



**LOCAL GOVERNMENT ACT 1995**

**BUSH FIRE BRIGADE LOCAL LAW 2000**

21 November 2000

## Table of Contents

	Page
<b>PART 1 – PRELIMINARY .....</b>	<b>1</b>
SHORT TITLE.....	1
COMMENCEMENT .....	1
APPLICATION.....	1
CONTENT AND INTENT.....	1
REPEAL.....	1
INTERPRETATION.....	1
<b>PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES.....</b>	<b>2</b>
<b>DIVISION 1 – ESTABLISHMENT OF A BUSH FIRE BRIGADE .....</b>	<b>2</b>
ESTABLISHMENT OF A BUSH FIRE BRIGADE.....	2
NAME AND OFFICERS OF BUSH FIRE BRIGADE .....	2
<b>DIVISION 2 – COMMAND AT A FIRE .....</b>	<b>3</b>
SENIORITY OF PERSONNEL .....	3
RULES.....	3
VARIATION OF RULES.....	3
EXISTING BUSH FIRE BRIGADES.....	4
<b>DIVISION 5 – DISSOLUTION OF A BUSH FIRE BRIGADE.....</b>	<b>4</b>
DISSOLUTION OF A BUSH FIRE BRIGADE .....	4
NEW ARRANGEMENT AFTER DISSOLUTION.....	4
<b>PART 3 – ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES.....</b>	<b>4</b>
<b>DIVISION 1 – LOCAL GOVERNMENT RESPONSIBILITY .....</b>	<b>4</b>
LOCAL GOVERNMENT RESPONSIBILITY .....	4
OFFICERS TO BE SUPPLIED WITH THE ACT .....	4
<b>DIVISION 2 – CHIEF BUSH FIRE CONTROL OFFICER .....</b>	<b>5</b>
MANAGERIAL ROLE OF CHIEF BUSH FIRE CONTROL OFFICER.....	5
CHIEF BUSH FIRE CONTROL OFFICER MAY ATTEND MEETINGS.....	5
DUTIES OF CHIEF FIRE CONTROL OFFICER.....	5
HOLDING OF ANNUAL GENERAL MEETING.....	5
NOMINATION OF BUSH FIRE BRIGADE DELEGATES TO BUSH FIRE ADVISORY COMMITTEE .....	5
BUSH FIRE ADVISORY COMMITTEE ADVISORY MEMBERS .....	6
NOMINATION OF BUSH FIRE CONTROL OFFICER TO THE LOCAL GOVERNMENT .....	6
MINUTES TO BE TABLED BEFORE THE BUSH FIRE ADVISORY COMMITTEE .....	6
<b>DIVISION 4 – BUSH FIRE ADVISORY COMMITTEE.....</b>	<b>6</b>
FUNCTIONS OF ADVISORY COMMITTEE.....	6
ADVISORY COMMITTEE TO NOMINATE BUSH FIRE CONTROL OFFICERS .....	6
LOCAL GOVERNMENT TO HAVE REGARD TO NOMINEES .....	6
ADVISORY COMMITTEE TO CONSIDER BUSH FIRE BRIGADE MOTIONS.....	6
<b>PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP .....</b>	<b>7</b>

**DIVISION 1 – MEMBERSHIP ..... 7**  
    TYPES OF MEMBERSHIP OF BUSH FIRE BRIGADES ..... 7  
    FIRE FIGHTING MEMBERS ..... 7  
    ASSOCIATE MEMBER..... 7  
    CADET MEMBERS..... 7  
    HONORARY LIFE MEMBER..... 7  
    NOTIFICATION OF MEMBERSHIP ..... 8  
**PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS ..... 8**  
    RULES TO GOVERN ..... 8  
**PART 6 – EQUIPMENT OF BUSH FIRE BRIGADES ..... 8**  
    POLICIES OF LOCAL GOVERNMENT ..... 8  
    EQUIPMENT IN BRIGADE AREA ..... 8  
    FUNDING FROM LOCAL GOVERNMENT BUDGET ..... 8  
    CONSIDERATION IN THE LOCAL GOVERNMENT BUDGET ..... 8

## **BUSH FIRES ACT 1954**

### **BUSH FIRE BRIGADE LOCAL LAW 2000**

In pursuant to the powers under the Bush Fires Act 1954 and all other powers enabling it, the Council of the City of Cockburn hereby records having resolved on the 21 November 2000 to make the following local law.

#### **PART 1 – PRELIMINARY**

##### **Short Title**

1. This local law may be cited as the City of Cockburn Bush Fire Brigades Local Law 2000.

##### **Commencement**

2. This local law comes into operation on the fourteenth day after the day on which it is published in the Government Gazette.

##### **Application**

3. This local law shall apply to the whole of the district.

##### **Content and Intent**

4. The purpose and effect of this local law is to provide for the regulation, control and management of Bush Fire Brigades within the district.

##### **Repeal**

5. The By-laws Relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades adopted by Council on the 13 July 1982 and published in the Government Gazette on 24 September 1982, are repealed.

##### **Interpretation**

6. In this local law, unless the context otherwise requires:

“**Act**” means the Bush Fire Act 1954;

“**Authority**” means the Fire and Emergency Services Authority of Western Australia established by section 4 of the Fire and Emergency Services Authority of Western Australia Act 1998;

“**brigade area**” is defined in section 8 (1) (b);

“**brigade member**” means a fire fighting member, associate member or a cadet member of a bush fire brigade;

**“brigade officer”** means a person holding a position referred to in section 8 (1) (c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

**“Bush Fire Advisory Committee”** means the persons appointed to a bush fire advisory committee in accordance with section 67 of the Act;

**“bush fire brigade”** has the same meaning as given to it by the Act;

**“Bush Fire Operating Procedures”** means the Bush Fire Operating Procedures adopted by the local government;

**“Council”** means the Council of the City of Cockburn;

**“fire fighting member”** is defined in section 30;

**“local government”** means the City of Cockburn;

**“normal brigade activities”** has the same meaning given to it in the Act;

**“Regulations”** means Regulations made under the Act;

**“Rules”** means the Rules Governing the Operation of Bush Fire Brigades as adopted by Council.

## **PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES**

### **Division 1 – Establishment of a Bush Fire Brigade**

#### **Establishment of a Bush Fire Brigade**

7. (1) The local government may by resolution establish, maintain and equip a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the decision of the local government in accordance with subsection (1).

#### **Name and Officers of Bush Fire Brigade**

8. (1) On establishing a bush fire brigade in accordance with section 7 (1) the local government is to:
  - (a) name the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities; and
  - (c) appoint the following officers to the brigade:
    - (i) a Captain;
    - (ii) a First Lieutenant;
    - (iii) a Second Lieutenant;

- (iv) an Equipment /Logistics Officer;
  - (v) a Training Co-ordinator or Officer;
  - (vi) a Administrative Officer/Secretary;
  - (vii) a Treasurer;
- (2) When considering the appointment of persons to the positions in subsection (1) (c), the local government is to have regard to the qualifications and experience, which may be required to fill each position.
  - (3) A person appointed to a position mentioned in subsection (1) (c) is to be taken to be a brigade member.
  - (4) The appointments referred to subsection (1) (c) expire at the completion of the first annual general meeting of the bush fire brigade.
  - (5) If a position referred to in subsection (1) (c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subsection (2).

## **Division 2 – Command at a Fire**

### **Seniority of Personnel**

9. (1) Where in accordance with the Act and the Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the First Lieutenant, and in the absence of the First Lieutenant, the Second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

## **Division 3 – Application of Rules to a Bush Fire Brigade**

### **Rules**

10. (1) The Rules made under this local law by Council govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules.

### **Variation of Rules**

11. (1) The local government may vary the Rules in their application to all bush fire brigades or in respect of a particular bush fire brigade.
- (2) The Rules, as varied, have effect on and from the date of a decision under subsection (1).
- (3) The local government is to notify a bush fire brigade of any variation to the Rules as soon as practicable after making a decision under subsection (1).

#### **Division 4 - Transitional**

##### **Existing Bush Fire Brigades**

12. Where a local government has established a bush fire brigade prior to the commencement date of this local law, then on and from the commencement day:
  - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
  - (b) the provisions of this local law apply to bush fire brigade save for section 8; and
  - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.

#### **Division 5 – Dissolution of a Bush Fire Brigade**

##### **Dissolution of a Bush Fire Brigade**

13. In accordance with section 41 (3) of the Act, the local government may cancel the registration of a bush fire brigade if the need arises due to the extension of the metropolitan fire district, or if Council is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

##### **New Arrangement After Dissolution**

14. If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

### **PART 3 – ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

#### **Division 1 – Local Government Responsibility**

##### **Local Government Responsibility**

15. The local government is to maintain and equip the bush fire brigade.

##### **Officers to be Supplied with the Act**

16. The local government is to supply each brigade Captain with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigades officers' functions, and any amendments which are made thereto from time to time.

## **Division 2 – Chief Bush Fire Control Officer**

### **Managerial Role of Chief Bush Fire Control Officer**

17. Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

### **Chief Bush Fire Control Officer may Attend Meetings**

18. The Chief Bush Fire Control Officer or his or her nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

### **Duties of Chief Fire Control Officer**

19. The duties of the Chief Bush Fire Control Officer include:
  - (a) providing leadership to volunteer bush fire brigades;
  - (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
  - (c) liaising with the local government concerning fire prevention and suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers; and
  - (d) ensuring that bush fire brigades members are registered with the local government and that lists of brigade members are maintained.

## **Division 3 – Annual General meetings of Bush Fire Brigades**

### **Holding of Annual General Meeting**

20. A bush fire brigade is to hold its annual general meeting during the month of April/May each year.

### **Nomination of Bush Fire Brigade Delegates to Bush Fire Advisory Committee**

21. Members of Brigades shall appoint two members annually to represent their respective Brigade on the City of Cockburn Bush Fire Advisory Committee and those members appointed shall be entitled to have voting rights on the Committee. Brigades shall appoint a proxy member for each member for attendance should one or both the elected representatives are unable to attend such meetings.



### **Bush Fire Advisory Committee Advisory Members**

22. A nominated officer from the Department of Conservation and Land Management, the Fire and Emergency Services Authority and the Bush Fire Service shall be entitled to representation on the Bush Fire Advisory Committee in an advisory capacity and having no voting rights.

### **Nomination of Bush Fire Control Officer to the Local Government**

23. If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to recommend two brigade members, with the minimum qualifications and experience required to perform the role as set by the local government, to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

### **Minutes to be Tabled before the Bush Fire Advisory Committee**

24. (1) The Administrative Officer/Secretary is to forward a copy of the minutes of all meetings to the bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control is to table the minutes of a bush fire brigade's meetings at the next meeting of the:
- (a) Bush Fire Advisory Committee; or
  - (b) the local government if there is no Bush Fire Advisory Committee,
- following their receipt under subsection (1).

## **Division 4 – Bush Fire Advisory Committee**

### **Functions of Advisory Committee**

25. The Bush Fire Advisory Committee is to have the functions as set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

### **Advisory Committee to Nominate Bush Fire Control Officers**

26. As soon practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to recommend to the local government from the persons nominated by each bush fire brigade a person for the position(s) of a bush fire control officer for the brigade area.

### **Local Government to Have Regard to Nominees**

27. When considering persons for the position of a bush fire control officer, the Council is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

### **Advisory Committee to Consider Bush Fire Brigade Motions**

28. The Bush Fire Advisory Committee is to make recommendations to the Council on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

## **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

### **Division 1 – Membership**

#### **Types of Membership of Bush Fire Brigades**

29. The membership of a bush fire brigade consists of the following:
- (a) fire fighting members;
  - (b) associate members;
  - (c) cadet members; and
  - (d) honorary life members.

#### **Fire Fighting Members**

30. Fire fighting members are those persons being at least 15 years of age who undertake all normal bush fire brigade activities.

#### **Associate Member**

31. Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

#### **Cadet Members**

32. Cadet members are:
- (a) to be age 12 to 15 years;
  - (b) to be admitted to membership only with the written consent of their parent or guardian;
  - (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
  - (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
  - (e) ineligible to vote at bush fire brigade meetings;
  - (f) not to be assigned ranks under the Authority's rank structure.

#### **Honorary Life Member**

33. (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be paid by an honorary life member.

#### **Notification of Membership**

34. No later than 31 May in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

### **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

#### **Rules to Govern**

35. The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

### **PART 6 – EQUIPMENT OF BUSH FIRE BRIGADES**

#### **Policies of Local Government**

36. The local government may make policies under which it:
- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
  - (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

#### **Equipment in Brigade Area**

37. Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

#### **Funding from Local Government Budget**

38. A request to the local government from the bush fire brigade for funding of protective clothing, equipment and appliances needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

#### **Consideration in the Local Government Budget**

39. The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

Dated this 21 day of November 2000.

The Common Seal of the City of Cockburn  
Was hereunto affixed in the presence of:

.....  
Julian Donaldson – Commissioner

.....  
R W Brown - Chief Executive Officer