

BUSINESS PLAN 2010/13

An agreement between the City of Geraldton/Greenough and the Fire and Emergency Services Authority of Western Australia

All parties agree that the BP is a guide and outcomes may not be achieved in a twelve months period.

Business Plan Priorities:

1. Operational Response in CGG when appropriate
2. Management of UCL/UMR
3. Management of LG Bushlands
4. Training of Bush Fire Brigades

1 PREVENTION

To provide a range of prevention services to increase community awareness of hazards and their involvement in minimising impact.

OUTCOME	STRATEGY	WHO	DUE	PERFORMANCE INDICATORS
Develop practices for fire management on local government bush lands in CGG	<p>Develop & implement mitigation pre-plans for all council vested reserves in conjunction with local government.</p> <p>Draft plan containing annual schedule of works based upon risk assessments</p> <p>Engage BFBs/UCL staff & others to assist with HR Burns/other treatment options</p>	<p>CESM & LG</p> <p>CESM & LG</p> <p>CESM & LG</p>	<p>1 October</p> <p>1 August</p> <p>April to Nov</p>	<p>Plans in place</p> <p>No of hazard reduction burns/other Treatment options</p> <p>Volunteer & CESM man hours spent on programs</p> <p>Amount of hectares on each burn</p>
Manage fire prevention activities on all Unallocated Crown Land & Unmanaged Reserves in CGG	<p>Develop & implement mitigation plans in conjunction with Local government for all UCL/UMR blocks</p> <p>Maintain UCL data base</p> <p>Engage BFB in hazard reduction</p>	<p>CESM & UCL Co-ord. In ESL 3 Areas, FRS DM & UCL Co-Ord in ESL1 & 2</p>	<p>Ongoing</p>	<p>Plans in place</p> <p>No of HR burns/other treatment options</p> <p>Volunteer & CESM man hours spent on programs</p>

	burning programs/other treatment options	areas		
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1. PREVENTION

To provide a range of prevention services to increase community awareness of hazards and their involvement in minimising impact.

OUTCOME	STRATEGY	WHO	DUE	PERFORMANCE INDICATORS
Education programs for the community and schools to build knowledge & understanding of fire management practices	<p>Review & identify suitable programs for the community e.g. Bush Fire Ready, JAFFA, & Smoke Alarm program</p> <p>Coordinate the provision of public information & develop media contacts</p> <p>Coordinate the implementation of the FESA school education program including the use of volunteers for delivery of programs</p>	<p>CESM to Coordinate the BFBs & JAFFA Team, Community Engagement</p> <p>Outside ESL Cat 1 area</p>	Ongoing	<p>Number of programs delivered to the community.</p> <p>Notices and articles in media outlets</p> <p>No of schools visited</p>
Strategic advice on Sub-divisional planning	Provide advice to developers, shire and consultants when required	<p>CESM DM</p> <p>CGG Planning</p>	Ongoing	The number of subdivisions where advice is accepted
Manage fire hydrants maintenance outside the gazetted fire district	Coordinate fire hydrant maintenance program in conjunction with LG	CESM Brigade Captains	Ongoing	Brigade plans are in place

PREPAREDNESS

To provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies. To provide support to the community in its preparation for emergencies and mitigation of risks.

OUTCOME	STRATEGY	WHO	DUE	PERFORMANCE INDICATORS
Provide input into Regional training calendar for BFBs to meet the operational requirements of brigade members	<p>In consultation with FESA Region & Brigades, develop a program of appropriate courses for BFBs & Council staff</p> <p>Coordinate the FESA DSO to maintain a record of courses and attendees on Train data base</p> <p>Train data base to be maintained</p> <p>Ensure BFBs have the appropriate level of training to be operationally effective</p>	<p>CESM</p> <p>Vol Instructors</p> <p>DSO Support</p>	Ongoing	<p>The number of courses programmed</p> <p>No of volunteers trained</p> <p>No of hours CESM commits to training delivery & preparation</p>
Establish Relocation Centres in CGG to support the community in times of need	Liase with LEMC to assist in Identifying & maintaining centres	<p>LEMC</p> <p>CESM</p> <p>LG</p> <p>SES DM</p>	Ongoing	Number of Centres in place
Establish Emergency Coordination Centres to ensure they are in a state of readiness	Coordinate and assist LG to establish & maintain ECC and develop Standard Operating Procedures	<p>CESM</p> <p>LEMC</p> <p>LG</p> <p>SES DM</p>	Annual	Number of ECCs in place

PREPAREDNESS

OUTCOME	STRATEGY	WHO	DUE	PERFORMANCE INDICATORS
Attend key Bush Fire meetings & Committees (BFAC, DOAC & brigade meetings)	Provide reports/updates to meetings of key achievements/issues where applicable. Attend meetings where applicable Provide advice to council when required	CESM DM	Ongoing	No of meetings attended Quarterly progress reports against the business plan tabled
Develop emergency fire water supplies in CGG for emergencies	Liaise with LG to ensure water supplies pre and post –fire season are in a state of readiness including Mullewa	CESM CGG	April Nov	Maintain water supply data base
Major exercise in CGG involving BFBs	Liaise with LEMC on exercise & provide support to BFBs	CESM CGG DM	Annually	Number and type of exercise Number of volunteers & staff in attendance
Support for Local Emergency Management Committee	Attend LEMC meetings Provide advice and assistance to the committee and Executive Officer Provide advice to LG for the development & / updates to the LG Recovery Plan Provide advice to LG on the establishment of relocation plans capable of removing people at risk where identified	CESM LEMC CGG DM SES	Ongoing	No of meetings attended

RESPONSE

To ensure rapid and comprehensive response to emergencies, to contain and minimise the impact of emergencies.
 . To support the community in its own response to emergencies.

OUTCOME	STRATEGY	WHO	DUE	PERFORMANCE INDICATORS
Respond to emergency incidents that impact on the community in CGG	Maintain & review mobilisation procedures for BFBs to ensure their effectiveness All mobilisation to be monitored in line with SOPs Maintain the role & responsibilities of the CBFCO Provide IMT support as required by Captain/FCOs Ensure response BFB plans are in place Provide adequate training for BFB Captains/FCO to ensure they can manage incidents	CESM DM LG BFBs	Ongoing	No of incidents attended by brigades No of incidents attended by CESM The number of hours spent at incidents by BFBs and CESM Number of plans
Respond to incidents in neighbouring LGs when requested	Respond to incidents when requested by CBFCO or Captains/FCOs Provide IMT support as required at incidents Monitor all incidents & support with resources when required Support FESA and other Local Governments as per the Mutual Aid	CESM LG BFBs	Ongoing	No of incidents attended by CESM & man hours spent at incidents No of incidents attended by CGG BFBs

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RECOVERY

To assist the community, employees and volunteers affected by major emergencies to recover effectively and efficiently.

OUTCOME	STRATEGY	WHO	DUE	PERFORMANCE INDICATORS
Counselling Service & Peer Support for volunteers in place for all volunteers & CGG staff	Encourage BFB/ SES volunteers to utilise services All major incidents involving volunteers, whereby there are serious injuries, trauma or fatalities to be reported to the FESA Comcen Ensure OHS&W as required	CESM Peer Support Chaplain CGG	Ongoing	Peer support group formed and maintained. Counselling offered to volunteers and staff
Provide support to the Incident Recovery team Remove	Provide advice on the activation and implementation of the LG recovery plan Monitor & review recovery plan with LEMC & LG	CESM CGG	Ongoing	Recovery plan activated Relocation plan activated

Special Projects

To assist local government and FESA with special projects that mitigates the impact of incidents on the community

OUTCOME	STRATEGY	WHO	DUE	PERFORMANCE INDICATORS
Special Projects	Coordinate & manage projects for FESA & LG in regard to fire and emergency management	CESM	Ongoing	Completion according to timelines Project reports/Hours spent
Recruitment/retainment strategies for bush fire volunteers	Liaise with FESA Community Engagement to conduct recruitment strategies for Bush Fire Brigades	CESM CE	Nov 2010	Strategy developed & implemented
Volunteer profiles in the community	Ensure regular articles are written in the Guardian newspaper promoting the work of volunteers Liaise with WIN/GWN to ensure volunteers are promoted at every opportunity	CESM	Ongoing	Number of articles in paper Number of TV features on the relevant stations.
Succession planning for key BFB volunteers	Work closely with BFBs to ensure succession planning is in place for BFBs	CESM	Ongoing	Plan in place

Administrative Duties

OUTCOME	STRATEGY	WHO	DUE	PERFORMANCE INDICATORS
Shire Emergency Service Directory & contacts list in place	Develop & maintain a directory for emergency service contacts in line with FESA Regional directory	CESM LG support DSO	Ongoing	Annual directory completed by due date
Maintain a BFB Membership list	Audit and update existing BFB m/ships inc. medicals & police clearances	CESM LG support	Ongoing	BFB OMS records up to date

Risk to Resources (R2R) Model assessed each year	Review & analyse the R2R model against current resource inventory Provide advice on ESL budget & maintain control of PPE Manage ESL overspends in accordance with FESA ESL Policy	CESM DM LG	November	Review model annually PPE data base established
Bush Fire Brigade & State Emergency Service administration process	Coordinate & play a lead role in drafting the ESL budget for BFB on behalf of the CGG CGG to acquit ESL budget Ensure BFB comply with ESL requirements.	CESM LG DM SES	Ongoing	Time spent on ESL Draft and submission submitted within scheduled time frames ESL accounts within budget & compliant
The establishment of a Bush Fire Brigade fleet maintenance program	Liaise with LG and assist with the coordination maintenance of vehicles & equipment including communication systems.	CESM LG depot Records	Ongoing	Maintain vehicle servicing records Costs of servicing equipment
The establishment of a PPE & other equipment monitoring & replacement system	Develop & coordinate the maintenance of a data base system for CGG and BFBs to manage all PPE/Equipment	CESM & Volunteers DSO	Ongoing	Data base system in place Budget expenditure for level 1 & 2 PPE
The establishment and maintenance of a incident records system for the LG	Develop and coordinate the maintenance of a localised database for record management of incidents	CESM & LG DSO	Ongoing	Systems implemented

Personal Development

Set goals to achieve the following key IMT, Emergency Management Training and computer training courses:

Course Type	Agency	Date Planned
1. Planning 5.04	FESA/DEC	
2. Operations course		
3. Situation course		
4. Mimic course		
5. Management Training		
6. Leadership courses		
7. Prescribed Burning Course		
8. Logistics course		

Emergency Management Training

1. Intro to Emergency Risk Management		
2. Intro to Recovery		
3. Risk Management		
4. Exercise Management		
9. Business Continuity		

Key Computer Courses

1. Word basic & Intermediate		
2. Excel		
3. Power point basic		

Succession Planning

Develop future leaders for CGG/FESA to fulfil the role of CESM during leave periods, acting opportunities and vacancy periods.

Goals:

1. Identify personnel to fill the role of the CESM position in the future
2. Organise and provide personal development training for the above identified people.

Name	Course
	Trainer Assessor
	Intro to Fire Fighting
	Bush Fire Fighting
	Fire Control Officer
	Chief Bush Fire Control Officer
	AIIMS Awareness
	Ground Controller
	Risk Management
	Proven Written and verbal communication skills
	Knowledge and experience in Local Government and an understanding of bush fire brigades

**BUSINESS PLAN AGREEMENT BETWEEN FESA AND THE CITY OF GREATER GERALDTON
BETWEEN THE**

**Fire and Emergency Services Authority of Western Australia
480 Hay St Perth WA 6000**

AND

**City of Greater Geraldton
Cathedral Avenue GERALDTON WA 6530**

Date of effect 01 June 2010 to 02 June 2013

Signed for and on behalf of the Fire and Emergency Services Authority of Western Australia by:

MERV AUSTIC STAKEHOLDER RELATIONS COORDINATOR		
	Signature	Date

Signed for on behalf of the City of Geraldton/Greenough

KONRAD SEIDL MANAGER COMMUNITY LAW & SAFETY		
	Signature	Date

Signature of Community Emergency Services Manager

ANDY DARBYSHIRE COMMUNITY EMERGENCY SERVICES MANAGER		
	Signature	Date