

# Example roles and responsibilities - bushfire brigades

## Bushfire Control Officer (BFCO)

### Role

- A Bushfire Control Officer (BFCO) is a delegated representative of the Local Government, responsible for administering provisions of the *Bush Fires Act 1954 (WA)*.
- The position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.
- A BFCO is to have demonstrated experience in wild fire behavior, AIIMS and knowledge of the area.
- The person in this position must be able to interpret provisions of the *Bush Fires Act 1954 (WA)* and the Bush Fires Regulations 1954 and be a confident communicator.
- This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.
- A BFCO may hold any active position within the brigade.

### Duties and Responsibilities

Duties and responsibilities of the Bush Fire Control Officer include:

- Respond to community request to conduct property risk assessments or refer to Ranger Services where appropriate
- Perform duties prescribed by the *Bush Fires Act 1954 (WA)* and authorised by local government
- Maintain a personal log book to include a record of events and decisions during an incident
- Take control, command and manage resources during wildfire or hazard reduction burns within the Brigade area they are appointed
- To take control of firefighting operations at

a wildfire outside their Brigade area where no other Brigade Captain or Fire Control Officer is present

- Demonstrate positive leadership and mentor Captains and Brigade members
- Provide advice to the Chief Bushfire Coordinator (CBFCO) as to when harvest bans and or movement of vehicle bans should be applied
- Actively participate in Bush Fire Advisory Committee

### Criteria of BFCO

- Knowledge of managing a volunteer organisation
- Knowledge of Fire Response Plans
- Knowledge of the *Bush Fires Act 1954 (WA)* and local bushfire control requirements
- Ability to attend further fire and emergency management training
- Effective interpersonal skills
- Good written and verbal communication skills
- Leadership skills
- Management skills
- Experience in managing operations
- Ability to perform under stressful conditions

### Desirable Qualifications of BFCO

- Minimum 5 years of firefighting experience
- Following courses completed:
  - ✓ Introduction to Fire Fighting
  - ✓ Bush Fire Fighting
  - ✓ AIIMS awareness
  - ✓ Crew Leader
  - ✓ Advanced Bush Fire Fighting
  - ✓ Sector Commander
  - ✓ Fire Control Officer

## Deputy Chief Bushfire Control Officer (DCBFCO)

Deputy Chief Bushfire Control Officers are appointed by the local government.

### Role

- The role of DCBFCO is that of a leader, decision maker and planner, assisting the Chief Bushfire Control Officer in managing the Bush Fire Organisation.
- Demonstrate positive leadership and mentor, BFCOs, Captains and Brigade members.
- If more than one BFCO or Brigade is in attendance may take control of fire operations and be Incident Controller or part of the Incident Manager Team as delegated by the Incident Controller.
- Actively participate in the Bush Fire Advisory Committee
- Ability to attend further fire and emergency management training
- In the absence of the CBFCO, the Deputy will take on that role
- Readily availability to attend operational incidents and support CBFCO as required

### Criteria of DCBFCO

- Minimum 5 years firefighting experience
- Effective interpersonal skills
- Good written and verbal communication skills
- Leadership skills
- Management skills
- Experience in managing operations
- Ability to perform under stressful conditions
- Current appointment as Bushfire Control Officer
- Experienced in firefighting operations
- Currently holds all of the preferred qualifications of the Fire Control Officer
- Knowledge of Fire Response Plans
- Knowledge of the *Bush Fires Act 1954 (WA)* and Bush Fires Regulations 1954 and local

firecontrol requirements

- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)

### Desirable Qualifications of DCBFCO

- Following courses completed:
  - ✓ Introduction to Fire Fighting
  - ✓ Bush Fire Fighting
  - ✓ Aims Awareness
  - ✓ Crew Leader
  - ✓ Advanced Bush Fire Fighting
  - ✓ Structural Fire Fighting
  - ✓ Sector Commander
  - ✓ Fire Control Officer
  - ✓ Incident Controller Level 1
  - ✓ AIIMS 4
  - ✓ Ground Controller
  - ✓ Machine Supervision

## Chief Bushfire Control Officer (CBFCO)

### Role

- The role of the Chief Bushfire Control Officer is that of a leader, decision maker, planner and manager of the Bushfire Organisation and not as a 'hands on' fire fighter. The CBFCO is to ensure that the organization is functioning to a standard commensurate to the risks and is to ensure that the following tasks are achieved.
- During wildfire incidents manage the fire resources and Brigades and when necessary act as the Incident Controller.
- Promote the AIIMS Incident Management system to BFCOs, Brigades and volunteer fire fighters and ensure an Incident Controller is appointed for all Incident Levels (1-3).
- Ensure that BFCOs, Brigade Officers and volunteers are trained to a standard commensurate to the risk and equipment within the Brigade and Council area.
- Demonstrate positive leadership and mentor DCBFCOs, BFCOs, Captains and Brigade members.
- Promote community fire prevention as a priority, to identify and reduce fire hazards.
- Promote the use of DFES Standard Operating Procedures and Guidelines.
- Promote hazard identification and risk management to minimise risk to volunteer fire fighters.
- Ensure welfare preparedness is arranged for the provision of food, medical aid and counselling services for volunteers.
- Establish and maintain effective communication and liaison with (EM & Rangers), BFCOs, Brigades, DFES, DBCA, emergency services, statutory authorities and facilitate prompt response to fire incidents.
- Promote the values of Volunteer Fire Brigades to the community and within the Brigades.
- Delegate specific tasks to DCBFCO, BFCO,

or Brigades.

- Liaise with DFES and other organizations to achieve the duties outlined above.
- Actively participate in Bushfire Advisory Committee and represent the Brigade on DOAC, MOC, SOC teleconferences as required.

### Criteria of CBFCO (as noted for DCBFCO)

- Minimum of 8 years firefighting experience
- Readily availability to attend operational incidents, supporting the Local Government and DFES as required

### Desirable Qualifications of CBFCO

- Following courses completed:
  - ✓ Introduction to Fire Fighting
  - ✓ Bush Fire Fighting
  - ✓ AIIMS Awareness
  - ✓ Crew Leader
  - ✓ Advanced Bush Fire Fighting
  - ✓ Structural Fire Fighting
  - ✓ Sector Commander
  - ✓ Fire Control Officer
  - ✓ Incident Controller Level 1
  - ✓ AIIMS 4
  - ✓ Ground Controller
  - ✓ Machine Supervision