



CAPTAIN

Primary Purpose of the Role:

To provide effective leadership and management of the brigade and to ensure its capacity to deliver the statutory responsibilities of CFA and the Chief Officer. The captain is the highest ranking officer of a volunteer brigade.

Duties:

1. Ensure the brigade's structure, systems and processes meet the needs of the brigade members and support the brigade's ability to effectively deliver services to the community, in line with the brigade's risk profile.
2. Ensure that all officers and members are adequately trained and developed for their assigned duties / roles and they perform such duties / roles in the required manner. Identify successors for key brigade roles and ensure that members receive appropriate training and development to assume key roles in the future.
3. Ensure that all apparatus, plant, buildings, uniforms, protective clothing and other assets under the control of the brigade are regularly inspected, maintained, cleaned and kept in good condition and repair.
4. Ensure that the brigade finances and administration are managed in accordance with the requirements of CFA.
5. Ensure that appropriate delegation arrangements are in place and understood to maintain effective functioning of the brigade.
6. Maintain discipline and morale, and apply the regulations and orders of CFA. Take action to resolve conflict within the brigade and create a positive environment for all members.
7. Allocate duties according to the competencies and endorsements of brigade members.
8. Act as official spokesperson on behalf of the brigade, including liaison with adjoining brigades, the Bogong Group, District 24, Hume Region, Indigo Shire, statutory authorities and other interest groups. Maintain a community profile through participation in a range of community events and liaison with local media.
9. Chair brigade sub-committee meetings, or delegate the chair as appropriate.
10. Manage the course nomination process for brigade members including coordination of approvals, submission of nominations and confirmation of course placements.
11. Ensure that command and control is established at any fire or incident to which the brigade responds.
12. Ensure compliance by all members with the Volunteer Code of Conduct, equal opportunity and health and safety principles.

Knowledge, skills and experience (desirable unless otherwise stated):

- Demonstrated ability to lead and manage diverse groups in a changing environment.
- Demonstrated high level of interpersonal skills and effective presentation and oral communication skills.
- Demonstrated understanding and ability to implement management systems for business planning, finance, training and human resources.
- Wildfire firefighter qualification (Q0002A) – Mandatory.
- Wildfire Low-Structure firefighter (Q0003A) – Desirable.
- Crew Leader qualification (CFA065) – Desirable.
- Minimum of 2 years as a Lieutenant.

LIEUTENANT
<p>Primary Purpose of the Role: To provide leadership to the brigade and support to the Captain in the discharge of their responsibilities.</p>
<p>Duties:</p> <ol style="list-style-type: none"> 1. Ensure that command and control is established and carried out at any fire or incident to which the brigade has responded. 2. Be responsible for any firefighter under their direction on the fire ground. 3. Participate in leadership and mentoring programs. 4. Supervise and allocate duties to brigade members according to their competencies and endorsements. 5. Ensure compliance by all members with the Volunteer Code of Conduct, equal opportunity and health and safety principles and guidelines. 6. Assume responsibility for a portfolio within the Brigade that suits the management model, eg Operations, Preparedness, Training, etc.
<p>Knowledge, skills and experience (desirable unless otherwise stated):</p> <ul style="list-style-type: none"> • Demonstrated ability to lead and manage diverse groups in a changing environment. • Demonstrated high level of interpersonal skills and effective presentation and oral communication skills. • Wildfire firefighter qualification (Q0002A) – Mandatory. • Wildfire Low-Structure firefighter (Q0003A) – Desirable. • Crew Leader qualification (CFA065) – Desirable.

COMMUNITY SAFETY COORDINATOR
<p>Primary Purpose of the Role: To oversee and coordinate brigade activities in the area of fire prevention and community preparedness. <i>Note: This role is undertaken by the Captain.</i></p>
<p>Duties:</p> <ol style="list-style-type: none"> 1. In consultation with BMT establish and maintain a Communication and Community Engagement Plan for the brigade, based on local risks. This may include the development of local fire prevention and preparedness strategies or initiatives. This plan should be communicated to the Regional Community Education Coordinator (CEC) for inclusion into the Regional Service Delivery Plan. 2. Liaise and build partnerships with a range of local community groups to strengthen the brigade profile in the community. These may include: local government, schools and businesses. 3. Work with CFA District and Region HQ to promote the range of CFA fire safety messages, programs and services within the brigade to ensure brigade members are confident, clear and consistent when providing advice to the community during and after incidents and at community events. 4. Promote the range of CFA fire safety programs, products and services to the community. 5. Pass on prevention and preparedness information to all brigade members. 6. Coordinate representation at various community meetings and forums that may require brigade input in regards to community safety. 7. Work closely with the Training Officer(s) and BMT to ensure an induction and orientation program is implemented for all new community safety brigade members. 8. When carrying out all the above mentioned possible duties all members will comply with the Volunteer Code of Conduct and Equal Opportunity (Access & Equity) principles.
<p>Knowledge, skills and experience (desirable unless otherwise stated):</p> <ul style="list-style-type: none"> • Wildfire firefighter qualification (Q0002A) is desirable, OR, • Bushfire Behaviour – CFA426 (recommended requirement for members who have no formal bushfire fire fighter qualifications). • Experience or an understanding of community engagement and education approaches at the brigade level is desirable. Knowledge of CFA fire safety programs, services and practices is an advantage.

SECRETARY

Primary Purpose of the Role:

To be responsible for and manage brigade administration and correspondence matters.

Duties:

1. To follow the standard specified by CFA Corporate Policy, Regional Planning Committee, Finance and Administration Manager and Operations Manager.
2. Attend promptly to all communications received.
3. Maintain a file of all inward correspondence and copies of all outward correspondence.
4. Ensure all brigade reference materials such as CFA Acts and Regulations, Chief Officers SOP's and SO's and Brigade Management Manual are current.
5. Registration of all new members. Ensuring brigade members status is current at all times.
6. Maintenance of all members' status and where necessary submit Change of Status forms to the District.
7. Ensure that the Brigade Contact List is maintained and that members contact details are updated via Brigades online.

Knowledge, skills and experience (desirable unless otherwise stated):

- Proficient in the use of Microsoft Word, Outlook or any other e-mail system.
- Basic computer skills including access and use of the Internet.

TREASURER

Primary Purpose of the Role:

To manage and maintain the brigade finances in accordance with the CFA's policies and procedures.

Note: This role is undertaken by the Secretary.

Duties:

1. Recording brigade financial transactions using either an accounting program or cash book.
2. Development and Management of Brigade financial plans.
3. Ensure proper financial records and procedures are maintained.
4. Ensure Brigade complies with CFA Policy and Procedures with regards to significant purchases & expenditure.
5. Ensure total transparency and accountability of Brigade financial transactions.
6. Management and lodgement of GST returns to the CFA.
7. Participate in regular inspection & review of finances with Regional Finance Manager.
8. Adhere to Part 4 – Finance of the CFA's Regulations 2004.

Knowledge, skills and experience (desirable unless otherwise stated):

- Basic knowledge of book keeping is desirable but not essential.

BRIGADE TRAINING

Primary Purpose of the Role:

To ensure the brigade has appropriately skilled members to meet its risk profile and coordinate the delivery of training for all brigade members, both operational and nonoperational ensuring that all members maintain personal and team safety during training.

Duties:

1. Establish, in consultation with BMT and Captain, a training plan which identifies Brigade and individual training needs.
2. Facilitate the preparation of Brigade Training Calendars.
3. Coordinate the induction and orientation of all new brigade members.
4. In consultation with the Captain, disseminate and promote information on training opportunities to all brigade members.
5. Coordinate skills maintenance training including management of Brigade compliance with CFA Mandatory Skills Maintenance (e.g. CABA, First Aid).
6. Coordinates Brigade Training activities including liaison with trainers / assessors and acquisition of course equipment and materials.
7. Ensure Brigade training records are maintained including recording of training activities to CFAs LMS.
8. Report on training activity to the BMT and District / Region headquarters as required.
9. Act as a point of contact and liaison between the Brigade and Group / District / Region training functions.
10. Represent the brigade in relation to training issues at group, region and area training committees.
11. Ensure the health and safety of training participants.

Knowledge, skills and experience (desirable unless otherwise stated):

- Wildfire Fire fighter (Q0002A) – Mandatory.
- Wildfire Low-Structure firefighter (Q0003A) – Desirable.

COMMUNITY EDUCATION & INFORMATION

Primary Purpose of the Role:

To support the Captain in their role as 'Community Safety Coordinator' to deliver activities aimed at providing communities with relevant fire information, education and safety messages. This may include: Fire Safe Kids, Fire Safe Youth, Home Fire Safety, targeted doorknocks, or brigade displays at community events.

Duties:

This role includes identifying and coordinating what programs the brigade has the capacity to deliver (by having members gain the relevant qualifications) or by requesting these programs be provided through Regional or State resources.

Activities may include: Fire Safe Kids, Fire Safe Youth, Bushfire Safety Presentations, targeted doorknocks, a brigade social media presence, home fire safety programs and local fire safety campaigns.

1. Coordinate in conjunction with the BMT a range of local community activities including a presence at the local fete, show or festival.
2. Build relationships with other community groups and local businesses to increase the brigade profile.
3. In consultation with BMT develop a Communication and Community Engagement Plan for the brigade.
4. Work with District HQ to promote the range of CFA fire safety messages, programs and services within the brigade to ensure brigade members are confident, clear and consistent when providing information to the community during and after incidents and at community events.
5. Promote the range of CFA fire safety programs and services to the community.
6. Coordinate representation at various community meetings, groups and forums that require brigade input in regard to community engagement.
7. When carrying out all the above mentioned possible duties all members will comply with the Volunteer Code of Conduct and Equal Opportunity (Access & Equity) principles.

Knowledge, skills and experience (desirable unless otherwise stated):

- Wildfire firefighter qualification (Q0002A) is desirable, OR,
- Bushfire Behaviour – CFA426 (recommended requirement for brigades who wish to fill this role with a member who does not have formal bushfire firefighter qualifications).
- Experience or an understanding of community engagement and education approaches at the brigade level is desirable. Knowledge of CFA fire safety programs, services and practices is an advantage.

VEGETATION MANAGEMENT

Primary Purpose of the Role:

To increase brigade and local community participation in vegetation management activities by promoting the benefits and supporting the processes for planning and implementation.
This relates to planned burning on road reserves, council owned and private land, promoting the need for the community to manage their vegetation as well as the creation and maintenance of defensible space by the community.

Duties:

1. Work with the Brigade Management Team (BMT), the Regional CFA Vegetation Management Officer (VMO) and District HQ to foster brigade members' involvement in vegetation management activities including liaison with key stakeholders.
2. Work with the BMT and the VMO to promote vegetation management activity within the community.
3. Act as a key brigade contact for the VMO in relation to the planning and approvals for planned burns by the brigade.
4. Work with BMT, CFA District HQ and the VMO to promote awareness of vegetation management practices and legislation.
5. Advocate for best practice and legislative compliance both within the brigade and to the community.
6. Support brigade representation at various meetings, groups and forums that require brigade input in regard to vegetation management.
7. Promote to the BMT any issues that may need the Group to promote to the CFA representative who attends the relevant Municipal Fire Management Planning committee meeting (MFMP).
8. Advocate Landscaping for Bushfire principles and promote CFA Landscaping for Bushfire resources (web) to the community.
9. In consultation with the regional VMO assist the brigade with identifying and planning for vegetation management.
10. When carrying out all the duties all members will comply with the Volunteer Code of Conduct and Equal Opportunity (Access & Equity) principles.

Knowledge, skills and experience (desirable unless otherwise stated):

- Wildfire firefighter qualification (Q0002A) is desirable or Bushfire Behaviour – CFA426 (recommended requirement for brigades who wish to fill this role with a member who does not have formal bushfire fire fighter qualifications).
- Experience or an understanding of community engagement and education approaches at the brigade level is desirable. Knowledge of CFA fire safety programs, services and practices is an advantage.

ASSET MAINTENANCE

Primary Purpose of the Role:

Responsible for ensuring CFA due process is followed for maintenance of apparatus, vehicles, buildings and grounds and issue logging & tracking.

Duties:

1. Implement and maintain a service register of all petrol or hydraulic powered and electrical equipment and ensure that each item is serviced as per CFA policies.
2. Defect log to be maintained and all members instructed on its importance and use.
3. Testing of all hoses in accordance with CFA SOP's and recording of results.
4. Maintain and where necessary update the Equipment Inventory and Asset Register.
5. Maintenance of all PPC including Structure Gear returns.
6. Arrange temporary turn out gear for new members until probation period over and then arrange supply of PPC through district/region headquarters.

Knowledge, skills and experience (desirable unless otherwise stated):

- Wildfire Fire fighter (Q0002A) is desirable but not necessary.

BRIGADE CHAIRPERSON

Primary Purpose of the Role:

The Chairperson ensures that all meetings are run in accordance with the requirements of the CFA Act & Regulations, that there is full participation at meetings, all relevant matters are discussed and that effective decisions/action items are made and carried out.

Duties:

Before a Meeting:

1. Consult beforehand with the Secretary on all the business to be discussed at meetings.
2. Supervise and to prepare, together with the Secretary, the agenda for the meeting.
3. Check that all reports etc. which should accompany the agenda and minutes are sent out to members in sufficient time before the meeting.
4. Check the minutes of the previous meeting and sign for accuracy.
5. Be acquainted with any reports, correspondence, business etc, which is to be presented the meeting.
6. Work with the Secretary to ensure that tasks which were to be completed between meetings are completed.

During a Meeting:

1. Open the meeting.
2. Conduct the business of the meeting and according to the order of the agenda paper unless it is altered with the consent of the meeting.
3. Confine discussion to the item actually before the meeting and to see that it is dealt with and settled before passing on to the next.
4. Allow free and, if necessary, formal debate.
5. Give all those wishing to speak an opportunity to do so, to see that their remarks are addressed to the Chair and to allow no private discussion or personal matter to be introduced in a negative way,
6. Say who is to speak, if two people should speak at the same time - The Chairperson's decision on such points is final.
7. Close the meeting when all matters are attended to.

Responsibilities:

- To set a high standard of behaviour through personal example and encouragement.
- Plan and run meetings.
- Ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To be aware of current issues in the wider CFA organisation & community that might affect the brigade.

Knowledge, skills and experience (desirable unless otherwise stated):

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a management committee.
- Experience of organisational and people management.
- Be nominated to the position by the Brigade Management Team.

FIRE EQUIPMENT MAINTENANCE
<p>Primary Purpose of the Role: To install and service portable fire equipment to the Australian Standards (AS 1851-2005) for the public, business and industry.</p>
<p>Duties:</p> <ol style="list-style-type: none"> 1. Maintain database of the Fire Brigade FEM Customers. 2. Plan and complete twice yearly inspection of all FEM customer Fire Equipment, including enlisting assistance where necessary. 3. Ensure all service work is carried out as per instructions laid out in the CFA FEM Manual, as amended from time to time. 4. Ensure that all Brigade personnel carrying out FEM Activity are presented in a clean and workman-like manner at all times. 5. Assume responsibility for servicing of Fire Equipment carried out by any support personnel. 6. Comply with all customer site requirements such as occupational health and safety. 7. Ensure all work sheets are completed, approved and submitted to Client Service Office. 8. Ensure that their Fire Equipment Maintenance ID Card is displayed at all times when servicing/inspecting Fire Equipment.
<p>Knowledge, skills and experience (desirable unless otherwise stated):</p> <ul style="list-style-type: none"> • Wildfire firefighter qualification (Q0002A) – Desirable but not Mandatory.

FIRE EQUIPMENT MAINTENANCE (BRIGADE EQUIPMENT)
<p>Primary Purpose of the Role: Supports the Fire Equipment Maintenance Officer by coordinating the testing and maintenance of brigade hoses, extinguishers and related equipment.</p>
<p>Duties:</p> <ol style="list-style-type: none"> 1. Plan, and with the assistance of brigade members, complete annual inspection of all brigade hoses and related equipment. 2. Arrange hose replacement and/or repair as necessary. 3. Ensure the hose testing log books are kept up to date. 4. With the FEM team, ensure extinguishers are tested twice yearly.
<p>Knowledge, skills and experience (desirable unless otherwise stated):</p> <ul style="list-style-type: none"> • Fire Equipment Maintenance (FEM) – Desirable but not Mandatory.

MINUTE SECRETARY
<p>Primary Purpose of the Role: To record minutes of all general brigade meetings.</p>
<p>Duties:</p> <ol style="list-style-type: none"> 1. Attend all meetings of the brigade and record minutes.
<p>Knowledge, skills and experience (desirable unless otherwise stated):</p> <ul style="list-style-type: none"> • Knowledge of minute taking is desirable but not necessary. • Proficient in the use of Microsoft Word, Outlook or any other e-mail system. • Basic computer skills including access and use of the Internet.

STATION OFFICER
<p>Primary Purpose of the Role: Responsible for ensuring CFA due process is followed for maintenance of buildings and grounds.</p>
<p>Duties:</p> <ol style="list-style-type: none"> 1. Ensure the station and grounds are appropriately maintained.
<p>Knowledge, skills and experience (desirable unless otherwise stated):</p> <ul style="list-style-type: none"> • Wildfire Fire fighter (Q0002A) is desirable but not necessary.

HEALTH AND SAFETY COORDINATOR

Primary Purpose of the Role:

To work with the BMT to coordinate health, safety issues for the brigade.

Duties:

1. Coordinate the ongoing promotion of health, safety and environment in conjunction with the BMT.
2. Undertake regular inspections of the fire station and surrounds using the fire station inspection checklist to ensure that where practical &/or reasonable the brigade premises are safe.
3. Ensure that any incidents causing injury or near misses on brigade premises are reported and rectified or mitigated where reasonably practicable.
4. Maintain the brigade Chemical Register using on the online Chemical Management Program, maintain current hard copy of SDS's, ensure brigade conforms to CFA's Prescribed Chemical List and that chemical products are stored in an appropriate manner.
5. Assist relevant officer to ensure that plant and equipment is maintained and tested in accordance with the Chief Officer's S.O.P's and OHSMS Procedures and appropriate registers are maintained for the brigade.
6. Distribute HS&E information received from District and Region to all brigade members.
7. Participate in Group HS&E forums (if established).
8. Participate in District and/or Region health and safety forums or networks (if established).
9. Maintain currency of information on Safety First Noticeboards, ensure Safety Alerts and Operations Bulletins are displayed.
10. Maintain First Aid Kits (both station and brigade vehicles) in accordance with CFA's Contents for First Aid Kit list

Knowledge, skills and experience (desirable unless otherwise stated):

- Be willing to increase knowledge and awareness of health, safety and environment issues.
- The member undertaking this role is expected to attend the brigade regularly to ensure they maintain the skills, abilities and knowledge commensurate with this role.
- Username and password to "Brigades Online" including access to;
 - Chemical Management Program
 - Station Inspection Checklist

PROMOTION AND PUBLICITY

Primary Purpose of the Role:

Responsible for the promotion of brigade activities, events and recruitment within the local community.

Duties:

1. Raising the profile of Brigades within the community
2. Attend to current Media enquiries and needs as appropriate. This may include:
 - a. Assisting with the creation and/or dissemination of written information to local media outlets
 - b. Establishing a daily media plan that identifies possible opportunities and activities for the day.
 - c. Answering phone media enquiries.
 - d. Organising interviews.
3. Coordinate Brigade Newsletter
4. Assist with the promotion of brigade recruitment planning and activities.
5. Assist other roles within the Brigade with events such as BBQ's, Fundraising,
6. Responsible for Brigades Social Media presence such as Brigade Facebook Page and/or Twitter account.

Knowledge, skills and experience (desirable unless otherwise stated):

- Experience or an understanding of community engagement and education approaches at the brigade level is desirable. Knowledge of CFA fire safety programs, services and practices is an advantage.
- Can manage and co-ordinate personnel, resources & activities
- Well-developed written and verbal communication skills.
- Can communicate effectively and has good interpersonal skills.
- Ability to be organized and coordinate several tasks concurrently.

PROMOTION AND PUBLICITY (SOCIAL MEDIA)

Primary Purpose of the Role:

To use social media to enhance communication between the Brigade and the community. This includes the promotion of brigade activities, events and new member recruitment.

Duties:

1. Support the Promotion and Publicity Officer and report to the Captain.
2. Use social media to enhance communication between the Brigade and the community.
3. Use social media to raise the profile of the brigade within the community.
4. Develop the Brigade's Social Media policy.

GROUP DELEGATES

Primary Purpose of the Role:

To represent the Brigade interests at Bogong Group Meetings.

Duties:

1. Attend Bogong Group Meetings. If not nominate a delegate to attend.
2. Represent the Brigade and table any items at Group meetings on behalf of the Brigade.
3. Provide a report back to Brigades on any items discussed and or issues raised at Group Meetings.

Knowledge, skills and experience (desirable unless otherwise stated):

- Wildfire firefighter qualification (Q0002A) – desirable but not necessary

VFBV DELEGATES

Primary Purpose of the Role:

To be a key Brigade conduit and contact point in representing the member's views and providing feedback on matters relating to volunteers.

Duties:

1. Attend District Council meetings.
2. Request a regular time slot in the delegate's Brigade meetings and report on VFBV concerns and initiatives. Elaborate on correspondence where necessary and use the VFBV Delegate Speaker's Notes to assist if required.
3. Obtain a space on the Brigade Notice Board for VFBV notices and information and keep it up to date.
4. Keep in touch with the VFBV District Council Executive between meetings.
5. Be available whenever possible to answer queries or give advice to the District Council Executive when requested.
6. Assist the Brigade in promoting initiatives, escalating ideas through the District Council and following good issue resolution process.
7. Ensure that the Brigade delegate's email address to District Council and to VFBV are current, to ensure that they receive all relevant information.
8. Encourage other Brigade members to attend District Council meetings with the delegate as observers

Knowledge, skills and experience (desirable unless otherwise stated):

- CFA Bushfire Fire fighter qualification is desirable to appreciate the relevance of issues to operational volunteers
- Experience or an understanding of volunteer issues and matters relevant to your peers (volunteers)