



POLICY NUMBER	-	4.6
POLICY SUBJECT	-	Payment of annual honorarium to Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer

1. POLICY PURPOSE

To outline Council's intent and scope of honorariums to the Chief and Deputy Chief Bush Fire Control Officers.

2. POLICY SCOPE

The policy applies to the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer.

3. LEGISLATIVE REQUIREMENTS

Bush Fires Act 1954

4. POLICY STATEMENT

The Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO) by necessity must use their private vehicles to carry out their volunteer duties, thus out of pocket costs will be incurred. Local Government Grant Scheme (LGGS) funds from the State Government are not eligible to be spent on volunteers' private vehicles.

Out of pocket costs which a CBFCO or DCBFCO may incur while carrying out their duties include but are not limited to: fuel, vehicle cleaning, vehicle servicing and wear and tear (excluding damage sustained on the fire ground where it is covered by the Shire of Merredin LGIS Motor Fleet Protection insurance policy), and the purchase of essential or desirable equipment for their vehicles.

To recognise the costs associated with the CBFCO and DCBFCO an annual honorarium is to be paid to the CBFCO and DCBFCO as a contribution.

In 2023 the honorariums were set at \$1000 for CBFCO and \$500 for DCBFCO. This amount will be assessed annually by the Executive Manager Strategy and Community and endorsed through the Annual Budget process.

The honorariums will be paid in arrears, on or after 31st March each year. If the role of CBFCO or DCBFCO has been held by 2 or more persons within the fire season, the honorarium will be allocated on a pro rata basis between the position holders.

This payment is an honorarium and not a grant; recipients therefore are not required to acquit the payment or provide proof of expenditure. It is understood that the CBFCO and DCBFCO will incur out of pocket expenses in good faith in the normal course of carrying out their duties, and the honorarium is intended to mitigate some of these expenses.

5. KEY POLICY DEFINITIONS

Chief Bush Fire Control Officer: That person appointed by the Shire of Merredin to perform that role, or the person acting in that position as authorised.

Deputy Chief Bush Fire Control Officer: That person appointed by the Shire of Merredin to perform that role, or the person acting in that position as authorised.

Fire Season: The high fire risk period roughly bounded by the beginning of the spring Restricted Burning Period (approximately 16th September) and the end of the autumn Restricted Burning Period (approximately 16th March).

Incident Controller: A person responsible and accountable for the management of all functions across an incident.

Volunteer Firefighter: Any person not employed as a firefighter who is contributing to firefighting operations on an active fireground, irrespective of whether they are formally registered as a volunteer firefighter with DFES.

6. ROLES AND RESPONSIBILITIES

The Executive Manager Strategy and Community is to ensure the allocation of funds in the budget annually.

The Emergency Services Officer is to co-ordinate the process with the necessary Shire staff to ensure the payments are made annually.

The custodian of this Policy is the Executive Manager Strategy and Community.

7. MONITOR AND REVIEW

This policy will be reviewed by the Shire’s Executive Manager Strategy and Community and Emergency Services Officer every two years.

Document Control Box					
Document Responsibilities:					
Owner:	Executive Manager Strategy & Community	Decision Maker:	Council		
Reviewer:	Emergency Services Officer				
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Document Management					
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