



SHIRE OF GNOWANGERUP

STANDARD ADMINISTRATION PROCEDURES

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BFB	Bush Fire Brigade Timetable
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JANUARY	<p>Brigade budget request due</p> <p>Meet with SES and BFB to complete grant request</p>
FEBRUARY	<p>Organise AGM date</p> <p>Prohibited Fire Burning finishes (16 February)</p> <p>Restricted burning period starts (17 February)</p>
MARCH	<p>Advertise AGM</p> <p>Send out Agenda for AGM and General Meeting to FCO's, DFES rep and Shire President</p> <p>Send out email/SMS for bush fire meeting to FCO's, DFES Rep and Shire President</p> <p>Book venue – Ongerup, Borden, Gnowangerup</p> <p>Grant Certification Form 1 signed and sent to DFES Perth</p>
APRIL	<p>Fire Advisory Committee (FAC) AGM</p> <p>Take to FAC AGM current Firebreak Order booklet for FAC to go through and update FAC correspondence file and last year's minutes</p> <p>Send minutes of AGM</p> <p>Record any in and out correspondence</p> <p>Firebreak Order booklet and minutes to go to April Ordinary Council meeting for endorsement</p>
MAY	<p>Complete Fire Information Booklet including Firebreak Order to be sent with rates (send to Advance Press Attn Chris Wilson chris.wilson@advancepress.com.au for printing)</p> <p>Advice sent to neighbouring shires of Dual Fire Control Officers</p> <p>Restricted Burning Period finishes (30 May)</p>
JUNE-SEPT	Organise vehicle servicing of all fire trucks with Shire mechanic
JULY	<p>Send out SMS form with rates and advertise in local community newspapers or letter drops.</p> <p>Send out Firebreak Orders with rates</p>
AUGUST	<p>Acquit ESL funding</p> <p>Contact FCO's for meeting date in October</p>
SEPTEMBER	<p>Order gloves/ goggles for start of season and foam if needed</p> <p>Send agenda out for Bushfire General Meeting to FCO's, DFES and Shire President</p> <p>Advice Fire Season dates</p>
OCTOBER	<p>Fire Advisory Meeting</p> <p>Send out email/SMS for bush fire meeting 1 week prior to meeting to FCO's, DFES rep and Shire President</p> <p>Restricted Burning Period starts (15 October)</p>
NOVEMBER	Prohibited Burning Period starts (1 November)
DECEMBER	Brigade request for ESL grant funding on Capital items

February - organise dates for **April AGM** with Chief Fire Control Officer (CFCO) and Department Fire and Emergency Services (DFES) representative.

- Organise venue Ongerup, Borden and Gnowangerup (in order)
- Advertise in GNP Roundup, Borden Bulletin and Ongerup Grapevine one month prior to meeting (March)
- When advertising send FCO's an email one month prior to meeting
- Start making amendments to Firebreak Orders to take to FAC meeting in April
- Send all FCO's a SMS for meeting date and a reminder **one week before**
- Send an email also to FCO's with Agenda/ Minutes of last meeting and any other correspondence

Night of Meeting

- Organise tea, coffee and light refreshments
- Take minutes
- Get photos of any FCO's who don't have a FCO card
- Get Firebreak Order amendments

After meeting;

- Collate minutes and forward to DFES representative and CFCO for proofing.
- Action anything that needs to be done from meeting.
- Any changes to Firebreak Orders update and send to CFCO and DFES rep for approval.

Have Firebreak Order and minutes of AGM ready to go to May meeting

Attachments to be sent to Council are

- Minutes of AGM
- Minutes of General Meeting
- Firebreak order

Once adopted at the May Council meeting the Firebreak Order can then be sent to Advance Press for printing.

Advance Press

Attn: Chris Wilson

chris.wilson@advancepress.com.au

These need to be back early to be sent with Rates when issued

August start preparations for the **October Meeting**.

- Organise venue Ongerup, Borden and Gnowangerup (in order)
- Advertise in GNP Roundup, Borden Bulletin and Ongerup Grapevine one month prior to meeting (March)
- When advertising send FCO's an email one month prior to meeting
- Start making amendments to Firebreak Orders to take to FAC meeting in April
- Send all FCO's a SMS for meeting date and a reminder **one week before**
- Send an email also to FCO's with Agenda/ Minutes of last meeting and any other correspondence

Night of Meeting

Organise tea, coffee and light refreshments

Take minutes

Get photos of any FCO's who don't have a FCO card

After meeting;

- Collate minutes and forward to DFES representative and Chief Fire Control Officer for proofing.
- Action anything that needs to be done from meeting.

Hold meetings or discussion in January/February to complete capital grant request and operating grant budgets with both SES and BFB

March send-off signed grant request – sent to DFES in Albany for signing and then to Perth office:

Form 1 – LGGs Grant Certification

Form 2 – Brigade/ Unit details

Form 6 – Alternate Allocation (to be completed if disagree with proposed funding to be received in next financial year)

Form 3a & 3b for SES and BFB

These forms require signing by the Regional Superintendent in Albany who then forwards to Perth office.

August - Grant acquittal Form 8 for SES and BFB to be completed and submitted to Perth by 31st

Ongoing:

Process all accounts for payments

Complete expenditure spreadsheet and supply on request to BFB

SAP 2.	Financial refers to
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**Directive 3.1 - Emergency Management****SAP 3.1.A – Bushfire Financial Assistance**

*When large fire

References

- A. Bush Fires Act (1954)
- B. Fire Brigades Act (1942)

Introduction

1. **General.** These procedures provide guidance in relation to the application and expenditure of funds by DFES Operations in the contract of specialist services for the extinguishment of large bushfires, outside of gazetted districts as described by the *Fire Brigades Act 1942, Section 5*. The aim is to ensure that the provision of financial assistance to local government by DFES occurs with confidence and accountability within clearly agreed processes and controls.

2. **Local Government Responsibility.** Local Governments (LG), have responsibility for planning, prevention, response and recovery within their legislated areas of authority. In relation to financial assistance from DFES, this particularly relates to the following elements:

- Reducing the likely impact of bushfire on the community through the adoption and implementation of prevention programs.
- Planning and implementation of community welfare and recovery plans be experienced.
- Support to brigade operations within their own resources and capabilities which may include the use of owned or contracted machinery, services and staff.

3. **DFES Supplementary Funding.** Should the circumstances of fire (not limited to threat, duration or location) exhaust the available and deployed services of a LG, or are likely to impede its operational capability, a formal agreement to support the incident can be negotiated by local government to DFES. As soon as practicable, the RDC/MDC must be made aware of the incident and be acting in liaison/coordination or support of the incident as described in the *Bush Fires Act 1954, Section 13*. These procedures relate to these circumstances.

Key Administrative Appointments

- **Local Government Delegates** – Act on behalf of Local Government to make application for Bushfire Financial Assistance from DFES through the relevant DFES DO, RDC/MDC. LG Delegates may also make application for financial assistance to support Bushfire Operations on private land, Unallocated Crown Land (UCL) and Unmanaged Reserves (UMR) outside of gazetted fire districts.
- **DFES Authorised Delegates** –The DFES DO, RDC/MDC is authorised to approve expenditure within their Financial Delegation. The DFES DO, RDC/MDC is to maintain financial records of such expenditure and report annually (or on demand) via the Regional Superintendent.

Authorisation

4. **Financial Delegations.** Officers are authorised to approve expenditure within their financial delegation. Financial delegations are reviewed annually and are listed as follows:

AUTHORISED DELEGATES		MAXIMUM DELEGATION
District/Area Officer	DO/AO	Up to \$10,000
Regional Superintendent	CSupt.	Up to \$25,000
Assistant Commissioner	AC	Up to \$50,000
Deputy Commissioner	DC	Up to \$100,000
Commissioner	C	Over \$100,000

5. **Approval to Exceed Local Delegation.** Should the level of expected funding required exceed the financial delegation of the local DFES Operations regional staff during the progression of a bushfire incident, authorisation for additional funding is to be sought in writing from the next higher financial delegate. Request and approval is to be sought using the form Approval to Expend Beyond Financial Delegation (IM Toolbox).

[Approval to Expend](#)

6. There are two alternatives available dependant on local arrangements:

- **Request through the ComCen.**

In the first instance, requests for financial assistance may be requested through the DFES ComCen. The Supervisor of the ComCen will then contact the DO, RDC /MDC to provide a brief of the incident and seek initial approval for the funding assistance. All future liaisons for the incident shall be direct between the LG and the DO, RDC/MDC.

- **Request through Direct Contact.**

The LG delegate may make direct contact for a request of financial assistance with the local DFES DO, RDC/MDC.

7. **Written Request.** Requests for assistance that will incur financial expenditure by DFES are to be recorded on the form Incident Expenditure Running Sheet (IM Toolbox). If the request can identify the resource to be contracted in detail, then it is to be noted.

[Incident Expenditure Running Sheet](#)

8. **Schedule.**

- Notice of the incident must be made to DFES during its progression for any application for financial assistance to be considered.
- Financial delegations apply and are reviewed annually.
- DFES delegates report expenditure annually via the Regional Superintendent.

Procedures

9. **Criteria for Consideration.** No applications for funding support can be considered unless there has been direct notification to DFES of the incident during its occurrence, an incident number allocated and the request administratively supported with documentation as detailed in these procedures by the LG and the relevant DFES DO, RDC/MDC. This awareness may be as a result

of either formal notification of the developing incident by LG through their delegate to the DFES COMCEN and/or subsequent notification of the relevant DFES DO, RDC/MDC.

10. **Confirmation of Land Tenure.** DFES DO, RDC/MDC are to attempt to determine the land tenure. Fires started in gazetted districts as described at *Fires Brigades Act 1942, Section 5*, or on lands managed by the Department of Environment and Conservation (DEC) are not subject to these procedures.

11. **Assessment of Extant Local Government Resources.** The DFES DO, RDC/MDC is to confirm that the LG have committed their resources appropriately and that the request for assistance is considered not within the capabilities of the LG, the circumstances, size, duration, subsequent threat and location of the fire.

12. **Contracting Plant and Equipment.** Where the DFES DO, RDC/MDC (on behalf of LG) or LG hires contract equipment within this financial assistance program, then reimbursement of the contractor's hourly hire rates for the equipment used will apply. In these circumstances it is incumbent upon DFES Operations regional staff to ensure that:

- Contractors have full comprehensive insurance cover for their personnel and machines engaged in firefighting activities, (see paragraph 17 for uninsured contractors)
- The priority is to use contractors on the agreed contractor list,
- If the contractor is not on the agreed contractor list, then an agreed rate for work is to be negotiated
- The Incident Number are quoted on all invoices and claims seeking reimbursement (incident number quoted is to be ComCen FCAD incident number), and
- The hours worked by the contractors are verified.

13. **Designation of Machine Supervisors.** Where a number of resources have been contracted through this financial assistance program to an incident, DFES Operations Regional staff are to designate machine supervisors who will be responsible to ensure that the resources are being used effectively for the purpose described.

14. **Insurance of Un-insured Contractors.** If comprehensive and public liability insurance for machines engaged in firefighting does not exist, yet it is expedient that the service is contracted, the DFES Operations Manager is to advise the [DFES Finance Officer \(Insurance\)](#) prior to hire, or in the case of out of business hours response, by the first working day so that DFES's Risk Cover Policy may be applied. Contractor's machine details are to be recorded and forwarded using Form *OPS-EM-IMT-LOG013*.

15. **Aircraft Hire.** Hire of aircraft for fire operations including reconnaissance, by either the DFES Operations regional staff or local government may be supported by bushfire financial assistance funding providing that the commercial aircraft and pilot are from the list of DFES 'call when needed' aircraft contractors. There must be a valid and accountable reason for the hire. Directive 3.11 provides further guidance on the 'Funding of Aerial Suppression Assets'.

[Directive 3.11 - Air Operations](#)

16. **Post Fire Cost Recovery.** In multi-agency fires, or where fire has impinged on different tenures of land, the form Incident Resource Summary is the statement of service upon which all post fire financial accountabilities will be assessed.

[Incident Resource Summary](#)

Variations

17. **Financial Assistance to Bushfires on Other Lands.**

- **Private Lands.** Where funding support is requested for resources (normally machinery) to combat fires on other private lands that include pastoral stations, mining leases, industrial sites etc, the request for additional support must be made through the relevant LG to DFES Operations regional staff and follow the procedures described. Private land holders are expected to contribute their own resources to fire suppression on these lands in the first instance.
- **Department of Defence (DOD) Lands.** A MOU between DOD and DFES Operations requires DOD to contribute its own resources to fire suppression with support from DFES Operations. Where support is requested for resources (normally machinery) to combat fires on DOD lands, the request can be made directly to the DFES Operations regional staff and they shall follow the procedures described.
[MOU Register for Provision of Fire Services](#)
- **Unallocated Crown Lands (UCL) and Unmanaged Reserves (UMR).** Where support is requested for resources (normally machinery) to combat fires on UCL and UMR, the request for additional support can be made by LG directly to DFES ComCen and they shall follow the procedures described.
- **Fires across tenures.** In multi tenure and/or multi agency fires, DFES's commitment to support bushfire funding assistance will only be through those services as agreed and documented as per the processes described.

18. **Limitations – DFES Bushfire Financial Assistance will Not Apply.**

- **Local Government Officer Salary Costs.** No local government salary or overtime costs are to be agreed to or endorsed for payment against the bushfire assistance provisions.
- **Fuel for Private Vehicles.** DFES is unable to support post incident fuel claims made by owners of private units.

19. **Dispute Resolution.** Any requests for support outside of these procedures, disputes in eligibility, or payments not foreseen or described, are to be referred via the Regional Superintendent to the AC Metropolitan or AC Country as appropriate.

Recording and Reporting

20. **Expenditure Records.** It is incumbent upon DFES DO, RDC/MDC to maintain the records of all financial assistance to bushfires:

21. **Reporting.** DFES Operations Regional Staff are to compile and submit a financial report annually (or on demand) via the Regional Superintendent. Bushfire expenditure financial reports are to describe and account for all expenditure and approvals in support of bushfire using the pre-mentioned forms as proof of expenditure.

SAP 3.	Equipment
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Equipment to be ordered when requested by Brigade Captains or Secretaries

Make contact with the Brigades prior to the fire season starting (October) to make sure all supplies are stocked up and ready to go.

FOAM

Mercury Firesafety Pty Ltd
08 9331 8788

Inform Mercury foam to be picked by Beck's Transport
Delivery to BFB by Beck's Transport

Call Gavin Beeck 0428 606 566 to organise pick up

DO NOT USE COURIER AUSTRALIA

UNIFORMS (try to get a bulk order from the individual brigades)

Form to be completed for sizing and can be picked up from the Shire

Stewart and Heaton Clothing Co Pty Ltd
Fax order to 08 9277 5455
A purchase order MUST be sent with the order

COURIER AUSTRALIA CAN BE USED FOR FREIGHT

For safety equipment eg goggles/ gloves

Fire & Safety WA
08 93023210
Email firewa@fireandsafetywa.com.au

COURIER AUSTRALIA CAN BE USED FOR FREIGHT

SAP 3.	Equipment refers to
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Directive 3.1 - Emergency Management

SAP 3.1.B - Basis Of Allocation Operational Radios

Introduction

1. **General.** The purpose of this document is to define the policy for the allocation of operational VHF/UHF radios to all DFES service groups, including BFS and SES. This document provides the Basis of Allocation (BOA) by service and standard application across all services.

Basis of Allocation

3. **Principles.** The principles of the allocation are as follows:

- The allocation will be based on operational requirement.
- The allocation will be based on number of operational vehicles and/or number of members.
- The allocation will be broadly the same for all DFES Regions, however regions with particular needs have been allocated additional resources accordingly.

4. **Criteria.** Allocation criteria are as follows:

- All radios issued under this policy are to be available for operation 24/7, 365 days.
- Mobile radios will only be provided and fitted to DFES and ESL funded vehicles.

[Emergency Services Levy \(ESL\)](#)

5. **Allocation.** The BOA is detailed in Annex A.

[Annex A](#)

6. **Safety.** Two UHF hand-held radios are required for internal firefighting and BA operations due to the frequency characteristics of these radios which enable internal to external communications. A minimum of two UHF hand-held radios will enable communications between the BA team and the ECO.

7. **Additional Allocation.** Any requests for radios in addition to this BOA will require a justification document, based on operational requirements, to be submitted to DFES for consideration/validation by a Regional Director.

Annexures.

A. Basis of Allocation – DFES operational radios

SERVICE	ALLOCATION OF RADIO (PER UNIT)					
	BASE		MOBILE (VEHICLE MOUNTED)		MOBILE (HAND HELD)	
	UNIT	NO.	UNIT	NO.	UNIT	NO.
Local Government/ Bushfire Service	LG CBFCO office	1	Manager Vehicle (DFES Supt/AO/DO, CBFCO, CFM)	2	CBFCO	1
	Brigade/Station	1	DCBFCO	1	DCBFCO	1
	DFES authorised LG ECC	2	FCO <i>or</i> Brigade Captain (one or the other)	1	Operational FCO ¹	Nil
			DFES approved Brigade appliance	1	DFES approved Brigade pumper	2
			DFES approved support vehicle	2	ICV	6
			Local Government plant or appliances ¹	Nil	LT Tanker / 2.4 / Water Carrier	2
State Emergency Service	Unit/Station	2	Manager vehicle (DFES DO, DFES OTO)	2	Unit Leader	1
			DFES approved Unit appliance	1	ICV	6
			DFES approved support vehicles	2	Membership Based Allocation ² <ul style="list-style-type: none"> • 0-10 = 3 • 10-30 = 5 • 30-50 = 8 • Above 50 = 12 	
Volunteer Fire & Rescue	Brigade/Station (CCS)	1	DFES approved Brigade appliance	1	DFES approved Brigade pumper	2
			DFES approved support vehicle	2	ICV	6
					LT Tanker / Med Tanker	2
Career Fire & Rescue		Nil	Manager vehicle (DFES AM/DO, CFM)	2	DFES approved pumper	2
			DFES approved Brigade appliance	1	Manager vehicle (DFES AM/DO, CFM)	1
			DFES approved support vehicles	2	ICV	6
			Specialist Appliances	1	SET	4
					LT Tanker / Med Tanker	2
					Specialist Appliances	2

¹ Justification required.

² All issued SES Mobile (Hand Held) radios are UHF

SAP 4.	Fire Management
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FIREBREAK ORDER BOOKLETS

W:\Public\EMCS\Bush Fire\Fire Break Orders

1. The current firebreak order **must** go to the April Fire Advisory Committee AGM as an agenda item and have the FAC peruse and confirm details. There will be changes of members and positions held so you will need to make the necessary information changes.
2. The Firebreak order and minutes of AGM and General Meeting are then submitted to the April ordinary meeting of Council for endorsement. Make changes if necessary and confirm changes with FAC if any.
3. Once the booklet has been endorsed by Council and FAC, contact Advance Print and ask for a quote for the quantity of booklets (approx. 650, check with rates/manager) needed and email through the final approved booklet pdf form.
4. Advance Print will get back to you with a quote and proof for final approval.
5. Ensure details are 100% correct.
6. After booklet has been approved, send back signed copies of the proof and the purchase order.
***Ensure that you are clear about the format of the booklets which is stapled and with a magnet on the back. ***

GENERAL INFORMATION

FIRE BREAK ORDER

PURSUANT to powers contained in Section 33 of the above Act, you are hereby required on or before, 1 November to clear of all flammable material, firebreaks as stated herewith. Thereafter, to maintain these firebreaks, clear of flammable material, up to and including 31 May.

FIREBREAK OFFENDERS AND PENALTIES

Immediately following a firebreak inspection, offenders are categorised as follows:

CATEGORY 1

14 days' notice is given to have firebreaks put in place

CATEGORY 2

Burning on open ground may only be done with a permit issued by a Fire Control Officer between the hours of 6pm and 11pm during the prohibited and restricted burning period. An area of five (5) metres is to be cleared around the burn. At least one person is to remain in attendance until the fire is out.

NO burning is permitted on a "Very High" or "Extreme" forecast.

A category 1 offender in the past automatically becomes a Category 2. Penalty – 21 days' notice given to comply: \$80 fine.

CATEGORY 3

A category 2 offender automatically becomes a Category 3. Penalty – Immediate prosecution by council: \$1000 fine plus costs for Council having to put firebreaks in.

FIRE BREAK EXEMPTIONS

If it is considered impractical for any reason to clear fire breaks on any land as required by this notice, you may apply to Council or its duly authorised officers for exemption. An exemption may be sought for any reason e.g. On conservation grounds, the Bush Fire Control Officers, following an onsite inspection, will issue an annual permit for exemption by a committee of; Bush Fire Control Officer, neighbour and owner. This permit is to be reviewed annually.

It is an offence to provide fire breaks on a road reserve without the approval, in writing, of the Council, or Mains Roads Department WA in respect to declared main roads. If permission is not granted by the Council, or its duly authorised Officers, you shall comply with the requirements of the notice.

Please Note: Following the method adopted by Council to inspect the firebreaks in the notice, it is not necessary for the Council to notify you or give you any prior warning that legal action may proceed for failing to comply with the requirements of this notice.

IT IS THE OWNERS/OCCUPIERS RESPONSIBILITY TO ENSURE COMPLIANCE WITH THE FIRE BREAK ORDER 2013/2014 FAILURE TO DO SO MAY PLACE PROPERTY INSURANCE AT RISK IMPORTANT CONDITIONS OF A "PERMIT TO BURN"

1. Have a permit onsite and available for inspection.
2. Have a readily available firefighting unit, of a minimum of 400 litres capacity, powered by a engine driven pump in attendance at all fires lit under a permit.
3. Notify all of your neighbours.
4. Notify CALM if adjoining its reserve.
5. Permits are deemed invalid when Bureau of Meteorology forecast a "Very High" or "Extreme" fire hazard for the following locations – South Costal, Stirling and Inland; unless validated by a Fire Weather Officer.
6. Notify radio base station.

BURNING TO COLLECT CLOVER DURING PROHIBITED BURNING PERIOD

A special permit is required from an Authorised Officer, not a Bush Fire Control Officer, unless specially authorised. Burning may take place between the hours of 4pm and 12 midnight of the same day. Proposed burn to be advised on ABC Country Hour at least two days before.

IN CASE OF FIRE – FOR EMERGENCIES PHONE 000

Police (Gnowangerup)	9827 2800
Shire Office	9827 1007

WHAT TO DO WHEN ATTENDING A FIRE

When attending a fire, the first thing you **MUST DO** is:

- **ENSURE YOU ARE WEARING YOUR PROTECTAVE CLOTHING OR EQUIVALENT (long pants and shirt, boots and goggles/glasses).**
- **REGISTERED/RADIO IN TO YOUR LOCAL FIRE CONTROL OFFICER SO THAT HE CAN GUIDE YOU WHERE TO GO.**
- **IF YOUR LOCAL FIRE CONTROL OFFICER IS NOT IN ATTENDANCE, THEN RADIO THE NEXT CLOSEST FIRE CONTROL OFFICER.**

- **FROM YOUR ARRIVAL ON THE FIELD, YOU ARE UNDER THE INSTRUCTION OF THE FIRE CONTROL OFFICERS.**
- **PLEASE LISTEN TO INSTRUCTIONS – THEY ARE FOR YOUR OWN SAFETY.**

GENERAL INFORMATION

- Fire Control Officers are the only persons permitted to issue permits.
- Harvesting on Christmas Day is not permitted within the Shire.
- It is the intention of the Shire to enforce the fire break order on all lots within the town site and on rural land.
- Summer Vacations: Please notify your closest Fire Control Officer if you will be out of the district during the fire season.
- See your local Bush Fire Brigade to obtain firefighting uniforms if attending fires.

NOTHING IN THE FOREGOING SHALL BE DEEMED TO RELIEVE AND PERSON FROM LIABILITY FOR DAMAGE.

PLANTATIONS

PLANTATIONS

A “plantation” tree farm is defined as an area exceeding 3 hectares within town sites or an area exceeding 30 hectares within rural areas, of trees planted for commercial purposes.

The Shire of Gnowangerup Fire Break provisions for all plantations approved after September 2008 are:

a) Tank Requirements

Any plantation from 30HA to 100HA requires a 25,000L tank to be installed in a location approved by council and the Local Fire Brigade with the appropriate water supply cup links fitted as stipulated by the Local Brigade.

- A further 25,000L tank per 100HA is to be supplied within 1KM of the plantation with its location approved by Council in liaison with the Local Brigade.
- Tanks are to be fitted with a 2 inch male camlock.

b) Equipment Requirements

Any plantation must provide a Fast Attack Fire Unit with a minimum capacity of 400L within 20 minutes response time. Local Brigade units cannot be considered as the supplied fire unit. Any Fire Unit supplied must be kept in a well maintained, fully working/operable condition. Audits by a qualified person may be conducted with work orders being placed on appliances that require repairs; fines will be issued if appliances are not maintained.

c) Size of Blocks

Planting Compartments are defined as an individual area of approximately 30 hectares surrounded by firebreaks cleared of all inflammable material six (6) meters wide, with a vertical clearance of all overhanging branches at least four (4) metres upward from ground level to allow restricted access for firebreak maintenance and firefighting equipment.

- d) Fire Break Width
Boundary Fire Breaks (15 metres) – a 15 metre fire break is required on all boundaries of Plantations.

SPECIAL RURAL SUBDIVISIONS

Special Rural Subdivisions are required to have:

1 x 10,000 litre tank per Special Rural Sub Division (Development).

Each property in the Special Rural Sub Division must provide:

- a) 3 metre wide fire breaks
- b) 20 metre building protection zones
- c) Each property must be slashed or grazed.

RURAL

RURAL PROPERTY

That a firebreak of 20m be prepared around houses and all out buildings. Gardens, trees and mowed grass are not required to be removed. Other flammable material under trees etc is to be raked and removed.

A firebreak must be constructed three (3) metres wide of bare earth around stubble and pasture prior to burning.

A firebreak of 20m of bare earth be prepared around all fuel storage areas.

FIRE PROTECTION

HARVEST/VEHICLE MOVEMENT BAN SHIRE DIVISIONS

For the purpose of their imposition or lifting of harvest bans within the Shire, in accordance with Regulation 38A, the following divisions within the Shire have been established:-

Northwest Section

Bounded by the Chester Pass Road from the northern boundary of the Shire to Magitup Road, then Maileup Road. It follows Maileup Road west to the Warperup Creek, along the Warperup Creek to the Pallinup River to Formby South Road, down to Kybelup Road and along to the Western boundary of the Shire.

Northeast Section

Bounded by the Chester Pass Road from the northern boundary of the Shire to Laurier Road, along Godfrey Road, Toompup South Road, Pendelup Road, Boxwood/Ongerup Road along Holden Road to the eastern boundary of the Shire.

Southwest Section

Bounded by Kybelup Road from the western boundary of the Shire, to Formby South Road. Up Formby South Road to the Pallinup River, then follow the Pallinup River east to Warperup Creek, to Maileup

Road, to Magitup Road, then to Chester Pass Road. It then follows Chester Pass Road south to the southern boundary of the Shire.

Southeast Section

Divided by a line commencing at a point on the eastern boundary of the Shire at Holden Road, Boxwood/Ongerup Road, Pendelup Road, Godfrey Road, Laurier Road to the Chester Pass Road. It then follows the Chester Pass Road south to the southern boundary of the Shire.

Harvest/Vehicle Movement/Fire Bans may be imposed in the whole Shire or in a portion only, in accordance with the above divisions.

Harvest/Vehicle Movement Ban Shire Divisions policy will be reviewed by the Fire Advisory Committee every three years.

OPERATION OF HARVESTING, AND OTHER MACHINERY REGULATIONS (regulations 38 & 38A)

A person shall not operate any harvesting machinery or header in any crop during the prohibited time unless:-

- (i) One hand held, water filled fire extinguisher (minimum capacity 7.5 litres) is fitted in a readily available accessible position on the machine.
- (ii) A vehicle mounted operational unit, of a minimum 400 litre capacity powered by an engine driven pump, is situated in, or adjacent to, the entrance of the paddock being harvested.
- (iii) All trucks/tractors must carry a hand held fire extinguisher while operating in the paddock during harvest time.
- (iv) Council will issue a written warning to a resident for a first time breach of this policy, provided the offence was not deliberate, and then issue a penalty for every offence thereafter.

HARVESTING/VEHICLE MOVEMENT IN PADDOCK BAN

(i) Where a Bush Fire Control Officer is of the opinion that the use or operation of any engines, vehicles, plant or machinery during prohibited burning times or restricted burning time, or both, is likely to cause a bush fire or would be conducive to the spread of bush fire, the Bush Fire Control Officer may, by notice or direction, prohibit or regulate the carrying out of any activity or operation in a specified area either absolutely or except in accordance with the conditions specified in the notice or direction, or with consent of the Local Authority Bush Fire Control Officer.

(ii) A notice of direction, under regulation (1) of the regulation.

- (a) May be given by wireless broadcast or in writing;
- (b) Shall have effect for such period during the prohibited burning times or restricted burning times, or both, as is specified in the notice or direction.
- (c) May be varied or cancelled by a Bush Fire Control Officer by subsequent notice or direction in the manner set out in the sub-regulation.

(iii) During any period for which a notice or direction, under sub-regulation (1) of this regulation has effect a person shall not, in any area specified in the notice or direction.

RYEGRASS TOXICITY BURNING DURING PROHIBITED PERIOD

Permit to be obtained from specially authorised Fire Control Officers. Proposed burn is to be advertised on the radio at least two (2) days before. Shire regulations require six (6) fire units to attend. Proposed burn is to be lit between the hours of 2pm and extinguished by 12 midnight of the same day. All the other conditions of permit are to be complied with.

TRACK RAKING & SIMILAR OPERATIONS

During the Prohibited & Restricted Burning Period, track raking and similar operations are not permitted unless permission is granted by a Fire Control Officer.

On days for which the fire danger is forecast by the Bureau of Meteorology in Perth, in respect of the locality where the operations are to take place, is "Very High" or "Extreme", track raking and similar operations are not permitted unless permission is granted by a Fire Control Officer.

In the Restricted and Prohibited burning times fire-fighting equipment must be available in the immediate area of the track raking, or similar operations. Such firefighting equipment must meet the minimum standard currently required by the Local Government for harvesting operations.

Track raking and similar operations include the dragging of a heavy chain (or other implements) by one or two tractors bulldozers or graders for the reduction of bush/vegetation height, or for the clearing of bush, and grading, or mechanical rock picking operations.

TOWNSITE

TOWNSITE PROPERTY

In respect of land within any town site within the Shire you shall:

Where the area is two thousand (2000) square metres or less, remove all flammable material from the whole land.

Where the area is two thousand (2000) square metres or more, firebreaks not less than two (2) metres wide shall be prepared immediately inside and along all external boundaries of the land.

GARDEN AND REFUSE RUBBISH

Burning may take place during the Prohibited and Restricted Burning Season in a property constructed incinerator. A two (2) metre break must be cleared around the indicator and must be at least two(2) metres from any fence or building.

IMPORTANT DATES TO REMEMBER

OTHER COMPLIANCE ISSUES

- (i) No burning on Sunday.
- (ii) No harvesting on Christmas Day.
- (iii) Shire to be advised immediately of any likely damage claim.

- (iv) Notification of all fire escapes, wild fires, house fires, and Western Power pole fires during summer or winter to be sent to the Shire on appropriate forms.
- (v) No burning over the Easter period. All permits are invalid and fires are to be extinguished by midnight on the Wednesday before Good Friday.

IMPORTANT DATES FOR FIRE CONTROL

15 October	-	Beginning Restricted Burning Season
31 October	-	End Restricted Burning Period
1 November	-	Beginning Prohibited Burning season
16 February	-	End Prohibited Burning Period
17 February	-	Beginning Restricted Burning Season
30 May	-	End Restricted Burning Season

The above dates may be changed by fourteen (14) days at a time, at the discretion of the Chief Fire Control Officer and the Shire President.

PROTECTIVE BURNING

Protective Burning can be carried out right through the Prohibited Burning period with a permit from your nearest Fire Control Officer between the following times:

Rural	4pm – 12 Midnight WST
Town Sites	4pm – 12 Midnight WST

Ordering Permit to Burn Booklets

VisiMax
PO Box 94
GELORUP WA 6230

Phone: +61 8 9795 5503
Mobile: 0407 389 308
Fax: +61 8 9795 5553
Email: visimax@visimax.com.au

STEPS TO TAKE WHEN A HARVEST BAN/ VEHICLE MOVEMENT BAN IS PLACED

1. Change message on Harvest Ban Hotline answering machine

Follow instructions as below which are also near the answering machine. The number for the Harvest Ban Hotline is **9827 1711**.

2. Send SMS via Messagemedia

<http://websms.message-media.com.au/>

Log On: gnpshire@gnowangerup.wa.gov.au

Password: Staff@gsc

Step 1: Tick All

Step2: Enter message. Remembering this only takes up to 160 characters including spaces etc.

An SMS will also need to be sent once the ban has been lifted.

The SMS messaging is also used for bush fire info and all town notices.

3. E-mail the ABC

Email Address: harvestbans@abc.net.au

Subject: Harvest Ban / Shire of Gnowangerup / Wagin - Albany

Deadlines for the receipt of emails are:

- 9:45 AM
- 10:45 AM
- 11:45 AM
- 13:45 AM

Harvest bans will be broadcast at:

- 10:05 AM
- 11:05 AM
- 12:35 AM
- 14:05 AM

4. E-mail Office & Depot

Send an e-mail advising all staff of the Harvest Ban/ Vehicle Movement Ban and again once the ban has been lifted.

5. Send Email to Neighbouring Shires

Pinned to the notice board opposite the fax machine is a generic fax to send to all neighbouring Shire's advising them of the Harvest Ban/ Vehicle Movement Ban. There is also a fax to send to all neighbouring Shire's to advise them when the ban is lifted.

Kent: admin@kent.wa.gov.au

Broomehill-Tambellup mail@shirebt.wa.gov.au

Katanning cso@katanning.wa.gov.au

Jerramungup admin@jerramungup.wa.gov.au

Plantaganet
Cranbrook
Albany

info@plantaganet.wa.gov.au
shire@cranbrook.wa.gov.au
staff@albany.wa.gov.au and garryt@albany.wa.gov.au

TO CHANGE THE MESSAGE ON THE HARVEST BAN HOTLINE ANSWERING MACHINE

Press record

Press record again when prompted

Read message:

Thank you for calling the Harvest and vehicle movement ban hotline. Today is the (dd/mm/yyyy). There is a harvest and vehicle movement ban for the whole of the Gnowangerup Shire from (time) until further notice.

Press check to ensure the message is clear

If you want to double check you can ring the hotline number 9827 1711.

The message will also need to be changed once advised that the ban has been lifted:

Follow the same steps as above with the message:

Thank you for calling the Harvest and vehicle movement ban hotline. It is now (time), (dd/mm/yyyy). The harvest and vehicle movement ban for the Shire of Gnowangerup has been lifted effective immediately.

You do not need to delete the previous message as you will record the new message over the top of it.

PROCEDURES

SUSPENDING PROHIBITED BURNING PERIOD FOR CONTROLLED BURNING

1. Give 2 days' notice to adjoining Shires
2. Send an e-mail to Steve McDonald at DFES Steve.McDonald@dfes.wa.gov.au
3. Publish details on Shire notice board and public notice boards in town (Post Office, IGA and Newsagency)
4. Advertise on ABC radio
5. Suspension can last for up to 7 days

NOTICE OF INTENTION TO SUSPEND PROHIBITED BURNING PERIOD FOR CONTROLLED BURNING

The Shire of Gnowangerup is suspending their Prohibited Burning period and re-imposing restricted burning in the town site of Gnowangerup from the <DATE> to the <DATE> for the purpose of controlled burning of the following sites: <NAME OF SITES>. This burning is to be undertaken by the Gnowangerup Bushfire Brigade.

RECEIVING MEMBERSHIP REGISTRATIONS

1. Membership registration forms are kept in the office but all Fire Control Officers should have Registration pads as well
2. The registering member is to fill out all the details on the form.
3. Fire Control Officers or authorised Shire employee's can sign to authorise registration
4. The yellow copy is kept for Shire records.
5. The white copy is sent to DFES, (Michelle.Nesbitt@dfes.wa.gov.au)
6. Notify captain of the appropriate fire brigade.

The obligations of Fire Control Officers when issuing permits

- Must notify landowner seeking permit of the following important conditions of a "permit to burn":
 1. Have a permit on-site and available for inspection
 2. Have readily available fire-fighting unit, of a minimum of 400 litres capacity, powered by an engine driven pump in attendance at all times
 3. Notify all of your neighbours
 4. Notify DEC if adjoining its reserve
 5. Permits are deemed invalid when the Bureau of Meteorology forecasts a "Very High" Stirling Inland; unless validated by a Fire Weather Officer
 6. Notify radio base station or your FCO.

- That the firefighting unit must remain in the location of the fire – not to light several paddocks at once.
- Must be aware that all permits are cancelled if a Total Fire Ban is issued for the Shire of Gnowangerup.
- Must have a working for unit (see point 2 above) and 3 able bodied persons are able to be in attendance unless otherwise specified on permit.
- Description of fire breaks required – 2.8m bare earth.
- That a fire break of 20m be prepared around houses and all out buildings. Gardens, trees and mowed grass are not required to be removed. Other flammable material under trees ect is to be raked and removed.
- An adequate firebreak must be constructed three (3) metres wide around stubble and pasture prior to burning.
- A fire break of 20m bare earth be prepared around all fuel storage areas.
- That if Fire Control Officers are not happy with the condition of the firebreaks on the property and the firefighting units etc, then they have every right not to issue the land owner with a permit.

The obligations of landowners when issued with a “Permit to Burn”

- All land owners must be aware of the following important conditions of a “Permit to Burn”:
 1. Have a permit onsite and available for inspection
 2. Have readily available firefighting unit, of a minimum of 400 litres capacity, powered by an engine driven pump in attendance at all times
 3. Notify all of your neighbours
 4. Notify DEC if adjoining its reserve
 5. Permits are deemed invalid when the Bureau of Meteorology forecasts a “Very High” or higher Fire Danger Rating in the following fire subdistricts – Stirling Costal and/or Stirling Inland; unless validated by a Fire Weather Officer
 6. Notify radio base station or your FCO.
- That the firefighting unit must remain in the location of the fire – not to light several paddocks at once.
- Must be aware that all permits are cancelled if a Total Fire Ban is issued for the Shire of Gnowangerup.
- Must have a working for unit (see point 2 above) and 3 able bodied persons are able to be in attendance unless otherwise specified on permit.
- Description of fire breaks required – 2.8m bare earth.
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- An adequate firebreak must be constructed three (3) metres wide around stubble and pasture prior to burning.
- A fire break of 20m bare earth be prepared around all fuel storage areas.

- That if Fire Control Officers are not happy with the condition of the firebreaks on the property and the firefighting units etc, then they have every right not to issue the land owner with a permit.

RECEIVING OF REPORTS OF BUSHFIRE

- In the event that you **answer the phone and someone is wanting to report a (rural) bushfire** please do the following;
 1. Ask for and record their name & contact phone number.
 2. Ask for and record their location/location of the fire.
Then immediately following,
 3. Phone through the report of the fire including the location and who reported it, to BFB Base Operator: John (Jane) Campbell on 0428 289 007 or 9828 9067
 4. Send an email to all staff advising of the fire and its location and that it has been reported to Base. This gives all staff the relevant information about the fire and the knowledge of what is going on in case they answer subsequent phone calls regarding the fire.
 5. Base will coordinate the response to the fire at their end.

PLEASE DO NOT ADVISE CALLERS, PARTICULARLY SOMEONE WHO IS DRIVING, THAT THEY NEED TO TAKE DOWN THE BASE OPERATOR NUMBER AND REPORT THE FIRE THEMSELVES. If they have gone to the trouble of calling the Shire we need to respond.

- If the **rural fire is reported directly to Base**, Base will email the Shire ASAP with fire details (property location, nearest roads, fire stand down etc), so we are able to answer correctly any phone queries that we may receive concerning the fire, including directing the caller to turn to Channel 5 for further information.

PLEASE NOTE: DURING A FIRE TURN TO CHANNEL 5

RECEIVING FIRE INCIDENT REPORTS

1. Fire Incident Reports are to be filled out by a Fire Control Officer
2. The Shire will receive the white and yellow copy
3. The Yellow copy is to be kept in our file for future records
4. The white copy is faxed to DFES on **1800 309 999** and then posted to:
DFES
3 Hercules Cres
ALBANY WA 6330
Ph: 9842 0200

DFES Incident Reporting

Options to fill in and submit form:

1. Paper Form – faxed/posted/scanned and then emailed
2. Electronic – emailed

Available Forms:

1. Bushfire
2. Structure or Mobile Property Fire
3. Other Incidents eg Mobile Crash, HAZMAT, False Alarm, Service Calls
4. Attendance Form – MUST BE COMPLETED FOR ALL INCIDENTS

How to choose which form:

1. Primary Responder
 - i. Choose either 1, 2 or 3 and attach an Attendance Form
 - ii. To determine which form (1, 2 or 3) ask: What is the most significant incident that occurred? Significant defined as what caused most injury/ loss of life/ \$ damage
2. Support Responder
 - i. ONLY select the Attendance Form – MUST COMPLETE ALL SECTIONS OF THE FORM

Where to send Completed Forms:

1. If, Bush Fire Services (BFS) and Volunteer Emergency Services (VES)
 - i. If you do not have access to FIRS (Fire Incident Reporting System) please fax to 1800 309 999 or email to reports@dfes.wa.gov.au or
 - ii. Send to Local government who will then pass to DFES
2. If, volunteer Fire and Rescue Services (VFRS) and Volunteer Fire Services (VFS)
 - i. Post, fax or scan and email to brigade member who has FIRS training

Re-ordering Forms:

1. Hard Copy
 - i. Triplicate pads can be ordered from DFES
 - ii. Print from the volunteer portal under > forms>OIS forms
 - iii. Contact Local Government
2. Electronic Copy
 - i. From CD supplied with folders, save copy on computer
 - ii. Download copy from volunteer portal under >forms>OIS forms
 - iii. Contact Local Government

How to Obtain a DFES Incident Number:

1. If incident was notified locally ie Not via DFES COMCEN, then ring 1800 198 140 and register incident (if possible prior to responding)
2. Please advise COMCEN: Time call received, Brigades attending, Appliances attending and who the Incident Controller is
3. Please call back once the incident is complete and advise once all appliances and crew are returned
4. If incident came through DFES COMCEN then an Incident number is automatically created, again ring 1800 198 140 to obtain

*If there are any issues/queries/concerns in processing the incident forms then please email reports@dfes.wa.gov.au or alternatively contact the Operations; Information Systems (OIS) Branch, DFES on 08 9395 9406

SAP 4.	Fire Management refers to
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Directive 3.2 – Incident Control
SAP 3.2.B – Information and Warnings

Introduction

1. **General.** Public Information includes those Warnings and associated Alerts that are broadcast so individuals and communities are aware of a current incident and can take appropriate action to safeguard life and property.

These Warnings cover “All Hazards” including Bushfire, Cyclone, Earthquake, Flood, Storm, Structure Fire/Hazmat and Tsunami.

Westplan Fire states that the first priority for Incident Action Planning (IAP) will address the protection of community members and keeping them informed. This priority shall not compromise the safety of personnel tasked to the incident, however it does take precedence over the protection of property, critical infrastructure and community assets.

Providing information to the community and key stakeholders outside an Incident Management Team (IMT) is critical to the success of incident management and it is the Incident Controller (IC) who is ultimately responsible for providing public information to the community via the appropriate channels.

Application and dissemination of this vital information occurs through the DFES Public Information framework which uses a range of communication tools to deliver relevant details about an incident/event. Further information can be found in Directive 3.2 – Incident Control.

[Directive 3.2 – Incident Control](#)

2. **Key Administrative Appointments.** Key DFES Operations appointments in the Information and Warnings process are as follows:

- **Incident Controller.** Performs functions of Public Information until a Public Information Officer (PIO) is appointed. Must approve all public information and warning content for localised incidents such as Bushfire and Structure Fire/Hazmat.
- **Operations Area Manager.** Performs functions of Public Information for widespread hazards such as Cyclone, Earthquake, Flood, Storm and Tsunami, until a PIO is appointed. Must approve all public information and warning content for these types of hazards.
- **Public Information Officer.** Appointed by the Incident Controller or Operations Area Manager, the PIO provides information to the Coordinator Public Information regarding threatened communities for dissemination to media, stakeholders and the general public.
- **Media Liaison Officer.** Can act as PIO if directed by the Incident Controller. Duties as Media Liaison Officer include liaising with news media at the incident or via telephone, management of media issues, organising media escorts and press conferences.
- **Coordinator Public Information.** Coordination of statewide provision of public information during emergencies, including distribution of warnings to the media and community.

3. **Authorisation.** The Incident Controller (localised incidents) or Operations Area Manager (widespread hazards) must authorise all Warning content.

4. **Warning Levels.** Warnings are specific to each hazard (e.g. bushfire warnings, cyclone warnings) and are built around alert levels that detail the significance of threat to the community and request a 'call to action' by the community.

Bushfire Warning Levels:

- **Advice:** a fire has started but there is no immediate danger, this is general information to keep you informed and up to date with developments.
- **Watch and Act:** A fire is approaching and conditions are changing, you need to leave or prepare to actively defend to protect you and your family.
- **Emergency Warning:** You are in danger and you need to take immediate action to survive as you will be impacted by fire. An emergency warning may be supported with a siren sound called the Standard Emergency Warning Signal (SEWS) and / or a Telephone Warning System (TWS) message.
- **All Clear:** The danger has passed and the fire is under control, but you need to remain vigilant in case the situation changes. It may still not be safe to return home.

[Bushfire Warnings](#)

Cyclone Warning Levels:

- **Blue Alert:** Get ready for a cyclone. You need to start preparing for cyclone weather.
- **Yellow Alert:** Take action and get ready to shelter from a cyclone. You need to prepare for the arrival of a cyclone.
- **Red Alert:** Take shelter from the cyclone. You need to go to shelter immediately. A Red Alert may be supported with a SEWS siren. If there is storm surge expected, a TWS may also be issued.
- **All Clear:** The cyclone has passed, but take care. Wind and Storm surge dangers have passed but you need to take care to avoid the dangers caused by damage.

[Cyclone Alerts](#)

Warnings for other hazards including Earthquake, Flood, Storm, Structure Fire/Hazmat and Tsunami also follow similar stages to those above, i.e. prepare, take action, take immediate action to survive and all clear but take care. Further information is available from the DFES web site.

Procedures

5. **Evaluation.** A key priority for incident action planning in the first stages of an incident is to address the protection and notification of community members. Providing information to the community should be considered throughout the incident alongside other operational considerations such as crew deployment and planning. Various incident situations may require the use of public information and/or warnings including the following:

- Life or property under threat or imminent threat
- Sufficient quantities of smoke or a toxic plume that may have an effect on life or health
- Quantities of smoke or flooding that may cause a traffic hazard or restrict traffic flow
- Severe weather warning or other hazard warning issued by the Bureau of Meteorology

6. **Required Detail.** Information required when a call is placed to request public information or warnings via the Coordinator Public Information or a Telephone Warning System (TWS) via the Situation Analysis Officer (SAO) includes the following:

1. Location and type of incident (*fire/other hazard*)
2. Location of warning area (*clear, simple boundaries*)
3. Level of threat (*how bad is it? will lives/homes be threatened?*)

4. What do you want people to do? (*Be aware and alert? Leave? Defend?*)

Further information to be considered for inclusion in order to assist members of the community to make informed decisions should include the following:

- current and projected situation
- threats to communities
- current objectives, strategies and rationale
- any issued warnings or advice
- projected community meetings and information sessions

The Coordinator Public Information (0427 479 499) is available to provide specialist advice about Public Information (Warnings and Alerts). Public Information Field Guides are available from Operations Resources. Public Information Talking Points are available from the IM Toolbox.

[FG 3.2.4 – IC Public Info-Media Points](#)
[IM Toolbox – Public Information](#)

7. **Dissemination.** The Coordinator Public Information issues warnings via various technologies including the following:

- [Website](#)
- Stakeholder Alerts
- Media Alerts
- Social Media
- Emergency Broadcasts
- Emergency Information Line (13 3337)

The communications tools listed above reach many people throughout the community and rely on people checking media sources, the DFES website/social media or calling the Emergency Information telephone line.

Public information can be issued by calling the DFES Coordinator Public Information on **0427 479 499**.

8. **Telephone Warning System.** The Telephone Warning System (TWS) is one of the methods used to communicate a warning when the situation is time critical and/or there is an impending or immediate threat to a specific community.

The TWS is a communication tool that delivers community emergency messages to fixed line phones (based on service address) and mobile phones (based on billing address and/or location based) in a defined area. The State Situation and Analysis Officer (SAO) will issue time critical messages through the TWS.

To issue a TWS call the SAO on **1300 566 588**.

[SAP 3.1.D – Telephone Warning System](#)

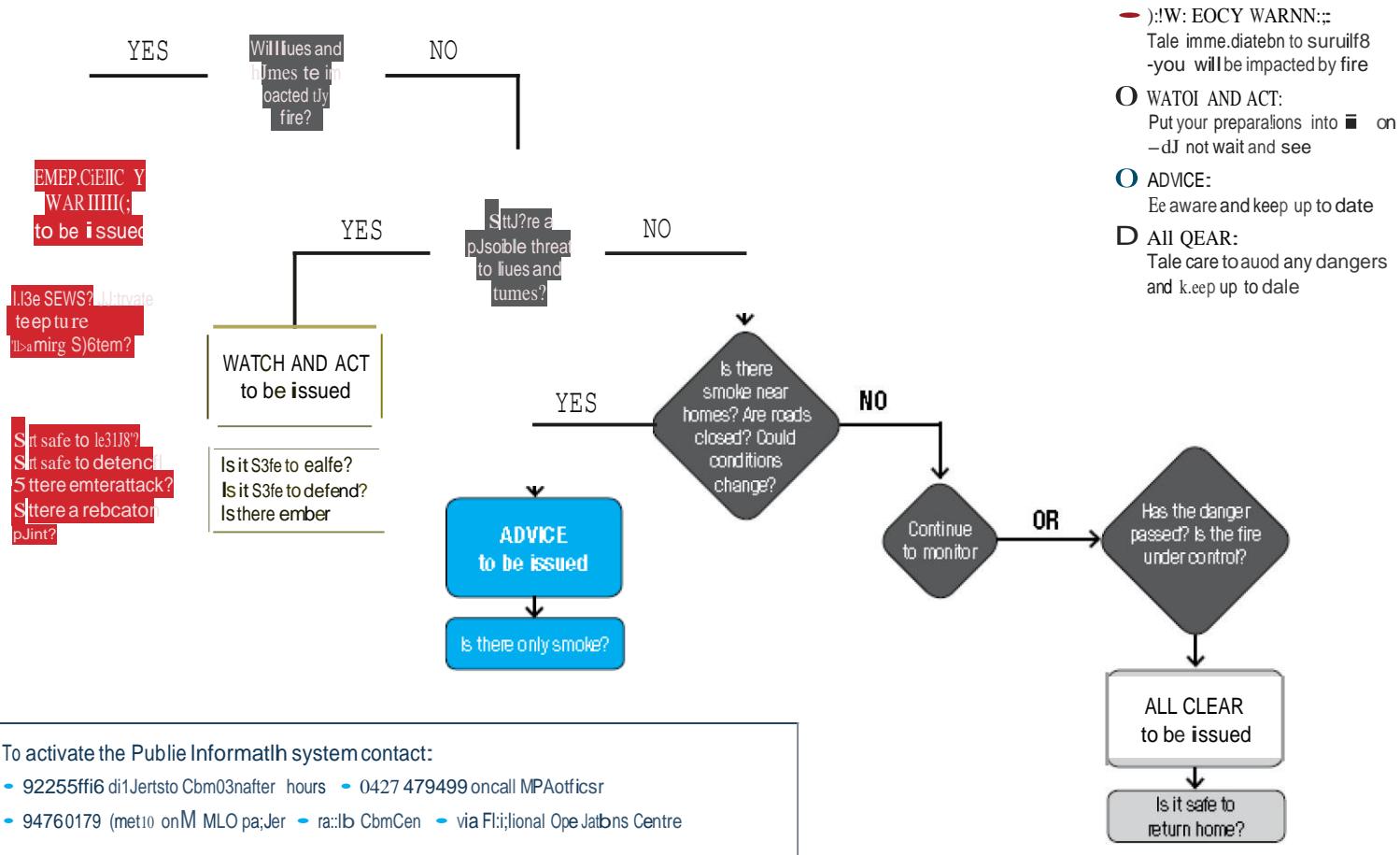
Warnings	Coordinator Public Information on 0427 479 499 .
Public Information	Coordinator Public Information on 0427 479 499 .
Standard Emergency Warning Signal (SEWS)	Coordinator Public Information on 0427 479 499 .
Telephone Warning System (TWS)	Situation Analysis Officer (SAO) on 1300 566 588 .

Annexes.

- A Bushfire Warnings - Triggers
- B Cyclone Alerts - Triggers



BUSHFIRE WARNINGS- Triggers



CYCLONE – DFES ALERT SYSTEM

LEVEL	When issued	Public Messages
LOW FORMING – Tropical Low forming off the coast	<ul style="list-style-type: none"> When a low has formed. There is no threat to lives or homes. 	<ul style="list-style-type: none"> You should prepare your home inside and out. Keep up to date with the development of the cyclone.
BLUE ALERT	<ul style="list-style-type: none"> When a cyclone has formed but there is no immediate danger. There is no threat to lives or homes. 	<ul style="list-style-type: none"> You need to prepare for dangerous weather. Secure or remove loose material from around your home. Ensure your emergency kit is complete. Read through your family cyclone plan and make sure everyone knows what to do If you do not have plan, decide what you will do if the situation gets worse.
YELLOW ALERT	<ul style="list-style-type: none"> When a cyclone is approaching. There is a possible threat to lives and homes. 	<ul style="list-style-type: none"> You need to take action and get ready to shelter from a cyclone. Pack a relocation kit to be taken with your emergency kit. Fasten all cyclone screens. Secure boats, caravans, trailers, garden sheds, outdoor furniture, rainwater tanks and LPG bottles. Move vehicles under cover Ensure pets and animals are in a safe area Be aware that shops may now be closing.
RED ALERT	<ul style="list-style-type: none"> When there is immediate danger and the cyclone is about to cross the coast. There is a threat to lives and homes. Standard Emergency Warning Signal (SEWS) may be used to get your attention on radio and television (Check BoM alert) 	<ul style="list-style-type: none"> You need to get ready to move to/go immediately to the strongest safest part of your house or to your closest welfare centre. Keep your emergency kit with you. Stay away from doors and windows that should be closed. Stay inside until the ALL CLEAR is given by authorities.
ALL CLEAR	<ul style="list-style-type: none"> When the danger has passed. It may still not be safe to return home. Emergency services will advise when you can go home. 	<ul style="list-style-type: none"> Be careful when you leave your place of shelter. Take care to avoid the dangers caused by damage such as fallen power-lines and trees, broken water and sewage lines, loose roof sheeting and other material. Some services such as power and telephones may not be working. Service providers will be working to restore these as soon as they can.

Introduction

1. **General.** A Total Fire Ban is generally imposed as a prevention measure to warn the wider community that a period of predicted adverse fire weather is imminent and they must be particularly careful not to cause an ignition in bushland / vegetation on the day the ban is declared. These procedures explain the administrative processes required to support the decision-making and implementation of Total Fire Bans (TFB) by DFES Operations. Further explanation of TFB is described at Directive 3.5 – Bushfires.

[Directive 3.5 – Bushfires](#)

2. **Key Administrative Appointments.** Key DFES Operations appointments in the decision-making process are as follows:

State Operations Centre Meteorologist (SOCMET)	The SOCMET initiates TFB planning and implementation through the release of the preliminary BoM fire weather forecast at 1200hrs and 1600hrs and at 0430hrs on the following day for the 24 hour period. These planning processes occur every day of the year.
State Situation Analysis Officer (SAO)	The SAO is central to TFB declaration administration. The SAO is the key staff officer tasked to monitor BoM weather forecasts, identify TFB indicators, draw attention to the Regional and/or Metro Duty Coordinators (RDC/MDC), review on-line information, complete TFB declaration documentation and notify key internal and external personnel, departments and agencies. The SAO graphically details the TFB districts on the DFES TFB website as required and files a hard copy of all Regional Total Fire Ban Assessment Forms on DFES Trim File 17690.
Regional/Metro Duty Coordinator (RDC/MDC)	The RDC/MDC is the key officer tasked to monitor BoM weather forecasts and liaise with Local Governments (LG's) with regards to implementation of local TFB's within their region. Confirmation by the RDC/MDC of the need to declare a TFB initiates the TFB administration processes.
Regional Superintendents (RSUPT)	RSUPT (Country) and the MOC SUPT are responsible to the Duty Chief Superintendent (DCS) for local TFB declaration decisions within their region/s, in particular confirmation and authentication that consultation between RDC/MDC and LG has occurred. The RSUPT is required to provide the TFB assessment report identifying the factors considered in making such decisions in writing via the RDC/MDC to the SAO.
Duty Chief Superintendent (DCS)	The DCS is to ensure regional level consultation/notification has commenced as soon as weather warnings indicate a TFB could be warranted in the day/s to come.
Duty Assistant Commissioner (DAC)	The DAC is the delegated authority to approve and implement a TFB. The DAC has the authority to impose a TFB over and above the recommendation of the affected LG and RSUPT.
Manager, Legal and Legislation	The Manager Legal and Legislation is responsible for establishing and maintaining records of TFB exemption applications and the notifications of TFB's in the Government Gazette.

3. **TFB Declaration Considerations.**

TFB declaration considerations are as follows:

CONSIDERATION	NOTES																				
<p>FDI/FDR</p>	<ul style="list-style-type: none"> The primary justification for recommending the declaration of a TFB is based on the forecast Fire Danger Index (FDI) and resultant Fire Danger Rating (FDR) for BoM fire weather sub-districts. The State of WA is divided into the three TFB FDI indicator zones as detailed in the map at Annex A. <p style="text-align: right;">TFB FDI Indicator Zones</p> The forecast of weather that reaches these regional indicators is to initiate consultation between regional DFES staff and LG before recommending a TFB. <p><i>It is not mandatory to implement a TFB when the FDI falls within the ‘consideration range’. The following table presents the FDI and parameters for consultation with stakeholders or the mandatory action for declaring a TFB:</i></p> <table border="1" data-bbox="528 790 1278 976"> <thead> <tr> <th colspan="2" data-bbox="528 790 903 824">Consider / Consult re: TFB</th> <th colspan="2" data-bbox="903 790 1278 824">Mandatory declaration</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 824 715 857">Zone 1</td> <td data-bbox="715 824 903 857">FDI 50-54</td> <td data-bbox="903 824 1090 857">Zone 1</td> <td data-bbox="1090 824 1278 857">FDI 55+</td> </tr> <tr> <td data-bbox="528 857 715 891">Zone 2</td> <td data-bbox="715 857 903 891">FDI 60-65</td> <td data-bbox="903 857 1090 891">Zone 2</td> <td data-bbox="1090 857 1278 891">FDI 66+</td> </tr> <tr> <td data-bbox="528 891 715 925">Zone 3</td> <td data-bbox="715 891 903 925">FDI 75-81</td> <td data-bbox="903 891 1090 925">Zone 3</td> <td data-bbox="1090 891 1278 925">FDI 82+</td> </tr> <tr> <td colspan="4" data-bbox="528 925 1278 976">Along with affecting more than 10% of the district for >1hr</td> </tr> </tbody> </table> The specific FDI indicators for interpreting the boundaries of different key agencies are listed at Annex A. 	Consider / Consult re: TFB		Mandatory declaration		Zone 1	FDI 50-54	Zone 1	FDI 55+	Zone 2	FDI 60-65	Zone 2	FDI 66+	Zone 3	FDI 75-81	Zone 3	FDI 82+	Along with affecting more than 10% of the district for >1hr			
Consider / Consult re: TFB		Mandatory declaration																			
Zone 1	FDI 50-54	Zone 1	FDI 55+																		
Zone 2	FDI 60-65	Zone 2	FDI 66+																		
Zone 3	FDI 75-81	Zone 3	FDI 82+																		
Along with affecting more than 10% of the district for >1hr																					
<p>Resource Exposure/ Existing Incidents</p>	<ul style="list-style-type: none"> Any exposure to prolonged periods of adverse weather When suppression resources are substantially committed and any additional outbreak of fire would impact on the resourcing of existing fires or response to any additional incident 																				
<p>Predicted Extreme Weather Behaviours</p>	<ul style="list-style-type: none"> The likelihood of a weather event producing lightning, particularly high based and/or dry thunderstorms The expectation of wind change (e.g. northwest vectors, trough movements etc.) Exceptional existing conditions (e.g. cyclone) 																				
<p>Duration Of Existing Conditions</p>	<ul style="list-style-type: none"> Expected duration of the worst fire danger conditions 																				
<p>Fuel Load</p>	<ul style="list-style-type: none"> Local variations such as reduced fuel loads due to harvesting, grazing and planned fuel reduction programs 																				
<p>Community/ Bureaucracy Reaction Times</p>	<ul style="list-style-type: none"> Timing for the extension or revoking of the TFB The timeframe required for the broadcast of the declaration through the media as required by the legislation <p>Note. Where extraordinary circumstances force quick decision-making, a lead time of at least 45 minutes following the DAC’s approval should be calculated for use as the ‘Time of Declaration’.</p>																				

4. **The Role of Regional Consultation.**

The objective of regional consultation is to ensure local involvement in decisions to impose restrictions upon community business and leisure activities. The imposition of TFB occurs across legislated boundaries and unity of intent and purpose strengthens the support of preventative restrictions by accessing and acknowledging local knowledge and experience. This SAP provides for consultation to occur when the forecast FDI is across 10% of the TFB Zone FDI. However, consultation for declaring a TFB will not occur when a region or State reports a

Forecast Risk & Readiness Assessment (FRRA) of major risk and a reduced readiness level. On these occasions TFBs will be imposed for TFB Zones when the consultation FDI has been reached.

5. **TFB Relationship with Machinery Movement Bans.** Local Government imposed Harvest and Vehicle Movement Bans operate independently of the TFB process. Movement Bans are applied by LG when actual conditions occur, not predicted conditions. In areas where TFBs are declared, it is mandatory for LG to impose movement bans when the local measured Grassland FDI reaches 35. Hence, the RDC must contact their LG representatives to discuss with/inform them of the consideration of, or intended mandatory TFB declarations.

6. **TFB Declaration Public Information Methods.** The minimum dissemination of TFB declarations to the public is to be by ABC Local Radio broadcast, television media release and DFES web-based information services. Additional methods may be directed by the Minister or their delegate. TFB revocations are to be disseminated using the same methods as the initial declaration.

7. **Weather Forecasting.** Weather forecasting forms the basis for initiating the TFB decision-making process by predicting adverse and dangerous environmental conditions that are likely to expose the community to the threat of bushfire. DFES actions in response to BoM weather forecasting is to occur as follows.

FORECASTING		ACTIONS
INITIATION	SCHEDULE	
DCS Operational Preparedness Briefings Teleconference	Twice Weekly • 0900hrs Monday • 0900hrs Thursday	DCS The identification of approaching adverse fire weather is to initiate planning of potential TFB declarations
		RDC/MDC <ul style="list-style-type: none"> • Analyse the implications of the BoM forecast, and projected FDI • Adjust regional Forecast Risk & Readiness Assessment (FRRA) • Make preliminary predictions of the LG districts and time periods likely to be declared under TFB provisions during the next seven (7) days • Commence discussions/notifications with LG about the need to declare TFB. • Recommendations are to be forwarded to the SAO asap. • Confirm preliminary predictions and implications for regional FRRA and ROC/MOC activation are understood.
		DCS Monitor Regional TFB processes.
BoM/SOCMET	Daily	SAO <ul style="list-style-type: none"> • Ensure RDC/MDC are notified of all FDI that exceed regional zone pre-set consideration indicators • Ensure RDC/MDC receive all emergency services weather briefings • Alert DCS to actual and potential TFB indicators • File hard copies of Regional TFB Assessment Forms on Trim File 17690.

	Preliminary. 1200hrs (for following 24hr period)	RDC/MDC Preliminary. Adverse weather predictions identified at the 1200hrs preliminary forecast provide the opportunity for RDC/MDC to commence regional analysis and consultation processes at this point by clarifying the following information: <ul style="list-style-type: none"> • Which individual LG districts are affected by the forecast FDI • The percentage of LG districts/DFES region affected and the duration of FDI exceeding critical thresholds
	Confirmatory. 1600hrs and 0420-0440hrs	Confirmatory. The SOCMET release of the confirmed forecast is to be used to confirm decisions and preliminary actions undertaken based on the 1200hrs preliminary forecast. <ul style="list-style-type: none"> • When consideration indicators are confirmed the RDC/MDC is to liaise with LG to determine if a TFB is to be implemented. • Decisions made between the LG and RDC are to be recorded on the Regional Total Fire Ban Assessment Form, approved by the RSUPT and a signed copy forwarded to the SAO.
		DAC DAC to sign off on TFB
Note. District Fire Weather Forecasts and Warnings from the BoM are received via email to the SAO. A fire weather warning will be delivered via email to the All Hazards Liaison Group.		

8. **TFB Declaration Specifications.** TFBs are to be described as follows:
- **Affected Areas.** TFBs are to be declared using LG districts to describe the specific areas affected.
 - **Time Periods.** TFBs are to be declared in 24 hour time periods - midnight to midnight (detailed by the date).
9. **TFB District Mapping.** Maps indicating the Fire Forecast Districts, LGA's and DFES Regions can be accessed on the intranet under GIS Map Products as follows.

MAPPING	SOURCE
STATE	State BOM Forecast Districts
SOUTH-WEST	South-West BOM Forecast Districts

Procedures

10. **General.** The SAO, DAC, DCS and RSUPT are the key appointments to enabling DFES Operations TFB procedures. As the SAO, DCS & DAC are rostered positions, the following procedures are provided to standardise SAO, DCS & DAC actions during TFB administration.
- Confirming TFB is not required ([Annex B](#))
 - Approving a TFB ([Annex C](#))
 - Revoking a TFB ([Annex D](#))

11. **Regional TFB Decisions – Written Confirmation.** Where a TFB FDI consideration indicator is identified a signed Regional TFB Assessment Form is to be supplied by email to the SAO confirming the regional consultation, variables considered and reasons. For audit purposes the name and telephone number of the LG representative who was consulted in the decision making process is to be recorded on the Regional TFB Assessment Form. The Regional TFB Assessment Form can be found in the IM Toolbox.

Regional TFB Assessment Forms by Region:

[Kimberley](#)
[Pilbara](#)
[Midwest Gascoyne](#)
[Goldfields/Midlands](#)
[Metropolitan](#)
[South-West](#)
[Lower South-West](#)
[Great Southern](#)

12. **TFB Declaration Forms.** The SAO will draft a declaration for the DAC to sign. The approval of the declaration can be done via email. The declaration should be signed by the DAC as soon as practicable after approving the declaration.

13. **Gazetting a TFB.** The Manager Legal and Legislation will arrange for the TFB declaration to be published in the Government Gazette.

14. **Regional TFB Decisions – Capture & Filing.** Completed Regional TFB Assessment Forms are to be filed by SAO in hard copy form on TRIM File 1790. Original signed TFB Declarations are to be collected from the SAO by the Manager Legal and Legislation and filed on TRIM File 12080.

15. **TFB Exemptions.** The DFES Commissioner is permitted to grant TFB exemptions in accordance with Section 22C of the *Bush Fires Act 1954*, as a delegate of the Minister. The FES Commissioner has sub-delegated this power to the Deputy Commissioners and Assistant Commissioners. Industry should be encouraged to apply for seasonal exemptions well ahead of time. The Manager Legal and Legislation is the central staffing officer for all TFB exemption applications. The following procedural aspects apply to the staffing of the TFB exemptions process:

- Application forms for TFB exemptions are available through the DFES web.
- TFB exemptions require consideration, review and endorsement (including confirmation of LG acceptance of the proposal) by RSUPT and delegate prior to forwarding to the Manager Legal and Legislation.
- RSUPT/MOC SUPT are to forward the following documentation with exemption applications:
 - The reviewed application
 - Explanatory memo to the Manager Legal and Legislation
 - A drafted *Notice of Exemption*
- Applications are to be centralised with the Manager Legal and Legislation who is to oversee the approval processes and informs the applicant of the decision

The Deputy Commissioners and Assistant Commissioners are authorised to approve TFB exemptions, as sub-delegates of the Minister.

16. **TFB Exemption Records.** The Manager Legal and Legislation maintains an electronic record at [DFESweb/Governance and Strategy/Legal and Legislative Services/Exemptions Register](#). Exemptions are maintained in pdf format.

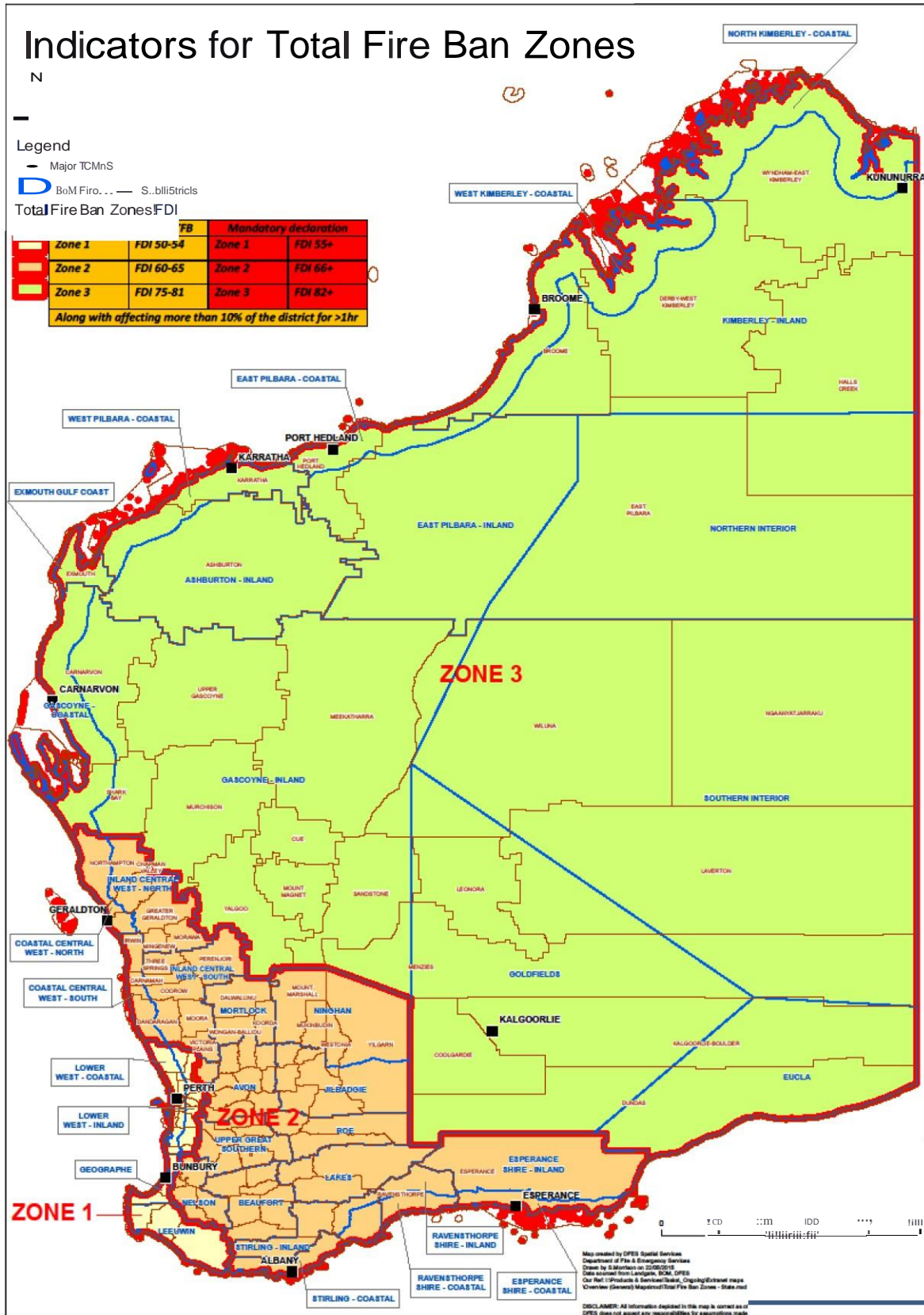
17. **Use of TFB Exemption.** TFB Exemptions are issued under strict conditions and reporting requirements. These conditions and reporting requirements can be generic or specific, and are listed on the TFB Exemption under 'Specific Conditions'. Exemptions only apply for work which cannot be reasonably postponed to a time with safer weather conditions. A holder of a TFB Exemption who intends to carry out prohibited activities during a declared TFB must contact the SAO on the day of and prior to carrying out any work under their exemption. The SAO is to record this information in the TFB Exemptions '*Works Notification Log*' and confirm the exemption holder is aware of the conditions of issue.

18. **Temporary Suspension of TFB Exemption.** As the FES Commissioner, as the Minister's delegated approval authority for TFB exemptions, has delegated the authority to Deputy Commissioners and Assistant Commissioners to temporarily suspend (or permanently revoke) a TFB exemption. Should forecast conditions cause concern (i.e. Extreme/Catastrophic FDR), the DCS is to consider the requirement of a temporary suspension and, if supported, provide in writing on an internal memorandum a recommendation to the Duty Assistant Commissioner for the temporary suspension of a TFB exemption for endorsement.

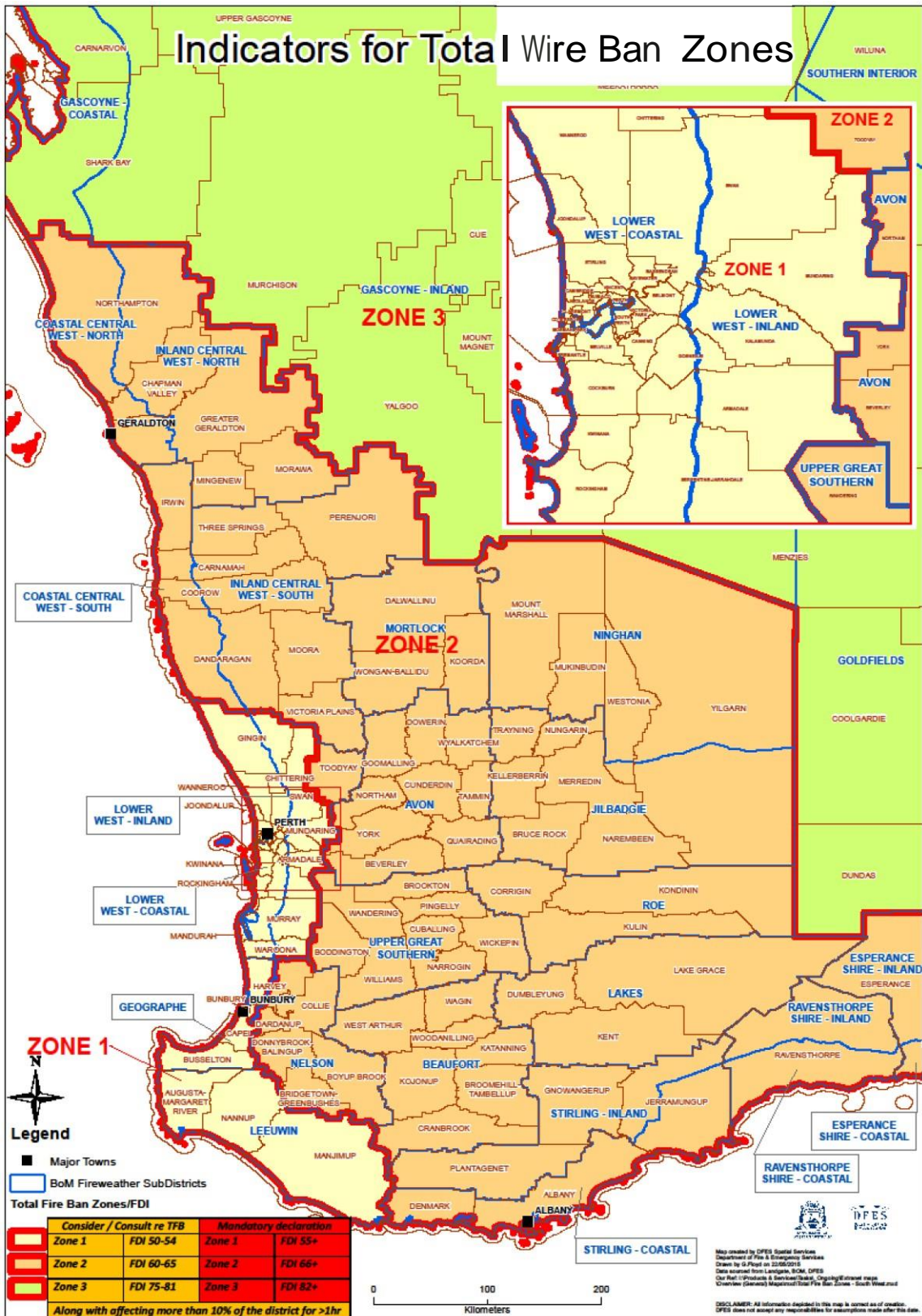
19. **Revoking a TFB.** The BoM will issue their first forecast for adverse fire weather between 0420-0440hrs on the day of expected conditions. Should this forecast not eventuate provisions exist for revoking TFBs at 0600hrs, 1200hrs and 1800hrs. The SAO will monitor the first forecast and should expected weather now not be forecast, initiate contact with the relevant RDC to advise the change of forecast and if necessary, after discussion with the DAC, revoke the TFB.

Annexes.

- A. TFB FDI Zones
- B. Confirming TFB is Not Required
- C. Approving a TFB
- D. Revoking a TFB



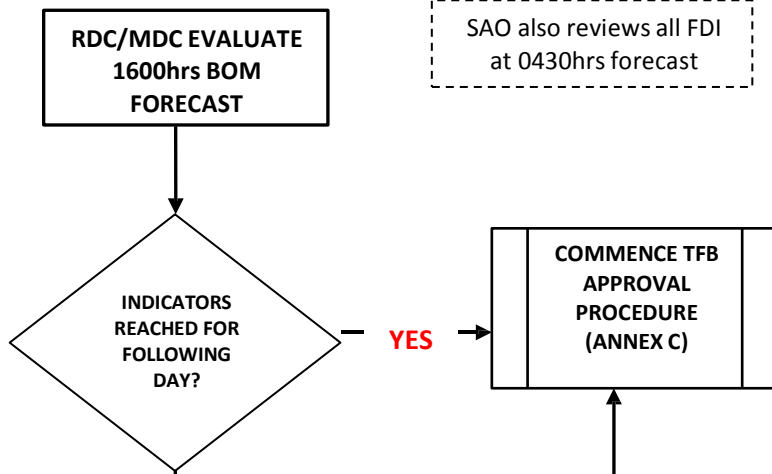
Total Fire Ban Zones - State - PDF version



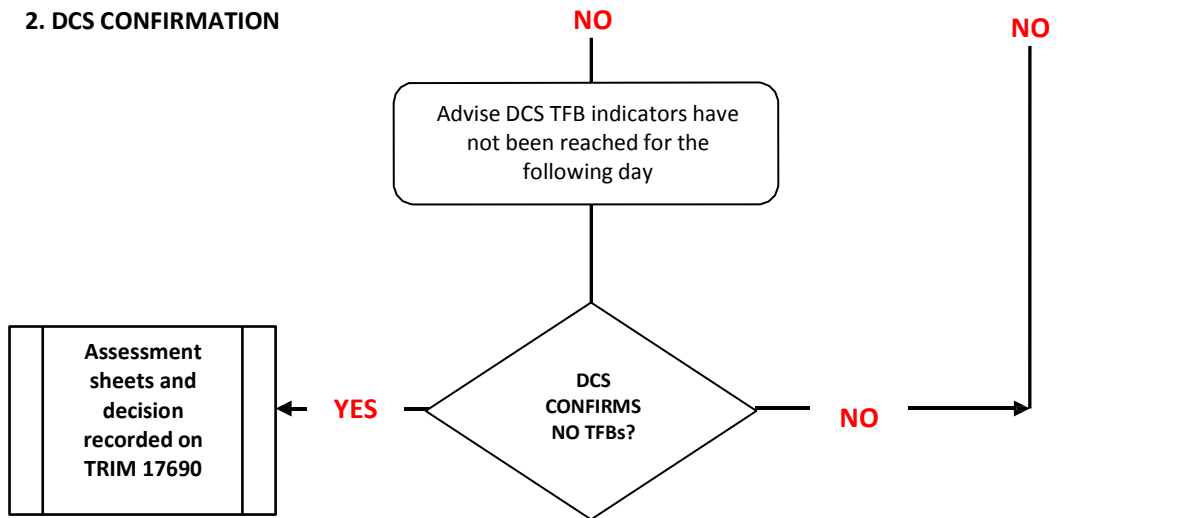
Total Fire Ban Zones - South West- PDF version

The following procedure details actions to be taken when the daily review of BoM weather forecasts by the RDC/MDC/SAO indicates the need for the approval of a TFB have not been met.

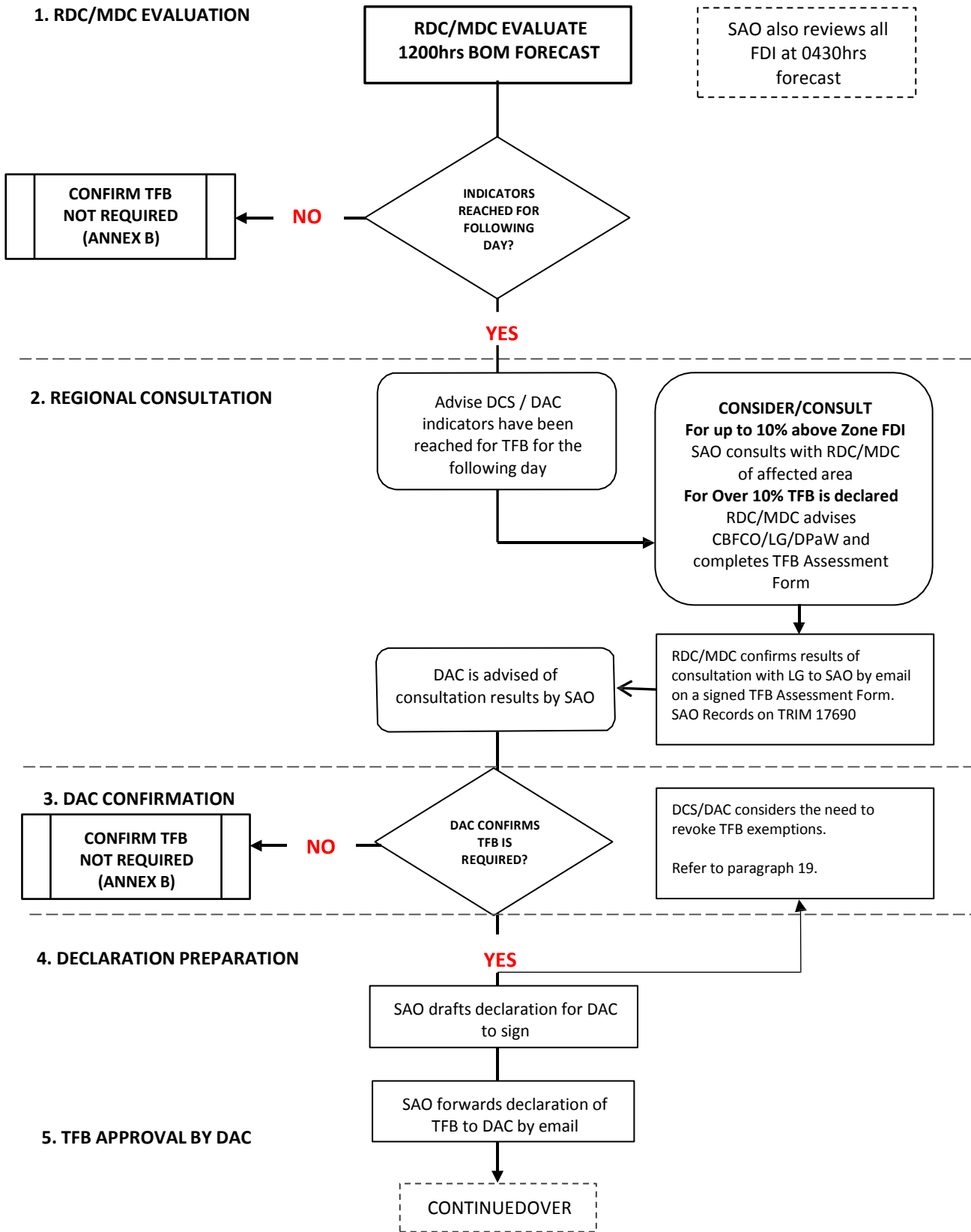
1. RDC/MDC EVALUATION



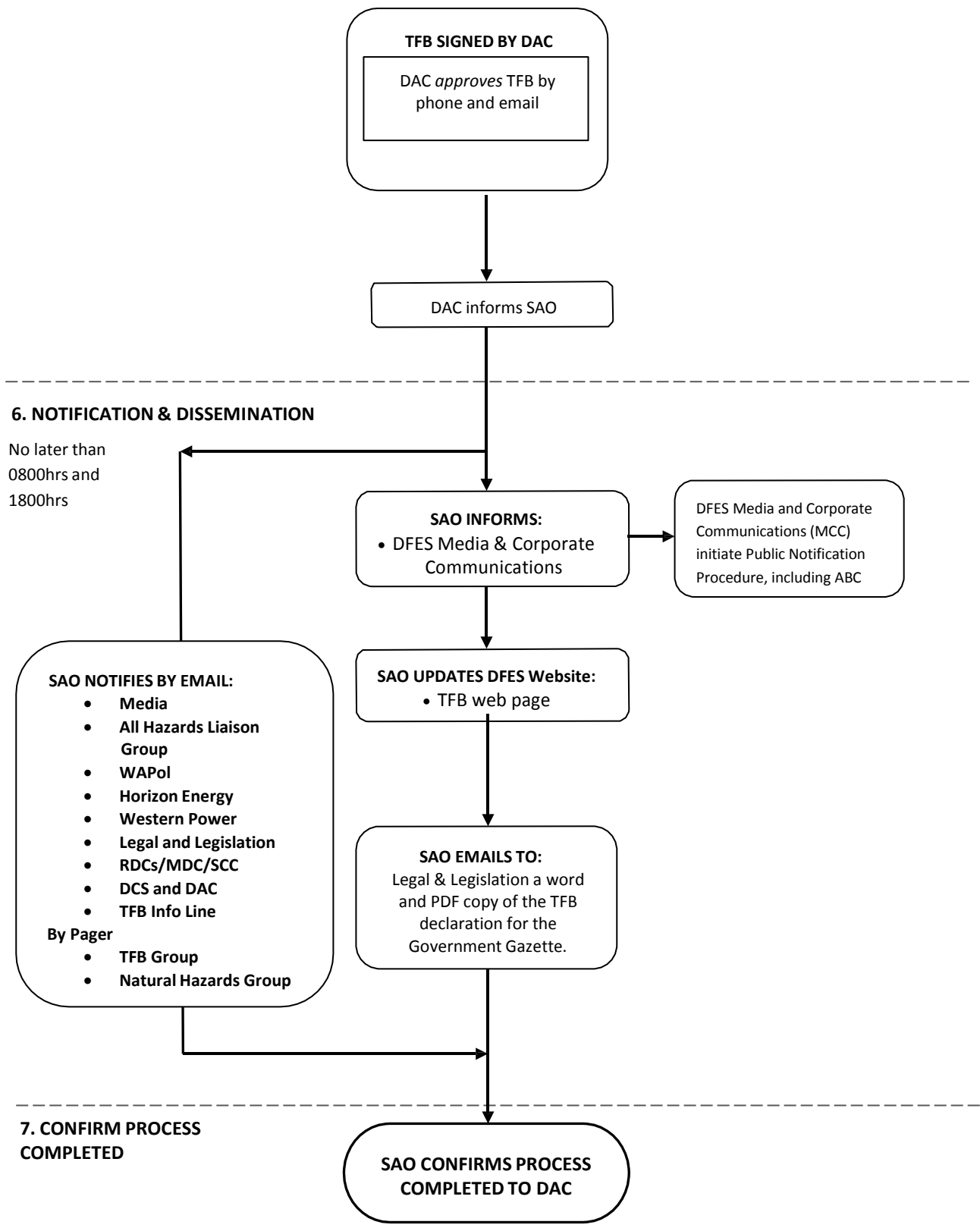
2. DCS CONFIRMATION



The following procedure details actions to be taken when the daily review of BoM weather forecasts by the RDC/MDC/SAO indicates the need for the approval of a TFB has been reached.



APPROVING A TFB continued ...



At approximately 0430hrs daily, the BoM releases the first forecast for that current day to the SAO (extraordinary amendments to forecasts and/or fire weather warnings may be received on the BOM Natural Hazards line at any time). The following procedure details actions to be taken when information from the BoM indicates the declaration of a TFB is no longer necessary and can be revoked.

