



# Recruitment Pack





# Volunteer Bush Fire Brigade Recruitment Pack

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Legislative Framework		
<b>Acts</b>		<p><b><i>What we 'must', 'shall' or 'will' do.</i></b></p> <ul style="list-style-type: none"> <li>• Bush Fires Act 1954</li> <li>• Fire Brigades Act 1942</li> <li>• Fire and Emergency Services Act 1998</li> <li>• Conservation and Land Management Act 1984</li> <li>• Emergency Management Act 2005</li> </ul>
<b>Regulations</b>		<p><b><i>How we will do it.</i></b></p> <ul style="list-style-type: none"> <li>• Bush Fires Regulations 1954</li> </ul>
<p><b>State Hazard Plans</b> <i>Note: there are a number of State Hazard Plans.</i></p>		<p><b><i>Who does what.</i></b></p> <ul style="list-style-type: none"> <li>• State Hazard Plan – Fire</li> </ul>
<b>Local Laws</b>		<ul style="list-style-type: none"> <li>• Shire of Mundaring Bush Fire Brigade Local Law 2013</li> <li>• Shire of Mundaring Code of Conduct</li> <li>• Shire of Mundaring Bushfire Operating Procedures</li> </ul>



## Volunteer Bush Fire Brigade Useful Acronyms

<b>1.4 / 2.4 / 3.4 / 4.4 / 12.2</b>	Appliances (vehicles) The first number indicates how many thousand litres of water they carry and the second number indicates whether the vehicle is two or four wheel drive.
<b>AVL</b>	Automatic Vehicle Locator (DFES)
<b>BART</b>	Broadcast. Alert. Respond. Turnout. A digital toolkit App for first responders
<b>BFAC</b>	Bush Fire Advisory Committee (Shire + Brigades)
<b>BGU</b>	Brigade, Group or Unit
<b>BLT</b>	Brigade Leadership Team
<b>BOPs</b>	Bushfire Operating Procedures
<b>CBFCO</b>	Chief Bush Fire Control Officer
<b>CoC</b>	Code of Conduct
<b>COMCEN</b>	Communications Centre (9395 9209)
<b>COR</b>	Confirmation of Registration
<b>DCBFCO</b>	Deputy Chief Bush Fire Control Officer
<b>DEMC</b>	District Emergency Management Committee
<b>DFES</b>	Department of Fire and Emergency Services
<b>DRP</b>	Dispute Resolution Procedure
<b>eAcademy</b>	<i>DFES learning and training management system</i>
<b>EAP</b>	Employee Assistance Program
<b>FCO</b>	Fire Control Officer
<b>ICV</b>	Incident Control Vehicle
<b>IMT</b>	Incident Management Team
<b>LEMC</b>	Local Emergency Management Committee
<b>LT</b>	Light Tanker <i>(4WD Landcruiser with approximately 500litres of water)</i>
<b>PPC</b>	Personal Protective Clothing
<b>PPE</b>	Personal Protective Equipment
<b>PSP</b>	Peer Support Program
<b>SAPs</b>	Standard Administrative Procedures (DFES)
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	State Emergency Services
<b>SoM</b>	Shire of Mundaring
<b>SOPs</b>	Standard Operating Procedures (DFES)
<b>VBFB</b>	Volunteer Bush Fire Brigade
<b>VFES</b>	Volunteer Fire and Emergency Service
<b>VFRS</b>	Volunteer Fire and Rescue Service
<b>VMR</b>	Volunteer Marine Rescue
<b>Volunteer Hub</b>	<i>DFES portal for volunteers to share and find information</i>
<b>WebEOC</b>	<i>DFES online emergency management system</i>



## Volunteer Bush Fire Brigade Role Map

<b>Operational</b>
<ul style="list-style-type: none"><li>• Captain / Fire Control Officer</li><li>• Lieutenant</li><li>• Firefighter / Probationary Firefighter</li><li>• ICV Crew Member</li></ul>
<b>Non-operational</b>
<ul style="list-style-type: none"><li>• Equipment Officer</li><li>• Training Officer</li><li>• Uniform Officer</li><li>• Duty Officer</li></ul> <p>It is noted that non-operational roles can be considered operational in some Brigades.</p>
<b>Administrative</b>
<ul style="list-style-type: none"><li>• President / Chairperson</li><li>• Secretary</li><li>• Treasurer</li><li>• Community Engagement</li><li>• Communications (social media / promotions)</li><li>• Bushfire Ready</li><li>• Volunteer Coordinator</li></ul>
<b>Auxiliary</b>
<ul style="list-style-type: none"><li>• Catering</li><li>• Cleaning</li><li>• Fundraising</li><li>• Maintenance</li><li>• Social</li></ul>
<b>Brigade Leadership Team (BLT)</b>
<ul style="list-style-type: none"><li>• Captain</li><li>• Lieutenant/s</li><li>• Training Officer</li><li>• President / Chairperson</li><li>• Secretary</li><li>• Treasurer</li></ul>
<b>Additional Notes</b>
<ul style="list-style-type: none"><li>• Potential members need to be 16+ years (18+ for the ICV), with a smart phone and access to transport.</li><li>• It is a requirement for all members to provide a current National Police Certificate (at Shire's cost).</li><li>• Whilst Brigades operate all year round the busiest period for members is November to February.</li><li>• Members contribute to the safety of their community, along with having the opportunity to meet new people and be an integral part of a team.</li><li>• Training is provided along with the insurance cover and necessary protective equipment to enable members to perform their role safely and efficiently.</li></ul>



## Volunteer Bush Fire Brigade Recruitment Process

<b>Enquiry</b>
<ul style="list-style-type: none"> <li>• Via Shire, DFES or Brigade.</li> <li>• Invitation to meet at the Station.</li> </ul>
<b>Application</b>
<ul style="list-style-type: none"> <li>• Membership introduction and tour of Station.</li> <li>• Application paperwork completed, including National Police Clearance.</li> <li>• Application provided to Brigade Secretary.</li> </ul>
<b>Validation</b>
<ul style="list-style-type: none"> <li>• Applicant induction.</li> <li>• Applicant to attend Brigade activities (training, meeting, etc).</li> </ul>
<b>Process</b>
<ul style="list-style-type: none"> <li>• BLT to discuss the application for endorsement.</li> <li>• Application form sent to Shire.</li> <li>• Application form processed by Shire, and forwarded to DFES.</li> <li>• ID number issued to member.</li> <li>• PPE/C ordered by Brigade.</li> </ul>
<b>Training</b>
<ul style="list-style-type: none"> <li>• Member to undertake introductory training course/s (as applicable to role). <i>Bushfire Safety Awareness (2 days) + Firefighting Skills (2 days)</i></li> <li>• Member to participate in 2 x hazard reduction burns (as applicable to role, ie optional for Darling Range / ICV Crew).</li> </ul>
<b>Active Membership</b>
<ul style="list-style-type: none"> <li>• Member added to BART and relevant SMS list/s.</li> </ul>



Image: Brigade Diversity Wordcloud



## Volunteer Bush Fire Brigade Role Description

### Administrative

#### Position Overview

While the trucks and firefighters are the highly visible face of local operations, a Brigade's support framework is key to ensuring the smooth running of the Brigade and its operational readiness.

Brigades have varying "Administrative" positions available:

- Community Engagement
- Communications (social media / promotions)
- Bushfire Ready
- Volunteer Coordinator

Holders of these positions are not required to perform active operational duties.

#### Time Commitment

- 2+ hours per week, administration
- 2 hours, once a month, meeting

#### Key Skills

##### Community Engagement

- Strong interpersonal skills to effectively engage and collaborate with community members.
- Ability to organise and lead community events and campaigns.

##### Communications

- Proficiency in verbal and written communication to convey important information clearly and effectively.
- Ability to utilise various communication channels, including social media and traditional methods, to disseminate information.

##### Bushfire Ready

- Willingness to undertake Bushfire Ready Facilitator training in enable community engagement and promotion of the provided messages.

##### Volunteer Coordinator

- Understanding of volunteer recruitment, training, and retention strategies.
- Ability to work with volunteers to maximize their contributions and enhance their experience.



## Volunteer Bush Fire Brigade Role Description

### Auxiliary

#### Position Overview

While the trucks and firefighters are the highly visible face of local operations, a Brigade's support framework is key to ensuring the smooth running of the Brigade and its operational readiness.

Brigades have varying "Crew Support" positions available:

- Cleaning
- Maintenance
- Fundraising
- Social

Holders of these positions are not required to perform active operational duties.

#### Time Commitment

- 2+ hours per week, allocated tasks
- 2 hours, once a month, meeting

#### Key Skills

##### Cleaning

- Knowledge of cleaning techniques and equipment, including safe chemical handling.
- Attention to detail and ability to maintain a clean and organised environment.

##### Maintenance

- Basic 'general handyman' building maintenance experience.

##### Fundraising

- Excellent communication and networking skills to engage potential donors and sponsors.
- Ability to organise fundraising events and campaigns effectively.

##### Social

- Skills in event planning and coordination to organise Brigade social occasions.



## Volunteer Bush Fire Brigade Role Description

### Captain / Fire Control Officer

#### Position Overview

The Captain is responsible for the overall operational leadership and management of the Brigade.

They play a vital role in the safety of their local community through the development of an effective Brigade and overseeing of incidents.

#### Time Commitment

- 10+ hours per week, administration
- 2 hours, once a month, meeting
- Plus training
- Plus callouts

#### Key Skills

- **Leadership:** The ability to lead and inspire team members, providing guidance and mentorship to foster their development.
- **Crisis Management:** The capability to effectively manage and command firefighting activities during emergency incidents, ensuring the safety of all personnel and resources.
- **Incident Management:** Knowledge and implementation of incident control systems and management principles to ensure efficient handling of emergency situations.
- **Record-keeping:** Maintaining detailed and accurate records of events and decisions, including maintaining personal logbooks to document incident details.
- **Communication:** Effective communication skills to conduct Brigade briefings, post-incident analyses, and represent the Brigade at various meetings, ensuring clear and concise conveyance of information.
- **Training and Development:** Ensuring that Brigade members possess the necessary competencies, are up to date with training, and adhere to standard operating procedures.
- **Equipment Management:** Responsible management and maintenance of Brigade property and equipment to ensure readiness for emergency response.
- **Policy Implementation:** Ability to adopt policies on behalf of the Brigade, as recommended by relevant committees, and ensure members' conduct aligns with the Code of Conduct (CoC) and Dispute Resolution Procedure (DRP).
- **Reporting:** Prompt and accurate reporting of personnel injuries and vehicle damage to relevant authorities and management as required by protocols.
- **Strategic Planning:** Engaging in succession planning for Brigade officer positions and contributing to the development of hazard management plans within the Shire.



**Key Tasks**

- Demonstrate positive leadership and mentor members;
- Command, control and confidently manage firefighting activities at emergency incidents;
- Ensure incident control systems and management principles are implemented and maintained during all emergency incidents;
- Maintain a personal logbook with a record of events and decisions that occur at an incident;
- Conduct Brigade briefings and post-incident analysis of any incident involving firefighting or incident management issues;
- 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 standard operating procedures as adopted by the Shire;
- Undertake responsibility for the proper management and maintenance of Brigade property and equipment;
- Represent the Brigade on the BFAC and other meetings as required;
- Adopt policies on behalf of the Brigade as recommended by the BFAC;
- Ensure the conduct of members is in accordance with the CoC and DRP;
- Report all injuries of personnel or damage to fire fighting and support vehicles immediately to the DCBFCO, CBFCA and Shire Management; and
- Engage with members of the Brigade regarding succession planning for Brigade Officer Positions.

Duties and responsibilities of the FCO may include:

- Authorising and issuing permits for hazard reduction burns within the Shire in accordance with the Act;
- Developing Shire of Mundaring hazard management plans;
- Identifying and conducting risk assessments of fire hazards within the Shire;
- Performing duties prescribed by the Act and authorised by the Shire;
- Commanding and managing resources during a bushfire or hazard reduction burn; and
- Maintaining a personal logbook to include a record of events and decisions during an incident.



## Volunteer Bush Fire Brigade Role Description

### Equipment Officer / Uniform Officer

#### Position Overview

The Equipment Officer manages Brigade and personal equipment. A Brigade may divide the role into two roles, with one member managing Brigade equipment and another to manage personal equipment.

The position is not required to perform active operational duties but must demonstrate knowledge of Brigade equipment. The position may be held and exercised by a member who holds an additional position within the Brigade and shall report to the Captain on all matters pertaining to the Brigade and personal protective equipment and clothing.

#### Time Commitment

- 4+ hours per week, administration
- 2 hours, once a month, meeting

#### Key Skills

- Attention to Detail: To ensure accuracy and completeness of equipment records.
- Collaboration: Capability to work collaboratively with others.
- Communication: Clear and effective communication skills to report any damage to the Captain and relevant stakeholders, ensuring appropriate actions are taken promptly.
- Compliance: Understanding of and adherence to financial regulations and guidelines relevant to the Brigade's operations, ensuring that all financial activities align with the established policies and standards.
- Financial Management: Proficiency in managing the financial affairs of the Brigade, including budgeting, expenditure tracking, and financial planning.
- Organisation: Ability to coordinate and prioritise maintenance and repair tasks.
- Problem-Solving: Aptitude for identifying issues with equipment or property and developing effective solutions for maintenance, repair, or replacement needs.
- Record-keeping: Proficiency in maintaining accurate and up-to-date registers of Brigade assets and members' personal protective equipment (PPE/C), providing a comprehensive record of all equipment and resources.
- Reporting: Capability to provide detailed financial reports during meetings, summarising income and expenditure to ensure transparency and accountability.
- Time Management: Efficiently managing time and resources to coordinate maintenance, repairs, and replacement requests within specified timeframes.

#### Key Tasks

- Coordinate maintenance and repair of Brigade equipment;
- Maintain a register of all Brigade assets;
- Maintain a register of Brigade members' PPE/C;
- Report all Brigade equipment or property damage to the Captain as circumstantially appropriate; and
- Manage Brigade requests for replacement items and equipment.



## Volunteer Bush Fire Brigade Role Description

### Firefighter

#### Position Overview

Firefighters are trained to respond to bush fire incidents and participate in controlled burns.

#### Time Commitment

- 2+ hours per week
- 2 hours, once a month, meeting
- Plus training
- Plus callouts

#### Training Provided

- **Firefighting:** Understanding of firefighting techniques, equipment operation, and firefighting tactics to efficiently and safely combat fires.
- **First Aid:** Basic knowledge of first aid and medical procedures to provide initial medical assistance to individuals in emergency situations.

#### Key Skills

- **Response:** Ability to respond quickly and effectively, following established protocols and procedures to ensure the safety of individuals and property.
- **Physical Fitness:** Maintaining an adequate level of physical fitness to carry equipment and performing relatively physically demanding tasks.
- **Teamwork:** Capacity to work collaboratively with other firefighters and emergency response teams to ensure coordinated and effective firefighting and rescue operations.
- **Communication Skills:** Clear and effective communication to relay important information, follow instructions, and maintain effective communication with team members and emergency response personnel.
- **Problem-Solving:** Aptitude for quickly assessing complex situations, making critical decisions, and implementing effective solutions during emergencies.
- **Stress Management:** Ability to remain calm and focused during high-pressure and critical situations, ensuring effective decision-making and problem-solving under stress.
- **Adaptability:** Capacity to adapt to changing situations and environments, including different types of fires, terrain, and weather conditions during emergency response operations.
- **Community Engagement:** Willingness to engage with the local community, promote fire safety awareness, and participate in community events and outreach programs to educate people about fire prevention and safety measures.



## Volunteer Bush Fire Brigade Role Description

### Incident Control Vehicle (ICV) Crew

#### Position Overview

ICV Crew members are trained to respond to fire incidents, manning the Incident Control Vehicle to assist the Incident Management Team (IMT) in the control of Bush Fires. The ICV can also respond to searches, structure fires and other emergency situations.

Mundaring's ICV is an office on wheels! Onboard are networked computers, along with WAERN, CB and High Frequency radios, plus satellite and mobile phones. It weighs over 12 tons and can't go off-road, it is set up 'out of harms way' but close enough to the incident so the fireies can check in and out conveniently.

#### Time Commitment

- 3 hours, once a month (Sunday), training
- 2 hours, once a month (Tuesday evening), training/meeting
- 2 hours, every four weeks (Saturday morning) for Shire radio schedules
- Plus callouts

#### Key Skills

- Computer Skills: Basic computer skills are required to access information from various sources.
- Communication Skills: Clear and concise communication to relay information, follow instructions and maintain effective communications with crew members and IMT.
- Teamwork: Capacity to work collaboratively with other crew members and IMT members.
- Stress Management: Ability to remain calm and focused during periods that can become high pressured and critical.
- Physical Fitness: You may be required to work in a sometimes hot environment for extended hours however general fitness should enable you to carry out the tasks required.

#### Key Tasks

- Radio Communications: ICV crews are trained in radio protocol and operation. They relay messages between the fire ground and the IMT, and between the IMT and the DFES Communications Centre (ComCen).
- IMT Support: ICV Crews provide support to the IMT which can consist of senior volunteer firefighters, career firefighters and/or DFES personnel who plan and action the response to the incident. The Crew will obtain information for the IMT such as weather, maps and even live video feed from the air intelligence helicopter. They can also act as scribes and document information for the IMT.
- Logistics: ICV Crews register and document all personnel and appliances coming into and out of the incident. They advise the IMT on trigger points for First Aid and Welfare.
- Mapping: ICV Crews are able to access key incident information and provide or create maps to assist the IMT.



## Volunteer Bush Fire Brigade Role Description

### Lieutenant

#### Position Overview

A Lieutenant is responsible for the operational management of members during Brigade activities.

They provide operational and administrative support to the Captain in managing the Brigade. The position reports to the Captain on all matters pertaining to the functioning of the Brigade or personnel they supervise.

#### Time Commitment

- 10+ hours per week, administration
- 2 hours, once a month, meeting
- Plus training
- Plus callouts

#### Key Skills

- **Leadership:** Ability to provide effective leadership and guidance to Brigade members, fostering a positive and supportive team environment.
- **Communication:** Clear and concise communication skills to facilitate effective briefings, maintain open lines of communication, and ensure positive interaction and teamwork among members.
- **Mentorship:** Capability to mentor and support Brigade members in their professional development and succession planning for officer positions within the Brigade.
- **Crisis Management:** Proficiency in managing and commanding members during emergencies and other Brigade-related activities, ensuring the safety of all personnel and effective response to incidents.
- **Record-keeping:** Maintaining accurate and detailed records of incidents and decisions in a personal logbook, as well as documenting training activities for firefighters.
- **Knowledge of Regulations:** Understanding and ensuring adherence to the Shire's standard operating procedures and the Code of Conduct for all members during Brigade activities.
- **Collaboration:** Ability to work cohesively within the Brigade Leadership Team (BLT) and other key stakeholders to represent the Brigade and ensure its effective management.
- **Training and Development:** Collaborating with the Brigade Training Officer to develop and conduct training activities for firefighters, ensuring that they hold the necessary competencies for firefighting tasks.
- **Decision-Making:** Aptitude for making sound and timely decisions in the absence of the Captain or other senior officers, adhering to the powers and responsibilities outlined in the relevant Act.
- **Conflict Resolution:** Capacity to manage any conflicts or issues that may arise within the Brigade, fostering a harmonious and productive work environment.

## *Lieutenant continued...*

### **Key Tasks**

- Provide support to the Captain and assist with the management of the Brigade;
- In the absence of the Captain, or a more senior Brigade officer, administer all powers and responsibilities of the Act (Part IV Section 44(1));
- Command and manage members during emergencies and other Brigade-related activities;
- Demonstrate positive leadership and mentor members;
- Engage with members of the Brigade about succession planning for Brigade officer positions;
- Maintain a personal logbook with a record of events and the individual's decisions that occur during all incidents;
- Conduct briefings during and after incidents and maintain open lines of two-way communication between members and the Brigade Leadership Team (BLT);
- Encourage positive interaction and teamwork between members;
- Ensure Shire adopted standard operating procedures are adhered to at Brigade activities;
- Ensure firefighters engaged in firefighting activities hold competencies relevant to the task;
- Work cohesively with the Brigade Training Officer and conduct training activities for firefighters;
- Document and record details of all training activities in firefighters' personal logbook;
- Ensure the behaviour of members is in accordance with the Shire's Code of Conduct; and
- Represent the Brigade members on the BLT.



## Volunteer Bush Fire Brigade Role Description

### President / Chairperson

#### Position Overview

The President/Chairperson presides over official Brigade meetings.

The position is not required to perform active operational duties. It may be held and exercised by a member who holds an additional position within the Brigade.

#### Time Commitment

- 2+ hours per week, administration
- 2 hours, once a month, meeting
- Additional meetings as required

#### Key Skills

- **Leadership:** The ability to guide and inspire a group of individuals toward achieving common goals.
- **Communication:** Clear and concise communication skills are essential to ensure effective discussions and understanding among the Brigade members.
- **Diplomacy:** The capacity to handle sensitive or challenging situations with tact and diplomacy, ensuring that all members feel heard and respected.
- **Knowledge of Meeting Procedures:** Understanding the official procedures and protocols of conducting meetings, including the proper use of agendas, motions, and minutes.
- **Legal Understanding:** Familiarity with the Shire of Mundaring Bush Fire Brigade Local Law 2013 and the relevant Code of Conduct to ensure that meetings are conducted in accordance with the law.
- **Time Management:** Efficiently managing time and resources to ensure that meetings and other responsibilities are conducted and completed within specified timeframes.
- **Collaboration:** Ability to work harmoniously with others and promote a collaborative environment within the team.
- **Attention to Detail:** Ensuring that minutes of meetings are accurately recorded, signed, and dated to maintain an official record of discussions and decisions.

#### Key Tasks

- Preside over official Brigade meetings;
- Ensure meeting procedure and protocol are maintained;
- Promote the aims and objectives of the Brigade where possible;
- Promote open, fair discussion during debates in relation to Brigade matters;
- Ensure meetings are conducted as per the Shire of Mundaring Bush Fire Brigade Local Law 2013 and Code of Conduct;
- Ensure minutes of meetings are signed and dated;
- Take a leading role in those non-operational activities of the Brigade to allow the Captain to concentrate on operational matters; and
- Work consultatively and collaboratively with all members of the Brigade Leadership Team.



## Volunteer Bush Fire Brigade Role Description

### Secretary

#### Position Overview

The Secretary manages the records, papers, documents, and minutes of meetings of the Brigade.

The position is not required to perform active operational duties and may be held and exercised by a member who holds an additional position within the Brigade. The position reports to the President on administration matters pertinent to the Brigade. If a Brigade does not have a President, then the Secretary will report all matters to the Captain.

#### Time Commitment

- 5+ hours per week, administration.
- 2 hours, once a month, meeting

#### Key Skills

- Organisation: Ability to organise and manage various administrative tasks.
- Communication: Clear and effective communication skills.
- Attention to Detail: To ensure accuracy and completeness.
- Time Management: To meet deadlines.
- Record-keeping: Capacity to maintain a comprehensive and organised system.
- Collaboration: Capability to work collaboratively with others.
- Operating Procedures: Understanding and adherence to the Bushfire Operating Procedures (BOP).

#### Key Tasks

- Ensure members receive notification of Brigade meetings in accordance with the meetings section of the BOPs;
- Prepare an agenda for Brigade meetings and distribute it to members, relevant DCBFCO and CBFCO before meetings;
- Ensure minutes of Brigade meetings are recorded and distributed to all members, relevant DCBFCO and CBFCO before the next meeting;
- Document, manage and record all Brigade correspondence;
- Ensure Brigade information is disseminated to members;
- Make available circulars and other information to members;
- Work cohesively with Shire management and administration staff on matters pertinent to Brigade administration.





## Volunteer Bush Fire Brigade Role Description

### Training Officer

#### Position Overview

The Training Officer is responsible for the management and coordination of Brigade training and the documentation of these activities.

The position is not required to perform active operational duties and may be held and exercised by a member who holds an additional position within the Brigade. The position reports to the Captain on training matters pertinent to the Brigade.

#### Time Commitment

- 4+ hours per week, administration (including planning training)
- 2 hours, once a month, meeting
- Plus training

#### Key Skills

- Attention to Detail: To ensure accuracy and completeness.
- Collaboration: Capability to work collaboratively with others.
- Compliance: Understanding of and adherence to financial regulations and guidelines relevant to the Brigade's operations, ensuring that all financial activities align with the established policies and standards.
- Financial Management: Proficiency in managing the financial affairs of the Brigade, including budgeting, expenditure tracking, and financial planning.
- Record-keeping: Ability to maintain accurate and up-to-date Brigade financial records, ensuring that all income and expenditure are properly documented and accounted for.
- Reporting: Capability to provide detailed financial reports during meetings, summarizing income and expenditure to ensure transparency and accountability.
- Time Management: To meet deadlines.

#### Key Tasks

- Ensure Brigade members maintain basic skill levels equivalent to the competency standards required by the Shire through the annual skills refresher;
- Ensure regular training sessions are conducted within the Brigade to maintain currency of qualifications and skills of members;
- Maintain records of training undertaken by members that are not captured on the DFES eAcademy;
- Assist members in accessing the Volunteer Hub and DFES eAcademy;
- Provide mentoring for members who express an interest in the delivery of training; and
- Represent the Brigade at Mundaring Firefighters School meetings.



## Volunteer Bush Fire Brigade Role Description

### Treasurer

#### Position Overview

The Treasurer manages and communicate with members on all financial matters of the Brigade.

The position is not required to perform active operational duties. It may be held and exercised by a member who holds an additional position within the Brigade. The position reports to the President and Captain on financial matters pertaining to the Brigade.

#### Time Commitment

- 4+ hours per week, administration
- 2 hours, once a month, meeting

#### Key Skills

- Attention to Detail: To ensure accuracy and completeness.
- Collaboration: Capability to work collaboratively with others.
- Compliance: Understanding of and adherence to financial regulations and guidelines relevant to the Brigade's operations, ensuring that all financial activities align with the established policies and standards.
- Financial Management: Proficiency in managing the financial affairs of the Brigade, including budgeting, expenditure tracking, and financial planning.
- Record-keeping: Ability to maintain accurate and up-to-date Brigade financial records, ensuring that all income and expenditure are properly documented and accounted for.
- Reporting: Capability to provide detailed financial reports during meetings, summarizing income and expenditure to ensure transparency and accountability.
- Time Management: To meet deadlines.

#### Key Tasks

- Manage financial affairs of the Brigade;
- Maintain Brigade financial records and provide detailed report of income and expenditure at meetings;
- Work cohesively with Shire management and administration staff on matters pertinent to Brigade financial matters, including providing copies of financial statements if required; and
- Ensure all orders of financial affairs are collated for annual accounting audits.

# Notes!

## Contact your local Brigade for more information



Brigade	Volunteer Bushfire Brigade
Station	
Contact	
Open	Saturday
Meetings	



[www.mundaring.wa.gov.au/safety-rangers/bush-fires-and-fire-management/local-volunteer-brigades.aspx](http://www.mundaring.wa.gov.au/safety-rangers/bush-fires-and-fire-management/local-volunteer-brigades.aspx)

