a Total Fire Ban, DFES must be notified via the Online Notification Form at least 30 minutes prior to the activity commencing.

If the activity is occurring within 3 kilometres from land managed by the DBCA, the respective local District or Regional Duty Officer from DBCA must be notified at least 30 minutes prior to the activity commencing

### 3. Standard Requirements

#### 3.1 Private property (includes residential, commercial and industrial)

To protect from the risk of ember attack, from bushfire:

Fire Prevention is everyone's responsibility, and all property owners/occupiers have a duty to help us reduce the risk of fire.

Pursuant to Section 33 of the Bush Fires Act 1954, all City of Bunbury residents have a legal requirement to undertake fire prevention works on their property by 13 November and this standard must be maintained until 5 May.

- Where the area of land is ~~2000m~~<sup>2024m</sup><sup>2</sup> or less, occupants must slash/mow all grass to a height no greater than ~~five-ten~~ (510) centimetres and remove all slashed materials and other flammable matter from the land. ~~This standard must be maintained until 31 March the following year; and~~
- Where the area of land is greater than ~~2000m~~<sup>2024m</sup><sup>2</sup> firebreaks free of all flammable material and at least ~~three~~ (3) metres wide and four (4) metres high, are to be installed immediately inside all external boundaries of the land and also immediately surrounding all buildings ~~and haystacks situated on the land. Where several adjoining lots are held or used by the owner/occupier, the firebreaks may be provided inside and along the external boundaries of the group or lots.~~

#### Firebreak Specifications

- must be not less than three (3) metres wide immediately inside and along all boundaries (Including boundaries adjacent to roads and open spaces)
- must be not more than four (4) metres wide
- must have a vertical clearance height of four (4) metres, with all overhanging vegetation trimmed back clear of the firebreak.
- must be a mineral earth firebreak or maintained living lawn with a continuous trafficable surface for a 4WD vehicle, clear of any obstructions and must not terminate

~~in a dead end~~Total removal of flammable material from the property (as per (a) above) would be considered an acceptable alternative.

Inspections to these properties ~~may~~ occur.

### **~~3.2 — For properties assessed as 'High', as for 3.1 (above), plus:~~**

~~Communication with the resident/landowner, explaining bush fire risk assessment result for their property. They are to be advised that their hazard rating has been assessed as 'High' and their property is at a dangerous threat from bushfire. Advise them of the AS 3959 implications (even though this cannot be retrospectively applied) suggesting their consideration of the following strategies:~~

- ~~• sealing all gaps in the structure to have no openings greater than 3mm diameter,~~
- ~~• consider acquiring non-combustible ember protective covers for evaporative air conditioners,~~
- ~~• change flyscreens to non-corrosive metal materials, or non-flammable window shutters,~~
- ~~• remove all combustible, dry vegetation prior to 30 November (annually),~~
- ~~• consider measures to remove any likelihood of embers starting fires, throughout warmer months,~~
- ~~• be prepared for a vigorous inspection regime from 1 December (annually), (every property within this hazard rating is likely to receive a visit from the Rangers), with possible infringement notices issued for non-compliance,~~
- ~~• encourage contact with the City of Bunbury Rangers, for further advice.~~

### **~~3.3 — For Properties assessed 'as Very High', as for 3.2 (above), plus:~~**

~~Communication with the resident/landowner, explaining the bush fire risk assessment result for their property. They are to be advised that their hazard rating has been assessed as 'Very High' and their location is at a very dangerous threat from bushfire. Advise them of the AS 3959 implications (even though this cannot be retrospectively applied), suggesting their consideration of the following strategies:~~

- ~~• construction in this location may no longer be permitted to take place (AS 3959:2009 — Construction of Buildings in Bush Fire Prone Areas),~~
- ~~• sealing all gaps in the structure to have no openings greater than 3mm diameter,~~
- ~~• consider our strong recommendation that they acquire non-combustible ember protective covers for evaporative air conditioners,~~
- ~~• change flyscreens to non-corrosive metal materials, or non-flammable window shutters (constructed to AS 3959 [clause 3.7]),~~
- ~~• remove all dry combustible vegetation prior to 30 November (annually),~~
- ~~• take measures to remove any likelihood of embers starting fires, throughout summer,~~
- ~~• be prepared for a very vigorous inspection regime from 1 December (annually), (every property in this hazard rating will receive an inspection from City Rangers), with infringement notices issued for non-compliances with the conditions of 3.1 (above) a highly likely,~~
- ~~• encourage contact with the City of Bunbury Rangers, for further advice.~~

### **~~3.4 — For all properties assessed as 'Extreme', as for 3.3 (above), plus~~**

~~Communication with the resident/landowner, explaining the bush fire risk assessment result for their property. They are to be advised that their hazard rating has been~~

~~assessed as **Extreme** and their location is at an extremely dangerous threat from bushfire. To advise them of the AS 3959 implications (even though this cannot be retrospectively applied) suggesting their serious consideration of the following strategies:~~

- ~~• that construction in this location would no longer be permitted to take place (AS 3959:2009 – Construction of Buildings in Bush Fire Prone Areas);~~
- ~~• sealing all gaps in the structure to have no openings greater than 3mm diameter;~~
- ~~• consider our strong recommendation that they acquire non-combustible ember protective covers, for evaporative air conditioners;~~
- ~~• change all flyscreens to non-corrosive metal materials, or non-flammable window shutters (constructed to AS 3959 [clause 3.7]);~~
- ~~• remove all dry combustible vegetation prior to 30 November (annually);~~
- ~~• take measures to remove any likelihood of embers starting fires, throughout summer;~~
- ~~• be prepared for a very vigorous inspection regime prior to 1 December (annually), (every property in this hazard rating will receive an inspection from City Rangers), with infringement notices for non-compliances with the conditions of 3.1 (above) a certainty;~~
- ~~• residents/occupiers consider developing and practicing an evacuation plan, with established triggers for action;~~
- ~~• encourage contact with the City of Bunbury Rangers, for further advice.~~

### **3.53.2 Fuel and Gas Depots**

In respect of land owned and/or occupied, on which is situated any container normally used to contain liquid or gas fuel, including the land on which any ramp or supports are constructed, you shall have the land clear of all flammable material.

### **3.6 Plantations**

#### **Boundary Firebreaks—**

~~On the horizontal plane, a firebreak shall be provided 15 metres wide and immediately adjoining all external boundaries of the planted area. The outer 10 metres will be cleared of all flammable material while the inner 5 metres, i.e. that portion closest to trees may be kept in a reduced fuel state, i.e. by slashing or grazing grass provided that the height of the grass does not exceed 8cm.~~

~~On the vertical plane a clear space 5 metres high will be maintained above the outer 10 metres of the firebreak.~~

#### **Internal Firebreaks—**

~~Plantations shall be subdivided into areas not exceeding 30 hectares by firebreaks a minimum of 6 metres wide, which shall be cleared of all flammable material. In the vertical plane a clearance of a minimum height of 5 metres from the ground level will be maintained above the firebreak.~~

### **3.73.3 Burning Permits, Burning of Bush, Grass and Garden Refuse**

Each year burning is not permitted from 11 December to 24 March inclusive.

A Burning Permit must be obtained for the burning of any materials (including garden refuse) from 1 November to 10 December inclusive and from 25 March to 5 May inclusive.

Permits are automatically cancelled on days of very high and extreme fire danger as no burning of any type is permitted, not even in incinerators.

Permits to burn must be obtained from the City of Bunbury and all conditions imposed by the City's Fire Control Officers and Authorised Persons must be followed. Conditions may include:

- Three adults always present at the fire.
- Neighbouring property owners and occupiers notified at least four days before burning or on the day if agreed.
- Running water, or a fire unit with water pump and at least 500 litres of water, at the fire always.
- Time and wind conditions restrictions are also specified in the permit.

Permits to burn will not be issued, or permitted at any time, in Residential Areas or on land less than 2024<sup>2</sup>m, due to the increased hazard the activity presents.

Persons burning without a permit or approval, may receive an on the spot fine or be liable for fines up to \$2,000 plus costs and/or imprisonment. In the case of a running or escaping fire, the responsible person may be liable to prosecution or civil action and may be required to pay damages and the cost of firefighting, even if a permit or approval has been obtained. Burning of anything including bush, grass and garden refuse is totally prohibited from 30th December to 28th March (inclusive), annually.

~~Permits to burn are required for any burning including garden refuse at any time between 15 November and 29 December (inclusive) and between 29 March and 10 May (inclusive), annually.~~

~~Permits to burn will only be issued to landowners/occupiers for hazard reduction burning until 30 November (inclusive), annually. From 1 December to 29 December (inclusive), annually, permits to burn will not be issued to landowner/occupiers for hazard reduction burning. From 1 December to 29 December (inclusive), annually, permits to burn will only be issued to fire brigades established in accordance with the Fire Brigades Act 1942 or the Bushfires Act 1954 and for any other burning as approved by the Team Leader Rangers and Emergency Management/DCBFCO.~~

### **Total Fire Bans**

Total Fire Bans are declared on days when fires will be very difficult to control and are most likely to threaten lives and property because there is extreme fire weather or widespread bushfires that are seriously stretching firefighting resources.

Total Fire Bans prohibit lighting open air fires which includes deliberately lit fires, burn offs, cooking with open-fire appliances or campfires; or carrying out business activities that could start a fire including incinerators, welding, grinding, soldering or gas cutting.

As of 2018 the State Government has increased penalties for anyone breaching a Total Fire Ban. An offence can incur an on-the-spot infringement of \$1000. Repeat offenders or offences of a serious nature could result in prosecution with a fine of up to \$25,000 and / or imprisonment for 12 months.

### **3.83.4 Campfires/Fire Pits/Pizza Ovens**

Campfires are totally banned within the whole of the District of the City of Bunbury from 15 November until 10 May (inclusive), annually.

Fire pits, pizza ovens and wood-fuelled barbecues are not permitted at all during the Prohibited Burning period.

Permits are required during the Restricted Burning period, and it would constitute an offence to light one without a valid permit. Permits can also be cancelled should changes in weather conditions or other risks present themselves.

A Total Fire Ban would also cancel any permit and community members must check the DFES webpage to see if one is in effect in your area prior to lighting any fire.

These activities are never permitted on any public land without permission from the City of Bunbury and would constitute an offence.

### **3.93.5 Prohibited and Restricted Burning Periods**

**Prohibited Burning Period**, as it applies within the Bunbury District, is from ~~30-11~~ December to ~~28-24~~ March (inclusive) annually.

**Restricted Burning Periods**, as they apply within the Bunbury District, are ~~15-1~~ November to ~~29-10~~ December (inclusive) and ~~29-25~~ March to ~~10-5~~ May (inclusive), annually. These dates may be subject to variation according to seasonal conditions, but any changes shall be advertised in a newspaper, circulating the Bunbury District.

If it is considered for any reason to be impractical to clear firebreaks or if natural features render fire-breaks unnecessary, a property owner/occupier may apply to the Council or its duly authorised officer, not later than ~~15-1~~ November annually, for permission to provide firebreaks in alternative positions, or to take alternative action to abate fire hazards on the land. If permission is not granted by the City of Bunbury or its duly authorised officer, the requirements as stipulated in the ~~Councils First and Final Fire-City's Fire Control~~ Notice shall be complied with. If the requirements of the ~~Councils First and Final Fire-Fire Control~~ Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Act.

## **4. City of Bunbury Notification Practice:**

General Notification - Because of the complexity of this Policy and the impact of changing weather conditions, the City will follow these steps to notify the general public:

- Make the residents aware of the City's burn-off period and conditions, through the City's website, ~~social media and in newspapers circulating the Bunbury District and through the DFES [www.emergencywa.gov.au](http://www.emergencywa.gov.au) website.~~
- ~~Provide information relating to who and how to contact a City officer.~~
- Specific Notification - Team Leader Rangers and Emergency Management/DCBFCO shall ensure that property owners/occupiers in the area of a proposed hazard reduction burn will receive specific notification of the intended burn, in accordance with the Act.

## **5. Appointment, Qualifications and Training ~~For~~ City Bushfire Control Officers**

### Training:

Where required, all bushfire brigade members and relevant City staff, shall be trained by suitably qualified instructors from DFES and other suitable/recognised training organisations.

Unless stipulated otherwise, all training shall be valid for a period not exceeding 5 years after which time the brigade member or City staff, shall be required to again undertake the relevant training course, or demonstrate relevant competency maintenance activity, through logbooks or endorsement from the Brigade Captain.

Drivers of emergency vehicles shall be required to undertake relevant DFES driving courses, to enable the driving of emergency vehicles in emergency and off-road situations.

The TLREM shall ensure that all Council fire personnel are trained and qualified to perform their duties, in accordance with the Act and this work procedure.

### Annual Appointment of Fire Control Officers:

Council shall appoint Fire Control Officers in accordance with the Act and the relevant appointments shall be advertised in newspapers circulating the Bunbury District annually.

## 6. Annual Firebreak Notifications:

Pursuant to Section 33 of the *Bush Fires Act 1954*, the City shall post annual ~~Firebreak-Fire Control~~ Notices on the City Website, local Newspaper publications and on noticeboards in the City of Bunbury Administration building. This public notice will provide residents with the legislated requirements of each property.

### Procedure:

Council will fulfil its obligations under the Act in accordance with the following guidelines:

**First Adopted:** (28) (a) – Council – 16 September, 1991

**Review by EMT:** ~~26-24 May~~~~July, 2014~~~~2024~~

**Source of Procedure:** Senior Administration Officer,

**Review Date:** Annually, in ~~September~~~~July~~

**Review Responsibility:** Team Leader Rangers & Emergency Management

## POLICY PROCEDURE

Using the City of Bunbury ~~Firebreak-Fire Control~~ procedure and Bushfire Risk Assessment process the risk of fire can reasonably mitigated and will ensure activities comply with the Bush Fires Act 1954. Acting in accordance with the Act will ensure any treatments or remedial activities are both reasonable and effective. Any actions that require federal exemptions, especially in any area primarily populated by people, should only be considered when the treatments offered in the Bush Fires Act are proven ineffective.

The second stage is to concentrate on the community engagement and education component of the process which aligns with educational material provided by DFES, public notices provided within the Bush Fire Act 1954 and consistent with the activities of other Local Governments. The City Ranger team is committed to education and consultation with the Community to achieve compliance. Enforcement options are utilised only in the event the landowner/occupier chooses not to comply following the education process outlined in the procedure.

## **Risk Assessment**

All identified properties are assessed as per the requirements of the *Bush Fires Act 1954*. They will be risk assessed as per the requirements listed in section 3 of this document.

## **Conclusion**

Community members throughout Western Australia have become increasingly aware of Fire and the impacts on communities and the Country. Most recently the devastation in NSW caused by fires in 2019 and domestic fires in areas like Yarloop and Roleystone that ravished entire towns.

These catastrophic events have increased the awareness of residents and the knowledge required to mitigate the risk. It has also increased the community's expectations on local governments to proactively employ quality systems and process to reduce the risk and assist in protecting their lives and assets.

## **COMPLIANCE REQUIREMENTS**

### **LEGISLATION**

- *Bush Fires Act:1954, section 33 (1)*
- *Australian Standard 3959:2009 – Construction of Buildings in Bush Fire Prone Areas*
- *International Standard 31 000 – Risk Management -Principles and Guidelines*
- Local Government Act:1995
- *The City of Bunbury Bush Fire Brigade Local Law 2023*

### **INDUSTRY**

- *National Risk Assessment Guidelines (NERAG) 2015*

### **ORGANISATIONAL**

- *City of Bunbury ~~First and Final Fire Notice~~Fire Control Notice*
- *~~Bush Fire Risk Management – Developing a Bush Fire Risk Register & Schedule~~City of Bunbury Fire Breaks and Inspections procedure*

Document Control					
Document Responsibilities:					
Owner:	Director Sustainable Communities	Owner Business Unit:	Manager Community <a href="#">ServicesWellbing</a>		
Reviewer:	Team Leader, Rangers and Emergency Management	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 334/14 2 September 2014	Review Frequency:	biennial	Next Due:	2023
Review Version	Decision Reference:	Synopsis:			
DOC/455536[v3]	Council Decision 179/21 31 August 2021	Policy reviewed with significant changes made.			
DOC/455536[v2]	Council Decision 049/20 17 March 2020	Consolidate policies and corporate guidelines in accordance with revised Policy Framework.			
DOC/455536[v1]		Converted from Mydocs to CM9			
<a href="#">CP-037583</a>	Res 053/19 19 March 2019	Minor amendments			
<a href="#">CP-037583</a>	Res 439/19 13 December 2016	[brief description of the adoption / changes approved]			
Date Printed	<a href="#">18 August 2023</a> <del>24 July 2023</del>				

## 8.7 Review of Council Policy: Closed Circuit Television System

<b>Fine No.</b>	COB/306						
<b>Applicant:</b>	Policy Review and Development Committee						
<b>Responsible Officer:</b>	Mark Allies, Team Leader Rangers and Emergency Management						
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Services						
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities						
<b>Authority/Discretion</b>	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Information Purposes</td></tr><tr><td><input type="checkbox"/> Legislative</td><td></td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	<input type="checkbox"/> Legislative	
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial						
<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes						
<input type="checkbox"/> Legislative							
<b>Attachments:</b>	Appendix 8.7-A: Closed Circuit Television System CCTV						

### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy Closed Circuit Television System (CCTV).

### Executive Recommendation

That the Policy Review and Development Committee Recommend that Council note the review of existing Council Policy Closed Circuit Television System, with no changes recommended.

*Voting Requirement: Simple Majority Vote*

### Strategic Relevance

Pillar:	Performance
Aspiration	Leading with purpose and robust governance
Outcome 13:	A leading local government
Objective 13.3:	Effectively manage the City's resources

### Regional Impact Statement

Not applicable.

### Background

This policy was significantly reviewed by Council on 30 August 2021 and is presented to Council by the PRDC for discussion and review as part of Council's policy review schedule.

The purpose of the Policy is to guide and direct the Council regarding its Closed-Circuit Television System.

### Council Policy Compliance

This report facilitates the review of existing Council Policy Closed Circuit Television System.

### **Legislative Compliance**

The following legislation applies to this Policy:

- *WA Criminal Code Act Compilation Act 1913*
- *Criminal Procedures Act 2004*
- *Freedom of Information Act 1992*
- *State Records Act 2000 and General Disposal Authority 2015*
- *Surveillance Devices Act 1998*

### **Officer Comments**

Officers have undertaken a review of the Council Policy Closed Circuit Televesion System as presented at Appendix 8.7-A and suggest that the content of the current policy is appropriate.

### **Analysis of Financial and Budget Implications**

Nil

### **Community Consultation**

Not applicable.

### **Councillor/Officer Consultation**

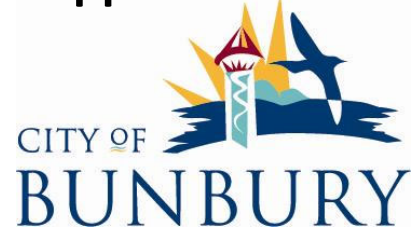
This matter is presented to the Policy Review and Development Committee for consideration.

### **Applicant Consultation**

Not applicable.

### **Timeline: Council Decision Implementation**

Any revisions to the policy will take effect immediately following Council's determination.



## CLOSED CIRCUIT TELEVISION SYSTEM COUNCIL POLICY

### POLICY STATEMENT

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The City of Bunbury provides a CCTV system to the district in order to:

- Deter criminal, anti-social and suspicious activity;
- Review and record criminal, anti-social and suspicious activities.
- Identify opportunities to reduce the fear of crime within the City of Bunbury.
- Provide WA Police and the City of Bunbury compliance team with lines of enquiry and evidence to support with investigations and prosecutions.
- Provide internal assistance with event coordination, emergency management and other public activities within the City of Bunbury.
- facilitate a rapid response by City staff, WA Police Officers or other emergency service personnel to incidents of concern; and
- improves the safety of traders, retailers, workers, visitors and City of Bunbury staff.

### POLICY SCOPE

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This policy applies to employees at the City of Bunbury.

### POLICY DETAILS

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#### 1. Definitions

“Suspicious Activity” means any activity whereby an officer may reasonably assume an offence is occurring, or an occurrence is imminent.

“Authorised Person” means a person appointed by the Chief Executive Officer (CEO) of the City of Bunbury, to manage, maintain and monitor the City’s CCTV system.

“CEO” means the Chief Executive Officer of the City of Bunbury.

“CCTV” means Closed Circuit Television System.

“DATA” refers to any isolated audio, video or images recorded on the CCTV system.

“MOU” refers to a Memorandum of Understanding established between the City of Bunbury and WA Police.

“WAPOL” means the West Australian Police and/or any sworn officer of the West Australian Police force.

**2. Ownership and Control of the CCTV System**

- a. The CCTV system is owned by and is the sole property of the City of Bunbury.
- b. The City of Bunbury Team Leader Rangers & Emergency Management (TLREM) shall be responsible for the management of the CCTV system and operations.
- c. All maintenance and upgrades of the CCTV system to be managed by City of Bunbury Information Communication and Technology (ICT) staff in collaboration with the TLREM.
- d. A member of WAPOL is permitted to operate the CCTV system in accordance with this Policy and in accordance with the MOU (Appendix 1).
- e. A member of WAPOL may not direct any City of Bunbury authorised person to undertake any task relating to the CCTV system unless in accordance with this Policy or the MOU.
- f. All camera locations shall be provided to the WA Police CCTV register via this internet portal: [wastatecctvregister.police.wa.gov.au](http://wastatecctvregister.police.wa.gov.au)

**3. CCTV Staff**

- a. Any staff involved in the monitoring operations of the CCTV system must be duly authorised by the CEO.
- b. All staff must provide a current Police Clearance certificate prior to access to CCTV monitoring equipment.
- c. Any staff involved in CCTV monitoring and operations must follow this policy and any relevant procedures, at all times.

**4. Access to CCTV**

- a. Only persons authorised by the CEO are permitted access to the CCTV monitoring system.
- b. No community member may have direct access to footage or monitoring systems. Access to the CCTV room must be in the presence of an Authorised person or WA Police officer for the purpose of investigating an alleged offence.

**5. Surveillance**

- a. Surveillance of an individual or group shall only take place if the Authorised Person observes suspicious activity of a nature to reasonably assume a threat to persons or property is likely.
- b. Members of the public going about their normal and lawful business shall not be the subject of undue or illegal surveillance. It is an offence to record visually, or observe, a private activity to which that person is not a party.

**6. CCTV System Control****6.1 Storage and Management of Data**

- a. Video and still photographs may only be recorded by an Authorised Person if actual suspicious activity has been observed.
- b. At no time shall copying of images or still photographs be undertaken of members of the public going about their lawful business.
- c. All information recorded and collected from the CCTV system shall remain the sole property of the City of Bunbury.
- d. All saved data shall be recorded in a register kept for that purpose including date, time and category of incident.
- e. Any saved data shall be 'stamped' with time, date and location. Any printed still images must also have the Authorised Officers signature.
- f. All saved data must remain on the Drive within the locked CCTV Monitoring room, unless a written request has been received from WA Police or an approved

member of City of Bunbury staff. Access to the CCTV monitoring room must be restricted to Authorised Person only.

- g. All data must be retained for a minimum of thirty-one (31) days. Following this period, data and still photographs not used in an investigation by either the City or an Authority may be erased and destroyed. Pursuant to the General Disposal Authority (GDA) 2015, section 100.04 footage used in an investigation by either the City or an Authority must be retained for 7 years, then destroyed.
- h. All written requests for CCTV data shall be filed at the City of Bunbury.

## **6.2 Viewing of Recorded Footage**

- a. WA Police, Lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident, or individuals acting as their own legal counsel in relation to a recorded incident, may request to view the footage of that incident.
- b. Any request for footage must specify the date, time and location of the incident.
- c. Requests by lawyers and individuals shall be made in writing and lodged with the CEO.
- d. Members of the general public will not have access to images retained in these systems unless such access is ordered by a legal ruling or approved Freedom of Information application.

## **6.3 Copying of Recorded Footage and Still Photographs**

- a. Access to copies of data from these systems will only be provided to WA Police or City of Bunbury staff unless such access is ordered by a legal ruling or approved Freedom of Information application.
- b. Copying of footage is to be made only by a City of Bunbury Authorised Person.
- c. Where the City of Bunbury provides a copy of recorded footage or still photograph or any other material, it shall be done in accordance with Section 570B of the *Criminal Code*.
- d. Certified copies will only be released to the parties named above when written permission to do so has been received from an Authorised Person and on the completion of the appropriate documentation.

## **6.4 Release of Copy of Recorded Footage or Still Photographs**

- a. A copy of recorded footage and still photographs shall not be released to any person or organisation unless requested under s.711 of the *WA Criminal Code Act Compilation Act 1913*, by court summons or by other legal instrument.  
  
Nothing in this section prohibits the provision of a copy of recorded footage or still photographs by an Authorised Person or WAPOL if required in accordance with the disclosure of evidence provisions under the *Criminal Procedures Act 2004*.
- b. At no time shall original or copied recordings or still photographs be released to any media organisation, journalist or other individual or group without the written approval of the CEO.
- c. Any member of the public can request to see any images recorded of them personally. Once a third party is contained within the data, then access is available only through the Freedom of Information Act via a written request to the CEO. The Freedom of Information Act provides access to any document (which includes electronic data) but not answers to questions. The City of Bunbury can choose to refuse access to data that is listed as exempt under Schedule 1 of the *Freedom of Information Act 1992*.

## 7. Joint Operations with WA Police

- a. Members of WAPOL may request the cooperation of the City of Bunbury for the purpose of covert surveillance of WAPOL operations.
- b. Such requests shall be made in writing by WAPOL to the CEO.
- c. The request shall detail the times and general purpose for which surveillance support is requested.
- d. The City of Bunbury may decline to provide cooperation.
- e. Any Authorised Person may withdraw cooperation at any time during the operation should they consider that the use of the CCTV is contrary to this Policy and/or the MOU.

## COMPLIANCE REQUIREMENTS

### LEGISLATION

- *Local Government Act 1995*
- *WA Criminal Code Act Compilation Act 1913*
- *Criminal Procedures Act 2004*
- *State Records Act 2000*
- *Surveillance Devices Act 1998*
- *Freedom of Information Act 1992*
- *General Disposal Authority 2015*

### INDUSTRY

### ORGANISATIONAL

- *Memorandum of Understanding – Western Australia Policy and City of Bunbury*
- *City of Bunbury Record Keeping Plan*

Document Control					
Document Responsibilities:					
Owner:	Sustainable Communities Directorate	Owner Business Unit:	Director of Planning and Development Services		
Reviewer:	Manager Community Services	Decision Maker:	Council		
Document Management:					
Adoption Details	Res 33/01 13 February 2001	Review Frequency:	biennial	Next Due:	2023
Review Version	Decision Reference:	Synopsis:			
DOC/455558[v2]	Council Decision 185/21 31 August 2021	Policy Reviewed and amended			
DOC/455558[v1]		Converted from Mydocs to Content Manager			
<a href="#">CP-028892</a> v 2.0	Res 133/19 28 May 2019	Reviewed and amended			
<a href="#">CP-028892</a> v 1.0	Res 97/17 21 March 2017	Reviewed and Amended			
<a href="#">CP-028892</a> v 0.7	Res 142/15 12 May 2015	Reviewed			
	Res 121/10 29 June 2010				
	July 2007				
	22 February 2005				
	18 November 2003				
Date Printed	18 August 2023				

## 8.8 Proposed City of Bunbury Bush Fire Brigade Local Law 2023

<b>File Ref:</b>	COB/5421
<b>Applicant/Proponent:</b>	Policy Review and Development Committee
<b>Responsible Officer:</b>	Mark Allies, Team Leader Rangers & Emergency Management
<b>Responsible Manager:</b>	Sarah Upton, Manager Community Wellbeing Greg Golinski, Manager Governance
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes <input checked="" type="checkbox"/> Legislative
<b>Attachments:</b>	Appendix 8.8-A: Proposed City of Bunbury Bush Fire Brigade Local Law 2023 Appendix 8.8-B: Bunbury Bush Fire Brigade Operating Procedures

### Summary

The purpose of this item is for the Policy Review and Development Committee (PRDC) to consider submissions received in relation to the previously advertised draft City of Bunbury Bush Fire Brigade Local Law 2023 (the local law).

### Executive Recommendation

That Council:

1. Notes that one submission was received during the statutory advertising period regarding the draft City of Bunbury Bush Fire Brigade Local Law 2023.
2. Agrees to make minor amendments to the draft City of Bunbury Bush Fire Brigade Local Law 2023 as detailed within this report and reflected in Appendix 8.8-A.
3. Agrees that the amended City of Bunbury Bush Fire Brigade Local Law 2023 is not significantly different from what was previously proposed (reference Council Decision 035/23).
4. Adopts the City of Bunbury Bush Fire Brigade Local Law 2023 as presented at Appendix 8.8-A.
5. Requests the Chief Executive Officer undertake all relevant statutory advertising in this regard.

*Voting Requirements: Absolute Majority required*

### Strategic Relevance

Pillar	Planet
Aspiration	A healthy and sustainable ecosystem
Outcome No. 6	An aware and resilient community equipped to respond to natural disasters and emergencies
Objective No. 6.1	Minimise risks and impacts from fires, floods, heatwaves, and other natural disasters

### **Regional Impact Statement**

Fire and other emergencies are prevalent right across Western Australia, particularly the Southwest due to its high density of rural spaces and natural bushland. BFB's are necessary to minimise the impact of fire and other natural disasters within our community and the Greater Bunbury/Geographe regions.

Creation of a relative local law ensure the BFBs have the necessary guidance, and personal liability protection, to ensure continuity of service in addition to the health & wellbeing of all volunteers.

### **Background**

The City of Bunbury Establishment, Maintenance and Equipment of Bush Fire Brigades Local Law was first adopted by Council on 20 July 1992. Since that time the Local Law has not seen any amendments made to it.

In reviewing the existing Local Law, Officer's consider that the additions required to modernise this local law are substantial enough to require the previous version be repealed and a new Local Law created.

At its meeting held on 14 March 2023, Council agreed to give public notice of its intention to make a new Bush Fire Brigade Local Law (refer Council Decision 035/23). The proposed local law was advertised in the prescribed manner between 15 March 2023 and 31 May 2023, far exceeding the minimum statutory advertising period of 42 days.

### **Council Policy Compliance**

Reviewing local laws is within the terms of reference of the Policy Review and Development Committee.

### **Legislative Compliance**

Section 3.12 of the *Local Government Act 1995* outlines the process for the creation of a new local law and is applicable.

### **Officer Comments**

Elected Members will note that the **purpose** of the proposed local law is to repeal the existing Establishment, Maintenance and Equipment of Bush Fire Brigades Local Law and to establish the requirements and conditions with which any volunteers acting on behalf of the Bush Fire Brigade must comply.

The **effect** of the proposed local law is to provide for the regulation, control and management of Bush Fire Brigades within the City of Bunbury.

The City received one formal submission during the consultation period, being from the Department of Local Government, Sport and Cultural Industries (DLGSCI). The comments and officer response is summarised in the table below.

Furthermore, Officers have initiated one administrative change, changing the reference within the local law from the “Brigade Rules” to the “Bunbury Bushfire Brigade Operating Procedures”. The operating procedures are effectively a more comprehensive version of the previous Brigade Rules, as they also now incorporate DFES Standard Operating Procedures, as well as applicable procedures from the City of Bunbury (ie the City of Bunbury code of conduct), resulting in a single comprehensive document. The Bunbury Volunteer Bush Fire Brigade was involved in the drafting of the operating procedures, which are attached at Appendix 8.8-B.

#	DLGSCI Comment	CoB Officer Response
1	DLGSCI suggested that an application clause be included in the local law, to clarify that the local law applies only within the district.	Accept. The local law has been updated to include a new subclause 1.1(2), which reads “ <i>This local law applies throughout the district</i> ”.
2	Minor edits – DLGSCI suggests some minor typographical edits relating specifically to how parentheses are used.	Accept. Document amended accordingly.

Notwithstanding the proposed amendments listed above, DLGSCI has found no major problems with the proposed local law. It is therefore recommended that Council adopts the proposed City of Bunbury Bush Fire Brigade Local Law 2023 as presented at Appendix 8.8-A (noting this incorporates any changes noted in the table above).

#### **Analysis of Financial and Budget Implications**

Advertising and gazettal costs can be accommodated within the 2023/24 budget.

#### **Community Consultation**

To fulfil the statutory requirements of the Local Government Act and enable the community to contribute to the Council’s decision making, through open and accountable processes, the City of Bunbury offered the proposed Local Law to 75 days of community consultation which is in excess of the 42 days prescribed in the *Local Government Act 1995*.

#### **Councillor/Officer Consultation**

This matter is presented to the PRDC for consideration. The proposed local law review was generated following an audit commenced by the Department of Fire and Emergency Services (DFES) who noted numerous local governments did not have compliant local laws. The new local law is presented to the PRDC for consideration and recommendation to Council.

#### **Applicant Consultation**

N/A

#### **Timeline: Council Decision Implementation**

30 August 2023: Review by PRDC

26 September 2023: Consideration at OCM

**LOCAL GOVERNMENT ACT 1995  
BUSH FIRES ACT 1954  
CITY OF BUNBURY BUSH FIRE BRIGADE LOCAL LAW 2023**

Under the powers conferred by the *Bush Fires Act 1954*, the *Local Government Act 1995* and by all other powers enabling it, the Council of the *City of Bunbury* resolved on [insert date] to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation and Application**

(1) This local law may be cited as the *City of Bunbury Bush Fire Brigade Local Law 2023*.

(2) This local law applies throughout the district.

**1.2 Commencement**

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette*.

**1.3 Repeal Provisions**

The *City of Bunbury Establishment, Maintenance and Equipment of Bush Fire Brigades Local Law 1992* published in the *Government Gazette* dated 4 September 1992, is repealed.

**1.4 Interpretation**

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

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

**Bush Fire Brigade Operating Procedures** references the set of Standard Operating Procedures and Administrative Guidelines necessary to safely operate a Bush Fire Brigade;

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

**Chief Bush Fire Control Officer** is as defined in the Act;

**CEO** means the Chief Executive Officer of the local government;

**district** means the district of the local government;

**local government** means the City of Bunbury;

**normal brigade activities** is defined by section 35A of the Act;

**Regulations** means Regulations made under the Act;

(2) In this local law, unless the context otherwise requires, a reference to –

(a) a Captain;

(b) a First Lieutenant;

(c) a Second Lieutenant; or

(d) any additional Lieutenants;

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

**PART 2 - BUSH FIRE BRIGADES**

**2.1 Establishment of Bush Fire Brigades**

(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 clause 2.1(1).

## **2.2 Chief and Deputy Chief Bush Fire Control Officers**

(1) The duties of the bush fire control officer are defined in the Act.

(2) For the purposes of this local law the duties will include:-

- (a) Where a vacancy occurs in a position appointed under clause 2.3(1)(c), to —
  - (i) Advise the CEO of the vacancy as soon as practicable; and
  - (ii) Make alternate suitable arrangements for that position until an appointment is made;
- (b) Nominate suitably qualified persons to the CEO for appointment as bush fire control officers by the local government; and
- (c) Report to the CEO not later than 30 April each year, for consideration and appropriate provision being made in the next local government budget, the status of a bush fire brigade's —
  - (i) Training and readiness;
  - (ii) Protective clothing;
  - (iii) Equipment; and
  - (iv) Vehicles and appliances.

## **2.3 Name and Officers of Bush Fire Brigades**

(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 brigade area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities; and
- (c) Appoint —
  - I. a Captain;
  - II. a First Lieutenant;
  - III. a Second Lieutenant;
  - IV. additional Lieutenants if the local government considers it necessary
  - V. an Equipment Officer
  - VI. a Secretary; and
  - VII. a Treasurer

(2) A person appointed to a position pursuant to clause 2.3(1)(c) is to be taken to be a brigade member.

(3) The appointments referred to in clause 2.3(1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.

(4) An election is to be held at the first annual general meeting by the members of the bush fire brigade for appointments to the positions referred to in clause 2.3(1)(c) and every subsequent annual general meeting.

(5) If a position referred to in sub clause 2.3(1)(c) becomes vacant prior to the completion of the first annual general meeting or at any time, then the bushfire brigade members are to vote for a replacement member to fill the position.

## **2.4 Duties of Appointed Members**

The duties of all appointed members listed in clause 2.3(1)(c) are defined in the Bunbury Bush Fire Brigade Operating Procedures

## **2.5 Appointment, Employment, Payment, Dismissal and Duties of Bush Fire Control Officers**

The appointment, employment, payment, dismissal and duties of bush fire control officers is dealt with by the Act.

## **2.6 Rules**

(1) The Bunbury Bush Fire Brigade Operating Procedures govern the operation of a bush fire brigade.

(2) A bush fire brigade and each brigade member is to comply with the Bunbury Bush Fire Brigade Operating Procedures and the City of Bunbury Code of Conduct for Employees.

## **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 Bunbury Bush Fire Brigade Operating Procedures, or is not achieving the objectives for which it was established.

# **PART 3 ADMINISTRATION OF BUSH FIRE BRIGADE**

## **3.1 Executive Management Committee**

(1) The Brigade will establish an Executive Management Committee that shall consist of the following positions –

- (a) Captain;
- (b) Secretary
- (c) Treasurer;
- (d) Lieutenants;

The functions of the Executive Management Committee is defined in the Bunbury Bush Fire Brigade Operating Procedures .

# **PART 4 GENERAL**

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

In addition to funding made available through emergency services grants, the local government may provide further funding depending upon the assessment of budget priorities for the year in question in accordance with Part 6 of the *Local Government Act 1995*.

Dated DD MONTH 2023

The Common Seal of the City of Bunbury was affixed by authority of a resolution of the Council in the presence of:

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**J MIGUEL, Mayor**

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**M OSBORNE, Chief Executive Officer**



## Operating Procedures

Last Reviewed: June 2023

### BUNBURY VOLUNTEER BUSH FIRE BRIGADE



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## Introduction

The City of Bunbury (The City) may amend these procedures in consultation with the Chief Bush Fire Control Officer (CBFCO) from time to time to maintain contemporary standards.

Modifications to these procedures will be circulated to the Bunbury Volunteer Bush Fire Brigade (BVBFB) and it is the responsibility of the brigade Captain to ensure this information is passed on to all members.

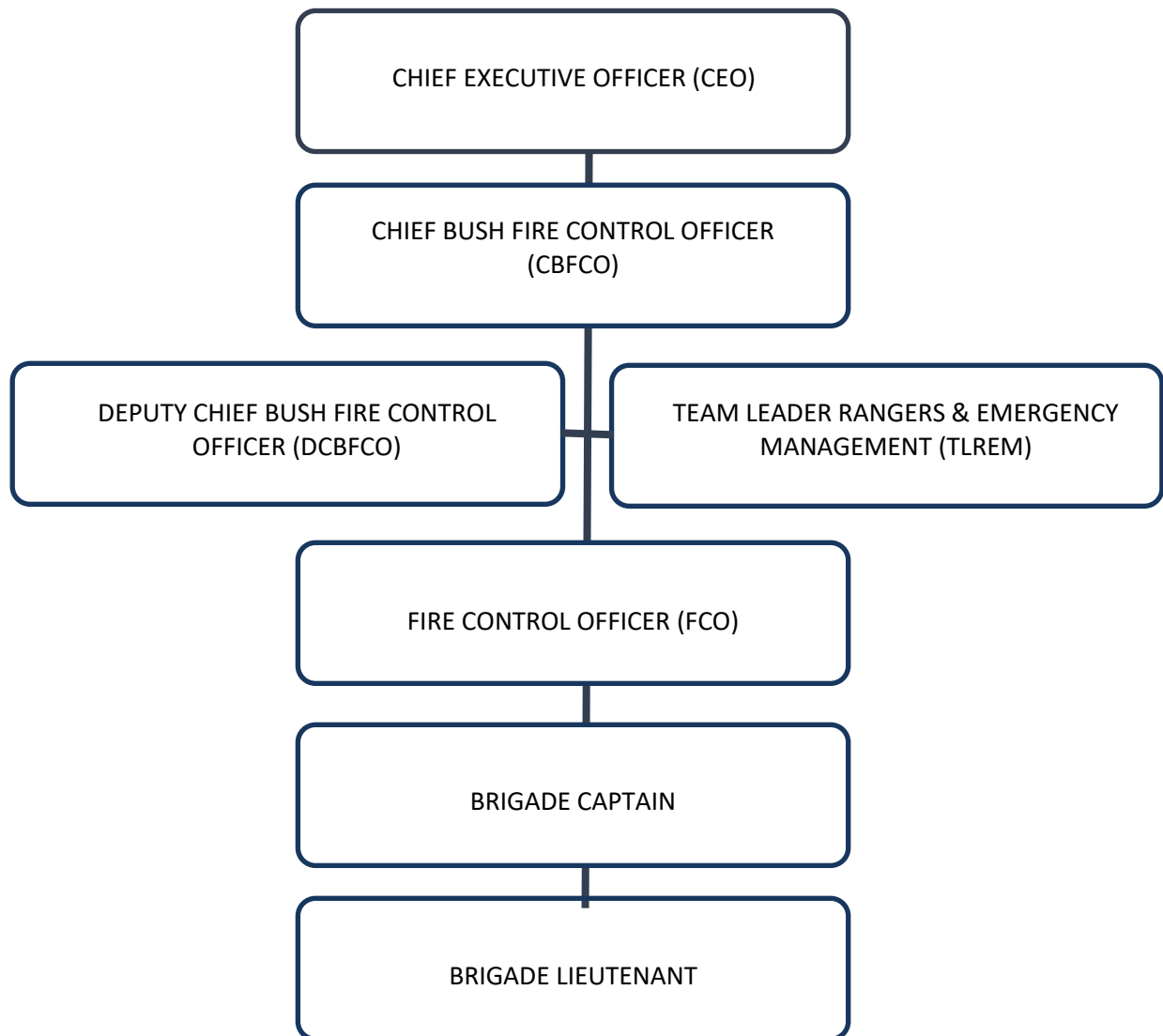
Notwithstanding the modifications which may be made to these procedures from time to time, the City will review these procedures at least once every two years.

## 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 City of Bunbury Council.
"DFES"	means the Department of Fire and Emergency Services.
"Ordinary Meeting"	means any meeting of the Brigade other than annual general meeting, operational meeting or a special meeting.
"Absolute Majority"	means more than half of the total votes of those eligible to vote whether present or not.
"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 twelve (12) and up to sixteen (16) years of age. The member is not allowed to carry out operational firefighting duties.
"CEO"	means Chief Executive Officer of the City of Bunbury
"CBFCO"	means the Chief Bush Fire Control Officer appointed by the City of Bunbury.
"FCO"	means a Fire Control Officer appointed by the City of Bunbury.
"TLREM"	means Team Leader Rangers & Emergency Management appointed by the City of Bunbury
"Local Government"	means the Local Government established under the Local Government Act 1995.

## BRIGADE CHAIN OF COMMAND



## **BUSH FIRE CONTROL OFFICER POSITION DESCRIPTIONS**

### **CHIEF BUSH FIRE CONTROL OFFICER (CBFCO)**

#### **Role**

The role of the CBFCO is that of a leader, decision maker, planner and manager of the human and physical resources in relation to the Preparedness, Prevention and Response to bushfires within the City of Bunbury District.

#### **Duties**

- Provide a positive leadership and mentorship to the Bunbury Volunteer Bush Fire Brigade (BVBFB) officers and members.
- Ensure that the relevant standards and the appropriate levels of resources, equipment and training are maintained for the BVBFB.
- If required, provide advice to the City of Bunbury concerning Bushfire Preparedness, Prevention and Response matters generally and the specific directions to be provided by the City of Bunbury to its Fire Control Officers (including those who issue Permits to Burn), brigade officers and the BVBFB.
- During bushfire incidents, manage fire resources for the City of Bunbury and Brigades and where necessary fulfil role as the Incident Controller.
- Participate in the DFES 000 agreement with the DCBFCO and VBFB Captain in response to bushfire or other emergencies.
- Provide representation on the Regional Operations Advisory Committee (ROAC) and attend any other functions, forums or events if required to do so in representing the City of Bunbury as the CBFCO.
- Where appropriate and relevant, ensure information from any operational/seasonal meetings, debriefs, forums and other events is appropriately circulated to the DCBFCO, brigade officers and the BVBFB.
- In consultation with the City of Bunbury, review and determine the timing of restrictions in accordance with the *Bush Fires Act 1954* (the Act) including, but not limited to Restricted Burning Periods, Prohibited Burning Periods, campfires, garden refuse, harvest and vehicle movement bans.
- Liaise with the DCBFCO, DFES, brigades and bushfire personnel of other local governments on matters pertaining to bushfire Prevention, Preparedness and Response.

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

- At least 5 years frontline firefighting experience at a leadership level (CBFCO, DCBFCO, Captain or Lieutenant).
- At least 5 years emergency or fire related incident management experience.
- Demonstrated human and physical resource management experience.
- Tertiary qualifications in leadership, management or equivalent.
- Excellent written, verbal, negotiation skills and ability to manage disputes and conflict.
- Excellent time management, analytical and problem-solving skills.

#### **DFES courses (or approved equivalent)**

- Fire Fighting Skills or equivalent.
- Bush Fire Awareness or equivalent
- Structural Firefighting
- Sector Commander
- Advanced Bushfire Fighting
- Pump Operations
- Crew Leader
- Leadership Fundamentals
- AIIMS 2017
- Level 1 - Incident Controller
- Ground Controller

## **DEPUTY CHIEF BUSH FIRE CONTROL OFFICER (DCBFCO)**

### **Role**

The role of Deputy Chief Bush Fire Control Officer is to assist the CBFCO with bushfire preparedness and prevention strategies for the City of Bunbury. The DCBFCO liaises with the CBFCO on all matters pertinent to bush fire management within the City of Bunbury.

### **Duties**

- To undertake the duties of the CBFCO in his/her absence.
- Demonstrate positive leadership.
- Be appointed as an FCO for the City of Bunbury in accordance with S38 of the Act and administer the provision of S33, S59 and S59A of Act.

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

- At least 3 years frontline firefighting experience.
- At least 3 years emergency or fire related incident management experience.
- Demonstrated human and physical resource management experience.
- Tertiary qualifications in leadership, management or equivalent.
- Excellent written, verbal, negotiation skills and ability to manage disputes and conflict.
- Excellent time management, analytical and problem-solving skills.

### **DFES courses (or approved equivalent)**

- Firefighting Skills and Bushfire Awareness
- Sector Commander
- Crew Leader
- Advanced Bushfire Fighting
- Structural Firefighting
- Pump Operations
- Fire Control Officer (& refresher courses every 2 years)
- Leadership Fundamentals
- AIIMS 2017
- Level 1 - Incident Controller
- Ground Controller

In addition to the above, a Fire Control Officer is a delegated representative of the City of Bunbury for the administration of the provisions of the Act. The position is required to perform duties in fire preparedness and prevention strategies in the local community as authorised by the City of Bunbury.

### **Qualifications of Bush Fire Control Officer (FCO)**

- Following courses completed
- Bush Fire Safety Awareness
- Firefighting Skills
- Crew Leader 2020
- Advanced Bush Fire Firefighting 2020
- Structural Fire Fighting
- Sector Commander
- Fire Control Officer
- AIIMS 4
- Incident Controller Level 1
- AIIMS awareness
- Ground Controller
- Machine Supervision

If a member has not done a course, they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

## Incident Expenditure

Only City employees with relevant purchasing authorization may expend funds in connection with an incident.

Any emergency expenditure must be in accordance with Section 6.8 of the Local Government Act 1995.

- “6.8. Expenditure from municipal fund not included in annual budget
- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure -
    - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
    - (b) is authorised in advance by resolution\*; or
    - (c) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

- (1a) In subsection (1) -  
additional purpose means a purpose for which no expenditure estimate is included in the local government’s annual budget.
- (2) Where expenditure has been incurred by a local government -
  - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

[Section 6.8 amended by No. 1 of 1998 s. 19.]”

## City of Bunbury Ranger Attendance at Incidents

The following protocol applies to Rangers attending bush fire incidents or reports:

During periods of prohibited burning, total fire ban or declared bushfire emergencies:

- All incidents are to be called into “000” immediately.
- The Ranger may stay onsite to provide updates until the incident is attended with a Fire Brigade response.
- The Ranger is to provide a handover to the first Brigade Officer attending the incident.
- Once the handover is completed, the Ranger is to depart the area, unless otherwise directed or requested by the Brigade Officer, Incident Controller or relevant senior City or Fire Management Officer.

The following protocol is in effect during Restricted or Open periods of burning:

Establish whether:

- A permit has been issued;
- Is the fire under control;
- Is there a likelihood of the fire spreading, or is it within the span of control of attending persons;
- Is there a risk or hazard to other assets within the land, or to adjoining lands and assets.

An assessment of the incident must be considered and made, and subject to the assessed risk or threat, the following actions are available:

- Where it is considered that the fire is clearly a risk or threat and not under control, call “000” and report the incident, and;
  - o The Ranger may stay onsite to provide updates until the incident is attended with a Fire brigade response.
  - o The Ranger is to provide a handover to the first Brigade Officer attending the incident.
  - o Once the handover is completed, the Ranger is to depart the area, unless otherwise directed or requested by the Brigade Officer, Incident Controller or relevant City or Fire Management Team.
- Where a permit has been issued, but it appears that conditions are not being met, the Ranger is to refer the matter to the relevant Fire Control Officer.
- Where a permit has not been issued, it is considered that the fire is safe, and under control, the Ranger is to refer the matter to the relevant Fire Control Officer.
- Where a permit has been issued, but it appears that conditions are being met, the Ranger is not required to attend the report.

Other DFES reportable incidents:

In respect to other DFES or Police related matters such as, Motor Vehicle Incidents, missing persons, lost persons, Rail or Air trauma etc, Rangers are not to attend unless otherwise requested and approved.

If a Ranger is first on the scene, stay onsite, provide a handover to attending authority, and move on, unless otherwise requested.

Any applicable enforcement proceedings will be considered once all fire reports are received and processed at the City Office.



# Brigade Rules

## Bunbury Volunteer Bush Fire Brigade



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Document Control		
Status	Date	Responsible
Finalisation of Brigade Rules	April 2023	CBFCO
Adopted by Brigade		
Next Review Date		

## 1. TERMS USED

**Act** – means the *Bush Fires Act 1954*, as amended;

**Active member** - is a member of the Brigade that undertakes an active role in the Brigade as defined in Clause 2.1 and Clause 2.3(ii);

**Appliance** – means a Brigade vehicle as provided by the City or DFES and used by the Brigade for firefighting and associated purposes;

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

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

**Auxiliary member** - means a member of the Brigade who undertakes a supportive role;

**Brigade** – means the Bunbury Volunteer Bush Fire Brigade;

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

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

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

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

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

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

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

*(f) travelling in aircraft for the purposes of inspection of fire-breaks, fire hazards and bush fires; (g) erection, removal or maintenance of radio masts used for fire related purposes;*

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

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

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

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

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

**Captain** – means an active member of the Brigade that is elected by the Brigade in accordance with Clause 6.3 to carry out the duties, roles and responsibilities as defined in accordance with Clause 2.1 and Clause 2.3(i) and the criteria as defined in **APPENDIX 5**;

**Cadet Coordinator** – means an active member of the Brigade elected by the Brigade in accordance with Clause 6.3 to coordinate the Brigades Cadet Program and to carry out the duties, roles and responsibilities as defined in accordance with Clause 2.1 and Clause 2.3(i) and the criteria as defined in **APPENDIX 5**;

**Cadet member** - means a member of the Brigade who is between the ages of 11 and under 18 years of age;

**CBFCO** - means the Chief Bush Fire Control Officer as appointed by the City in accordance with the Act;

**Chief Executive Officer** – means the Chief Executive Officer of the City of Bunbury;

**City** – means the City of Bunbury;

**Commissioner** – means the FES Commissioner;

**DCBFCO** - means the Deputy Chief Bush Fire Control Officer as appointed by the City in accordance with the Act;

**District Officer (DO)** – means a person in the position of District Officer as appointed and employed by DFES;

**DFES** – means the Department of Fire and Emergency Services;

**Eligible Brigade member** - means any member of the Brigade, excluding probationary members and cadet members.

**Equipment Coordinator** – means an active member of the Brigade that is elected by the Brigade in accordance with Clause 6.3 to carry out the duties, roles and responsibilities as defined in accordance with Clause 2.1 and Clause 2.3(i) and the criteria as defined in **APPENDIX 5**;

**Executive management committee** – means a committee of the Brigade as established in accordance with Clause 6.6;

**Fire Fighter (FF)** – means a firefighter who is an active or probationary member of the Brigade to carry out the roles and responsibilities as defined in accordance with Clause 2.1 and Clause 2.3(i) for an active firefighter and in accordance with Clause 2.1 and Clause 2.3(ii) for a probationary firefighter and in accordance with the criteria as defined at **APPENDIX 5**;

**Fire Station** – means the Bunbury Bushfire Brigade Fire Station located at Clements Street, Davenport;

**Lieutenant** - means an active member of the Brigade that is elected by the Brigade in accordance with Clause 6.3 to carry out the duties, roles and responsibilities as defined in accordance with Clause 2.1 and Clause 2.3(i) and the criteria as defined in **APPENDIX 5**;

**Personal Protective Clothing (PPC)** – means the Personal Protective Clothing as provided to members by the Brigade;

**Personal Protective Equipment (PPE)** – means the Personal Protective Equipment as provided to members by the Brigade;

**Regulations** – means the *Bush Fire Regulations 1954*, as amended;

**Station** – has the same meaning as 'Fire Station';

**Standard Administrative Procedures (SAP's)** – means the Standard Administrative Procedures as determined and provided by DFES from time to time;

**Standard Operating Procedures (SOP's)** – means the Standard Operating Procedures as determined and provided by DFES from time to time;

**Suitable member** – means an active or auxiliary member of the Brigade that is present at a Brigade AGM that is suitable for the position of returning officer or the assistant to the returning officer because of their experience in a Brigade Officer or officer bearer position, similar roles within the Brigade or other organisations or because of their experience and knowledge within the Volunteer Bushfire Service and who have not nominated for any Brigade Officer or officer bearer positions;

**Superintendent** – means a person in the position of Superintendent as employed and appointed by DFES;

**Vehicle** – has the same meaning as 'Appliance' where the context requires;

**Vehicle Fault Report (VFR)** – means the Vehicle Fault Report that is required to be completed to record any damage, faults to Brigade Vehicles or equipment.

## 2. MEMBERSHIP, ROLES AND RESPONSIBILITIES OF A VOLUNTEER FIRE FIGHTER

### 2.1 Responsibilities of a Volunteer Firefighter.

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

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

- i) Be familiar with and obedient to Clauses, regulations, orders, directives and operating instructions affecting the operation of the Brigade, including compliance with DFES *Policy 30 - Code of Conduct and Directive 1.2 - Conduct*.
- ii) Maintain Brigade vehicles, tools and equipment in a clean and serviceable condition at all times and be responsible for the safe keeping, proper use and care of such equipment in his/her charge.
- iii) Keep the station and premises neat, clean and in good order.
- iv) Do not divulge or release any information of the Brigade or of any emergency incident to any person, agency or entity.
- v) Do not report for duty if under the influence of alcohol or any drug.
- vi) Abstain from any behavior not compatible with accepted standards of conduct when in public, in/on any Brigade facilities, at any emergency incident or at any Brigade activities.
- vii) Follow defined OH&S policies and procedures to avoid injury, damage or loss of property whilst in the performance of duty.
- viii) Immediately report to the Captain any accident, injury or near miss encountered whilst on duty no matter how trivial the accident, injury or near miss may appear.
- ix) Report immediately any damage or breakdown of a Brigade vehicle or equipment to the appropriate Brigade Officer.
- x) Keep themselves, PPE, PPC, uniforms and all Brigade vehicles and equipment in neat, clean and operational condition.
- xi) Participate in drills and training as defined by their membership status.
- xii) Do not falsify records, make misleading statements, deceive or willfully damage any records.
- i) Be familiar with all disciplinary actions which may be taken in accordance DFES *Policy 30 - Code of Conduct and Directive 1.2 - Conduct*.
- ii) Keep the Brigade Officers informed as to their availability including to ensure the updating of any document, records, information or systems that may be used by the Brigade for establishing the availability or unavailability of members to attend emergency incidents.
- iii) Notify the Brigade Officers of any changes to personal details.

### 2.2 Membership Levels and Brigade Memberships

- i) The total number of members of the Brigade, or of categories of membership of the Brigade, may be determined by the Brigade from time to time and may be set or varied by a simple majority vote at an ordinary meeting or the AGM of the Brigade.
- ii) The total number of active members, probationary or auxiliary members of the Brigade is not to be greater than the number that is determined by the Brigade from time to time.
- iii) The number of active members of the Brigade is to be greater than the number of members of any other category of membership of the Brigade (excluding cadet members), and the active members are to include the Brigade Officers.

- iv) For the purposes of Clause 2.2, a member of a Brigade who has been granted a Leave of Absence for a period greater than 3 months is not to be counted towards the total number of members of the Brigade while the member is on leave.

## **2.3 Duties of Brigade Members**

### **i) Active Members**

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

- (a) Able to be alerted to emergency callouts on the Group Call, SMS system.
- (b) Required to attend emergency incident callouts.
- (c) Required to attend at least 75% of each Brigade activity including training, meetings and maintenance.
- (d) Required to update any document, records, information or systems that may be used by the Brigade for establishing the availability or unavailability of members to attend incidents.
- (e) Responsible for keeping the 'Crew Availability System' up to date.
- (f) Required to inform the Brigade of any leave of absence (i.e. not able to fulfill minimum attendance requirements for up to 3 months or more)

### **ii) Probationary Members**

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

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

### **iii) Auxiliary Members**

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

- (a) Are required to attend monthly meetings.
- (b) May attend Brigade activities if able to do so.

### **iv) Cadet Members**

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

- (c) the Brigade's captain has informed the FES Commissioner that he or she is satisfied that the member is able to perform the duties of an active member of the Brigade.

## 2.4 Membership Joining Instructions

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

- i) Be in good health – sound in body and mind.
- ii) Be at a level of fitness to undertake the relevant membership roles and responsibilities.
- iii) Be of good moral character.
- iv) Be over the age of 16.
- v) Have not been struck off, had their membership terminated, removed or cancelled from any organisation, club, Brigade, group or unit.
- vi) Be able to fulfill the minimum attendance requirements.

## 2.5 Membership Joining Process

*The Brigade and Brigade Offices are to ensure compliance with DFES Policy 39 - Equal Opportunity.*

- i) Any enquiry for membership of the Brigade shall be followed up by the Personnel Coordinator or other Brigade elected officer as determined by the Brigade from time to time.
- ii) The Personnel Coordinator shall make contact with the new applicant; obtain all relevant details, inform the applicant of the application membership process and complete the form for a New Membership Application Process Checklist.
- iii) The Personal Coordinator shall issue the following to the new applicant –
  - (a) Expression of Interest Form
  - (b) The 'Expectations of an active member of the Bunbury Volunteer Bushfire Brigade'
  - (c) Any other information for new membership applicants as determined by the Brigade from time to time.
- iv) If the new applicant responds to the information as provided by the Brigade and wants to progress with their membership application, the Personnel Coordinator shall arrange an interview with the new applicant and Brigade Officer/s to determine whether or not the applicant would be a "suitable person" for the Brigade. The term "suitable person " shall be determined by the following –
  - (a) Of the required age to be a member in accordance with DFES and Brigade requirements;
  - (b) Reside within a suitable distance of the fire station to facilitate attendance and mobilisation to emergency incidents i.e. within a 15 kilometre radius of the fire station;
  - (c) Be of good health – sound in body and mind without past or pre-existing illness or injury that may preclude the applicant from contributing to the Brigade and fulfil the requirements as a Brigade member;
  - (d) Have not had their membership terminated, removed or cancelled from another organisation, club, emergency services Brigade, Group or Unit.
  - (e) Applicant can provide a "Transfer Clearance" in the prescribed form from a previous Brigade, group or unit to which the applicant was a member;
  - (f) If required by the Brigade, the applicant can provide at least 2 referees from another Brigade, group or unit and/or an employer;
  - (g) Applicant would be able to apply for and receive a National Police Clearance Certificate free from convictions and if required by the Brigade, a Working with Children's Clearance.
- v) An interview with the new applicant shall then be arranged with Brigade Officers at which time the Interview Form as determined by the Brigade from time to time shall be completed with all relevant

information. Brigade Officers shall determine whether or not the new applicant is a "suitable person" from the information provided at interview by the new applicant.

- vi) Should the Brigade Officers determine from the information provided at interview that the new applicant would not be a "suitable person" the Personnel Coordinator in consultation with the Captain shall advise the new applicant in writing.
- vii) Should the Brigade Officers determine from the information provided at interview that the new applicant will be a "suitable person" then the Brigade Officers shall then request the Secretary post on the agenda of the next Brigade meeting an item pertaining to the membership of the new applicant.
- viii) The Personnel Coordinator shall notify the new applicant to attend the Brigade meeting where their membership application will be further determined by the Brigade.
- ix) The Brigade shall consider the membership application and the recommendation as presented by the Captain and /or Personnel Coordinator and determine the membership application by a majority vote of the members present at the meeting.
- x) Should the Brigade determine to accept the membership application the Brigade shall do so in accordance with Clause 2.5.

***NOTE – The City of Bunbury's Criminal History Check authority form is to be completed with confirmation of the applicants 100 points of identification and all forms are to be provided to the City for processing.***

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

## **2.6 Probationary Period**

- i) Subject to Clause 2.4, the Brigade shall determine if the applicant should become a probationary member of the Brigade and the Brigade shall determine the period of the probation, which is to be a minimum of 3 months.
- ii) If the applicant has previously been an active member of another Brigade, group or unit, they may progress straight to the active ranks if –
  - (a) the applicant has been a member of another Brigade, group or unit for more than twelve (12) months and has completed the training as described at Clause 5.5(i); and
  - (b) at the Brigade meeting the majority of the members present agree to the applicant being an active member of the Brigade.
- iii) The new member shall then be issued with the appropriate level of PPE/PPC commensurate with their level of membership.
- iv) A probationary member is expected to attend as many training activities as possible to familiarise themselves with VBFS functions and equipment. They are also expected to attend monthly meetings, and may be invited to take part in discussions, but are not entitled to vote on Brigade matters.
- v) Unless the probationary member has the relevant training qualifications and the approval of the Captain to do so the probationary member can attend emergency incidents but is not to:
  - (a) Drive vehicles to or from an emergency incident;
  - (b) Work alone at a fire; and
  - (c) Work inside a structural-classified fire.
- vi) Probationary members should ensure that Brigade Officers of other Brigades are aware that they are a probationary member when at an emergency incident and must refrain from taking any active role unless specifically directed and supervised to do so.
- vii) The probationary member is permitted, under the supervision of an active member, to assist with vehicle, equipment and station maintenance checks.
- viii) For the probationary member to become an active member of the Brigade they must have been a member of the Brigade for the period as determined by the Brigade and fulfilled the following –

- (a) In the probationary period having completed or substantially completed the appropriate probationary training program as described in Clause 31.
- (b) In the probationary period attended at least 75% of all Brigade activities including Brigade training, maintenance, meetings, fundraising, public education.
- ix) If required, a probationary member can be examined by the Brigade Officers in both theoretical and practical examinations prior to the Brigade assessing the probationary member's suitability to be considered as an active member.
- x) Once the program, testing and assessment have been successfully completed and it has been determined by the Brigade Officers that the probationary member has satisfactorily completed the probationary period, the probationary member can be presented at the next monthly meeting of the Brigade for acceptance as an active member.
- xi) At the Brigade meeting, the probationary member may be asked to leave the meeting, so as to allow discussion by the Brigade and a vote by the Brigade members to accept or not to accept the probationary member.
- xii) After the vote, the applicant can be invited to return to the meeting and informed of the result of the vote.
- xiii) If accepted by the Brigade, the member will move up to an "Active Fire-fighter" if a vacancy exists.
- xiv) If the probationary member is not recommended to be an active Brigade member, they will be counselled by the Brigade Officers to the reasons as to why their membership was not accepted.
- xv) The Captain in consultation with the Brigade Officers may extend the probationary period for one additional period of not more than three (3) months after which the probationary member may either be moved to an active member or if a probationary member is again not recommended their membership can be terminated.

## 2.7 Life Membership

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

- vii) The Brigade shall arrange to present the Life Membership medallion at the next available formal function of the Brigade.
- viii) If required, the Brigade shall ensure that the details of the Life Member are inscribed on the Life Membership board of the Brigade.

### 3. GENERAL

#### 3.1 Drugs, Alcohol and Smoking

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

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

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

- iv) The station bar fridge will be locked at all times and is only to be accessed by the Captain, Brigade Officers or Brigade members who are nominated by the Captain to allow access to alcohol.
- v) All members, guests and visitors are to pay for alcoholic and non-alcoholic drinks at the specified rates (except Brigade supplied bottled water) unless otherwise approved by the Captain.
- vi) The Brigade shall determine from time to time which approved Brigade activities shall be supported whereby food and refreshments may be provided, who food and refreshments will be provided too and the cost that will be supported by the Brigade for the supply of food and refreshments for each of the Brigade approved activities.
- vii) Smoking is not permitted in vehicles or within five (5) metres of any entrance or access points to the fire station. At an incident, smokers need to obtain permission from the Captain, Brigade Officer or Incident Controller.
- viii) Smokers are responsible for ensuring that all cigarette butts are totally extinguished and appropriately disposed of into a suitable bin or container.

#### 3.2 Responding to Incidents

- i) When responding to the fire station for an incident, members are still bound by the *Road Traffic Code 2000* and are not exempt under ANY circumstances. Members are not to use a fire-call to justify the contravention of any law or to justify receiving traffic infringements.
- ii) No member is to respond in their own vehicle 'directly' to any emergency incident without the prior consent of the Captain or without first attending the station.
- iii) When mobilising to an incident, probationary members may be required to relinquish their position to active members should there be more crew than seats on vehicles. The same applies to all active members with regards to their qualifications in relation to the type of incident being attended.
- iv) The Captain or Brigade Officers present will determine the make-up of crews and which vehicles crew members will respond in.
- v) The driver of a Brigade vehicle is to ensure that they at all times adhere to the instructions of the Captains or Brigade Officers present and adhere to DFES Policy relating to driving of vehicles.
- vi) Other than the Captain or Brigade Officers, no crew members other than the vehicle driver are to determine the operations of the vehicle.

### 3.3 Code of Conduct

- i) The Brigade will establish a Code of Conduct (the Code) that will include the following:
  - (a) Establishes the Purpose, Scope and Principles of the Code;
  - (b) The type of conduct and behaviour by Brigade members that will be considered as acceptable conduct and behaviour;
  - (c) The type of conduct and behaviour by Brigade members that will be considered as unacceptable conduct and behaviour;
  - (d) Determine what will be considered as Serious Misconduct and the ramifications of such Serious Misconduct;
  - (e) Establishes procedures for the compliance with the Code and management of alleged breaches of the Code.
- ii) Any Code established by the Brigade will not be ultra vires to any Code of Conduct as established by the City or DFES;
- iii) Where any part of the Code is contrary to a Code of Conduct as established by the City or as established by DFES, as far as the context of the Code allows, where the Code is –
  - (a) contrary to the Code of Conduct established by the City, the City's Code of Conduct will prevail; or
  - (b) contrary to the Code of Conduct established by DFES, the DFES Code of Conduct will prevail;
- iv) The Brigade will review the Code at intervals as determined by the Brigade from time to time.
- v) The determination of any amendments of the Code will be determined at an ordinary meeting of the brigade by a majority vote of eligible members present at the meeting;

### 3.4 Parking

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

### 3.5 Occurrence Book

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

### 3.6 Brigade Vehicles and Equipment

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

### 3.7 Brigade Contribution toward Qualification, Licence or Training

- i) Where the Brigade requires a member to obtain a certain qualification, licence or training that will assist the Brigade fulfil its operational profile, achieve the Brigades operational readiness and the Brigades objectives, the Brigade may determine to contribute towards the out of pocket expenses of a member who has obtained the Brigade required qualification, training, or licence.
- ii) Clause (i) shall only apply to members that have been a Brigade member for a continual period of at least 24 months.
- iii) The amount of contribution, the terms and conditions of the contribution shall be determined by the Brigade from time to time.
- iv) Any contribution towards a member's qualification, licence or training out of pocket expenses are to be determined at a meeting of the Brigade by a majority vote of Brigade members present at the meeting.
- v) In accordance with Clause (i) to Clause (iv), the Brigade may contribute up to \$500 towards the cost of a member who obtains their MR or HR class WA Drivers Licence.
- vi) Any contribution towards any reimbursement in accordance with Clause (v) may either be as a once off payment, by instalments or by another method of payment as determined by the Brigade.

- vii) Any contribution towards any reimbursement in accordance with Clause (v) will only be for one Brigade member per month or a period of time as otherwise determined by the Brigade from time to time.

### **3.8 Group Call, Short Message Service (SMS)**

- i) With the approval of the Captain, all Brigade members are entitled to be enrolled on the Brigades SMS system.
- ii) Probationary members are added to the Brigade SMS at the discretion of the Captain.
- iii) The placement of active members on the Brigades Group Call service shall be at the discretion of the Captain.
- iv) The Captain may arrange to include active members on the Brigades Group Call service who have fulfilled the following requirements –
  - (a) Completed the minimum training requirements as specified in Clause 31 (i);
  - (b) Fulfilled all membership requirements, roles and responsibilities.
- v) Members, who are not attending the incident, are not to answer the Group Call.
- vi) Members are to adhere to the Group Call Procedure attached at **APPENDIX 3**.
- vii) If required, at the cessation of membership the member shall be immediately removed from the Brigades Group Call and SMS.
- viii) Group Call and SMS shall be used for Brigade business purposes only.

### **3.9 Use of Mobile Phones and other Media Devices**

*This Clause is to be read in conjunction with DFES Policy 99 - Social Media*

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

## **4. UNIFORMS/PPE/PPC DRESS AND GROOMING**

### **4.1 General**

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

- i) When members are wearing Brigade provided uniform/PPE/PPC, they are deemed to be “on duty” and therefore members are to act in such a manner to ensure that they do not cause disrepute to the City, DFES, the Brigade or the service.

- ii) All uniforms/PPE/PPC issued to a Brigade member remain the property of DFES and the Brigade. If a Brigade member transfers to another Brigade, group or unit then any uniforms/PPE/PPC shall remain with the Brigade. Therefore, on leaving the Brigade it is expected that the Brigade member will return all uniforms/PPE/PPC in a clean and in good order to the appropriate Brigade Officer.
- iii) No dress uniform shall be provided to any probationary member.
- iv) Auxiliary members may be provided dress uniform as determined by the Brigade from time to time or the Captain.
- v) Uniforms/PPE/PPC are not to be used by non-members of the Brigade.
- vi) Members shall not remove any PPE or PPC from the station unless prior consent has been given by the Captain or another Brigade Officer.
- vii) Members may keep their Dress Uniform at their place of residence except for their firefighting boots which are to be kept on station. It is expected that members shall keep their Dress Uniform in good order, clean and protected from any loss or damage at all times.
- viii) Members shall exercise reasonable care in keeping uniforms/PPE/PPC clean and in good order.
- ix) Members are not to mix uniforms/PPE/PPC with any personal clothing.
- x) Members shall not wear uniforms/PPE/PPC in public unless on official duty and only with the prior consent of the Captain.
- xi) All uniforms/PPE/PPC shall be returned immediately upon the cessation of membership, or when an active member becomes an auxiliary member.
- xii) Members with hair longer than shoulder-length must have their hair tied back at all times.
- xiii) The only jewelry permitted to be worn when members are on duty is a wedding ring and a wrist watch. Females are also permitted to wear earrings. Body piercings are strictly prohibited. No jewelry should be worn to an incident.
- xiv) All Brigade property must be surrendered if the requirements for holding an active or reserve position are not met over a period not exceeding three consecutive months unless prior arrangements have been made (i.e. a letter notifying of Leave of Absence). Brigade property will then be returned to the member on an availability basis once the member meets the required obligations.
- xv) Members are required to wear the correct level of issued PPC and PPE at all times whilst on duty.
- xvi) Whilst undertaking maintenance, training or drills, members are required to wear sufficient PPE and PPC as directed by the OIC.
- xvii) Any Brigade uniform or PPC is to be maintained by members and is to be in a clean state. Members are to obtain approval from the Captain or another Brigade Officer prior to any uniforms or PPC being laundered. Any Brigade uniform or PPC must be laundered in accordance with DFES SAP 1.3.A – *Laundering Standard*.

## 4.2 Working Dress

- i) All members are entitled to be issued with a Working Dress Uniform consisting of –
  - (a) Level 1 Jacket and Trousers
  - (b) Level 1 gloves
  - (c) Level 1 helmet
  - (d) Issued boots
  - (e) BFS Polo Shirt and/or Brigade T-shirt
- ii) Members are also permitted to wear –
  - (a) BFS or plain peaked cap (outdoors only) or
  - (b) BFS broad-brimmed hat (outdoors only)

## 4.3 Dress Uniform

- i) All active members are to be issued with Dress Uniform consisting of –
  - (a) BFS Polo Shirt (Informal functions and Brigade activities)

- (b) Dress Trousers (Clean and pressed)
- (c) Black belt with BFS buckle or standard belt buckle
- (d) Light Blue BFS dress shirt (Clean and pressed)
- (e) BFS Neck Tie (Only to be worn when instructed)
- (f) Softshell Jacket (Bomber Jacket)
- (g) Black shoes (if issued) (clean and polished) or
- (h) Firefighting boots (clean and polished)
- (i) Blue BFS Akubra broad-brimmed hat with BFS badge and Puggaree
- (j) Appropriate Epaulettes
- (k) Name badge (if issued)
- ii) Dress Uniform is to be worn as directed by the Captain.

#### **4.4 Personal Protective Clothing (PPC) *Personal Protective Equipment (PPE)***

*This Clause is required to be read in conjunction with DFES SOP 3.2.1 Personal Protective Clothing / Equipment Annex A*

- i) PPC remains the property of the Brigade at all times and is to be returned upon the cessation of membership or upon downgrading from 'Active' to 'Auxiliary' Member.
- ii) Members are responsible for maintaining their issued PPC/PPE.
- iii) Repairs to PPC/PPE are not to be done by members. Items in need of repair are to be submitted to an appropriate Brigade Officer, and arrangements for temporary PPC/PPE will be made.
- iv) Members are responsible for donning the correct PPC/PPE as determined by the type of incident to be attended (See PPC/PPE Matrix)
- v) Members are not to don any PPC/PPE in a Brigade vehicle which requires them to undo their seatbelt.
- vi) PPC/PPE is not to be worn inside the station in areas that are determined as being "Clean Areas".
- vii) Access to emergency PPC/PPE is only to be done under the direction of a Brigade Officer. Emergency PPC/PPE is to be clean before it is returned.

# PPC/PPE Allocation Schedule

PPE/PPC	Active	Reserve	Probationary	Auxiliary
Level 1 Jacket	1	1	1	-
Level 1 Pants	1	1	1	-
Level 1 Helmet	1	1	1	-
Level 1 Gloves	1	1	1	-
Level 1 F/F Boots	1	1	1	-
Goggles	1	1	1	-
½ Face Respirator	1	1	1	-
Full Face Mask	1*	-	-	-
Gear Bag	1	1	1	-
T Shirt	2	2	2	-
Polo Shirt	1	1	1	-
Dress Uniform	Active	Reserve	Probationary	Auxiliary
Dress Pants	1	1	1	1
Dress Shirt	1	1	1	1
Softshell Jacket	1	1	1	1
Tie	1	1	1	1
Akubra Hat (with badge and puggaree)	1	1	1	1
Epaulettes	1 (pair)	1 (pair)	1 (pair)	1 (pair)
Name badge	1	1	1	1
* Provided on completion of the appropriate training for Full Face Masks				

## 5. ATTENDANCE, TRAINING AND MAINTENANCE

### 5.1 Minimum Requirements

- i) All active and probationary members are required to attend a minimum of 75% of all Brigade activities. All Auxiliary members are required to attend at least 50% of all Brigade activities except for incidents.
- ii) If a member is not able to attend or is going to be late to any Brigade activity, it is requested that they place a courtesy call or message beforehand to a Brigade Officer notifying of their non-attendance or their lateness.
- iii) Members are to attend all Brigade activities in working dress unless directed otherwise.
- iv) Members who need to leave any Brigade activity early, are to obtain prior consent from the Captain or other Brigade Officer in attendance prior to the start of any Brigade activity.

### 5.2 Training Night Agenda (Example and approximate times only)

#### Wednesday

1800 Assemble, training brief

1830 Training

2030 Make-up, de-brief

2100 Finish

### 5.3 Inability to meet minimum attendance requirements

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

- i) Absence for up to one (1) month – Written notification to the Captain.
- ii) Absence for up to (3) three months - Complete Leave of Absence form for submitting to the Captain for approval.
- iii) Absence for up to six (6) months - Complete Leave of Absence form for submitting to the Captain for approval.
- iii) Absence for greater than six (6) months –
  - (a) Complete Leave of Absence form for submitting to the Captain for approval.
  - (b) downgrade to an auxiliary member status; and
  - (c) return all uniforms, PPE and PPC.

### 5.4 Action on non-attendance.

- i) If a member fails to make the appropriate submissions for their absence, they will receive a notice from the Captain after three (3) months in regards to an explanation for their lack of attendance.
- ii) If the member does not attend as required or supply the Brigade with the appropriate submissions as stated in Clause 5.3 within 2 weeks of the notice, they will receive a letter stating that they have a further two weeks to speak with a Brigade Officer in regards to their intentions or be removed from the active member list, removed from the SMS list and required to return their PPC/PPE.
- iii) If the member makes no response to this correspondence, they may be asked to resign or arrangements to remove them as a member of the Brigade will commence. Where this action occurs, it must be voted on at a Brigade meeting.

### 5.5 DFES Training Courses

- i) Subject to the availability of training courses, a new member is expected to complete the following training in the probationary period:
  - (a) Induction;

- (b) Bushfire Safety Awareness;
- (c) Bushfire Fighting Skills;
- (d) AIMS Awareness;
- (e) Basic WAERN Radio Communications.

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

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

## 5.6 DFES and City Staff Visits

- i) DFES and City staff may visit the Brigade from time to time to discuss operational and administrative matters pertaining to the Brigade.
- ii) If required, members shall attend all such visits or submit their apology in writing to the Captain beforehand.

## 5.7 Brigade Training

- i) Training drills are held at a time as determined by the Brigade or the Captain, but as a minimum must be held at least once per month.
- ii) Training drills can be arranged by a Brigade member as determined by the Captain, the Lieutenant or the Training Coordinator. The Brigade will be reminded of upcoming training drills at the meeting the month prior and/or by follow up by the Training Coordinator at least a week prior to the relevant training drill.
- iii) In consultation with the Captain, in January each year the Training Coordinator will be responsible for the production, review and issuing of the Brigades annual Training Calendar.

- iv) In consultation with the Captain, in October each year the Training Coordinator will undertake an analysis of each of the Brigades member training needs and provided update training needs for each Brigade member and if necessary to DFES for the following year.
- v) An inspection with Working Dress may be held each quarter at a training drill to allow for regular inspection of all PPC/PPE by the Captain or Brigade Officers.

## **5.8 Vehicle and Equipment Maintenance/Checks**

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

## **6 BRIGADE MEETINGS**

### **6.1 Monthly Meetings**

- i) Ordinary meetings of the Brigade shall be held at least four times per year at a day and a time as determined by the Brigade or the Captain from time to time.
- ii) The Captain shall preside at each of the Brigade monthly meetings. If the Captain is absent from the monthly meeting then the 1st Lieutenant shall preside and if the Captain and 1st Lieutenant are both absent then the Chairperson shall be the next senior member of the Brigade that is present at the meeting.
- iii) All active, probationary and auxiliary members are to attend or submit their apology to the Captain prior to the meeting.
- iv) Members are to be in uniform, neat tidy casual clothing or in work attire if attending the meeting directly from their place of work.
- i) Only active and auxiliary members are entitled to one vote each on any motions put at the Brigade meeting.
- ii) Probationary members are not entitled to move or second any motions put at a Brigade meeting and are not entitled to vote on any motions put at a Brigade meeting.
- v) Life Members are welcome to attend Brigade meetings, however they are not entitled to vote unless they are an active or auxiliary member of the Brigade.
- vi) With the approval of the Captain, visitors are welcome to attend Brigade meetings, however they are not permitted to take part in discussions, are not to be disruptive to the meeting and shall immediately leave the meeting if requested to do so by the Captain or the Brigade member who is presiding over the meeting.
- vii) Any Brigade member who wants to speak on any item on the agenda of the Brigade meeting shall only do so once invited by the Captain or the Brigade member who is presiding over the meeting.
- viii) The Captain or the Brigade member who is presiding over the meeting may request that a Brigade member leave a Brigade meeting should the Captain determine that the Brigade member is being disruptive, overly argumentative or acting in a manner that is not conducive to the benefit of the other

members present at the meeting or beneficial to the overall outcome of a matter that is being presented or debated at the meeting.

#### Example of Ordinary Meeting Agenda

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

## 6.2 Annual General Meetings (AGM)

- i) The Brigade AGM shall be held in July annually or at a time as determined by the Brigade or the Captain from time to time.
- iii) Notification of the Brigade AGM shall be circulated to all Brigade members by the Secretary at least 14 days prior to the AGM.
- iv) Nomination forms for the Brigade Officers and office bearer positions will be in the prescribed form as at **APPENDIX 4** and circulated to all members in June annually and at least fourteen (14) days prior to the date of the AGM.
- v) An Eligible member of the Brigade can nominate for any one of the Brigade Officer positions or any one of the office bearer positions.
- vi) Nomination forms for the Brigade Officers or office bearer positions shall be submitted to the Brigade Secretary no more than fourteen (14) days prior to the AGM.
- vii) Nomination forms received by the Secretary after the closing time for nominations to be received shall be deemed invalid.
- viii) Nomination forms shall be completed and signed by a member who is nominating for a particular Brigade Officer position or office bearer position and no other member of the Brigade can nominate another member of the Brigade for a Brigade Officer position or office bearer position.

- ix) A Selection Panel shall be established and appointed by the Brigade to determine each nomination and the suitability of the nominee to fulfil the position as nominated.
- x) The Selection Panel shall consist of the following –
  - (a) Captain;
  - (b) Lieutenants;
  - (c) Secretary; and
  - (d) Two (2) active members as elected by the Brigade.
- xi) The Selection Panel shall be appointed by the Brigade to meet to determine each nomination and the suitability of the nominee to fulfil the position as nominated. This shall apply even if there is only one (1) nomination received for any of the Brigade Officer position or office bearer positions.
- xii) The Selection Panel shall determine the suitability of any nominee for a Brigade Officer position in accordance with the criteria as attached at **APPENDIX 5** and shall determine the suitability of any nominee for any of the other office bearer positions.
- xiii) Should a nominee for a particular position be from the Selection Panel then they are to be excused from determining the particular position that they have nominated for and leave the meeting until such time as the nominations for the particular position that they have nominated for have been determined by the remaining Selection Panel members.
- xiv) Any nominee that is determined by the Selection Panel as not fulfilling the criteria for a Brigade Officer position or any of the other office bearer positions shall be advised prior to the AGM.
- xv) All nominations shall be circulated to all Brigade members prior to the AGM stating the name of each of the nominees, the position that they have nominated for and the reasons for their suitability or unsuitability.
- xvi) Members are to wear Dress Uniform or neat, tidy clothing to the AGM. With the approval of the Captain, work attire shall be permitted should members attend the AGM directly from their place of work.
- xvii) All active, probationary and auxiliary members must attend the AGM or submit their apology in writing to the Captain prior to the AGM.
- xviii) Life Members are welcome to attend the AGM, however they may not vote unless they are an active, or auxiliary member of the Brigade.
- xix) Only active and auxiliary members are entitled to only one vote on any motion put at the AGM.
- xx) Only active and auxiliary members are entitled to only one vote in the election of each of the positions for Brigade Officers and office bearer positions.

### **6.3 Election of Brigade Officers and Office Bearers**

- i) At the AGM, the Captain shall call upon two (2) suitable members present at the AGM for the holding of elections. One (1) of the suitable members shall act as the Returning Officer and the other suitable member shall assist the Returning Officer. Should no suitable members be present, the Captain shall preside with the assistance of a Brigade member as selected by the majority of the members present.
- ii) The Returning Officer shall call for all positions to be vacant and read aloud the nominations received for each Brigade Officers and office bearer positions.
- iii) The election of Brigade Officers and office bearer positions will be in the following order –
  - (a) Captain;
  - (b) Lieutenants;
  - (c) Secretary;
  - (d) Treasurer;
  - (e) Auditors (x 2);
  - (f) Training Coordinator;
  - (g) Equipment Coordinator;

- (h) PPE/PPC Coordinator;
  - (i) Personnel Coordinator;
  - (j) Social & Fundraising Coordinator;
  - (k) Any other positions as determined necessary by the Brigade.
- iv) The Returning Officer shall determine from the majority vote of the Brigade members present at the AGM whether a vote for the election of Brigade Officers and office bearer positions will be undertaken by a show of hands or by secret ballot.
  - v) If the decision of the Brigade is that the voting shall be conducted by secret ballot the nominees that may be subject to the voting shall remain and may participate in the secret ballot.
  - vi) If the decision of the Brigade is that the voting shall be conducted by a show of hands the nominees that may be subject to the voting shall be asked to leave the meeting at the appropriate time to enable the vote to be conducted.
  - vii) Once the voting for the position that was subject to voting by a show of hands has been concluded the nominees shall be invited to return to the AGM and be informed as to the outcome of the vote.
  - viii) All votes for each nominee, for each position shall be tallied and shall be recorded in the minutes of the AGM.
  - ix) Should there be a tie in the voting for any of the Brigade Officers and office bearer positions the voting shall continue until such time as one of the nominees has received the majority of votes of the members present.
  - x) The outcome from voting shall be determined by a simple majority.
  - xi) Within seven (7) days of the date of the AGM, the Brigade Secretary shall inform the City and DFES the details of the Brigade member that has been elected to each of the Brigade Officers and office bearer positions as listed at 6.3 (iii).

#### Example of AGM Agenda

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

#### **6.4 Extraordinary Elections**

- i) An extraordinary election shall be held where a Brigade Officer or office bearer position as described in Clause 6.3 (iii) is vacated at any stage; and
  - (a) the Brigade determines by resolution that the Brigade Officer or office bearer position shall be filled; or
  - (b) the City directs the Brigade that the Brigade Officer or office bearer position shall be filled;
- ii) When it is determined that a Brigade Officer or Office Bearer position is to be filled, in accordance with Clause 6.4, the Secretary shall cause a notice to be issued to all members informing, of the extraordinary election.
- iii) The notice informing of the extraordinary election shall specify the day, time and location at which the election is to be held and inviting nominations for the vacant Brigade Officer or Office Bearer position;
- iv) The process for the issuing and processing of nominations for the vacant Brigade Officer or Office Bearer position shall be in accordance with the relevant Clauses contained in Clause 6.2.
- v) The procedure for the holding of an election shall be in accordance with Clause 6.3.
- vi) Within seven (7) days of the date of the extraordinary election, the Brigade Secretary shall inform the City and DFES the details of the Brigade member that has been elected to the position that had previously been declared vacant.

#### **6.5 Special Brigade Meeting**

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

#### **6.6 Executive Management Committee**

- i) The Brigade will establish an Executive Management Committee that shall consist of the following positions –
  - (a) Captain;
  - (b) Secretary
  - (c) Treasurer;
  - (d) Lieutenants;
- ii) The Management Committee shall meet at least one (1) week prior to a Brigade meeting, or more often, as determined by the Executive Management Committee or the Brigade.

- iii) The Executive Management Committee shall be responsible to consider any matters relating to the financial, administrative, operational, general management or strategic direction of the Brigade and to make recommendations to the Brigades meetings on such matters.
- iv) With the approval of the Brigade, members of the Executive Management Committee may be responsible to represent the Brigade and only the views of the Brigade at meetings, events, workshops, seminars, and other such events where any matters relating to the financial, administrative, operational, general management or strategic direction of the Brigade may be raised, discussed, debated or negotiated.
- v) When members of the Executive Management Committee attend any events as described in Clause 6.6 (iv), where any matters relating to the financial, administrative, operational, general management or strategic direction of the Brigade may be raised, discussed, debated or negotiated the members of the Executive Management Committee are not to provide their own opinion and are to only provide the views of the Brigade.
- vi) In these circumstances, members of the Executive Management Committee are not to make any decisions on behalf of the Brigade unless a decision from the Brigade has already been made and if not, members of the Executive Management Committee are to refer any matters back to the Brigade for determination that have been raised relating to the financial, administrative, operational, general management or strategic direction of the Brigade.
- vii) The Captain will, if present at a meeting of the Executive Management Committee, preside at the meetings and, in the absence of the Captain, the highest ranked Lieutenant present at the meeting shall preside.
- viii) The quorum of the Executive Management Committee shall be at least one presiding member and at least four other members.
- ix) A decision carried by the votes of at least four members present at a meeting of the Executive Management Committee shall be determined as the decision of the Executive Management Committee.
- x) Each member present at a meeting of the Executive Management Committee is entitled to one vote on a matter arising for decision by the Executive Management Committee (and the person presiding at the meeting shall not have, in the event of an equality of votes, a second or casting vote). Should there be an equality of votes in any matter being decided by the Executive Management Committee then the matter shall lapse.
- xi) The Executive Management Committee shall keep minutes of its proceedings, including any decisions made by the Executive Management Committee and these minutes shall be tabled at the next ordinary meeting of the Brigade.
- xii) Subject to this Clause, and any direction of the Brigade, the City or DFES, a meeting of the Executive Management Committee will be conducted in such a manner as the Executive Management Committee may determine and as approved by the Brigade.

## **6.7 Brigade Organisational Structure**

- i) The Brigade shall determine from time to time the organisation structure of the Brigade for the positions as stated at Clause 6.3 (iii).
- ii) The Brigade organisational structure shall be determined at an ordinary meeting of the Brigade or at Brigade AGM or at a special meeting of the Brigade.
- iii) Once determined in accordance with (ii), the organisational structure of the Brigade shall be circulated to all Brigade members.

## 7 FINANCIAL MANAGEMENT

### 7.1 Brigade Financial Records.

- i) The requirements for the management of the Brigades financial records and the recording of all Brigade financial transactions and events is the duty of the Treasurer and the Brigade appointed auditors.
- ii) The financial compliance requirements for the Brigade will be as follows:

COMPLIANCE	NOTES
Open a bank account in the Brigade's name	<ul style="list-style-type: none"><li>• Ensure that all monies spent and received pass through that account.</li></ul>
Maintain account records	<ul style="list-style-type: none"><li>• Record all transactions of monies received and payments made.</li></ul>
Monitor and report on the position of the Brigade account	<ul style="list-style-type: none"><li>• Produce a report at each Brigade meeting concerning the financial position of the Brigade at the time.</li><li>• Comply with all ATO procedures for GST, BAS etc.</li></ul>
Audit the account	<ul style="list-style-type: none"><li>• The Brigade is to appoint two (2) suitably knowledgeable members (who are not either secretary or treasurer) to act as Brigade auditors.</li><li>• The two nominated Brigade members are to examine the Brigade's financial records at least four (4) times per year and confirm to the Brigade that the records correctly show and explain all financial transactions and provide the Brigade's financial position. This will include the end of year financial records.</li><li>• There is no requirement for the City of Bunbury or DFES to be provided with these financial records.</li></ul>
Report annually	<ul style="list-style-type: none"><li>• At the end of the financial year the Treasurer must provide a written Statement of Accounts to the Brigade at the Brigades AGM. This report must:<ul style="list-style-type: none"><li>– Summarise all financial transactions for the year.</li><li>– Show the Brigades overall financial position at the end of that year.</li><li>– Certify that the accounts are correct.</li></ul></li></ul>

- iii) In conjunction with the Captain or delegate, the Treasurer shall manage all finances on behalf of the Brigade and provide all information, records, documents, books relating to all Brigade income and expenditure.

### 7.2 Brigade Accounts at Financial Institutions

- i) The Brigade shall, at each AGM, determine where it will maintain its accounts for the ensuing financial year;
- ii) The Brigade shall appoint three (3) Brigade Members as signatories on its accounts. The signatories shall be;
  - (a) Captain
  - (b) Treasurer
  - (c) One other Brigade Member appointed by the Brigade;
- iii) A minimum of two (2) signatories, one of which must be the Captain, shall sign any cheques, account withdrawal forms or conduct Electronic Funds Transfer;
- iv) No two (2) members of the same family are to be co-signatories for the purpose of signing cheques, account withdrawal forms or conducting Electronic Funds Transfer.

### 7.3 Expenditure of Brigade Funds

- i) No Brigade funds shall be expended without the prior approval of the Captain or the Brigade.
- ii) For '*urgent operational purposes*' only, the Captain may approve the expenditure of up to \$300 to ensure the ongoing administration and operation of the Brigade. Prior to the expending of any funds the Captain shall seek the approval of the Executive Management Committee identifying the reason for the expenditure, the amount of the expenditure and the reason as to why the expenditure cannot wait for the next Brigade meeting.
- iii) The term '*urgent operational purposes*' shall mean the expending of funds on any items that are deemed necessary to allow the Brigade to function administratively, operationally and the purchase of any item or items that cannot wait for the next Brigade meeting.
- iv) The Treasurer shall arrange with the Secretary to post on the agenda for the next Brigade meeting information relating to any funds that have been expended in accordance with Clause (ii).

### 7.4 Purchase of Goods or Services by Members

- i) If required, members may purchase goods or services by expending their own funds.
- ii) The purchase of goods or services by the expending of a Brigade members own funds shall only be considered once all other avenues of purchasing the goods or services by the Brigade i.e. cash, EFT, cheque have been exhausted.
- iii) Members shall not purchase any goods or services without prior approval of the Captain or in the absence of the Captain, the 1<sup>st</sup> Lieutenant.
- iv) A member may purchase the goods or services as approved and shall complete the Expenditure Reimbursement Form as at APPENDIX 6, and immediately submit the form to the Treasurer for reimbursement.
- v) Information relating to any funds that have been expended in accordance with Clause (ii) shall be placed on the agenda at the next ordinary meeting of the Brigade.
- vi) Members shall not purchase any goods or services without prior approval of the Captain or in the absence of the Captain, the 1<sup>st</sup> Lieutenant.
- vii) The Brigade may determine not to reimburse any member who has purchased goods or services contrary to Clause 6.3.

### 7.5 Development of Business Case

- i) The Brigade may determine from time to time the requirement for the development of a Business Case for any projects, programs, activities or for any other purposes.
- ii) The following is the criteria for the determination by the Brigade for the requirement to develop a Business Case –
  - (a) any project, program, activity, function or transaction that requires significant member/s time, funding, approvals.
  - (b) a major financial transaction.
  - (c) repairs or maintenance that requires significant member/s time, funding, or approvals.
  - (d) any purchase of goods or services that requires an abnormal amount of funds.
  - (e) anything that may pose a risk to the Brigade, its key stakeholders, its reputation, its members or funds.
- iii) If determined and required by the Brigade, any member who may be responsible for a project, program, activity or any other item shall complete a Business Case as attached at APPENDIX 7 and submit the Business Case for consideration to the Executive Management Committee.
- iv) Once determined by the Executive Management Committee that the Business Case is endorsed, the Secretary shall cause a copy of the Business Case to be circulated to all Brigade members at least fourteen (14) days prior to the next meeting of the Brigade where the Business Case is to be considered by the Brigade.

- v) If the Executive Management Committee determine that the Business Case will not be endorsed the Chairperson of the Executive Management Committee shall notify the member who submitted the Business Case as to the reason why the Business case has not been endorsed by the Executive Management Committee.
- vi) At the meeting where the Business Case is to be considered by the Brigade, the Brigade members present can decide to approve the Business Case, refuse the Business Case or determine any other action as deemed necessary.
- vii) Any decision by the Brigade in accordance with Clause (vi) shall be by a simple majority vote of the members present at the meeting.

## **8. SERVICE COMPETITIONS (GAMES)**

- i) The Brigade shall determine from time to time by a majority vote of the Brigade whether or not the Brigade will be involved with the service type competitions and games.
- ii) Participants in competition or games must be an active, reserve, probationary or auxiliary member of the Brigade.
- iii) Dependent upon membership status, participants in the service competitions must contribute to Brigade operations and activities including attending incidents, training, maintenance, fundraising, social and other Brigade activities as determined by the Brigade from time to time.
- iv) Participants must live within the Bunbury district unless otherwise approved by the Brigade.
- v) The Brigade shall not attend interstate competitions unless approved at a Brigade meeting by the majority vote of the Brigade members present at the Brigade meeting.
- vi) The cost of attending any competitions or games shall be borne by those members competing unless otherwise approved by the Brigade.
- vii) Any expenditure required for competition or games related costs shall require the approval of the Brigade.
- viii) Any person being a member of the Brigade shall require the approval of the Captain or the Brigade to compete as a representative of the Brigade and/or wear, use, lend, transfer any clothing or any equipment bearing the Brigade name or belonging to the Brigade.

**1. General.**

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

**2. Entry Standards.**

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

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

**3. Types of Entry.**

Occurrence books are to record the following:

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

**PROCEDURES FOR STANDARD OCCURRENCE BOOK ENTRIES****BUNBURY VOLUNTEER BUSH FIRE BRIGADE**

Further to DFES SAP 5.2 - The Occurrence Book is supplied for the purpose of maintaining accurate records of the daily movements of DFES staff, Brigade members, firefighting and response activities, daily movements of any Brigade vehicles and equipment, training, meetings, maintenance, drills and any other matter pertinent to Brigade activities. A record is to be made in the occurrence book of the details for any DFES staff, any visitor, any contractor and any Brigade member attending the station for any purpose.

The Occurrence Book is the property of the Brigade. Brigade members are responsible to ensure that all records are entered correctly; all records should be carefully entered against accurate and correct DATE/S and TIME/S. In accordance with DFES SAP 5.2, erasures are permitted, but should an error occur, the erroneous word or words should be bracketed out, the detail crossed out and the correct entry made and initialled by the writer.

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

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

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

**ALL ENTRIES ARE TO BE LEGIBLE****INCIDENT ENTRIES ARE TO BE IN RED PEN ONLY****NORMAL ENTRIES ARE TO BE IN BLACK PEN ONLY**

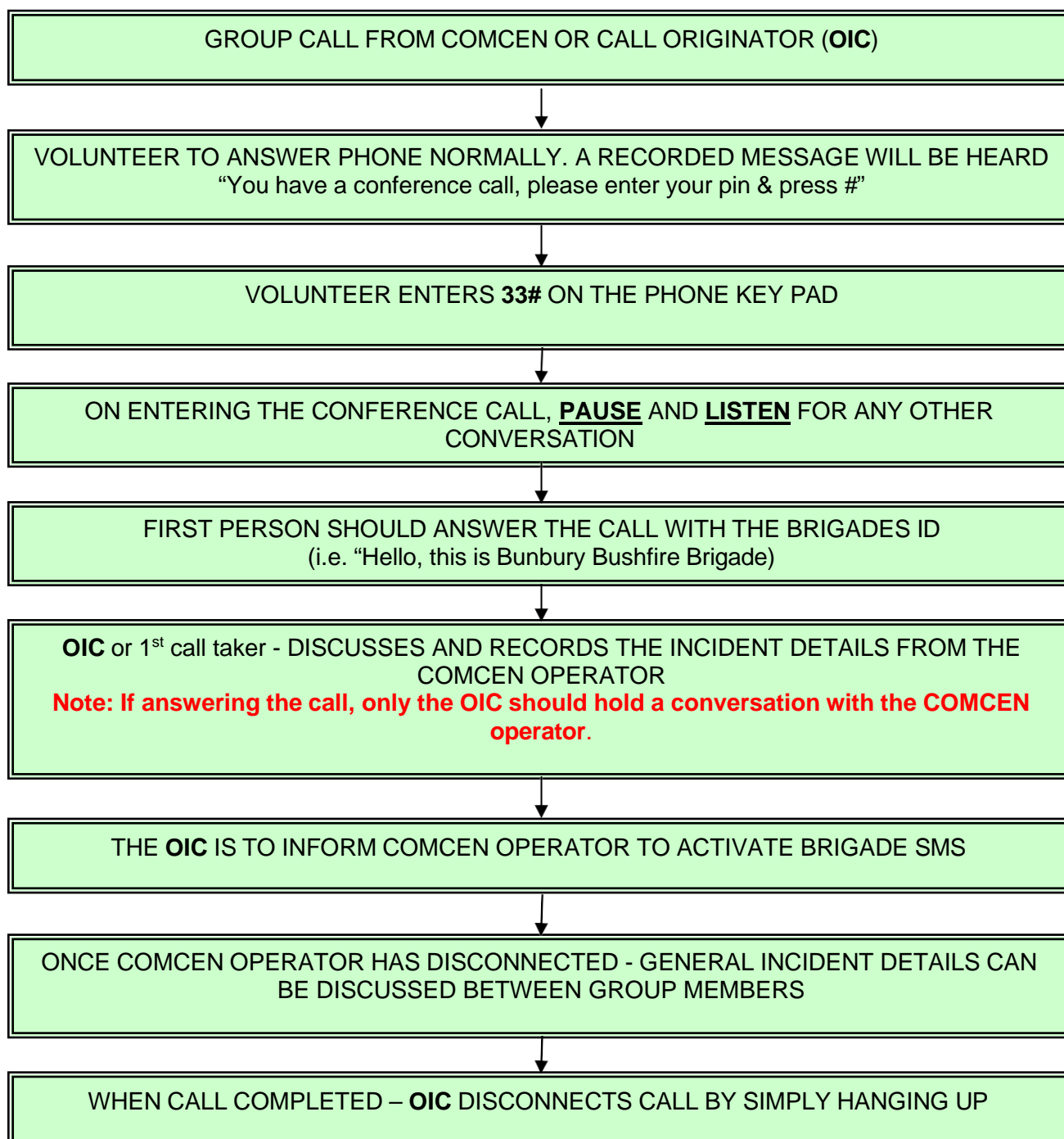
The following is an example of how OIC's are to record information for all incidents.

**ALL INCIDENT ENTRIES ARE TO BE WRITTEN IN RED PEN****EXAMPLE ONLY**

*12 April 2012*

***Incident Number***

- |             |  |
|-------------|--|
| <i>1200</i> | <i>Received call via COMCEN to respond to bushfire at the rear of Bunbury prison, Centenary Road X of SW Highway.</i>  |
| <i>1207</i> | <i>Turned out in 3.4 with Captain Bloggs OIC and 4 crew, FF Black (driver), FF White, FF Green, FF Red. Turned out in LT with 2 crew, FF Brown (driver), FF Smith.</i>             |
| <i>1214</i> | <i>Arrived at incident made contact with SO Smith. Requested to extinguish running fire, mop up and black out.</i>   |
| <i>1400</i> | <i>3.4 returned to station. Captain Bloggs reports that small grass fire extinguished with LT hose reel. FF White and FF Green donned BA. Fire cause unknown. Comcen notified.</i> |
| <i>1430</i> | <i>Captain Bloggs, FF's Black, White, Green, Red, Brown and Smith all off station.</i>   |

**BRIGADE GROUP CALL PROCEDURE****Important Note:**

- If you are not able to respond to an incident then you **DO NOT** answer the call.
- Volunteers answering a group call should be prepared to take all relevant information regarding the incident (e.g. Make sure you have a pen and notepad ready to take all details i.e. incident location, street, incident type etc).
- **Only the OIC shall discuss matters with the COMCEN operator without interference from any other volunteers.**

**Bunbury Volunteer Bushfire Brigade  
XXXX Annual General Meeting  
Brigade Officer & Office Bearer Nomination Form**

<b>Election Nomination Form</b> <b>Only Complete 1 nomination form per position</b>	
<p>I, _____ (Insert your name)</p> <p>Hereby nominate for the following position.</p> <p><input checked="" type="checkbox"/> Please place a tick in the box of the position that you are nominating for</p> <p> <input type="checkbox"/> Captain             <input type="checkbox"/> 1<sup>st</sup> Lieutenant             <input type="checkbox"/> 2<sup>nd</sup> Lieutenant             <input type="checkbox"/> 3<sup>rd</sup> Lieutenant             <input type="checkbox"/> 4<sup>th</sup> Lieutenant         </p> <hr/> <p> <input type="checkbox"/> Secretary                      <input type="checkbox"/> Treasurer                      <input type="checkbox"/> Auditor  <input type="checkbox"/> Training Coordinator           <input type="checkbox"/> Equipment Coordinator  <input type="checkbox"/> PPE/PPC Coordinator           <input type="checkbox"/> Personnel Coordinator           <input type="checkbox"/> Social Coordinator  <input type="checkbox"/> Fundraising Coordinator         </p> <p>           _____                      Date ____/____/2020  <b>Signature</b> </p>	

Please complete the form, ensure that it is signed and dated and return to the completed form to the Secretary prior to nominations closing date.

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

## ELIGIBILITY CRITERIA FOR BRIGADE OFFICER AND OFFICE BEARER POSITIONS

## APPENDIX 5

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

Should the need arise, the training qualifications and years of experience can be altered by the a majority vote of the Brigade at the AGM should the majority of the Brigade consider that a nominee for a particular Brigade Officer position can adequately undertake the position that they have nominated for because they possess the necessary skills, knowledge, experience and qualifications, personal attributes and have satisfied all other criteria for the position as nominated by the particular nominee.

Should the Brigade not be able to make a decision at its AGM in relation to a particular Brigade Officer position after consideration of all information for each of the nominees then the previous holder of the position shall hold the position until such time as the Brigade has obtained further advice and direction from the City, VBFAWA and DFES and at a Special Meeting the Brigade has made a decision via a majority vote of the Brigade.

*The Brigade and Brigade Offices are to ensure compliance with DFES Policy 39 - Equal Opportunity.*

BRIGADE POSITION DESCRIPTION	
CAPTAIN	
Position Functions - Brigade Leadership and Management	
Roles and Responsibilities	
1.	Accountable for the overall management of the Brigade's administrative and operational capacity.
2.	Accountable for all of the Business Management activities of the Brigade, including the submission of BAS statements, financial reports and acquittals (etc).
3.	Accountable to ensure that the management of the financial affairs of the Brigade, meet the required standards as set by the City of Bunbury, various Acts (FAAA, ESL and others) and DFES. This would include providing assistance and direction to the Treasurer/Secretary as necessary.
4.	Ensure that the training requirements are managed for of the Brigade. This may include assisting and directing the Brigade Training Officer, where necessary.
5.	Accountable for the condition and preparedness of all vehicles and equipment of the Brigade (including PPC/PPE), ensuring that they are in a constant state of readiness. Ensuring that this preparedness meets all City of Bunbury and/or DFES (whichever is the greatest) standards and procedures.
6.	Accountable for the delivery of special programs (Community Engagement Activities, Cadet Program, Hazard Reduction Activities, etc), ensuring that they meet all external requirements and expectations.
7.	Accountable for the outcomes and activities of the Brigade Fundraising Social Committee.
8.	Accountable to ensure that all required forms, processes and procedures are universally understood and followed, with respect to Occupational Health and Safety with all Brigade events and activities.
9.	Accountable for the effective liaison and engagement with targeted 'at risk' community groups, for fire risk prevention and educational programs.
10.	Accountable to ensure that all four quarterly financial audits are completed and tabled.
11.	Ensure that all Brigade reporting is completed, meeting DFES and City of Bunbury protocols, SOP etc.
12.	Ensure that Brigade OSH standards, procedures and practices, provide the best possible environment for a safe working environment operationally, during training and also other Brigade sanctioned events.

13. Ensure that the Brigade succession planning is reflected within active recruitment efforts. In addition, a training plan exists, formally mentoring newcomers to the Brigade, ensuring a continuous interest is encouraged, with clear guidance on the training pathways available to ensure roles are filled with competent people, who are mentored into new roles.
14. Liaise with other local Emergency Services groups, to maximise opportunities for shared training or other activities that may lead to improved community, organisational or Brigade resilience.
15. Represent (or delegate as appropriate) the Brigade at various meetings, encouraging Brigade activity in Emergency Management activities and forums. This may include (but not limited to), LEMC, DFES Training and Operational Forums, etc.
16. Responsible for filling high level incident management roles at incidents, as jurisdiction and requirements indicate.
17. Comply with and strive to achieve the requirement, to remain contemporary in both theoretical and skills competency to at least the prescribed standard.

Position Criteria
Required Skills
<ul style="list-style-type: none"> <li>• Effective Delegation</li> <li>• Inter-personal</li> <li>• Leadership</li> <li>• Effective Communication/Presenter</li> <li>• Training</li> <li>• Organisational</li> <li>• Strategic (Future Planning)</li> <li>• Mentoring</li> <li>• Motivational</li> </ul>
Required Knowledge and Experience
<ul style="list-style-type: none"> <li>• Minimum 8 years Operational Experience</li> <li>• Minimum 5 years as BVFBF Member</li> <li>• Previous Brigade Leadership role (2)</li> <li>• Legal responsibilities and BFACT, SOP, Policy (1)</li> <li>• Safe working practices (1)</li> <li>• Brigade management experience (1)</li> <li>• Team strengths/weakness and remediation to develop team (1)</li> <li>• Brigade History and Culture</li> <li>• Local Government Policies, Procedures and Protocols</li> <li>• Local Community</li> </ul>
Required Qualifications

- Completion of DFES BFS Bush Firefighter courses
- Completion of DFES BFS Advanced Firefighter, including – WAERN Advanced, Crew Leader, Machine Supervision, Sector Commander, Advanced Bush Firefighting, Pump Operations and On/Off Road Driving Courses, Provide First Aid, AIMS 2017-IC Level 1, Advanced Bush Fire Fighting and On/Off Road Driving Courses, Provide First Aid.
- Plantation Firefighting (Desirable)
- Leadership Fundamentals (Desirable)
- Mental Health First Aid (Desirable)
- IRS and Webeoc (Desirable)
- Work Place Trainer/Assessor (Desirable)

Other Personal Attributes	
<ul style="list-style-type: none"> <li>• Professional</li> <li>• Respectful</li> <li>• Loyal</li> <li>• Dedicated</li> <li>• Mature</li> <li>• Passionate</li> <li>• Committed to the betterment of the Brigade</li> <li>• Effective trainer (2)</li> <li>• Dynamic/Flexible</li> <li>• Proactive</li> <li>• Capable of strong relationships with Brigade members (2)</li> <li>• Local knowledge (2)</li> <li>• Proactive (2)</li> </ul>	<ul style="list-style-type: none"> <li>• Motivational and Encouraging</li> <li>• Able to manage conflict (Internal/External)</li> <li>• Sufficient time to dedicate to job/role</li> <li>• Trustworthy</li> <li>• Maintain strong community links</li> <li>• Connected to other ES Agencies</li> <li>• Lead by example</li> <li>• Mentoring</li> <li>• Adaptable</li> </ul>
Key Descriptor Words	
<b>Responsible</b> – (undertakes task)	<b>Accountable</b> (ensure that task is done)
<b>Delegate</b> – (empower others, pass responsibility to)	<b>Report</b> – (provide required data to another)
<b>Ensure</b> – (supervise, to ensure required outcome)	<b>Represent</b> – (act on behalf of entity)
<b>Comply</b> – (heed and act on instruction/s)	<b>Action</b> - (solely responsible for activity completion)
<b>Review</b> - (maintain observation and report)	<b>Mentor</b> – (share accrued experience knowledge)
<b>Liaise</b> - (make consultation, collaboration effective)	<b>Encourage</b> – (work to change for improvement)
<b>Monitor</b> – (observe progress and report anomalies to Captain)	

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

BRIGADE POSITION DESCRIPTION	
Training Coordinator	
Position Functions – Coordinate the training requirements of members, personnel development and maintain minimum training competencies.	
Roles and Responsibilities	
1.	Responsible for the coordination of all Brigade training.
2.	Responsible for the development and administration of the Brigade Training Calendar, ensuring that it is developed in consultation with the Lieutenants and it the final draft is endorsed by the Captain.
3.	Responsible for the creation and maintenance of training records, for training activities and the provision of reports, when/wherever necessary.
4.	Responsible that Brigade training (standards and levels) complies with all of the requirements of City of Bunbury and DFES policy and directions.
5.	Responsible for the development of individual and Brigade training needs analysis and plans, encouraging members to improve their capacity.
6.	Ensure that Brigade members are encouraged and mentored, as part of the formal skills enhancement program within the Brigade.
7.	Ensure that Brigade training standards meet the required standard, related to Brigade profile, being numbers trained and training levels attained.
8.	Encourage active participation in Brigade training, leading by example.
9.	Encourage and support Brigade member access and use of the DFES eAcademy, to maximise training opportunities and comply with DFES requirements for formal training.
10.	Monitor and report on training effectiveness against Brigade and individual training plans, adopted training standards and operational observations.
11.	Liaise with the Brigade secretary to ensure that all training correspondence satisfies the required standards and protocols for Brigade communications and record keeping.
Position Criteria	
Required Skills	
<ul style="list-style-type: none"> <li>Communication (5)</li> <li>Organisational (4)</li> <li>Planning</li> <li>Management</li> <li>Develop TNA of Brigade members (2)</li> <li>Time management</li> <li>Training people effectively (2)</li> <li>Record keeping and reports (2)</li> <li>Leadership (1)</li> </ul>	<ul style="list-style-type: none"> <li>Computer literate (1)</li> <li>Safety and Risk Management</li> <li>Delegation</li> <li>Motivational</li> </ul>
Knowledge/Experience	
<ul style="list-style-type: none"> <li>3+years fire ground experience (2)</li> <li>Minimum 1 year as BVFBF Member</li> <li>eAcademy knowledge (BFS Training Program) (2)</li> <li>Experience with Brigade equipment (1)</li> <li>Training people</li> <li>Developing training calendars/plans</li> <li>Leadership</li> <li>Brigade History and Culture</li> </ul>	
Qualifications	
<ul style="list-style-type: none"> <li>Cert IV – Workplace Training and Assessor (Desirable) (3)</li> <li>Minimum Requirement VFF2</li> <li>Completion of Off Road Driving Course</li> <li>First Aid</li> <li>Pump Operations Course (Desirable)</li> </ul>	
Other Personal Attributes	
<ul style="list-style-type: none"> <li>Enthusiastic and effective mentor (3)</li> <li>Engaging and approachable (2)</li> <li>Enthusiastic &amp; effective trainer (1)</li> <li>Strong motivator (1)</li> <li>Disciplined (1)</li> <li>Capacity to adapt</li> <li>Flexible thinking</li> <li>Maintain currency of training &amp; development situation</li> <li>Open to advice/suggestions</li> <li>Sufficient time to dedicate to job/role</li> <li>Respect of the Brigade</li> <li>Respect for Chain of Command</li> </ul>	

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

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

BRIGADE POSITION DESCRIPTION	
Equipment Coordinator	
Position Functions – Coordinate all Vehicle, Equipment and Property Maintenance	
Roles and Responsibilities	
1.	Ensure that all Brigade equipment is at a constant state of readiness, being in sound working order and safe to operate. This includes the adherence to mandatory service schedules.
2.	Ensure that all urgent maintenance/repairs is completed in a timely manner.
3.	Ensure that any incapacitation of plant or equipment is communicated immediately to the Brigade Executive.
4.	Ensure that all repairs to Brigade equipment are undertaken by suitably qualified and competent providers, including using City preferred providers, where applicable.
5.	Responsible to maintain a register of all maintenance undertaken on all Brigade equipment.
6.	Responsible for the development and maintenance of regular (frequency as determined by the Brigade) maintenance rosters, throughout the year. Delegation to an Officer for the conduct of the maintenance activity, may be made, but the Brigade Equipment Officer remains accountable that the activity occurs and is effective.
7.	Responsible for maintaining and updating an inventory of all the Brigade's plant and equipment.
8.	Responsible for communicating all movements of vehicles for purposes of repairs or maintenance.
9.	Report monthly to Brigade Captain and Executive, on maintenance program and all repairs undertaken.
10.	Review the use of equipment and report where misuse, or inappropriate practices, may indicate a safety concern or increased maintenance requirement.
11.	Encourage a general improvement in the care taken to preserve Brigade equipment.
Position Criteria	
Required Skills	
<ul style="list-style-type: none"><li>• Effective communication</li><li>• Effective time management</li><li>• Effective organizational</li><li>• Computer literate</li><li>• Effective record keeping and reporting</li></ul>	
Required Knowledge/Experience	
<ul style="list-style-type: none"><li>• Knowledge of Brigade equipment and vehicle servicing and maintenance procedures</li><li>• Minimum 2 years as BVFBF Member (Unless other experience can be provided)</li><li>• Knowledge of DFES and Council PPE/PPC requirements</li><li>• Knowledge of Councils purchasing and procurement procedures</li><li>• Sound Mechanical Knowledge</li></ul>	
Required Qualifications	
<ul style="list-style-type: none"><li>• Minimum DFES BFS Bush Firefighter Course</li><li>• Mechanical and/or similar trade background (desirable)</li></ul>	
Other Attributes	
<ul style="list-style-type: none"><li>• Honesty</li><li>• Trustworthy</li><li>• Enthusiastic</li><li>• Professional attitude</li><li>• Respect of the Brigade</li><li>• Sufficient time to dedicate to job/role</li><li>• Minimum Age of 18</li><li>• Respect for Chain of Command</li></ul>	

BRIGADE POSITION DESCRIPTION	
Cadet Coordinator	
Position Functions – Coordination and Facilitation of Brigade Cadet Program	
Roles and Responsibilities	
1.	Responsible for the coordination of all Cadet training and activities.
2.	Responsible for the creation and maintenance of Cadet records and the provision of reports, when/wherever necessary.
3.	Responsible for the provision of all required documentation to the City of Bunbury and DFES.
4.	Responsible for Cadet training and activities (standards and levels) complying with all of the requirements of City of Bunbury and DFES policy and directions.
5.	Responsible for the development and administration of the Brigade Cadet Calendar, ensuring that the final draft is endorsed by the Captain.
6.	Liaise with the Brigade secretary to ensure that all Cadet correspondence satisfies the required standards and protocols for Brigade communications and record keeping.
7.	Ensure that Cadet members are encouraged and mentored, as part of the formal skills enhancement program within the Brigade.
8.	Ensure that all Brigade Leaders have their Working with Children Check completed before assisting in Cadet training and activities.
9.	Ensure that there is First Aid Certified Leaders present at all activities.
10.	Ensure all Brigade Leaders have completed the Induction Process as required by the City of Bunbury and DFES.
11.	Ensure that all Risk Management requirements have been adhered to.
12.	Encourage active participation in Cadet training and activities, leading by example.
13.	Encourage and support Brigade Leaders in assisting in facilitating the Cadet training and activities.
14.	Monitor and report on Cadet training effectiveness.
Position Criteria	
Required Skills	
	<ul style="list-style-type: none"><li>• Effective Written and Verbal Communication (Internal/External)</li><li>• Effective Organisational</li><li>• Planning</li><li>• Management</li><li>• Time management</li><li>• Delegation</li><li>• Record keeping and reports</li><li>• Leadership</li><li>• Computer literate</li><li>• Safety and Risk Management</li><li>• Motivational</li></ul>
Knowledge/Experience	
	<ul style="list-style-type: none"><li>• 3+yrs Firefighting knowledge (desirable)</li><li>• Minimum 12 months as BVFBF Member</li><li>• Experience with Brigade equipment and machinery</li><li>• Leadership</li><li>• Brigade History and Culture</li></ul>
Qualifications	
	<ul style="list-style-type: none"><li>• Minimum DFES BFS Bush Firefighter Course</li><li>• Provide First Aid</li><li>• Pump Operations Course (Desirable)</li></ul>
Other Attributes	
	<ul style="list-style-type: none"><li>• Enthusiastic and effective mentor</li><li>• Engaging and approachable</li><li>• Enthusiastic &amp; effective trainer</li><li>• Flexible thinking</li><li>• Disciplined</li><li>• Capacity to adapt</li><li>• Maintain currency of training &amp; development situation</li><li>• Open to advice/suggestions</li><li>• Sufficient time to dedicate to job/role</li><li>• Respect of the Brigade</li><li>• Respect for Chain of Command</li></ul>

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

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

BRIGADE POSITION DESCRIPTION	
PPC/PPE Coordinator	
Position Functions – Coordination of PPC, PPE and Uniforms	
Roles and Responsibilities	
1.	Ensure that all Brigade members have been provided with the appropriate level of PPC, PPE and uniforms, being in sound working order and safe to utilise. This includes the adherence to mandatory safety requirements.
2.	Responsible to maintain on an ongoing basis a register of all PPC, PPE and uniforms provided to members.
3.	Responsible to maintain an inventory of all PPC, PPE and uniforms.
4.	Report monthly to the Management Committee, on PPC, PPE and uniforms provided to members and orders placed.
5.	Review the use of uniforms, PPC and PPE, and report where misuse, or inappropriate practices, may indicate a safety concern or increased replacement requirement.
6.	Encourage members to store their PPE, PPC and uniforms in a tidy and clean manner.
7.	Encourage a general improvement in the care taken to preserve Brigade Uniforms, PPC and PPE.
Position Criteria	
Required Skills	
<ul style="list-style-type: none"><li>• Effective communication</li><li>• Effective time management</li><li>• Effective organizational</li><li>• Computer literate</li><li>• Effective record keeping &amp; reporting</li><li>• Effective report creating</li></ul>	
Required Knowledge/Experience	
<ul style="list-style-type: none"><li>• Knowledge of Brigade Uniforms, PPE and PPC</li><li>• Knowledge of DFES and Council PPE and PPC requirements</li><li>• Knowledge of Councils purchasing and procurement procedures</li></ul>	
Required Qualifications	
<ul style="list-style-type: none"><li>• Induction</li><li>• Minimum DFES BFS Bush Firefighter Course</li></ul>	
Other Attributes	
<ul style="list-style-type: none"><li>• Honesty</li><li>• Trustworthy</li><li>• Enthusiastic</li><li>• Professional attitude</li><li>• Respect of the Brigade</li><li>• Sufficient time to dedicate to job/role</li><li>• Minimum Age of 18</li></ul>	

BRIGADE POSITION DESCRIPTION	
Auditors	
Position Functions – Provide an Audit of Brigade Financial Records	
Roles and Responsibilities	
1.	Responsible for auditing the Brigade finances.
2.	Report to the Brigade Captain and Executive on all financial auditing matters.
3.	Ensure that all financial records are audited on a quarterly basis.
4.	Responsible for the audit of the completion and submission of quarterly BAS.
Position Criteria	
Required Skills	
<ul style="list-style-type: none"><li>• Effective communication</li><li>• Effective time management</li><li>• Effective organizational</li><li>• Computer literate</li><li>• Accurate record keeping &amp; reporting</li><li>• Financial management</li><li>• Working knowledge of accounting principles</li><li>• Numeracy &amp; literacy</li></ul>	
Required Knowledge/Experience	
<ul style="list-style-type: none"><li>• Knowledge of Brigade financial procedures/regulations</li><li>• General accounting procedures</li><li>• GST &amp; other financial reporting processes – (CoB, BAS, NFP etc)</li><li>• Financial management</li><li>• Brigade fundraising activities</li></ul>	
Required Qualifications	
<ul style="list-style-type: none"><li>• Certificate 3 in Bookkeeping (Desirable)</li><li>• Induction</li><li>• AIMS Awareness (Desirable)</li></ul>	
Other Attributes	
<ul style="list-style-type: none"><li>• Honesty</li><li>• Trustworthy</li><li>• Enthusiastic</li><li>• Professional attitude</li><li>• Respect of the Brigade</li><li>• Sufficient time to dedicate to job/role</li><li>• Minimum Age of 18</li></ul>	

BRIGADE POSITION DESCRIPTION	
Social Committee Chairperson	
Position Functions – Coordination and Organization of Brigade Social Activities	
Roles and Responsibilities	
1.	Responsible for the Co-ordination of all Brigade social and fundraising activities, in consultation with the Brigade Captain.
2.	Ensure compliance with City of Bunbury/DFES function requirements and Brigade Rules.
3.	Responsible for providing notice of social committee meetings of the Brigade in accordance with the constitution of the Brigade.
4.	Responsible for circulating information regarding social and fundraising activities to all Brigade members.
Position Criteria	
Required Skills	
<ul style="list-style-type: none"><li>• Effective Organisational</li><li>• Sound administration</li><li>• Computer literate</li><li>• Effective time management</li><li>• Effective verbal/written communication skills</li></ul>	
Required Knowledge/Experience	
<ul style="list-style-type: none"><li>• Knowledge of Brigade Rules, structure, policies, SOPs etc</li><li>• Brigade History and Culture</li></ul>	
Required Qualifications	
<ul style="list-style-type: none"><li>• Induction</li><li>• Minimum DFES BFS Bush Firefighter Course</li></ul>	
Other Attributes	
<ul style="list-style-type: none"><li>• Sufficient time to dedicate to job/role</li><li>• Motivated, professional attitude</li><li>• Engaging and Approachable</li><li>• Open to Advice/Suggestions</li><li>• Respect of the Brigade</li><li>• Minimum Age of 18</li></ul>	

BRIGADE POSITION DESCRIPTION	
Personnel Coordinator	
Position Functions – Co-ordination and Facilitation of Recruitment	
Roles and Responsibilities	
1.	Responsible for the coordination of all recruitment activities, in consultation with the Captain.
2.	Responsible for recruitment activities complying with all of the requirements of City of Bunbury and DFES policy and directions.
3.	Responsible for the collation and provision of Recruitment Information Packs.
4.	Responsible for Liaising with recruits and Brigade Executive.
5.	Responsible for the Co-ordination of the recruitment interview process.
6.	Ensure that new recruits are encouraged and mentored.
7.	Ensure suitable mentors are delegated to new recruits.
8.	Monitor and review the progress of the each recruit.
9.	Accountable for ensuring that the correct recruitment paperwork is received.
Position Criteria	
Required Skills	
<ul style="list-style-type: none"> <li>• Effective Written and Verbal Communication (Internal/External)</li> <li>• Effective Organisational</li> <li>• Planning</li> <li>• Management</li> <li>• Time management</li> <li>• Delegation</li> <li>• Record keeping and reports</li> <li>• Computer literate</li> </ul>	
Knowledge/Experience	
<ul style="list-style-type: none"> <li>• Minimum 12 months as BVBFB Member</li> <li>• Brigade History and Culture</li> </ul>	
Qualifications	
<ul style="list-style-type: none"> <li>• Induction</li> <li>• Minimum DFES BFS Bush Firefighter Course</li> </ul>	
Other Attributes	
<ul style="list-style-type: none"> <li>• Enthusiastic and effective mentor</li> <li>• Engaging and approachable</li> <li>• Disciplined</li> <li>• Capacity to adapt</li> <li>• Culturally aware</li> <li>• Motivated</li> <li>• Open to advice/suggestions</li> </ul>	

- Sufficient time to dedicate to job/role
- Respect of the Brigade
- Respect for Chain of Command
- Minimum Age of 21

#### **Other Coordinator Positions**

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

#### **Auditors**

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



**Bunbury Volunteer Bushfire Brigade  
Expenditure Summary Form**

(To be used for expenditure reimbursement or for Load & Go Card Purchases)

<b>Member Name</b> _____	
<b>Description of Expenditure (What did you buy and what was it for?)</b> _____ _____ _____	
<b>Expenditure Type – Please Tick</b>	
<b>Reimbursement Requested</b> <input type="checkbox"/>	<b>Paid by Load &amp; Go Card</b> <input type="checkbox"/>

<b>Was the item purchased for a vehicle? Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
If yes – Vehicle ID _____ Vehicle Rego _____	
<b>Was the item purchased for an incident? Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
If yes – Incident Name _____ Incident Number _____	

<b>Expenditure Approved at Brigade Meeting</b>	<b>YES</b> <input type="checkbox"/>	<b>Meeting Date</b> ____/____/20__
--	-------------------------------------	------------------------------------

<b>Expenditure Approved</b>	<b>YES</b> <input type="checkbox"/>	<b>Officer Name</b> _____	<b>Date</b> ____/____/20__
<b>By Brigade Officer</b>		<b>Officer signature</b> _____	

Item Purchased		
Purchase Details	Supplier Details	Amount (GST EX)
Is GST Applicable Yes <input type="checkbox"/> No <input type="checkbox"/>	Amount of GST	
<b>TOTAL</b>		

**NOTE**

One form is to be completed per item on a receipt unless the items purchased on one receipt are for a similar purpose i.e. station cleaning goods, stationary, training refreshments/catering, Bunbury 3.4 etc. In this case only one form needs to be completed.

**Attach a photocopy of the receipt together with the original receipt to this form and the form is to be left in the Treasurer's tray.**

**As well as the above, a photo of the receipt and the form clearly showing all details can be sent to the Treasurer.**

**BUSINESS CASE SUBMISSION**

To	Bunbury Volunteer Bushfire Brigade
From	
Date	
Subject	

**Summary**

{Insert the reason for drafting this report briefly/clearly identifying what is proposed}

**Background**

{Provide a brief summary with information as to what has led to the requirement for this report}

**Brigade/Member Involvement and any Implications**

{Insert who, why and how the Brigade and/or its members are involved and any implications, issues}

{Insert if anyone else outside the Brigade is to be involved who, why and how they will be involved and any implications, issues}

**Brigade Benefits**

{Identify the benefit to the Brigade and/or, its membership and/or to DFES}

**Stakeholder Consultation**

{Insert whether or not you have consulted with DFES Regional staff (Super/DO/AO) regarding the proposal or proposal outcomes and the result of that consultation. OR whether or not the proposal or outcomes requires consultation/advice/approval of DFES, DFES Regional staff (Super/DO/AO)}

**Member/Officer Consultation**

{Insert whether or not you have consulted with other members or Brigade Officers and the result of the consultation}

**Analysis of Financial and Budget Implications**

{Insert the anticipated effect that implementation of the item will have on the Brigades finances or whether there are any expenses associated with the request. An accurate, itemised budget should be provided with the submission, identification of funding or in-kind sources e.g. estimated labour hours required by Volunteer members, planned fund raising for project with estimated totals, sponsorship requirements, local businesses donations or reduced prices, donations obtained from local businesses for materials, equipment or labour. How any Brigade borne expenditure can be offset}

**Relevant Precedents**

{Insert whether the Brigade has dealt with similar proposal in the past and the result of those proposals. If necessary insert the previous actual motions made, meeting dates where motions/decisions made.}

## Risks

{Identify each of the risks associated with your proposal. Then evaluate the likelihood level, the consequence level to determine the risk rating for each risk. Then provide the suitable treatment option to reduce the risk rating to low/moderate}

Risk	<b>Likelihood</b> 1 – <i>Very unlikely</i> 2 – <i>unlikely</i> 3 – <i>Likely</i> 4 – <i>Highly likely</i>	<b>Consequence</b> 1 – <i>low</i> 2 – <i>Moderate</i> 3 – <i>High</i> 4 – <i>Severe</i>	<b>Risk Treatment Options</b> <b>(To reduce Risk Rating Level)</b>

## Risk rating table example

Risk rating	Description	Action
12-16	Severe	Needs immediate corrective action
8-12	High	Needs corrective to reduce the level of risk
4-8	Moderate	May not require immediate corrective action to reduce the level of risk
1-4	Low	Does not currently require corrective action

## Options

{If there is more than one option available in relation to your submission, list and explain the options and include comments as to whether or not you support the alternative options. Option 1 should always be the option that you are recommending.}

### Option 1

Per the recommendation listed in this submission.

### Option 2

{What other possible alternative options is there to the option that you are recommending}

## Conclusion

{Insert final comments}

## Recommendation

{Type your recommendation here. Use appropriate number if your recommendation has several parts. e.g.

1.
  - 1.1
  - 1.2
  - 1.3
    - a)
    - b)
- 2.
- 3.}

*Include a copy of any information/documentation that may be relevant to the Business Case*



# **Workplace Safety & Health Policy**

## **BUNBURY VOLUNTEER BUSH FIRE BRIGADE**



# WORK HEALTH AND SAFETY MANAGEMENT POLICY

## POLICY STATEMENT

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The City of Bunbury considers 'all workers' its most valued asset; therefore, is committed to the effective management of their health and safety.

## POLICY SCOPE

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This policy applies to: All City of Bunbury staff, consultants, contractors, visitors, volunteers who are now defined as 'workers' as per *Work Health and Safety Act 2020 (WHS Act)*.

## POLICY DETAILS

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The City of Bunbury acknowledges its 'primary duty of care' in accordance with *Section 19. of the (WHS Act) 2020* with defined measurable objectives and targets ensuring continual improvement in (WHS) performance. This will be achieved by implementing (WHS) strategies aligned with mitigation of hazards, risks, injury, and illness in the workplace. To further support this commitment, the City of Bunbury will so far as reasonably practicable, ensure –

- the health and safety of workers engaged, whilst working in the business or undertaking.
- the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
- the provision and maintenance of safe plant, safe systems of work, work environment without risks to health and safety.
- the provision of adequate facilities for the welfare of workers in carrying out work, including ensuring appropriate access and egress to those facilities as required.
- suitable information, training, instruction, supervision, personal protective equipment is provided to workers to undertake work safely.
- the health of workers and conditions at the workplace are monitored for the purpose of preventing illness or injury.
- safety issues relevant to its operations are regularly discussed with Work Health and Safety Representatives and Senior Management stakeholders.

Furthermore, working in collaboration with management; all City of Bunbury workers shall take reasonable care to fulfil their own 'duty of care' in accordance with *Section 28. of the (WHS Act) 2020*.

## LEGISLATION

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- *Work Health and Safety Act 2020 (WHS Act)*
- *Work Health and Safety (General) Regulations 2022 (WHS Regulations)*
- *Australian Standards, Codes of Practice and Guidance Notes*



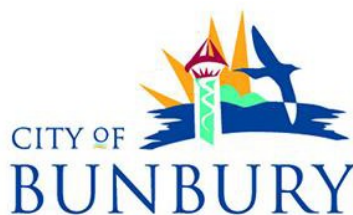
The following information is required by the City when any Serious Injury (WorkSafe Classification) has been reported.

Information required	Information obtained
Statement	
Witness statements	
Copy of Equipment Prestart	
Photo site – Fire Station	
Photos of all Equipment	
Photo of Area (Intra maps)	
Mud map Drawings	
How many days into the week	
How many call outs in the past 72 hours	
Time on site	
Copy Take 5/ Copy of JSA	
Housekeeping – was the areas congested etc	
Spills on the floor	
Copy of Risk assessment SWMS and or SOP's	
Maintenance records	
How long in the role	
Lighting quality in the Station	
Training records	
Weather conditions	
Copy of his driver's licence	
Copy of training certificates	
Experience in the role	
Signage	
PPE – Boots were they appropriate	
Was Speed involved	
Toolbox talks – Safety briefs	
Were they rushing - were they attending an incident	
Was Supervision adequate	
AOD test	



# DFES Standard Operating Procedures

Bunbury Volunteer Bush Fire  
Brigade



## INTRODUCTION

### **Purpose**

The purpose of this document is to provide DFES Standard Operating Procedures to ensure safe operations of the Bunbury Volunteer Bush Fire Brigade (BVBFB), in accordance with the City of Bunbury Bush Fire Brigade Local Law 2023, CoB WSH Policy, and Brigade Rules.

The BVBFB is required to make their members familiar with these procedures to ensure consistency throughout the City of Bunbury.

### **Modifications, amendments and review**

The Departments of Fire & Emergency Services are the sole owners of these documents and the content contained within. The City of Bunbury acknowledges the efforts and subject matter expertise that has been utilised to populate these procedures to ensure the safety of all Career and Volunteer Fire Brigade members.

### **Related Documents/Legislation**

These procedures should be read in conjunction with the following related items:

- Bush Fires Act 1954
- Bush Fires Regulations 1954
- Emergency Management Act 2005
- Fire Brigades Act 1942
- Local Government Act 1995
- Work Health and Safety Act 2020
- Work Health and Safety (General) Regulations 2022
- Equal Opportunities Act 1984
- City of Bunbury Bush Fire Brigade Local Law 2023
- Any other adopted DFES procedures/documents
- State Hazard Plan Fire

## TABLE OF CONTENTS

### Glossary

- SAP – Standard Administrative Procedure
- SOP – Standard Operating Procedure

Number	Document	Title
1	Directive	Dress And Grooming
2	Directive	Incident Control
3	Directive	Bushfire
4	SAP	Laundering Standard
5	SAP	Provision of Non-Standard PPE
6	SAP	Dress Standards
7	SAP	Uniform and PPE Management
8	SAP	Telephone Warning System
9	SAP	Recovery
10	SAP	Information and Warnings
11	SAP	Incident Action Planning
12	SAP	Restricted Access Permits
13	SAP	Occurrence Book Entries
14	SAP	Debriefs
15	SOP	Mobilising
16	SOP	Personal Protective Equipment (PPE)
17	SOP	Making Safe Rules for Departure
18	SOP	Incident Communications
19	SOP	Communications Planning
20	SOP	T-Cards and Incident Management
21	SOP	Red Flag Warnings
22	SOP	Incident Catering
23	SOP	Operational Response Precautions
24	SOP	Respond Under Emergency Conditions
25	SOP	Road Hazard Management
26	SOP	Civil Disturbances
27	SOP	Exposure Of Biological Hazards
28	SOP	Active Shooter
29	SOP	Automatic Vehicle Location
30	SOP	Driving Standards

Number	Document	Title
31	SOP	Structural Fire Response
32	SOP	Electrical Hazards
33	SOP	Bushfire Response
34	SOP	Diesel Particulate Diffusers Regeneration During Bush Firefighting
35	SOP	Ground Control of Aerial Suppression Platforms
36	SOP	Use of a Class Foam at Incidents
37	SOP	Immediate Street Assessments at the RUI
38	SOP	Firefighting withing Rural Urban Interface Environments
39	SOP	Crew Safety at Bushfires
40	SOP	Entrapment at Bushfires
41	SOP	Identifying and Treating Hazardous Trees at Fires
42	SOP	Tree Removal at Bushfires
43	SOP	Operating Within Registered Unexploded Ordnance Sites
44	SOP	Dieback Hygiene
45	SOP	Asbestos
46	SOP	Clandestine Drug Laboratories
47	SOP	Acetylene Cylinder Incidents
48	SOP	Safe Work at Heights
49	SOP	Heat Management
50	Procedure	Criminal History Checks
51	Policy	Criminal History Checks

These Documents are available separately and independently of this operating procedures guide, as the content is the owned exclusively by the Department of Fire & Emergency Services (DFES) and is subject to change without notice.

## 8.9 Review of Council Policy: Execution of Documents

<b>File Ref:</b>	COB/306						
<b>Applicant/Proponent:</b>	Internal						
<b>Responsible Officer:</b>	Leanne French, Senior Governance & Risk Officer						
<b>Responsible Manager:</b>	Greg Golinski, Manager Governance						
<b>Executive:</b>	Karin Strachan Director Strategy and Organisational Performance						
<b>Authority/Discretion</b>	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Information Purposes</td></tr><tr><td><input checked="" type="checkbox"/> Legislative</td><td></td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	<input checked="" type="checkbox"/> Legislative	
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial						
<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes						
<input checked="" type="checkbox"/> Legislative							
<b>Attachments:</b>	Appendix 8.9-A Revised Council Policy Execution of Documents						

### Summary

This report is presented to the Policy Review and Development Committee to facilitate a review of the current Council Policy – Execution of Documents.

### Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy Execution of Documents as presented at Appendix 8.9-A.

*Voting Requirement: Simple Majority*

### Strategic Relevance

Pillar:	Performance
Aspiration:	Leading with purpose and robust governance.
Outcome 13:	A leading local government.
Objective 13.1:	Provide strong, accountable leadership and governance.

### Regional Impact Statement

Not applicable.

### Background

The Execution of Documents Council Policy was adopted on 26 June 2018, refer Council Decision 184/18. For a document to be signed on behalf of Council, the common seal has to be affixed unless a person has been otherwise authorised by Council to do so. This is prescribed by section 9.49A of the *Local Government Act 1995*.

Existing Council Policy Execution of Documents governs the overarching authorisations to various City officers so that Council approval is not required every time a document needs to be signed. This power is different from a delegation, which enables any officer to exercise an express power or duty. The authorisations within the Policy set out the City officer who can sign the class of documents identified as part of fulfilling their duties.

### **Council Policy Compliance**

This report facilitates the review of existing Council Policy Execution of Documents.

### **Legislative Compliance**

Section 9.49A (4) of the *Local Government Act 1995* states that a local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

### **Officer Comments**

The administrative burden of coordinating the affixing of the common seal is significant and inflexible, particularly when there is urgency to the execution of a document. Officers consider the reliance on the seal to execute documents as too great, and unnecessary in the modern organisational context. This Policy has enabled Council to move away from relying on the seal except for situations prescribed by law or where there is customary or political significance in doing so.

Documents are identified in the current system as Category 1A, 1B, 2 or 3 documents, depending on their significance.

The two amendments recommended are:

- Section 2: update the title of the Director Sustainable Communities; and
- Section 3: remove the words 'corporate guideline', as this reference is no longer applicable.

### **Analysis of Financial and Budget Implications**

Not applicable

### **Community Consultation**

Not applicable

### **Councillor/Officer Consultation**

Feedback is received from officers on the Policy and its implementation throughout the year.

### **Applicant Consultation**

Not applicable.

### **Timeline: Council Decision Implementation**

Once adopted by Council, any changes to the Policy will become effective immediately.



## EXECUTION OF DOCUMENTS COUNCIL POLICY

### POLICY STATEMENT

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To ensure the City's common seal is correctly utilised and documents executed in accordance with the provisions of the *Local Government Act 1995* and in a consistent and transparent manner.

### POLICY SCOPE

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This Policy applies to all City of Bunbury Officers who have been authorised through the provisions of this policy to execute documents on behalf of Council and the City of Bunbury.

According to section 9.49A(1) of the *Local Government Act 1995* (the Act) a document is duly executed by a local government if the common seal is affixed to it or it is signed by an officer authorised to do so.

Part 21 of the City of Bunbury Standing Orders Local Law 2012, provides for the execution and procedure of the Common Seal.

Pursuant to s.9.49A(4) of the Act the local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

In the case of:

- (a) Legislation;
- (b) The formal requirements of a Commonwealth or State department, authority or agency (as described in a Policy or procedure); or
- (c) A Council decision;

expressly specifying a particular way in which a document is to be executed, that course of action is to take precedence over this Policy.

If it is unclear what category a document is, then the higher category is to take precedence.

If any documents are considered high risk and/or significant in nature having for example a political, historical/customary, controversial or financial impact on the City, the CEO or a Director can determine how such documents are to be executed.

### POLICY DETAILS

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#### 1(A) Category 1(A) Documents

Category 1(A) documents require a specific resolution of Council to execute the document as well as an authority to affix the seal.

These documents will be executed by having the common seal affixed under the authorisation of Council with the affixing of the seal in the presence of and being attested to by the Mayor and CEO or pursuant to s9.49A(3)(b) of the Act, the Mayor and a senior employee authorised by the CEO to do so.

The following is a list of Category 1(A) documents:

- (a) Deeds of Agreement and Release in respect to sale, purchase or other commercial dealing relating to City assets including equitable interests;
- (b) Local Planning Schemes and Amendments;
- (c) Landgate Transfer of Land forms;
- (d) Lease documents. This category includes, but is not limited to:
  - Variation of Lease;
  - Assignment of Lease; and
  - Surrender of Lease;
  - Extension of Lease;

except where granted under delegated authority;

- (a) Local Laws; and
- (b) Licence documents.

### **1(B) Category 1(B) Documents**

Category 1(B) documents are those of a general form or category and which may be subject to time constraints for execution. These documents are to be sealed as part of a “class of documents” authorised by Council to be executed under the common seal without a specific Council resolution to affix the seal. Please note that the document may not require a Council resolution, being a Category 1(B) document, however the decision to undertake a particular course of action may still require Council approval.

The following is a list of Category 1(B) documents:

- (a) Agreements relating to grant funding, when the funder requires that the agreement be signed under seal;
- (b) Debenture documents for loans which Council has resolved to raise;
- (c) General Legal and Service Agreements not already listed in this policy; and
- (d) Extension of Lease/Licence under original lease clause or provision;
- (e) Sub Lease/Licence of a portion of the premises by the Lessee;
- (f) Minor Variation of Lease/Licence provided it does not alter the substantive terms of the Lease approved by Council (for example, changes a process within the lease).
- (g) Surrender of Lease/Licence

These documents will be executed by having the common seal affixed under the authorisation of Council (this Policy) with the affixing of the seal in the presence of and being attested to by the Mayor and CEO, CEO where delegated authority, or pursuant to s9.49A(3)(b) of the Act, the Mayor and a senior employee authorised by the CEO to do so (the Director where the document is related to their area of responsibility).

## 2 Category 2 Documents

Category 2 documents do not require the seal to be affixed.

Under section 9.49A(4) Council authorises the Officers listed in the Table below to sign documents on behalf of the City of Bunbury. Directors only have authority where the documents are related to their area of responsibility.

Description	Authority to execute	Typical documents include, but are not limited to:
Offer and Acceptance forms and associated documents required to enact a decision of Council to purchase or sell land. This does not include mortgage and Transfer of Land document which are Landgate forms listed as Category 1 documents.	CEO	<ul style="list-style-type: none"> <li>• standard REIWA terms</li> <li>• Special conditions of offer;</li> <li>• Contracts of sale, etc.</li> </ul>
General deeds, legal and service agreements	CEO; The Responsible Director;	<ul style="list-style-type: none"> <li>• settlement and/or releases;</li> <li>• confidentiality and non-disclosure;</li> <li>• sponsorship;</li> <li>• grant funding;</li> <li>• deferral of developer contributions;</li> <li>• bonding arrangements;</li> <li>• memorandums of understanding etc</li> </ul>
Leases, licences and access agreements associated documents,	CEO; the Responsible Director; the City officer delegated authority by the CEO;	<ul style="list-style-type: none"> <li>• any notices required to be given under a lease, etc.</li> </ul>
Documents required in the management of land as a land owner	CEO; Director of <del>Planning and Development Services</del> <u>Sustainable Communities</u> ; Director of Infrastructure	<ul style="list-style-type: none"> <li>• subdivision applications;</li> <li>• development applications,</li> <li>• building applications</li> <li>• agreement for access and</li> </ul>

Description	Authority to execute	Typical documents include, but are not limited to:
		indemnity <ul style="list-style-type: none"> <li>• works agreement, etc</li> <li>• native vegetation clearing permit applications</li> </ul>
Documents required to enact a decision of Council or the Development Assessment Panel	CEO; The responsible Director	<ul style="list-style-type: none"> <li>• Contractual documents resulting from a tender process</li> <li>• Transfer of land forms</li> <li>• Notification on title as required by a condition of approval, etc</li> </ul>
Documents required to enact a decision made under delegated authority or as a condition of approval given under delegated authority.	CEO; The responsible director; The City officer exercising the delegated authority	<ul style="list-style-type: none"> <li>• Planning Approvals</li> <li>• Building Approvals, etc</li> </ul>
Other statements of intent and terms and conditions	CEO; the Responsible Director or Manager	<ul style="list-style-type: none"> <li>• Letters of employment for casual employees</li> <li>• hire agreements for city facilities;</li> <li>• Higher duties for positions up to and including team leader/supervisor, etc</li> </ul>

### 3 Category 3 Documents

Category 3 documents are documents that are created in the normal course of business to discharge the duties of an officer's position in a manner consistent with City policies corporate guidelines or procedures. Category 3 documents are to be executed by the CEO, a Director or Manager, or a City officer where the authority and accountability has been extended through an authorisation, policy, ~~corporate guideline~~ or a position description. It is therefore important to have a good knowledge of the documents that relate to the team which is responsible for the document.

These documents include, but are not limited, to the following:

- (a) Letters, correspondence and other documents that reflect an operational or procedural action required in the ordinary course of business;
- (b) Agreements for the purchase of goods or services identified within the department's budget (other than for tenders) and conforming to the requirements of the City's Purchasing Policy and other relevant policies.
- (c) when a responsible officer has a specific role such as applying for and organising receipt of grants, and which requires him/her to sign documents relevant to the grant; and
- (d) When a responsible officer is authorised by relevant laws or is delegated authority by Council to issue notices and infringements.

The above list is not intended to be exhaustive, but rather give context to the typical nature of a category 3 document.

#### General:

The responsible officer is required to assess the document to ensure it is appropriate for signing.

The CEO may nominate a Director to sign documents of their behalf for a specific period of time should the CEO be away from the office on City business.

All documents which provided to the CEO for execution should be accompanied by a completed "request for signature/approval" form.

## COMPLIANCE REQUIREMENTS

### LEGISLATION

- *Local Government Act 1995, s.2.7(2)(b), s.9.49A*

### INDUSTRY

### ORGANISATIONAL

- *Request for Signature/Approval Form*
- *City of Bunbury Style Guide*

Document Control					
Document Responsibilities:					
Owner:	Chief Executive Officer		Owner Business Unit:	Manager Governance	
Reviewer:	Manager Governance		Decision Maker:	Council	
Document Management:					
Adoption Details		Res 184/18 26 June 2018	Review Frequency:	biennial	Next Due: 2023
Review Version		Decision Reference:	Synopsis:		
DOC/441861[v3]		Council Decision 177/21 31 August 2021	Amended with the inclusion of Director Infrastructure for Category 2 documents		
DOC/441861[v2]		Council Decision 255/19 17/09/19	Amended with minor administrative changes		
Date Printed		18-Aug-2316-Aug-23			

## 8.10 Review of Council Policy: Council Delegate Reports

<b>Fine No.</b>	COB/306
<b>Applicant:</b>	Internal
<b>Responsible Officer:</b>	Greg Golinski, Manager Governance
<b>Responsible Manager:</b>	Greg Golinski, Manager Governance
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance
<b>Authority/Discretion</b>	<div><input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial</div> <div><input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes</div> <div><input type="checkbox"/> Legislative</div>
<b>Attachments:</b>	Appendix 8.10-A: Revised Council Policy Council Delegate Reports

### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Council Delegate Reports. The policy was last reviewed in August 2021 and is now due for its biennial review.

### Executive Recommendation

That the Policy Review and Development Committee recommend that Council revoke existing Council Policy – Council Delegate Reports.

*Voting Requirement: Simple Majority Vote*

### Strategic Relevance

Pillar: Performance  
Aspiration: Leading with purpose and robust governance  
Outcome 14: A well informed community that is deeply engaged in decision-making  
Outcome 14.1: Effectively inform and engage the community about local issues, facilities, services and events

### Regional Impact Statement

N/A

### Background

This policy was last reviewed by Council in August 2021, and is presented to the PRDC for discussion and review as part of Council's policy review schedule.

### Council Policy Compliance

This report facilitates the review of existing Council Policy Council Delegate Reports.

### Legislative Compliance

N/A

### **Officer Comments**

The Council Delegate Reports policy stipulates circumstances where Council delegates to external committees/organisations are to provide reports back to Council on the deliberations of the external committee/organisation. This ensures that Council is kept abreast of any issues that may have the potential to affect the City in future. This typically applies to external groups to which Councillors are appointed following each election.

Officers question the application of this policy, given that no record in recent history can be found of such reports being provided to Council. Note that delegate reports when an Elected Member attends a conference or similar are covered under the Professional Development of Council Members policy.

Accordingly, Officers recommend that this policy be revoked. Given the workload of elected members, it is considered prudent for subsequent discussion to be held in relation to Council representation on certain external committees, and what value this brings to the Council. This matter will be raised at the strategic workshop scheduled for 22 August 2023.

### **Analysis of Financial and Budget Implications**

Nil

### **Community Consultation**

Not applicable.

### **Councillor/Officer Consultation**

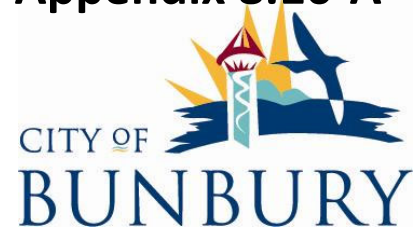
This matter is presented to the Policy Review and Development Committee for consideration.

### **Applicant Consultation**

Not applicable.

### **Timeline: Council Decision Implementation**

Any revisions to the policy will take effect immediately following Council's determination.



## COUNCIL DELEGATE REPORT COUNCIL POLICY

### POLICY STATEMENT

Elected Members or Officers who are delegates to committees of other organisations as representatives of Council shall provide reports to Council on all deliberations of the committee to which the delegate is appointed.

### POLICY SCOPE

This policy applies to: Elected Members and staff of the City of Bunbury.

### POLICY DETAILS

A Delegate is defined as an Elected Member or staff member appointed to a committee of another organisation as a representative of Council.

Where the committee minutes are not presented to Council, all Delegates to committees of other organisations are to provide written reports to Council on those deliberations of the committee to which the delegate is appointed that are relevant to Council.

Where practicable, reports are to be presented to the first ordinary meeting of Council following the committee meeting.

### COMPLIANCE REQUIREMENTS

#### LEGISLATION

#### INDUSTRY

#### ORGANISATIONAL

Document Control					
Document Responsibilities:					
Owner:	Chief Executive Officer		Owner Business Unit:	Manager Governance	
Reviewer:	Manager Governance		Decision Maker:	Council	
Document Management:					
Adoption Details	Res 230/16 12 July 2016		Review Frequency:	biennial	Next Due: 2023
Review Version	Decision Reference:		Synopsis:		
DOC/455724	Council decision 176/21 31 August 2021		Reviewed with no changes		
<a href="#">CP-035748</a>	Res 054/19 19 March 2019		Minor amendments		
<a href="#">CP-035748</a>	Res 317/16 6 September 2016		Reviewed		
Date Printed	18-Aug-23				

### 8.11 Review of Council Policy: Civic Commendations

<b>Fine No.</b>	COB/306
<b>Applicant:</b>	Internal
<b>Responsible Officer:</b>	Greg Golinski, Manager Governance
<b>Responsible Manager:</b>	Greg Golinski, Manager Governance
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance
<b>Authority/Discretion</b>	<div><input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial</div> <div><input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes</div> <div><input type="checkbox"/> Legislative</div>
<b>Attachments:</b>	Appendix 8.11-A: Council Policy Civic Commendations

#### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Civic Commendations. The policy was last reviewed in June 2021 and is now due for its biennial review.

#### Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy – Civic Commendations, as presented at Appendix 8.11-A.

*Voting Requirement: Simple Majority Vote*

#### Strategic Relevance

Pillar: Performance  
Aspiration: Leading with purpose and robust governance  
Outcome 14: A well informed community that is deeply engaged in decision-making  
Outcome 14.1: Effectively inform and engage the community about local issues, facilities, services and events

#### Regional Impact Statement

N/A

#### Background

This policy was last reviewed by Council in June 2021, and is presented to the PRDC for discussion and review as part of Council's policy review schedule.

#### Council Policy Compliance

This report facilitates the review of existing Council Policy Civic Commendations.

#### Legislative Compliance

N/A

**Officer Comments**

The Policy provides a process for the receipt and assessment of civic commendation and other award nominations on behalf of the City of Bunbury, to enable Council to recognise the efforts and achievements of community members who have contributed to the City.

Officers have undertaken a review of the Council Policy Civic Commendations, and suggest that the content of the current policy is appropriate, although some minor grammatical changes have been recommended as per Appendix 8.11-A.

**Analysis of Financial and Budget Implications**

Nil

**Community Consultation**

Not applicable.

**Councillor/Officer Consultation**

This matter is presented to the Policy Review and Development Committee for consideration.

**Applicant Consultation**

Not applicable.

**Timeline: Council Decision Implementation**

Any revisions to the policy will take effect immediately following Council's determination.



## CIVIC COMMENDATIONS COUNCIL POLICY

### POLICY STATEMENT

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The Mayor is authorised to receive nominations for Civic Commendations and other awards on behalf of the City of Bunbury, so that the City of Bunbury can recognise the efforts and achievements of community members who have contributed to the City.

### POLICY SCOPE

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This policy applies to ~~the~~ Mayor, ~~and~~ Councillors and the community.

### POLICY DETAILS

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The Mayor is authorised to receive nominations for Civic Commendations and other Awards in the following categories:

- (a) Civic Commendation;
- (b) Mayoral Commendation (may be awarded at Mayor's discretion);
- (c) Mayoral Certificate of Appreciation (may be awarded at Mayor's discretion).

Nominations may be made by the Mayor, Deputy Mayor, Councillors, Chief Executive Officer, Directors and/or ratepayers and residents of the City of Bunbury.

The Mayor, in consultation with the Deputy Mayor and Chief Executive Officer shall consider all nominations for Civic Commendations.

The Mayor (upon receiving a nomination and following appropriate consultation) is duly authorised to award civic commendations if consensus is achieved. Should consensus not be reached following consultation, the matter is to be referred to Council by way of 'Confidential Report', for consideration.

Nominations are encouraged, particularly from Elected Members and the Executive to ensure that outstanding contributions to the community are recognised and acknowledged by the City of Bunbury.

### COMPLIANCE REQUIREMENTS

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#### LEGISLATION

- *Local Government Act 1995*

**Document Control****Document Responsibilities:**

<b>Owner:</b>	Chief Executive Officer	<b>Owner Business Unit:</b>	Manager Governance
<b>Reviewer:</b>	Manager Governance	<b>Decision Maker:</b>	Council

**Document Management:**

Adoption Details	(46) (A)/16 December 1996	Review Frequency:	biennial	Next Due:	2023
Review Version	Decision Reference:	Synopsis:			
DOC/455542[v1]	Council Decision 119/21 29 June 2021	Reviewed with no changes			
DOC/455542[v1]		Converted from Mydocs to Content Manager			
<u>CP-011223</u> v2	Res 132/19 28 May 2019	Reviewed			
<u>CP-011223</u> v1	Res 233/17 27 June 2017	Reviewed			
<u>CP-011223</u>	Res 320/15 15 September 2015	Reviewed			
	Res 51/13 5 March 2013	Reviewed			
	22 February 2005	Reviewed			
	18 November 2003	Reviewed			
	28 May 2002	Reviewed			
<u>CP-011223</u>	22 June 1999	Reviewed			
	7 July 1998	Reviewed			
	20 November 1997	Reviewed and amended			
Date Printed	18/08/202318/08/2023				

## 8.12 Review of Council Policy: Media Statements

<b>Fine No.</b>	COB/306
<b>Applicant:</b>	Internal
<b>Responsible Officer:</b>	Kate Fielding, Senior Corporate Communications Officer
<b>Responsible Manager:</b>	Lucy Owen-Conway, Team Leader Marketing and Communications
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance
<b>Authority/Discretion</b>	<div><input type="checkbox"/> Advocacy <input type="checkbox"/> Quasi-Judicial</div> <div><input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Information Purposes</div> <div><input type="checkbox"/> Legislative</div>
<b>Attachments:</b>	Appendix 8.12-A: Revised Council Policy Media Statements

### Summary

This report is presented to the Policy Review and Development Committee (PRDC) to facilitate a review of current Council Policy – Media Statements. The policy was last reviewed in June 2021 and is now due for its biennial review.

### Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy – Media Statements, as presented at Appendix 8.12-A.

*Voting Requirement: Simple Majority Vote*

### Strategic Relevance

Pillar: Performance  
Aspiration: Leading with purpose and robust governance  
Outcome 14: A well informed community that is deeply engaged in decision-making  
Outcome 14.1: Effectively inform and engage the community about local issues, facilities, services and events

### Regional Impact Statement

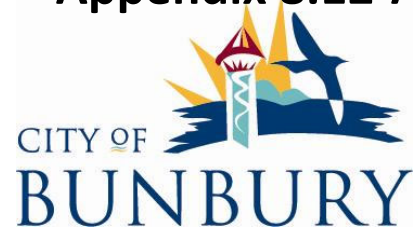
N/A

### Background

This policy was last reviewed by Council in June 2021, and is presented to the PRDC for discussion and review as part of Council's policy review schedule. The policy provides guidance and procedures as to how the City of Bunbury manages its media processes.

### Council Policy Compliance

This report facilitates the review of existing Council Policy Media Statements.



## MEDIA STATEMENTS COUNCIL POLICY

### POLICY STATEMENT

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To ensure factual press statements are made which clearly define Council decisions and policies and to maximise opportunities for Council to communicate with residents. This includes the following:

- to be proactive;
- communication with all Directorates to achieve positive media coverage;
- to be open and transparent and keep the public updated with what's happening;
- to respond to all queries where possible.

### POLICY SCOPE

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This policy applies to: Elected Members and City of Bunbury Staff.

### POLICY DETAILS

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The City of Bunbury takes a coordinated approach to all media enquiries. As such, the following procedures are to be abided by when dealing with various media outlets (i.e. radio, print and television)

#### 1. Media Enquiries:

All media enquiries are to be directed to the ~~Media and~~Senior Corporate Communications Officer in the first instance. The Officer, in consultation with the Mayor and CEO will then contact the appropriate Department or employee, and determine if a response is appropriate. A response will be provided in the form of an email or interview.

#### 2. Spokespeople

Once it is established that a response is warranted, the Mayor is the spokesperson for Council. If the Mayor is unavailable, the Deputy Mayor will be contacted.

Where the Mayor approves, the CEO will be the spokesperson for Council. A City Director, Manager or other officer may be the spokesperson on projects being undertaken, impending issues and campaigns, if deemed appropriate by the CEO. Directors may be the spokesperson on matters relating to operational, media campaign or routine matters in their areas of responsibility.

If a City of Bunbury staff member is approached to speak to the media or appear on camera, they should refer the matter to the ~~Media and~~Senior Corporate Communications Officer. It is important to establish whether the staff member is appearing or speaking on a personal level or representing the City. In order to regulate this, all requests should go through the ~~Media and~~Senior Corporate Communications Officer.

Under no circumstance is a member of staff (with exception of the CEO and Directors) to initiate contact with a representative of the media without having previously liaised with the ~~Media and~~Senior Corporate Communications Officer.

### 3. Media Coverage during Emergencies

Under emergency circumstances, critical incident management and disaster recovery, the above roles and procedures will not apply. All media or emergency enquiries are to be directed to the Mayor or his nominated representative.

## COMPLIANCE REQUIREMENTS

### LEGISLATION

- *Local Government Act 1995*

### INDUSTRY

### ORGANISATIONAL

Document Control					
Document Responsibilities:					
Owner:	Chief Executive Officer	Owner Business Unit:	Manager Governance		
Reviewer:	Manager Governance	Decision Maker:	Council		
Document Management:					
Adoption Details	7 July 1998 25/98	Review Frequency:	biennial	Next Due:	2023
Review Version	Decision Reference:	Synopsis:			
DOC/455729[v2]	Council Decision 118/21 29 June 2021	Reviewed with no changes			
DOC/455729[V1]		Converted from Mydocs to Content Manager			
<u>CP-011229</u>	139/19 28 May 2019	Reviewed with no changes			
<u>CP-011229</u>	27/6/17 - 229/17	Reviewed minor changes			
	7/7/2015 - 231/15	Reviewed minor changes			
	05/03/2013 - 51/13	Reviewed			
	29/01/2013	Reviewed			
	29/06/2010	Reviewed			
	18/11/2003	Reviewed			
	24/09/2003	Reviewed			
	28/05/2002	Reviewed			
	7/12/1999 - 639/99	Reviewed			
	22/06/1999 - 332/199	Reviewed			
Date Printed	18-Aug-23 18-Aug-23				

### **Legislative Compliance**

Section 2.8 of the *Local Government Act 1995* defines the role of a Mayor, which in part extends to speaking on behalf of the local government. The Media Statements policy expands on the processes around engagement with the media.

### **Officer Comments**

Although the *Local Government Act 1995* already prescribes that the Mayor will be the spokesperson for the local government, the policy is a useful resource for external parties wishing to undertake media-related enquiries with the City.

Officers have undertaken a review of the Council Policy Media Statements as presented at Appendix 8.12-A and recommend only minor changes relating to updated officer titles. The balance of the content is considered appropriate.

### **Analysis of Financial and Budget Implications**

Nil

### **Community Consultation**

Not applicable.

### **Councillor/Officer Consultation**

This matter is presented to the Policy Review and Development Committee for consideration.

### **Applicant Consultation**

Not applicable.

### **Timeline: Council Decision Implementation**

Any revisions to the policy will take effect immediately following Council's determination.

### 8.13 Proposed Council Policy: Council Polls

<b>Fine No.</b>	COB/306						
<b>Applicant:</b>	Internal						
<b>Responsible Officer:</b>	Liam Murphy, Governance Officer						
<b>Responsible Manager:</b>	Greg Golinski, Manager Governance						
<b>Executive:</b>	Karin Strachan, Director Strategy and Organisational Performance						
<b>Authority/Discretion</b>	<table><tr><td><input type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/> Executive/Strategic</td><td><input type="checkbox"/> Information Purposes</td></tr><tr><td><input type="checkbox"/> Legislative</td><td></td></tr></table>	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial	<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes	<input type="checkbox"/> Legislative	
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Quasi-Judicial						
<input checked="" type="checkbox"/> Executive/Strategic	<input type="checkbox"/> Information Purposes						
<input type="checkbox"/> Legislative							
<b>Attachments:</b>	Appendix 8.13-A Proposed Council Policy Council Polls						

#### Summary

This report is presented to the Policy Review and Development Committee (PRDC) for consideration of new Council Policy – Council Polls. The proposed policy is presented at appendix 8.13-A

#### Executive Recommendation

That the Policy Review and Development Committee recommend that Council adopt the revised Council Policy – Media Statements, as presented at Appendix 8.13-A.

*Voting Requirement: Simple Majority Vote*

#### Strategic Relevance

Pillar: Performance  
Aspiration Leading with purpose and robust governance.  
Outcome 13: A leading local government.  
Objective 13.1: Provide strong, accountable leadership and governance.

#### Regional Impact Statement

N/A

#### Background

Where Council appoints members to a committee, working group or panel, typically a poll is conducted by the Council to determine the appointments if there are more nominees than vacancies. Historically, the method of conducting a poll has been in line with the method of conducting an election under the *Local Government Act 1995*. With recent amendments to the *Local Government Act 1995* introducing Optional Preferential Voting as the system of elections, officers are suggesting the introduction of this policy to simplify the poll process.

Historically, if a Council Member is attending the meeting electronically they were unable to participate in a poll as there is no practical way for them to vote “in secret.”

### **Council Policy Compliance**

This report proposes the introduction of a new Council Policy.

### **Legislative Compliance**

*Local Government Act 1995*

### **Officer Comments**

The proposed Council Polls Council Policy is presented at appendix 8.13-A.

This policy applies to polls undertaken at meetings of the Council that are not otherwise enshrined in legislation. For example, this typically includes situations where a poll is required due to surplus nominations where Council is making appointments to its committees, working groups, panels and the like. Elections of Deputy Mayor and Committee Presiding Members are outside of the scope of this policy as they are conducted in accordance with Schedules 2.3 and 4.1 of the Local Government Act 1995.

Officers are proposing that council polls be conducted using a “first past the post” system wherein the nominee with the most votes will be selected to fill a vacancy. The method of counting votes is outlined within the policy and the wording of which is influenced by the former version of the *Local Government Act* prior to amendments introducing optional preferential voting.

The proposed policy also includes a clause to allow the CEO, Mayor and any Councillor who may be attending electronically to determine an appropriate mechanism for them to participate in a poll.

### **Analysis of Financial and Budget Implications**

Nil

### **Community Consultation**

Not applicable.

### **Councillor/Officer Consultation**

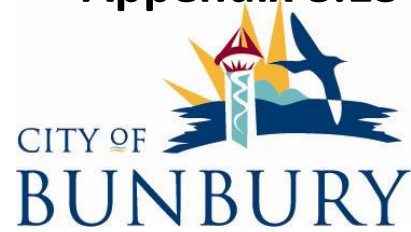
This matter is presented to the Policy Review and Development Committee for consideration.

### **Applicant Consultation**

Not applicable.

### **Timeline: Council Decision Implementation**

Immediately following Council’s determination.



## COUNCIL POLLS COUNCIL POLICY

### POLICY STATEMENT

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The purpose of this policy is to govern situations where a report is presented in a Council or Committee agenda seeking the appointment of Council Members to be members/representatives on a committee, working group or panel.

The Mayor/Presiding Member will call for nominations to fill the vacancies, and if the number of nominees exceeds the number of vacancies, the Mayor will request that the CEO conduct a poll to determine the nominees for that committee, working group, or panel.

For the purpose of this policy, a committee, working group, or panel can be those of either the City of Bunbury or any other organisation.

### POLICY SCOPE

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This policy applies to polls undertaken at meetings of the Council that are not otherwise enshrined in legislation. For example, this typically includes situations where a poll is required due to surplus nominations where Council is making appointments to its committees, working groups, panels and the like.

Elections of Deputy Mayor and Committee Presiding Members are outside of the scope of this policy as they are conducted in accordance with Schedules 2.3 and 4.1 of the *Local Government Act 1995*.

### POLICY DETAILS

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Polls undertaken under the scope of this policy will be conducted according to the following process, utilising a first-past-the-post methodology:

1. The CEO will ensure all Council members present at the meeting have means to express their vote (i.e. ballot papers).
2. If a Councillor has been approved to attend the meeting via electronic means, the CEO will consult with the Mayor and that Councillor to determine an appropriate mechanism for them to participate in the poll (e.g the Councillor provides their vote to the CEO via text message or email).
3. The CEO will count the votes.

4. If the poll is to fill one vacancy, the nominee who receives the greater or greatest number of votes is selected.
5. If the election is to fill 2 or more vacancies, the nominees selected are:
  - a) The nominee who receives the greatest number of votes; and
  - b) The nominee who receives the next highest number of votes; and
  - c) The nominee who receives the next highest number of votes, and so on until the number of vacancies are filled.
6. If 2 or more candidates receive the same number of votes so that steps 4 or 5 cannot be applied, the CEO is to draw lots to determine which nominee is selected.
7. The CEO is to advise the Council of the result of the poll and ensure that the original recommendation as presented is updated to include the selected nominees.

## COMPLIANCE REQUIREMENTS

### LEGISLATION

*Local Government Act 1995*

### INDUSTRY

### ORGANISATIONAL

Document Control					
Document Responsibilities:					
Owner:	Chief Executive Officer	Owner Business Unit:	Manager Governance		
Reviewer:	Manager Governance	Decision Maker:	Council		
Document Management:					
Adoption Details	Res XXX	Review Frequency:	biennial	Next Due:	2025
Review Version	Decision Reference:	Synopsis:			
DOC/XXX		New Policy Created			
Date Printed	25-Aug-23				

**9. Questions from Members**

**9.1 Response to Previous Questions from Members taken on Notice**

Nil

**9.2 Questions from Members**

**10. Urgent Business**

**11. Date of Next Meeting**

There are no further meetings scheduled prior to the 2023 Local Government Elections.

**12. Close of Meeting**

The Presiding Member closed the meeting at \_\_\_\_\_.