



## **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.

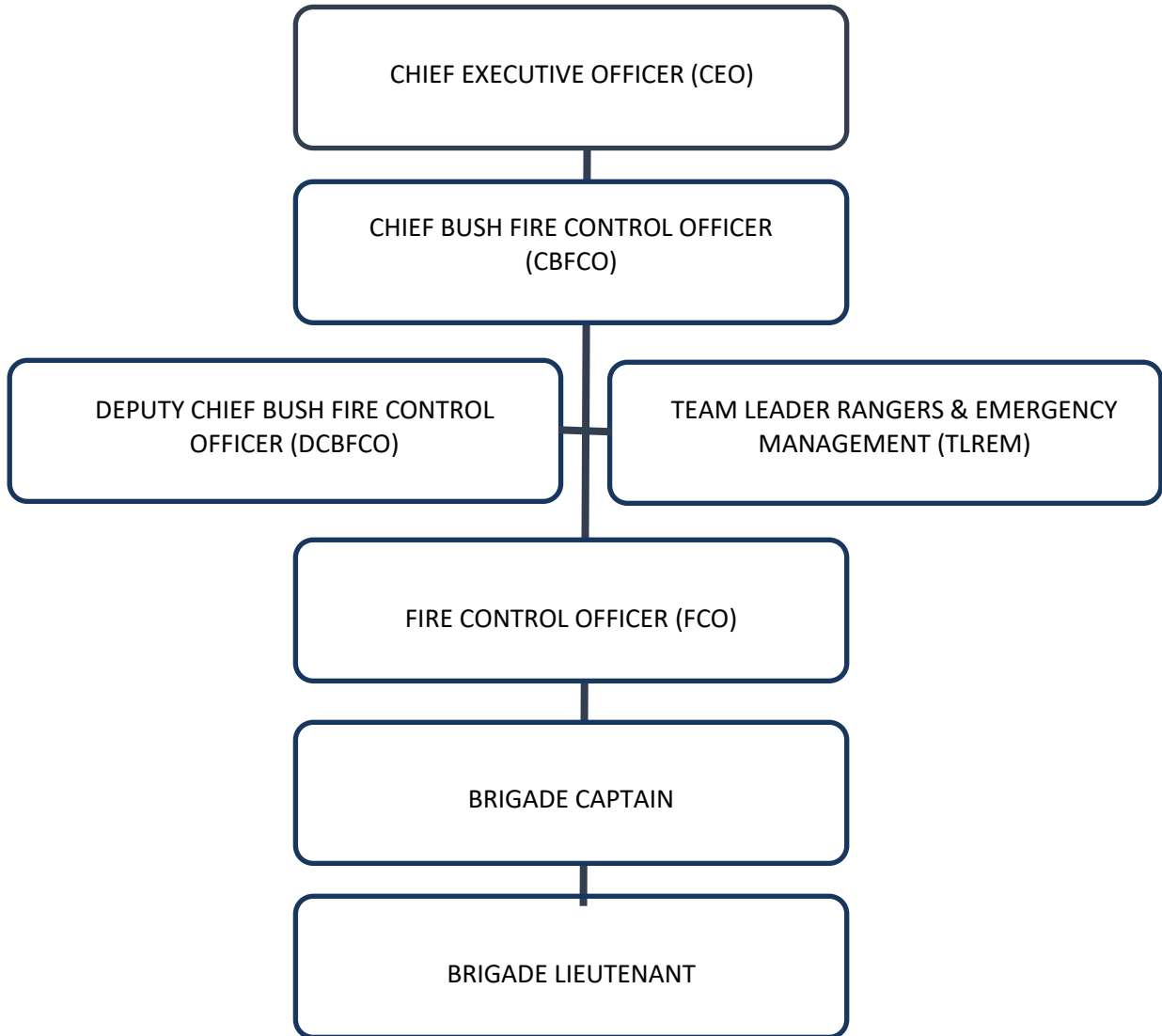
Notwithstanding the modifications which may be made to these procedures from time to time, the City will review these procedures at least once every two years.

## 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 (BVFB) officers and members.
- Ensure that the relevant standards and the appropriate levels of resources, equipment and training are maintained for the BVFB.
- 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 BVFB.
- 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 BVFB.
- 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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<b>Adopted by Brigade</b>		
<b>Next Review Date</b>		

## 1. TERMS USED

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

**Active member** - is a member of the Brigade that undertakes and 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 office bearer positions;

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

**Vehicle** – has the same meaning as 'Appliance' 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) AAIMS 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>
<b>Meeting Close</b>	

#### 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.

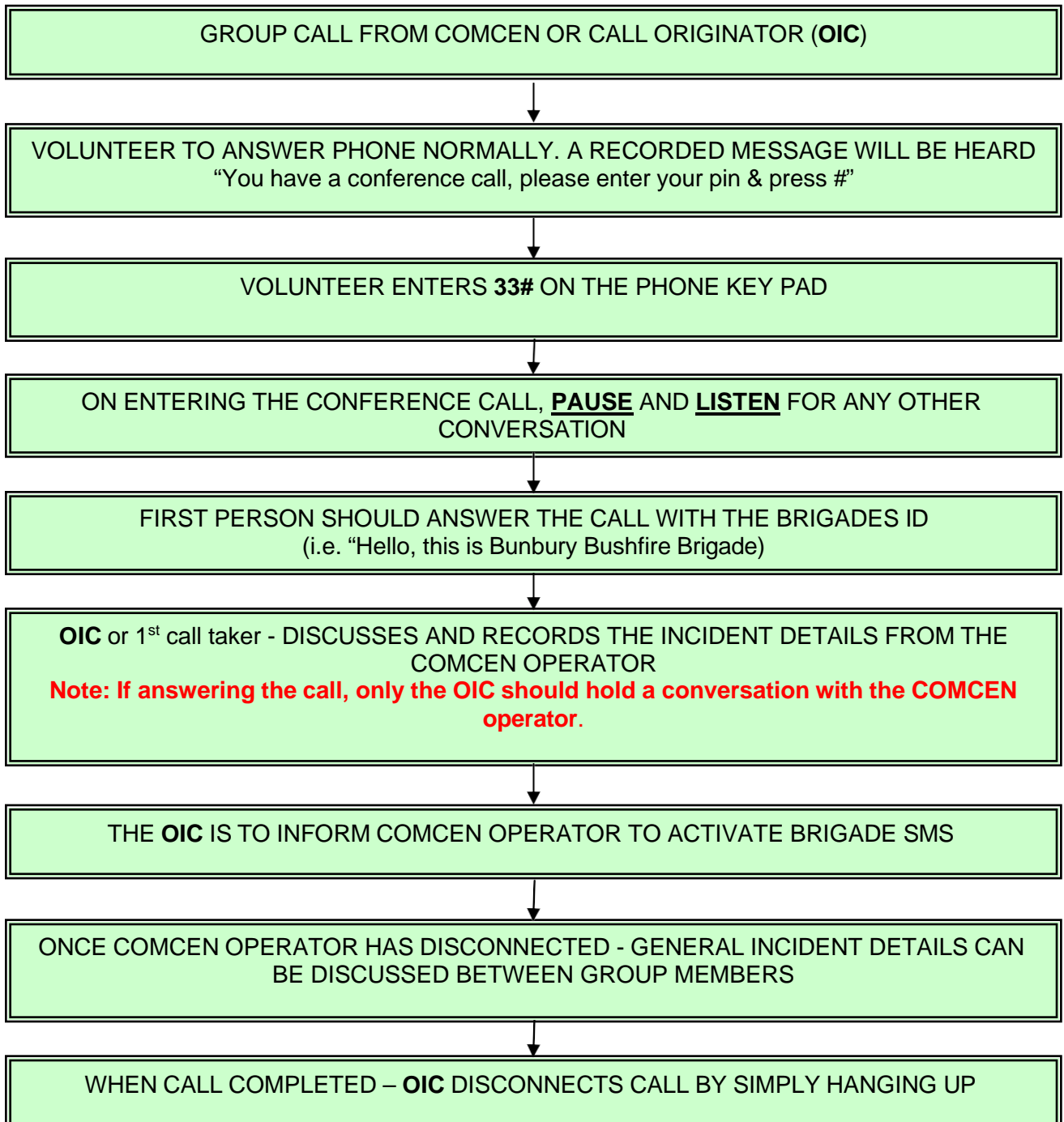
**ALL INCIDENT ENTRIES ARE TO BE WRITTEN IN RED PEN**

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

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, VBFWA 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.*

<b>BRIGADE POSITION DESCRIPTION</b>	
<b>CAPTAIN</b>	
<b>Position Functions - Brigade Leadership and Management</b>	
<b>Roles and Responsibilities</b>	
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**

- Effective Delegation
- Inter-personal
- Leadership
- Effective Communication/Presenter
- Training
- Organisational
- Strategic (Future Planning)
- Mentoring
- Motivational

**Required Knowledge and Experience**

- Minimum 8 years Operational Experience
- Minimum 5 years as BVFBF Member
- Previous Brigade Leadership role (2)
- Legal responsibilities and BFACT, SOP, Policy (1)
- Safe working practices (1)
- Brigade management experience (1)
- Team strengths/weakness and remediation to develop team (1)
- Brigade History and Culture
- Local Government Policies, Procedures and Protocols
- Local Community

**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**

- Professional
- Respectful
- Loyal
- Dedicated
- Mature
- Passionate
- Committed to the betterment of the Brigade
- Effective trainer (2)
- Dynamic/Flexible
- Proactive
- Capable of strong relationships with Brigade members (2)
- Local knowledge (2)
- Proactive (2)

- Motivational and Encouraging
- Able to manage conflict (Internal/External)
- Sufficient time to dedicate to job/role
- Trustworthy
- Maintain strong community links
- Connected to other ES Agencies
- Lead by example
- Mentoring
- Adaptable

**Key Descriptor Words**

- Responsible** – (undertakes task)
- Delegate** – (empower others, pass responsibility to)
- Ensure** – (supervise, to ensure required outcome)
- Comply** – (heed and act on instruction/s)
- Review** - (maintain observation and report)
- Liaise** - (make consultation, collaboration effective)
- Monitor** – (observe progress and report anomalies to Captain)

- Accountable** (ensure that task is done)
- Report** – (provide required data to another)
- Represent** – (act on behalf of entity)
- Action** - (solely responsible for activity completion)
- Mentor** – (share accrued experience knowledge)
- Encourage** – (work to change for improvement)

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

- 3+ years fire ground experience (2)
- Minimum 1 year as BVFBF Member
- eAcademy knowledge (BFS Training Program) (2)
- Experience with Brigade equipment (1)
- Training people
- Developing training calendars/plans
- Leadership
- Brigade History and Culture

##### Qualifications

- Cert IV – Workplace Training and Assessor (Desirable) (3)
- Minimum Requirement VFF2
- Completion of Off Road Driving Course
- First Aid
- Pump Operations Course (Desirable)

##### Other Personal Attributes

- Enthusiastic and effective mentor (3)
- Engaging and approachable (2)
- Enthusiastic & effective trainer (1)
- Strong motivator (1)
- Disciplined (1)
- Capacity to adapt
- Flexible thinking
- Maintain currency of training & development situation
- Open to advice/suggestions
- Sufficient time to dedicate to job/role
- Respect of the Brigade
- Respect for Chain of Command

**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**

- Effective Organisational
- Sound administration
- Computer literate (3)
- Effective time management (2)
- Effective verbal/written communication
- Accurate records keeping
- Effective communicator

**Required Knowledge/Experience**

- Knowledge of Brigade constitution, structure, policies, SOP's etc (3)
- Knowledge of Local Government and other Emergency Services procedures
- Minimum 1 year as BVVFB Member
- Brigade History and Culture
- Secretarial knowledge
  - Office administration
  - Minutes, agendas, correspondence
  - Meeting procedures
- Proficient with the use of computers and Microsoft suite of products i.e. Word and Excel

**Required Qualifications**

- Induction
- AIMS Awareness (Desirable)

**Other Attributes**

- Effective communicator
- Sufficient time to dedicate to job/role (2)
- Motivated, professional attitude
- Engaging and Approachable
- Open to Advice and Suggestions
- Respect of the Brigade

BRIGADE POSITION DESCRIPTION	
<b>Treasurer</b>	
<b>Position Functions – Coordinate all Financial Requirements of the Brigade</b>	
<b>Roles and Responsibilities</b>	
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.
<b>Position Criteria</b>	
<b>Required Skills</b>	
<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>	
<b>Required Knowledge/Experience</b>	
<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>	
<b>Required Qualifications</b>	
<ul style="list-style-type: none"> <li>• Certificate 3 in Bookkeeping (Desirable)</li> <li>• Induction</li> <li>• AIMS Awareness (Desirable)</li> </ul>	
<b>Other Attributes</b>	
<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	
<b>Equipment Coordinator</b>	
<b>Position Functions – Coordinate all Vehicle, Equipment and Property Maintenance</b>	
<b>Roles and Responsibilities</b>	
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.
<b>Position Criteria</b>	
<b>Required Skills</b>	
	<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>
<b>Required Knowledge/Experience</b>	
	<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>
<b>Required Qualifications</b>	
	<ul style="list-style-type: none"> <li>• Minimum DFES BFS Bush Firefighter Course</li> <li>• Mechanical and/or similar trade background (desirable)</li> </ul>
<b>Other Attributes</b>	
	<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>

<b>BRIGADE POSITION DESCRIPTION</b>	
<b>Crew Leader / Senior Fire Fighter</b>	
<b>Position Functions – Act under and with the Captain and Lieutenants.</b>	
<b>Roles and Responsibilities</b>	
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.
<b>Position Criteria</b>	
<b>Required Skills</b>	
	<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>
<b>Required Knowledge/Experience</b>	
	<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>
<b>Required Qualifications</b>	
	<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>
<b>Other Attributes</b>	
	<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	
<b>Fire Fighter</b>	
<b>Position Functions – Act under and with the Captain, Lieutenants and Crew Leaders.</b>	
<b>Roles and Responsibilities</b>	
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.
<b>Position Criteria</b>	
<b>Required Skills</b>	
<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>	
<b>Required Knowledge/Experience</b>	
<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>	
<b>Required Qualifications</b>	
<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>	
<b>Other Attributes</b>	
<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	
<b>Social Committee Chairperson</b>	
<b>Position Functions – Coordination and Organization of Brigade Social Activities</b>	
<b>Roles and Responsibilities</b>	
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.
<b>Position Criteria</b>	
<b>Required Skills</b>	
<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>	
<b>Required Knowledge/Experience</b>	
<ul style="list-style-type: none"> <li>• Knowledge of Brigade Rules, structure, policies, SOPs etc</li> <li>• Brigade History and Culture</li> </ul>	
<b>Required Qualifications</b>	
<ul style="list-style-type: none"> <li>• Induction</li> <li>• Minimum DFES BFS Bush Firefighter Course</li> </ul>	
<b>Other Attributes</b>	
<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>	

<b>BRIGADE POSITION DESCRIPTION</b>	
<b>Personnel Coordinator</b>	
<b>Position Functions – Co-ordination and Facilitation of Recruitment</b>	
<b>Roles and Responsibilities</b>	
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.
<b>Position Criteria</b>	
<b>Required Skills</b>	
	<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>
<b>Knowledge/Experience</b>	
	<ul style="list-style-type: none"> <li>• Minimum 12 months as BVFBF Member</li> <li>• Brigade History and Culture</li> </ul>
<b>Qualifications</b>	
	<ul style="list-style-type: none"> <li>• Induction</li> <li>• Minimum DFES BFS Bush Firefighter Course</li> </ul>
<b>Other Attributes</b>	
	<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)

**Member Name** \_\_\_\_\_

**Description of Expenditure (What did you buy and what was it for?)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Expenditure Type – Please Tick**

Reimbursement Requested       Paid by Load & Go Card

Was the item purchased for a vehicle? Yes  No

If yes – Vehicle ID \_\_\_\_\_  
Vehicle Rego \_\_\_\_\_

Was the item purchased for an incident? Yes  No

If yes – Incident Name \_\_\_\_\_  
Incident Number \_\_\_\_\_

Expenditure Approved at Brigade Meeting      YES       Meeting Date \_\_\_\_/\_\_\_\_/20\_\_

Expenditure Approved      YES  Officer Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_  
By Brigade Officer      Officer signature \_\_\_\_\_

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	Likelihood 1 – <i>Very unlikely</i> 2 – <i>unlikely</i> 3 – <i>Likely</i> 4 – <i>Highly likely</i>	Consequence 1 – <i>low</i> 2 – <i>Moderate</i> 3 – <i>High</i> 4 – <i>Severe</i>	Risk Treatment Options (To reduce Risk Rating Level)

## 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*



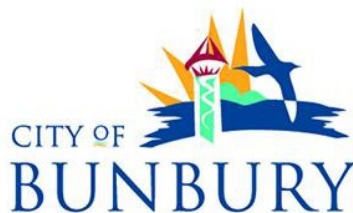
The following information is required by the City when any Serious Injury (WorkSafe Classification) has been reported.

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.