

By-law relating to the establishment, maintenance and equipment of Bush Fire Brigades 1993

In pursuance of the power conferred upon it by the abovementioned Act, the Council of the abovementioned Municipality hereby records having resolved on the 3rd March, 1992 to make and submit for confirmation by the Governor By-laws relating to the establishment, maintenance and equipment of the Bush Fire Brigades of the Shire of Brookton.

1. The By-laws relating to the establishment, maintenance and equipment of Bush Fire Brigades for the Municipal District or any part of the Municipal District of Brookton gazetted on March 1, 1940 and as amended in the *Government Gazette* on April 30, 1943 are hereby repealed.

2. Bush Fire Brigades

2.1 Establishment of Brigades

a. By resolution, the Council may establish, maintain and equip a Bush Fire Brigade under the provisions of the Bush Fires Act 1954 as amended, and Regulations thereunder. The Brigade shall be formed in accordance with these By-laws and a name shall be given to the Brigade. Details of the Bush Fire Brigade shall be held by the Council.

b. A Bush Fire Brigade may be established for the whole of the Shire of any specified area thereof.

2.2 Appointment of Officers

Each Brigade shall hold an Annual General Meeting at which a Captain, First Lieutenant, Second Lieutenant, and such additional Lieutenants as deemed necessary, Equipment Officer, Secretary and Treasurer shall be elected. The Council shall be notified annually of the names of officers by way of "Form 12" contained in the second schedule of these By-laws.

2.3 Duties of Officers

Duties of all Brigade officers and Members shall be as detailed in the provisions of the Bush Fires Act 1954 and amended.

a. Captains and Lieutenants

The Captain shall have full control over the members of the brigade whilst engaged in firefighting and shall issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the 1st Lieutenant, the 2nd Lieutenant or Senior Officer of the Brigade present at the fire, shall exercise all the powers and duties of the Brigade Captain.

b. Secretary and/or Treasurer

Shall be responsible for administration in accordance with section 2.5 of these By-laws.

c. Equipment Officer

The Equipment Officer shall be responsible for the custody and maintenance in good order and condition of all equipment and appliances acquired by the Council for the purpose of the Brigade. The equipment shall be kept at a depot approved by the Brigade captain where, if possible, fire units can easily be called upon. If there is more than one such depot in the area, the equipment officer shall appoint at each depot a person to look after the equipment and have it ready for immediate use when required.

2.4 Brigade Membership

a. The membership of the Bush Fire Brigade consists of firefighting members.

b. Firefighting members shall be those person being members of either sex and being 15 years of age and over, and willing to render service when possible at any bush fire and who sign an undertaking in the form contained in the First Schedule of these By-laws.

c. the enrolment of persons as firefighting members shall in every case, be subject to the approval of the Council.

2.5 Administration Responsibilities

a. Meetings

- i. Brigade meetings shall be held as required, with a minimum quorum of 3 Brigade members to be present. The Council's Bush Fire Control Officer shall table the minutes of the meeting at the next following fire Advisory Committee Meeting.
- ii. An Officer of the Council may be present at any meeting of a Bush Fire Brigade.
- iii. The Brigade Secretary shall provide the Shire Clerk with advice of meetings at least seven days prior to the date of the meeting.

b. Membership

The Brigade Secretary shall maintain a register of all members and resignations of such members from the Brigade.

c. Secretary and/or Treasurer

Is responsible for all Brigade Administration matters which will include the following-

- i. Taking of Brigade Minutes
- ii. Maintaining Brigade Membership records.
- iii. Detailing revenue from all sources and expenditure made by the Brigades.
- iv. Receiving and answering correspondence as necessary.

3. Bush Fire Control Officers

3.1 Appointment

- a. At the Annual General Meeting of each Bush Fire Brigade, one brigade member may be nominated to the Bush Fire Advisory Committee to serve as the Fire Control Officer until the next following Annual General Meeting.
- b. The Council may appoint Bush Fire Control Officers in accordance with section 38 of the Bush Fires Act 1954 and such officers shall be issued with a Certificate of Appointment by the Council.
- c. At a meeting of the Bush Fires Advisory Committee, the delegates present shall nominate to Council the names of Officers to the positions of Bush Fire Control Officers and Fire Weather Officer and Deputy.

3.2 Powers

The Council retains the express authority to appoint, determine and restrict the Powers of Bush Fire Control Officers. Such appointment will be in accordance with the requirements of the district and may prescribe an area over which the Bush Fire Control Officer shall have jurisdiction. Each Fire Control Officer so appointed shall be supplied with a copy of the Act and Regulations.

4. Finance

The expenditure incurred by Council in the purchase of equipment, payment for services and generally for the purpose of the Act, shall be a charge on the ordinary revenue of the Council and records of such expenditure shall be maintained in accordance with municipal audit requirements.

First Schedule

FORM OF ENROLMENT-FIRE FIGHTING MEMBER

I, _____ the undersigned hereby make application to be enrolled as a fire fighting member of the _____ Bush Fire Brigade.

My private address is: _____

My business address is: _____

I can be contacted by Telephone No: _____

I hereby declare that I am over _____ years of age and in good health.

On enrolment as a fire fighting member, I hereby undertake:

- 1. To promote the objects of the Brigade as far as shall in my power.
- 2. To be governed by the provisions of the constitution, such By-laws and Regulations as may from time to time be made thereunder.
- 3. To use my best endeavour to give assistance in firefighting measures when called upon on such occasions to obey all orders and instructions issued by duly authorised officers of the Brigade.

Applicants Signature: _____

Date: _____

(Detach This Portion)

Please list here any firefighting equipment owned by you.

Council/Brigade Secretary to retain this Portion.

Second Schedule
Form 12
BUSH FIRES ACT 1954
REGULATION 41
REGISTER OF BUSH FIRE BRIGADES

Registration Date _____

Shire/Town of _____ Bush Fire Brigade

Captain _____

Lieutenants:

1. _____

2. _____

3. _____

4. _____

Equipment Officer _____

Treasurer _____

Secretary _____

Signature _____

Shire Clerk.

Dated this 25th day of March 1993.

The Common Seal of the Shire of Brookton was hereunto affixed in the presence of-

GEOFF MATTHEWS, President.

IAN CURLEY, Shire Clerk.

Recommended-

R. L. WIESE, Minister for Emergency Services.

Approved by His Excellency the Governor in Executive Council this 25th day of May 1993.

D. G. BLIGHT, Clerk of the Council.