



Building Code & Bushfire Hazard Solutions

(Pty. Limited) ABN 19 057 337 774
PO Box 124, Berowra NSW 2081
Telephone: (02) 9457 6530 Facsimile: (02) 9457 6532
www.bushfirehazardsolutions.com.au



Tolucy P/L
C/- Minto Planning Services
PO Box 424
BEROWRA NSW 2081

15th September 2020
Our Ref. 191143C

Attn: Mr Andrew Minto

**Re: PROPOSED SENIORS HOUSING DEVELOPMENT
LOT 368 DP 752017 / 58 LAITOKI ROAD, TERREY HILLS NSW
BUSHFIRE RESPONSE**

Dear Andrew,

It is understood that an application has been submitted to the NSW Department of Planning & Infrastructure for a new Site Compatibility Certificate (SCC) to facilitate a Seniors Housing Development at 58 Laitoki Road, Terrey Hills. The Seniors Housing Development will comprise of a Residential Aged Care Facility containing ninety (90) beds and forty-eight (48) Services Self-care Dwellings.

By way of background it is advised that:

1. A Site Compatibility Certificate was previously issued for the site on the 14th July 2017.
2. Pursuant to that Certificate Development Consent No. 2018/1752 was approved by the Land & Environment Court of NSW via Proceedings No. 2018/398283 on the 12th July 2019.
3. That decision is currently the subject of an Appeal under Section 56A of the Land & Environment Court Act.
4. This application for a Site Compatibility Certificate is made in the case that the matter is referred back to the Court for determination.

As part of the aforementioned legal proceedings Building Code & Bushfire Hazard Solutions P/L prepared a response to Clause 27 (h) of *State Environmental Planning Policy (Housing for Seniors of People with a Disability) 2004* (dated 16th May 2019), a Bushfire Design Impact Response (dated 1st July 2019) and a Bush Fire Emergency Management Plan (dated June 2019).

It is understood that the NSW Department of Planning & Infrastructure have advised that Cumulative Impact Assessment in accordance with Clause 25(2)(c) of the SEPP is required for the current SCC application. This assessment is required to give consideration to matters such as:

- (a) take into account the capacity of existing or future services and infrastructure (including water, reticulated sewers and public transport) to meet the demands arising from the proposal and any proposed financial arrangements for infrastructure provision, and
- (b) take into account the capacity of existing or future road infrastructure to meet any increase in traffic as a result of proposed development

In this regard we acknowledge that there is an active SCC (SCC2020NBEAC-2) under assessment for 25 Laitoki Road, Terrey Hills in relation to the construction of 54 dwellings pursuant to *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004*.

We can confirm that the documents prepared by Building Code & Bushfire Hazard Solutions P/L for the legal proceedings as detailed herein remain valid and that there are no increased bushfire safety issues arising as a result of the proposed development at 25 Laitoki Road, Terrey Hills.

Prepared by
Building Code & Bushfire Hazard Solutions



Stuart McMonnies
Manager Bushfire Section
G. D. Design in Bushfire Prone Areas.
Certificate IV Fire Technology
Fire Protection Association of Australia BPAD – L3 Accredited Practitioner
Certification number – BPAD9400



Building Code & Bushfire Hazard Solutions P/L



David McMonnies, AFSM. / M I Fire E
Managing Director
Masters of Construction Mgt.
G. D. Design in Bushfire Prone Areas.
Fire Protection Association of Australia BPAD – L3 Accredited Practitioner
Certification number – BPAD2354





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McKees Legal Solutions
PO Box 7909
BAULKHAM HILLS NSW 2153

1st July 2019
Our Ref. 191143

Attn: Mr David Tyrrell

**Re: PROPOSED SENIORS HOUSING DEVELOPMENT
LOT 368 DP 752017 / 58 LAITOKI ROAD, TERREY HILLS NSW
NORTHERN BEACHES COUNCIL ATS TOLUCY PTY LTD –
LAND AND ENVIRONMENT COURT PROCEEDINGS NUMBER 2018/398283
BUSHFIRE DESIGN IMPACT RESPONSE**

Dear David,

This statement has been prepared in accordance with Division 2 of Pt 31 of the Uniform Civil Procedure Rules (UCPR) and the Expert Witness Code of Conduct in Schedule 7 of the UCPR. I have read the Expert Witness Code of Conduct and agree to be bound by it.

The development proposal relates to the construction of a new seniors housing development, comprising of a 90 bed residential aged care facility and 48 self-contained dwellings, within an existing allotment known as 58 Laitoki Road, Terrey Hills (Lot 368 DP 752017).

The purpose of this statement is to provide an assessment that details the effect of achieving a BAL 12.5 rating under Australian Standard 3959 'Construction of buildings in bushfire-prone areas' 2009 (AS3959) to the RACF as requested in Direction 174(1) of the judgment issued by the Land and Environment Court NSW on 21st June 2019.

The intent of section 5 (BAL 12.5) of AS3959 is to provide protection to a building against the indirect forms bushfire attack, primarily being embers.

To mitigate ember attack generally the application of BAL 12.5 requires the installation of aluminium, steel or bronze metal mesh screens over all operable windows (installed internally or externally), ensuring doors when in the closed position provide gaps no greater than 3mm (may require installation of draught excluders and seals) and ensuring gaps greater than 3mm are sealed or screened with metal mesh.

In relation to this matter I have reviewed the 'Elevations – RAC' (rev B, dated 15/4/19) and 'RAC External Material Palette' (rev A, dated 9/10/18) prepared by Caldower Flower Architects to provide an assessment of the impact on building design and material selection when applying a BAL 12.5 rating to the RACF.

As a suitably qualified bushfire practitioner I am satisfied that the proposed design and material palette has the capacity to comply with section 5 (BAL 12.5) of AS3959. In this regard it is noted that there are several 'timber look products' which satisfy BAL 12.5.

As AS3959 is a construction standard it does not address landscaping. While the building materials of the proposed 'metal mesh screen with vegetation 'Ronstan' or similar' on the southern elevation can satisfy the technical requirements of BAL 12.5 it is recommended that the 'green wall' design feature be substituted / removed to satisfy the intent of the wall requirements in BAL 12.5 – being wall cladding less than 400mm from finished ground level is of a standard not conducive to pilot ignition caused from burning embers and material lodged against the building.

Prepared by
Building Code & Bushfire Hazard Solutions



Stuart McMonnies

Manager Bushfire Section

G. D. Design in Bushfire Prone Areas.

Certificate IV Fire Technology

Fire Protection Association of Australia BPAD – L3 Accredited Practitioner

Certification number – BPAD9400



Quote from Planning for Bush Fire Protection 2006, 'Any representation, statement opinion, or advice expressed or implied in this publication is made in good faith on the basis that the State of New South Wales, the NSW Rural Fire Service, its agents and employees are not liable (whether by reason of negligence, lack of care or otherwise) to any person for any damage or loss whatsoever which has occurred or may occur in relation to that person taking or not taking (as the case may be) action in respect of any representation, statement or advice referred to above.'

Similarly the interpretations and opinions provided by Building Code and Bushfire Hazard Solutions in regard to bushfire design, protection and mitigation are also given in the same good faith.



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McKees Legal Solutions
PO Box 7909
BAULKHAM HILLS NSW 2153

16th May 2019
Our Ref. 191143

Attn: Mr David Tyrrell

**Re: PROPOSED SENIORS HOUSING DEVELOPMENT
LOT 368 DP 752017 / 58 LAITOKI ROAD, TERREY HILLS NSW
NORTHERN BEACHES COUNCIL ATS TOLUCY PTY LTD –
LAND AND ENVIRONMENT COURT PROCEEDINGS NUMBER 2018/398283
BUSHFIRE RESPONSE**

Dear David,

This statement has been prepared in accordance with Division 2 of Pt 31 of the Uniform Civil Procedure Rules (**UCPR**) and the Expert Witness Code of Conduct in Schedule 7 of the UCPR. We have read the Expert Witness Code of Conduct and agree to be bound by it.

The development proposal relates to the construction of a new seniors housing development, comprising of a 90 bed residential aged care facility and 48 self-contained dwellings, within an existing allotment known as 58 Laitoki Road, Terrey Hills (Lot 368 DP 752017).

The purpose of this statement is to provide an assessment of the proposals ability to address Clause 27 (h) of State Environmental Planning Policy (Housing for Seniors of People with a Disability) 2004, being:

(h) the nature, extent and adequacy of bush fire emergency procedures that are able to be applied to the proposed development and its site,

The NSW Rural Fire Service (NSW RFS) have undertaken an assessment of the proposal and issued a response to Council (RFS Ref D18/7911, dated 15th May 2019).

It was noted that this response made reference to section 100B of the Rural Fires Act 1997. As the subject site is not mapped as being 'bushfire prone' on Council's Bushfire Prone Lands Map the proposal is not captured under section 100B of the Rural Fires Act 1997.

Clarification was sought from Mr Peter Eccleston (NSW RFS) as to whether the NSW RFS assessed this matter under Clause 27 of SEPP (Housing for Seniors of People with a Disability) 2004, with an email response received on the Wednesday 15th May 2019 stating:

To confirm the details of our phone conversation regarding the RFS response to Northern Beaches Council:

As the land is not mapped as bushfire prone, a bush fire safety authority under section 100B of the Rural Fires Act 1997 is not required. The RFS letter should be viewed as advice to council, in response to consultation under clause 27(3) of State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004.

As advised, the application was incorrectly entered as an application under section 100B of the Rural Fires Act

The formal response to Council included a single condition of consent being:

Evacuation and Emergency Management

The intent of measures is to provide suitable emergency and evacuation (and relocation) arrangements for occupants of special fire protection purpose developments. To achieve this, the following conditions shall apply:

1. An Emergency/Evacuation Plan is to be prepared in accordance with the NSW Rural Fire Service Guidelines for the Preparation of Emergency/Evacuation Plan and comply with Australian Standard AS 3745 -2010 'Emergency Control Organisation and Procedures for Buildings Structures and Workplaces for Residential Accommodation'.

As described in the condition the intent of that measure is to provide suitable emergency and evacuation (and relocation) arrangements for occupants of the development.

The NSW RFS is both the responsible combat agency for bushfires in this area (including being the primary agency for Incident Management Control) and is also the referral authority / agency for developments located on or in the vicinity of bushfire prone land in NSW.

The application of the aforementioned condition issued by the NSW RFS in response to this application is intended to provide suitable emergency and evacuation (and relocation) arrangements for occupants of the site.

In consideration of this we are of the opinion that Clause 27 (h) of State Environmental Planning Policy (Housing for Seniors of People with a Disability) 2004 are able to be adequately addressed with the adoption of this condition which will ensure suitable bush fire emergency procedures will be applied to the proposed development and its site.

Furthermore, we are of the opinion that this condition should form part of the Development Consent and is to be satisfied prior to occupation.

We have also considered the adequacy of access to and from the site for emergency response vehicles. It is of our opinion that the existing public roads are suitable for use by emergency response vehicles.

Prepared by

Building Code & Bushfire Hazard Solutions



Stuart McMonnies

Manager Bushfire Section

G. D. Design in Bushfire Prone Areas.

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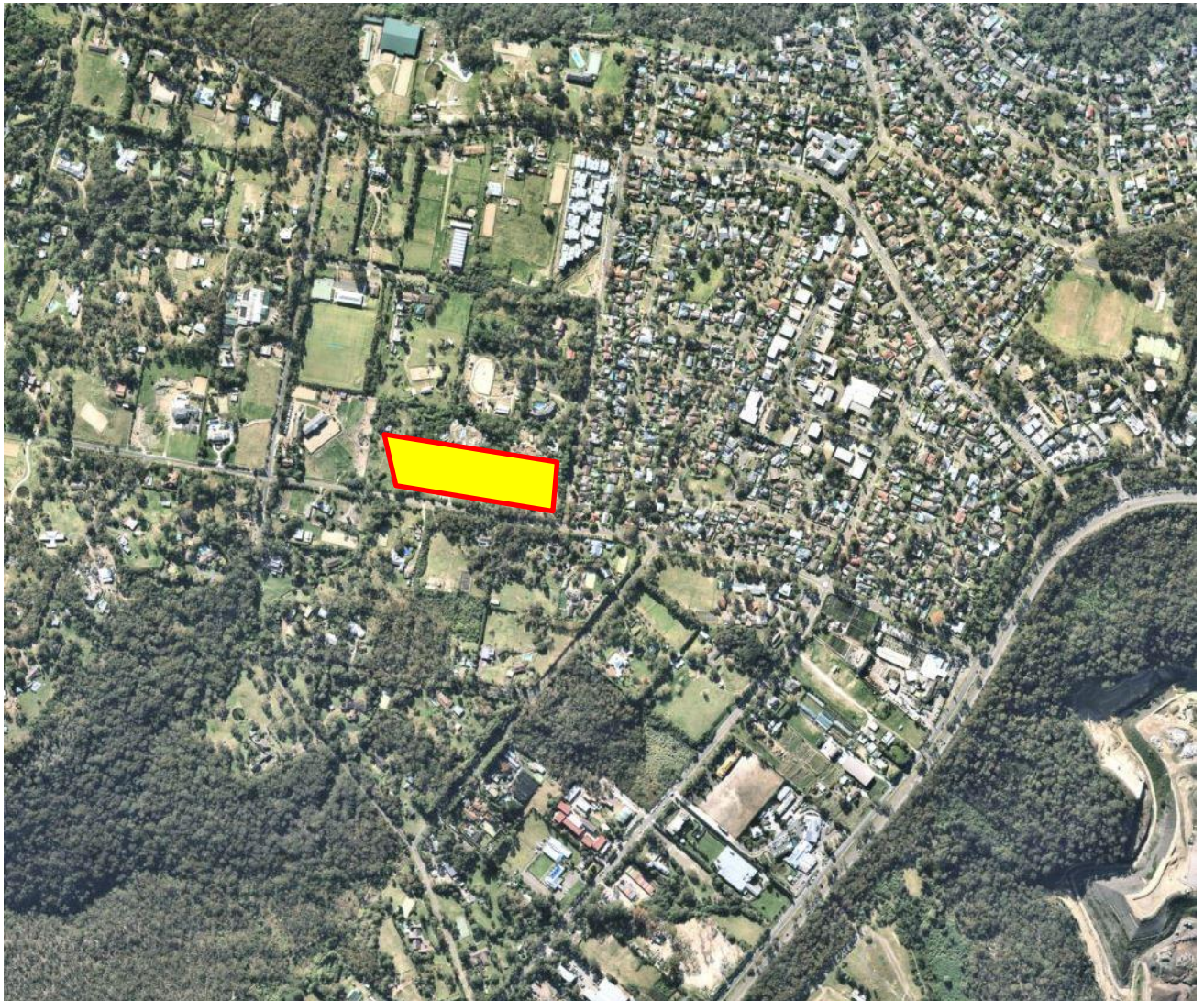
Quote from Planning for Bush Fire Protection 2006, 'Any representation, statement opinion, or advice expressed or implied in this publication is made in good faith on the basis that the State of New South Wales, the NSW Rural Fire Service, its agents and employees are not liable (whether by reason of negligence, lack of care or otherwise) to any person for any damage or loss whatsoever which has occurred or may occur in relation to that person taking or not taking (as the case may be) action in respect of any representation, statement or advice referred to above.'

Similarly the interpretations and opinions provided by Building Code and Bushfire Hazard Solutions in regard to bushfire design, protection and mitigation are also given in the same good faith.

BUSH FIRE EMERGENCY MANAGEMENT PLAN

PROPOSED RETIREMENT VILLAGE RETIREMENT VILLAGE

58 LAITOKI ROAD, TERREY HILLS NSW



PREPARED FOR:

McKees Legal Solutions
Suite G.18/25 Solent Circuit
Baulkham Hills, NSW 2153
June 2019



FORWARD

This Bushfire Emergency Management Plan (Plan) is a draft plan to accord with recent Land & Environment Court proceedings noted as No. 2018/00398283, *Tolucy Pty Ltd vs Northern Beaches Council*. It is noted however that no buildings currently exist on site, nor is the site deemed bushfire prone by the NSW Rural Fire Service or the Northern Beaches Council.

The purpose of this Plan is to provide the Court with a detailed assessment of, and confidence in, the bush fire emergency procedures applied to the proposed development on the subject site. While it is noted that the site is not deemed or mapped to be bushfire prone land, this report is prepared in response to clause 27(2)(h) of the State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004 and will be included as an approved report referred to in the conditions of consent.

The objective of this Plan is to be a simple but effective guide to enable staff, residents and visitors to undertake reasonable and practical measures to enhance their safety during possible bushfire impact.

The formation of an Emergency Planning Committee (EPC) and a separate Emergency Control Organisation for the Village is **mandatory** therefore ALL residents and Staff within the Village will be required to play a role in the effective operation of this Plan. All residents are to take part in any and all necessary activities designed to promote and maintain this Plan in an efficient and fully operational mode.

As this Plan is a “living document” it must be reviewed annually as distinct to the conventional Emergency Management Plans at 5 yearly intervals. The review is to be undertaken by the EPC particularly following any drills or incidents in order to reflect any changing needs of the Village. All changes made to the Plan must be carried out with the co-operation of the Village Manager, and where considered necessary outside services such as Fire Rescue NSW, the NSW Rural Fire Service or an appropriate bushfire consultant can be engaged to assist.

A copy of this Plan should be provided to the Northern Beaches District Office of the NSW Rural Fire Service located at Thompson Drive, Terrey Hills.

Written advice of any revision to this Plan must be clearly displayed on any resident community notice board and a copy of such alterations issued to all residents. Copies of this Plan are to be numbered in order to ensure that all copies can be monitored and properly upgraded as necessary. Copies of this Plan should be located in positions where ready access is afforded to any Warden who may be taking charge of an incident or to the Senior Officer of any attending Emergency Service.

Immediately following an incident, the Chief Warden and Village Manager should prepare a brief report and send it to the Village owners for their review, comment and action as may be required.

Disclaimer:

This Plan has been prepared to accord with the current guidelines however there can be no absolute guarantee that person/s will not be injured at any time during a bushfire emergency incident. As such BCBHS cannot accept any liability for actions undertaken by staff or residents during such an emergency.

ISSUE DETAILS

Prepared by: David McMonnies AFSM / MI Fire E

Building Code & Bushfire Hazard Solutions P/L

Date: June 2019

Fire & Life Safety Consultants

Unit 16/2 Marina Close, Mt Kuring-gai NSW

PO Box 124 Berowra NSW 2081

Tele: (02) 9457.6530 Fax (02) 9457 6532

Web: bushfirehazardsolutions.com.au1st Draft: - June 2019 Client Comment 2019

First issued: - 2019 Client Acceptance 2019

Approved By:

Date:

Plan Issue Number and Details

Copy No	Issued To	Name	Date	Initials
Orig.	Building Code & Bushfire Hazard Solutions P/L	David McMonnies	2019	DKM
1	McKees Legal Solutions	David Tyrrell	2019	
2				

Revision Details

Revision No.1 _____ Prepared by: _____

Client Approval: _____ Client Name: _____

Revision No 2 _____ Prepared by: _____

Client Approval: _____ Client Name: _____

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DEFINITIONS

Alert / Warning Signal

Automatic or verbal advice to all Village occupants alerting them of a developing or an impending bushfire incident.

Area Warden

A Village Unit block resident who, during an emergency, assumes control over a particular residential block or area and who is under the direction of the Chief Warden.

Assembly Area (*bushfire*)

A location where all Village occupants can be gathered in relative safety. The area selected should be free of smoke and wind driven embers.

Building

For the purposes of this document a building means any built structure, including all Village residential unit blocks, out buildings and sheds.

Bushfire

Any uncontrolled fire burning within open bushland.

Bushfire Watch

The process of observing surrounding gardens or other areas for fire ignition from air borne embers.

Chief Warden (Village Resident)

A resident, who assumes full control over an emergency incident within the Village, all other Village occupants and is the prime contact for responding Emergency Services.

Communications Officer (where appointed)

A resident who monitors all forms of electronic communications, two way radios and telephones, radio and TV. The C/O is under the direction of the Chief Warden and shall make contact with other residents and / or the Emergency Services as may be directed by the Chief Warden.

Emergency Control Organisation (ECO)

Village residents appointed by the emergency planning committee to direct and control the Village's bushfire emergency management plan.

Emergency Planning Committee (EPC)

A small group of residents who are responsible for the establishment and maintenance of the bushfire emergency management plan. The EPC usually consists of not more than 3 persons with the Chief Warden as the chair.

Escape, Hide, Tell (AS3745)

Where immediate escape from the village is not considered personally safe, the residents and visitors should hide out of sight, remain silent, or alternatively take other actions to protect their safety.

Evacuation

The process of rapidly moving people from a place of danger or potential danger to more safer area. Usually carried out in a staged manner from point to point or building to building or from the Village to another safe location outside the Village grounds.

Evacuation Signal

Generally either a phone call tree system, common text system, Public Address system or face to face method of advising of an evacuation.

Fire Service

An accredited fire-fighting service or authority. Attending fire services for this region are Fire Rescue NSW and the NSW Rural Fire Service.

Lockdown

The process of securing the Village buildings (fully or partially) or an area to protect its occupants in response to an occurring or imminent threat which may have the potential to cause harm.

In this case bushfire.

Mobility-impaired Persons

Any person with a physical, mental or sensory impairment (either temporary or permanent), who will require assistance from residents to move from an unsafe area to a safer area during an emergency incident.

Neighbourhood Safer Place (NSP)

A 'last resort' location nominated by Local Councils and or the NSW Rural Fire Service where residents within a local region or area can assemble in time of bushfire emergency.

Occupant

Any person who is within the Village's boundaries during a bushfire emergency incident, being either a resident, visitor or contractor.

PEEP

A Personal Emergency Evacuation Plan as may be prepared by or for all residents.

Relocation

The term generally used for the organised transfer of all occupants from an area within the Village which may be subject to a pending bushfire emergency, to a safer location outside that area or the Village's boundaries where several hours are available. (relocation must not be confused with an evacuation)

Resident

Any person who permanently resides within the Village.

Safe Refuge (internal)

A building or part of a building that is specifically designed to better protect people from heat, smoke and toxic gases and provides direct access to an exit and outside the Village.

Safe Refuge (external)

A dedicated 'safe refuge' area as noted by the NSW Rural Fire Service and Northern Beaches Council as being a '*Neighbourhood Safer Place*' or any other safer location.

Shelter-in-Place (no evacuation)

A response option available that allows residents and visitors to remain inside a facility or its buildings on the basis that an evacuation from the Village or building may place residents and visitors at greater risk of harm than sheltering in place.

Staging Area

A pre-arranged area (or areas) as determined by the EPC where residents may assemble prior to being evacuated from the Village. A staging area may be located in a building or be an open area of the Village.

Section A

1.0 Facility Details:

The Laitoki Road Residential Aged Care Facility (RACF) is yet to be constructed therefore facility details may change. Notwithstanding the following base information is provided:

The Bushfire Emergency Management Plan for the Laitoki Road RACF has been designed to assist management and residents alike to protect life and property in the event of possible bushfire. In this case the Village is not deemed as being bushfire prone by the NSW Rural Fire Service however it could experience smoke and ember impact from bushfires burning several kilometres away.

Therefore this Plan outlines the procedures for both full '**evacuation**' or '**sheltering in place**' to better enhance the safety of all occupants from the threat of bushfire.

The following assumptions have been made:

Item	Assumption / comment
1	The facility will consist of a 90 bed two level RAC and 48 ILU's positioned across eighteen (18) wings
2	All residents and staff are ambulant
3	Maximum number of residents in the RAC and ILU's is 175
4	Maximum number of staff is 25
5	Total number of occupants is 200 excluding, visitors and contractors
6	Two x 12 seat Village buses will be available to assist with transport
7	No staff will be on duty between 1800 and 0600hrs Monday to Friday or on weekends
8	A small community building is available on site for temporary staged occupant assembly.
9	The RAC buildings will be provided with a smoke detection and an occupant warning systems and other fire safety measures to the requirements of the NCC/BCA
10	ILU's will be provided with local smoke alarms and other fire safety measures to the requirements of the NCC / BCA.
11	Personnel lifts will provide between floor access in all residential buildings

Village Contact Details:

Position	Name	Mobile Telephone
Village Manager		
Maintenance Manager		
Chief Warden		
Deputy C/W		
RAC Warden 1		
RAC Warden 2		
ILU Block Wardens 1-6		
2		
3		
4		
5		
6		

2.0 Management Structure

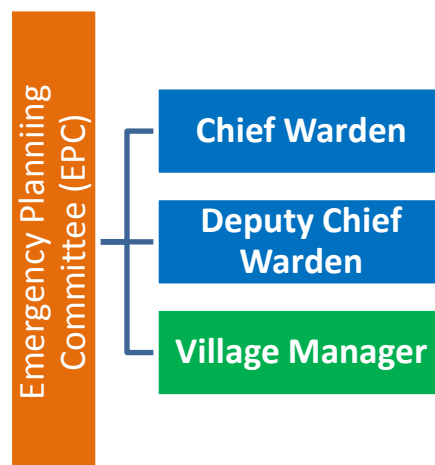
It is acknowledged that a full EMP management team will be in place to deal with other emergencies not just bushfire.

It is envisaged that the Village Manager may also be the Chief Warden with staff assisting in various roles. Volunteer residents may also act as Area or Block Wardens as may be necessary within this Plan.

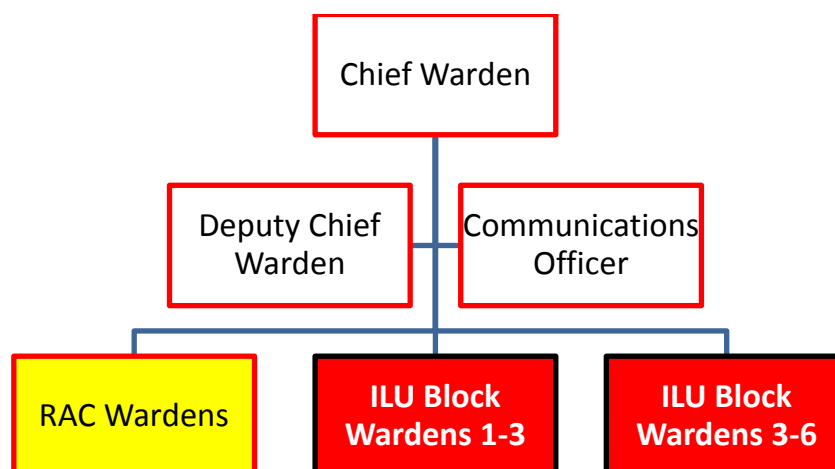
To achieve the Plans objectives, two distinct groups must be formed for compliance with AS3745-2010 *“Planning for emergencies in facilities”*, both groups are to be chaired by a person referred to as the Chief Warden.

These groups are:

Emergency Planning Committee



Emergency Control Organisation



3.0 THE EMERGENCY PLANNING COMMITTEE

3.01 The Emergency Planning Committee (EPC)

The EPC is a group of no more than three persons whose role it is to review, amend disseminate, implement and regularly annually review the bushfire Plan strategies to ensure the reasonable safety of all residents and staff including their relocation / evacuation from the facility or the sheltering in place of occupants.

The Chairperson for the group shall be the Chief Warden.

A meeting should be held at least once a year with records being kept as to agreed outcomes.

The Fire Service and or a suitable person should be invited to attend evacuation drills and participate in the review and further development of the Plan as needs be.

3.02 Indemnity

The **Chief Warden** should obtain advice from the retirement village owners as to what type of indemnity is provided to EPC members. EPC members must be advised as to what insurance cover they can expect should an incident occur and damage or injury results to any occupants or assets.

3.03 Duties of the EPC should include:-

- a) Assuring that there is always adequate resident Wardens available to allow the Plan to be implemented.
- b) Arrange bushfire safety instruction to all residents. Similarly, where Contractors work on site they must be briefed as to firstly the presence of the Plan and secondly that their co-operation is essential during times of bushfire emergency.
- c) Organise formal initial bushfire safety training for all ECO members. It is imperative to ensure that all ECO members are given adequate training as to the operation of the Plan and the location of building service isolation points such as the Main Electrical Switch Board, main water supply and any Natural Gas / LPG Gas stop cocks.
- d) Arrange at least one full evacuation drill every year. Australian Standard A.S.3745 Section 7.3 requires that all residents shall participate in at least one emergency response exercise in each 12 month period.

For convenience drills can be carried out on a 'building by building' or 'area by area' basis as it is recognised that it may not be practical to have all residents available for drill participation at any one time.

4.0 THE EMERGENCY CONTROL ORGANISATION

4.01 The Emergency Control Organisation (ECO)

The main objective of the ECO is to provide resident Wardens to supervise, control and assist in the evacuation of all other residents or visitors within the Village buildings and grounds during an emergency. It must be remembered that the safety of all persons is paramount, the buildings and services are secondary.

The ECO should consist of:

The Chief Warden	Staff / Resident
Deputy Chief Warden	Staff / Resident
Communications Officer	(Where appointed)
Building / Area Wardens	Residents members as deemed necessary by the Chief Warden

Note: Dedicated 'First Aid Officers' are not directly included in ECO team as they may be committed to rendering immediate First Aid whilst an evacuation is taking place.

Special Note:

Wardens do not have formal authority outside the Village grounds.

4.02 Chief Warden

The Chief Warden or their Deputy shall be responsible for co-ordinating and supervising all ECO personnel and all emergency incidents within the Village, its associated buildings and grounds.

Note: The Chief Warden or their Deputy shall have complete control of the incident until arrival of the first attending Emergency Service. At that time the Chief Warden shall hand over control of the incident to that Service and assist them as required.

4.03 Deputy Chief Warden

Assume the role of the Chief Warden in their absence.

4.04 Area / Building Wardens

Area or Building Wardens shall be residents. Area / Building Wardens shall be responsible for the co-ordination of the Plan within their defined areas of operation and shall direct all Village occupants to specific "Staging or Final Assembly Areas" as may be required by the Chief Warden. All Area / Building wardens shall take directions from the Chief Warden as necessary.

4.05 First Aid Officer (where appointed)

A First Aid Officer shall be a fully qualified person holding a current approved First Aid Certificate. The First Aid Officer shall not take part in evacuation procedures other than to immediately make themselves available to the Chief Warden for directions as to the location of any injured persons.

4.06 Communications Officer (where appointed)

The Communications Officer is responsible to the Chief Warden and will both monitor media outlets for bushfire information and disseminate all information during an emergency incident as may be required by the Chief Warden. The Communications Officer would also be responsible for the operational readiness of all communications devices such as emergency mobile telephones, hand held two-way radios and hand lanterns.

4.07 Identification

The functions of the ECO personnel will be enhanced if they can be readily identified not only by all occupants but by Officers of the attending Emergency Services. During emergency incidents, occupants will be looking for guidance and assistance the sight of easily identifiable Resident Wardens will tend to calm occupants and greatly assist the ECO in any evacuation or other management process.

The standard identification method from AS 3745 is the issuing of colour coded safety helmets or caps or vests or tabards or any combination as follows:

- | | |
|---|------------------------------------|
| • Chief Warden / Deputy Chief Warden | - White |
| • Communications Officer – (when appointed) | - White with “Coms” on side |
| • Area / Building Wardens (Residents) | - Yellow |
| • Wardens (Residents) where appointed | - Red |
| • First Aid Officer – (where appointed) | - Green with White Cross |

All helmets should be suitably labelled with the allocated role of the person at the front and rear so as to be easily identifiable.

7.08 Issuing of Instructions

During an incident any instruction given by a member of the ECO to any other Village occupants must be adhered to in full. This is important to ensure the emergency Plan runs smoothly and injuries are not incurred through any misunderstanding as to who is responsible for the issuing of instructions or the instructions given.

The issuing of instructions to ECO members can be assisted with the aid of the internal telephone system, mobile telephones or by verbal face to face communication.

Section B

SHELTERING PROCEDURES

5.0 General:

The Village is located at the intersection of Cooyong and Laitoki Roads. Direct bushfire impact is considered highly unlikely. Notwithstanding this smoke and ember impacts are possible. Evacuation may not be possible for several reasons, extensive traffic delays on Mona Vale Road, bushfire impact across Mona Vale Road or simply the smoke and ember impact to the facility does not warrant a full facility evacuation.

It is therefore feasible to advise residents to shelter in place. That is, to remain within their dwellings or to assemble in the Community Room.

Smoke and embers can prove to be dangerous to residents and buildings as these products of combustion will often obscure vision, restrict breathing and possibly ignite other fires even inside buildings if doors and windows are left open.

Wardens will need to ensure all external doors and windows on all buildings are closed. This includes balcony doors.

'Spot fires' can occur in close proximity to buildings, Wardens may choose to conduct first attack firefighting where they consider it safe to do so. Such a fire attack needs to be measured against the safety of themselves and the Village's residents.

Typically Fire Service response will usually mean several fire appliances arriving over a short period of time, possibly whilst residents are attempting to exit the Village by car via the access road. Caution must be taken using the Villages access road.

Warning:

- Caution must be used in moving occupants about within the Village at any time during bushfire impact in particular using the access roads due to possible internal traffic and heavy bushfire smoke.

Shelter in Place or Go Policy:

The Chief Warden shall, after considering all options available at the time, recommend to either evacuate the Village or to 'Shelter in Place' within private dwelling's or the Community Building. Any decision to evacuate must be made by the Chief Warden as early as possible to ensure the safe passage for all residents to places of safety outside the Village.

Timing will be critical.

Attending Fire Services or the NSW Police may instruct that the Village is to be evacuated however the Chief Warden must consider the problems associated with a rushed evacuation and should suggest that occupants are held in the "**Community Building**", (being a safe refuge) or their own dwellings within the Village where possible until at least the smoke / ember impact has passed or subsided.

5.01 Chief Warden

On being advised of an approaching bushfire or on smelling smoke, the Chief Warden shall immediately notify '000' and seek urgent confirmation from the NSW Fire Brigades and or the Northern Beaches District Office of NSW Rural Fire Service on 9450 3000 of a bushfire burning locally.

The Chief Warden shall advise the Fire Services of the following;

- the observed location of the bushfire (north, south, east or west of the Village)
- direction of travel of the bushfire smoke (toward or away from the Village)
- the approximate number of residents and visitors currently in the Village
- that actions are being undertaken by Wardens to safe guard the residents within the Community Building or their own residences. (Shelter in Place)

The Chief Warden shall then advise all Wardens of the incident by telephone or face to face and direct Wardens to advise all residents of the situation and that residents can Shelter in Place. Where possible, wardens should attempt to assemble all residents inside Unit blocks or the Community Building. Wardens should then advise resident of the situation, conduct a head count and the proposed actions.

Proposed actions could include:

- residents to remove flammable materials from any balconies
- residents to close all external doors and windows
- residents to keep a 'fire watch' outside their units for any 'spot fires' and advise wardens accordingly.
- residents are to be asked to remain indoors until further advised otherwise
- residents advised not to leave the village due to smoke and ember impact
- all visitors / contractors asked to assemble in the Community Building until further advised

The Chief Warden shall again telephone the Fire Brigades and confirm the total number of residents and visitors at the Village and any 'shelter in place' plans being implemented.

5.02 Wardens

On smelling smoke or on advice of an approaching bushfire, Wardens shall determine the direction of the bushfire smoke where possible and direct residents to their units and visitors initially into the Community Building in order to maintain tenable conditions for them and to allow a more accurate head count to be undertaken.

Where considered safe to do so, Wardens should carry out a fire watch on all Village buildings and where impacted by bushfire embers advise the Chief Warden who should then advise the Fire Services.

Wardens can if considered safe to do so use fire hose reels to extinguish any small fires on or around a building.

Wardens are reminded that their first responsibility is to the residents and visitors of the Village in ensuring they are in a relatively safe place. Wardens are not trained as fire fighters and where fire attack is proposed, Wardens must work in pairs for their own safety.

Wardens are to follow any instructions given by the Chief Warden and to maintain communications at all times as best as possible.

Wardens are to turn on local radios or televisions and listen for emergency broadcasts about the bushfire or other warnings such as declared “Extreme or Catastrophic” fire event days and the recommendations made by fire authorities for those days.

Warning:

- Where a bushfire occurs at night there is a potential to lose the electrical supply to the Village therefore it would be expected that no street or other normal lighting will be available. Wardens should procure as many hand torches as possible for later use.

5.03 First Aid Officer (where appointed)

Standby and await instruction from the Chief Warden.

Of particular concern will be persons having breathing difficulties due to smoky conditions. This aspect may necessitate the use of an Oxy-viva or similar resuscitation devices where available.

5.04 Designated Village Refuges

The following are the Village refuges which can be used during bushfire impact.

- 1) The Community Building and
- 2) Private dwellings including ILU's

Where ILU's are considered residents are to ensure all windows and external doors remain shut until bushfire smoke and ember attack clears or an 'All Clear' is given by the Chief Warden.

5.05 Shelter in Place triggers

The triggers for sheltering in place are:

Trigger	Chief Warden Actions
Advice of or seeing an approaching bushfire smoke column or cloud over the Village	Activate this Plan Advise all residents to close all windows and external doors
Advice of possible bushfire impact from NSW Fire Services / Media	As above. Confirm with Fire Services the direction of the bushfire and possible impact period. Advise all Wardens of Plan activation. Confirm Community Building is available for assembly purposes. Instruct Wardens to relocate those residents or visitors who are outside into the Community building or their residences.
Other	

5.06 After the bushfire emergency

The triggers for Village recovery following a bushfire emergency:

Trigger	Chief Warden Actions
Advice of or seeing a bushfire smoke column or cloud dissipate.	Advise Wardens to undertake a final examination of the Village Grounds for any embers and to extinguish same if safe to do so. Advise residents sheltering inside the Community Building they may now depart the building. Advise all residents they may now open all windows and external doors Unit doors. Close the incident. Conduct a EPC meeting as soon as practicable to prepare a report for Village management and others.
other	

Section C

EVACUATION PROCEDURES

6.0 General:

The Village is located at the intersection of Cooyong and Laitoki Roads with no direct vegetation linkage to the surrounding bushland valleys. Direct bushfire impact is considered highly unlikely. Notwithstanding, the Village may choose or be instructed to evacuate by fire authorities.

The Chief Warden shall consider possible hazards associated with evacuation and all available options.

Possible Hazards	Description
Wardens / Residents	Inefficient communications to all Wardens and residents regarding required evacuation
Internal access roads	Extensive delays due to all residents attempting to evacuate by private car at one time. Possible collision between pedestrians and vehicles attempting to depart the Village. Congestion where emergency services are attempting to enter the Village access roads.
Restricted vision	Poor vision along internal access roads due to smoke Poor vision along Cooyong / Laitoki Roads and link roads out of Terrey Hills due to smoke.
Possible traffic congestion	Along Cooyong / Laitoki Roads and link roads out of Terrey Hills.
Possible traffic restrictions / redirections	Traffic delayed due to Fire Service interventions along Cooyong / Laitoki Roads and link roads out of Terrey Hills including Mona Vale Road.

Where evacuation is deemed necessary residents are to be advised as rapidly as possible by Wardens or via internal communications systems.

6.01 Designated Village Assembly Points

The Village has three assembly areas.

- The Community Building,
- Common driveway between the RAC and ILUs, and
- Common driveway between the Western and Eastern ILUs'.

Where possible Wardens should take a head count of residents departing the Village

6.02 Primary Refuge

A primary external refuge is yet to be confirmed however the following are such possible *safer refuges* based on Northern Beaches Council's nominated *Neighbourhood Safer Places* determinations.

Refuge type	Location	Latitude	Longitude
Open space	Kurara Reserve, Kurara Close, Terrey Hills	-33.680604	151.22224
Open space	Terrigal Reserve, Terrigal Road & Jumbunna Place, Terrey Hills	-33.683796	151.22221
Open space	Frank Beckman Reserve, Community Centre, Yulong Avenue, Terrey Hills	-33.68236	151.22767
Enclosed Refuge	Pittwater RSL Foley Street, Mona Vale	-33.677959	151.293187

Warning:

Open space refuges may become impacted by bushfire smoke rendering the location untenable. Alternative refuges should be sort as a matter of course and advised to residents where possible.

Note:

Whilst the primary refuges are listed above, once outside the Village grounds residents are not obliged to attend a refuge and may proceed to safer locations in other suburbs.

6.03 Transport arrangements

The following sets out the broad transportation options available to the Village given up to 200 persons may be present at the facility.

- Residents may have their own private vehicles.
- Two (2) 12 seater buses are available at the facility.

It would be expected that residents will utilise their own vehicles for evacuation purposes however Village buses could be used to supplement resident movements as necessary.

All visitors and contractors would be expected to utilise their own vehicles and depart the Village as soon as possible so as to lessen any possible vehicle congestion.

The following table sets out locations and approximate distances and travel times in ideal conditions.

Location	Latitude	Longitude	Approximate travel times by car
Kurara Reserve, Kurara Close, Terrey Hills	-33.680604	151.22224	1.0km / 6.0minutes
Terrigal Reserve, Terrigal Road & Jumbunna Place, Terrey Hills	-33.683796	151.22221	540m / 5.0 minutes
Frank Beckman Reserve, Community Centre, Yulong Avenue, Terrey Hills	-33.68236	151.22767	1.26km / 8.0 minutes
Pittwater RSL Foley Street, Mona Vale	-33.677959	151.293187	8.81km / 15 minutes

6.04 Triggers for Evacuation

The triggers for evacuation are:

Trigger	Chief Warden Actions
Local decision based on media observations / broadcasts	Activate this Plan Advise all residents to close all windows and external doors. Proceed to Village assembly area and have name checked off by Wardens. Proceed to local Village car parks. Proceed at safe speed to nominated Neighbourhood Safer Place.
Directions from Police or Fire Services	As above. Advise Wardens to evacuate. Ring Police to advise Village has been evacuated and the site is unsecured Proceed to Neighbourhood Safer Place.
Other	

6.05 On Conclusion of Bushfire Incident

On being advised of the closure of the bushfire incident the Chief Warden shall:

- Contact selected Wardens and advise them it is safe to return to the Village
- Instruct Wardens to undertake a cursory inspection of the facility reporting any damage or other safety issues.
- Arrange to open Village common areas.
- Prepare a report for the EPC.

Section C

Appendix:

EMERGENCY CONTACT LIST

NAME	POSITION	TELEPHONE
.....	Village Manager
.....	Assistant Village Manager
.....	Maintenance Manager
.....	Village Reception
OTHER		
General Emergency	Police, Fire or Ambulance	000
Local Police	Dee Why Police	9971 3399
Local SES Branch	Terrey Hills	1325 00
Ambulance Station	Belrose
Local Fire Rescue Station	Narrabeen Fire Station	9913 8620
Local Fire Rescue Station	Forestville Fire Station	9452 5726
Local NSW Rural Fire Service	Northern Beaches District Office	9450 3000
Local Medical Village
Local Chemist Store
Local Services Club
Electrical Supply Authority
Weather	BOM Regional Office	9296 1555

NSW Rural Fire Service Web page - <https://www.rfs.nsw.gov.au/fire-information/fires-near-me>NSW Rural Fire Service Bush Fire Information line – [1800 679 737](tel:1800679737)

BUSH FIRE DANGER RATINGS



Bush Fire Danger Rating	What does it mean?	What should I do?
CATASTROPHIC	<p>These are the worst conditions for a bush or grass fire.</p> <p>Homes are not designed or constructed to withstand fires in these conditions.</p> <p>The safest place to be is away from bush fire prone areas.</p>	<p>Leaving bush fire prone areas the night before or early in the day is your safest option – do not wait and see.</p> <p>Avoid forested areas, thick bush or long, dry grass.</p> <p>Know your trigger – make a decision about:</p> <ul style="list-style-type: none"> - when you will leave - where you will go - how you will get there - when you will return - what you will do if you cannot leave <p>Consider staying with your property only if you are prepared to the highest level. This means your home needs to be situated and constructed or modified to withstand a bush fire, you are well prepared and you can actively defend your home if a fire starts.</p>
EXTREME	<p>Expect extremely hot, dry and windy conditions.</p> <p>If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and come from many directions.</p> <p>Homes that are situated and constructed or modified to withstand a bush fire, that are well prepared and actively defended, may provide safety.</p> <p>You must be physically and mentally prepared to defend a property in these conditions.</p>	<p>If you are not prepared to the highest level, leaving bush fire prone areas early in the day is your safest option.</p> <p>Be aware of local conditions and seek information by listening to local radio, go to www.rfs.nsw.gov.au or call the NSW RFS Bush Fire Information Line on 1800 679 737.</p>
SEVERE	<p>Expect hot, dry and possibly windy conditions.</p> <p>If a fire starts and takes hold, it may be uncontrollable.</p> <p>Well prepared homes that are actively defended can provide safety.</p> <p>You must be physically and mentally prepared to defend in these conditions.</p>	<p>Well prepared homes that are actively defended can provide safety – check your Bush Fire Survival Plan.</p> <p>If you are not prepared, leaving bush fire prone areas early in the day is your safest option.</p>
VERY HIGH	<p>If a fire starts, it can most likely be controlled in these conditions and homes can provide safety.</p>	<p>Be aware of local conditions and seek information by listening to local radio, go to www.rfs.nsw.gov.au or call the NSW RFS Bush Fire Information Line on 1800 679 737.</p>
HIGH	<p>Be aware of how fires can start and minimise the risk.</p>	<p>Check your Bush Fire Survival Plan</p>
LOW-MODERATE	<p>Controlled burning off may occur in these conditions if it is safe – check to see if permits apply.</p>	<p>Monitor conditions</p> <p>Action may be needed</p> <p>Leave if necessary</p>

NSW RFS Website - www.rfs.nsw.gov.au NSW RFS Bush Fire Information Line - 1800 679 737

PREPARE. ACT. SURVIVE.

(acknowledgements to the NSW Rural Fire Service)

DRSABCD Action Plan

In an emergency call **triple zero (000)** and ask for an ambulance

D DANGER

Ensure the area is safe for your self, others and the patient



R RESPONSE

Check for response—ask name—squeeze shoulders

No response

Response

Make comfortable

Monitor response



S SEND for help

Call triple zero (000) for an ambulance
or ask another person to make the call



A AIRWAY

Open mouth—if foreign material present
Place in recovery position
Clear airway with fingers



B BREATHING

Check for breathing—look, listen, feel

Not normal breathing

Start CPR

Normal breathing

Place in recovery position

Monitor breathing



C CPR

Start CPR—30 chest compressions : 2 breaths

Continue CPR until help arrives
or patient recovers



D DEFIBRILLATION

Apply defibrillator if available
and follow voice prompts

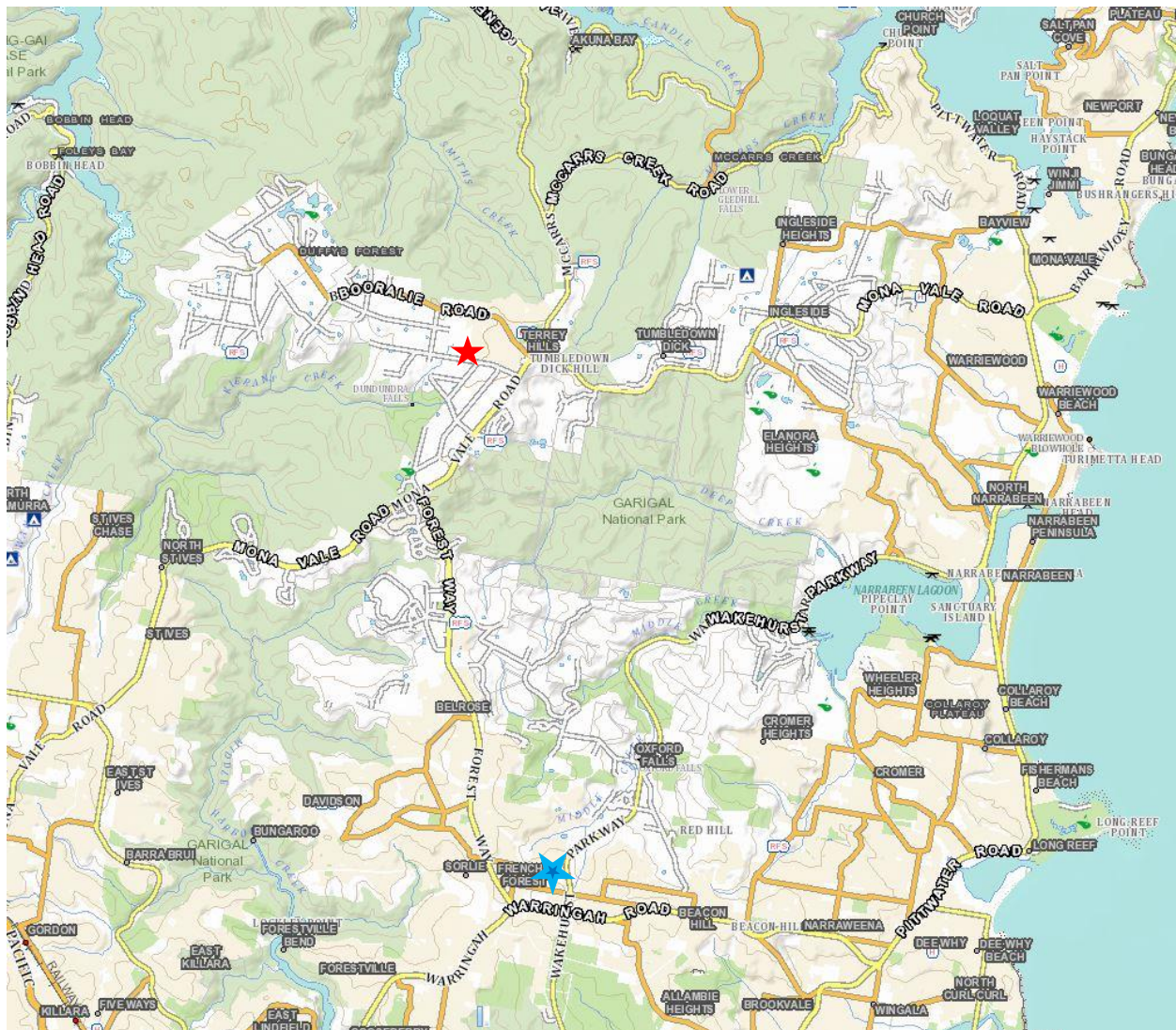


Learn First Aid with St John Ambulance Australia | Free call 1300 360 455 | www.stjohn.org.au

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Neighbourhood Safer Place locations (northern Beaches Council)



Regional Location map (acknowledgements SixMaps)



Village location



Northern Beaches Hospital