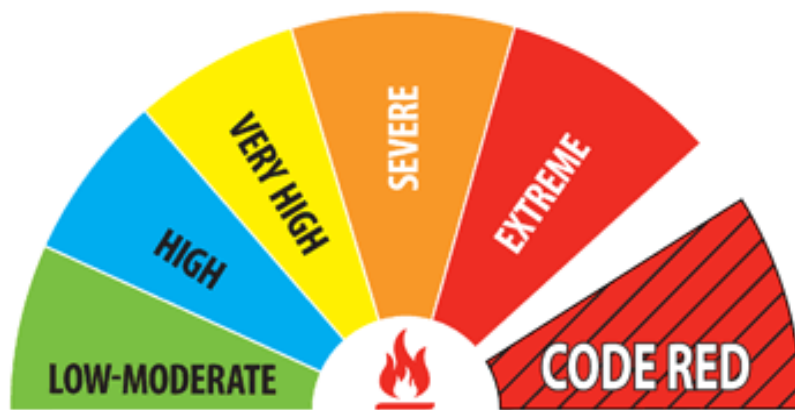




**CENTRAL
GOLDFIELDS
SHIRE
COUNCIL**

FIRE DANGER RATING PROCEDURE



Council Procedure

1. Activation

Central Goldfields Shire Council (CGS) Fire Danger Rating procedure will be implemented when the Fire Danger Rating is Severe, Extreme or Code Red.

2. Council Service Delivery

On a Severe, Extreme or Code Red Day this procedure will be implemented and the following will occur:

- All CGSC staff are advised to observe the Fire Danger Rating procedure.
- CGSC services will be modified or suspended for 24 hours on the declared day according to the service being provided (a detailed list of those services can be viewed in **Appendix One**)
- Employees may be required to be redeployed to alternative work within the municipality.
- Alternative work may include, but is not limited to any of the following at the discretion of the supervisor/manager:
 - Business continuity activities
 - Emergency management activities
 - Additional support for key Council day to day activities

3. Staff Availability

The Central Goldfields Shire Council recognises that many employees are primary carers for children, siblings and parents. This duty of care for family members may take precedence over work commitments.

Staff may also need to stay with their property as part of their Personal Fire Plan.

The normal range of leave provisions (i.e. annual leave, long service leave, RDO) will apply in these circumstances. The Manager Organisational Development will provide advice on this matter at the time of activation.

4. Staff Responsibilities

1. Staff should take precautions to protect themselves from unnecessary risk.
2. Keep travel for work purposes to a minimum and away from high fire risk areas. Ensure your movements are known by your supervisor/manager.
3. Emergency Management Team members are advised to remain office-based and implement their bushfire readiness checklist. They are asked to regularly monitor the weather/CFA web sites.

5. Communications:

When communicating with CGSC staff and the broader community, the CGSC Municipal Emergency Resource Officer will implement the planned protocol and operating procedures outlined in the Central Goldfields Shire Council Emergency Communications Operations Plan, (which is incorporated in the MEMP).

Generally the CEO or Mayor will be the spokesperson for the council in line with MAV guidelines and legislative requirements (These guidelines ensure that council avoids putting out conflicting information which is contrary to the Incident Controller).

6. Business Continuity

The Central Goldfields Shire Council Business Continuity Plan (BCP) outlines the procedure for managing staff shortages and maintaining business continuity. In the event a significant number of staff are unable to attend work, the BCP should be implemented.

NOTE: The Municipal Emergency Resource Officer, in consultation with the (CEO, General Managers) will implement the Business Continuity Plan.

7. Council Service Provision on a Severe, Extreme or Code Red Day

Appendix One outlines the services that will be maintained, modified or closed on the day.

Related Documents

Working In The Heat – HACCC
Inclement Weather Policy
Municipal Emergency Management Plan
Municipal Fire Management Sub-plan
Municipal Heatwave Sub-plan

Related Legislation

Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2007
Emergency Management Act 1986, 2013
CFA Act 1983

Document Ownership and Review

CENTRAL GOLDFIELDS SHIRE COUNCIL Code Red Day Procedure	January 2015
Responsible General Manager	Technical Services
Responsible Officer	Municipal Emergency Resource Officer
Next Review	December 2015

Appendix One

Fire Danger Rating	MCH Maryborough	MCH Dunolly	MCH Talbot	MCH Home Visits		
CODE RED	Normal Services + hours	No	No	Phone contact only		
EXTREME	Normal Services + hours	No	No	No Service		
SEVERE	Normal Services + hours	Assess situation and danger	Assess situation and danger	Assess situation and danger		
Fire Danger Rating	Childcare	OSHC	Vacation Care	Farm Property FDC		
CODE RED	Closed	Closed	Closed	Closed		
EXTREME	Open with warning to parents of possible closure	Open with warning to parents of possible closure	Open with warning to parents of possible closure	Closed		
SEVERE	Open	Open	Open	Open		

Fire Danger Rating	Environmental Health	Local Laws Animal Control	Local Laws Parking	Local Laws School Crossing		
CODE RED	Recovery Manager Duties	Emergency only	No Services	No Services		
EXTREME	Recovery Manager Duties	Emergency only	Normal services	Normal services		
SEVERE	Normal Duties	Normal Services	Normal services	Normal Services		
Fire Danger Rating	Building Department	VIC Roads	Art Gallery	Visitor Information Centre	Swimming Pool	
CODE RED	Onsite inspections will be rescheduled. Office work only	Normal Services	Closed	Closed	Closed	
EXTREME	Onsite inspections will be rescheduled. Office work normal	Normal Services	Normal Services	Normal Services	Normal Service	
SEVERE	Office service normal. Building inspections maybe rescheduled	Normal Services	Normal Services	Normal Services	Normal Service	

Fire Danger Rating	Carisbrook Transfer Station	Dunolly Transfer Station	Talbot Transfer Station	Bealiba Transfer Station	Kerbside Waste Collection	
CODE RED	Closed	Closed	Closed	Closed	No service. Defer to next available Friday	
EXTREME	Normal services	Closed	Closed	Closed	Service provided. Extra Resources to provide service before 12 noon	
SEVERE	Normal Services	Normal Services	Normal Services	Normal Services	Normal Services	
Fire Danger Rating	Engineer Services	Asset Protection Road & Opening and Drive way inspection				
CODE RED	No service provided. Staff on standby	No Service provided				
EXTREME	Limited services Indoor staff only	limited Urban service, Rural morning only				
SEVERE	Normal Services	Normal Services				

Fire Danger Rating	Plant Use	Outdoor Activities	Emergency Plant Requirement	Water Truck Ops for an Emergency	Admin	
CODE RED	No service provided, staff on stand by	No service provided	Confined to air conditioner cabins	2 person operation share confine to air conditioner cabin	Normal services provided	
EXTREME	Limited service, confined to air condition cabins	Limited service in accordance with shire heat policy	Confined to air conditioner cabins	2 person operation share confine to air conditioner cabin	Normal services provided	
SEVERE	Normal service in accordance with Shire heat policy	Normal service in accordance with shire heat policy	Confined to air conditioner cabins	2 person operation share confine to air conditioner cabin	Normal services provided	
Fire Danger Rating	Building Maintenance services internal	Building Maintenance services External	Emergency Maintenance			
CODE RED	Normal services & standby	No service	Limited services in line with council policy			
EXTREME	Normal services	Limited service in line with Council policy	Limited services in line with council policy			
SEVERE	Normal services	Normal services in line with council policy	Limited services in line with council policy			

Fire Danger Rating	Parks Grass Cutting	Parks Tree work	Parks Standard work	Parks Tree watering	Parks Emergency Prep Essentials only	Call-outs make safe audits
CODE RED	No Service	No service Call outs make area safe	No service	No service	Service provided	Service provided
EXTREME	No Service	No service Call outs make safe	No service	Service provided	Service provided	Service provided
SEVERE	No Service	No service Call outs make safe	No service Call outs make safe	Service provided	Service provided	Service provided
Fire Danger Rating	HACC Home Care	HACC Person Care	HACC Respite care	HACC Delivered Meals	HACC Shopping/Bill Paying	HACC Home Maintenance
CODE RED	No service outside township boundaries	No service outside township boundaries	No service outside township boundaries	Additional meals delivered previous day when code read declared	No Service	No outside maintenance tasks
EXTREME	Prioritised service in line with inclement weather policy	Prioritised service in line with weather policy	Prioritised service in line with weather policy	Township deliveries only	Early timeslot if available	High priority inside tasks
SEVERE	Normal service in accordance with inclement weather policy	Normal service in accordance with inclement weather policy	Normal service in accordance with inclement weather policy	Normal Service in accordance with inclement weather policy	Early timeslot if available	Priorities tasks appropriate to weather

Fire Danger Rating	HACC Assessments					
CODE RED	Phone contact only					
EXTREME	Maryborough Township clients only. Phone calls to outlying areas					
SEVERE	Maryborough township clients only. Phone calls to outlying areas					