7.01 Local Procedure Development SOP

Section 1 - Purpose and Objectives

(1) This document describes the processes used to develop, authorise, record and review local procedures by Regions, Districts, Groups and Brigades.

Section 2 - Scope

(2) This policy applies to all CFA members.

Section 3 - Procedure

(3) Regions, Districts, Groups and Brigades may develop local procedures as per the Policy and Doctrine Governance Policy, and be collectively known as 'local procedures'.

(4) Local procedures cannot conflict with the intent or purpose of an organisational level policy or procedure.

(5) Local procedures assist by providing local context to CFA policies and procedures.

(6) Local procedures should not be developed as a matter of course but rather only when it is necessary to provide additional local context or direction.

General Requirements

(7) Local procedures must:

a. Be developed only when necessary using the relevant approved templates.
b. Be consistent with state or Commonwealth legislation (where applicable), including CFA policies, procedures and guidelines.
c. Minimises reproduction of material in existing policies, procedures or training material.
d. Be relevant, and transparent in their intention and meaning, including clear direction when any directions are mandatory.
e. Clearly state the area to which they apply and the persons they apply to.
f. Be easily accessible and locateable to any person that they apply to. Electronic versions of documents must be stored (and/or saved) on CFA approved and administered ICT infrastructure (ie. Teams or Sharepoint).
g. Written in plain English and be audience-appropriate. Refer to the Australian Government Style Manual guidance about using simple language, fewer words, and short sentences.

Consultation

(8) In all circumstances, a comprehensive consultation process must occur and attention must be given to Volunteer Fire Brigades Victoria (VFBV) consultation requirements laid out in 6G(c) of the Country Fire Authority Act 1958.

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(9) All local procedures must be consulted for a period not less than four weeks and must include consultation groups depending on the procedure level outlined in Table 1.

Table 1 -

Procedure Level	Minimum Consultation Requirements
Region	1. Planning Committees (DPC). 2. Regional Leadership Teams. 3. CFA employees (where it may reasonably affect them) 4. District VFBV Councils
District	1. District Planning Committee (DPC). 2. District Groups and Brigades. 3. CFA employees (where it may reasonably affect them) 4. District VFBV Council
Group	1. In the first instance, engagement should occur with the District Assistant Chief Fire Officer to establish if the procedure would be supported. 2. Brigades within the Group should be consulted via their Brigade Delegates.
Brigade	1. In the first instance, engagement should occur with the District Assistant Chief Fire Officer to establish if the procedure would be supported. 2. Brigade Members must be consulted.

Approval / Revocation

(10) Local Procedures must be approved and revoked in accordance with the approval authorities listed in Table 2.

Table 2 -

Procedure Level	Approval Authorities
Region	Relevant Deputy Chief Officer
District	Relevant Deputy Chief Officer
Group	Relevant ACFO following endorsement of a simple majority of delegates at a properly constituted meeting.
Brigade	Relevant ACFO following endorsement of a simple majority of members at a properly constituted meeting.

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(11) A local procedure must be approved or declined by the approval authority within 30 days of being requested to do so. An approval authority may extend by a further 30 days having informed the relevant Brigade, Group or District in writing.

(12) Unless subject to an internal review, or further information request from the approval authority, a local procedure submitted for approval where a decision has not been provided following 60 days from initial lodgement or response to any request for information the procedure is deemed approved.

Internal Review

(13) Where a local procedure has not been approved at the Region, District, Group or Brigade level an internal review may be submitted to the Chief Officer.

(14) Internal review requests can be made by a Deputy Chief Officer, Assistant Chief Fire Officer, Commander, Group Officer or Brigade Captain.

(15) A request for internal review must provide all relevant documentation and outline the reasons for review and what steps have been taken locally to resolve the issue.

(16) The Chief Officer shall conduct the internal review in a manner they see fit within 60 days of lodgement or other time period as advised by the Chief Officer.

Review and Amendment

(17) Local procedures should be reviewed and amended in response to changes in the internal and/or external environments.

(18) To ensure continuous improvement local procedures should be reviewed every 3 years.

Safety Note

(19) Nil

Environmental Note

(20) Nil

Section 4 - Definitions

(21) Commonly defined terms are located in the CFA centralised glossary.

Section 5 - Related Documents

(22) Standing Order 7.0 Pre-Incident Planning

(23) Standing Order 2.00 Fire Brigades - Structure and Management

(24) Policy and Doctrine Governance Policy

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Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
Accountable Officer	Jason Heffernan Chief Officer
Responsible Officer	Rohan Luke Deputy Chief Officer Operational Doctrine and Training
Author	Tim Connor
Enquiries Contact	Operational Performance and Capability

Glossary Terms and Definitions

"CFA member" - Refers to all CFA volunteers, volunteer auxiliary workers, officers, employees and secondees.

"CFA employee" - Any person who is directly employed by CFA, including those employees on a fixed term or casual employment contract.

"Brigade Captain" - The Captain is the highest ranking officer of a volunteer brigade. Where the position of Captain is currently vacant these responsibilities are carried out by next highest ranking officer.

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