

QUAIRADING VOLUNTEER BUSH FIRE BRIGADE



POLICIES AND PROCEDURES

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1. Introduction

The Bush Fire Operating Procedures are guidelines adopted by the Local Government.

This document incorporates both the Administrative Procedures and Standard Operating Procedures.

This document is considered to be a living document that may, from time to time, require updating and annual review.

2. Review

The Shire of Quairading Volunteer Bush Fire Brigade Operating Procedures will be reviewed annually at the Bush Fire Advisory Committee Annual General Meeting.

2.1 Glossary of Terms

Term	Reference
"The ACT"	means the Bush Fires Act, 1954 and amendments
"BFB"	means Bush Fire Brigade
"BFAC"	refers to the Bush Fire Advisory Committee
"The Regulations"	means the Bush Fires Regulations 1954
"Council"	means the Shire of Quairading Council.
"DFES"	means the Department of Fire and Emergency Services.
"Ordinary Meeting"	means any meeting of the Brigade other than an annual general meeting, operational meeting or a special meeting.
"Absolute Majority"	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.
"Support"	means a member that provides support to operational fire fighters of the Brigade and must be a minimum of sixteen (16) years of age.
"SHP"	means State Hazard Plan



"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.
"HMA"	means Hazard Management Agency as per State Hazard Plan
"CEO"	means Chief Executive Officer of the Shire of Quairading
"CESM"	means the Community Emergency Services Manager
"CBFCO"	means the Chief Bush Fire Control Officer
"FCO"	means a Fire Control Officer
"Review Date"	will list the date a review has occurred via a Meeting of Council.
"Local Government"	means the Local Government established under the Local Government Act 1995.

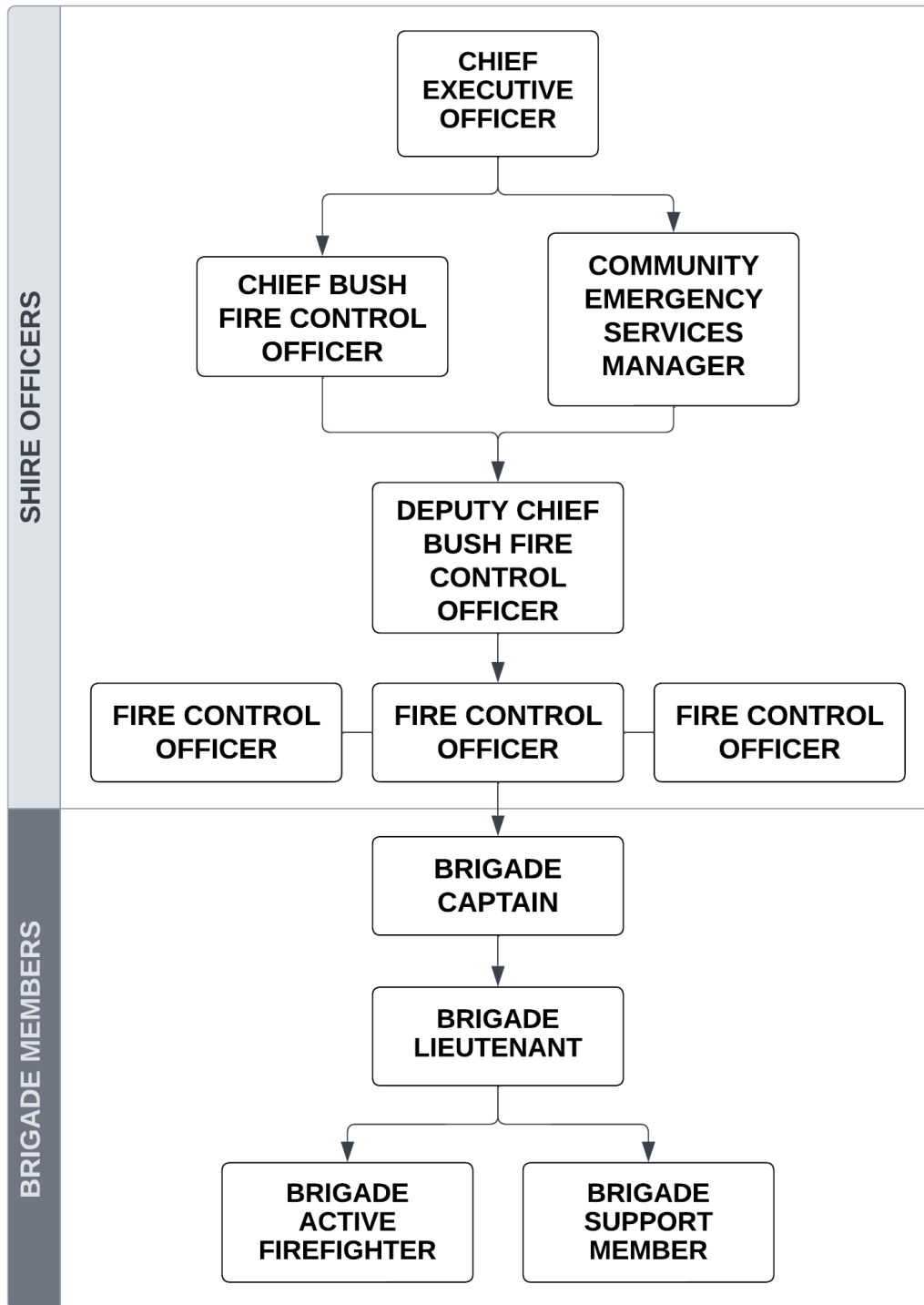
2.2 Relevant Acts and Regulations

The following document may reference the following documents:

- Bush Fires Act 1954 and Bush Fires Regulations 1954;
- Fire and Emergency Services Act 1998;
- Emergency Management Act 2005;
- Fire Brigades Act 1945
- Occupational Health and Safety Act 1984
- Work Health and Safety Act 2020
- Equal Opportunity Act 1984;



2.3 Shire and Brigade Chain of Command





2.4 Authorisation and Endorsement

These procedures have been produced and issued under the authority of the Shire of Quairading in accordance with the Bush Fires Act 1954 and endorsed by the Shire of Quairading Council.

<u>Bush Fire Advisory Committee</u>	
Date Reviewed	
Signature of Approver	
Role of Approver	

<u>Shire of Quairading Council</u>	
Date Reviewed	
Signature of Approver	
Role of Approver	

<u>Shire of Quairading</u>	
Date Reviewed	
Signature of Approver	
Role of Approver	



QUAIRADING VOLUNTEER BUSH FIRE BRIGADE



ADMINISTRATIVE PROCEDURES



3. Administrative Procedures

3.1 Objectives

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

- Provide timely, quality and effective emergency service;
- Minimise the impact of emergencies on the community;
- Work with the community to increase bush fire awareness and fire prevention
- Endeavour to ensure that active Brigade members training requirements are maintained and documented to meet DFES standards and that prior learning is to be taken into consideration;
- Ensure all operational equipment is serviceable and available for emergencies;
- Provide a workplace where every individual is treated with respect, in an environment free from discrimination or harassment;
- Work cohesively with other agencies;
- Report to council on matters referred to the Brigades by the Council, through the Shire of Quairading Bush Fire Advisory Committee.

3.2 Values

Members are to adopt the following principles at all times when representing the Bush Fire Brigades of the Shire of Quairading. These values shall include;

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

4. Membership

4.1 New Membership Application

- A new member is to complete a DFES volunteer nomination form and accept the Shire of Quairading conditions for membership.
- The application must be endorsed by the Shire of Quairading and DFES.

4.2 Conditions of Membership

The conditions of membership shall refer to:

- Active Firefighters
- Support Members



All Volunteer Bush Fire Brigade members are expected to complete the DFES BFS Bush Firefighter Pathway; this is inclusive of the following DFES courses:

- AIIMS Awareness
- Bushfire Safety Awareness (3 Modules)
 - Bushfire Characteristics and Behaviour
 - Bushfire Safety and Survival
 - Suppress Bush Fire
- Firefighting Skills (3-5 Modules)
 - Introduction to Map Reading
 - Introduction to Communications
 - Tools and Equipment
 - Ropes and Ladders (Dependant on Brigade Role)
 - Crew Protection (Dependant on Brigade Role)

Prior to the commencement of active fire fighter duties. It is recommended that active duty does not commence until the completion of the above training.

Members must comply with the legislative requirements of:

- FES Act 1998;
- Bush Fires Act 1954 and Bush Fires Regulations 1954;
- Occupational Health and Safety Act 1984
- Work Health and Safety Act 2020
- Equal Opportunity Act 1984; and
- The established guidelines of the Volunteer Bush Fire Brigade;
- Shire of Quairading Administration Procedures and Standard
- Operating Procedures
- And any subsidiary legislation from the above mentioned acts.

4.2.1 Induction

- All new members shall be provided with a formal induction. New members will be:
 - Introduced to Brigade members and shown all Brigade facilities.
 - Instructed about any safety requirements.
 - Made aware of Brigade duties and responsibilities.
 - Provided with a mentor until such time as they are familiar with normal Brigade activities and operational requirements.
 - Be informed that all Personal Protective Equipment (PPE) issued to them by the Brigade or the Shire of Quairading is for Brigade activities only and remains the property of the Shire of Quairading.

4.3 Brigade Commitments

Shire of Quairading Volunteer Bush Fire Brigade members are required to maintain currency in training and active firefighting.

If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain or Lieutenant accordingly.



4.3.1 Change of Details

The Shire of Quairading and Department of Fire and Emergency Services are to be notified of any change of personal details by completing a DFES volunteer application form and forwarding it to the Shire of Quairading within fourteen (14) days of the change.

All drivers of vehicles are required to hold a current western Australian driver's license for the class of vehicle that is to be driven. Any traffic offence that results in a suspension or loss of license must be reported to the Brigade Captain or Lieutenant.

4.4 Termination of membership

Volunteer Bush Fire Brigade membership shall or maybe terminated when a member;

- Provides written notification of resignation to the Brigade;
- Has not been active with the Brigade for a period of Twelve (12) months that a member will be taken to have resigned from the Bush Fire Brigade.

If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain or Lieutenant accordingly.

Where a membership is terminated, all property owned by the Shire of Quairading should be returned to the Shire administration personnel within fourteen (14) days of giving notice. Failure to meet these conditions may require the Shire of Quairading to seek reimbursement of costs against the member.

4.5 Suspension of membership

A volunteer member may be suspended by the Chief Bushfire Control Officer, Deputy Chief Bushfire Control Officer, Fire Control Officer or Brigade Captain where the member:

- Wilfully or negligently disregards The Bush Fires Act 1954, Bush Fires Regulations 1954, The Bush Fire Administration Manual; and
- Has performed an unsafe act that jeopardizes the safety of the member or others.

The suspended member will be excluded immediately from such Brigade duties and activities. The Brigade Captain must notify the member, in writing, advising of the suspension period and reason.

The period of suspension shall not exceed three (3) consecutive months and shall be determined by the Chief Bushfire Control Officer or the Deputy Chief Bush Fire Control Officer in concordance with the Brigade Captain or area Fire Control Officer.



On completion of the suspension period the member will be required to undertake refresher training before resuming active firefighting duties.

4.6 Rights of a Volunteer Member

Any person may lodge a written objection to the Chief Executive Officer or Community Emergency Services Manager should they consider they have been unfairly dealt with.

The CBFCO or CEO shall consider the objection and deal with it by either:

- Dismissing the objection
- Varying to the decision after consultation with the Brigade Captain and Lieutenant
- Revoking the original decision and imposing an different decision

4.7 Equal Opportunity and Grievance Process

The Shire of Quairading policy is committed to providing a work environment in which all persons can expect to be treated with respect. It ensures that all employees and volunteers uphold State and Commonwealth laws concerning harassment and discrimination, and have a work environment that embodies the core values of the Shire.

5. Meetings of the Bush Fire Brigades

All meetings of the Bush Fire Brigade shall be minuted

5.1 Ordinary Meetings

- The Brigade may at any time call an ordinary meeting of its members.
- The Brigade shall hold a minimum of two (2) ordinary meetings between 1 July and 30 June each financial year, one to be in conjunction with the Brigade AGM and as per the Shire of Quairading Bush Fire Local Law.

5.2 Annual General Meeting

- The Brigade shall hold an annual general meeting in conjunction with this Bush Fire Administration Manual;
- A report shall be presented to the membership by the Captain and Treasurer of the Brigade;
- At this meeting all positions will be declared vacant;
- The CBFCO, DCBFCO or CESM will act as returning officer during the election of the new positions;
- The new office bearers will assume the positions as of the date of the AGM



5.3 Special Meeting

- The Brigade Captain, Deputy Chief Bush Fire Control Officer, Chief Bush Fire Control Officer or Community Emergency Services Manager may at any time convene a special meeting of the Brigade.
- The secretary of the Brigade must convene a special meeting when a written request is made by not less than six (6) active members of the Brigade.
- The names of the members requesting the special meeting are to be recorded in the minutes of the meeting.

5.4 Quorum

A quorum is required for all meetings this shall consist of:

- Shall consist of not less than 50% of the active Brigade members. Exclusive of the Captain and Secretary.
- No business is to be transacted at a meeting of the bush fire Brigade unless a quorum of Brigade members is present.

5.5 Voting

- Each Active Brigade member present at the meeting shall be entitled to vote.
- In the event of a deadlock the Brigade Captain may during the meeting exercise the deciding vote.
- Proxy votes are permitted at an AGM for the election of Captain and Lieutenants subject to nominations being closed 7 days prior to the AGM.
- In the event of achieving no nominations for the Captain, Secretary or Lieutenant during AGM an election '*in absentia*' of the most qualified members may occur.

6. Brigade Elections

6.1 Nomination of Candidates for Brigade Elections

- Nominations are required to be presented at the Annual General meeting.
- For an operational position a person can only be nominated by a listed active Fire Fighter brigade member who has been a listed active fire fighter brigade member for a minimum of twelve (12) months.
- A nomination for an operational position must be endorsed by a second listed active Fire Fighter brigade member with a minimum of twelve (12) months as a listed active fire fighter brigade member. Each member is only entitled to nominate one person per position.
- For non-operational positions, a person can only be nominated by a Brigade member who is from that Brigade with a minimum of twelve (12) months as a Brigade member
- A nomination for a non-operational position must be endorsed by a second Brigade member with a minimum of twelve (12) months as a Brigade member.
- Nominees must indicate acceptance of nomination.



7. Rules

- The Brigade may create a list of rules for use within the Brigade Structure
- The Brigade may not make rules inconsistent with:
 - The Bush Fires Act 1954 and Bush Fires Regulations 1954;
 - The Bushfire Administration Manual;
 - Shire of Quairading Fire Break Orders; and/or
 - Any other Shire of Quairading Act or Regulation.
- Where the Brigade wishes to make a rule under this clause or vary or revoke such a rule, the Secretary must, within 14 days of acceptance by the Brigade at an Ordinary Meeting send a copy of the proposed rule or amendment to the CBFCO, CESM and CEO for consideration.

8. Amendment to Administration Procedure Manual

The Brigade may, by resolution, recommend to the Shire of Quairading Bush Fire Advisory Committee the Administration Procedure Manual be amended, if:

- At least one month's written notice, setting out the terms of the proposed resolution, is given to each member of the Brigade personally or by post; and
- The resolution is supported at a duly convened meeting of the Brigade by an absolute majority of the Brigade.

Any proposed amendment to the policy manual is subject to the approval of the Shire of Quairading Bush Fire Advisory Committee and Council in accordance.

The Shire of Quairading Bush Fire Advisory Committee shall review the Volunteer Bush Fire Brigade Administration Procedure Manual at the meeting held in September each year. Proposed rules or amendments are to be sent to the CESM by close of business on 31 July. The Shire of Quairading Bush Fire Advisory Committee will review any proposed amendments to the Administration Procedure Manual and make recommendation to Council for any addition, deletion or amendment.

9. Complaints and Grievances

Any member who is unhappy with any matter in relation to the operation of a Brigade should raise their concerns with the Brigade Captain, Chief Bush Fire Control Officer or Deputy Chief Bushfire Control Officer in the first instance. If still dissatisfied, the member can complain in writing to the CESM for Shire of Quairading.

10. Training

10.1 Training Requirements

Bushfire Brigade Members are expected to hold a minimum training standard to not only crew fire appliance but to actively partake on a fire ground. These minimum training standard are as follows:



All active members shall hold the following qualifications or completed the following training:

10.1.1 Mandatory Training

- **Brigade Induction**
- **Bushfire Safety Awareness (3 Modules)**
 - Bushfire Characteristics and Behaviour
 - Bushfire Safety and Survival
 - Suppress Bush Fire

10.1.2 Recommended Training

- **Firefighting Skills (4-5 Modules)**
 - Introduction to Map Reading
 - Introduction to communications
 - Tools and Equipment
 - Crew Protection
 - Ropes and Ladders (Dependant on Brigade Role)

10.1.3 Preferred Training

- **Provide First Aid**
- **Structural Firefighting (5 Modules)**
 - Proceeding to a Structure Fire
 - Structure Fire Behaviour
 - Ancillary Equipment
 - Combatting Structural Fires
 - Ancillary Operation and Clean Up

10.2 Training Matrix

BUSHFIRE VOLUNTEERS - MINIMUM REQUIREMENTS					
FARM RESPONSE	ACTIVE MEMBER	APPLIANCE DRIVER	BRIGADE LEADERSHIP	FIRE CONTROL OFFICER	CHIEF / DEPUTY FCO
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #e6f2ff;">RURAL FIRE AWARENESS</div> <p style="text-align: center;">OR</p> <div style="border: 1px solid black; padding: 5px; background-color: #ffcccc;">BUSHFIRE SAFETY AWARENESS</div>	<div style="border: 1px solid black; padding: 5px; background-color: #ffcccc;">BUSHFIRE SAFETY AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffcc99;">FIREFIGHTING SKILLS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffff99;">STRUCTURAL FIREFIGHTING *</div>	<div style="border: 1px solid black; padding: 5px; background-color: #ffcccc;">BUSHFIRE SAFETY AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffcc99;">FIREFIGHTING SKILLS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffe6ff;">MR DRIVERS LICENSE</div> <div style="border: 1px solid black; padding: 5px; background-color: #ff99cc;">DRIVER TRAINING</div>	<div style="border: 1px solid black; padding: 5px; background-color: #ffcccc;">BUSHFIRE SAFETY AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffcc99;">FIREFIGHTING SKILLS</div> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;">AIIMS AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffff99;">STRUCTURAL FIREFIGHTING *</div> <div style="border: 1px solid black; padding: 5px; background-color: #ccccff;">SECTOR COMMANDER **</div>	<div style="border: 1px solid black; padding: 5px; background-color: #ccffcc;">FIRE CONTROL OFFICER COURSE</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffcccc;">BUSHFIRE SAFETY AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffcc99;">FIREFIGHTING SKILLS</div> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;">AIIMS AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffff99;">STRUCTURAL FIREFIGHTING **</div> <div style="border: 1px solid black; padding: 5px; background-color: #ccccff;">SECTOR COMMANDER **</div>	<div style="border: 1px solid black; padding: 5px; background-color: #ccffcc;">FIRE CONTROL OFFICER COURSE</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffcccc;">BUSHFIRE SAFETY AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffcc99;">FIREFIGHTING SKILLS</div> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;">AIIMS AWARENESS</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffff99;">STRUCTURAL FIREFIGHTING</div> <div style="border: 1px solid black; padding: 5px; background-color: #ccccff;">SECTOR COMMANDER</div>

* RECOMMENDED FOR URBAN BRIGADES

** RECOMMENDED BUT NOT REQUIRED



10.3 Course Details

Requirements:	Course Details:	Comment:
<p>Required For Seasonal Workers Or Farm Response</p>	<p>Rural Fire Awareness (4 Modules)</p> <ul style="list-style-type: none"> • Fire Agencies • Bushfire Characteristics and Behaviour • Bushfire Safety and Survival • Supporting Fire Response <p>Delivery Method:</p> <ul style="list-style-type: none"> • 6 Hours - Online • 1 Day Course – Face to Face 	<p>Rural Fire Awareness is required for all contractors or seasonal worker who may be involved in a fire, this course goes through basic fire behaviour and fire safety.</p> <p>Bushfire Brigade Members should complete Bushfire Safety Awareness and NOT Rural Fire Awareness, Rural Fire Awareness if for Seasonal Workers and Individuals not engaging in direct firefighting activities.</p>
<p>Required For All Bushfire Brigade Members Or Farm Response</p>	<p>Bushfire Safety Awareness (3 Modules)</p> <ul style="list-style-type: none"> • Bushfire Characteristics and Behaviour • Bushfire Safety and Survival • Suppress Bush Fire <p>Delivery Method:</p> <ul style="list-style-type: none"> • 2 Day Course – Face to Face 	<p>Bushfire Safety Awareness is one of the required courses to be an active member of a Bushfire Brigade as it is a foundation course that covers fire characteristics and fire behaviour, it also go through bushfire safety and survival on foot and in a vehicle. It also gives participant basic fire suppression techniques and strategies.</p> <p>All Bushfire Brigade Members MUST complete this course prior to attending an incident.</p>
<p>Required For All Bushfire Brigade Members</p>	<p>Firefighting Skills (4-5 Modules)</p> <ul style="list-style-type: none"> • Introduction to Map Reading • Introduction to communications • Tools and Equipment • Crew Protection • Ropes and Ladders (Dependant on Brigade Role) <p>Delivery Method:</p> <ul style="list-style-type: none"> • 2 Day Course – Face to Face 	<p>Firefighting Skills is one of the required courses to be an active member of a Bushfire Brigade as it is a foundation course that covers basic communication and radio use, firefighting tools and equipment, fire appliance crew protection, basic hose and pump work (and ropes and ladders if relevant)</p> <p>All Bushfire Brigade Members MUST complete this course prior to attending an incident.</p>



<p>Recommended For All Brigades That Respond To Structure Fires And Car Fires.</p> <p>Strongly Recommended For Brigade Leadership Group</p>	<p>Structural Firefighting (5 Modules)</p> <ul style="list-style-type: none"> • Proceeding to a Structure Fire • Structure Fire Behaviour • Ancillary Equipment • Combatting Structural Fires • Ancillary Operation and Clean Up <p>Delivery Method:</p> <ul style="list-style-type: none"> • 2 Day Course – Face to Face 	<p>Structural Firefighting is a course recommended to brigade members looking to expand on their knowledge and skills. This course goes into structure fire behaviour, structure fire risks and safety issues, ropes and ladders, equipment and hose layouts. This course is one day theory and one day practical.</p> <p>Bushfire Brigade Members who may respond to structure fires or car fires are RECOMMENDED to complete this training as it goes in detail of structural fire behaviour and safety around complex and high risk fires.</p> <p>Brigades with extra risk would include: Quairading:</p> <ul style="list-style-type: none"> • Quairading BFB • Balkuling/Doodennaning BFB <p>Any brigades not included in the list above can still complete this training as Structure Fires and Vehicle Fire can occur anywhere</p> <p>Bushfire Brigade Leadership Groups and Fire Control Officers are STRONGLY RECOMMENDED to complete this training.</p>
<p>Required For Brigade Leadership Group, Fire Control Officers, Chief And Deputy Fire Control Officers</p>	<p>AIIMS Awareness</p> <p>Delivery Method:</p> <ul style="list-style-type: none"> • 6 Hours - Online 	<p>This course goes through the Australasian Inter-service Incident Management System, this system is used at all incidents by DFES and LG. This course goes through the Incident Management Structure.</p> <p>This course is REQUIRED for Brigade Leadership and Fire Control Officers as they may have to assume IMT positions at an incident.</p>
<p>Recommended For Brigade Leadership Group</p> <p>Strongly Recommended For Fire</p>	<p>Sector Commander</p> <p>Delivery Method:</p> <ul style="list-style-type: none"> • 2 Day Course – Face to Face 	<p>This course goes through how to manage a sector or small incident, it highlights roles and responsibilities. It has a Theory and Practical component.</p> <p>This course is RECOMMENDED for Brigade Leadership, It is STRONGLY RECOMMENDED for Fire Control</p>



<p>Control Officers</p> <p>Required For Chief And Deputy Fire Control Officers</p>		<p>Officers and it is REQUIRED for Chief and Deputy Fire Control Officers.</p>
<p>Required For All Fire Control Officers</p>	<p>Fire Control Officer Course</p> <p>Delivery Method:</p> <ul style="list-style-type: none"> • 1 Day Course – Face to Face 	<p>This course provides Bushfire Act, Regulations and Legislation relevant to undertaking a Fire Control Officer Role, It also goes through weather readings and responsibilities.</p> <p>All Fire Control Officers MUST hold this competency to remain a Fire Control Officer.</p>

10.4 Training Providers

The Department of Fire and Emergency Services provides training to volunteers, this is of no cost to the volunteer, and this training is generally delivered by the CESM or DFES Endorsed Trainer. The CESM will notify volunteers when training courses are available. Bush Fire Brigade volunteers can book onto these courses through the CESM, their brigade leadership or via eAcademy.

Generally the training calendar runs in the off peak season between April and October.



QUAIRADING VOLUNTEER BUSH FIRE BRIGADE



ROLES AND RESPONSIBILITIES



11. The Duties and Responsibilities of Volunteer Bush Fire Brigade

11.1 Introduction

Bush Brigade Members can be elected to undertake the following roles within the volunteer organisation. The two role groups are as follows;

11.1.1 Shire Officers

Shire Officers are elected or employed into their role via the local government, council, or via committees.

Bush Fire Control Officers are elected into the role via the Bush Fire Advisory Committee.

11.1.2 Brigade Members

Brigade Members and Brigade Membership are internal to the Brigade and are generally elected via the brigade at Annual General Meetings

Please refer to Brigade Elections

Brigade members can be Operational and Non-Operational, this simply means the Brigade Member responds to fire and actively partakes in firefighting operations, opposed to Non-operational members who are support members who assist the brigade off the fire ground.

11.2 Shire Officers

11.2.1 Chief Bush Fire Control Officer (CBFCO)

Role

- The role of the Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Organisation in the Shire of Quairading and not as a 'hands on' fire fighter. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks within the Shire of Quairading and is to ensure that the following tasks are achieved.
- During wildfire incidents manage the fire resources of the Shire and Brigades and when necessary act as the Incident Controller in accordance with Westplan Fire.
- Promote the AIIMS Incident Management system to all FCO'S, Brigades and volunteer fire fighters within the Shire of Quairading and ensure an Incident Controller is appointed for all Incident Levels (1-3).
- Ensure that FCO'S, Brigade Officers and volunteers are trained to a standard commensurate to the risk and equipment within the Brigade and Council area.
- Demonstrate positive leadership and mentor DCBFCOs, FCOs, Captains and Brigade members.
- Promote Community fire prevention as a priority, to identify and reduce fire hazards.
- Develop the fire organisation to effectively and efficiently control wildfires
- Develop and promote the use of Standard Operating Procedures and Guidelines, minimum training standards, identify hazards and assess risk to prevent injury volunteers and implement the principals of OHS for volunteers to develop a safe working environment for fire fighters.



- Ensure welfare preparedness is arranged for the provision of food, medical aid and counselling services for volunteers
- Establish and maintain effective communication and liaison with the Shire of Quairading, FCO'S, Brigades, DFES, DPaW, Emergency services, statutory authorities and facilitate prompt response to fire incidents.
- Ensure that Brigades are involved in the development of Policy for the preparation of ESL Fire Appliance program, maintenance programs for Shire and Brigade owned equipment, incident de-briefing of wildfires, welfare and safety of volunteers.
- Promote the values of Volunteer Fire Brigades to the community and within the Brigades.
- Delegate specific tasks to DCBFCO'S, FCO'S, CESH or Brigades.
- Liaise with the Shire of Quairading, DFES and other organisation to achieve the duties outlined above.

Criteria of Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Quairading
- Working Knowledge of the Shire of Quairading Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Quairading.
- Currently holds all of the preferred qualifications of the Fire Control Officer.
- Be a member of the DOAC, BFAC and LEMC

Qualifications of Chief Bush Fire Control Officer

- **Minimum of 5 years of firefighting experience**
- **Bushfire Safety Awareness (3 Modules)**
 - Bushfire Characteristics and Behaviour
 - Bushfire Safety and Survival
 - Suppress Bush Fire
- **Firefighting Skills (4-5 Modules)**
 - Introduction to Map Reading
 - Introduction to communications
 - Tools and Equipment
 - Crew Protection
 - Ropes and Ladders (Dependant on Brigade Role)
- **Fire Control Officer Course**



- **AIIMS Awareness**
- **Structural Firefighting**

Required - must obtain within 12 months of the role:

- Sector Commander
- Machine Supervision

Required - must obtain within 24 months of the role:

- AIIMS 2017
- Incident Controller Level 1

Recommended:

- Advanced Bush Fire Fighting
- Crew Leader
- Ground Controller

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 CESM and CEO.



11.2.2 Deputy Chief Bush Fire Control Officer (DCBFCO)

Deputy Chief Bush Fire Control Officers may be appointed by Council.

Role

- The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker, and planner and assists the CBFCO in managing the Bush Fire Organisation.
- The Deputy Chief Bush Fire Control Officer may deputise in the absence of the Chief Bush Fire Control Officer.
- Demonstrate positive leadership and mentor, FCOs, Captains and Brigade members
- If more than one FCO or Brigade is in attendance may take control of fire operations and be Incident Controller or part of the Incident Manager Team as delegated by the Incident Controller.
- The Deputy Chief Bush Fire Control Officer is responsible to the Chief Bush Fire Control Officer.

Criteria of DCBFCO

- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Quairading.
- Currently holds all of the preferred qualifications of the Fire Control Officer.
- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Quairading
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.

Qualifications of Deputy Chief Bush Fire Control Officer

- **Minimum of 3 years of firefighting experience**
- **Bushfire Safety Awareness (3 Modules)**
 - Bushfire Characteristics and Behaviour
 - Bushfire Safety and Survival
 - Suppress Bush Fire
- **Firefighting Skills (4-5 Modules)**
 - Introduction to Map Reading
 - Introduction to communications
 - Tools and Equipment
 - Crew Protection
 - Ropes and Ladders (Dependant on Brigade Role)
- **Fire Control Officer Course**
- **AIMS Awareness**



Required - must obtain within 12 months of the role:

- Sector Commander
- Machine Supervision

Required - must obtain within 24 months of the role:

- AIIMS 2017
- Incident Controller Level 1

Recommended:

- Advanced Bush Fire Fighting
- Crew Leader
- Structural Firefighting (Dependant of Brigade Profile)
- Ground Controller

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, CESM and/or CEO.



11.2.3 Fire Control Officer

Role

A Fire Control Officer is a delegated representative of the Local Government responsible for the administration of provisions within the Bush Fires Act 1954. The position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.

A Fire Control Officer must be able to demonstrate experience in wild fire behaviour, AAIMS and knowledge of the area. The person in this position must be able to interpret provisions of the Bush Fires Act 1954 and the Bush Fires Regulations 1954 and be confident with communication skills.

This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

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

Duties and Responsibilities

Duties and responsibilities of the Bush Fire Control Officer include:

- Authorise permits for hazard reduction burns within the Shire of Quairading in accordance with the Bush Fires Act 1954 and Environmental Act;
- Identify and conduct risk assessments of fire hazards within the Shire of Quairading;
- Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government
- Maintain a personal log book to include a record of events and decisions during an incident
- Take control, command and manage resources during wildfire or hazard reduction burns within the Brigade area they are appointed.
- To take control of firefighting operations at a wildfire outside their Brigade area where no other Brigade Captain or Fire Control Officer is present.
- Demonstrate Positive leadership and mentor Captains and Brigade members.
- Provide advice to the CBFCO and CESM as to when harvest bans and or movement of vehicle bans should be applied.

Criteria of Bush Fire Control Officer

- Knowledge of managing a volunteer organisation
- Knowledge of all Fire Response Plans in the Shire of Quairading
- Knowledge of the Bush Fires Act 1954
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations
- Ability to perform under stressful conditions



Qualifications of Bush Fire Control Officer

- **Minimum of 2 years of firefighting experience**
- **Bushfire Safety Awareness (3 Modules)**
 - Bushfire Characteristics and Behaviour
 - Bushfire Safety and Survival
 - Suppress Bush Fire
- **Firefighting Skills (4-5 Modules)**
 - Introduction to Map Reading
 - Introduction to communications
 - Tools and Equipment
 - Crew Protection
 - Ropes and Ladders (Dependant on Brigade Role)
- **Fire Control Officer Course**
- **AIIMS Awareness**

Required - must obtain within 12 months of the role:

- Sector Commander
- Machine Supervision

Required - must obtain within 24 months of the role:

- AIIMS 2017
- Incident Controller Level 1

Recommended:

- Advanced Bush Fire Fighting
- Crew Leader
- Structural Firefighting (Dependant of Brigade Profile)
- Ground Controller

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, CESM and/or CEO.



11.3 Bridge Officers - Operational

11.3.1 Captain

Role

The Captain of a Volunteer Bush Fire Brigade shall be responsible for the leadership and management of Brigade firefighting activities. The Captain will also act as a role model and mentor for members of the Brigade the Captain should always act with integrity and consider each member equally. All decisions should be in the interest of the Brigade and its membership.

The position reports to the CBFCO on Brigade related matters and represents the Brigade at Bush Fire Advisory Committee (BFAC). The Captain may delegate authority to another operational Brigade member to represent the Captain at BFAC.

Duties and Responsibilities

Duties and responsibilities of the Brigade Captain include:

- Demonstrate positive leadership and mentor Lieutenant and Brigade members;
- Command, control and confidently manage firefighting activities at emergency incidents;
- To ensure AIMS Incident Control System is implemented and maintained during all emergency incidents;
- Maintain a personal log book with a record of events and decisions that occur at an incident;
- Conduct Brigade briefings and post incident analysis of any incident involving firefighting or Brigade management issues;
- To ensure Brigade members deployed for operational duties have the competencies to complete the task or duty assigned and hold current qualifications to carry out the functions required, in accordance with this document and DFES Standard Operating Procedures;
- To undertake responsibility for the proper management and maintenance of Brigade property and equipment;
- Ensure conduct of bush fire Brigade members is in accordance with the Shire of Quairading Policies, Procedures, Operating Guidelines and SOP's;
- Report any injuries of personnel or damage to fire fighting vehicles as soon as possible to the Shire of Quairading;

Criteria of Captain

- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations
- Ability to perform under stressful conditions

Qualifications of Captain

- **Minimum of 2 years of firefighting experience**
- **Bushfire Safety Awareness (3 Modules)**
 - Bushfire Characteristics and Behaviour



- Bushfire Safety and Survival
- Suppress Bush Fire
- **Firefighting Skills (4-5 Modules)**
 - Introduction to Map Reading
 - Introduction to communications
 - Tools and Equipment
 - Crew Protection
 - Ropes and Ladders (Dependant on Brigade Role)
- **AIIMS Awareness**

Required - must obtain within 12 months of the role:

- Sector Commander
- Machine Supervision

Required - must obtain within 24 months of the role:

- AIIMS 2017
- Incident Controller Level 1

Recommended:

- Advanced Bush Fire Fighting
- Crew Leader
- Structural Firefighting (Dependant of Brigade Profile)
- Ground Controller

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, CESM and/or CEO.



11.3.2 Lieutenant

Role

The Lieutenant of a volunteer Bush Fire Brigade is responsible for the operational management of volunteer bush fire fighters during Brigade activities. The position is required to provide both operational and administrative support to the Captain in managing the Brigade. The position reports to the Captain on all matters pertinent to the functioning of the Brigade and/or personnel whom they are supervising.

The Brigade should appoint a maximum of 2 Lieutenant Positions

- In the absence of the Brigade Captain the Lieutenant assumes all powers, responsibilities and duties of that officer.
- The Brigade must rank Lieutenants in seniority. This will be determined by resolution at the Annual General Meeting. The Captain may exercise a casting vote, if required.

Duties and Responsibilities

Duties and responsibilities of a Brigade Lieutenant include:

- Provide support to the Captain and assist with the management of the Brigade;
- Demonstrate Positive leadership and mentor Brigade members.
- In the absence of the Captain administer all powers and responsibilities of the Bush Fires Act. (Bush Fires Act 1954, Part iv Section 44(1));
- Command and manage volunteer bush fire fighters during emergencies and other Brigade related activities;
- Maintain a personal log book with a record of events that occur during all incidents;
- Conduct briefings during and after incidents and maintain open lines of two way communications between fire fighters and management;
- Encourage positive interaction and teamwork between volunteer fire fighters;
- Ensure Shire of Quairading, DFES and Brigade standing operating procedures are adhered to at Brigade activities;
- Ensure fire fighters engaged in firefighting activities hold competencies relevant to the task;
- Work cohesively with the Brigade training Officer to conduct training activities for volunteer fire fighters;
- To ensure the behaviour of fire fighters is in accordance with the Shire of Quairading and DFES codes of conduct.

Criteria of a Lieutenant

- Knowledge of managing a volunteer organisation
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations



- Ability to perform under stressful conditions

Qualifications of Lieutenant

- **Minimum of 1 years of firefighting experience**
- **Bushfire Safety Awareness (3 Modules)**
 - Bushfire Characteristics and Behaviour
 - Bushfire Safety and Survival
 - Suppress Bush Fire
- **Firefighting Skills (4-5 Modules)**
 - Introduction to Map Reading
 - Introduction to communications
 - Tools and Equipment
 - Crew Protection
 - Ropes and Ladders (Dependant on Brigade Role)
- **AIIMS Awareness**

Required - must obtain within 12 months of the role:

- Crew Leader
- Structural Firefighting (Dependant of Brigade Profile)

Recommended:

- AIIMS 2017
- Incident Controller Level 1
- Sector Commander
- Machine Supervision
- Advanced Bush Fire Fighting
- Ground Controller

If a member has not completed 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.



11.3.3 Active Fire Fighter

Role

The Lieutenant of a volunteer Bush Fire Brigade is responsible for the operational management of volunteer bush fire fighters during Brigade activities. The position is required to provide both operational and administrative support to the Captain in managing the Brigade. The position reports to the Captain on all matters pertinent to the functioning of the Brigade and/or personnel whom they are supervising.

The Brigade should appoint a maximum of 2 Lieutenant Positions

- In the absence of the Brigade Captain the Lieutenant assumes all powers, responsibilities and duties of that officer.
- The Brigade must rank Lieutenants in seniority. This will be determined by resolution at the Annual General Meeting. The Captain may exercise a casting vote, if required.

Duties and Responsibilities

Duties and responsibilities include:

- Attend Fire and Emergency calls when available and able to.

Criteria of an Active Fire Fighter

- Ability to perform under stressful conditions
- Able to lift 20kgs
- Able to get in and out of the appliance without assistance

Qualifications of Active Fire Fighter

- No minimum Firefighting Experience
- **Bushfire Safety Awareness (3 Modules)**
 - Bushfire Characteristics and Behaviour
 - Bushfire Safety and Survival
 - Suppress Bush Fire

Recommended:

- **Firefighting Skills (4-5 Modules)**
 - Introduction to Map Reading
 - Introduction to communications
 - Tools and Equipment
 - Crew Protection
 - Ropes and Ladders (Dependant on Brigade Role)



11.4 Bridge Officers - Non Operational

11.4.1 Support / Auxiliary Member

Role

- A Support / Auxiliary Members are there to assist the brigade in undertaking their brigade duties. Support / Auxiliary Members are not to undertake any firefighting tasks, however, they can partake in appliance checks, non-operational officer roles such as secretary or treasurer.

Duties and Responsibilities

Duties and responsibilities include:

- Able to assist Brigade Members with roles such as Secretary or Treasurer
- Assist with maintenance and cleaning of appliances and equipment

Qualifications of Support / Auxiliary Member

- No minimum Firefighting Experience
- No minimum Training Requirements

11.4.2 Secretary

Role

The secretary is to manage administrative matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on administrative matters pertinent to the Brigade.

Duties and Responsibilities

The Secretary shall perform the following functions:

- Ensure members receive notification of Brigade meetings in accordance with this procedure manual;
- Prepare an agenda for Brigade meetings and distribute to members and to the Shire of Quairading;
- Ensure minutes of Brigade meetings are recorded and distributed to all members and the Shire of Quairading within fourteen (14) days;
- Disseminate circulars and other information to all Brigade members;
- Work cohesively with Shire of Quairading management and administration staff on matters pertinent to Brigade administration;

Note: The position of Secretary and Treasurer may be combined.

Qualifications of Secretary

- An understanding of meeting procedure and minute taking
- Knowledge of Brigade procedures and policies
- Computer Skills



11.4.3 Treasurer

Role

The role of the treasurer is to manage and report to the Brigade on all financial matters. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on financial matters pertinent to the Brigade.

Duties and Responsibilities

The Treasurer shall perform the following functions:

- Manage financial affairs of the Brigade;
- Maintain Brigade financial records and provide detailed report of income and expenditure at meetings;
- Ensure that the Brigade Financial records are audited by an external body or agency annually;
- Provide the Shire of Quairading with financial statements of Brigade income and expenditure after each financial year;
- Work cohesively with Shire of Quairading management and administration staff on matters pertinent to Brigade financial matters;

Note: As mentioned above the position of Secretary and Treasurer may be combined.

Qualifications of Treasurer

- Knowledge and understanding of accounting principles
- Knowledge of Brigade procedures and policies
- Computer skills.