



Planned Burn Notification Process

Scope	This Operations Bulletin applies to all CFA Brigades and their members.
Purpose	To provide CFA Brigades and their members with the process to be undertaken to create and disseminate planned burn notifications to communities, stakeholders and the State Control Centre (SCC).
Details	<p>It is essential that stakeholders and interest groups are notified of intentions to burn (where relevant), these may include:</p> <ul style="list-style-type: none">• adjoining landholders, occupiers and/or service providers (including Police, ESTA (VicFire), SCC and other appropriate government agencies);• licensed forest operators and other licensees as appropriate;• those with pecuniary interests or private property within or near the Burning Unit, such as licensed forest operators (machinery, harvested produce), beekeepers (beehives) or graziers (stock); and• local media, especially in relation to smoke. <p>CFA Brigades should undertake this notification process at their own discretion; however it does not replace the requirement for a Prescribed Burn Plan (refer to Chief Officer's Standard Operating Procedures 9.39 and 9.40).</p> <p>CFA Brigades must use the 'Planned Burn Notification Template' found on the IMT Toolbox > Public Information > Planned Burning. The template provides burn details to communities through local media and on fire agency public websites via the SCC Public Information Section.</p> <p>Process:</p> <ol style="list-style-type: none">1. Use 'Planned Burn Notification Template' located within the IMT Tool Box. Fill in the required fields.2. Ensure that the relevant CFA District is clearly identified within the 'Planned Burn Area' heading (e.g. District 24 - Baranduda Heaps).3. Ensure that an expiry date and time is included.4. Have Planned Burn Advice authorised by the Prescribed Burn Controller.5. For community awareness, email or otherwise forward the Planned Burn Advice to:<ul style="list-style-type: none">• local media and stakeholders as identified by the Brigade (including the CFA Rostered Duty Officer (RDO)); and• Local DSE management (confirm with the RDO as to who will do this);• Include the SCC Public Information Section to the email distribution list.



(sccvic.pubinf@scc.vic.gov.au).

6. Notify ESTA (1800 668 511) via phone of the Planned Burn activity.
7. The SCC Public Information section will process the Planned Burn Advice and publish the information to the DSE Planned Burns website and Victorian Bushfire Information Line.
8. Planned burn notifications are to be issued during normal business hours. If the planned burn notification is issued outside of normal business hours the DSE State Agency Commander should be contacted on (03) 9032 3600 to ensure the notification is processed by a Warnings and Advice Officer.

Further Information	Call Project Manager - Continuous Improvement – Warnings ☎ 9262 8917 at CFA HQ if further advice is required
Approval	Chief Officer Euan Ferguson.