

|            |  |                   |
|------------|--|-------------------|
| <b>036</b> | <b>Roles of Bush Fire Brigade Officers</b> | <b>V1 Current</b> |
|------------|--|-------------------|

## **PURPOSE**

### **Objective**

The purpose of this policy is to establish the roles of persons appointed as officers of Volunteer Bush Fire Brigades of the City of Busselton.

## **SCOPE**

### **Policy Statement**

Through the application of this Policy, officers of Volunteer Bush Fire Brigades of the City of Busselton, shall have a clear understanding of the extent of their authority and how their role will contribute to the strong management and operations of the brigade.

## **POLICY CONTENT**

### **Roles and Responsibilities of Brigade Office Bearers**

Office bearers of a brigade shall perform the following roles:

#### **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) As a role model and mentor for members, the Captain should always act with integrity and consider each member equally. All decisions should be in the interest of the Brigade and its members.
- (3) The position reports to the FCO's and the CBFCO on brigade related matters.
- (4) Duties and responsibilities of the Captain include—
  - (a) Demonstrate positive leadership and mentor members;
  - (b) If the Captain is the senior officer at an incident;
    - (i) command, control and confidently manage activities at emergency incidents
    - (ii) to ensure incident control systems and management principles are implemented and maintained during all emergency incidents if required;
    - (iii) maintain some form of personal incident diary with a record of events and decisions that occur at an incident;
    - (iv) conduct Brigade briefings and post incident analysis of any incident involving fire fighting, incident support or management issues;
    - (v) ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with training recommendations;
    - (vi) to undertake responsibility for the proper management and maintenance of Brigade property and equipment to the best of their ability;
    - (vii) ensure conduct of members is in accordance with the *Code of Conduct*, and
    - (viii) report any injuries of personnel or damage to fire fighting vehicles or equipment immediately to the FCO and the CBFCO.

- (5) In the absence of the Captain, the next senior officer of the brigade has authority to exercise the powers of the Act delegated to the Captain (Part IV Section 44(1)).

## **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 of the Brigade may be nominated for this position at the Brigade AGM.
- (3) Fire Control Officers are nominated by the brigade to the Bush Fire Advisory Committee. The nomination is considered by BFAC and the CBFCO and if appropriate it is forwarded to the local government for its consideration and ratification.
- (4) Duties and responsibilities of the FCO include—
  - (a) authorise permits for hazard reduction burns within the local government in accordance with the Act;
  - (b) identify and conduct risk assessments of fire hazards within the local government;
  - (c) perform duties prescribed by the Act and authorised by the local government;
  - (d) may take overall control of fire suppression activities or operational incidents where the local government is the Controlling Agency;
  - (e) maintain a personal incident diary to include a record of events and decisions during an incident;
  - (f) conduct brigade briefings and post incident analysis of any incident involving fire fighting or management issues.
  - (g) provide advice and guidance and assist in Brigade management to effect improvements to fire management in the area.
  - (h) carry out normal brigade activities
  - (i) ensure conduct of members is in accordance with the Code of Conduct.

## **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) The Brigade should appoint a minimum of two (2) Lieutenants. Additional Lieutenants may be appointed according to the needs of the Brigade. If operational circumstances require the number of Lieutenants for a brigade to be more than four (4), as decided by the Brigade Executive Committee, a request is to be submitted in writing or email to the CBFCO for endorsement.
- (3) The brigade must rank all Lieutenants numerically according to seniority including length of service and relevant skills.
- (4) Duties and responsibilities of a Lieutenant include—
  - (a) provide support to the Captain and assist with the operational management of the brigade;
  - (b) in the absence of the Captain administer all powers and responsibilities of the Act (Part IV Section 44(1));
  - (c) command and manage members during emergencies and other brigade related incidents and activities;

- (d) maintain a personal incident diary with a record of events that occur during all incidents if assuming the role of the most Senior Officer;
- (e) in the absence of a more Senior Officer, conduct brigade briefings and post incident analysis of any incident involving fire fighting or management issues;
- (f) encourage positive interaction and teamwork between members;
- (g) ensure Bush Fire Operating Procedures are adhered to at brigade activities;
- (h) to endeavour to ensure active members engaged in brigade activities are allocated tasks relevant to their competencies;
- (i) work cohesively with the Brigade Training Officer to conduct training activities for active members;
- (j) to ensure the behaviour of members is in accordance with the Code of Conduct.

#### **4. Chairman**

- (1) The Chairman of the Brigade shall be elected at the Annual General Meeting of the Brigade, or a Special Meeting of the Brigade held for that purpose.
- (2) The Chairman shall be elected by a majority of the members present at the meeting, subject to sufficient members of the meeting being present to constitute a quorum.
- (3) 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.
- (4) The position reports to the Captain and FCO's on administrative matters pertinent to the brigade. In the absence of the Chairman, the members of the Brigade present shall elect one of the members present to deputise as Chairman for the duration of that meeting.
- (5) The Chairman shall perform the following functions—
  - (a) preside over all brigade meetings;
  - (b) ensure meeting procedure and protocol is maintained;
  - (c) promote the aims and objectives of the brigade where possible;
  - (d) advise the brigade on administrative matters;
  - (e) report brigade matters to the Captain and FCO's;
  - (f) promote open fair discussion during debate in relation to brigade matters; and
  - (g) ensure minutes of meetings are signed and dated by the Chairman.

#### **5. Secretary**

- (1) 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.
- (2) The position reports to the Chairman on administrative matters relevant to the brigade. This position may be held in conjunction with the Treasurer position.
- (3) The Secretary shall perform the following functions—
  - (a) Ensure members receive notification of brigade meetings in accordance with Council Policy – Meetings of Brigades,
  - (b) Where deemed appropriate, prepare an agenda for brigade meetings and distribute to members prior to meetings;
  - (c) Ensure minutes of brigade meetings are recorded and where ever possible, distributed to all members prior to next meeting;
  - (d) Document and record all brigade correspondence;
  - (e) Ensure brigade information is disseminated to all listed members;
  - (f) Make available circulars and other information to members;

- (g) Work cohesively with local government management and administration staff on matters relevant to brigade administration.
- (h) Maintain a register of Brigade Members

## **6. Treasurer**

- (1) 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 operational position held within the brigade.
- (2) The position reports to the Chairman on financial matters relevant to the brigade. This position may be held in conjunction with the Secretary position.
- (3) The Treasurer shall perform the following functions—
  - (a) Manage financial affairs including budgets of the brigade;
  - (b) Maintain brigade financial records and provide detailed reports of income and expenditure at meetings;
  - (c) Work cohesively with the City of Busselton on matters pertinent to brigade financial matters, including providing copies of financial statements when requested.

## **7. 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. The Office is expected to maintain a sound knowledge of the Competencies required by members.
- (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.

## **8. Brigade Equipment Officer**

- (1) The role of the Brigade Equipment Officer is to manage brigade property, fleet vehicles, general equipment and stock levels of personal protective equipment. The position is not required to perform active operational duties but may be able to demonstrate a degree of knowledge of brigade equipment. The position may be inclusive to an operational position held within the brigade.
- (2) The equipment officer shall perform the following functions—
  - (a) Manage brigade equipment and maintain a register of all assets;
  - (b) Coordinate and record maintenance of brigade equipment;
  - (c) Report all damage of brigade equipment or property to the FCO's and Captain immediately;
  - (d) Manage brigade requests for replacement items and equipment; and

- (e) Compile documentation of replacement items and submit to the Captain and FCO's and CBFCO.

Policy Reference No. – 036

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 -

| <b>Council Resolution</b> | <b>Date</b>    | <b>Information</b>                  |
|---------------------------|----------------|-------------------------------------|
| C1508/216                 | 12 August,2015 | Date of implementation<br>Version 1 |