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Policy 4.1 Bush Fire Advisory Committee Meetings

INTRODUCTION

The Shire of Capel Bush Fire Service comprises 5 Brigades whose members are all trained volunteers. Council seeks input from these members on matters relating to bush fire prevention and control through the Shire of Capel Bush Fire Advisory Committee.

This Committee is established by the Council under the provisions of Section 5.8 of the *Local Government Act 1995* and membership is by appointment by Council.

This Policy specifies when Bush Fire Advisory Committee Meetings are to be held, and the minimum issues Council seeks the Advisory Committee to address.

OBJECTIVE

1. To specify a minimum number of Bush Fire Advisory Committee Meetings to be held in any year.
2. To specify what items are required to be considered at these meetings, except general agenda items.
3. To specify the membership of the Bush Fire Advisory Committee and the numbers of members required to constitute a quorum.

POLICY STATEMENT

1. The Bush Fire Advisory Committee shall meet a minimum of two times per year with the meetings being held in February and August.
 2. The following items shall be considered at the February meeting of the Bush Fire Advisory Committee each year:
 - Budget requests from Brigades; and
 - The draft Bush Fire Brigades Budget for the DFES funding system.
 3. The draft Bush Fire Order for the ensuing fire season shall be considered at the August meeting of the Bush Fire Advisory Committee each year.
-

4. Membership of the Bush Fire Advisory Committee shall comprise:

- 1 member from each brigade;
- Chief Bush Fire Control Officer;
- Deputy Chief Bush Fire Control Officer;
- Manager Emergency & Ranger Services (non voting);
- Department of Biodiversity, Conservation & Attractions (DBCA) representative (non voting);
- Department of Fire & Emergency Services (DFES) representative (non voting);
- Council delegate; and
- Council Training Coordinator;

all of whom (except the Manager Emergency & Ranger Services, DFES & DBCA representatives) shall have equal voting rights except in the case of a tied vote, where the Chairman shall also exercise a casting vote in addition to a deliberative vote.

5. The Chairman shall be elected from within the Committee at the first meeting of the Committee in each even year and shall hold that office for a period of two years.
6. A quorum for the conduct of business of this Committee shall comprise of five members.
7. A special meeting may be convened specifically for budget or major incident debriefs.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute OC1227, 12.12.01	Other References:
Amended: Minute OC0427, 24.04.07 Minute OC0526, 27.05.15 Minute OC1110, 25.11.15 Minute OC0819, 23.08.17	
Review Date: December 2019	
Amended 23.08.2018	



Policy 4.2 Standard Operating Procedures

INTRODUCTION

In 1996 the Bush Fire Service (now known as DFES) released a set of Standard Operating Procedures relevant to the every day operation of Bush Fire Brigades. The Standard Operating Procedures have been widely accepted and adopted by most local governments in Western Australia.

OBJECTIVE

The objective of this Policy is to adopt the Standard Operating Procedures as Council's Bush Fire Brigades Standard Operating Procedures.

POLICY STATEMENT

That the Shire of Capel adopts the Standard Operating Procedures relating to Brigades and Local Authorities as outlined in the Bush Fire Services Standard Operating Procedures as listed on DFES volunteer portal and as reviewed from time to time. These are adopted as Council's Bush Fire Brigades Standard Operating Procedures.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute OC0728, 11.07.01	Other References:
Amended: Minute OC0427, 24.04.07 Minute OC0526, 27.05.15	
Review Date December 2019	



Policy 4.3 Bush Fire Control Officer Appointments

INTRODUCTION

Within the Bushfire Brigades, there are various officers appointed by Council to undertake various roles and responsibilities. The persons occupying these positions, although volunteers, are nonetheless officers of the Council and are appointed by the Council (under section 38 of the *Bush Fires Act 1954*) upon their nomination by the Brigade and endorsement by the Bush Fire Advisory Committee.

This policy provides the eligibility criteria for a person to be appointed as a Bush Fire Control Officer.

OBJECTIVE

1. To ensure that a person has the relevant qualifications necessary to hold the position of Fire Control Officer.
2. To ensure that these qualifications are maintained by the appointed Bush Fire Control Officer.

POLICY STATEMENT

1. To be eligible for appointment as a Bush Fire Control Officer a person must have completed the Volunteer Fire Control Officer Course prior to appointment.
2. Nominations from Brigades shall be submitted to the August meeting of the Bush Fire Advisory Committee each year for recommendation to Council at the August meeting where applicable.
3. A Fire Control Officer, other than the Chief or Deputy Chief Bush Fire Control Officer must not issue a Permit to Burn for land within another Shire of Capel Bush Fire Brigade district unless mutual agreement exists between the Fire Control Officers concerned.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute SC0122, 19.01.99	Other References:
Amended: Minute OC0427, 24.04.07 Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date: December 2019	
Amended 23.08.201830 at the August meeting, where applicable	



Policy 4.4 Authority of Chief & Deputy Chief Bush Fire Control Officers

INTRODUCTION

Within the Shire of Capel Fire Services, a formal hierarchy exists in accordance with the *Bush Fires Act 1954* to provide a chain of command at multi brigade incidents. The two most senior positions are those of Chief and Deputy Chief Bush Fire Control Officer.

This Policy recognises the need for the Chief and Deputy Chief Bush Fire Control Officer to act quickly in an emergency wild fire situation where that wild fire is beyond the resources of the Shire of Capel Fire Services.

OBJECTIVE

1. To specify which persons may incur expenses on behalf of Council;
2. To provide the situations where such expenses may be incurred; and
3. To specify the extent of the authority to expend Council funds.

POLICY STATEMENT

1. The Chief Bush Fire Control Officer or in his absence the Deputy Chief Bush Fire Control Officer is authorised to engage contractors or incur expenses of up to \$2,000 on behalf of Council;
2. Item 1 of the Policy above only applies to incidents where the Shire of Capel is the hazard management agency and the incident is beyond the resources of the Shire of Capel Fire Services; and
3. Wherever practicable, the Chief or Deputy Chief Bush Fire Control Officer shall liaise with either the:
 - Manager Emergency & Ranger Services;
 - Executive Manager Community Services;
 - Executive Manager Engineering & Development Services; or
 - Chief Executive Officer;

prior to engaging contractors or incurring any expense.

4. Expenditure of an amount likely to exceed \$2,000 requires the approval of one of the following Council Employees:
- Manager Emergency & Ranger Services;
 - Executive Manager Community Services;
 - Executive Manager Engineering & Development Services; or
 - Chief Executive Officer.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute SC0122, 19.01.99	Other References:
Amended: Minute OC0427, 24.04.07 Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date: December 2019	
Amendments 23.08.17 Position titles updated	



Policy 4.5 Authorising Officers – 'Request to Burn'

INTRODUCTION

As part of their charter, to protect local communities from the risks of bush fires, Brigades undertake hazard reduction burns on both private and public lands.

Such burning is usually done for a fee to recover costs and as way of raising funds for the Brigade.

This Policy specifies the persons who are authorised to approve hazard reduction burns carried out by Bush Fire Brigades on private and public property in accordance with Section 33 (6) of the *Bush Fires Act 1954* wherein Council is requested to undertake the works by the landowner, and then effectively sub-contracts the Brigade(s) to carry out the work.

OBJECTIVE

1. To specify which persons are authorised to approve hazard reduction burns
2. To ensure that the cost of the hazard reduction burn is received prior to the burn taking place
3. To specify the form on which applications for a fire hazard reduction burn shall be submitted.

POLICY STATEMENT

1. The following officers are authorised to approve hazard reduction burns carried out by the bush fire brigades:
 - Manager Emergency & Ranger Services;
 - Executive Manager Community Services; and
 - Chief Executive Officer.
2. A hazard reduction burn shall not be approved under Statement 1 above, unless the fee and insurance costs for the burn have been receipted.
3. All applications for hazard reduction burns shall be made on the form contained in the attachment to this Policy. All monies to be lodged with Council and receipted.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute SC0122, 19.01.99	Other References:
Amended: Minute OC0427, 24.04.07 Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date December 2019	
Amendments 23.08.17 Position titles updated	



Request to Burn – Brigade Assisted Burn

Part A – To be completed by Owner/Occupier	
I hereby request the Shire of Capel to carry out fire hazard reduction burning on my property at:	
Lot/Location/Number	Street Name
Locality	
On ___/___/20___	Or ___/___/20___ and ___/___/20___ Between
Cost of burning	\$ _____ excluding GST (Bush Fire Control Officer quote)
+ GST	\$ _____ (10% of cost of burn)
TOTAL	\$ _____ (including GST)
Owner/Occupier	Name _____
Address	_____
Signed	_____ Date _____

Note: Payment is to be forwarded to the Shire of Capel in full for receipting before the hazard reduction burn will be carried out.

Part B – To be completed by the Shire of Capel	
The _____ Bush Fire Brigade is authorised to carry out fire hazard reduction burning on the above property on or between the dates specified in accordance with Section 33(4) and (6) of the Bush Fires Act 1954 and Council’s Bush Fire Order.	
Officer	_____ Date _____
Signed	_____ Receipt N ^o . _____

Part C – To be completed by the Brigade	
Fire hazard reduction burning as authorised was carried out on ___/___/20___	
Signed	_____ Date _____
<small>(Bush Fire CO)</small>	

This form is to be returned to the Shire of Capel as soon as possible after burning has been completed.

Office Use Only



Policy 4.6 Bush Fire Order – Exemptions & Variations

INTRODUCTION

In accordance with the provisions of Section 33 of the *Bush Fires Act 1954*, the Shire of Capel adopts an annual Bush Fire Order specifying the minimum standards of fire prevention measures to be undertaken by land owners.

For varying reasons of terrain, natural water courses stands of significant vegetation or other reasons, it may not be possible or desirable for the land owner to meet Council's requirements.

In order to avoid receiving an infringement notice for failing to comply with the requirements of the Bush Fire Order, the land owner, in accordance with the Order, needs to obtain the approval of the Shire to a variation to, or exemption from, the requirements of the Order.

This Policy is intended to provide a procedure to deal with applications for firebreak exemptions and variations to the annual Bush Fire Order.

OBJECTIVE

To specify which persons are authorised to approve applications for firebreak exemptions and variations to the annual Bush Fire Order.

POLICY STATEMENT

1. The Chief Executive Officer or Manager Emergency & Ranger Services, in conjunction with the relevant Bush Fire Control Officer are authorised to approve or refuse applications made for Bush Fire Order variations and/or exemptions.
2. Exemptions so granted shall be issued in writing by the Shire of Capel.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute SC0122, 19.01.99	Other References:
Amended: Minute OC0427, 24.04.07 Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date December 2019	
Amendments 23.08.17 'Fire Break Order' replaced with ' <i>Bush Fire Order</i> ' Position titles updated	



Policy 4.7

Personal Protective Equipment

INTRODUCTION

Bush Fire brigades are created by Council pursuant to Section 41 of the *Bush Fires Act 1954*. As Brigades are under the control of the Shire of Capel, the Shire has a duty of care to Brigade members to ensure that they are suitably equipped and protected to carry out their roles as fire fighters.

This Policy provides for the issue of personal protective equipment to brigade members.

OBJECTIVE

- 1 To specify what personal protective equipment will be supplied by the Shire of Capel.
- 2 To specify when brigade members can wear the personal protective equipment.
- 3 To specify that a register of personal protective equipment issued to brigade members must be kept by the relevant Brigade Equipment Officer.

POLICY STATEMENT

- 1 Personal Protective Equipment issued by the Shire of Capel shall include:
 - Bush Fire Service approved safety helmet;
 - Bush Fire Service approved Proban[®] treated clothing, including badges and reflective taping;
 - Fire fighting boots with a combination of zips and laces;
 - Bush Fire Service approved safety gloves; and
 - DFES approved goggles.
- 2 The Brigade Equipment Officer shall require that a brigade member completes the attached form acknowledging that they have received the personal protective equipment and that they undertake to return the equipment if they cease to be an active member of the Brigade. This form can be obtained from the Manager Emergency & Ranger Services or the Executive Assistant Community Services.
- 3 Personal Protective Equipment shall only be worn at fire incidents and bona fide Brigade activities.
4. After each Brigade member has received their initial allocation of boots, future replacement boots will only be made available on a fair wear and tear exchange basis.
5. Personal protective equipment is only issued to those who meet minimum qualification for participation on the fire ground.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute SC0122, 19.01.99	Other References:
Amended: Minute OC0427, 24.04.07 Minute OC0526, 27.05.15 Minute OC1110, 25.11.15 Minute OC0819, 23.08.17	
Review Date: December 2019	
Amended 23.08.17	



Policy 4.8

Fire Appliances - Repairs, Servicing and Modifications

INTRODUCTION

Bush Fire brigades are created by Council pursuant to Section 41 of the *Bush Fires Act 1954*. As Brigades are under the control of the Shire of Capel, the Shire has a duty of care to Brigade members to ensure that all equipment provided for Brigade use is maintained to the correct standard and that any modifications do not compromise the operational safety of the equipment.

This Policy seeks to specify the procedures to be followed when Council owned fire appliance require repairs, servicing or modifications.

OBJECTIVE

1. To provide an interpretation for the following terms:
 - a. repair; and
 - b. modification.
2. To specify the procedure to be followed when fire appliances require repairs or modifications.
3. To specify the frequency of routine scheduled servicing of fire appliances.

POLICY STATEMENT

In this policy:

"*Fire appliance*" means equipment such as fire trucks, protective clothing, fire ground communication accessories and breathing apparatus.

"*Modification*" means to change or alter a component of a fire appliance where the modification will or will not affect the specifications of the fire appliance.

"*Repair*" means to restore to good condition, renovate, mend, remedy or set right again any part of a fire appliance.

1. A Purchase Order for repairs must be obtained from the Manager Emergency & Ranger Services or Executive Assistant Community Services before the work has been undertaken.
2. All repairs must be approved by the Manager Emergency & Ranger Services or Executive Assistant Community Services before the work is undertaken.
3. The Shire's Purchasing Policy and Procedure must be followed at all times.
4. All modifications required are to be authorised by the Manager Emergency & Ranger Services following approval by DFES.

5. All Council owned fire appliances are to be serviced by an appropriately qualified company to comply with DFES B Service standard prior to the commencement of the fire season.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute SC0122, 19.01.99	Other References: Policy 2.8 Purchasing
Amended: Minute OC0318, 26.03.08 Minute OC0526, 27.05.15 Minute OC1110, 25.11.15 Minute OC0819, 23.08.17	
Review Date: December 2019	
Amendment 24.08.17 Position titles updated	



Policy 4.9 Duties of Rangers at Fires

Rescinded OC0819, 23.08.17



Policy 4.10 Hazard Reduction on Council Land

INTRODUCTION

The Shire of Capel is responsible for the reduction of fire hazards on land under its control. This land includes road and drainage reserves as well as public open space.

This Policy provides for the burning of road and drainage reserves within the Shire of Capel for fire hazard reduction and maintenance purposes.

OBJECTIVE

1. To specify who can conduct burning on road and drainage reserves under the care, control and maintenance of the Shire of Capel.
2. To ensure that persons involved in burning are trained to do so, in a safe manner.
3. To ensure that adequate appliances and/or machinery are available to facilitate the safe burning of road and drainage reserves.

POLICY STATEMENT

1. Any road/drainage reserve fuel reduction burn shall take place in accordance with the *Activities in Thoroughfares and Public Places and Trading Local Law 2016*. The relevant Permit shall be sought under the Local Law in addition to any permits required under the *Bush Fires Act 1954*.
2. Officers so authorised under the Local Law shall issue permits to burn verge/drainage reserves to Council's Bush Fire Brigades.
3. In this Policy, Bush Fire Brigades may only be issued a Permit under the Local Law if the Executive Manager Engineering & Development Services and Manager Emergency & Ranger Services are in agreement with the proposed burn.
4. The local Bush Fire Control Officer shall be notified of a burn under this Policy.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute SC0122, 19.01.99	Other References:
Amended: Minute OC0427, 24.04.07 Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date: December 2019	
Amendment 23.08.17 Position titles updated	



Policy 4.11

Fires outside the Shire of Capel

INTRODUCTION

Bush Fire Brigades across the region operate in an environment of “mutual support”, where Brigades in areas not under immediate threat from wild fire will assist at incidents which are beyond the capacity of the controlling agency.

This Policy recognises the need for the Shire of Capel Fire Services to be able to assist other local authorities and emergency services where they request our assistance with an incident that is outside of the local government area of the Shire of Capel.

OBJECTIVE

1. To specify that the Shire of Capel Fire Services are available to assist at incidents outside of the Shire of Capel.
2. To specify which officers are delegated to approve the response of Shire of Capel Fire Services to incidents outside of the Shire of Capel.

POLICY STATEMENT

1. The Shire of Capel shall make its Fire Services available to attend incidents outside the Shire of Capel where their assistance is requested by the hazard management agency for that incident.
2. A Bush Fire Brigade shall not attend an incident outside of the Shire of Capel unless their response is authorised by the Chief or Deputy Chief Bush Fire Control Officer.
3. The Manager Emergency & Ranger Services shall be notified as soon as a fire appliance is despatched to an out of district fire.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute SC0122, 19.01.99	Other References:
Amended: Minute OC0427, 24.04.07 Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date: December 2019	
Amendment 23.08.17 Position title updated	



Policy 4.12 Use of Council Plant – Fire Service Incidents / Civil Emergencies

INTRODUCTION

It is the function of Volunteer Bush Fire Brigades to suppress wild fires within the Shire of Capel. However, in performing this function, the Officer in control of the fire may enlist other services or agencies as required.

This Policy provides that Council plant may be used to assist at an incident and specifies which officers can approve the use of the plant.

OBJECTIVE

1. To specify when plant may be used at a fire service incident/civil emergency.
2. To specify which employees can authorise the use of Council Plant at fire services incidents/civil emergencies.
3. To specify that plant operators have a minimum level of training before attending fire service incidents/civil emergencies.
4. To specify who will be responsible for costs associated with the use of Council plant at fire services incidents/civil emergencies.

POLICY STATEMENT

1. The Shire of Capel, where practicable, shall make its plant available for use at fire service incidents/civil emergencies. All requests for Shire of Capel Plant are in the first instance to go through the Manager Emergency & Ranger Services.
2. Council Employees authorised to permit the use of Council plant at fire services incidents/civil emergencies are:
 - Manager Operations;
 - Supervisor Works;
 - Executive Manager Engineering & Development Services; and
 - Chief Executive Officer.
3. Council employees operating the plant in accordance with Policy Statement 1 above, must have undertaken Bush Fire Awareness Training.

4. Council employees attending/assisting fire incidents shall be appropriately dressed as follows:
 - Operating the water truck or facilitating road closures – normal day-to-day PPE issued for work.
 - Operating the loader/grader on or near the fire ground:
 - Firefighting jacket
 - Firefighting trousers
 - Firefighting gloves
 - Goggles
 - Firefighting helmet (white)

5. Where Council plant is utilised in accordance with Policy Statement 1 above, expenses are to be met by Council unless the expenses can be recovered by insurance procedures.

6. Where Council plant is utilised in accordance with Policy Statement 1 above, a Fire Appliance shall remain with the Council plant at all times.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute SC0122, 19.01.99	Other References:
Amended: Minute OC0427, 24.04.07 Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date December 2019	
Amendments 23.08.17 <ol style="list-style-type: none"> 1. The Shire of Capel, where practicable, shall make its plant available for use at fire service incidents/civil emergencies. <i>All requests for Shire of Capel plant are in the first instance to go through the Manager Emergency & Ranger Services.</i> 4. Council employees attending/assisting fire incidents shall be appropriately dressed: <ul style="list-style-type: none"> • Operating the water truck or facilitating road closures – normal day-to-day PPE issued for work. • Operating the loader/grader on or near the fire ground: <ul style="list-style-type: none"> ○ <i>Firefighting jacket</i> ○ <i>Firefighting trousers</i> ○ <i>Firefighting gloves</i> ○ <i>Goggles</i> ○ <i>Firefighting helmet (white)</i> 6. <i>Where Council plant is utilised in accordance with Policy Statement 1 above, a Fire Appliance shall remain with the Council plant at all times.</i> 	



Policy 4.13 Training Arrangements

INTRODUCTION

Bush Fire Brigades are created by Council pursuant to Section 41 of the *Bush Fires Act 1954*. As Brigades are under the control of the Shire of Capel, the Shire has a duty of care to Brigade members to ensure that they are suitably equipped and trained for their task.

This Policy is to ensure that volunteer fire fighters are properly trained by making available suitable venues, catering, by providing a Shire and a Brigade Training Coordinator and by encouraging fire fighters to attend courses.

OBJECTIVE

1. To appoint a Shire Training Coordinator;
2. To make available suitable venues for training; and
3. To specify when catering will be organised for course participants.

POLICY STATEMENT

1. The Bush Fire Advisory Committee shall appoint a Shire Training Coordinator.
2. The Shire of Capel shall make available any suitable venue for the training of fire fighters. It shall be the responsibility of the Shire Training Coordinator to arrange for the booking of such venues.
3. Catering at courses that are organised by the Shire Training Coordinator shall be paid for under the Local Government Grant Scheme (LGGS).
4. The Shire Training Coordinator shall make available to the Shire of Capel Fire Services notices of upcoming training courses and they shall encourage suitable candidates to attend these courses.
5. Each Brigade shall nominate one person to be its Brigade Training Officer. The Brigade Training Officer shall be responsible for monitoring the skills and standards of the Bush Fire Brigade. The Brigade Training Officer shall also report any training needs to the Shire Training Coordinator.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute SC0122, 19.01.99	Other References:
Amended: Minute OC0427, 24.04.07 Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date December 2019	
Amended 23.08.17	



Policy 4.14

Fire Fighters Meals – Fire Services Incidents

INTRODUCTION

At incidents of major fires, the welfare, including sustenance, of fire fighters must be considered and planned for.

This Policy seeks to specify where and when meals will be provided to personnel present at fire services incidents.

OBJECTIVE

1. To make available suitable meals and catering for persons attending fire services incidents.
2. To provide guidelines as to when meals will be made available.
3. To specify who is authorised to incur expenditure in this regard.

POLICY STATEMENT

1. The Shire of Capel will supply meals to personnel attending fire services incidents if:
 - The personnel are attending a fire within the local government area of the Shire of Capel; and
 - Shire of Capel Fire Services are the hazard management agency for that particular incident.
2. Where personnel have been called to an incident that is likely to require their attendance for more than 4 hours, Council will supply refreshments. The Incident Controller is to contact the Manager Emergency & Ranger Services and request refreshments as required.
3. Under no circumstances is any food or beverage containing alcohol to be supplied.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute SC0122, 19.01.99	Other References:
Amended: Minute OC1008, 10.10.07 Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date: December 2019	
Amended 23.08.17	
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Policy 4.15 Use of Fuel Cards by Bush Fire Brigades

INTRODUCTION

Bush Fire Brigade appliances are provided and maintained by the Shire of Capel. As part of the maintenance of these appliances, Fuel Cards are issued to Bush Fire Brigades for:

- purchase of fuel and oil appropriate to the fire appliance; and
- payment of emergency appliance servicing.

OBJECTIVE

To ensure the secure and proper use of fuel cards by Bush Fire Brigade personnel.

POLICY STATEMENT

The Shire of Capel issues a fuel card for each Bush Fire Brigade appliance provided by the Shire of Capel, for use in the following manner.

1. Fuel cards are specific to each fire appliance and as such are to be kept on the relevant fire appliance in a secure place at all times.
2. The fuel card must be presented to the cashier when a purchase is made. It is incumbent on the person signing the receipt to ensure that details of the purchase are correct.
3. Fire Services personnel must sign the receipt, and write their name legibly alongside their signature. The purchaser's copy of the fuel docket is to be retained by the Bush Fire Brigade.
4. On the last day of each month the signed receipts are to be presented to the Manager Emergency & Ranger Services.
5. If at any time a fuel card is found to be missing or stolen, it must immediately be reported to the Manager Emergency & Ranger Services (or in his absence the Executive Assistant Community Services) so that the fuel card can be cancelled. In this instance it would be helpful if an approximate date of the loss/theft of the fuel card could be reported.
6. The fuel card is issued only for the purchase of fuel and oils. If a fire appliance is scheduled to be serviced, the approval of the Manager Emergency & Ranger Services (or other officer as identified in Policy 4.8 Fire Appliances – Repairs, Servicing and Modifications) must be sought prior to the service being arranged.

7. The fuel cards are NOT to be used for any other purpose than those listed in 6 above. If a purchase is attempted that is not a valid type of expenditure for that card the purchase will be rejected. Misuse of the fuel cards will render the offender liable to disciplinary and/or legal action.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute OC1156, 27.11.02	Other References:
Amended: Minute OC0427, 24.04.07 Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date: December 2019	
Amendments 23.08.17 Position titles updated	



Policy 4.16 Payment to Chief & Deputy Chief Bush Fire Control Officers

INTRODUCTION

While the Shire of Capel supports volunteering as an integral part of our community spirit, some positions within the community incur levels of expense that would be considered in excess of usual volunteering. Such expense, if not recompensed, could act as a deterrent to further occupancy of these vital positions within our community.

This Policy provides for an ex gratia payment to the Chief and Deputy Chief Bush Fire Control Officers for duties that those officers perform.

OBJECTIVE

To specify what payment is to be allocated to the Chief and Deputy Chief Bush Fire Control Officer each financial year.

POLICY STATEMENT

For duties performed by the Chief and Deputy Bush Fire Control Officers an ex gratia payment is allocated in the annual Budget each financial year.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted (as BF21): Minute OC0427, 26.04.96	Other References:
Endorsed Minute SC0120, 19.01.99	
Endorsed as 19.9: Minute OC1227, 12.12.01	
Incorporated into 19.11 Minute OC0641, 25.06.03	
Amended as 19.20 Minute OC0614, 08.06.05	
Rescinded: Minute OC0427, 24.04.07	
Readopted: Minute OC0510, 13.05.09	
Amended Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date December 2019	
Amendment 23.08.17 Deputy Chief Bush Fire Control Officer now included in payment scheme.	



Policy 4.17

Minimum Driver Training - Shire of Capel Fire Appliances

INTRODUCTION

Bush Fire Brigades are created by Council pursuant to Section 41 of the *Bush Fires Act 1954*. As Brigades are under the control of the Shire of Capel, the Shire has a duty of care to Brigade members to ensure that they are suitably trained to carry out their roles as fire fighters.

This Policy has been developed to recognise potential duty of care issues in relation to the training standards of persons who are required to operate Shire of Capel Fire Appliances.

OBJECTIVE

The objective of this Policy is to specify a minimum training standard for all drivers of Shire of Capel Fire Appliances.

DEFINITIONS

In this Policy, unless the contrary appears:

- a) "*Authorised training*" means driver training on appliances that is conducted and supervised by a brigade officer or training officer, who has completed an approved driving course.
- b) "*Probationary driver*" means a driver who is issued with a probationary licence under Section 45 of the *Road Traffic Act 1974*.
- c) "*Volunteer firefighter*" means a registered member of a bush fire brigade formed under the *Bush Fires Act 1954* and includes any bush fire control officer, officer, office bearer, firefighter, probationary firefighter and auxiliary member of a brigade.

POLICY STATEMENT

1. A volunteer firefighter shall not drive any fire appliance owned by the Shire of Capel in any emergency situation unless they have a current driver's license for the equipment being operated.
2. A volunteer firefighter who is a probationary driver shall not drive any fire appliance owned by the Shire of Capel unless that volunteer firefighter is involved in authorised training and displays their probationary plates at all times.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute OC1157, 27.11.02	Other References:
Amended: Minute OC0427, 24.04.07 Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date: December 2019	
Amended 23.08.17	



Policy 4.18 Use of Warning Lamps and Audible warning Systems

INTRODUCTION

The *Road Traffic Code 2000* permits the use of Warning Lamps and Electric Siren Warning Systems for vehicles providing active response to an emergency.

To guard against incorrect use and to avoid possible distraction from the significance of flashing warning lamps and sirens, their use is limited to particular vehicles and particular circumstances.

The following extracts are taken from the publication "*Warning Lamps – A guide for installation and operation*" issued by the Western Australian Department of Planning and Infrastructure.

Definitions:

Priority	Degree of Urgency	Level of Risk
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1. Most Urgent Life and/or Serious Property Threat
2. Urgent - High Risk Personal or Property Risk

Priority One Emergency Service role is of the highest priority usually involving life threat, serious injury or significant property damage. Also the service is in constant alert and may be required at any time with minimal notice.

Vehicles used in this category will usually provide active response that may involve high speed and continual contravention of the normal road rules (at times at increased risk) under special emergency exemption provisions during the period of operation.

Priority Two Usually attends dangerous situations, which are generally not first response or do not require a very high level of urgency. Public are not exposed to the same danger as for Priority One although there may on occasions be the risk of life and serious property damage.

Vehicles used in this category will usually provide active response that may involve some speed and regular contravention of the normal road rules under special emergency exemption provisions during the period of operation.

All Priority 1 and 2 operators require fully accredited training. Correct legal use and duty of care issues must be addressed before operators are permitted to operate the relevant vehicle.

Responsibilities of Service Providers

The organisation owning or operating the vehicle shall keep a register of all vehicles fitted with flashing warning lamps. They shall also maintain details of each training course, those operators that are accredited and any other information that is necessary to support use of a certain priority lamp on a vehicle. All of this information shall be readily available for inspection, by a third party, in particular for instances such as crash investigation or law enforcement.

Training

Operators of vehicles fitted with flashing warning lamps must be trained in the correct usage of these lamps. Any organisation operating the vehicle shall be responsible for ensuring that all operators have been provided with the appropriate training. As mentioned previously details of all operators should be readily available for inspection.

Priority one and two categories

As vehicles in these categories are normally rapid response emergency vehicles their drivers are generally exempt from the normal requirements of the Road Traffic Code provided that it is safe and reasonable in the circumstances to proceed contrary to the regulations. Organisations operating these vehicles must ensure that their personnel have passed an appropriate driving course that is relevant to the operation of the particular vehicle in emergency situations.

OBJECTIVE

1. To specify the circumstances, and by whom flashing warning lamps and sirens may be activated.
2. To guard against incorrect use and to avoid possible detracting from the significance of flashing warning lamps.

POLICY STATEMENT

1. The Council of the Shire of Capel has adopted the position that no responses to emergencies by Shire of Capel Bush Fire Service Vehicles should be categorised as Priority One Emergencies.
2. All Shire of Capel Bush Fire Service Vehicles responding to wildfire emergencies will use their emergency beacons only:
 - a. station to incident;
 - b. during incident to stand down; and
 - c. whilst obeying all road rules at all times.
3. Sirens shall not be used unless directed by pager message, the Incident Controller or prevailing traffic conditions warrant their use.

4. Lights and sirens shall not be used when the vehicle is operating under normal road conditions.
5. Only persons who are trained in accordance with Council Policy 4.17 Minimum Driver Training – Shire of Capel Fire Appliances are permitted to operate a vehicle using warning devices.
6. Notwithstanding Policy Statement 2 above, the use of lights for reasons of Occupational Health and Safety is permitted if appliances are being refilled on the side of the road or mopping up/blackout operations are being conducted.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute OC1008, 10.10.07	Other References:
Amended: Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date December 2019	
Amendments 23.08.17 Renumbered from Policy 4.21 to 4.18, minor editorial changes.	

INTRODUCTION

Council provides appliances to Volunteer Bush Fire Brigades for the protection of property and the community in the event of fire. The immediate availability of these appliances, subject to maintenance down time, for the purpose for which they are provided, is essential for Brigades to carry out their commitment to the community.

OBJECTIVE

To stipulate the use which may be made of Council owned fire appliances thus ensuring the appliance is available for the purpose for which it was provided.

POLICY STATEMENT

1. To ensure that Bush Fire Brigade appliances provided by Council are readily available, the following uses only will be permitted:
 - a. Attending call outs to wild fires;
 - b. Carrying out hazard reduction burning;
 - c. Brigade training activities;
 - d. Travel associated directly with refuelling or vehicle maintenance;
 - e. A 15 minute maintenance run, once a month, during the off fire season; and
 - f. Maintenance of fire hydrants and standpipes in the Brigade's operating area.
2. Bush Fire Brigade appliances shall not be used for non operational purposes such as:
 - a. Travel to Bush Fire Advisory Committee meetings;
 - b. Administrative matters relating to the Brigade activities; and
 - c. Property inspections for the purposes of assessing fire prevention options on private property.
3. Any use of a Brigade Appliance for a purpose other than that described in 1 above shall only occur if the approval of the Brigade Bush Fire Control Officer and the Chief Bush Fire Control Officer or Deputy in the absence of the Chief, or the Manager Emergency & Ranger Services in the absence of the Deputy, is obtained prior to the use. Such use is to be reported to the Manager Emergency & Ranger Services at the earliest opportunity.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute SC0122, 19.01.99	Other References:
Amended: Minute OC0427, 24.04.07 Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date: December 2019	
Amendments 23.08.17 Renumbered from 4.18 to 4.19, position titles updated.	

INTRODUCTION

Bush Fire Brigades are established by the Shire of Capel under powers conferred upon the Council by the *Bush Fires Act 1954*. As the Brigades are creatures of the Council, it is the responsibility of the Shire to ensure the Brigades are provided with the level of equipment necessary to, and suitable for, the performance of their roles.

OBJECTIVE

To ensure that any equipment/appliances purchased:

1. Is suited to the task for which it is intended;
2. Has the endorsement of the Shire of Capel Bush Fire Advisory Committee; and
3. Is in the best interests of the Shire of Capel Bush Fire organisation and emergency services as a whole.

POLICY STATEMENT

For the purposes of this policy, grant funds also includes corporate sponsorship.

1. Brigades must seek approval from the Manager Emergency & Ranger Services prior to submitting funding applications.
2. The Shire will submit the funding application on behalf of all Brigades in instances where a funding opportunity would benefit all Brigades.
3. Bush Fire brigades may purchase equipment/appliances on the condition that any replacement/repair costs will be at the brigades' expense. This equipment/appliances must not be Personal Protective Equipment or Fire Appliances.
4. Equipment/appliances exceeding \$1,000 must be purchased by the Manager Emergency & Ranger Services or the Executive Assistant Community Services and/or approved by the Bush Fire Advisory Committee.
5. Equipment must not be purchased, other than to replace an existing item, unless the Bush Fire Advisory Committee has determined:
 - a) the need to purchase the item;
 - b) the item meets all current DFES and Shire of Capel standards; and
 - c) provision for the insurance/maintenance of the item can be made within the existing Bush Fire Services operating budget.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute OC0427, 24.04.07	Other References:
Amended: Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date: December 2019	
Amendments 23.08.17 Policy renumbered from 4.19 to 4.20, position titles updated	

INTRODUCTION

Bush Fire Brigades are created by Council pursuant to Section 41 of the *Bush Fires Act 1954*. As Brigades are under the control of the Shire of Capel, the Shire has a duty of care to Brigade members to ensure that they are suitably equipped and trained for their task.

This Policy seeks to ensure that volunteer fire fighters have attained the necessary level of competence prior to their attendance on the fire ground in a wildfire situation.

OBJECTIVE

The intent of this policy is to stipulate the level of training required to be undertaken by volunteer Bush Fire Brigade members before they can be considered by the Council to be competent to be present on the fire ground. A fire ground includes a Bushfire and Hazard Reduction Burns.

POLICY STATEMENT

1. A volunteer member of a Shire of Capel Bush Fire Brigade must not be permitted on to the fire ground until they have demonstrated their competence in this regard or are under the control of a fire fighter for the receipt of training.
2. The attainment of competence must be demonstrated by the member having completed the following modules of the DFES Volunteer Firefighter 1 (VFF 1) required courses:
 - a. AIIMS Awareness;
 - b. Introduction to Fire Fighting; and
 - c. Bush Fire Firefighting.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute OC0427, 24.04.07	Other References:
Amended: Minute OC0526, 27.05.15 Minute OC0819, 23.08.17	
Review Date: December 2019	
Amendments 23.08.17 Policy renumbered from 4.20 to 4.21 The text <i>A fire ground includes a Bushfire and Hazard Reduction Burns</i> added to the Objective.	

INTRODUCTION

Bush Fire Brigades are created by Council pursuant to Section 41 of the *Bush Fires Act 1954*. As Brigades are under the control of the Shire of Capel, the Shire has a duty of care to Brigade members to ensure that they are suitably equipped and trained for their task.

This duty of care extends to the qualifications of Brigade Officers to ensure they have the necessary combination of formal qualification and experience to perform their roles and provide for the safety of those whose activities they direct.

The Policy also seeks to provide a pathway for members to follow should they aspire to fill more senior roles within the Brigade and Capel Shire Bush Fire Services.

OBJECTIVE

The intent of this policy is to stipulate the level of training and experience to be attained by persons seeking to become officers within volunteer Bush Fire Brigades within the Shire of Capel.

POLICY

In addition to the qualifications required under Policy 4.21 – Brigade Members – Competence at Fire Grounds, Council requires that all persons seeking to hold the position of officer of a brigade within the Shire of Capel Bush Fire Service shall attain, as a minimum, the following combination of qualifications and experience.

Lieutenant

Appointed by the Brigade via the Annual General Meeting/Special Meeting

1. Be a competent fire fighter with 2 years' operational experience; and
2. have completed the following modules of the DFES Volunteer Crew Leader/Lieutenant/Apparatus Officer (VFF 5) Course:
 - Advanced Bush Fire Firefighting;
 - Crew Leader Bush Fire; and
 - AIIMS Awareness.

Captain

Appointed by the Brigade via the Annual General Meeting/Special Meeting

1. Be a competent lieutenant with 3 years' operational experience at this level; and
2. have completed the following modules of the DFES Volunteer Captain/Fire Control Officer/Chief Bush Fire Control Officer (VFF 6) Course :
 - Incident Controller (Level 1)
 - Sector Commander; and
 - Machine Supervision.

Fire Control Officer

Appointed by the Shire of Capel upon nomination by the Brigade being submitted to the Bush Fire Advisory Committee and approved before being adopted by Council

1. Be a competent Fire Fighter with 3 years' operational experience at this level; and
2. have completed the DFES Volunteer Fire Control Officer Course prior to appointment; and

Chief/Deputy Chief Bush Fire Control Officer

1. Demonstrated competence as a Fire Control Officer with at least 5 years' experience in that role.

Procedure:	
Originating Section: Community Services	Relevant Legislation:
Reviewer: Executive Manager Community Services	Delegated Authority:
Adopted: Minute OC1008, 10.10.07	Other References:
Amended: Minute OC0526, 27.05.15 Minute OC0314, 23.03.16 Minute OC0819, 23.08.17	
Review Date December 2019	
Amended 23.08.17	