

# FIRE FIGHTING AND EMERGENCY ASSISTANCE POLICY

## ADMINISTRATIVE POLICY



### 1 Scope

This policy applies to all areas within the Rockhampton Regional Council Region during cases of a major fire event or short term emergency when plant and equipment assistance is requested from Queensland Fire and Emergency Services or Queensland Police Services. This policy does not apply to declared disaster situations, refer to the Local Disaster Management Plan.

### 2 Purpose

The purpose of this policy is to provide direction on Council's level of support and response.

### 3 Related Documents

#### 3.1 Primary

Nil

#### 3.2 Secondary

*Disaster Management Act 2003*

*Fire and Emergency Service Act 1990*

Local Disaster Management Plan

### 4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council
Declared Disaster Situations	Disaster situation declared under section 64(1) or 69 of the <i>Disaster Management Act 2003</i> .
Manager	Employee appointed to a position with a corporate band 3 delegated in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.
QFES	Queensland Fire and Emergency Services
QPS	Queensland Police Service
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Supervisor	A person in control of a workplace (for example supervisor, leading hand or team leader).

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## 5 Policy Statement

### 5.1 Services Provided

Requests for assistance must be made by an authorised position identified in paragraph 5.2 before Council considers to make plant and operators available in the following circumstances:

- (a) In fire events or other short term emergencies, where substantial resources of the QFES or QPS are already committed to such event and there is potential danger to life and/or property, Council is prepared to provide plant and equipment, with operators, at no cost.
- (b) In circumstances other than those set out in (a), plant, equipment and operators may be made available to QFES or QPS at the normal private hire rates as set by Council from time to time or action is instigated to recover the costs from the responsible party (see paragraph 5.5). A purchase order number must be provided to Council.

Only Council employees are to operate Council plant.

### 5.2 Authorised Positions - Requests for Assistance and Approval

The following QFES or QPS positions, or any person acting in the position, are authorised to make a request to Council:

- (a) District Inspector – Rural Fire Service;
- (b) Brigade Officer - Rural Fire Brigade Group;
- (c) Area Director – Queensland Fire and Emergency Service, Rockhampton;
- (d) On-call Senior Officer – Queensland Fire and Emergency Service, Rockhampton; and
- (e) Officer in Charge at an event – (QFES or QPS)

The following Council positions, or any person acting in the position, are authorised to approve or refuse a request for assistance in either circumstance stated in paragraph 5.1 above in accordance with the assistance criteria in paragraph 5.3:

- (a) CEO;
- (b) Deputy Chief Executive Officer;
- (c) General Manager Regional Services;
- (d) Manager Civil Operations;
- (e) Manager Infrastructure Planning;
- (f) Program Coordinator Maintenance; and
- (g) Civil Works Manager.

### 5.3 Assistance Criteria

The criteria for a decision must take into account the location of the event, workload, effect on productivity, the threat to person, and property, the risks associated in response to the event and availability of suitable plant, equipment and trained operators.

Council's Manager Civil Operations, Civil Works Manager or Program Coordinator Maintenance or the supervisor responsible for the plant shall make an assessment as to which plant, equipment and operators to dispatch to the event.

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## 5.4 Safety - Council Employees

Council has requested QFES provide Operator Safety Training to all employees likely to be involved in firefighting operations. The Rural Fire Service can provide Operator Safety Training through the presentation of Basic Bushfire Awareness (CSFC015) non-accredited training course.

The Rural Fire Service should be engaged prior to the fire season (June/July) to enable this course to be presented in a timely manner. The course takes three to four hours to complete.

This course can be presented by any of the follow experienced personnel:

- (a) A Rural Fire Service Brigade or Area Trainer;
- (b) An Urban Fire Officer including the iZone Officer; or
- (c) A Council employee who is a current and experienced rural or auxiliary firefighter and holds the QFES Firefighter Minimum Skills (Bushfire) qualification.

Plant operator/s shall only respond to directions from the Officer in Charge at the scene.

The plant operator in charge of the plant or equipment has the discretion to make the final decision to proceed with firefighting or other activities upon arrival at an event. If the plant operator is not confident there is justified need to fight the fire or if their safety may be at risk in proceeding, the operator shall advise the Officer in Charge that they will not be proceeding. If during the incident, the operator wishes to withdraw from the firefighting or other activities, they have the discretion to do so. The operator shall notify their supervisor of this decision who will notify their manager.

## 5.5 Cost Recovery in Certain Circumstances (paragraph 5.1(b))

Council shall, where practical, recover costs incurred with the response from the owner of the property or person responsible.

Employees at the scene may attempt to secure the name of the responsible person from the Officer in Charge of the scene or later in consultation with QFES or QPS.

## 5.6 Disaster Recovery Funding Arrangements

In the case where an event becomes a declared disaster situation and funding activated after Council has already provided assistance, Council will submit a claim to recover its cost.

## 6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the Council.

## 7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Regional Services
Policy Owner	Manager Civil Operations
Policy Quality Control	Legal and Governance



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