

035	Qualifications of Bush Fire Brigade Officers	V1 Current
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PURPOSE

Objective

The purpose of this policy is to establish the qualifications required of persons seeking to hold office within Volunteer Bush Fire Brigades of the City of Busselton; either in an operational or administrative capacity.

SCOPE

Policy Statement

Through the application of this Policy, member of Volunteer Bush Fire Brigades of the City of Busselton shall be informed in advance of required training and qualifications required of Brigade Officers. This will enable members aspiring to become brigade Officers to plan a training pathway to obtain the necessary qualifications.

This Policy will also serve to provide direction to the brigade Training Officer on appropriate training that will support a member’s brigade aspirations.

POLICY CONTENT

Duties and Responsibilities of Brigade Office Bearers

The Office Bearers of the brigade should be able to demonstrate current competencies for the position of office they are nominated for, or give an undertaking to complete any training requirements prior to accepting the nomination or undertaking the duties and responsibilities of the said position.

Nominations are subject to the approval of the Senior FCO. Such approval may be conditional on the nominee undertaking further training or other necessary arrangements to satisfy the competency requirements.

The following are to be adopted as guidelines and where competencies names may vary from time to time the member may have an alternative appropriate competency.

1. Captain

- (1) The Captain of the brigade shall be responsible for the leadership and management of brigade operations in liaison with Fire Control Officers.
- (2) A member wishing to be appointed to the position of Captain of the brigade shall meet the following combination of technical qualification and experience:

Qualifications	Experience	Competency Required
Fire fighting and/or support experience	Minimum 3 years	Competent
Induction		Competent
Introduction to Fire fighting		Competent
Bush Fire Fighting		Competent
Sector Commander		Competent
Structural Fire fighting		Competent
AIIMS Awareness		Competent

2. Fire Control Officer (FCO)

- (1) A FCO is a delegated representative of the local government responsible for the administration of provisions within the Act. The position is required to perform active operational duties in relation to both fire defence and fire prevention strategies within the local community.
- (2) A member wishing to be appointed to the position of Fire Control Office of the brigade shall meet the following combination of technical qualification and experience:

Qualifications	Experience	Competency Required
Fire fighting experience	Minimum 4 years	Competent
Induction		Competent
Introduction to Fire fighting		Competent
Bush Fire Fighting		Competent
Sector Commander		Competent
Structural Fire fighting		Competent
AIIMS Awareness		Competent
Fire Control Officer		Competent

3. Lieutenant

- (1) The Lieutenant of a brigade is responsible for the operational management of members during brigade activities. The position is required to provide operational support to the Captain in managing the brigade. The position reports to the Captain on all matters relevant to the functioning of the Brigade and/or personnel they are supervising.
- (2) A member wishing to be appointed to the position of Lieutenant of the brigade shall meet the following combination of technical qualification and experience:

Qualifications	Experience	Competency Required
Fire fighting experience	Minimum 3 years	Competent
Induction		Competent
Introduction to Fire fighting		Competent
Bush Fire Fighting		Competent
Sector Commander		Competent

4. Fire Fighter

A Fire Fighter is an active member of the brigade who, when engaging in Brigade operational matters shall act in accordance with the instructions of senior brigade officers.

A member shall be a competent fire fighter before being engaged on wildfire suppression duties.

The minimum qualifications for a person to be considered competent are as follows:

Qualifications	Experience	Competency Required
Induction		Competent
Introduction to Fire fighting		Competent
Bush Fire Fighting		Competent

5. Chairman

The Chairman of the Brigade is elected to preside over all brigade meetings and promote open fair discussion during debate in relation to brigade matters.

The occupant of the position of Chairman is not required to perform active operational duties and may be inclusive to an additional position held within the brigade.

The Chairman must have:

- (a) Sound understanding of meeting procedures; and
- (b) Demonstrated ability to conduct and manage meetings.

6. Secretary

The Secretary is to record and manage administrative matters of the brigade. The position is not required to perform active operational duties and may be inclusive to an additional position held within the brigade.

The occupant of the position of Secretary must have:

- (a) Demonstrated ability to take minutes;
- (b) Demonstrated record keeping and filing skills;
- (c) An understanding of meeting procedure; and
- (d) Developing computer skills.

7. Treasurer

The role of the Treasurer is to manage and report on all financial matters relevant to the brigade. The position is not required to perform active operational duties and may be inclusive to an additional position held within the brigade.

The occupant of the position of Treasurer must have:

- (a) Knowledge and understanding of accounting principles; and
- (b) Developing computer skills.

8. Brigade Training Officer

- (1) The Brigade Training Officer is responsible for the management and co-ordination of brigade training in conjunction with the Local Government Training Coordinator, including the documentation of these activities. The position is not required to perform active operational duties and may be inclusive to an operational position held within the brigade.
- (2) Duties and Responsibilities of the Brigade Training Officer may include—
 - (a) Ensure brigade members maintain necessary skill levels equivalent to the competency standards required by the local government and as recommended by DFES;
 - (b) Endeavour to ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills;
 - (c) Maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the Local Government Training Coordinator as required;
 - (d) Provide mentoring for members who express an interest in training to encourage future facilitators.
 - (e) Liaise with Captain and FCO's on training operations

9. Brigade Equipment Officer

The Brigade Equipment Officer is not required to perform active operational duties but needs to be able to demonstrate a degree of knowledge of brigade equipment.

Policy Reference No. – 035

Owner Unit – Ranger and Emergency Services

Originator - Ranger and Emergency Services Coordinator

Policy approved by – Council

Date Approved – 12 August, 2015

Review Frequency - As required

Related Documents - Acts, Regulations and Local Laws administered by the City

Background/History -

Council Resolution	Date	Information
C1508/216	12 August,2015	Date of implementation Version 1