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| Parent Policy(s): | Not Applicable |

1. PURPOSE

That on days of Total Fire Ban (TFB):

1. Adequate suitably qualified personnel are available to co-ordinate the response to potential incidents; and
2. The safety of staff is paramount in any activities conducted on a day of (TFB).
3. SCOPE

This procedure is specific to day(s) of TFB and applies whenever a day of TFB is declared in TFB districts covering GWMWater’s supply area (Districts 16, 17 and 18). A day of TFB will generally be declared whenever the Fire Danger Index exceeds 50. Refer to definitions for explanation.

1. PROCEDURE
   1. Duty Manager Roster

A roster is to be maintained for emergency management purposes**,** including days of TFB. The roster will provide for either a Divisional or Executive Manager to be nominated as the Duty Manager. To be eligible to be a Duty Manager a manager will be required to have completed the Introduction to Emergency Management Course conducted by the Victorian State Emergency Services, the Introduction to AIIMS course conducted by the Department of Environment and Primary Industry, or equivalent or have the relevant experience to undertake the role of Duty Manager.

The Duty Manager is responsible for:

1. Ensuring that he/she has access to the current roster of after hours, on call and emergency contacts;
2. Being contactable by standby operators/Works Co-ordinators to provide management and direction of emerging incidents and interruptions to normal GWMWater services; and
3. Escalating actual and potential emergencies (as defined by the Emergency Management Plan) that occur outside normal hours to the Executive Management Team. If the circumstances of the incident are believed to beyond the capacity of normal line management, the Duty Manager would recommend the formation of an Emergency Management Team.

In the event of a fire related emergency developing the processes described in the Emergency Management Plan would be activated, including where required the appointment of an Incident Manager and formation of an Emergency Management Team. Any person acting in the role of Incident Manager must have relevant training and experience in Incident Management Training.

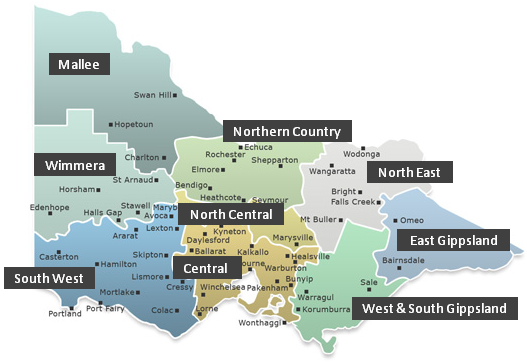
* 1. OMC Role

The requirements of the OMC operators are defined in the Total Fire Ban OMC work instruction - [CMS/3102](trim://cms/3102?view)

All contact with external agencies on days of TFB should be channeled through the Incident Manager.

* 1. CFA Fire Districts

The GWMWater operational area covers multiple CFA Fire Districts. The districts are outlined in the map below.



* 1. Operations and Maintenance Work on a Day of Total Fire Ban

**3.4.1 Communications**

On a day of TFB during normal working hours, all staff must log their movements with the OMC. When working outside normal hours, staff should log their movements with South East Water call centre. All actions taken by staff in response to significant incidents (at any time, not just on a day of TFB) must be logged with the OMC. Staff must not enter or attempt to enter an active fire zone without authority from a supervisor.

**3.4.2 Contractor Works**

On a day of total fire ban all contractor works are to be reviewed by the relevant project manager or team leader to determine if the proposed activities are allowed by TFB regulations and if they can be undertaken safely. The contractor Safe Work Method Statement (SWMS) must address management of works to mitigate any fire risk and heat exposure effects on personnel. The contractor shall manage any risk to their staff, public and property. The contractor is to have the relevant CFA permits and approvals in place if they are to commence hot works on total fire ban day. Under no circumstances shall hot works be undertaken which included cutting, grinding and welding on Catastrophic fire danger days.

**3.4.3 Section 40 Permit for Specific Works on Days of Total Fire Ban**

Each year GWMWater obtains a permit under Section 40 of the Country Fire Authority Act 1958. The permit generally allows staff to operate equipment such as grinders and oxyacetylene torches on days of TFB, provided the conditions of the permit are adhered to.

Nominated equipment must only be used in emergency situations on a day of TFB, and then only when there is no feasible alternative. A copy of the permit must be in the possession of any staff member who purports to be operating under its auspices. The intention to operate under the provisions of the permit must be:

1. specifically authorised by the relevant GWMWater Works Co-coordinator; and
2. advised to the Operations Manager of the applicable CFA District between two and 24 hours before the works are to commence and prior to any work commencing.

The permit may be revoked by the CFA Chief Officer.

No work should be carried out on a day of TFB without assessing the risks involved and compliance with the Permit Conditions. All high risk work should be suspended. The suspension of all high risk works applies to contractors as well as staff.

**3.4.4 Catastrophic Fire Danger Rating**

Where a day of total fire ban has been declared as Catastrophic, catastrophic fire danger conditions exist, the following additional requirements are to be implemented.

1. Office based staff are not to travel within Catastrophic fire districts, any urgent or emergency travel within Catastrophic areas must be approved by the relevant Executive Manager.
2. The Executive Manager of Service Delivery will identify and notify relevant staff members to form an Emergency Management Team (EMT). The EMT will be on standby for the duration of the day. This responsibility will fall to the Manager Network Systems and Planning should the Executive Manager be absent.
3. Operational field staff are to work within their town boundaries and minimise outdoor activities to emergency works only.
4. Hot works are not to be undertaken by any GWMWater staff or contractors.
5. DOCUMENTATION
   1. References
6. [CMS/2690 Emergency Management Plan](el://CMS%2f2690?db=GW&view)
7. [Work Instruction – Total Fire Ban OMC](trim://cms/3102?view)
   1. Records
8. Duty Manager Roster
9. Incident Log
10. DEFINITIONS

**Catastrophic Day** A day where the Fire Behavior Index (FBI), as calculated by the Bureau of Meteorology (BOM), exceeds 100 and the Fire Danger Rating is Catastrophic.

**Day of Total Fire Ban** A day so declared by the Country Fire Authority pursuant to section 40 of the *Country Fire Authority Act* 1958. Generally, this will occur when the Fire Danger Index exceeds 50 (Fire Danger Rating of Severe or above).

**Fire Danger Index** A forecast made by the BOM of the fire danger outlook considering elements of the predicted weather including temperature, relative humidity, wind speed, and dryness of vegetation.

**Fire Danger Period** The fire danger period is nominally between 1 November and 1 April each year.

**Fire Danger Rating** A prediction of fire behaviour including how hard it would be to put out a fire once it starts.

