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BUSH FIRES ACT 1954  
LOCAL GOVERNMENT ACT 1995

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**TOWN OF PORT HEDLAND**

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**BUSH FIRE BRIGADES  
LOCAL LAW 2017**



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TOWN OF PORT HEDLAND

**BUSH FIRE BRIGADES LOCAL LAW 2017**

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**BUSH FIRES ACT 1954  
LOCAL GOVERNMENT ACT 1995**

TOWN OF PORT HEDLAND

**BUSH FIRE BRIGADES LOCAL LAW 2017**

Under the powers conferred by the *Bush Fires Act 1954*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Town of Port Hedland resolved on 22 March 2017 to make the following local law.

**PART 1—PRELIMINARY**

**1.1 Citation**

This local law may be cited as the *Town of Port Hedland Bush Fire Brigades Local Law 2017*.

**1.2 Commencement**

This local law will come into operation 14 days after its publication in the *Government Gazette*.

**1.3 Application**

This local law applies throughout the district.

**1.4 Interpretations**

In this local law unless the context otherwise requires—

*Act* means the *Bush Fires Act 1954*;

*brigade area* has the meaning given in clause 2.2(b);

*brigade member* means a volunteer fire fighter of a bush fire brigade;

*Brigade Officer* means a person holding a position referred to in clause 5.5 (1)(a), irrespective of method of appointment to the position;

*bush fire brigade* has the meaning given in section 7 of the Act;

*Bush Fire Control Officer* means a person appointed to that office by the local government;

*bush fire operating procedures* means the bush fire operating procedures as may be adopted by the local government and amended from time to time;

*Captain* means the person holding or acting in that position in a bush fire brigade;

*CBFCO* means the Chief Bush Fire Control Officer;

*CEO* means the Chief Executive Officer of the local government;

*Council* means the council of the local government;

*DCBFCO* means Deputy Chief Bush Fire Control Officer

*DFES* means the Department of Fire and Emergency Services;

*district* means the district of the local government;

*firefighting activities* means all normal brigade activities relating to a live bush fire which is active in the district, and includes burning off, creating fire breaks and other methods for the control of bush fires;

*Lieutenant* means the person holding that position in a bush fire brigade;

*local government* means the Town of Port Hedland;

*normal brigade activities* has the meaning given in section 35A of the Act;

*regulations* means regulations made under the Act; and

*volunteer fire fighter* has the meaning given in section 35A of the Act.

**PART 2—ESTABLISHMENT OF BUSH FIRE BRIGADES**

**2.1 Establishment of a bush fire brigade**

(1) The local government may establish 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 local government's decision under subclause (1).

### **2.2 Name and area of bush fire brigade**

On establishing a bush fire brigade under clause 2.1(1) the local government is to—

- (a) Give a name to the bush fire brigade;
- (b) Specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities.

### **2.3 Objects of bush fire brigades**

The objects of the bush fire brigade are to carry out—

- (a) The normal brigade activities; and
- (b) The functions of the bush fire brigade which are specified in the Act, the regulations and the local law.

### **2.4 Chain of command during firefighting activities**

(1) Subject to the Act, the chain of command to apply during firefighting activities is—

- (a) Bush Fire Control Officers in order of seniority;
- (b) Brigade Officers in order of seniority; and
- (c) All other volunteer fire fighters.

(2) The person in command 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, and may exercise all the powers and duties provided for by the Act.

### **2.5 Existing bush fire brigades**

A bush fire brigade established prior to the day on which this local law comes into operation—

- (a) 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 the bush fire brigade save for clause 2.1; and
- (c) Any rules governing the operation of the bush fire brigade are repealed and substituted with the provisions of this local law.

### **2.6 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, or is not achieving the objectives for which it was established.

### **2.7 New arrangement after dissolution**

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 OF BUSH FIRE BRIGADES**

### **3.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

### **3.2 Appointment of Bush Fire Control Officers**

- (1) The local government may appoint Bush Fire Control Officers in their absolute discretion, and apply conditions as considered appropriate.
- (2) Where only one person is appointed as a Bush Fire Control Officer, that person is a CBFCO for the purposes of this local law.
- (3) Where more than one person is appointed as a Bush Fire Control Officer, the local government shall determine seniority as CBFCO, DCBFCO, and further seniority as is considered appropriate.
- (4) When considering the appointment of a person as a Bush Fire Control Officer, the local government is to have regard to the qualifications and experience which may be advisable to fill the position.

### **3.3 Training of officers**

- (1) The local government is to supply each Bush Fire Control Officer and Brigade Officer with a copy of the Act, the regulations, any bush fire operating procedures adopted, this local law and any other written laws which may be relevant to the performance of the Brigade Officers' functions, and any amendments made from time to time.
- (2) Bush Fire Control Officers are to complete accredited bush fire training within 12 months of appointment, unless a course has been completed within the 4 years prior to appointment as a Bush Fire Control Officer.
- (3) Bush Fire Control Officers are required to complete a refresher training course at least once every 5 years.

### 3.4 Managerial role of CBFCO

Subject to any directions by the local government the CBFCO has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

### 3.5 Duties of CBFCO and Captain

The duties of the CBFCO, DCBFCO and Captain include—

- (a) To provide leadership to bush fire brigades;
- (b) To monitor bush fire brigades' resourcing, equipment and training levels;
- (c) To liaise with the local government concerning fire prevention or 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;
- (d) To ensure that lists of brigade members are maintained; and
- (e) To report to the local government not later than 31 March each year, for consideration and appropriate provision being made in the next local government budget, the status of a bush fire brigade's—
  - (i) Training and readiness;
  - (ii) Protective clothing;
  - (iii) Equipment; and
  - (iv) Vehicles and appliances.

### 3.6 CBFCO may act as Captain

In the absence of a person elected as the Captain of a bush fire brigade, or in order of seniority, willing to act in that position until a meeting of the bush fire brigade is held, the CBFCO may act as Captain until a meeting of the bush fire brigade is held and a person is elected to the position.

## PART 4—MEMBERSHIP

### 4.1 Types of membership of bush fire brigade

- (1) The membership of a bush fire brigade consists of volunteer fire fighters.
- (2) Registration as a volunteer fire fighter does not commit the person to participating in all normal brigade activities.

### 4.2 Membership applications

- (1) An application for membership of a bush fire brigade as a volunteer fire fighter is to be made in writing in the form determined by DFES.
- (2) The decision on an application for admission of member, with or without conditions or restrictions, may be made by—
  - (a) Either the Captain or CBFCO; jointly with
  - (b) Either the CEO or local government president.
- (3) DFES is to be notified of acceptance of an application, and provided with a copy of the application.

### 4.3 Membership—review, refusal, suspension or termination

- (1) No later than 31 March in each year, the Captain is to review the membership and report to the CEO the name and contact details of each brigade member.
- (2) If circumstances warrant, membership of the bush fire brigade may be refused or suspended at any time for a period considered appropriate in the opinion of—
  - (a) Either the Captain or CBFCO, or
  - (b) Either the CEO or Mayor.
- (3) Membership of the bush fire brigade terminates if the member—
  - (a) Dies;
  - (b) Gives written notice of resignation to the Captain or CEO;
  - (c) Is permanently incapacitated by mental or physical ill-health in the opinion of—
    - (i) Either the Captain; jointly with
    - (ii) Either the CEO or Mayor; or
  - (d) Has been removed from the membership list as being no longer resident, or for other sufficient reason in the opinion of—
    - (i) Either the Captain; jointly with
    - (ii) Either the CEO or Mayor.
- (4) Where a decision under subclause (2), (3)(c) or (3)(d) is unable to be agreed, the matter is to be referred to Council, whose decision shall be final.
- (5) Members are eligible to reapply where membership has ceased for any reason.
- (6) DFES is to be notified of the outcome of review of membership.

**4.4 Member has right to review**

A brigade member may appeal to the Council, whose decision shall be final, any—

- (a) Refusal of membership;
- (b) Suspension of membership; or
- (c) Termination of membership.

**4.5 Existing liabilities to continue**

The resignation, suspension or termination of a member under clause 4.3 does not affect any liability of the brigade member arising prior to the date of resignation, suspension or termination of membership.

**4.6 Disagreements**

- (1) Any disagreement between brigade members regarding normal brigade activities may be referred to the Captain.
- (2) Where a disagreement in subclause (1) is considered by the Captain to be of importance to the interests of the bush fire brigade, then the Captain is to refer the disagreement to the CEO.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

**PART 5—MEETINGS****5.1 Holding of meetings**

- (1) A bush fire brigade is to hold a meeting at least annually between 1 April and 30 June.
- (2) The person presiding at bush fire brigade meetings shall be the senior most Brigade Officer in attendance, or if of equal seniority, selected by the members then present.
- (3) Notice of all meetings of a brigade is to be given to the local government and to DFES.

**5.2 Calling of meetings**

- (1) Meetings may be called at any time by giving at least 7 days notice to all brigade members, by—
  - (a) The Captain;
  - (b) The CEO; or
  - (c) Sufficient number of members to constitute a quorum of a meeting.
- (2) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

**5.3 Quorum at meetings**

- (1) The quorum for a meeting of a bush fire brigade is—
  - (a) Where membership is 3 or less—100% of members;
  - (b) Where membership is 4 or more, but less than 8—3 members;
  - (c) Where membership is 8 or more, but less than 12—4 members;
  - (d) Where membership is 12 or more, but less than 20—5 members; or
  - (e) Where membership is 20 or more— 25% of members.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person.
- (3) Should a quorum not be present, all matters requiring urgent decision are to be referred to the CEO for decision.
- (4) If a meeting ceases to have a quorum at any time, the presiding member is to immediately—
  - (a) Close the meeting; or
  - (b) Adjourn the meeting for not more than 30 minutes, after which the meeting is to be closed if a quorum is not achieved within that time.

**5.4 Voting at meetings**

- (1) Each brigade member is to have one vote.
- (2) In the event of an equality of votes, the person presiding may exercise a casting vote.
- (3) All decisions of the meeting are to be made by majority of the members then present at the meeting.
- (4) Proxy voting is not permitted.

**5.5 Business of meetings**

- (1) The business of bush fire brigade meetings is—
  - (a) At the first brigade meeting held in accordance with clause 5.1(1), elect—
    - (i) a Captain;
    - (ii) First Lieutenant;
    - (iii) Second Lieutenant; and
    - (iv) any additional officers as necessary for the effective management of normal brigade activities;



- (b) where a vacancy has occurred in a position elected under subclause (1)(a), elect persons to the positions necessary;
  - (c) to consider the nomination of persons to the local government for appointment as Bush Fire Control Officers by the local government;
  - (d) to arrange for normal brigade activities as authorised by the Act or by the local government;
  - (e) to discuss any matter considered appropriate; and
  - (f) to make recommendations to the local government for endorsement prior to implementation.
- (2) When considering the appointment of persons to the positions of Captain, Lieutenant or other position, the brigade members are to have regard to the qualifications and experience which may be advisable to fill each position.

#### **5.6 Minutes of meetings**

Within 10 business days of a meeting of a bush fire brigade, the Captain is to ensure that minutes of each meeting of the brigade are—

- (a) Available on request to brigade members; and
- (b) Sent to the local government and to DFES.

### **PART 6—GENERAL**

#### **6.1 Administration**

All administrative matters of a bush fire brigade are to be managed by the local government.

#### **6.2 Finances**

All financial matters of a bush fire brigade are to be managed by the local government.

#### **6.3 Equipment**

All equipment purchased by the local government is the property of, and shall be insured by, the local government.

#### **6.4 Consideration in the local government budget**

In addition to funding made available through emergency services grants, the local government may provide further funding depending upon the assessment of budget priorities for the year in question.

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Dated: 3 April 2017.

The common seal of the Town of Port Hedland was affixed by authority of a resolution of the Council in the presence of—

C. BLANCO, Mayor.  
D. PENTZ, Chief Executive Officer.

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