

Strategic Bush Fire Plan 2014 - 2019

COUNCIL MANAGEMENT PLAN

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Definitions

TERM

AWARE Grant

MEANING

The AWARE program is a grant scheme designed to enhance WA's emergency management arrangements by building emergency management capacity. The AWARE program is administered by the SEMC Secretariat.

EMERGENCY

An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

The term emergency is used on the understanding that it also includes and reference to the word disaster.

**EMERGENCY
MANAGEMENT**

The management of the adverse effects of an emergency including:

(a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

(b) Preparedness – preparation for response to an emergency

(c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and

(d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

**HAZARD MANAGEMENT
AGENCY (HMA)**

A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

LIFELINES

The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

ABBREVIATION

MEANING

AIIMS

Australasian Inter-Agency Emergency Management System

BFAC

Bush Fire Advisory Committee

BFAG

Bush Fire Advisory Group

CBFCO

Chief Bush Fire Control Officer

DCBFCO

Deputy Chief Bush Fire Control Officer

DCPFS

Department of Child Protection and Family Services

DFES

Department of Fire and Emergency Services of Western Australia

DPaW

Department of Parks and Wildlife

IMT

Incident Management Team (under AIIMS)

LEMC

Local Emergency Management Committee

LGGS

Local Government Grants Scheme

SEMC

State Emergency Management Committee

SEMP

State Emergency Management Policy

Introduction

Bush fire activities within the City of Albany have previously been guided by the *City of Albany Strategic Bush Fire Plan (2001)* which was adopted in 2001 and expired in 2005. With increased awareness of the impact fire emergencies can have on the local community it is an opportune time for the City of Albany to review the way it currently manages all aspects of bush fire emergencies within the City of Albany.

The State Emergency Management Committee (SEMC) report, *Emergency Preparedness Report 2012*, identified a major fire in the southern part of the state and an extreme/severe cyclone in northern areas as being the two greatest risks faced in Western Australia.

The State Emergency Management Plan, *WESTPLAN – Fire*, identifies four key phases of bush fire risk management: prevention, preparedness, response and recovery. This Plan is structured to address the City of Albany's obligations in the first three areas of bush fire management. The City's obligations for recovery are documented in the *City of Albany Local Recovery Plan*.

In keeping with current and proven emergency management doctrine, and *SEMP 2.9 – Management of Risks*, the City of Albany will increase its focus on prevention and preparedness for fire emergencies while continuing to enhance performance in the response stage.

1.1 Objectives

This Bush Fire Strategic Plan aims to document the City of Albany's strategic plans in relation to prevention, preparedness and response to bush fire within the City of Albany and to affirm the City's commitment to the principles of *Westplan – Fire*.

1.2 Key Principles

The City of Albany commissioned a robust review into its relationship with volunteer and allied professional fire agencies and the local community in respect to fire management. The report titled *Independent Review into Improving Support to the Volunteer Bush Fire Brigades and overall Emergency Management*, authored by Chris Morrison, was presented to the City of Albany in September 2013.

The *Independent Review* recommended that the City adopt the following five key principles:

Principle 1 – The City of Albany will create and support a culture of volunteer management and engagement.

Principle 2 – The City of Albany recognises and supports its responsibilities for emergency management under the *Emergency Management Act 2005*.

Principle 3 – The City of Albany supports WESTPLAN – Fire as the overarching strategy and approach to bush fire emergency management.

Principle 4 – The City of Albany endorses the use of Australasian Inter-agency Incident Management Systems (AIIMS) as the sole approach to incident management.

Principle 5 – The City of Albany recognises and supports emergency management training under DFES approved courses as standard but will add additional training to support community needs.




The Strategic Bush Fire Plan has been developed to encompass the above principles and also aims to address the implementation of the recommendations detailed in the Morrison *Independent Review*, especially with regards to safety. Therefore the following key principle has been added to this Plan:

Principle 6 – The City of Albany recognises its obligations to the Bush Fire Brigades and volunteers and will ensure the highest level of safety is in place at all times on all fire ground.

1.3 Bush Fire – a Year-round Focus

Historically bush fire operations have focused on the response phase and have therefore been considered a ‘summer’ issue. The increased focus on prevention and preparedness in *WESTPLAN - Fire* promotes the benefit to be gained by a greater effort in bush fire risk mitigation and community preparedness.

The renewed focus does not detract from the importance of response activities: it highlights strategies to be implemented which have a significant and sustained benefit to the whole community.

-  - Prohibited Season – no burning permitted
-  - Restricted Season – permits to burn required
-  - Open Season – fires can be lit without a permit

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SW Sector												
NE Sector												
Prevention												
Preparation												
Response												
Recovery												

1.4 Risk Assessment

The City of Albany will conduct a Community Emergency Risk Assessment process, using risk management process ISO 31000 principles, to identify all hazards likely to impact on the City of Albany. The bush fire risk and treatment plans will be identified during this process and this Plan will be reviewed to address new or emerging bush fire risks.

A risk assessment project has been completed to identify City of Albany reserves where high fuel loading poses a fire risk. (Refer *Strategen Report*.) Risk management plans for the identified high-risk reserves will be developed and implemented.

1.5 Associated Documents

This Strategic Bush Fire Plan forms part of the City of Albany's emergency management arrangements (as required under the *Emergency Management Act 2005*) and should be read in conjunction with related documents:

- Local Emergency Management Arrangements (*under development*)
- Local Recovery Plan (*under development*)
- Local Welfare Plan
- Brigade Operating Procedures (*under development*)
- Risk Register and Treatment Plans (*to be developed following Community Emergency Risk Assessment project*)

The City of Albany emergency management arrangements and plans will be regularly tested and reviewed.

1.6 Legislative and Strategic Context

The City of Albany has legal obligations for bush fire risk mitigation and management. These responsibilities are outlined in the following documents:

- Australian Standard 3959 Construction of Buildings in Bushfire-Prone Areas (AS 3959)
- Building Act 2011
- Building Code of Australia
- Bush Fires Act 1954
- Bush Fires Regulations 1954
- City of Albany Local Planning Scheme No 1 2014
- Conservation and Land Management Act 1984
- Emergency Management Act 2005
- Emergency Management Regulations 2006
- Environmental Protection Act 1986
- Environmental Protection (Clearing of Native Vegetation) Regulations 2004
- Fire Brigades Act 1942
- Fire Brigades Regulations 1942
- Fire and Emergency Services Act 1998
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Planning and Development Act 2005
- State Emergency Management Plans
 - WESTPLAN – Fire
 - WESTPLAN – Recovery Coordination
- State Emergency Management Committee (SEMC)
 - 2.5 Emergency Management in Local Government Districts
 - 2.9 Management of Risk
 - 3.1 Emergency Management Exercises
- Western Australian Planning Commission (WAPC) Development Control Policy 3.7 Fire Planning and Planning for Bush Fire Protection (DC 3.7)
- Western Australian Planning Commission (WAPC) Planning for Bushfire Protection Guidelines edition 2 2010
- Western Australian Planning Commission (WAPC) State Planning Policy 2.5: Land Use Planning in Rural Areas (SPP 2.5)
- Western Australian Planning Commission (WAPC) State Planning Policy 3.4: Natural Hazards and Disasters (SPP 3.4)

Focus Area 1 - Prevention of Bush Fire

The City Of Albany has legislated responsibilities for bush fire prevention under the *Bush Fire Act 1954*. The targeted application of prevention strategies is the most cost effective method of effecting bush fire risk mitigation in the local community. For this reason special focus needs to be made in this area.

The City also recognises that bush fire prevention is a shared responsibility and will work with stakeholders to promote cooperation to achieve common bush fire prevention objectives.

1.7 Community

Wide-ranging community participation in the Community Emergency Risk Assessment process will be encouraged to ensure a broad perspective of identified risks is achieved.

The City of Albany will develop a community fire prevention educational and awareness program for delivery to those people living in high fire risk areas. This strategy will utilise the expertise and experience of related and supporting agencies to reinforce key prevention messages. Any educational program developed will also consider the needs and requirements of visitors to the City of Albany.

Sections 28 and 33 of the *Bush Fire Act 1954* clearly identify property holders' statutory obligations to prepare for, prevent and manage fires on their land. The City of Albany will ensure that property holders are made aware of these responsibilities and will provide accurate and up to date information regarding fire-breaks and other fire mitigation measures.

The City of Albany, as the local government authority, has key responsibilities to ensure compliance with these requirements by rigorously undertaking fire-break inspections and, where necessary, imposing fines for non-compliance and taking action to enforce fire-break requirements.

1.8 Volunteer Bush Fire Brigades

The City of Albany Volunteer Bush Fire Brigades:

1. Will work with the City of Albany to educate their local community about strategies land owners can employ to help mitigate the risk of fire on their land.
2. Play a role in assisting to identify bush fire hazards in their area and assist in the development of fire management plans for the areas considered most at risk.
3. Will assist in delivering arson prevention strategies to reduce arson in the local area with a subsequent reduction in fire threat to the local community.

1.9 The City of Albany

The City of Albany is currently undertaking a review of the Albany Local Planning Strategy (ALPS) to clearly identify bush fire prone areas. On endorsement of the Strategy, the City will initiate a review of its local planning scheme (LPS1) and policies to ensure new buildings within the defined areas comply with applicable construction and development standards, and where practical, incentives and controls are introduced to increase protection of existing properties.

The City of Albany will:

1. Review its planning approval process to ensure this information and the City of Albany's position is well known to all land owners, developers and other agencies who have an interest in these areas.
2. Impose harvest and vehicle movement bans in accordance with Department of Fire and Emergency Services (DFES) guidelines across relevant sections of the City in order to reduce fire risks. The City will develop a process to ensure these bans are in place in a timely manner.

Focus Area 2 - Preparedness for Bush Fire

1.10 Community

The City of Albany will develop community education **preparedness** programs with special focus on those people living in identified high fire risk areas. These programs will utilise the expertise and experience of key local brigade personnel and supporting agencies aimed at ensuring the local community is as prepared as possible. Any educational program developed will also consider the needs and requirements of visitors to the City of Albany.

1.11 Volunteer Bush Fire Brigades

City of Albany bush fire brigades will place increased emphasis on preparedness. Effective preparation of local brigades will minimise response time and reduce the risk of incidents escalating. This will be achieved through the development of pre-formed response plans and scaling-up processes aimed at improving response times and turn-outs.

Brigade preparations will be enhanced through targeted training programs to improve each brigade's capacity to respond to incidents with suitably skilled volunteers. A training audit will be conducted to determine the training requirements of each brigade.

The training programs will aim to ensure sufficient numbers of suitably trained and experienced fire fighters at every tier of every bush fire brigade including Incident Controller, Fire Control Officer, Deputy Fire Control Officer, Sector Commander, Crew Leader and Ground Controller.

The Brigade will use lessons learnt from post incident reviews as the basis for pre and post season briefings. The briefings will aim to create a culture of continuous improvement in overall operations.

As part of a pre-season preparation process, City of Albany Bush Fire Brigades will participate in scenario-based training exercises. These exercises aim to provide opportunities for individual brigades, brigade cells and/or the whole of the City of Albany to regularly test their response procedures to ensure skills are enhanced and best practice processes embedded in operations.

The exercises may include the following:

- Prescribed burning of City of Albany reserves
- LEMC exercises (desk top or field exercises)
- Joint agency exercises (for example DPaW prescribed burns)
- Exercises developed by the Emergency Management Training Officer

1.12 City of Albany

The City of Albany will:

1. Actively engage with other fire agencies, including DPaW and DFES to develop opportunities for inter-agency scenario based training.
2. Develop a series of exercises to test preparedness for upcoming fire seasons.
3. In conjunction with brigades, conduct a training audit to determine brigade member training needs.
4. Develop and maintain a volunteer bush fire brigade members training data base.
5. Conduct pre-season testing of operation centres and facilities to ensure a high state of readiness.
6. Conduct a rigorous review of existing practices to ensure adequate and proper response procedures are in place. The review should include, but is not limited to; incident control, incident management teams (including pre-formed incident management teams based on fire danger rating) and call out procedures.
7. Conduct a review of public information and warning procedures (an area identified in *the Royal Commission into Black Saturday Bush Fires* as being of primary importance).
8. Review existing bulk rubbish collection arrangements to assist the community to be better prepared for each fire season.

Focus Area 3 - Response to Bush Fire

The City of Albany is responsible for developing and implementing rapid, effective and complementary fire response arrangements for all land located outside of the gazetted fire district.

1.13 Community

The City of Albany recognises the doctrine of shared responsibility regarding bush fires and that it is the community members' responsibility to prepare their home and families for bush fire and for individual families to prepare their bush fire survival plan.

The City will develop a community fire liaison/education program for delivery to the community, in particular those people living in high fire risk areas. This program will utilise the expertise and experience of related and supporting agencies to reinforce the key response message 'Prepare. Act. Survive'. A key component of this program will focus on educating the community about the importance of having a pre-determined action plan in place and the impact of actively defending their properties.

1.14 Volunteer Bush Fire Brigades

Brigade response to bush fires will be carried out in accordance with the City of Albany's Brigade Operating Procedures (BOPs). The BOPs will be reviewed regularly to ensure they comply with industry 'best practice' and DFES operational doctrine.

Fire responses are based on the priorities of life, property, critical infrastructure and the environment. The fundamental priority remains the safety of personnel tasked with responding to an incident. Responses to fire at the local level will be overseen by the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Senior Fire Control Officers and managed using AIIMS. In line with WESTPLAN – Fire an Incident Controller (IC) will be in place and clearly identified for each fire.

Brigades will implement a post incident review process after each incident attended with the aim of enhancing operations to maximise the benefit to the community. Information gained during this review process will be used as a basis for ongoing discussions and continuous process improvement across the brigade network.

1.15 City of Albany

The City of Albany's response to bush fires will be carried out in accordance with the City of Albany's Brigade Operating Procedures (BOPs) and City of Albany Policies. This includes the City's responsibilities as a member of an IMT under AIIMS.

The City of Albany will implement further post incident review process for all significant incidents. The reviews will be appropriate to the size of the incident and aims to provide for an incremental growth process for all Incident Controllers and others involved in the incident. The focus of these reviews will be educative and informing and aims to build response capacity into all brigades.

Resourcing the Strategic Bush Fire Plan

1.16 Financial

The City of Albany is committed to providing sufficient resources to meet the objectives and requirements of this Strategic Plan. Achieving the stated objectives will ensure there is a maximum level of fire prevention, preparedness and response for the Albany community. At the same time, bush fire volunteers are to be provided with a safe work environment where risks are reduced and/or effectively managed.

In addition to the City of Albany resources, continued effort will be made to secure sufficient and appropriate funding under the Local Government Grants Scheme (LGGS). The City will work closely with the brigades to ensure equitable distribution of LGGS funding based on need and an open and transparent system of reporting.

The DFES Resource to Risk assessment will be reviewed annually to ensure appliance numbers and types meet the identified and projected needs of the community.

The City of Albany will also explore funding opportunities through grants, such as the AWARE program which offers funding for prevention, preparedness and recovery activities.

1.17 Fire Stations

The City of Albany will undertake a review of Brigade facilities (sheds and headquarters) to ensure they are sufficient to meet the needs of the local brigade and community and seek funding for required upgrades through the DFES Resource to Risk program.

1.18 Personnel Support

The City of Albany has recently undertaken a review of existing staff roles and numbers to ensure all aspects of emergency management, including bush fire, is effectively managed and brigades are adequately supported. (Refer to the *Morrison Review*).

Declining brigade membership is a threat to bush fire management. The City of Albany will undertake targeted recruitment campaigns to help boost brigade membership aimed at reversing the general trend towards ageing membership in many local brigades.

Bush Fire Brigades also have a key role to play in this area by actively supporting recruitment activities at the local level and establishing inclusivity processes to increase the number of new recruits and retain membership.

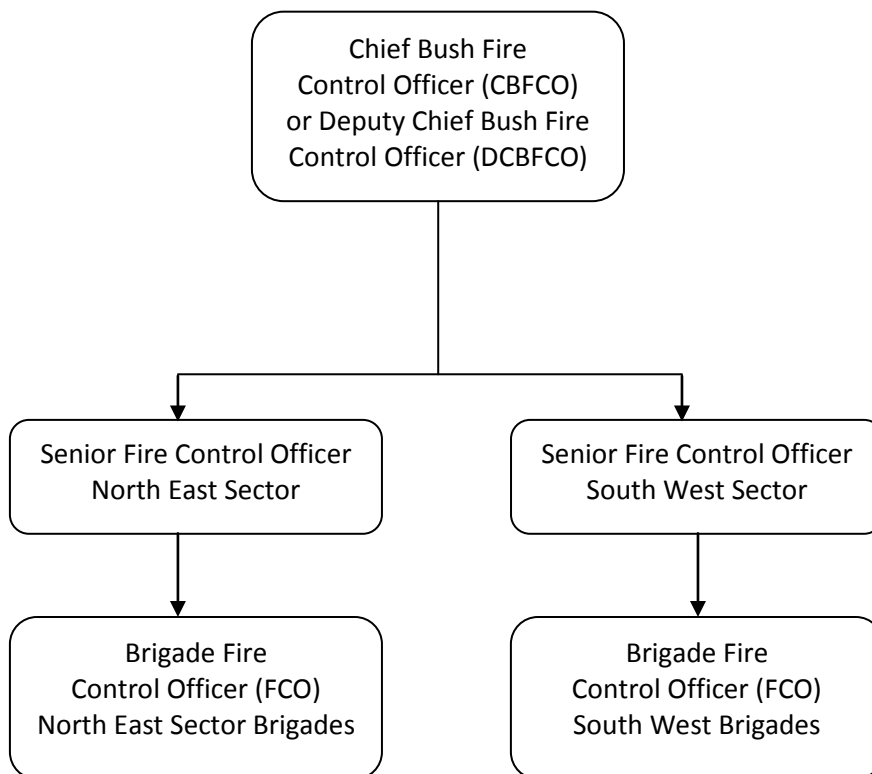
Governance of Volunteer Bush Fire Brigades

1.19 Volunteer Bush Fire Brigades

The City of Albany will work with Bush Fire brigades to develop a set of administrative guidelines which suit the needs of the brigades and are consistent with best practice for similar organisations across WA.

1.20 Brigade Structure

The City of Albany will take every reasonable step to recruit, select, appoint and induct properly qualified and experienced people into the key leadership roles required under the *Bush Fire Act (1954)*. These roles, at both brigade and City level, are critical to providing effective leadership to the brigades and will enable the City and its volunteer brigades to deliver an effective bush fire mitigation and response service.



1.21 Roles and Responsibilities

1.21.1 Chief Bush Fire Control Officer (CBFCO) / Deputy Chief Bush Fire Control Officer (DCBFCO)

The City of Albany has reviewed the position description for the role of Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer to ensure there is clear understanding of the roles and responsibilities of these key roles and a suitable selection/appointment process implemented.

See Appendix 1 for CBFCO Position Description

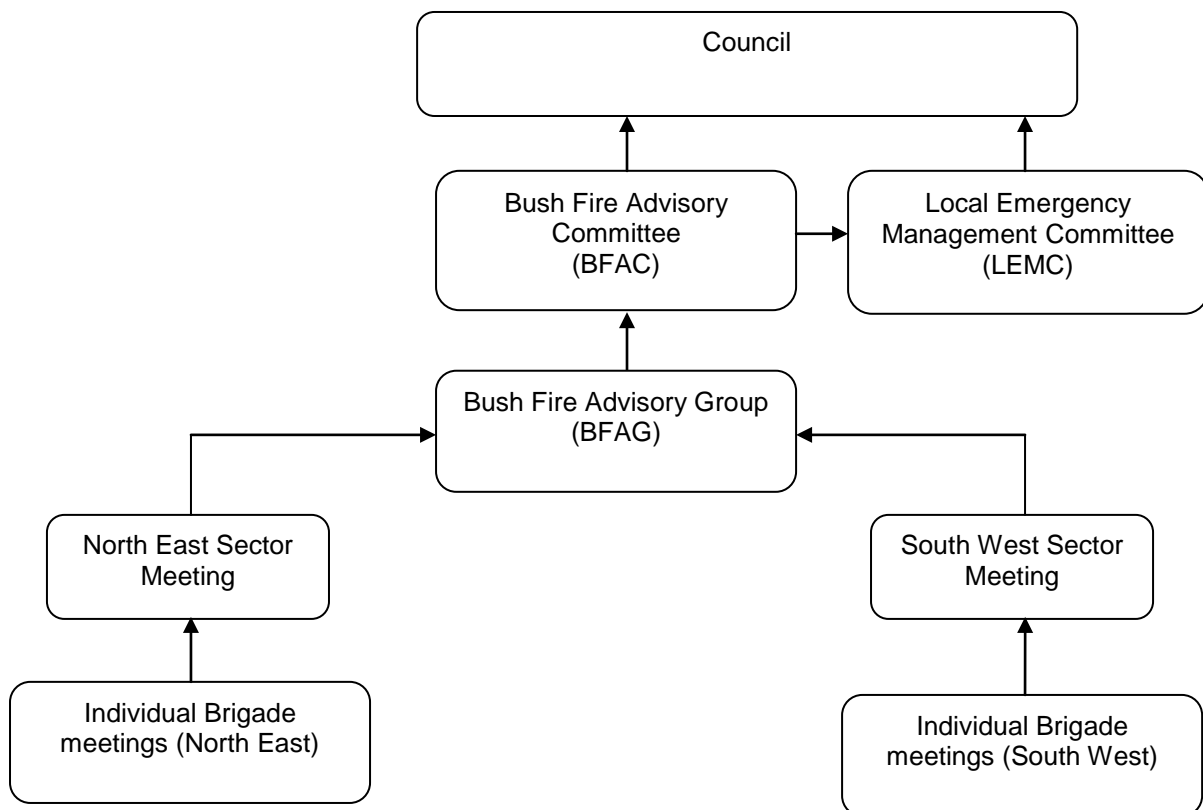
See Appendix 2 for DCBFCO Position Description

1.21.2 Senior Fire Control Officer (SFCO)

The City of Albany has reviewed the position description for the role of Senior Fire Control Officer to ensure there is clear understanding of the roles and responsibilities of this key role and a suitable selection/appointment process implemented.

See Appendix 3 for SFCO Position Description

1.22 Brigade Governance Structure



1.22.1 Bush Fire Advisory Group (BFAG)

The City of Albany has reviewed and developed revised Terms of Reference for the Bush Fire Advisory Group to guide its operations. The Terms of Reference will be made available to key personnel in each brigade and within the City of Albany.

See Appendix 4 for BFAG Terms of Reference

1.22.2 Bush Fire Advisory Committee (BFAC)

The City of Albany has reviewed the membership and role of the Bushfire Advisory Committee, and developed revised Terms of Reference for the Committee. The Terms of Reference will be available to key personnel in each brigade and within the City of Albany.

See Appendix 5 for BFAC Terms of Reference

1.23 Interagency Relationships

The City of Albany is committed to working closely with our allied professionals; Department of Fire and Emergency Services (DFES), Department of Parks and Wildlife (DPaW), Fire and Rescue Service (FRS), and neighbouring local governments.

These relationships will be enhanced through ongoing dialogue, sharing of information, membership on key groups or committees, joint exercises and if necessary, expertise and/or appliances.

The City of Albany has entered formal discussions with allied agencies with a view to developing Memoranda of Understanding.

Appendices

CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) Position Description

Position Objective:

The CBFCO oversees the safe and effective operations of the Brigades with regards to the prevention, preparedness, response and recovery phases of bush fire.

The role of the Chief Bush Fire Control Officer is that of a leader, decision maker and manager of the City of Albany Volunteer Bush Fire Brigade: it is not that of a hands-on fire fighter.

Key Responsibilities:

The key responsibilities of the Chief Bush Fire Control Officer include:

1. Providing decisive leadership to the City of Albany Volunteer Bush Fire Brigades ('Brigades').
2. Ensuring the commitment to safety of personnel and the community is a priority at all incidents.
3. Taking steps to monitor and facilitate the training of Brigade members with the aim of ensuring that they are appropriately trained to safely and effectively undertake assigned tasks.
4. Fostering a Brigade culture in which ongoing training is valued and accepted as an integral aspect of being a Brigade member.
5. Identifying future Brigade leaders and mentoring their development.
6. Assisting Brigades to operate within the parameters defined through legislation, state emergency plans and the City of Albany's plans, strategies, policies and procedures.
7. Assisting the City of Albany to implement its local emergency arrangements and plans (pertaining to bush fire) throughout the district and advocating a strategic approach for the prevention, preparedness, response and recovery of bush fire incidents.
8. Providing input into the development of Brigade Operating Procedures and promoting the use of these Procedures by the Brigades.
9. Encouraging Brigades to be involved with the annual planning and budgeting process for Local Government Grants Scheme (LGGS) applications to ensure Brigades are adequately resourced.
10. Encouraging Brigades to provide annual acquittals for funds provided through the LGGS.
11. Establishing and maintaining effective internal communication and liaison across the City of Albany Brigades.
12. Fostering liaison between Brigade members, the City of Albany and the community and related emergency agencies and stake holders.
13. Representing the Brigades through committee membership including: LEMC, BFAC and DOAC.
14. Promoting Brigade involvement in developing community awareness of fire prevention and preparedness at a local brigade level.
15. Promoting the values of volunteer fire brigades to the community and within the brigades.

During Bush Fire Incidents

It is recognized that the Incident Controller (IC) is responsible for the overall management and control of an incident. During bush fire incidents, the CBFCCO has responsibilities to assist, guide and mentor the brigade members filling the role of IC. This does not mean the CBFCCO assumes the role of IC, unless the nature of the incident necessitates the appointment of a better qualified IC.

Responsibilities include:

1. Providing leadership and direction to the Brigade members during bush fires including delegating tasks to DCBFCCO, FCOs or Brigade members.
2. Facilitating the prompt response to bush fire incidents by Brigades by effectively managing Brigade resources.
3. Promoting AIIMS as the incident management system that will be used for the management of every incident attended by the Brigades.
4. Ensuring an Incident Controller is appointed and identified for all incidents.
5. Assisting the Incident Controller by providing advice on strategy, plans and tactics to combat the fire and reduce the escalation of incidents.
6. Where necessary assuming the role of Incident Controller.
7. Attending the operations centre, as and when appropriate, during incidents.
8. Identifying and continually monitoring and resource requirements at an incident, including the provision of food, medical aid and counseling services to ensure these needs are being met.
9. Ensuring meteorological and intelligence reports are provided as required.
10. Liaising with allied agencies.
11. Ensuring incident debriefing, as appropriate to the size of the incident, takes place in a timely manner.
12. Follow up with the Brigade FCO to encourage the completion of a Fire Incident Report and initiation of Fire Incident Investigation procedures if required.

Criteria of Chief Bush Fire Control Officer –

Skills and Attributes:

- Demonstrated leadership skills
- Effective management skills
- Effective interpersonal skills
- Proactive attitude to relationship building
- Good written and verbal communication skills
- Experience in managing operations
- Ability to perform under stressful conditions

Knowledge and Experience:

- Current or recent previous experience as Fire Control Officer
- Working knowledge of the Bush Fire Act 1954
- Extensive knowledge of WESTPLAN - Fire 2013
- Experience in managing a volunteer organization or similar
- Have successfully completed training and gained qualifications in the following (or be willing to complete same prior to next bush fire season):
 - AIIMS 3
 - Level 1 Incident Controller
 - Chief Bush Fire Control Officer

Appendix 2 - DCBFCO Position Description

DEPUTY CHIEF BUSH FIRE CONTROL OFFICER (DCBFCO) Position Description

Position Objective:

The DCBFCO is assists the Chief Bush Fire Control Officer (CBFCO) to oversee the safe and effective operations of the Brigades with regards to the prevention, preparedness, response and recovery phases of bush fire.

Key Responsibilities:

The key responsibilities of the DCBFCO include:

1. Provide support to the CBFCO and to assume the position of CBFCO in his or her absence
2. Under the direction of the CBFCO, provide leadership to the City of Albany Volunteer Bush Fire Brigades ('Brigades').
3. Ensuring the commitment to safety of personnel and the community is a priority at all incidents.
4. Assisting the CBFCO in taking steps to monitor and facilitate the training of Brigade members with the aim of ensuring that they are appropriately trained to safely and effectively undertake assigned tasks.
5. Assisting to foster a Brigade culture in which ongoing training is valued and accepted as an integral aspect of being a Brigade member.
6. Identifying future Brigade leaders and mentoring their development.
7. Assisting the CBFCO to ensure Brigades operate within the parameters defined through legislation, state emergency plans and the City of Albany's plans, strategies, policies and procedures.
8. In consultation with the CBFCO, provide input into the development of Brigade Operating Procedures and promoting the use of these Procedures by the Brigades.
9. Assisting in establishing and maintaining effective internal communication and liaison across the City of Albany Brigades.
10. Promoting Brigade involvement in developing community awareness of fire prevention and preparedness at a local brigade level.
11. Promoting the values of volunteer fire brigades to the community and within the brigades.

During Bush Fire Incidents

It is recognized that the Incident Controller (IC) is responsible for the overall management and control of an incident. During bush fire incidents, the DCBFCO has responsibilities to assist, guide and mentor the brigade members filling the role of IC. This does not mean the DCBFCO assumes the role of IC, unless the nature of the incident necessitates the appointment of a better qualified IC.

Responsibilities include:

1. Promoting AIIMS as the incident management system that will be used for the management of every incident attended by the Brigades.
2. In consultation with the CBFCO, assist the Incident Controller by providing advice on strategy, plans and tactics to combat the fire and reduce the escalation of incidents.
3. Where necessary assuming the role of Incident Controller.
4. Attending the operations centre, as and when appropriate, during incidents.
5. Assisting to identify and monitor resource requirements at an incident, including the provision of food, medical aid and counselling services.
6. Ensuring meteorological and intelligence reports are provided as required.
7. Liaising with allied agencies.
8. Assisting with incident debriefing, as appropriate to the size of the incident, takes place in a timely manner.

Criteria of Deputy Chief Bush Fire Control Officer –**Skills and Attributes:**

- Effective management skills
- Effective interpersonal skills
- Good written and verbal communication skills
- Experience in managing operations
- Ability to perform under stressful conditions

Knowledge and Experience:

- Current or recent previous experience as Fire Control Officer
- Knowledge of the Bush Fire Act 1954
- Knowledge of Westplan Fire 2013
- Experience in managing a volunteer organization or similar
- Have successfully completed training and gained qualifications in the following (or be willing to complete same prior to next bush fire season):
 - AIIMS 3
 - Level 1 Incident Controller
 - Fire Control Officer course

SENIOR FIRE CONTROL OFFICER (SFCO) Position Description

Position Objective:

The Senior Fire Control Officer assists with the safe and effective operations of the Brigades with regards to the prevention, preparedness and response phases of bush fire. A SFCO is appointed for each Brigade Sector.

Key Responsibilities:

In conjunction with the CBFCO and DCBFCO the SFCO will;

- Working within the Sector's call-out procedures, facilitate the prompt response to bush fire incidents by Brigades by the effective dispatch of Brigade resources.
- Liaise with Comcen regarding incident names and numbers.
- Coordinate and manage the resources of the sector in response to fire incidents within the sector.
- Encourage Brigades to provide arrival messages and PAFTACS report (as per BOP requirements) and ensure an Incident Controller (IC) is identified for each incident.
- Promote AIIMS as the incident management system that will be used for the management of every incident attended by the Brigades.
- Assist the IC by providing advice on strategy, plans and tactics to combat the fire and reduce the escalation of incidents.
- Assist the IC to identify and monitor resource requirements at an incident.
- Assist the IC to ensure meteorological and intelligence reports are provided as required.
- Provide leadership and assistance to FCOs and brigades within the sector area with respect to fire prevention, preparation for fire and response to fire incidents in the sector.
- Assist with the preparedness of sector resources under the direction of the CBFCO.
- Assist with the establishment and maintenance of effective communications with and between the CBFCO, DCBFCO and brigade personnel.

Appendix 4 - BFAG Terms of Reference

TERMS OF REFERENCE

BUSH FIRE ADVISORY GROUP (CITY OF ALBANY OPERATIONAL WORKING GROUP)

File reference:

Type: City of Albany Operational Working Group

Appointment reference: Not applicable.

The Bush Fire Advisory Group (BFAG) operates as a subordinate operational working group to the Bush Fire Advisory Committee (BFAC).

The Group does not have any delegated authority from Council.

BFAG Functions:

The City of Albany covers an area of over 4,800km² and its Volunteer Bush Fire Brigades comprises 16 brigades. The BFAG is a brigade-wide forum that brings together all brigades on common ground for the discussion of operational issues.

The BFAG functions are as follows:

- Facilitates and fosters open communication and cooperation across City of Albany Volunteer Bush Fire Brigades.
- Provides a forum at which brigade-wide issues can be discussed and resolved.
- Formally reports to the BFAC on operational matters referred to BFAG.
- Communicates directives from Council to the brigades.
- Provide advice and input to the City of Albany on operational matters relating to bush fire prevention and mitigation, preparedness and response.
- Provides a forum for the City of Albany to present and disseminate information to brigades.
- Provides a forum for other agencies to provide reports on bush fire related issues.
- Reviews and provides advice on the City of Albany's local emergency management arrangements and plans pertaining to bush fire.
- Reviews and provides advice on the City of Albany's policies and procedures regarding bush fire prevention and mitigation, preparedness and response.
- Provides the nominations for CBFCA and DCBFCA that will be presented to BFAC who will seek Council endorsement
- Ratifies the nomination of FCOs elected by brigades.
- Supports and guides all brigades within the City of Albany and assisting brigades to fulfill their objectives.

Membership:

- Chair – elected from the group
- Chief Bush Fire Control Officer
- Deputy Bush Fire Control Officer
- Senior Fire Control Officer (North East Sector)
- Senior Fire Control Officer (South West Sector)
- Bush Fire Control Officers
- City of Albany Manager Rangers & Emergency Management
- City Emergency Management Administrator (admin support)

Other brigade members are welcome to attend BFAG meetings, with each brigade allocated two votes.

Visitors:

Visitors may be invited to present at meetings.

Meeting Schedule:

At least two BFAG meetings are to be held annually, with one pre-season and one post-season meeting. Meetings will be held on a week night, commencing at 7.30pm.

Special BFAG meetings may be called if and when required.

Meeting Location:

Meetings are to be held at the City of Albany's North Road offices,

Reporting Guidelines:

Reports should be provided in writing and verbal presentations should be kept to duration of no longer than 10 minutes (plus question time).

Responsible Team: Planning and Development.

The City Emergency Management Team supplies support services such as organizing meetings, preparing agendas, taking minutes and actions and preparing any papers to be presented to BAFC as requested by the Chair.

Agenda:

- The CBFCO, DCBFCO and the City of Albany can place items for discussion on the agenda.
- Agenda items should be discussed at sector level prior to the BFAG meeting and FCOs should represent their agreed brigade's view.
- Motions and discussions from sector meetings can be placed on the agenda through the brigade FCO or the sector DCBFCO.
- External agencies (e.g. DFES and DPaW) can request items to be placed on the agenda through the City of Albany.
- BFAG agenda items are to be received by the City of Albany one month prior to the meeting date.
- The City of Albany is to distribute the agenda to brigades at least two weeks prior to the meeting date.
- Urgent operational items can be raised at anytime outside BFAG.

Recording of minutes:

- Minutes and updates are created by City Emergency Management Team.
- Minutes are to be circulated to CBFCO and the Chair of BFAG for ratification within two weeks of the meeting.
- The minutes will be circulated to DBCFO, BFCOs, City Emergency Management Team and ED within two weeks of receiving ratification.
- Actions should be clear with date and owner.
- The Emergency Management Administration officer is responsible for ensuring that the minutes of meetings and associated information is filed on the City of Albany's records management system.

Conflict of interest:

Members are to declare if they have an interest in any matter for consideration by the BFAG.

Appendix 5 - BFAC Terms of Reference

TERMS OF REFERENCE

BUSH FIRE ADVISORY COMMITTEE

File reference:

Type: Standing Committee of Council

Legislative Authority:

Under the *Bush Fires Act 1954 (S 67)*, local governments may appoint such persons as it sees fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to:

- the preventing, controlling and extinguishing of bush fires;
- the planning and layout of fire breaks;
- prosecutions for breaches of the Bush Fire Act;
- the formation of bush fire brigades;
- the grouping thereof under brigade officers;
- the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities; and
- any other matter relating to bush fire control.

Local government makes the rules for guidance of the committee.

The committee is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

BFAC Functions:

- To consider reports regarding operational matters received from Bush Fire Advisory Group (BFAG) and provide recommendations to Council as appropriate.
- To consider nominations for the position of Chief Bush Fire Control Officer and Deputy Chief Fire Control Officer and make recommendations as appropriate to the City of Albany's Chief Executive Officer (or delegate).
- Advise and assist the City of Albany in ensuring that local risk management plans pertaining to bush fire are established and maintained.
- Liaise with the Bush Fire Advisory Group, other emergency management agencies and other supporting agencies in the testing of local bush fire risk management plans.
- Support the City of Albany to ensure appropriate and timely training programs are developed and delivered to brigade members, including on-going scenario-based training.
- Advise the City of Albany on operational and administrative matters relating bush fire prevention, preparedness, response and recovery, as per relevant legislation and policies.
- Advise and assist the City of Albany in the development of bush fire community engagement and education programs.
- Facilitate and foster open communication and cooperation with other fire and emergency agencies and neighboring local governments.

Membership

- Two or three elected members (Chairperson)
- Chief Bush Fire Control Officer
- Chair of Bush Fire Advisory Group (BFAG)
- Department of Fire and Emergency Services (DFES) Representative
- Department of Parks and Wildlife (DPaW) Representative
- City of Albany Manager Rangers & Emergency Management (executive support – non- voting)
- City Emergency Management Administrator (administrative support – non-voting)

Guests of Committee

By invitation (non-voting) – e.g. CBFCOs of neighbouring local governments.

Meeting Schedule

Four meetings per year (pre and post fire season). Meetings to be scheduled to be held within four weeks of a BFAG meeting. Additional meetings may be scheduled as required.

Meeting Location

City of Albany Council Chambers.

Executive Officer

Executive Director Planning and Development Services

Delegated Authority

None

Reporting Guidelines

The committee is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

Appendix 6 - Brigade Boundaries

