

SECTION 13

BUSH FIRE CONTROL

BUSHFIRE POLICIES

PROCEDURES/BY LAWS

SHIRE OF MOORA

BUSH FIRE POLICY

POLICY STATEMENT:

IT SHALL BE THE POLICY OF THE COUNCIL OF THE SHIRE OF MOORA TO ESTABLISH AND MAINTAIN A BUSH FIRE CONTROL ORGANISATION IN ACCORDANCE WITH PART V (67) OF THE BUSH FIRES ACT 1954 IN ORDER TO PROVIDE ADEQUATE FIRE DISTRICT AND TO CARRY OUT AN ONGOING PROGRAMME OF HAZARD REDUCTION HAVING DUE REGARD AT ALL TIMES FOR THE PRESERVATION OF THE NATURAL ENVIRONMENTAL.

THIS POLICY TO BE REVIEWED ANNUALLY

I. FIRE MANAGEMENT

Council will form a Bush Fire Advisory Committee to administer Council's Policies, on matters relating to bush fire prevention, control and extinguishments, as provided for by Section 67 of the Bush Fires Act 1954.

I.1 The Bush Fire Advisory Committee shall represent each Brigade as follows;

- ONE CHIEF FIRE CONTROL OFFICER
- DEPUTY CHIEF FIRE CONTROL OFFICERS
- COMMUNITY EMERGENCY SERVICES MANAGER
- FIVE FIRE CONTROL OFFICERS, at least one of the Committee persons shall be a Councillor, the remaining members of the Committee shall be;
- ONE COUNCIL ADMINISTRATION OFFICER
- ONE DEPARTMENT OF FIRE & EMERGENCY SERVICES REPRESENTATIVE

I.2 The Chief Bush Fire Control Officer and two Deputy Chief Bush Fire Control Officers are elected by majority at the Annual General Meeting of Bush Fire Advisory Committee meeting and the Fire Control Officers are also to be elected at the Annual General Meeting.

I.3 The Bush Fire Advisory Committee will meet at least in March and prior to the AGM of Bush Fire Brigades each year. Other meetings will be held as deemed necessary. Guests, relevant to discussions to take place, may be invited to attend and address these meetings.

I.4 The number of members required to form a quorum of the Management Committee is;

- (a) Where the total number of members of the Committee is an even number, one half of that total;
- (b) Where the total number of members of the Committee is an odd number, the integer nearest to but greater than one half of that total.

I.5 Recommendations from the Bush Fire Advisory Committee will be presented to Council as soon as practical after each meeting.

2. BUSH FIRE CONTROL OFFICERS:

2.1 APPOINTMENT

- (a) At the Annual General Meeting of Bush Fire Advisory Committee, Brigade members may be nominated to Council to serve as Bush Fire Control Officers until reviewed at the next following Annual General Meeting.
- (b) The Council may appoint Bush Fire Control Officers in accordance with section 38 of the Bush Fires Act 1954 and such officers shall be issued with a certificate of Appointment by the Council.
- (c) At the AGM of Bush Fire Advisory Committee, the Members present shall elect a Chief Fire Control Officer, two Deputy Chief Fire Control Officers, a Fire Weather Officer, and Deputy Fire Weather Officers who shall be nominated to Council for appointment until the next following Annual General Meeting.

2.2 POWERS

The Council retains the express authority to appoint, determine and restrict the powers of Bush Fire Control Officers. Such appointment will be in accordance with the requirement of the district and may prescribe an area over which the Bush Fire Control Officer shall have jurisdiction. Each Fire Control Officer so appointed shall be supplied with a copy of the Act and Regulations.

3. DUTIES OF A FIRE CONTROL OFFICER:

The Fire Control Officer is a person who has been nominated by a Brigade and appointed by Council.

The appointment must be advertised in the Shire.

He has wide powers and is not liable for any damage, loss or injury caused as a result of the exercise of these powers, provided they are carried out in good faith.

He is a voluntary worker who gives his time in furthering the aims of fire prevention and control within the Shire.

The only reward is the satisfaction gained in performing a service of the greatest importance to the individual and community.

His duties may range quite considerably from time to time, but the following is an outline of the duties he is expected to carry out.

- 3.1 Carry out inspections of firebreaks in his Brigade area, and advise the Chief Bush Fire Control Officer or Chief Executive Officer of any non-compliance with the Firebreak By-Laws.

- 3.2 To prevent Bush Fires and protect life and property in the case of an outbreak of a bush fire.
- 3.3 To demand the name and address of any person committing an offence against the Act and to report to the Chief Executive Officer. Any persons refusing his name to a Bush Fire Control Officer may be arrested without warrant, under Section 56(2) of the Bush Fire Act 1954.
- 3.4 Other Bush Fire Control related matters as directed by Council.

4. VOLUNTEER BUSH FIRE BRIGADE:

Bush Fire Brigades will be established and maintained in the various fire areas providing proper and adequate fire protection.

- 4.1 The Shire will encourage members of the Volunteer Brigades to participate in training programmes offered by the Shire and the Department of Fire & Emergency Services (See Training Policy Appendix).
- 4.2 The Chief Executive Officer be authorised to approve and record applications submitted by Brigades for enrolments as Fire Fighting members, without reference to the Bush Fire Advisory Committee.

5. HAZARD REDUCTION OPERATIONS:

All hazard reduction operations undertaken by a Bushfire Brigade shall be authorised by the Shire, in accordance with the Committees Policy.

6. ADMINISTRATION:

- 6.1 The Shire of Moora shall enforce the requirements of the Bush Fires Act 1954.
- 6.2 The Bush Fire Advisory Committee shall be responsible for administering the provisions of the Bush Fires Act 1954 and the Shire Bush Fire Policy,
- 6.3 The Council shall authorise the Chief Executive Officer, Deputy Chief Executive Officer Manager Engineering Services or Works Supervisor, upon request from the Officer-in Charge of the Bush Fire to;

Call out or authorise the use of Shire vehicles, plant and equipment other than the normally used exclusively for fire fighting or control. These are to be operated by Council Staff,

The conditions applicable to use of Council plant are;

- a) Request for assistance and instructions can only come from the Fire Control Officer-in-Charge of the fire.
- b) Shire water tankers must be parked in a safe area and used only for back up water supplies.

- c) An operator has the right to refuse any instruction which he feels would put himself and his machine at risk. All Council machinery shall be accompanied by the fire fighting unit.

- 6.4 INFRINGEMENT NOTICES - Only persons authorised to do so by the Shire may issue Infringement Notices for Offences under the Bush Fires Act 1954 and that authority once given, shall remain in force until such time as it is revoked by the Shire.
- 6.5 FIREBREAK BY-LAW NOTICES - The Council will forward a copy of its Firebreak By-laws Notice no later than 30th September each year to all owners and occupiers of land within its district.

Council will thereafter not be required to give further notice of its firebreak requirements.

An Infringement Notice carrying a penalty as per Section 33 of the Bush Fires Act 1954 may be served on owners or occupiers of land who have not complied with the Shire's firebreak requirements and compulsory firebreaks may be installed at the owners or occupiers expense. (See appendix).

7. BUSH FIRE CONTROL:

- 7.1 ROADSIDE BURNING - Persons wishing to carry out roadside burning on roads under Council control must make application to the Chief Executive Officer who will arrange for an inspection to be carried out by a Brigade Fire Control Officer and the applicant, permit to be issued by that Fire Control Officer.

All roadside burns are to be the direct responsibility of the Bush Fire Brigade or Fire Control Officer in the area.

Signs indicating a "Roadside Burning Ahead" are to be erected both ends of the controlled burn.

Approval to burn on the Great Northern Highway and Midlands Road and Moora-Bindoon Road are to be given only after consultation between the Main Roads Western Australia and Council.

7.2 PROHIBITED AND RESTRICTED BURNING TIMES -

- (a) RESTRICTED BURNING PERIODS - the restricted burning periods within the Shire are;
19TH SEPTEMBER TO 31ST OCTOBER
15TH FEBRUARY TO 29TH MARCH
- (b) PROHIBITED BURNING PERIODS- the prohibited burning period within the Shire is;
1ST NOVEMBER TO 14TH FEBRUARY

Variations to either prohibited or restricted burning times or conditions may be authorised by the Chief Bush Fire Control Officer and the Chief Executive Officer. In addition to the statutory requirements of Sections 17 and 18 of the Bush Fires Act 1954 the Chief Executive Officer shall notify the Council and the Fire Control Officers of any such variations as well as advising the public through the local paper and ABC Regional Radio Geraldton.

7.3 BURNING OF RUBBISH TIPS -

- (a) **BURNING DURING PROHIBITED BURNING TIMES** - The Moora rubbish disposal site situated on Melbourne Location 1239 Lot 1 and also Reserve 34278 may be burned during the Prohibited Burning Time subject to the conditions as presented in the Notice of Suspension of Section 25 of the Bush Fires Act 1954.
- (b) **BURNING AT OTHER TIMES** - The Moora and other rubbish tips may be burnt only when conditions are suitable. The burns are to be under the direction of a Senior Council Officer or an appointed Fire Control Officer, Chief Bush Fire Control Officer to be informed prior to burning.

7.4 PROSECUTIONS AND FIRE REPORTS - Fire Control Officers may recommend prosecution where considered desirable when submitting Fire Reports, with the knowledge they will be called upon to give evidence.

7.5 FIREBREAKS - The Chief Executive Officer and the Chief Bush Fire Control Officer are authorised to approve or reject applications from landowners for reasonable extensions of time in which firebreaks are to be provided and to approve or reject requests for approval to provide firebreaks in alternative positions.

Fire Control Officers are to notify the Chief Executive Officer or Chief Bush Fire Control Officer if it has been observed that firebreaks have not been constructed in accordance with Council's Firebreak By-Laws.

7.6 BURNING OFF -

- (a) **SUNDAY BURNING** - burning of bush is not permitted on any Sunday occurring during the Restricted or Prohibited Burning time.
- (b) **PUBLIC HOLIDAYS** - burning of bush is not permitted to be carried out on any Public Holiday occurring during the Restricted or Prohibited Burning times.

NOTE: Bush is defined as including trees, bushes, plants, stubble, scrub and undergrowth.

7.7 PERMITS TO BURN BUSH -

- (a) Authorised Permit Issuing Officers are the only persons allowed to issue permits; such persons are named in a list which is reviewed annually.

- (b) Permits to burn are for a maximum of seven (7) days only. Sundays and Public Holidays are excluded.
- (c) The permit issuer may vary conditions 2, 3, 4, 5 & 6 of regulations 15(b) but not 7, 8 & 9. Any variations must be in writing and clearly stated on the permit.
- (d) The Permit Issuing Officers are limited to three per Brigade and a mandatory condition of any permit is that the Permit holder is to notify the Brigade Captain in the first instance that he intends to burn on that day before 8.00am. The Chief Bush Fire Control Officer is authorised to issue "Special" Permits to Burn clover and/or rye grass.

8. HARVESTING

- 8.1 HARVEST BANS - Harvest Bans can only be placed by the Chief Executive Officer, Deputy Chief Executive Officer, Chief Bush Fire Control Officer or Chief Weather Officer. The Regional ABC is to be advised for broadcasting to the public. (See appendix)
- 8.2 HARVESTING ON SUNDAYS AND PUBLIC HOLIDAYS - Harvesting is permitted on all Sundays and Public Holidays excepting Christmas Day, Boxing Day and New Year's Day in accordance with conditions set by Council in its separate Policy relative to the matter, included in appendix.

9. VEHICLES

- 9.1 The Shire to provide and maintain firefighting appliances and equipment pursuant to the powers conferred under Section 36 of the Bush Fires Act 1954.
- 9.2 Maintenance and repair of these Shire owned equipment will be the responsibility of Council and all maintenance or repairs will be carried out with the knowledge and consent of Council.
- 9.3 All replacement parts or equipment will be purchased on an Official Shire Purchase Order.
- 9.4 Any damage to Shire appliances or equipment shall be reported to the Council as soon as practicable after the damage has occurred.
- 9.5 The Council will be responsible for maintaining the fire fighting appliances in a roadworthy condition.
- 9.6 The Brigade Captains will be responsible for;
 - (a) Ensuring that the Brigade appliances are serviced and checked on a regular basis.
 - (b) Ensuring that the battery, tyres, water, oil and fuel of the Shire Fire Fighting appliances are checked at least once a week.
- 9.7 The fire appliances at Bindi Bindi, Coomberdale, Koojan, Miling and Watheroo are to be used to control fires occurring within the town or threatening the town with the understanding

that whether or not the Shire's fire appliances are used away from the townsite is at the discretion of the Brigade Captain.

- 9.8 Fire fighting appliances allocated to Volunteer Bush Fire Brigades will be stationed at the designated fire shed or other locations nominated in writing by the Brigades and agreed to by Council.
- 9.9 No fire fighting appliance shall be removed from the designated fire shed or other nominated location by any persons without the Brigade Captain or another Officer of the Brigade being advised either verbally or in writing of the intended location of appliances.
- 9.10 The Brigade Captain will at all times keep the Council informed of any charges of the day to day location and operational status of the brigades appliances.
- 9.11 The driver of any Shire fire fighting appliances will hold a current drivers licenses of the class appropriate for the appliance being driven and be either;
- A COUNCIL EMPLOYEE
 - A REGISTERED MEMBER OF THE VOLUNTEER BUSH FIRE BRIGADE
 - ANY PERSONS AUTHORISED BY THE CHIEF EXECUTIVE OFFICER, COMMUNITY EMERGENCY SERVICES MANAGER OR FIRE CONTROL OFFICER TO DO SO.
- 9.12 The driver of a Shire fire fighting appliance shall at all times observe the provisions of the Road Traffic Code, in particular those applying to emergency vehicles. The WA Road Traffic Code 2000, *Regulation 18* removes exemptions under Regulation 281 to drive at speed if that driving is deemed careless, reckless or at a speed, or in a manner, that is dangerous to the public.

10. EQUIPMENT AND TOOLS:

Each fire unit shall be supplied with such equipment and tools as deemed necessary.

11. SAFETY CLOTHING AND FOOTWEAR:

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 standards will be advised to dress properly or asked to leave the fire ground.

(Minimum Standard) - Is cotton or woollen long trousers, cotton or woollen long sleeve shirt and safety boots and leather gloves.

12. COMMUNICATIONS:

- 12.1 An efficient two-way radio network will be established and maintained for fire fighting communications.
- 12.2 Western Australian Emergency Radio Network (WAERN) sets to be located within all Brigade areas to the best advantage and such location are decided by;

- CHIEF BUSHFIRE CONTROL OFFICER
- COMMUNITY EMERGENCY SERVICES MANAGER
- SHIRE COUNCIL REPRESENTATIVE

after consultation with Area Brigade Captain.

13. INSURANCE:

The Shire will obtain and keep a policy of insurance for fire fighters and equipment as provided pursuant to Section 37 of the Bush Fires Act 1954, which will cover personnel, equipment and vehicles whilst engaged on authorised activities.

14. SUBDIVISIONS:

Conditions of approval for all subdivisions within the Moora Shire will be as per the Rural Subdivision Policy Statement.

SHIRE OF MOORA

POLICY ON SAFETY AND HEALTH RELATIVE TO VOLUNTEER, BUSH FIRE FIGHTERS

The Council of the Shire of Moora recognises the extremely valuable contribution to the community by the Bush Fire Volunteers.

It is the policy of Council to ensure that Bush Fire Volunteers are provided with safe working equipment, the safest work systems practical, and to minimise the frequency of accidents and injury.

Council recognises that both the Shire and Bush Fire Brigade Volunteers have a responsibility for safety and health.

COUNCIL RESPONSIBILITIES:

All practical efforts will be made to;

- Instruct Bush Fire Brigade Volunteers in safe working practices
- Ensure that brigade owned equipment is in safe working order
- Require the use of protective clothing and equipment appropriate to the task
- Ensure that volunteers have ready access to first aid facilities
- Investigate accidents and possible safety and health risks and take appropriate remedial action
- Provide a mechanism for joint Shire/Bush Fires Board Volunteer consultation on safety matters; and
- Review the effectiveness of Bush Fire Brigade Volunteer training, safety and health policies as necessary

VOLUNTEER RESPONSIBILITIES:

- To maintain a reasonable standard of physical fitness
- To acquaint themselves with safe working procedures
- To identify safety and health hazards and report these to senior officers
- To observe safe working practices and avoid unnecessary risks and be responsible for their own safety
- To ensure that they present themselves dressed appropriately for fire fighting and make proper use of personal protective equipment whenever necessary and when required to do so.

Council acknowledges that the occupational risks inherent in fire fighting and other emergency duties undertaken by Bush Fire Brigade Volunteers are significant and the possibility of serious injury is high. Strict adherence to safety guidelines and procedures in these circumstances is not always possible, however, it is the intention of Council to develop and implement safety and training policies to minimise the occurrence of injury to Bush Fire Brigade Volunteers, both on the fire ground, and in the performance of all other duties.

RESPONSE TO HAZARDOUS MATERIAL FIRES

A Bush Fire Brigade when required shall;

- Provide an initial report of the incident to the local authority
- Extinguish bush fires that are associated with the incident if it is safe to do so.
- Assist Volunteer Fire & Rescue Service (VFRS), where possible, to render the situation safe
- Provide fire protection in the recovery phase.
- To provide a fire report on the incident at the conclusion.

Reports are important and must be furnished without delay so that specialist advice on how the incident must be handled with safety can be obtained.

Reports must contain information of the location of the fire, volume and direction of the smoke plume, suspected hazardous material involved, details of fire fighting equipment available on site.

Department of Fire & Emergency Services (DFES) is the designated Hazard Management Agency for all hazardous materials emergencies in Western Australia and Volunteer Fire & Rescue Service (VFRS) is the combat agency where a DFES brigade is established.

IT CANNOT BE STRESSED TOO STRONGLY THAT TO ACT WITHOUT SPECIALIST ADVICE IS DANGEROUS!!

SHIRE OF MOORA BUSH FIRE TRAINING POLICY

I. TRAINING AND THE BUSH FIRE ORGANISATION

Council recognises that Volunteer Bush Fire Fighters must be properly trained to perform their tasks in a safe and efficient manner.

Responsibilities differ at various levels in the fire Organisation and accordingly the level of skills required to perform related tasks varies also.

Council recognises that a basic level of skill is required for all fire fighters.

To ensure that fire fighters are adequately skilled to fulfil these tasks, Council adopts a Training Policy and supports its brigade officers in the implementation of the same.

2. TRAINING FIRE FIGHTERS:

THAT IT BE COUNCIL POLICY THAT;

- 2.1 The Community Emergency Services Manager oversee training of Council volunteer fire fighters

OR

That a bush fire brigade appoints an officer or a member of the brigade as the Brigade Training Officer.

It will be these Officers' responsibility to ensure that all fire fighters are skilled in basic fire fighting procedures the, efficient and safe operation of the brigade's equipment and that Council is informed of local training standards.

- 2.2 Council will encourage members of brigades to participate in the training programmes offered by the Department of Fire & Emergency Services.
- 2.4 All Training Officers appointed by Council and/or brigades will be required to present training to fire fighters throughout the Shire.
- 2.5 SAFETY OF PERSONNEL - the person in charge of training shall at all time keep the safety of these personnel under his/her direction as a primary consideration.
- 2.6 Serving brigade members who have not already undertaken formal training courses must satisfy their brigade Training Officer that they have a level of knowledge and skills at least equal to the Basic Training Officer that they have a level of knowledge and skills at least equal to the basic training level set by the Department of Fire & Emergency Services
- 2.7 The promotion within the Brigade should be based on experience.

- 2.8 Council will require its Fire Officers to be trained to a level consistent with rank and role within the bush fire Organisation.

PROFILE OF A FIRE FIGHTER:

1. At all times, Brigade members engaged in training, fire suppression, hazard reduction or any authorised activity must be acting in accordance with the Brigades constitution/objectives and Local Authority Policy.
2. The Brigade member has a responsibility not only to themselves in the manner they present, conduct or represent themselves or their Local Authority, but to their fellow members, their families and members' families.
3. All Brigade members have a duty of care to their fellow member to ensure they are in good health and physically fit to carry out the task allocated to them and their actions will not jeopardise the safety of fellow members.
4. They will carry out any instructions given to them by a Brigade Officer, if it is safe to do so.
5. They will endeavour to promote the Brigades objectives, to participate in fuel reduction and training programmes to the desired level within the Brigades and in accordance with their role in the Brigade.
6. Brigade members should set an example to their community by their dedication to fire protection and their home/land should be an example to the community.
7. The Bush Fire Brigade member has a valuable contribution to make to the Brigade the community and thus has a commitment/responsibility to local and district fire protection.
8. All Brigade members must acquaint themselves with Council's Bush Fire By-Laws Policy and Protection Plans.

PROFILE OF BUSH FIRE BRIGADE OFFICERS:

The Captain

1. Is in charge of all fire fighters and members of the Brigade.
2. Is responsible for the safety and well being of all personnel under his control at any time when involved in any activities while representing the Brigade and the Local Authority.
3. Has a responsibility to ensure the operation of equipment is maintained at a high level of proficiency and in a safe manner.
4. Shall be responsible for the co-ordination of Brigade Resources in fire related matters.

5. Shall be seen as a leader with demonstrated skills with the capability to delegate tasks to ensure the proper running, maintenance of the Brigade and its objectives.
6. Be required to have an intimate knowledge of the Brigades area of responsibility, the high-risk areas, firebreaks access, water supplies, major landowners and land vesting's.
7. To have a knowledge of the Brigade members special abilities and be able to co-ordinate these skills and abilities to the benefit of the Brigade and its members.
8. Shall have a demonstrative ability, to liaise with adjoining Brigades and to operate the Brigade under the direction of the FCO to ensure best use of the Brigade and its resources.
9. To assume the duties and responsibilities of a FCO
10. To co-ordinate the Brigades roster systems.
11. Be responsible for adequate training of members as per Council's Training Policy.

Lieutenants

1. Are responsible for the crew and fire equipment in their charge.
2. Will assume the duties and responsibilities of the Captain in order of seniority in the Captain's absence.
3. To carry out any instruction given directly by the Captain or in the Captain's absence, the FCO.
4. To ensure the crew present themselves in a safe manner and act in a safe manner so as to not endanger members of the crew.

PROFILE OF A BUSH FIRE CONTROL OFFICER:

Duties

The main duties of a Bush Fire Control Officer relate to fire prevention. The FCO is officer through whom Local Government works to control the use of fire and certain machinery and operations at such times of the year as these could lead to bush fires.

In all cases, the FCO works in close contact with the public and frequently in an enforcement role. At other times the FCO imposes conditions on activities, which as a result may become more onerous to carry out. The FCO has an advisory function on general fire safety also.

In carrying out an FCO's duties, they have the power of entry on land or into buildings, an activity which may be construed by some as in invasion of privacy.

In fire suppression, the duties involve the direction of volunteers and brigades the FCO is responsible for practical decisions, which would involve life and property and has wide powers when involved in fire fighting.

In all duties, they are subject to Council direction, control and possible limitation of power conferred by the Bush Fires Act.

Experience and Temperament

Bush Fire Control Officers must therefore have experience in dealing with the public from the aspect that they are in charge of the situation and issues may be contentious.

To maintain their position, they must have a good working knowledge of bush fire legislation, the fundamentals of bush fire prevention-work and fire behaviour.

An FCO must have even temperament as they may be called to deal with provocative situations, but at the same time they must have sufficient strength of character to maintain their ground.

In fire suppression a working knowledge of legislation as it relates to powers of Bush Fire Control Officers is essential as is knowledge of fire suppression techniques, preferably gained by experience from the grassroots upwards.

They must be trusted and respected by brigade personnel, and be their leaders.

They must command obedience and respect and must be capable of positive action.

They must have a clear understanding of their role of their relationship to Council, ie; they are responsible to Council to carry out fire protection work as they direct.

In looking for a Fire Control Officer, you would look for;

- A person of integrity
- Steady and reliable
- A person willing to take as well as give orders
- A high sense of responsibility
- Relevant fire experience

The persons to be selected for a Fire Control Officer, particularly if there is to be an accent of fire suppression, must be physically fit.

PROFILE OF A CHIEF BUSH FIRE CONTROL OFFICER

DUTIES:

The Chief Bush Fire Control Officer (CBFCO) is the most senior Fire Control Officer appointed by a Shire. He has all the powers and responsibilities conferred on Bush Fire Control Officers by the Bush Fires Act and regulations (see profile of a Bush Fire Control Officer).

As the most senior member of a Local Authority bush fire Organisation, he may take overall charge of fire fighting in the Shire. The Chief Bush Fire Control Officer is expected to assume the role of leader, guide and mentor to more junior Bush Fire Control Officers and the bush fire Organisation in his area.

He provides co-ordination between the various parts of his Organisation as well as coordination between municipalities and other fire suppression agencies.

Experience and Skills

The qualifications relevant to Bush Fire Control Officers apply equally to the Chief.

As the Senior Officer his leadership skills must be recognised and accepted by his peers. He must command their respect.

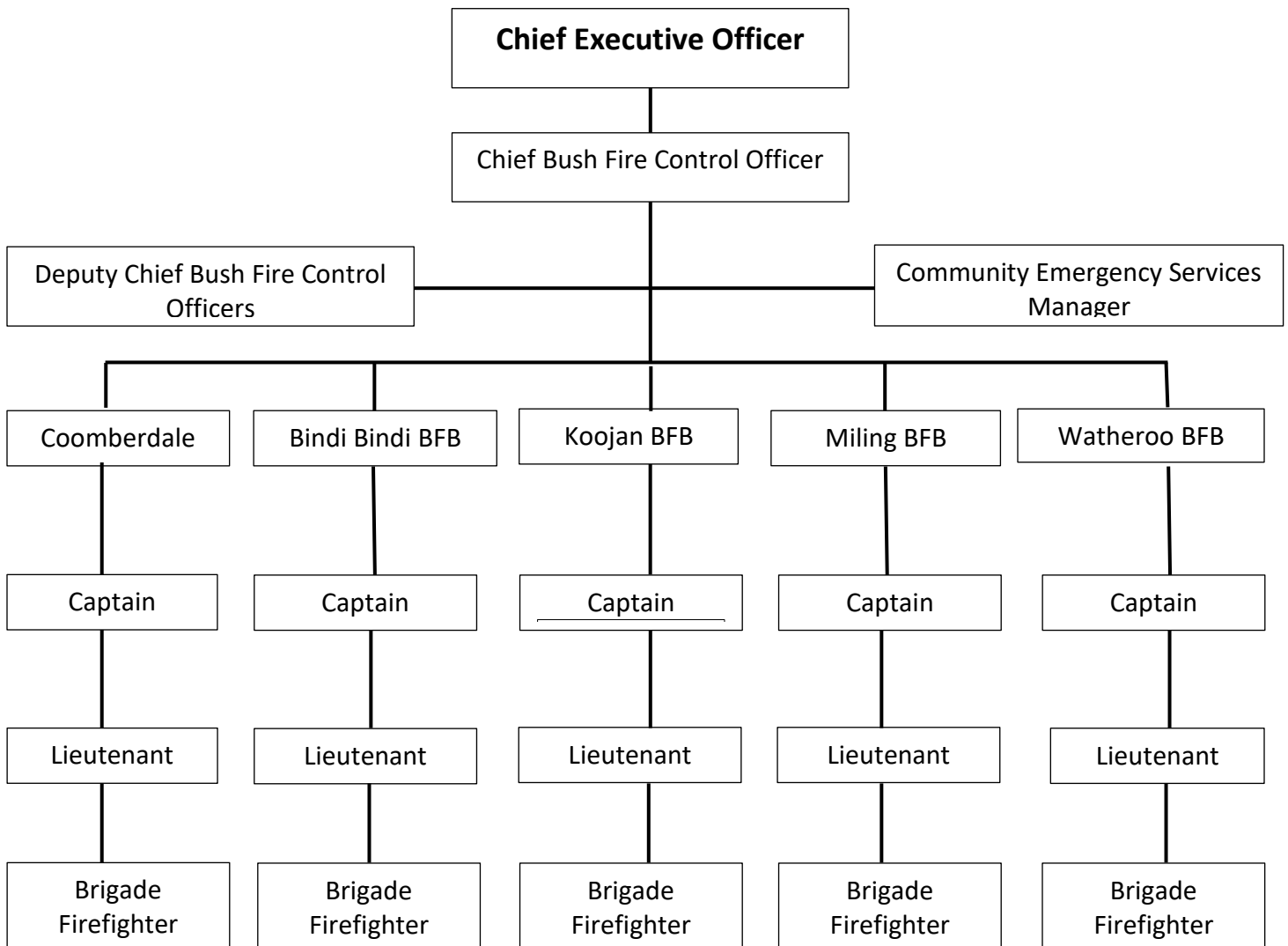
In effect he is the Manager of the local bush fire Organisation and as such must have managerial skills and a wide knowledge of the fire Organisation in his municipality.

Relationship with the Authority

The Chief Bush Fire Control Officer must enjoy the confidence of his Local Authority and have adequate authority (or access to it) to use Council resources and/or funds when fires may warrant such action.

While the choice of Bush Fire Control Officers can be influenced to a large degree by brigades and volunteers, the choice of Chief is an important decision which property lies with Council.

BUSH FIRE CONTROL ORGANISATION STRUCTURE



RURAL SUBDIVISION POLICY STATEMENT

Council recognises the need to address the level of protection, where life, properties and values would be threatened by bush fires in rural subdivisions which may develop.

Consultation with DFES will assist in compatibility of conditions of approval being set by both instrumentalities.

The following issues shall be addressed when setting the standard of fire protection in new developments.

These issues will be assessed by Council, Fire Control Officers, and appropriate recommendations made to Council for inclusion in their submissions to the WA Planning Commission.

ACCESS:

To avoid the possibility of residents being trapped by fire, the question of fire fighters access and residents egress will be addressed.

- (a) All created lots to be provided with road access.
- (b) Cul-de-sacs and battle-axe lots are to be assessed where alternative access is limited for resident escape routes and fire fighting access.

STRATEGIC FIRE BREAKS:

Strategic firebreaks provide access for fire units, and in some cases buffers between fuel areas and the subdivisions.

In some situations it may be necessary to require strategic firebreaks in addition to Council's firebreak notice to provide adequate protection to residents.

- a) Where strategic firebreaks are required around the subdivisions perimeter on any part there of, the standard specifications shall be 6 metres in width with a 4 metre trafficable surface for fire units.
- b) The Council shall address the continuing access for fire units which may require property easement and appropriate gates on fence lines and the ongoing maintenance of any strategic firebreak.

PUBLIC OPEN SPACE:

Public open space is to be vested with an authority having a land management capability to ensure fire management of reserves is an ongoing commitment.

WATER SUPPLY:

A suitable permanent supply of water is essential for effective fire suppression.

- (a) Where a reticulated water mains are provided, fire hydrants will be installed to the DFES standard i.e.; maximum 200 metres intervals for residential and 100 metres intervals for commercial/industrial.

- (b) In areas of no water mains system, an acceptable supply of permanent water needs to be available for fire unit refilling. This water supply needs to be within a 20 minute turn-around time frame for vehicle refilling. Water supplies, tanks and soaks, hardstands, plumbing outlets, filling mechanisms to be to the satisfaction of the Shire in consultation with the Department of Fire & Emergency Services.

SHIRE OF MOORA

FIRE REPORTING PROCEDURE

REPORTING A FIRE:

The procedure to be used to report a fire is;

1. For all fires ring 000, contact to be made with the Brigade Captain and then neighbours.
2. Contact the shire administration and Community Emergency Services Manager

NOTE: Printed information cards to be arranged which detail the above procedure and also telephone number/radio call signs of; Brigade Captains.

POLICY

HARVESTING SUNDAYS AND PUBLIC HOLIDAYS:

Council's policy allows harvesting on Sundays and Public Holidays - subject to the undermentioned conditions:-

1. Two people must be in attendance while harvesting operations are taking place.
2. A fire unit must be situated within or adjacent to the paddock being harvested.
3. No movement of vehicles in paddocks while a harvesting and vehicle movement ban is in place other than carting of water, any other instances where vehicles are required to move in paddocks during a harvest ban to require prior authorisation from a fire control officer.

Persons harvesting contrary to this policy risk voiding their insurance cover.

Harvesting during Christmas and New Year:

It is hereby notified for public information that Council has in accordance with the Bush Fires Act Regulations, amended the general approval for harvesting on Sundays and public holidays for the Christmas and New Year holiday period as under –

CHRISTMAS DAY	-	HARVESTING NOT PERMITTED
BOXING DAY	-	HARVESTING NOT PERMITTED
NEW YEARS DAY	-	HARVESTING NOT PERMITTED

A HARVEST & VEHICLE MOVEMENT BAN - which may be applied due to extreme weather conditions, takes precedence over any approval for harvesting on Sunday or public holidays.

BROADCASTING OF HARVEST & VEHICLE & MOVEMENT BANS - ABC Regional Radio will broadcast notice of Harvest & Vehicle Movement bans and the community will be notified via Messaging System (SMS) if registered.

The assistance of all Fire Control Officers and the Public in reducing the risk of fires and suppressing any fires that may occur is appreciated by Council.

FIRE BREAK INSPECTION PROCEDURE TO BE CARRIED OUT BY FIRE CONTROL OFFICERS

1. An inspection of fire breaks to take place as soon as possible after the 4th Saturday in October, each year, such dates to be decided annually,
2. Notice of any inadequate breaks to be notified to the Chief Executive Officer in writing as soon as possible after the 31st October. The Notice is to contain name of owner or occupier, date and time of inspection; location of break and who carried out the inspection.
3. Shire Office to issue a reminder notice to any land holder who, in the opinion of the Bush Fire Control Officer, has not complied with Council's Fire Break Notice (inadequate break etc.) as soon as possible after notification by a Bush Fire Control Officer.
4. Where a notice has been issued, the Fire Control Officer who made the report will automatically carry out a further inspection as soon as possible after a date decided which is 14 days after the 31st day of October, which is the date Fire Break Notice requires fire breaks to be provided by.
5. Where a fire break is found to be inadequate on or after the date of such inspection and this is reported to the Shire Office in writing by a Fire Control Officer a Bush Fire Infringement Notice will be issued from the Shire Office imposing a fine of \$250 or as amended, for non-compliance with the Fire Break Notice.

FIRE BREAK REQUIREMENTS - RURAL AND TOWNSITE:

Rural Land

On or before the 31st day of October firebreaks must be provided not less than 2.7metre in width inside and along the whole of the external boundaries of the properties owned or occupied, where this is not practicable the firebreaks must be provided as near as possible to, and within, such boundaries with the exception that firebreaks can be modified or not required if after consultation with the Brigade Captain and neighbours it is decided that a natural barrier or man made structure will act as a firebreak and maintained free of inflammable material until the 29th day of March.

Townsites

On or before the 31st day in October all town lots within the townsite of Moora, Watheroo, Bindi Bindi, and Coomberdale are required to be treated as follows -

Land 2032m² (half an acre) or less - Do not require fire breaks, but are required to follow **General Fire Hazard Reduction**. (*e.g. slashed/mowed*).

GENERAL FIRE HAZARD REDUCTION- All property owners are required to reduce fire hazards on their property prior to the summer season, by maintaining grassed areas as far as is reasonably practicable, to 50mm in height over the entire area, by slashing, mowing, application of chemical or stock. Hazard Reduction orders will be issued where landowners have failed to reduce fire hazards.

Land is 2,032m² (half an acre) or more -A firebreak must be provided not less than 2.7 metres in width inside and along the whole of the external boundaries of the properties owned or occupied and all flammable material must be cleared 2.7m distance from all buildings and/or haystacks situated on the land and maintained free of such material until the 29th day of March.

DUTIES OF CHIEF/DEPUTY BUSH, FIRE CONTROL OFFICER

ACTION PROCEDURES:

I. CONTROL

- I.1 Co-ordinate and control operations in the field.
- I.2 Take charge of the fire situation if necessary.
- I.3 Establish a control and communication point at or near the fire ensure establishment of assembly area for incoming assistance.
- I.4 Carry out a reconnaissance and access PRIORITIES and decide tactics.
- I.5 Allocate sectors of responsibility; brief and allocate resources as required to sectors.
- I.6 Forecast fire spread and assess potential needs request mutual aid.
- I.7 Roster relief personnel.

2. REPORTING

- 2.1 Furnish situation reports to Council Office at regular intervals.
- 2.2 In multiple fire situations the Department of Fire & Emergency Services to be advised.

BUSH FIRES ACT 1954

SHIRE OF MOORA:

Local Laws relating to the establishment, maintenance and equipment of Bush Fire Brigades.

In pursuance of the power conferred upon it by the abovementioned Act, the Council of the abovementioned Municipality hereby records having resolved on the 21st July, 1993, to make and submit for confirmation by the Governor By-laws relating to the establishment, maintenance and equipment of the Bush Fire Brigades of the Shire of Moora.

1. The By-laws relating to the establishment, maintenance and equipment of Bush Fire Brigades for the Municipal District or any part of the Municipal District of Moora gazetted on 9th January, 1942, and as amended on 16th May 1965 are hereby repealed.

2. Bush Fire Brigades

2.1 ESTABLISHMENT OF BRIGADES

- (a) By resolution, the Council may establish, maintain and equip a Bush Fire Brigade under the provisions of the Bush Fires Act 1954 (as amended), and Regulations there under. The Brigade shall be formed in accordance with these By-laws and a name shall be given to the Brigade. Details of the Bush Fire Brigade shall be held by the Council,
- (b) A Bush Fire Brigade may be established for the whole of the Shire or any specified area thereof.

2.2 APPOINTMENT OF BRIGADE OFFICERS

Each Brigade shall hold an Annual General Meeting at which a Captain, First Lieutenant, Second Lieutenant, Secretary and/or Treasurer and such additional officers as deemed necessary shall be elected. The Council shall be notified annually of the names of officers elected.

2.3 DUTIES OF OFFICERS

Duties of all Brigade Officers and Members shall be as detailed in the Provisions of the Bush Fires Act 1954 (and amended).

(a) Captains and Lieutenants

The Captain shall have full control over the members of the brigades whilst engaged in fire fighting and shall issue instructions as to the methods to be adopted by the fire fighters. In the absence of the Captain, the 1st Lieutenant, the 2nd Lieutenant or Senior Officer of the Brigade present at the fire, shall exercise all the powers and duties of the Brigade Captain.

(b) **Secretary and/or Treasurer**

Shall be responsible for administration in accordance with section 2.5 of the By-laws.

(c) **Equipment**

The Captain shall be responsible for the custody and maintenance in good order and condition of all equipment and appliances acquired by the Council for the purpose of the Brigade. The equipment shall be kept at a depot approved by the Brigade Captain where, if possible, fire units can easily be called upon. If there is more than one such depot in the area, the Captain shall appoint at each depot a person to look after the equipment and have it ready for immediate use when required.

2.4 BRIGADE MEMBERSHIP

- (a) The membership of the Bush Fire Brigade consists of fire fighting members.
- (b) Fire fighting members shall be those persons being members of either sex and being (16) years of age and over, and willing to render service when possible at any bush fire and who sign an undertaking in the form contained in the First Schedule of these By-laws.
- (c) The enrolment of persons as fire fighting members shall in every case be subject to the approval of the Council.

2.5 ADMINISTRATION RESPONSIBILITIES

(a) **Meetings**

- i) Brigade meetings shall be held as required, with a minimum quorum of 3 Brigade members to be present. The minutes of such meeting to be tabled at the next following Fire Advisory Committee Meeting.
- ii) The Brigade Secretary shall provide the Chief Executive Officer with advice of meetings at least seven days prior to the date of the meeting in case there is any matter which the Chief Executive Officer thinks should be addressed.

(b) **Membership**

The Brigade Secretary shall maintain a register of all members and resignations of such members from the Brigade.

(c) **Secretary and/or Treasurer**

Is responsible for all Brigade Administration matters which will include the following

- i) Taking of Brigade Minutes.
- ii) Maintaining of Brigade Membership records.
- iii) Detailing revenue from all sources and expenditure made by the Brigades.
- iv) Receiving and answering correspondence as necessary.

3. Finance:

The expenditure incurred by Council in the purchase of equipment, payment for services and generally for the purpose of the Act, shall be a charge on the ordinary revenue of the Council and records of such expenditure shall be maintained in accordance with municipal audit requirements.

~ ~ ~