

Emergencies (Bushfire Sub-Plan) Commissioner's Guidelines 2026

Notifiable instrument NI2026–465

made under the

Emergencies Act 2004, s 11 (Commissioner may make guidelines)

1 Name of instrument

This instrument is the *Emergencies (Bushfire Sub-Plan) Commissioner's Guidelines 2026*.

2 Commencement

This instrument commences on the day after its notification.

3 Commissioner's Guidelines

After consulting with the Chief Officer (Fire and Rescue), the Chief Officer (ACT Rural Fire Service) and the Chief Officer (ACT State Emergency Services) I make the guidelines entitled “Bushfire Sub-Plan” at Schedule 1, which makes provision for:

- (a) areas of the emergency services to be operated jointly; and
- (b) operation of joint areas of the emergency services; and
- (c) planning and conduct of joint operations of the emergency services for bush and grass fire incidents in the Australian Capital Territory.

4 Revocation

I revoke NI2023–4 *Emergencies (Bushfire Sub-Plan) Commissioner's Guidelines 2023*.

Wayne Phillips
ACT Emergency Services Commissioner
13 October 2026

Schedule 1



Australian Capital Territory Bushfire Sub Plan

**A supporting plan of the ACT Emergency Plan that
outlines the standing and emergency arrangements
for an all agencies approach to Bushfires
in the Australian Capital Territory**

Version	1
Replaces	<i>Emergencies (Bushfire Sub-Plan) Commissioner's Guidelines 2023</i>
Date of release	October 2026
Contact	ACT Emergency Service Agency 9 Amberley Avenue Fairbairn, ACT 2601 emergencymanagement@act.gov.au.

1 Introduction

1.1 Purpose

This Bushfire Hazard Sub Plan outlines the emergency management arrangements relevant to the bushfire hazard in the ACT. It is prepared consistent with the comprehensive approach of Prevention, Preparedness, Response and Recovery (PPRR) and whole of government approach to emergency management.

1.2 Objective

The arrangements for managing a bushfire emergency requires more specific arrangements than those detailed in the ACT *Emergencies (Emergency Plan)*.

The objectives of the Bushfire Hazard Subplan are to:

- minimise the risk to life, property and the environment during bushfire emergencies in the ACT;
- provide for a coordinated, whole of ACT Government approach to bushfire emergencies in the ACT;
- coordinate ongoing liaison, information and data sharing between stakeholders involved in bushfire emergencies; and
- describe the roles and responsibilities of organisations involved in bushfire emergencies.

Through applying this plan and working together in an integrated and coordinated way, government, agencies, business and the community should be able to reduce the effect and consequences of bushfire emergencies on the community, property and the environment.

1.3 Scope

This Bushfire Hazard Sub Plan includes:

- the potential risks and consequences of the emergency to the social, built, economic, agricultural and natural environments;
- the policy and programs in place to mitigate these risks before, during and after an emergency (PPRR);
- the positions with accountability and the agencies responsible for managing specific strategies;
- the multi-agency management arrangements across the whole of ACT government level (include national level arrangements where these exist); and
- links to sources of information where the reader can obtain further detail.

This plan provides strategic information about the ACT arrangements for managing bushfire emergencies. It does not include detail about the operational activities of individual agencies.

1.4 Authorising environment

The ACT *Emergencies Act 2004* is the empowering legislation for the management of emergencies in the ACT.

The ACT *Emergency Plan 2023* identifies ACT's organisational arrangements for managing the response to emergencies.

This sub-plan is a subordinate plan of the ACT *Emergency Plan 2023* and has been approved by the Commissioner of ACT Emergency Services Agency.

The Chief Officer ACT Rural Fire Service (ACTRFS) and the Chief Officer ACT Fire & Rescue (ACT F&R) will work collaboratively to implement the arrangements identified under this Plan to ensure an integrated and effective response to elevated fire danger conditions in the ACT.

1.5 Activation of the plan

The arrangements in this plan apply on a continuing basis and do not require activation.

1.6 Audience

The audience for this plan comprises the ACT Government and agencies within the emergency management sector, including business and community groups with a significant role in the management of the emergency.

Although the wider community is not the primary audience, community members may find the contents of this plan informative.

1.7 Linkages

This plan reflects legislation, the arrangements in the ACT *Emergencies Act 2004*, the ACT *Emergency Plan 2023* and the accepted territory practice for managing emergencies. The arrangements in the ACT *Emergency Plan 2023* have not been repeated unless necessary to ensure context and readability. Any variations from these arrangements have been identified and justified.

In addition to the ACT *Emergencies Act 2004*, and ACT *Emergency Plan 2023* the following documents relate to the management of bushfire emergencies:

- *Strategic Bushfire Management Plan (SBMP) 2025 – 2030* is the overarching document that directs all levels of bushfire planning in the ACT. Its purpose is to provide a strategic framework to protect the ACT community from bushfires and reduce resulting harm to the physical, social, cultural, and economic environment of the Territory. To achieve this, the SBMP sets objectives and describes principles for:

- Agency and community preparation and resource capabilities for bushfires
- Bushfire hazard assessment and risk analysis
- Bushfire prevention, including hazard reduction
- Adaptive management and continuous improvement
- Land-use and development planning
- Bushfire recovery and resilience building
- Bushfire research and innovation
- Cross-border and inter-agency coordination
- Integration of cultural fire knowledge and Indigenous land management practices.
- SBMP Implementation Plan, articulates to stakeholders their roles and responsibilities under the SBMP.
- ACT Elevated Fire Danger Plan.
- Joint Arrangement for Fire Management Operations in the ACT between the City and Environment Directorate (CED) and the Justice and Community Safety Directorate (JACS).
- ACT Heatwave Sub Plan.
- Community Communication and Information Plan.
- ACT Grass and Bushfire Warnings Procedure.

1.8 Exercising and evaluation

This plan will be exercised within one year from the date of approval. The exercise will be evaluated and, where improvements to the emergency management arrangements in this plan are required, the plan will be amended, and a revised version issued. Exercises will be conducted in accordance with the ACT ESA Exercising Framework.

1.9 Review

This plan will be reviewed and updated every 3 years. Consideration will be given to an earlier revision if the plan has been applied in a major emergency or exercise or following a substantial change to the relevant legislation or arrangements.

2 The Emergency Context

2.1 The ACT Bushfire Risk

Details of the ACT Bushfire Risk including history, bushfire risk management, bushfire risk factors and at-risk assets and impact of changing climate are contained in the SBMP and Territory Wide All Hazards Risk Register (TWAHRR).

2.2 Classification of Bush and Grass fires

Bush and grass fires of varying size and level of intensity can occur during a range of climatic conditions across a wide variation in landscape and land use. ESA has adopted the Australasian Inter-service Incident Management System (AIIMS) incident level classifications.

Level 1

A bush or grass fire under the control of the responsible firefighting service, whether or not assistance is provided by other agencies, and is of a size and level of intensity whereby the Incident Controller supported by Unified Command arrangements along with all Incident Management Team (IMT) functions are managed from the incident location.

The provision of information, advice and warnings to the community will be via the ESA Public Information and Engagement Team or an appointed Public Information Officer. Coordination will occur via individual Service Duty Officer arrangements.

Level 2

A bush or grass fire, which by necessity due to its complexity requires the support of an appointed IMT. Complexity may be influenced by size, weather conditions, proximity to residential and/or critical infrastructure or other factors as determined by the on-scene Incident Controller or the Chief Officers. An Incident Control Centre (ICC) is to be established and key IMT functions as determined by the Incident Controller will be undertaken within the ICC. The IMT as default will be located at the ESA ICC, approval is required from the Chief Officer for other locations.

An Emergency Coordination Centre (ECC) may be established to support the IMT. The provision of information, advice and warnings to the community will be via a Public Information Officer, or if required a Public Information Coordination Centre (PICC) may be established to undertake these functions. Emergency Coordination and Public Information functions while having separate structures to the IMT, will report to the IC.

The Incident Controller and identified IMT functional officers are located at the ICC. Divisional Commander(s) supported by a Unified Command model, are established at the incident location.

If there are multiple bush or grass fires burning which create competing demands for resources and information, attract significant public interest and require overall coordination, a Chief Officer in consultation with the other Chief Officer may determine that all bush or grass fire incidents be managed under Level 2 Command and Control arrangements.

All Level 2 bush or grass fires must be declared by the ACT Rural Fire Service Chief Officer, with the completion of template which is at Appendix 2.

Level 3

A Level 3 Incident will be where the complexity of bush fire incidents or potential incidents requires Command and Control across the Territory and additional significant resources may be required and sought from other jurisdictions. An IMT will be established to co-ordinate resource deployments and information for individual fire-ground locations as well as undertaking key IMT functions. The IMT will be located in the ESA ICC.

An Emergency Coordination Centre (ECC) will be established to support the IMT. The Public Information Coordination Centre (PICC) will be established to undertake the provision of information, advice and warnings to the community. Emergency coordination and Public Information functions while having separate structures to the IMT, will report to the Incident Controller, or Emergency Controller (EC) in the event one is appointed (see below).

The Incident Controller and IMT functional officers are located at the ICC and a Divisional Commander supported by a Unified Command model at each incident location.

All bush or grass fire or fires that occur at Level 3, will fall under the control of the IMT.

All Level 3 bush or grass fires must be declared by the ACT Rural Fire Service Chief Officer with the completion of template, which is at Appendix 2. The recommendation to a Level 3 incident in most cases should come from the Incident Controller

Notification to the ESA Commissioner shall follow any declaration of a Level 2 & 3 incident.

Revocation of all Level 2 & 3 fires shall be by the ACT Rural Fire Service Chief Officer, with the completion of template which is at Appendix 3.

2.3 Fire Danger/Behaviour Index and Fire Danger Ratings

The ACT adheres to the Australian Fire Danger Rating System that is in place and coordinated through the Australian and New Zealand Council for Fire and Emergency Services (AFAC).

2.4 Elevated Fire Danger Conditions

As outlined in the *ACT Elevated Fire Danger Plan*.

3 Consequences

3.1 If a bushfire occurs the impacts may include:

- loss of life and people injured;
- homes and businesses destroyed; even where they are well prepared and constructed;
- damage and/or destruction of rural assets;
- power, gas, water, sewerage and phone services disrupted or destroyed;
- impacts on environmental and ecological values;
- loss of environmental integrity resulting in soil erosion and reduced water quality.
- Impacts on catchment values;
- Government facility closures, including the closure of education facilities;
- public events and / or mass gathering event cancellations;
- economic cost to the Territory and local businesses;
- public health issues related to reduced air quality;

- destructive fires, some of which will threaten suddenly, and potentially with limited opportunity to provide warnings;

3.2 Consequence Management

Effective recovery in the ACT will require the application of government and non-government resources and capability in planned and coordinated activities. Arrangements for the coordination of recovery efforts provided by the ACT Government and other agencies in respect of community, economic, infrastructure and environmental elements are set out in the ACT Recovery Plan.

This plan should be read in conjunction with the ACT Recovery Sub-Plan (Economic, Environment and Infrastructure), the Community Recovery Sub-Plan, and the ACT Emergency Evacuation Policy. (See also 1.7 Linkages)

4 Collaboration

4.1 First Response Arrangements

First response to all bush and grass fires in the ACT will be by the nearest available, most appropriate resource, irrespective of jurisdiction (with confirmation from respective Duty Officer) or Service. Any firefighting agency that observes a fire near its location, will take appropriate action to suppress the fire if it is safe and practicable to do so.

The ACTRFS and/or ACTF&R will respond to or investigate any fire within their respective jurisdiction in accordance with legislation, Standard Operating Procedures (SOPs), Memorandum of Understanding (MOUs) and Mutual Aid Agreements (MAAs).

4.2 Duty to Notify

Any firefighting agency/land manager that observes a fire on any tenure will inform the ACTESA Communications Centre (ComCen). ACTESA ComCen will advise the relevant responsible firefighting agency of the response being made to that fire.

If the fire is on land managed by the CED, the ACTRFS Duty Officer will notify the CED Parks and Conservation Service Fire Duty Officer/Agency Rep.

Notification to other Territory and Commonwealth Government Agencies, who manage land or assets will be in accordance with the ACT Emergency Plan.

4.3 Emergency information and warnings

General information, advice and warnings will be undertaken consistent with the *Community Communication and Information Sub Plan* and the *ACT Grass and Bushfire Warnings Procedure*.

4.4 Incident Command and Control

Implementation of all hazard command and control arrangements requires adoption and understanding by all Services/Agencies of the AIIMS Incident Control System (ICS).

The ACT adopts the AIIMS IMT Structure for bush and grass fires.

4.5 Incident Control Centres

In accordance with the *ACT Emergency Plan* the ICC is located at the ACTESA Headquarters, 9 Amberley Ave; in Fairbairn Business Park, Majura. The backup ICC location is 63-89 David Warren Road Hume or Building 3, 9 Sandford Street, Mitchell.

4.6 Incident Management Teams (IMTs)

When an IMT is formed for the management of bush and grass fires within the ACT, the key positions within the IMT will be resourced from the list of approved personnel managed by ESA. Wherever practicable, IMTs should be resourced as a multi-agency IMT recognising the need for appropriate competencies, skills, knowledge and attitude to fulfil such roles, preference will be given to the legislative owner of the Incident.

From time to time, IMT personnel may be drawn from beyond the ACT and such resources will be approved and appointed by the relevant Chief Officer in consultation with the Incident Controller.

The key functional roles of the IMT may be appointed by the Incident Controller and/or the Chief Officer for IMT establishment, as per AIIMS principles and ACT Rural Fire Services SOP's, Policies and Guidelines applicable to these functional roles. The ACTRFS Chief Officer is to inform the Commissioner when an IMT is formed.

4.7 Pre-formed Incident Management Teams

On days of elevated fire danger or potential fire impact into the ACT, the ACT Rural Fire Service Chief Officer will establish a pre-formed multi agency Incident Management Team as per the *ACT Elevated Fire Danger Plan*.

4.8 Unified Command

Unified Command means the command element comprising all relevant responding Services/Agencies under a set structure possessing a common set of incident objectives and strategies focused on the management of an incident.

Unified Command is a fundamental principle of the AIIMS framework by providing an underpinning philosophy to support the functions of Operations / Divisional Command and Sector Command where there is a multi-agency presence with the requirement to execute multiple functions as determined by each Service's/Agencies statutory, regulatory or operational obligations.

Unified Command does not abrogate any individual or Services/Agencies' statutory, regulatory or operational obligations and responsibilities.

4.9 Emergency Controller

The Chief Minister may appoint an Emergency Controller in accordance Section 150A of the *Emergencies Act 2004*. If this occurs, the Incident Controller and associated structures (consistent with the arrangements identified above) will remain in place managing operational response to the incident and reporting to the Emergency Controller.

The functions and powers of an Emergency Controller are identified in Sections 150B and 150C (no declared emergency) and Sections 160 and 160A (declared emergency) of the Act. The Chief Minister retains the capacity to direct that the Emergency Controller is not to have a particular function or part of a function or has another stated function. General provisions applying if the Emergency Controller is appointed are identified under division 7.3.1A of the Act including the requirement to form a management executive and provision of advice to the Minister or Chief Minister. The statutory powers of an Emergency Controller are not reduced because it is not necessary to declare a State of Emergency.

4.10 Incident Controller

Appointment of the Incident Controller for Level 1 Incidents

- **Fires in the Built-Up Area (BUA)**

The first arriving resource, irrespective of Service/Agency, will assume Incident Control. If the first arriving resource is ACTF&R, then control will remain with that Service. If not, control will be handed over to the ACTF&R Senior Officer as soon as it is safe and practicable to do so unless otherwise agreed by that Officer. The determination of “safe and practicable” rests with the ACTF&R Senior Officer.

- **Fires in the Rural Area (outside the Built-Up Area)**

The first arriving resource, irrespective of Service/Agency, will assume Incident Control. If the first arriving resource is ACTRFS then control will remain with that Service. If not, control will be handed over to the senior ACTRFS officer as soon as it is safe and practicable to do so unless otherwise agreed by that Officer. The determination of “safe and practicable” rests with the ACTRFS Senior Officer.

Appointment of the Incident Controller for Level 2 and Level 3 Incidents

In circumstances where a fire is burning in the Territory or is within its vicinity that would be classified as a Level 2 or 3 fire, the ACT Rural Fire Service Chief Officer will determine the structure and composition of an Incident Management Team including the appointment of the Incident Controller and Deputy Incident Controller/s. Priority should be given to the appointment of an Incident Controller that can be appointed for the entire duration of the incident. In the event of a prolonged incident the Incident Controller will nominate a Deputy Incident Controller/s to act for them while they are not available.

Deputy Incident Controller

In complex incidents or where multiple bushfires occur concurrently it may be appropriate that one (or more) Deputy Incident Controllers are appointed for the operational command of resources based on functional areas or fire agency structures. Likewise, Deputy Incident Controllers may be appointed to oversee functional areas where it is appropriate the IC maintain a strategic and operational oversight of operations.

Appointment of Incident Controller and Deputy Incident Controllers during a Level 2 and Level 3 Incident requires the completion of template which are at Annexure 4.

5 Key Stakeholder Agencies

Key stakeholders are those entities outside of ACT ESA that have an identified role, through this plan, in bush and grass fire preparedness, response and recovery in the ACT. Key stakeholder agencies identified for the management of bush and grass fire events in the ACT, and stakeholder agency roles and responsibilities, are as follows:

5.1 ACT ESA

The wider capabilities of the ACT ESA and the Services will support the Lead Response Agency (ACTRFS) before, during and after a bush or grass event in the ACT, in accordance with arrangements in place to undertake the functions identified, through existing agency procedures and/or specific operational response plans for severe weather conditions.

5.2 Parks and Conservation Service

The Parks and Conservation Service (PCS) is the largest land manager in the ACT and is a business unit within the City and Environment Directorate (CED) responsible for management of the ACT's National Park, Nature Reserves, plantation forestry and unleased Territory lands. Consistent with the *Emergencies Act 2004*, PCS is responsible for the management of bushfire risk by managing fuels on these lands, which represent more than 75% of the total area of the ACT. PCS supports ESA in accordance with the Joint Arrangement for Fire Management Operations in the ACT between CED and JACS. PCS are a brigade of the ACTRFS for firefighting under the *Emergencies Act 2004*.

5.3 City and Environment Directorate

The City and Environment Directorate is responsible for ensuring appropriate arrangements are in place to carry out the functions identified in response to bush and grass fire events. These arrangements may be implemented through existing agency procedures or specific operational response plans. Additional actions such as road closures are outlined in relevant operational plans.

The Directorate also holds responsibility for the management of displaced household domestic animals, which may include providing support at Evacuation Centres, if established.

The Directorate will ensure suitable arrangements are in place to manage elevated fire danger conditions, using established procedures or tailored operational response plans.

The ACT Heritage Council maintains a register of heritage places and objects within the ACT. This register is made available to emergency services for planning and operational purposes and is used to inform the development of Bushfire Operational Plans for heritage listed properties.

5.4 Chief Minister, Treasury and Economic Development Directorate

The Directorate will ensure appropriate arrangements are in place to undertake the functions identified, through existing agency procedures or specific operational response plans for elevated fire danger conditions. Other actions, including closure are detailed in operational plans.

5.5 Justice and Community Safety Directorate

The Directorate will ensure appropriate arrangements are in place to undertake the functions identified, through existing agency procedures or specific operational response plans.

5.6 Canberra Health Services

The Directorate will ensure appropriate arrangements are in place to undertake the functions identified, through existing agency procedures or specific operational response plans for elevated fire danger conditions. No facilities managed by Canberra Health Services are closed under elevated fire danger conditions, although other actions are taken and detailed in operational plans.

5.7 ACT Policing

ACT Policing will ensure appropriate arrangements are in place to undertake the functions identified, through existing agency procedures or specific operational response plans for bush or grass fires. ACT Policing and subordinate agencies may have the following roles and functions during and after a bush or grass fire in the ACT:

- Investigate any identified criminal activity due to fire ignition
- Investigate on behalf of the coroner any deaths or serious injuries resulting from bush or grass fires
- Maintain law and order in areas affected by bush or grass fires
- Coordinate and cooperate with ACTRFS to provide a Whole of Government response to bush or grass fires, including evacuations if required
- Undertake traffic control duties, as required
- Undertake Police Forward Command coordination as necessary.

5.8 Health and Community Services Directorate

The Directorate will ensure appropriate arrangements are in place to undertake the functions identified, through existing agency procedures or specific operational response plans for elevated fire danger conditions other actions, including closure are detailed in operational plans.

5.9 Infrastructure Canberra

The Directorate will ensure appropriate arrangements are in place to undertake the functions identified, through existing agency procedures or specific operational response plans for severe weather conditions.

5.10 Education Directorate

The Directorate will ensure appropriate arrangements are in place to undertake the functions identified, through existing agency procedures or specific operational response plans for elevated fire danger conditions.

5.11 Evoenergy

Evoenergy will ensure appropriate arrangements are in place to undertake the functions identified, through existing agency procedures or specific operational response plans for bush and grass fires. Evoenergy, its contractors and subordinate agencies may have the following roles and functions during and after a bush or grass fire in the ACT:

- Ensure safety of immediate operational area for emergency services response
- Access to threatened areas to carry out isolation work of gas and/or electricity to mitigate damage in the event of a severe bushfire impacting residential buildings on the urban fringe
- Conducting damage assessments of the electricity network
- Enacting the Energy Networks Emergency Management Plan if applicable
- Stand up of the Evoenergy Emergency Management Team and/or ActewAGL's Crisis Management Team
- Restoration and repair of Electricity Network supply and infrastructure
- Restoration and repair of Gas Network supply and infrastructure
- Identification and removal of potential hazards to the Electricity Network, and Gas Network.

5.12 Icon Water

Icon Water will ensure appropriate arrangements are in place to undertake the functions identified, through existing agency procedures or specific operational response plans for bush or grass fires. Icon Water may have the following roles and functions before, during and after a bush or grass fire in the ACT:

- Provision of staff to perform incident liaison roles.
- Undertake PPRR activities for water supply and sewerage infrastructure and services.
- Participate in IMT with AIIMS qualified staff where required.
- Provide advice on catchment management issues (e.g. use of fire retardant) as it relates to water quality.
- Restoration and repair of critical water supply infrastructure.

6 Capability

Stand Up Arrangements – ACTRFS Operations Readiness Matrix Appendix 5.

7 Appendices

Appendix 1 – Glossary

Appendix 2 – Declaration of Level 2 & 3 Fires

Appendix 3 – Revocation of Level 2 & 3 Fires

Appendix 4 – Appointment of Incident Controller/Deputy Incident Controller Level 2 & 3 Fires

Appendix 5 – ACTRFS Operational Readiness Matrix

Appendix 1 – Glossary

The *Emergencies Act* 2004 and the ACT Emergency Plan contain definitions and other provisions relevant to this Plan.

Other definitions used in this plan, where not defined in the Plan are:

AFAC – Australian and New Zealand Council for Fire and Emergency Services (AFAC) is the peak body for fire, land management and emergency service organisations in Australia and New Zealand. Its members are public and private sector organisations, representing a workforce of over 250,000 emergency management professionals, both volunteers and career staff.

AIIMS – Australian Inter-Service Incident Management System (AIIMS) is the nationally recognised system of incident management for the nation's fire and emergency service agencies. Organisational principles and structure are used to manage bushfires and other large emergencies (e.g. floods, storms, cyclones etc.) utilising the all agencies approach.

Bushfire Season is the period from the beginning of October in a year to the end of March in the next year. However, the Commissioner may, in writing, declare a different date to be the beginning or end of a bushfire season.

Appendix 2 – Declaration of Level 2 & 3 Fires

Australian Capital Territory

Level 2 and Level 3 Rural Fire Declaration

Made under the

ACT *Emergencies Act 2004*, Functions of the Chief Officer s 30 (3).

I _____ Chief Officer of the ACT Rural Fire Service declare
commencing immediately that the _____ fire be made a Level
2* / 3* fire under the control of the appointed Incident Controller.

* (strike out whichever is not applicable)

Signature: _____

Date: _____

Time: _____

Appendix 3 – Revocation of Level 2 & 3 Fires

Australian Capital Territory

Level 2 and Level 3 Rural Fire Revocation

Made under the

ACT Emergencies Act 2004, Functions of the Chief Officer s 30 (3).

I _____ Chief Officer of the ACT Rural Fire Service revoke the
_____ fire as a Level 2* / 3*.

Effective from:

Date: _____

Time: _____

* (strike out whichever is not applicable)

Signature: _____

Date: _____

Time: _____

Appendix 4 – Appointment of Incident Controller/Deputy Incident Controller Level 2 & 3 Fires

Australian Capital Territory

Incident Controller & Deputy Incident Deputy Incident Controller Appointment for Level 2 and Level 3 Rural Fires.

Made under the

ACT *Emergencies Act 2004*, Functions of the Chief Officer s 30 (3).

I _____ Chief Officer of the ACT Rural Fire Service appoint
_____ as Incident Controller* / Deputy Incident
Controller* for all Level 2 and 3 rural fires within the Australian Capital Territory.

Effective from:

Date: _____

Time: _____

* (strike out whichever is not applicable)

Signature: _____

Date: _____

Time: _____

Appendix 5 – ACTRFS Operational Readiness Matrix

NB: The RFS Chief Officer through the RFS Duty Officer has the right to modify any readiness level based on the individual circumstances

Level	One	Two	Three	Four	Five
Fire Behaviour Index	0 - 15	16 – 29	30 – 49	50 – 74 or TOBAN	75+
HQ Staff	BAU	BAU	BAU	Non-rostered staff availability known	Non-rostered staff availability known
RFS Duty Officer	BAU	BAU	Consider DO at ESA HQ when FBI 30-35 FBI >35 DO to be at ESA HQ	DO in ComCen while forecast FBI > 40. DO can leave upon actual FBI dropping < 40 for more than 1hr. Night DO on standby.	DO in ComCen while forecast FBI > 40. DO can leave upon actual FBI dropping < 40 for more than 1hr. Night DO rostered.
Minimum Standup requirements (timings determined by forecast FBI)	BAU	BAU	DO consider based on FBI risk location for standup: 4 x Tankers, 1 x Command	Consider based on FBI risk location: 10 x Heavy Tankers 2 x Command 2 x Bulk Water	All available stations stood up 1 hour prior to expected extreme conditions FBI>50
Bush and Grass Initial Response	1 x Tanker	2 x Tankers	2 x Tankers 2 x Medium/Light Units 1 x Command	3 x Tankers 2 x Medium/Light Units 1 x Bulk Water 1 x Command SIG 1 x Helitack or DO advise of closest most appropriate	4 x Tankers 2 x Medium/Light Units 1 x Bulk Water 2 x Command SIG 1 x Helitack consider second strike team readied

IMT Activation	N/A	Level 2/3 Ops managed from available staff and members	Consider pre-identified Level 3 IMT availability	DO to consider preformed Level 3 IMT determined by forecast and rostered for next 48 hrs	Pre-formed Level 3 IMT in place and rostered for up to 72 hours
Heavy Plant	N/A	BAU	DO consider heavy plant availability with PCS and best location for staging	2 x Dozers 1 x Grader available on request, locations advised to RFSDO	2 x Dozers (on float) 1 x Grader located as per direction of IMT
Aviation	N/A	BAU 30 min activation if aircraft contract in place	Aircraft available on immediate callout (during contract). Outside of contract call when needed.	Aircraft available on immediate callout.	Aircraft available on immediate callout
Airbase / Heli base Personnel	N/A	BAU	Consider AOB, ABM and ARO x 2 based on aircraft stand up	AOB and ABM stood up from 1000 at Heli base. Consider standing up LAT base.	AOB and ABM stood up from 0900 at Heli base. LAT Base stood up
RAFT	N/A	Consider RAFT team availability and consider standup	RAFT team identified – 30 minute availability and risk assessment to be completed by the IMT	RAFT operations likely outside risk parameters. Consider not deploying	RAFT operations likely outside risk parameters. Not to be deployed
Fire Detection Cameras	N/A	Not required unless significant lightning event in previous 72 hours or requested by RFS DO	2 x Fire Detection Camera Operators stood up 1100-1900 (RFS DO can stand down operators earlier as required)	2 x Fire Detection Camera Operators stood up 1000-2000.	2 x Fire Detection Camera Operators stood up 0900 – last light
ESA Public Liaison Unit	ESA Media DO on call	ESA Media DO on call	Consider requesting PIO stood up at HQ. Pre-identified PLU roster confirmed. ESA Media DO on call	PLU stood up 1000-2000 (or as required) with staffing planned for 48 hrs. Overnight on-call arrangements in place	PLU stood up 0800-2200 with staffing planned for 72 hours.
Public Information Coordination Centre	N/A	N/A	N/A	PIC advised of current situation	PICC stood up, pending WHOg impact

NSW LO	As per MAA	As per MAA	Contact with adjoining NSWRFSD districts to confirm cross border LO, IMT and response arrangements	Contact with adjoining NSWRFSD districts to confirm cross border LO, IMT and response arrangements. Consider ACT LO to NSW RFS HQ.	ACT Liaison Officers to NSWRFSD HQ
FBAN DO	BAU	BAU	FBAN DO to liaise with RFSDO regarding outlook. FBAN DO at ESAHQ FBI > 35. Review of requesting ToBAN if likely to be FBI40+	FBAN DO in ComCen, may take IMT position	FBAN DO in ComCen, may take IMT position