

SHIRE OF QUAIRADING



Bushfire Policies and Procedures Manual



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Introduction

The Bush Fire Operating Procedures are guidelines adopted by the Council following Consultation and Endorsement of the FCO Committee, Brigades and Volunteers.

This document incorporates both the Administrative Procedures and Standard Operating Procedures for Bushfire Control, Prevention and Management in the Shire District

This document is considered to be a living document that may, from time to time, require updating and annual review.

Review

The Shire of Quairading Volunteer Bush Fire Brigade Operating Procedures will be reviewed annually at the Bush Fire Advisory Committee Annual General Meeting.

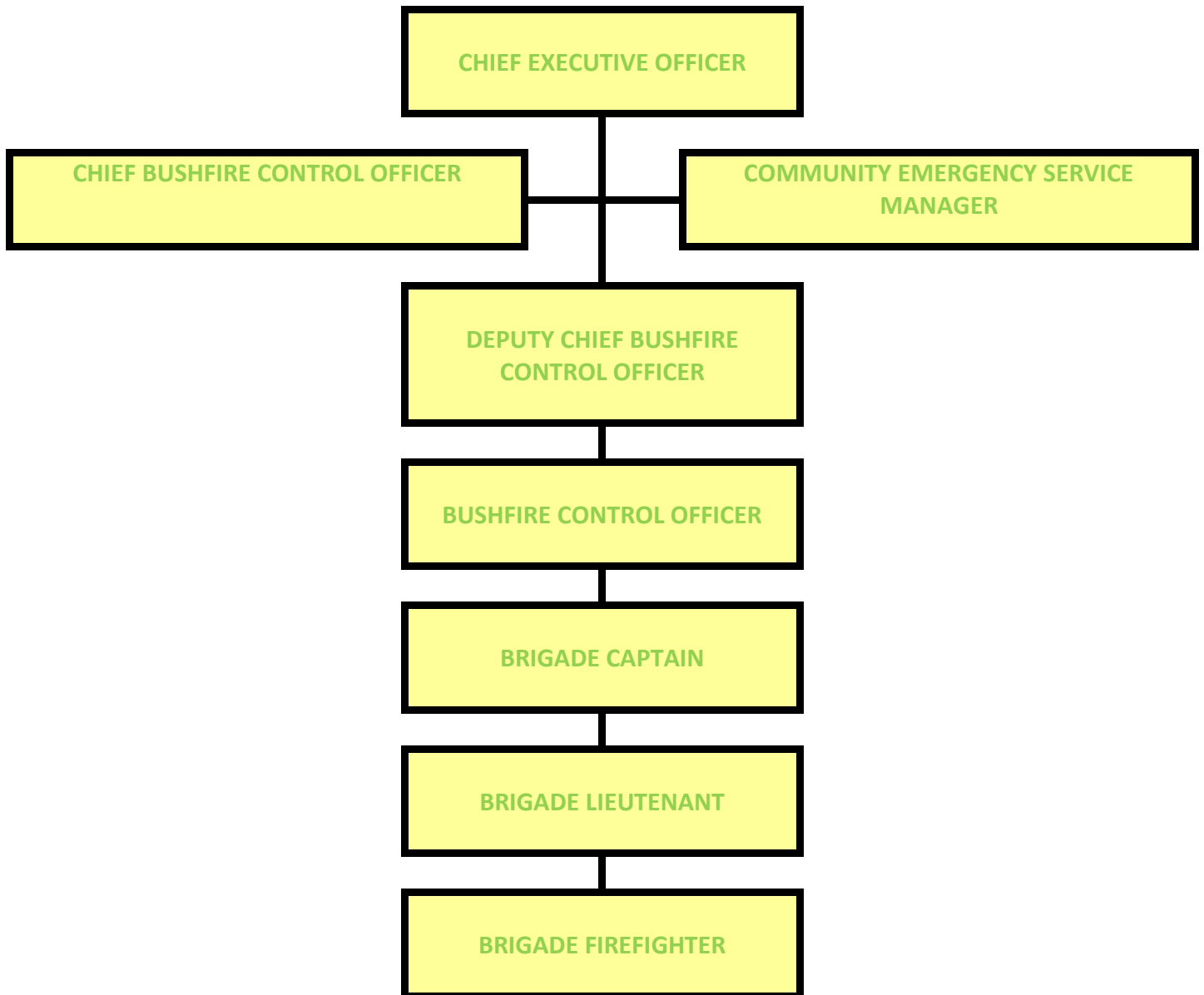
Interpretation

In these procedures, unless the context otherwise requires;

<i>Item</i>	<i>Definition</i>
The Act	Bush Fires Act, 1954 and amendments
The Regulations	Bush Fires Regulations 1954
Council	Shire of Quairading Council.
DFES	Department of Fire and Emergency Services.
Ordinary Meeting	Any meeting of the Brigade other than an annual general meeting, operational meeting or a special meeting.
Absolute Majority	More than half of the total votes of those eligible to vote whether present or not.
Normal Brigade Activities	As defined in Section 35A of the Act.
Fire fighter	A member of a Brigade with the competency and currency to carry out operational firefighting duties.
Auxiliary	A member that provides support to operational fire fighters of the Brigade and must be a minimum of sixteen (16) years of age.
Cadet	A member of a Brigade aged between twelve (12) and up to sixteen (16) years of age. The member is not allowed to carry out operational firefighting duties.
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
CBFCO	Chief Bush Fire Control Officer
DCBFCO	Deputy Chief Bush Fire Control Officer
FCO	Fire Control Officer
Review Date	The date a Review has occurred at a Meeting of Council.
Local Government	Local Government established under the Local Government Act 1995.



Brigade Chain of Command



Authorisation

These procedures have been produced and issued under the authority of the Shire of Quairading in accordance with the Bush Fires Act 1954 and endorsed by the Shire of Quairading Council.



SECTION ONE

Administrative

Procedures



1. OBJECTIVES AND VALUES

1.1 Objectives

The Shire of Quairading Volunteer Bush Fire Brigades and the Shire shall undertake the following objectives:

- Provide timely, quality and effective emergency service;
- Minimize the impact of emergencies on the community;
- Work with the community to increase bush fire awareness and fire prevention
- Endeavour to ensure that active Brigade members training requirements are maintained and documented to meet DFES standards and that Prior Learning is to be taken into consideration and Recognised;
- Ensure all operational equipment is serviceable and available for emergencies;
- Provide a workplace where every individual is treated with respect, in an environment free from discrimination or harassment;
- Work cohesively with other Agencies;
- Report to Council on matters referred to the Brigades by the Council, through the Shire of Quairading Bush Fire Advisory Committee.

1.2 Values

Members are to adopt the following principles at all times when representing the Bush Fire Brigades of the Shire of Quairading. These values shall include;

- Put the community first;
- Act with integrity and honesty;
- Work together as a committed team;
- Strive to keep ourselves and others safe;
- Respect and value the contribution of others;
- Have open and honest two way communication; and
- Continuously develop our skills to service the community.

2. Membership

2.1 New Membership Application

- A new member is to complete a DFES volunteer Nomination Form and accept the Shire of Quairading conditions for membership.
- The Application must be endorsed by the Shire of Quairading and DFES.

2.2 Conditions of Membership

The Conditions of Membership shall refer to:

- Active Firefighters
- Cadets
- Auxiliary Members

It is recommended that all Volunteer Bush Fire members complete the DFES Volunteer Firefighter Pathway 1; this is inclusive of the following DFES courses:

- AIMS Awareness
- Introduction to Firefighting
- Bush Firefighting

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Prior to the commencement of active fire fighter duties.

Volunteers may not to be considered ready for active duty until all units have been completed this is at the discretion of the Captain, Deputy Chief Bush Fire Control Officer, Chief Bush Fire Control Officer and Community Emergency Services Manager.

Members must comply with the legislative requirements of:

- FES Act 1998;
- Bush Fires Act 1954 and Bush Fires Regulations 1954;
- Occupational Health and Safety Act 1984
- Equal Opportunity Act 1984; and
- The established guidelines of the Volunteer Bush Fire Brigade;
- Shire of Quairading Bush Fire Administration Procedures and Standard
- Operating Procedures

2.3 Induction

All new members shall be provided with a formal induction. New members will be:

- Introduced to Brigade members and shown all Brigade facilities.
- Instructed about any safety requirements.
- Complete the DFES Volunteer Fire Fighter Induction
- Made aware of Brigade duties and responsibilities.
- Provided with a mentor until such time as they are familiar with normal Brigade activities and operational requirements.
- Be informed that all Personal Protective Equipment (PPE) issued to them by the Brigade or the Shire of Quairading is for Brigade activities only and remains the property of the Shire of Quairading.

2.4 Brigade Commitments

Shire of Quairading Volunteer Bush Fire Brigade members are required to maintain currency in training and active firefighting.

If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain or Fire Control Officer accordingly.

2.5 Change of Details

The Shire of Quairading and Department of Fire and Emergency Services are to be notified of any change of personal details by completing a DFES volunteer application form and forwarding it to the Shire of Quairading within fourteen (14) days of the change.

All drivers of vehicles are required to hold a current western Australian driver's license for the class of vehicle that is to be driven. Any traffic offence that results in a suspension or loss of license must be reported to the Brigade Captain or Fire Control Officer immediately.

2.6 Termination of membership

Volunteer Bush Fire Brigade membership shall or maybe terminated when a member;

- Provides written notification of resignation to the Brigade;
- Has not been active with the Brigade for a period of Twelve (12) months that a member will be taken to have resigned from the Bush Fire Brigade.

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If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain, Lieutenants or FCO accordingly.

Where a membership is terminated, all property owned by the Shire of Quairading should be returned to the Shire Administration Offices within fourteen (14) days of giving notice. Failure to meet these conditions may require the Shire of Quairading to seek reimbursement of costs against the member.

2.7 Suspension of membership

A volunteer member may be suspended by the Chief Bushfire Control Officer, Deputy Chief Bushfire Control Officer, Fire Control Officer or Brigade Captain where the member:

- Wilfully or negligently disregards the Bush Fires Act 1954, Bush Fires Regulations 1954, The Bush Fire Administration Manual; and
- Has performed an unsafe act that jeopardizes the safety of the member or other Persons.

The suspended member will be excluded immediately from relevant Brigade duties and activities. The Brigade Captain must notify the member, in writing, advising of the Suspension Period and Reason.

The period of suspension shall not exceed three (3) consecutive months and shall be determined by the Chief Bushfire Control Officer or the Deputy Chief Bush Fire Control Officer in consultation with the Brigade Captain or Area Fire Control Officer.

On completion of the suspension period the member will be required to undertake refresher training before resuming active firefighting duties.

2.8 Rights of a Volunteer Member

Any person may lodge a written objection to the Chief Executive Officer or Community Emergency Services Manager should they consider they have been unfairly dealt with.

The CBFCO or CEO shall consider the objection and deal with it by either:

- Dismissing the objection
- Varying to the decision after consultation with the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Brigade Captain and Fire Control Officers
- Revoking the original decision and imposing an different decision

2.9 Equal Opportunity and Grievance Process

The Shire of Quairading policy is committed to providing a work environment in which all persons can expect to be treated with Respect. It ensures that all employees and volunteers uphold State and Commonwealth laws concerning harassment and discrimination, and have a work environment that embodies the core values of the Shire.

3. Meetings of the Bush Fire Brigades

All meetings of the Bush Fire Brigade shall be minuted

3.1 Ordinary Meetings

- The Brigade may at any time call an ordinary meeting of its members.

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- The Brigade shall hold a minimum of two (2) ordinary meetings each financial year, one to be in conjunction with the Brigade AGM

3.2 Annual General Meeting

- The Brigade shall hold an annual general meeting in accordance with this Bush Fire Administration Manual;
- A Report shall be presented to the membership by the Captain
- At this meeting all Office Bearing Positions will be declared Vacant
- The CBFCA, DCBFCA or CESM will act as Returning Officer during the election of the new positions
- The new office bearers will assume the positions as of the date of the AGM

3.3 Special Meeting

- The Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Brigade Captain, Chief Executive Officer or Community Emergency Services Manager may at any time convene a special meeting of the Brigade.
- The Secretary of the Brigade must convene a special meeting when a written request is made by not less than six (6) active members of the Brigade.
- The names of the members requesting the special meeting are to be recorded in the minutes of the meeting.

3.4 Quorum

A quorum is required for all meetings this shall consist of:

- Not less than 25% of the active Brigade members. Exclusive of the Captain and Secretary.
- No business is to be transacted at a meeting of the Bush Fire Brigade unless a quorum of Brigade members is present.

3.7 Voting

- Each Active Brigade member present at the meeting shall be entitled to vote.
- The Brigade Captain may during the meeting have a deliberative vote and in the case of a tied vote may exercise a 'Captain's Vote'
- Proxy votes are permitted at an AGM for the Election of Captain and Lieutenants subject to nominations being received 7 days prior to the AGM.
- In the event of achieving no nominations for the Captain, Secretary or Lieutenant during AGM an election 'in absentia' of the most qualified members may occur.

4. Brigade Elections

4.1 Nomination of Candidates for Brigade Elections

- Nominations are required to be presented at the Annual General Meeting.
- For an operational position a person can only be nominated by a brigade member who has been a listed as an active fire fighter for a minimum of twelve (12) months.
- A nomination for an operational position must be endorsed by a brigade member with a minimum of twelve (12) months as a listed active fire fighter. Each member is only entitled to nominate one person per position.
- For non-operational positions, a person can only be nominated by a Brigade member who is from that Brigade with a minimum of twelve (12) months as a Brigade member

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- A nomination for a non-operational position must be endorsed by a second Brigade member with a minimum of twelve (12) months as a Brigade member.
- Nominees must indicate acceptance of nomination.

5. Rules

- The Brigade may create a list of rules for use within the Brigade Structure
- The Brigade may not make rules inconsistent with:
 - The Bush Fires Act 1954 and Bush Fires Regulations 1954;
 - The Bushfire Administration Manual;
 - Shire of Quairading Fire Break Orders; and/or
 - Any other Shire of Quairading Policy or Regulation
- Where the Brigade wishes to make a Policy under this clause or vary or revoke such a rule, the Secretary must, within 14 days of acceptance by the Brigade at an Ordinary Meeting send a copy of the proposed rule or amendment to the CBFCO, CESM and CEO for consideration.

6. Amendment to Administration Procedure Manual

The Brigade may, by Resolution, recommend to the Shire of Quairading Bush Fire Advisory Committee the Administration Procedure Manual be amended, if:

- At least one month's written notice, setting out the terms of the proposed Amendment, is given to each member of the Brigade personally by Email or by post; and
- The resolution is supported at a duly convened meeting of the Brigade by an absolute majority of the Brigade.

Any proposed amendment to the policy manual is subject to the approval of the Shire of Quairading Bush Fire Advisory Committee and Council in agreement.

The Shire of Quairading Bush Fire Advisory Committee shall review the Volunteer Bush Fire Brigade Administration Procedure Manual at the meeting held in September each year. Proposed Amendments of Additional Clauses are to be sent to the CESM by Close of Business on the 31st July. The Shire of Quairading Bush Fire Advisory Committee will review any proposed amendments to the Administration Procedure Manual and make recommendation to Council for any addition, deletion or amendment.

7. Complaints and Grievances

Any member who is dissatisfied with any matter in relation to the operation of a Brigade should raise their concerns with the Brigade Captain, Chief Bush Fire Control Officer or Deputy Chief Bushfire Control Officer in the first instance. If still dissatisfied, the member may lodge a complaint in writing to the CEO of the Shire of Quairading.

8. The Duties and Responsibilities of Volunteer Bush Fire Brigade Office Bearers

The Office Bearers of a Volunteer Bush Fire Brigade must be able to demonstrate current competencies for the position of the Office they are nominated for prior to accepting the nomination or undertaking the duties and responsibilities of the said position.

8.1 Captain

Role

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The Captain of a Volunteer Bush Fire Brigade shall be responsible for the leadership and management of Brigade firefighting activities. The Captain will also act as a role model and mentor for members of the Brigade the Captain should always act with integrity and consider each member equally. All decisions should be in the interest the Brigade and its membership.

The position reports to the CBFCO on Brigade related matters and represents the Brigade at Bush Fire Advisory Committee (BFAC). The Captain may delegate authority to another operational Brigade member to represent the Captain at BFAC.

Duties and Responsibilities

Duties and responsibilities of the Brigade Captain include:

- Demonstrate positive leadership and mentor Lieutenant and Brigade members;
- Command, control and confidently manage firefighting activities at emergency incidents;
- To ensure AIIMS Incident Control System is implemented and maintained during all emergency incidents;
- Maintain a personal log book 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 Brigade management issues;
- To ensure Brigade members deployed for operational duties have the competencies to complete the task or duty assigned and hold current qualifications to carry out the functions required, in accordance with this document and DFES Standard Operating Procedures;
- To undertake responsibility for the proper management and maintenance of Brigade property and equipment;
- Ensure conduct of bush fire Brigade members is in accordance with the Shire of Quairading Policies, Procedures, Operating Guidelines and SOP's;
- Report any injuries of personnel or damage to fire fighting vehicles as soon as possible to the Shire of Quairading;

Criteria of Captain

- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations
- Ability to perform under stressful conditions

Qualifications of Captain

- A minimum of 3 years firefighting experience and preferable time spent as a Lieutenant.
- The following courses are recommended for the position of Captain:
 - Introduction to Fire Fighting
 - Bush Fire Fighting
 - AIIMS awareness

If the nominee has not completed these courses then the appointment will be at the discretion of the CBFCO, DCBFCO and CESM in consultation with the CEO Shire of Quairading.

8.2 Fire Control Officer

Role

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A Fire Control Officer is a delegated representative of the Local Government responsible for the administration of provisions within the Bush Fires Act 1954. The position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.

A Fire Control Officer must be able to demonstrate experience in wild fire behaviour, AIIMS and knowledge of the area. The person in this position must be able to interpret provisions of the Bush Fires Act 1954 and the Bush Fires Regulations 1954 and be confident with communication skills.

This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

A Fire Control Officer may hold jointly the position of Brigade Captain.

Duties and Responsibilities

Duties and responsibilities of the Bush Fire Control Officer include:

- Authorise permits for hazard reduction burns within the Shire of Quairading in accordance with the Bush Fires Act 1954 and Environmental Act;
- Identify and conduct risk assessments of fire hazards within the Shire of Quairading;
- Perform duties prescribed by the Bush Fires Act 1954 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 CBFCO and CESM as to when harvest bans and or movement of vehicle bans should be applied.

Criteria of Bush Fire Control Officer

- Knowledge of managing a volunteer organisation
- Knowledge of all Fire Response Plans in the Shire of Quairading
- Knowledge of the Bush Fires Act 1954
- 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

Qualifications of Bush Fire Control Officer

- Minimum 5 years of firefighting experience
- Following courses completed:
 - Introduction to Fire Fighting
 - Bush Fire Fighting
 - AIIMS awareness
 - Fire Control Officer



If the nominee has not done a course they must endeavour to complete the next available course as soon as reasonably practicable and in this situation the appointment will be at the discretion of the CBFCO, CESM in conjunction with the CEO Shire of Quairading.

8.3 Deputy Chief Bush Fire Control Officer (DCBFCO)

Role

The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker, and planner and assists the CBFCO in managing the Bush Fire Organisation.

Criteria of DCBFCO

- 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 Fire Control Officer.
- Experienced in firefighting operations within the Shire of Quairading.
- Currently holds all of the preferred qualifications of the Fire Control Officer.
- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Quairading
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.

Qualifications of Deputy Chief Bush Fire Control Officer

- Minimum 8 years firefighting experience
- Following courses completed:
 - Introduction to Fire Fighting
 - Bush Fire Fighting
 - Aims Awareness
 - Fire Control Officer
- Please note further training along the DFES pathways is encouraged

If the nominee has not done a course they must endeavour to complete the next available course as soon as reasonably practicable and in this situation the appointment will be at the discretion of the CBFCO, CESM in conjunction with the CEO Shire of Quairading.

8.4 Chief Bush Fire Control Officer (CBFCO)

Role

The role of the Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Organisation in the Shire of Quairading and not as a 'hands on' fire fighter. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks within the Shire of Quairading and is to ensure that the following tasks are achieved.

- During wildfire incidents manage the fire resources of the Shire and Brigades and when necessary act as the Incident Controller in accordance with Westplan Fire.

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- Promote the AIIMS Incident Management system to all FCO'S, Brigades and volunteer fire fighters within the Shire of Quairading and ensure an Incident Controller is appointed for all Incident Levels (1-3).
- Ensure that FCO'S, 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, FCOs, Captains and Brigade members.
- Promote Community fire prevention as a priority, to identify and reduce fire hazards.
- Develop the fire organisation to effectively and efficiently control wildfires
- Develop and promote the use of Standard Operating Procedures and Guidelines, minimum training standards, identify hazards and assess risk to prevent injury volunteers and implement the principals of OHS for volunteers to develop a safe working environment for 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 the Shire of Quairading, FCO'S, Brigades, DFES, DPaW, Emergency services, statutory authorities and facilitate prompt response to fire incidents.
- Ensure that Brigades are involved in the development of Policy for the preparation of ESL Fire Appliance program, maintenance programs for Shire and Brigade owned equipment, incident de-briefing of wildfires, welfare and safety of volunteers.
- Promote the values of Volunteer Fire Brigades to the community and within the Brigades.
- Delegate specific tasks to DCBFCO'S, FCO'S, CESM or Brigades.
- Liaise with the Shire of Quairading, DFES and other organisation to achieve the duties outlined above.

Criteria of Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Quairading
- Working Knowledge of the Shire of Quairading Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- 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.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Quairading.
- Currently holds all of the preferred qualifications of the Fire Control Officer.
- Be a member of the DOAC, BFAC and LEMC

Qualifications of Chief Bush Fire Control Officer

- Minimum of 10 years firefighting experience
- Following courses completed:
 - Introduction to Fire Fighting
 - Bush Fire Fighting
 - AIIMS Awareness
 - Fire Control Officer
- Please note further training along the DFES pathways is encouraged

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If the nominee has not done a course they must endeavour to complete the next available course as soon as reasonably practicable and in this situation the appointment will be at the discretion of the BFAC in conjunction with the CEO Shire of Quairading.

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SECTION TWO

Standard Operating Procedures

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Introduction

These Standard Operating Procedures (SOPs) are a set of Procedures, Standards and Guidelines approved by Council for the safe and efficient operation of Brigades and Personnel at Emergency Incidents.

These Procedures for Bush Fire Brigades and Operations are a living document that may, from time to time, require updating and additions.

Input from Brigade members is welcome. Should a Brigade member feel that an SOP is unworkable, not practical or needs Amendments or Additions they should raise the matter at their local Brigade Meeting. If the Meeting agrees then it should be raised by the Brigade representative on the Fire Advisory Committee. The Bush Fire Advisory Committee will discuss the matter and make a Recommendation to Council that the SOP be added or amended.

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SOP.1 Driving Guidelines for Bush Fire Brigades

Procedure No.	SOP.1
Procedure Subject:	Driving Guidelines for Bush Fire Brigades
Adoption Date:	
Last Reviewed:	

Introduction

Driving emergency vehicles under emergency conditions brings with it an added responsibility to the Officer in Charge and the driver of the vehicle. The safety of the community at large should be balanced with the urgency of the Call Out.

Drivers should, in the first instance ensure the safety of the crew and the public when responding to a call, and Secondly, endeavour to arrive at the incident as soon as practicable.

Drivers should follow the principles outlined in this Standard Operational Procedure. No risk is justified if it is likely to prejudice the safe arrival of the Appliance and Crews at an incident or the safety of others within the community.

Driving an emergency vehicle under emergency conditions comes with a set of responsibilities that may have dire consequences if they are not performed rationally, competently, professionally and with consideration for others (road users, pedestrians etc.).

Procedure

Driving Conditions for Bush Fire Brigade Personnel

- All drivers must hold a valid and current class of driving license for the Vehicle Type that is being driven.
- All drivers must have the approval of the Brigade Captain, CBFCO, DCBFCO or CESM to drive the vehicle and where possible complete the DFES approved course for the appropriate class of vehicle.
- Driver holding "P" Plates may drive appliances as part of driver training; however are not to drive to or at emergency/incidents.

Fire Call Conditions Code 1

- Appliances responding where Life/Property is in danger.
- Emergency Warning Beacons, SIREN and headlights are to be on at all times when travelling to an Operational Emergency incident or at the discretion of the OIC or Crew Leader.
- Rail crossing signals and boom gates to be obeyed at ALL times.
- Drivers and Officers should also refer to DFES issued SOP's
 - SOP 36 Road Traffic Code
 - SOP 37 Driving Emergency Vehicles
 - SOP 40 Driver Responsibilities

Normal Road Conditions Code 2

When returning to fire station, attending training or exercises and general operations:

- No emergency warning lights and sirens are to be used.
- All road rules must be obeyed at all times

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Driving Requirements for Offroad Use

- Vehicle is to operate in 4X4 at all times when driving off road on the fire ground.
- Hubs on vehicles with freewheeling hubs are to be locked in at all times.
- Speed is to be minimised to ensure safety of occupants.

General

- Fire Fighters must at all times, drive with due care and attention and continue to show consideration to other road users.
- It is essential that the privileges granted by Law are not abused.
- Crew Care and Safety must be ensured at all times when driving.
- Warning Lights are to be in operation at all times when brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
- The Maximum speed limit for the vehicle class is to be observed at all times on roadways.
- Brigade units can be used for other uses outside the boundaries of call outs or normal brigade activities. This is by agreement only, the Captain and CESM must be informed of vehicle whereabouts in case of call out.

Turn Out Procedure

- All firefighting appliances are to respond as Emergency Vehicles (Code 1) unless instructed otherwise,
- The initial response to fires will be as Emergency Vehicles (**Code 1**). Subsequent support vehicles are to travel under **Code 2** unless otherwise determined by the incident controller.
- Station/Group radio operators may downgrade/upgrade responding vehicles on advice from the Incident Controller.
- For response to fire/incidents or alarms where there is a high life risk factor – e.g. Schools, Hospitals, Nursing Homes, incidents involving aircraft or buses, all vehicles will respond Code 1 unless otherwise determined by the Incident Controller.

Remember that to drive under Code 1 condition when it is not expedient or safe to do so is a breach of the Road Traffic Act and could result in driver prosecution.

SOP.1 Review Date(s)			



SOP.2 Personnel Protective Equipment

Procedure No.	SOP.2
Procedure Subject:	Personnel Protective Equipment
Adoption Date:	
Last Reviewed:	

Standard of dress for all Fire Fighting Personnel will be:

Registered Brigade Personnel on the fire grounds must be dressed in accordance with the Department of Fire & Emergency Services recommended industry standard or equivalent. Personnel turning up to fires without the minimum requirement will be advised to dress properly or asked to leave the fire ground.

Recommended Standard for Bush Fire Fighting

- Approved Coveralls (one or two piece) as supplied by the Shire of Quairading
- Approved Helmet as supplied by the Shire of Quairading
- Gloves and Goggles as supplied by the Shire of Quairading
- All personnel are responsible for the availability, condition, care and cleanliness of their own kit.
- Only correctly attired personnel will be permitted to crew Brigade appliances.
- The appearance and conduct of Bush Fire personnel members whilst wearing either operational dress or uniform is to be such that it will not cause any criticism upon the Brigade or the Shire of Quairading.

Equivalent Standard

- Cotton or woollen long trousers, cotton or woollen long sleeve shirt and safety boots and leather gloves.

SOP.2 Review Date(s)			



SOP.3 Alcohol and Drug Consumption

Procedure No.	SOP.3
Procedure Subject:	Alcohol and Drug Consumption
Adoption Date:	
Last Reviewed:	

Procedure

- Bush Fire Brigade personnel shall **NOT** respond to an incident or participate in any Bush Fire operation or activity if alcohol or drugs have been consumed in quantities that contravene any written Law or Policy.
- Alcohol or drugs shall **NOT** be consumed by personnel whilst undertaking any task or function associated with incident response, suppression or recovery phases.
- Alcohol or drugs shall **NOT** be consumed by personnel whilst engaged in training activities associated with operational tasks.
- When driving, personnel must comply with Road Traffic Regulations.

SOP.3 Review Date(s)			



SOP.4 Crewing of Brigade Fire Appliances

Procedure No.	SOP.4
Procedure Subject:	Crewing of Brigade Fire Appliances
Adoption Date:	
Last Reviewed:	

Procedure

- Bush Fire appliances travelling to and from incidents shall only carry personnel who are safely seated in the cab or on specially designed seating fitted with seat belts and in accordance with the any written Law or Policy relevant to that class of vehicle.
- The exception to this rule is Light tankers which can only be crewed by a maximum of two persons.

SOP.4 Review Date(s)			



SOP.5 Detection of Fires, Shire Response and Mobilisation of Brigades

Procedure No.	SOP.5
Procedure Subject:	Detection of Fires, Shire Response and Mobilisation of Brigades
Adoption Date:	
Last Reviewed:	

Detection and Reporting of Fires

- The normal notification of a fire is through the '000'
- Report all fires to Department of Fire & Emergency Services Communication Centre via channel 328 or by telephoning 1800 198 140 and CESM 0448 008 653.

Shire Response to Calls

During Prohibited Fire Season

- On receipt of a report of a fire or other emergency call through 000 an SMS will be made turning out the closest brigade and Central Quairading BFB
- A brigade may be placed on 'standby' if determined by the location of the fire.

During Restricted and Unrestricted Fire Season

- Each call will be assessed and a decision as to how many brigades will be turned out will be made.

Systems, procedures and equipment must be installed and maintained with due regard to this aim while ensuring fire fighter and public safety.

Standby

For the purposes of this SOP 'STANDBY' means that personnel are to go to the fire station and make the vehicle ready for departure should the need arise, and are to remain there until stood down.

SOP.5 Review Date(s)			



SOP.6 Smoke Affected Roads

Procedure No.	SOP.6
Procedure Subject:	Smoke affected roads
Adoption Date:	
Last Reviewed:	

Procedure

- Fire burning on or near road verges, with smoke obscuring vision, is potentially the most dangerous situation volunteers can find themselves in. More fire fighters have been killed or injured in this situation than any other firefighting activity.
- Do not attempt to work in smoke reduced visibility until you are sure the vehicle flow has been cut off.
- The Incident Controller will request Police to provide traffic control at the earliest possible time.

Fire fighters working from or on a Gazetted roadway that is part of a fire ground. (Roads will be closed under State Emergency Management Policy No. 4.8)

- For the safety of fire fighters any roadway where fire fighters are working must be closed if there is a risk of injury or accident
- Where possible fire fighters should look for alternative work environments other than the roadway.

Gazetted Roads under the Care & Control of the Local Government

- If the Road is a Local Road under the care of the Shire of Quairading, the Shire or the Incident Controller will close the road. The CESM or CEO shall arrange for the road to be attended to by appropriate qualified staff.
- If police assistance is unavailable, and a detour is not possible, then the Road or Roads are to be closed regardless while fire operations being undertaken from any gazetted roadway.

Gazetted Roads under the Care & Control of Main Roads (MRWA).

- If the Road is a major Highway or arterial road under the care of Main Roads then Main Roads shall be contacted via the PoliceA to have the Road closed and signed accordingly.
- The Incident Controller shall request MRWA to formulate and implement a Traffic Plan. The request shall be made via the DFES Communication Centre or the Police
- If Police assistance is unavailable, and a detour is not possible, then the Road or Roads are to be closed when fire operations are to be undertaken from any gazetted roadway.

If a motorist "IGNORES" instructions from a duly authorised person then the offender's registration number and the time should be noted and reported to the police at the first opportunity. Action will be taken. The Incident Controller must be notified **by radio** immediately when a motorist disobeys any direction and proceeds.

Fire appliances **must** have all emergency lights on and headlights dipped when working in a visibility reduced hazard.

Brigade personnel have a duty to themselves and the travelling public to ensure that all operations are performed with maximum safety

SOP.6 Review Date(s)			



SOP.7 Radio Call Sign System

Procedure No.	SOP.7
Procedure Subject:	Radio Call Sign System
Adoption Date:	
Last Reviewed:	

Procedure

- Radio Call Signs for units shall be developed and provided to the Shire of Quairading to be published in a Radio Call Sign Sheet and distributed to all brigades and members.

SOP.7 Review Date(s)			



SOP.8 Accident Reporting

Procedure No.	SOP.8
Procedure Subject:	Accident Reporting
Adoption Date:	
Last Reviewed:	

Procedure

- All accidents and near miss accidents must be reported.
- All accidents and near misses on an operational fire ground must be reported to either the
 - CBFCO
 - DCBFCO
 - CESM
 - Incident Controller
 - Brigade Captain
 - Officer in Charge
- The CBFCO/CESM will arrange for the accident to be investigated and the report will published and distributed accordingly

SOP.8 Review Date(s)			



SOP.9 Mutual – Between Shires and Regions

Procedure No.	SOP.9
Procedure Subject:	Mutual – between Shires and Regions
Adoption Date:	
Last Reviewed:	

Introduction

It is necessary to have an efficient turnout of brigades within a Local Authority. This is to be supported by the Region Operations Centre co-ordinating the turnout between Shires, which in turn must be supported by the State Operations Centre, co-ordinating mutual aid between Regions.

To ensure an orderly and effective turnout occurs the following procedures are to apply.

Shire turnout responsibilities

- Chief Bush Fire Control Officer, Community Emergency Services Manager, Deputy Chief Bush Fire Control Officer are responsible for the turnout of all firefighting resources stationed within the Shire.
- The Incident Controller is responsible that adequate relief has been arranged. The CBFCO, CESM and DCBFCO will ensure that some resources may be held in reserve for further outbreaks of fire or that mutual aid has been arranged to cover all eventualities.
- Call-out of these resources will be in accordance with the Local Authority and supported by the Local Emergency Management Plan.

Regional Operation Centre Responsibilities

- If DFES requires assistance in addition to the Shires resources from adjoining Shires within their Region, such assistance will be activated through the DFES Regional Duty Officer.
- When making a request DFES will supply the following information:
 - Number and type of fire appliances and minimum crewing
 - The task the appliance are to perform
 - The duration the resources will be required for
 - Where and to whom the resources will report to
 - When the resources are required
 - Welfare and Relief arrangements
- Region Duty Officer will then:
 - Contact the appropriate CESM/CBFCO requesting the above be provided;
 - Once the request has been actioned, confirm back the arrangements made
 - Advise the State Duty Officer of action taken.

Resource Request

- When a request is made to the Shire of Quairading to supply resources (Task Forces/Strike Teams) to another Shire then the following should apply.
 - The Chief Bush Fire Control Officer with the Deputy CBFCO's / CESM will decide on the number of resources that will be sent out of the Shire at any given time.
 - A Delegated Shire Representative will accompany these appliances
 - Shire of Quairading Appliances will be manned by the Shire of Quairading Bush Fire Brigade Volunteers only.
 - Quairading VFRS will be alerted that Shire resources will be leaving the Shire and Brigades will be alerted via SMS that resources are leaving the Shire.

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- Crews responding to a mutual aid request should ensure they have eaten before being dispatched to the fire. Subsequent welfare will be the responsibility of the Incident Controller.

SOP.9 Review Date(s)			



SOP.10 First Aid

Procedure No.	SOP.10
Procedure Subject:	First Aid
Adoption Date:	
Last Reviewed:	

Procedure

- All volunteer fire fighters are to be encouraged to complete the St Johns First Applied Aid Course
- The Incident Controller shall request a St Johns Ambulance Post be established at the Control Point when the number of attending firefighters and other staff agencies exceeds 50 personnel.
- The Incident controller may request a St Johns Ambulance Post at any given time prior to the above number of personnel being reached.

SOP.12 Review Date(s)			



SOP.11 Deceased Person / Preservation of Scene

Procedure No.	SOP.11
Procedure Subject:	Deceased Person / Preservation of Scene
Adoption Date:	
Last Reviewed:	

Procedure

- The Police have a requirement under the Coroners Act and Police Routine Orders ***to view the body of a deceased person, in situ*** so that evidential information and forensic details may be obtained. As a consequence, Brigade personnel are requested to assist the Police by strictly adhering to the following guidelines:
 - At any incident where death occurs the body is to remain in situ and the area immediately secured awaiting the arrival of the Police and Forensic Services.
 - Where the body is in a public place and visible by the public it should be screened if possible.
 - Where removal of the deceased to a place of security is essential, the Incident Controller should attempt to obtain as much information as possible prior to the removal of the body with consideration being given to the following:
 - Status of the deceased (i.e. General public, fire fighter etc.)
 - Details of fire activity at the time of the incident causing death
 - Possible cause of death (i.e. burns, smoke etc.)

In order that Brigade resources are not unduly placed on Standby for lengthy periods whilst awaiting the arrival of the Police, the Incident Controller is to request Police attendance as soon as possible after initial incident appraisal.

SOP.11 Review Date(s)			



SOP.12 Incident Notification Procedures

Procedure No.	SOP.12
Procedure Subject:	Incident Notification Procedures
Adoption Date:	
Last Reviewed:	

Incident Controller

- The senior officer on the first arriving unit at the fire becomes the Incident Controller until relieved by a more senior officer at the scene (Bush Fires Act 1954 s.44).
- If the situation escalates then the Incident Controller will be nominated by the respective Hazard Management Agency.
- The Incident Controller will within 15 minutes of arrival, provide a verbal Situation Report to COMCEN detailing the situation and whether further resources are required.
- Incident Controller/IMT will remain in contact with COMCEN for duration of incident reporting regularly on the situation.

Brigades

- The OIC of the appliances shall:
 - Notify COMCEN that receipt of SMS has occurred
 - When mobile to the incident.
 - Upon arrival at the incident.
 - When leaving incident scene
 - Arrival on station

SOP.12 Review Date(s)			



SOP.13 Vehicle Fires Outside of Gazetted Town Site

Procedure No.	SOP.13
Procedure Subject:	Vehicle Fires Outside of Gazetted Townsite
Adoption Date:	
Last Reviewed:	

Introduction

Bush Fire Brigades are the primary turnout to vehicle fires that occur outside of the gazetted town site of Quairading. The Shire of Quairading Bushfire Brigades are not trained nor do they have breathing apparatus to use whilst fighting fires in toxic smoke. Given the fact that vehicles give off multiple types of toxic fumes and contain various metals and components which are considered explosive when encountering water; it is not safe for the Bush Fire Brigades to conduct offensive firefighting techniques on vehicle fires of any type.

Procedure

- Once the initial call has been received and the brigade has turned out to the vehicle fire incident, the crew leader or incident controller must advise DFES communications that the Quairading Volunteer Fire and Rescue is required to attend, due to the nature of the incident being HAZMAT. Also the crew leader may request that Police attend for traffic control if required.
- Once the brigade appliances arrive the units should be parked up wind or out of the toxic smoke and in the fend off position across the road to stop passing traffic.
- Beacons and head lights shall be on to warn approaching motorist.
- The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the vehicle. The information on the incident shall be relayed to DFES communications.
- Firefighting shall only be in the form of a defensive technique, meaning to protect any other assets or preventing the fire spreading to the road verge or surrounding bush or grass.
- Fire fighters shall stop traffic from passing and keep public spectators away from the incident.
- The BFB crew leader or incident controller may hand over control of the vehicle fire incident to the Quairading Volunteer Fire and Rescue officer in charge.

Note

- Vehicle fires are extremely dangerous due to many pressurised vessels for example; LPG cylinders, tyres, and airbag deployment systems etc. These may cause explosions so maintaining a safe distance and wearing full PPE is required.
- It is also advised that the brigade member conducting a the scene size-up should be aware that in some instance where vehicle fires have been called in by a passing motorist, there has been in fact persons still trapped inside the vehicle which can give the false impression that it may only be a vehicle fire.

SOP.13 Review Date(s)			



SOP.14 Structure Fires Outside of Gazetted Town Site

Procedure No.	SOP.14
Procedure Subject:	Structure Fires Outside of Gazetted Town Site
Adoption Date:	
Last Reviewed:	

Introduction

Bush Fire Brigades are the primary turnout for structure fires that occur outside of the gazetted town site of Quairading. The Shire of Quairading Bushfire Brigades are not trained nor do they have breathing apparatus to use whilst fighting fires in toxic smoke.

Procedure

- Once the initial call has been received and the brigade has turned out to the structure fire incident, the crew leader or incident controller must advise DFES communications that the Quairading Volunteer Fire and Rescue is required to attend due to the nature of the incident. Also the crew leader may request that Police, Ambulance and Western Power attend if necessary.
- The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the structure fire. The information on the incident shall be relayed to DFES Communications. The BFB crew leader or incident controller shall look for any potential hazards to the firefighters and the public.
- Before any type of firefighting is conducted, power shall be isolated at the buildings power box by removing all fuses and shutting down the mains switch, the firefighter conducting the size up must also note if solar power modules are located anywhere on this structure. LPG cylinders shall also be isolated at the cylinder valves.
- Firefighting activities for the Bush Fire Brigades are limited to defensive techniques only and brigades shall not enter the structure at any time. Defensive firefighting is to protect surrounding assets and to prevent the fire spreading.
- The BFB crew leader or incident controller shall conduct a thorough SITREP hand over and hand control of the structure fire incident to the Quairading Volunteer Fire and Rescue officer in charge.

Note

- Depending on the location of the structure fire incident, it is advised that extra water resourcing may be required and additional bulk water tankers may need to be sourced.
- BFB appliances should not obstruct access to the structure for the arriving Volunteer Fire and Rescue trucks, as they will need to park closer to the building than what the BFB does.
- The BFB appliances may be required to conduct relay pumping techniques to the Fire and Rescue Appliances if required.

SOP.14 Review Date(s)			



SOP.15 Harvest, Vehicle Movement and Hot Works Bans

Procedure No.	SOP.15
Procedure Subject:	Harvest and Vehicle Movement Ban
Adoption Date:	
Last Reviewed:	

Introduction

The Shire of Quairading has the right to impose the ban on activities such as harvesting crops, vehicle movement and hot works. The only exception to the ban is the watering and feeding of livestock. This procedure is to define the way the ban is measured and implemented.

Procedure

- The Chief Bushfire Control Officer for the Shire of Quairading is also a delegated Fire Weather Officer for the Shire of Quairading; the CBFCO in this role must liaise with a minimum of 2 other Fire Control Officers located throughout Shire of Quairading to conduct weather readings using the appropriate tools such as Kestrels weather meters. The information and readings that has been gathered by these FCO's must be recorded and relayed to the CBFCO. The CBFCO in conjunction with the CESM will then make the decision to impose a ban if required.
- The following information shall give reason for the CBFCO of the Shire of Quairading to impose a harvest and vehicle movement ban:
 - The weather readings taken have indicated a Grass Fire Danger Index (GFDI) of 31
 - A Total Fire Ban that has been implemented by the Department of Fire and Emergency Services
 - Lack of firefighting resources located in the Shire of Quairading
 - Bushfire incidents currently ongoing in the Shire of Quairading
- The CBFCO may request that the delegated Fire Weather Monitors take readings every day during the Prohibited Fire Season.
- Once the decision has been made to impose the harvest, vehicle and hot works ban then the following notifications must be made;
 - Send SMS notification via the Shire message service
 - Send notification to bordering Shires
 - The CESM and CBFCO shall record the readings on the Shire of Quairading System
- Harvest Bans are imposed as a standard on Christmas Day (25th December), Boxing Day (26th December), New Year's Day (1st January) Good Friday and Easter Monday (As per time period of Easter)

Note

- If CBFCO or DCBFO is unable to be contacted the CESM in consultation with the Chief Executive Officer is authorised to impose Harvest, Movement, Hot Works Bans if weather readings exceed a GFDI of 31 without further consultation

SOP.15 Review Date(s)			



SOP.16 Back Burning during Bushfire Incidents

Procedure No.	SOP.16
Procedure Subject:	Back burning During Bushfire Incidents
Adoption Date:	
Last Reviewed:	

Introduction

In the right circumstances back burning can be an effective technique to stop the spread of bushfires or protect assets during emergency situations.

Back burning must be done under correct conditions and carried out by experienced personnel on the fire ground otherwise back burning may create dangerous fire behaviour or increase the size of the current fire.

Some reasons for conducting back burns;

- Asset protection
- Inaccessible country to fight the fire in traditional means
- UXO known areas
- Squaring up fire boundaries
- Burning out to firebreaks

Procedure

- All techniques of fire suppression must be explored to suppress the fire before the choice is made to conduct a back burn
- A risk assessment shall be considered prior to the all-clear given for any back burn to be conducted
- Weather readings may be taken prior to any back burn been conducted
- **ONLY** the incident controller can give permission to carry out this task
- All personnel shall record the proceedings of the back burn in the personal fire diary

Note

- There is a difference between back burning and burning out pockets, Permission shall still be sought if burning out pockets is required.

SOP.16 Review Date(s)			



SOP.17 Chaining of Straw

Procedure No.	SOP.17
Procedure Subject:	Chaining of Straw
Adoption Date:	
Last Reviewed:	

Introduction

The Shire of Quairading has the right to impose conditions on practises that have the ability to cause; accidently or deliberately; fires within the district. This specific procedure is in regards to the 'Chaining of Straw'

The Chaining of Straw is a process by which a large chain is dragged behind a vehicle in order to reap/mow the straw, subsequently clearing the paddock.

Procedure

- Chaining is not to take place on any GFDI above the reading of 15
- A separate fire unit is required *inside the paddock* where chaining is taking place
- A ban on chaining may be put into place during the 4 – 6 weeks of harvest

SOP.17 Review Date(s)			



SOP.18 Issuing of Burning Permits

Procedure No.	SOP.18
Procedure Subject:	Issuing of Burning Permits
Adoption Date:	
Last Reviewed:	

Procedure

- Permits to be issued by the Shire of Quairading Fire Control Officers Only
- No Permits shall be issued within the Prohibited Burning Period except for reasons specified under the Bush Fires Act 1954.
- Fire Control Officers have designated specific areas in regards to Permits.
- Shire and Community Emergency Services Manager must be informed of all issued permits.
- Permits only available if one or more of these officers are available at the time of application
- The granting of permits and conditions imposed is at the discretion of the permit issuer.
- It is an Offense to seek a permit from another FCO or the Shire if a person has already been declined by an FCO

SOP.18 Review Date(s)			



SOP.19 Farmer Response Vehicles on the Fire Ground

Procedure No.	SOP.19
Procedure Subject:	Farmer Response Vehicles on the Fire Ground
Adoption Date:	
Last Reviewed:	

Introduction

The primary response to bushfires in the Shire of Quairading is Farmer Response; farmer response units generally consist of a 4wd vehicle containing a trailer mounted or tray mounted fire unit.

From an Incident Control and safety point of view it is important for all vehicles to be recognised and logged as being present on the fire ground. For incident control it enables a detailed overview of resource types and styles, for safety it enables a view of vehicles present on the fire ground in case of emergency.

This procedure is to note the way the Shire of Quairading intends on logging all vehicles entering and working on a fire ground.

Procedure

- A record will be kept with the Shire of these vehicles
- Farmer Response Units that intend to attend fires within the Shire of Quairading will need to be logged with the Shire.
- Stickers will be issued to the owner of the vehicle with a unique identification number
- Records will be issued to all FCO's within the Shire for ease of reference

Note

- This system does not preclude the use of non-registered farm appliances on the fire ground it is for ease of reference only
- The knowledge of appliances and capabilities on a fire ground for the incident controller is of the utmost importance when planning how to contain, control or extinguish the fire.
- For insurance purposes the registering of vehicles on and off the fire ground plays an important role.

SOP.19 Review Date(s)			



SOP 20 Burning during Restricted and Unrestricted Burning Periods

Procedure No.	SOP.20
Procedure Subject:	Burning during Restricted and Unrestricted Burning Periods
Adoption Date:	
Last Reviewed:	

Introduction

The Shire of Quairading has the right to impose conditions on practises that have the ability to cause; accidently or deliberately; fires within the district. This specific procedure is in regards to the limitation of burning during the Restricted and Unrestricted period.

Burning off is an industry practise, which has had in the past a direct correlation with the start of large fires. It is because of the dangers posed by Burn Offs that restrictions have been applied within both the Restricted and Unrestricted Burning Periods.

Restricted Burning Period

- Permits required for all burns
- Permit Restrictions apply during Restricted Burning Period
- Note: Restrictions applied by the FCO are hand written in the bottom section of permit. All other restrictions are set by the Bush Fires Act 1954.
- No burning off authorised on Public Holidays
- No burning authorised during the Easter Period (If Easter falls within Restricted Burning Period)

Unrestricted Burning Period

- No burning during the Easter Period (If Easter falls outside the Restricted Burning Period)
- No other restrictions apply on burning in the Unrestricted Burning Period

Note

- The restrictions on burning within the Easter Period is specific to the Shire of Quairading only

SOP.20 Review Date(s)			