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| **BUSHFIRE MANAGEMENT RECORD: Version 3 (April 2018)** |

* Educators and consultant who are located in a Bush Fire Prone Area are required to check daily (during the fire season – October – April) the Country Fire Authority ([www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)) website / and or Fire Ready App for the states fire danger areas.
* The consultant for these areas will also undertake a daily check.
* The outcome of this search will be recorded daily by both parties on the Fire Management Record.
* If a service is operating at “Extreme” or “Code Red” rating on the Country Fire Authority the service must be closed immediately. This decision can be made by the Educator, Field Consultant and / or Scheme Manager.
* During other times of the year the Consultant will randomly check the website for updates as required.
* Educators will be required to show documentation that they are checking this regularly and recording this throughout the year.

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***This documentation is to be kept as evidence for future reference.***