Council Policy

Council Policy Name: **Bush Fire Brigade Management**

Responsible Directorate: **Community Planning** **Version:** **Adopted**

1. PURPOSE

1.1. The purpose of this Policy is to outline the City's approach to management of the City of Busselton Volunteer Bush Fire Brigades.

2. SCOPE

2.1. This Policy is applicable to all City Bush Fire Brigades (Brigades) and their members pursuant to section 41 of the *Bush Fires Act 1954*.

3. DEFINITIONS

Term	Meaning
Brigade/s	Bush Fire Brigades as defined in section 7 of the *Bush Fires Act 1954*
Brigade Committee	Persons appointed to a Brigade under 2.2(1)(c) of the Bush Fire Brigades Local Law 2023
Bush Fire Advisory Committee (BFAC)	An advisory committee established under section 67 of the *Bush Fires Act 1954*
Bush Fire Control Officer	A person appointed by the Local Government under section 38 of the *Bush Fires Act 1954* under and for the purposes of this Act.
Chief Bush Fire Control Officer	A person appointed by the Local Government under section 38 of the *Bush Fires Act 1954* under and for the purposes of this Act who shall be first in seniority of appointed Bush Fire Control Officers.
Deputy Chief Bush Fire Control Officer	A person appointed by the Local Government under section 38 of the *Bush Fires Act 1954* under and for the purposes of this Act who shall be second in seniority of appointed Fire Control Officers.
Fire Fighting Member	Means a registered operational member of a Brigade who is at least 16 years of age who undertake all normal Brigade activities and have completed the required training qualifications as determined by the Local Government.
Member	Has the same meaning as 'volunteer fire fighter', as defined in section 35A of the *Bush Fires Act 1954.*
Membership Conditions	The conditions of membership of Brigades as defined in part 2.3 of the Bush Fire Brigades Local Law *2023*
Policy	This City of Busselton Council policy titled "Bush Fire Brigade Management"
Prescribed Form	The application for membership of Brigades form as defined in part 2.4 of the Bush Fire Brigades Local Law 2023
Senior Bush Fire Control Officers	Persons appointed by the Local Government under section 38 of the Bush Fires Act 1954 as Bush Fire Control Officers and designated as Senior Bush Fire Control Officer 1 and Senior Bush Fire Control Officer 2, being third and fourth in seniority of appointed Bush Fire Control Officers respectively.

4. STRATEGIC CONTEXT

Strategic Theme	Objective

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LIFESTYLE	4. Work with key partners to facilitate community safety.
LEADERSHIP	16. Provide effective governance and organisational leadership

5. POLICY STATEMENT

5.1. The City acknowledges the important role Brigades play in fire response and community safety and is committed to the establishment of a governance structure that supports the effective function of Brigades.

Appointment of Fire Control Officers

5.2. The City may appoint, as necessary, persons to be its Bush Fire Control Officers.

5.3. Brigades may nominate members as Bush Fire Control Officers for their fire control area. These nominations are subject to the consideration of BFAC, and subsequent to BFAC support, consideration and appointment by the Chief Executive Officer. Appointments will generally be for 12 month terms.

5.4. The Local Government will appoint from these officers a Chief Bush Fire Control Officer, a Deputy Chief Bush Fire Control Officer, and two Senior Bush Fire Control Officers.

5.5. The order of seniority shall be:

a. Chief Bush Fire Control Officer;
b. Deputy Chief Bush Fire Control Officer;
c. Senior Bush Fire Control Officer 1; and
d. Senior Bush Fire Control Officer 2.

5.6. The positions of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Senior Bush Fire Control Officer 1 and Senior Bush Fire Control Officer 2 will be appointed for a term of four years.

5.7. Prior to the expiry of a term, the City will request nominations from appointed Bush Fire Control Officers for the relevant positions. Following consideration of nominations, BFAC will provide a recommendation regarding appointments.

5.8. Where a vacancy occurs in any leadership position during a term, nominations will be sought for that position and all positions below it in the established hierarchy. Appointments resulting from such a process shall be for a four-year term.

Honorariums

5.9. The Local Government may provide honorarium payments to designated Bush Fire Brigade Leadership and training positions in recognition of the additional responsibilities associated with those roles.

5.10. Eligible positions and honorarium values will be determined by the Chief Executive Officer and funded through Council's adopted annual budget.

5.11. Honorariums shall be paid quarterly and are only payable whilst a person remains appointed to, and actively undertaking the responsibilities of, the relevant position.

Minimum training standards

5.12. Fire Fighting Members of Brigades must have completed the following qualifications:

a. the minimum training standard (or equivalent) as defined in the State Hazard Plan fire

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b. City of Busselton Annual Skills refresher.

Application for memberships

5.13. Applications for membership are to be considered by Brigade Committees.

5.14. Approved applications must be provided to the City within 14 days of Brigade Committee approval in the Prescribed Form.

5.15. Prescribed Form requires approval of membership application by the City.

5.16. Prior to the membership approval, applicants must successfully complete a medical assessment to the satisfaction of the City.

5.17. If the Brigade Committee or Local Government refuse a membership application, the applicant is to be provided in writing the reasons for refusal. The applicant has a right of objection to the Local Government should membership be refused.

Suspension or termination of memberships

5.18. Brigade Committees can suspend or terminate the membership of a member in accordance with rules 2.7 and 2.8 of Schedule 1 of the Bush Fire Brigades Local Law 2023.

5.19. Should the City become aware of a breach of membership conditions by a member, it will advise the relevant Brigade Committee in writing of this breach and provide a recommendation for consideration to suspend or terminate the membership of a member in accordance with rules 2.7 and 2.8 of Schedule 1 of the Bush Fire Brigades Local Law 2023.

5.20. A member has a right of objection to the Local Government should membership be suspended or terminated.

Allocation of radio equipment

5.21. DFES SAP 3.1.B – Basis of Allocation Operational Radios defines the required allocations of radios for all operational areas statewide.

5.22. The City has adopted the DFES basis of allocations under this policy for radio allocations except for allocations of handheld radios issued to bushfire appliances.

5.23. Light tanker appliances will be issued two handheld radios per unit.

5.24. 1.4 Tankers, 2.4 Broadacre Tankers, 3.4 Urban Tankers, 4.4 Broadacre Tankers and Heavy Tankers will be issued with four handheld radios per unit.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. The relevant documentation and legislation associated with this Policy includes, but is not limited to, the following:

a. *Bush Fires Act 1954*
b. *Bush Fires Regulations 1954*
c. *Emergency Management Act 2005*
d. *Equal Opportunities Act 1984*
e. *Fire Brigades Act 1942*
f. *Local Government Act 1995 and associated regulations*
g. *Work Health and Safety Act 2020*
h. City of Busselton Code of Conduct
i. DFES Operational Doctrine
j. DFES Standard Operating Procedures
k. City of Busselton Bush Fire Brigade Operating Procedures

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I. City of Busselton Bush Fire Brigade Local Law 2023

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	**DATE**	21 October 2026	**Resolution #**	C2610/288
Previous Adoption	**DATE**	8 October 2025	**Resolution #**	C2510/295

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