



POLICY NO. 1/2008

Bush Fire Risk Management

Policy Cancellation

The Bush Fire Coordinating Committee's Policies Nos. 1/1998, 2/1998, 2/1999, 3/1999 and 3/2007 are hereby cancelled and are replaced with this policy.

Rationale

The Rural Fires Act 1997 charges the Bush Fire Coordinating Committee (BFCC) with responsibility for planning in relation to bush fire prevention.

Section 52 of the Rural Fires Act 1997 requires the preparation of a bush fire risk management plan by a Bush Fire Management Committee (BFMC). This policy describes the method and standard for preparing these plans. It also provides a range of supporting resources to assist BFMCs and agencies in achieving the goal of efficient and coordinated planning for bush fire risk management.

Policies

1. Bush Fire Risk Management Plans to satisfy Section 52 of the *Rural Fires Act 1997* must be prepared in accordance with a Model 'Bush Fire Risk Management Plan' approved by the BFCC. The Model Plan must incorporate the following principles:
 - Community participation in the preparation of the plan is essential.
 - The highest priority risks should be treated first.
 - The best currently available information should be used for plan preparation. Lack of information should not be used as a reason for postponing preparation of a bush fire risk management plan. Effort should be made to obtain better information for the next plan iteration.
 - A tenure-blind approach to bush fire risk management is to be taken in preparation of the plan.
 - All asset classes potentially vulnerable to bush fire can be incorporated into the plans.
 - Treatment actions identified in the plan are to be specific and measurable, and therefore auditable.
 - The plan will consist of a text component and accompanying maps.

The current approved Model Risk Management Plan is at **Annex A** and the Guidelines for Preparation of Bush Fire Risk Management Plans is at **Annex B**.

2. A BFMC may decide it wishes to follow a different process to that detailed in the guidelines. In this event, the BFMC must write to the BFCC with details of its proposed process, and obtain BFCC approval prior to commencing the use of this alternative process. The BFMC must explain and justify its reasons for requesting the variation.
3. If using the BFCC approved guidelines, BFMCs must prepare a BFRMP using the Bush Fire Risk Register. The Bush Fire Risk Register is a computing software package endorsed by the BFCC, which is issued and managed by the RFS for the purpose of facilitating the production of BFRMPs.
4. A BFMC must prepare a Fire History Map. The maps are to be prepared in accordance with the Guidelines attached at **Annexes D and G**.
5. A BFMC is encouraged to prepare a Vegetation Map. The maps are to be prepared in accordance with the Guidelines attached at **Annexes E and G**.
6. A BFMC is encouraged to prepare a Fire Threshold Map. The maps are to be prepared in accordance with the Guidelines attached at **Annexes F and G**.
7. The BFCC will establish a Biodiversity and Fire Expert Reference Group as required, to support the BFRMP process. The terms of reference of this group is at **Annex H**. Membership will include technical experts drawn from the resources of BFCC member organisations as are relevant.
8. Draft plans will be assessed and considered for approval by the BFCC in accordance with the process described in **Annex I**.
9. Treatments in a BFRMP must be allocated to each of the BFCC's key priorities.
10. The BFCC will report annually on performance in terms of bush fire risk management. The performance reporting measures are specified in **Annex J**.
11. BFMCs must prepare an annual works program every year. The works program is to be developed in accordance with the Instructions at **Annex K**.
12. BFMCs must report on the implementation of their BFRMP annually. The reporting requirements are at **Annex L**.
13. Where a BFRMP requires the preparation of a Village Protection Plan / Strategy or similar, a CPP approved by the BFMC is deemed to satisfy this requirement.
14. Bush Fire Risk Management Plans are to be prepared with a planning horizon of 5 years. Bush Fire Risk Management Plans remain in force until replaced by another BFRMP approved by the BFCC.
15. BFMCs must regularly review their BFRMP and measure progress against identified tasks at each meeting. In particular, BFMCs must critically evaluate their plan following any major fire event in the area, to determine whether any amendments are required. The post-fire debrief conducted under BFCC Policy 2/2006 Management of Bush Fire Operations will assist in this review.
16. A copy of the approved Bush Fire Risk Management Plan of a BFMC is to be made available on the Rural Fire Service Public Website within a specific section for Bush Fire Risk Management Plans.



**Shane Fitzsimmons, AFSM
Commissioner
NSW Rural Fire Service
Chairman
26 June 2008**

Annexures:

- A. The Model Bush Fire Risk Management Plan**
- B. Guidelines for Preparation of Bush Fire Risk Management Plans**
- C. Not used.**
- D. Preparation and Collation of Bush Fire History Maps.**
- E. Preparation of Vegetation Maps.**
- F. Preparation of Fire Threshold Maps.**
- G. Fire History and Threshold Maps; RFS Development Process**
- H. Biodiversity and Fire Expert Reference Group**
- I. Exhibition and Approval Process for Draft Bush Fire Risk Management Plans.**
- J. Performance Reporting Measures for Bush Fire Risk Management (*Yet to be developed and issued by the Bush Fire Coordinating Committee*).**
- K. Instructions for Preparation of Annual Works Programs.**
- L. Annual Reporting requirements for Implementation of Bush Fire Risk Management Plans.**

Annex D - Fire History Collation and Mapping

Introduction

BFMCs should produce a Fire History dataset, Fire History map, Time Since Fire map and a Fire Frequency map. If required, BFMCs can request RFS assistance. The RFS HQ (GIS section) can supply BFMCs with the relevant maps (using RFS held data), and will reproduce maps if BFMCs provide the RFS with a dataset of amendments in the appropriate format (Table 1).

Known local fire history information should be used to complement RFS supplied data wherever possible. The BFMC may be able to obtain additional information from locally held agency data (e.g. RFS, DEC, FNSW, and Local Govt) and brigade and community knowledge (through community consultation with current and former brigade members, long time fire fighters, local residents, etc.).

A Fire History dataset consists of overlapping polygons representing the full extent of recorded bush fires in all fire seasons, with associated attributes. This is expressed in a Fire History map by showing the boundaries of all bush fires and the year they occurred. A Time Since Fire map expresses bush fire history by showing the extent of the last bush fire only with a value for the time that has elapsed since that fire. A Fire Frequency map expresses the number of bush fires that have occurred at each location across the landscape.

RFS Assistance with Fire History Data Collation

If requested, the RFS HQ (GIS section) will provide BFMCs with three hard-copy maps (A0 or A1 size) showing Fire History, Time Since Fire and Fire Frequency as well as the digital Fire History dataset (ESRI) for the BFMC area. The data provided by RFS HQ will be the best available formatted data held by the RFS (includes data provided by other agencies) for the BFMC area. It is important that BFMCs are aware that the data provided by RFS HQ will not be a complete record and may contain errors and omissions pertaining to fire boundaries and fire information.

After reviewing the maps and/or dataset, if the BFMC does not want to make any changes to the data, the BFMC can elect to use the maps provided.

If the BFMC has additional information to add to the map, they should collate and digitise the data (preferable) using the schema in Table 1, or alternatively, draw by hand on the hard copy maps provided. The most accurate data source should be used to represent each fire.

Where a BFMC has digital amendments to the fire history data and provides this to the RFS HQ (GIS section) in the appropriate format (Table 1), RFS HQ (GIS Section) will combine this data with the primary fire history dataset and reproduce an updated Time Since Fire and Fire Frequency map for the BFMC area (A0 size printed and/or pdf).

Any digital data collected by the BFMC must be kept as a separate dataset to that provided by RFS HQ. This will assist the RFS HQ (GIS section) when collating and validating the data. A Fire History schema (Table 1) will be supplied to BFMCs as an empty ESRI Shapefile or MapInfo Tab file. This schema is for bush fires only. Hazard Reduction burn data must not be included.

Bush Fire History Schema

It is important that bush fire history data is collated into the standard schema provided (Table 1) so that it can be included in a state wide fire history database. BFMCs should populate as many fields as possible. Care needs to be taken when incorporating locally held data and community knowledge to ensure data accuracy. All data should be captured in or correctly transformed into GDA94 lat/long coordinates. To ensure accuracy, BFMCs should digitise fires at a scale better than 1:50,000.

RFS Timeframes for Digital Data Collation and Map Reproduction

If the BFMC requests RFS assistance to reproduce maps, they should contact RFS HQ (GIS Section) for a list of data collation dates. In order for RFS HQ to provide consistent and efficient collation and validation of digital data provided by BFMCs, a schedule of BFMC data provision dates and RFS HQ map return dates has been set. These dates are available from the RFS HQ (GIS Section).

Hazard Reduction Burn Data

Hazard reduction burning data should be collated by the BFMC and incorporated into the Time Since Fire map. Hazard reduction burning data should be maintained as a separate dataset to bush fire history. All attributes from source hazard reduction datasets should be maintained with the addition of 2 extra fields ('SourceDataset' and 'YearOfFire'). The data schema for these fields is described in Table 2. All data collation and digitising of hazard reduction burns should abide by the same data standards as bush fire history.

RFS Assistance with Hazard Reduction Data Collation

If requested, RFS HQ will provide BFMCs with all available data (ESRI) from BRIMS of the hazard reduction burns completed in their area. This data has not been validated and is likely to contain errors and omissions pertaining to burn boundaries and attributes. BFMCs may add additional data if they want to.

If requested, RFS HQ will use BFMC supplied hazard reduction data to update the Time Since Fire Map. Hazard reduction burning data collated by a BFMC must be provided to RFS HQ digitally in the appropriate format (Table 2) and must be provided to the RFS at the same time as any bush fire history amendments. Hazard reduction data will be used in the format supplied by the BFMC and will not be validated by RFS HQ.

Table 1. Fire History Schema

Field	Type	Length	Use																												
WildfireID	Number		This is not required – it can be omitted or set to zero																												
FireName	Text	100	Fire name																												
RFSFireNumber*	Text	20	The RFS Incident ID for this fire (e.g. FireZone)																												
AgencyFireNumber*	Text		When the data is from another agency than this contains their incident ID.																												
StartDate	Date		Start date of the fire (DD/MM/YYYY)																												
EndDate	Date		End date of the fire (DD/MM/YYYY)																												
FireSeason	Text	6	Examples: the 2006/2007 fire season is represented as 200607; the 1999/2000 fire season is represented as 199900.																												
Cause	Number		<p>Allowed number values for the cause field are:</p> <table style="margin-left: 20px;"> <tr><td>Lightning</td><td>1</td></tr> <tr><td>Campfire</td><td>2</td></tr> <tr><td>Smoking</td><td>3</td></tr> <tr><td>Debris Burning</td><td>4</td></tr> <tr><td>Equipment Use</td><td>5</td></tr> <tr><td>Incendiary</td><td>6</td></tr> <tr><td>Children</td><td>7</td></tr> <tr><td>Rail</td><td>8</td></tr> <tr><td>Miscellaneous/Other</td><td>9</td></tr> <tr><td>Undetermined</td><td>10</td></tr> <tr><td>Accidental</td><td>11</td></tr> <tr><td>Natural</td><td>12</td></tr> <tr><td>Electrical</td><td>13</td></tr> <tr><td>Arson</td><td>14</td></tr> </table>	Lightning	1	Campfire	2	Smoking	3	Debris Burning	4	Equipment Use	5	Incendiary	6	Children	7	Rail	8	Miscellaneous/Other	9	Undetermined	10	Accidental	11	Natural	12	Electrical	13	Arson	14
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Natural	12																														
Electrical	13																														
Arson	14																														

Field	Type	Length	Use
Class	Number		<p>Allowed number values for the class field are:</p> <p>Class 1 1</p> <p>Class 2 2</p> <p>Class 3 3</p>
Notes	Text	254	Other relevant information that cannot be included in any of the other fields
CaptureSource*	Number		<p>This refers to the agency that captured the data. Allowed number values are:</p> <p>National Parks (DECC) 1</p> <p>NSW Fire Brigade 2</p> <p>Dept. of Lands 3</p> <p>LGA 5</p> <p>RFS 6</p> <p>Forests NSW 8</p> <p>Catchment Authority* 9</p> <p>Planning NSW 17</p> <p>* Catchment Authority includes the Sydney Catchment Authority (SCA)</p> <p>Information drawn from volunteers or community members should be recorded as RFS.</p>
CaptureMethod*	Number		<p>Allowed number values for the CaptureMethod field are:</p> <p>Linescan 1</p> <p>Satellite Data 2</p> <p>GPS Airborne 3</p> <p>GPS Car 4</p> <p>Hand Drawn 5</p> <p>Unknown 6</p>
YearOfFire	Number		This must correspond to the calendar year of the fire start date e.g. 2006

* ESRI Shapefiles do not support long column names. Some of the column names are therefore truncated in the supplied Shapefile template. MapInfo TAB files are not affected.

The following columns are affected in Shapefiles:

RFSFireNumber	<i>becomes</i>	RFSFireNum
AgencyFireNumber	<i>becomes</i>	AgencyFire
CaptureSource	<i>becomes</i>	CaptureSou
CaptureMethod	<i>becomes</i>	CaptureMet

Table 2. Hazard Reduction Burn schema

Field	Type	Length	Use
SourceDataset	Text	50	Name of Source Dataset
YearOfFire	Number	4	This must correspond to the calendar year of the fire start date e.g. 2006

Annex E - Preparation of Vegetation Mapping

Introduction

If a BFMC has the capability, they should produce a vegetation dataset and map categorised into the 17 vegetation categories described in Keith (2004)¹ for their BFMC area.

At present, there are a large number of independent vegetation datasets in NSW. These datasets differ in area covered, scale and accuracy. As yet, no funded government project has been established to merge all datasets for the whole state or to translate vegetation categories into the Keith (2004) categories.

Collating Vegetation Data

BFMCs can elect to use one or more of any datasets obtained from local agencies/organisations (e.g., RFS, DECC, Forests NSW and Local Govt) to produce a final vegetation dataset. Upon request, RFS HQ (GIS Section) will supply BFMCs with the source vegetation datasets held by the RFS that cover each BFMC area where available. RFS HQ is unable to provide any further assistance with collation and updating of vegetation data.

In order to collate vegetation datasets, BFMCs need to determine which datasets are the most accurate at what locations. If more than one vegetation dataset is required for the whole BFMC area, BFMCs will need to determine a method to combine datasets and should document this method. The most accurate data should be preserved at all locations. All attributes from source datasets should be maintained with the addition of 2 extra fields, being 'SourceData' and 'VegNumber'. A description of the data schema required for these fields is detailed in Table 1. All datasets should be correctly transformed into GDA94 lat/long coordinates.

Vegetation must be translated into vegetation categories as determined by Keith (2004). Appendix 3 in the BFRMP Guidelines (Annex B) provides a broad description of the vegetation categories required. BFMCs should seek competent guidance to assist in translating between source vegetation into vegetation categories as determined by Keith (2004). The BFMC should be satisfied that areas translated into the new vegetation categories adequately represent the vegetation type on the ground. In some cases, BFMCs may need to ground truth data.

Once a BFMC produces a final vegetation dataset they can also produce a Vegetation map. The vegetation dataset can also be use to produce a Fire Threshold Map (Annex F).

¹ Keith, D. (2004). *Ocean Shores to Desert Dunes: The Native Vegetation of New South Wales and the ACT*. Department of Environment and Conservation.

Table 1. Vegetation schema

Field	Type	Length	Use
SourceDataset	Text	50	Name of Source Dataset
VegNumber	Number	2	Allowed number values for the Keith Category are: Rainforest 1 Alpine Complex 2 Wet Sclerophyll (Shrubby) 3 Wet Sclerophyll (Grassy) 4 Grassy Woodland 5 Grasslands 6 Dry Sclerophyll Forest (Grassy) 7 Dry Sclerophyll Forest (Shrubby) 8 Heathland (Tall) 9 Heathland(Short) 10 Freshwater Wetlands 11 Forested Wetlands 12 Saline Wetlands 13 Semi-arid Woodland (Grassy) 14 Semi-arid Woodland (Shrubby) 15 Arid Shrublands (Cheno) 16 Arid Shrublands (Acacia) 17

Annex F - Preparation of Fire Threshold Maps

Introduction

Fire thresholds are the upper and lower time limits or range of fire intervals recommended for each vegetation type to support ecologically sustainable fire management.

Lower thresholds aim to ensure that fire intervals are long enough to let vulnerable species grow to maturity and set seed, while upper thresholds aim to ensure that shorter lived species that rely on fire to regenerate remain in the system

A Fire Threshold map provides useful information on which areas of native vegetation have been burnt outside (either too often or too little) or within recommended fire thresholds. These different fire categories are proven to influence the amount of fuel likely to be available for an unplanned fire as well as the potential health of the vegetation and its value to native plant and animal species as habitat

In the Fire Threshold map, vegetation categories will be calculated as 'below threshold', 'within threshold', 'above threshold', 'fire intolerant' or 'unknown' based on fire history, vegetation and the recommended fire interval for each vegetation category. For example, if an area has been burnt more frequently than the recommended fire interval for a particular vegetation type, this area will be classified as 'below threshold'.

If a BFMC wants to produce a Fire Threshold map they must first produce a Bush Fire History dataset (Annex D), Hazard Reduction dataset (where data is available) (Annex D) and a Vegetation dataset (Annex E).

Use of a Fire Threshold Map

Accurate Fire Threshold Maps have the potential to be of value to the following fire management activities:

- Determination of treatments and areas available for hazard reduction burns in the Bush Fire Risk Management Plans;
- Planning hazard reduction burns;
- The Bush Fire Environmental Assessment Code; and
- Environmental protection.

Developing a Fire Threshold Map

BFMCs can produce a Fire Threshold map using data collected and collated by the BFMC and any assistance offered by BFMC members, agencies or other competent persons.

The following datasets and information are required to produce a Fire Threshold map:

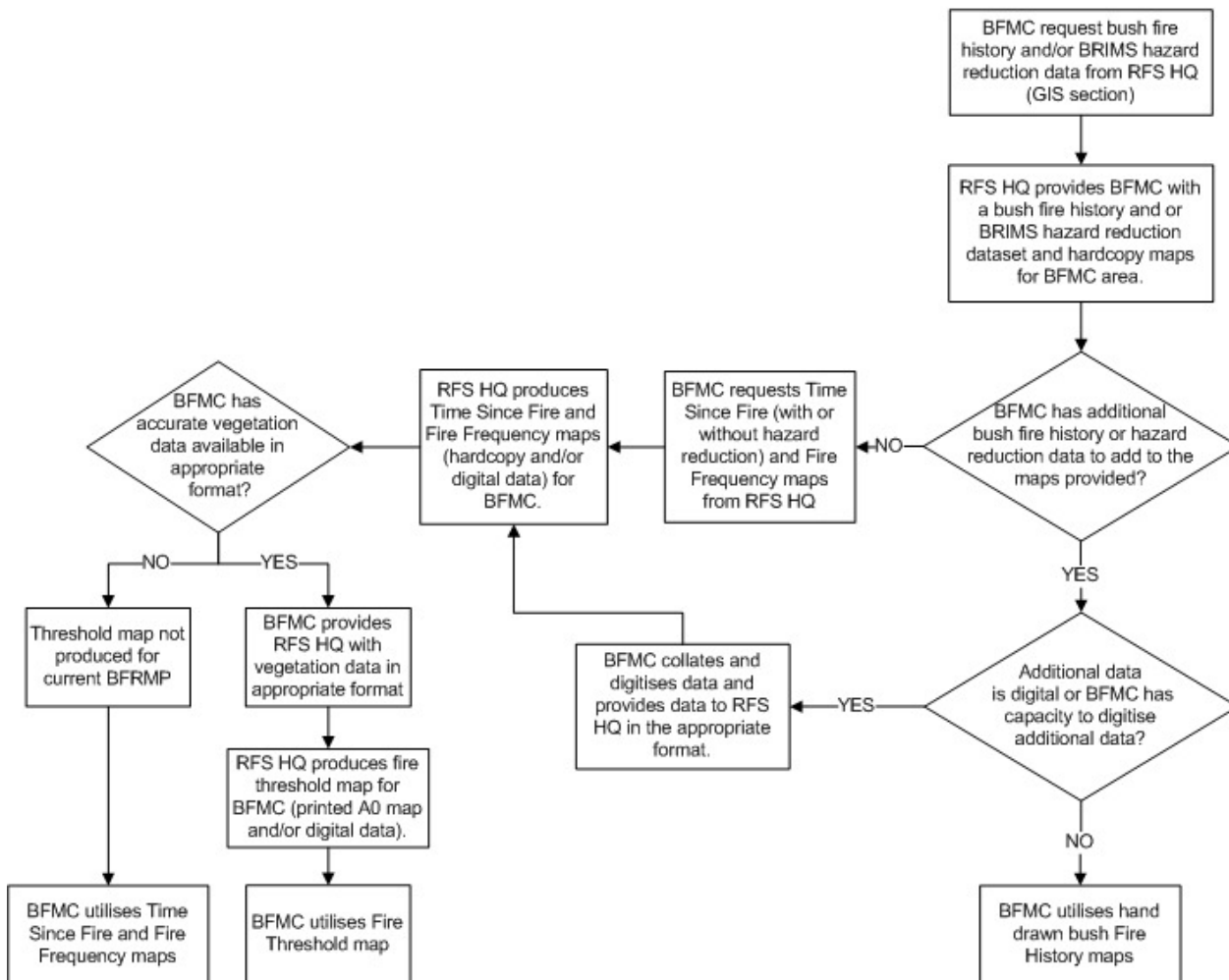
- Bush Fire History dataset (as per Annex D).
- Hazard Reduction dataset (as per Annex D) where available.
- Vegetation dataset classified in vegetation categories as determined by Keith (2004) (as per Annex E); and
- Fire thresholds as per local Bush Fire Risk Management Plan.

If Requesting RFS HQ Assistance

If requested, the RFS HQ (GIS section) will assist BFMCs to produce a fire threshold map for the BFMC area (digital dataset, A0 or A1 size printed, and/or pdf) using the above datasets and information. The following provisions apply:

- If a BFMC wishes to use an amended Bush Fire History dataset from that supplied by RFS during the preparation of their Bush Fire History map, it must be in the required digital format (Annex D). This amended dataset should be supplied to RFS HQ (GIS Section) to be used for input in the Fire Threshold map. If fire history amendments are not supplied, the primary fire history dataset held by RFS HQ (GIS Section) will be used.
- The BFMC will need to provide the RFS HQ (GIS Section) with their digital Vegetation dataset classified in vegetation categories as determined by Keith (2004) (as per Annex E).
- If a BFMC elects to use locally determined fire thresholds approved by the BFCC Biodiversity and Fire Expert Reference Group (BFRMP Guidelines Section 3.5.2) the BFMC must supply the revised fire thresholds to RFS HQ (GIS Section) at the same time they supply a vegetation and fire history dataset. Otherwise the RFS will use the standard fire thresholds outlined in the BFRMP Guidelines (Annex B).
- In order for RFS HQ to provide consistent and efficient collation of digital data provided by BFMCs, a schedule of BFMC data provision dates and RFS HQ map return dates has been set. These dates are available from the RFS HQ (GIS Section).

Annex G Fire history and Fire Threshold Maps; RFS development process



Annex H - BFCC Biodiversity and Fire Expert Reference Group

Group Members (as per BFCC MIN08/07):

A representative from:

- Department of Environment, Conservation and Climate Change
- Forests NSW
- Department of Natural Resources
- Nature Conservation Council
- NSW Rural Fire Service
- Any other person approved by the BFCC.

Representatives must have high level experience/qualifications in fire ecology particularly in relation to the fire regime requirements for biota.

Group Purpose:

1. To assess the consequence ratings of locally important environmental assets identified by a BFMC as part of the bush fire risk management planning process (Appendix 1).

Locally important environmental assets are species, ecological communities or habitat that the BFMC, the local community or independent scientific expertise considers significant for the area, and for which there is at least some scientific evidence that protection from bush fire would be beneficial. Such species or communities may exist at the extremes of their range, have iconic value to the region or may exist only in isolated fragments that are vulnerable to local extinction.

The BFCC biodiversity and fire expert reference group will use the process in the BFRMP guidelines as a basis for determining a consequence rating for each locally important environmental asset.

2. To assess and accept/reject an application to modify a vegetation fire threshold (differ the threshold from the standard threshold outlined in the BFRMP Guidelines) submitted by a BFMC as part of the bush fire risk management planning process (Appendix 2).

A BFMC may wish to modify the standard fire threshold for a particular vegetation category in their BFMC area. The BFMC will need to provide scientific evidence to support the threshold change.

The BFCC biodiversity and fire expert reference group will need to develop guidelines for assessing fire threshold applications.

Transfer of Information

The expert reference group will appoint a member (secretary) responsible for the collection and distribution of information to/from BFMCs and within the expert reference group. This person will take minutes from all meetings.

BFMCs will provide the BFCC biodiversity and fire expert reference group member with a list of locally important species identified during the development of their plan and/or an application to modify a vegetation threshold.

The expert reference group may need to liaise with BFMCs if additional information is required.

The expert reference group will have six weeks from the date of receiving the information to provide the relevant data back to the BFMC.

Communication:

The expert reference group will determine meeting arrangements. Due to travel/time commitments communication may be done through email/phone.

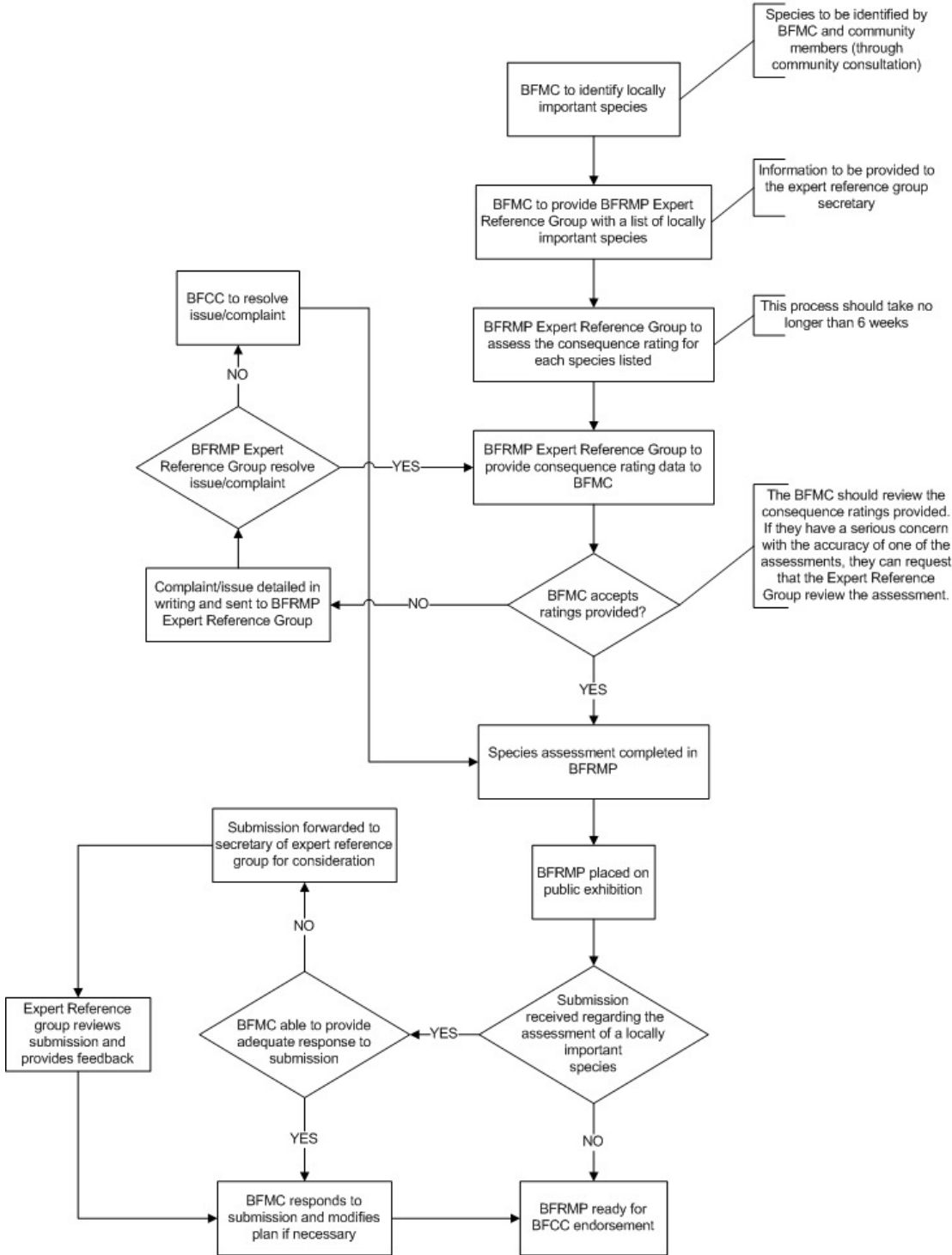
The secretary will prepare a schedule of meetings.

Conflict Resolution

The BFCC is the final arbiter for any unresolvable conflict that may arise between the BFMC and the expert reference group.

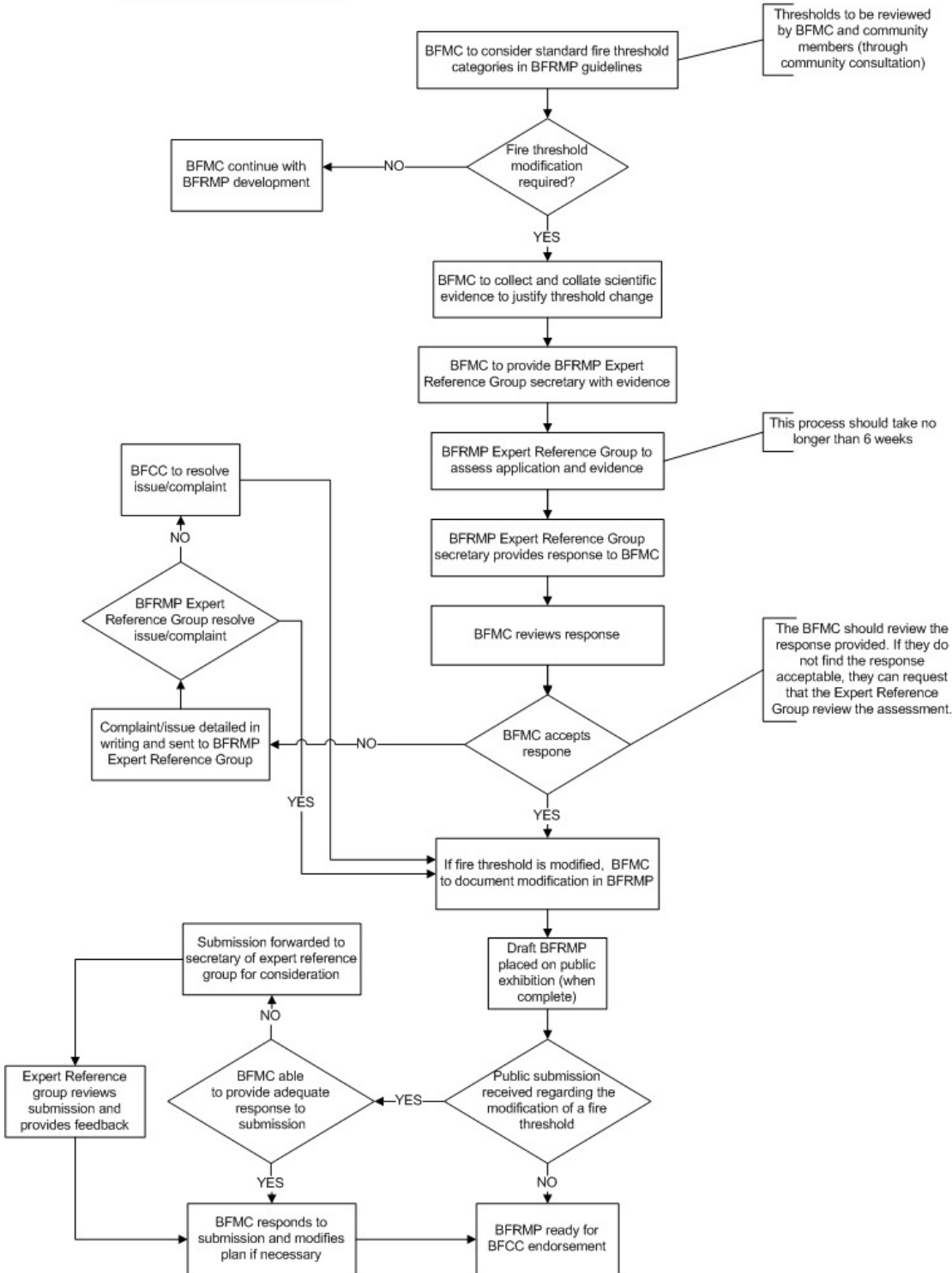
Appendix 1

Locally Important Species Assessment Process



Appendix 2

**Vegetation Fire Threshold
Modification Process**



Preparing an Annual Program of Works Instructions for Bush Fire Management Committees

Whilst every effort needs to be made to improve the amount of hazard reduction (HR) being carried out, given that New South Wales has approximately 20 million hectares of bush fire prone land, and it is inconceivable that enough HR will ever be carried out to meet the fire frequency threshold across the State. On average between 70 and 100 thousand hectares are treated annually.

Accordingly, the new Works Programme will consist of only those works indicated in the Bush Fire Risk Management Plan (BFRMP) as being of extreme or major risk. Moderate and minor risk works will be contained in a contingency works schedule which can be carried out if circumstances allow.

Every Bush Fire Management Committee (BFMC) must prepare an Annual Program of Works annually. The works program must be prepared in accordance with the BFMC's BFRMP. This must be done by **the BFMC** and not by individual agencies/organisations. BFMC members should review the BFRMP prior the meeting, so that they will attend the meeting with a good idea of what their organisation may be in a position to carry out. This will help the BFMC meeting to be effective in preparing the works program on the day.

Step 1

Review the treatments and strategies in your BFRMP.

To provide for a prioritised schedule of works which treats areas on a risk basis, BFMC's should identify those treatments and strategies that are of the highest risk and give them the highest priority for treatment. Extreme and major risks should be addressed first and will form the priority program of works. Treatment of moderate and minor risks will comprise a contingency works schedule of additional activities which could be done if circumstances allow.

Step 2

Discuss and decide what works will be planned for the next financial year to implement those treatments and strategies. Works should be planned for the highest priority treatments and strategies before resources are allocated to lower priorities. In preparing the program:

- be realistic about the capacity to carry out the works; and
- ensure that it reasonably addresses the treatments and strategies in the BFRMP such that over the life of the plan they will all be completed - that is, you need to consider the allocation of works across the nominal 5 year life of the plan.

Step 3

Formally endorse the works program and arrange to have the program entered into BRIMS. The Executive Officer should audit the registration process to ensure compliance by the relevant agencies responsible for entering works data.

Guidelines for Bush Fire Risk Management Works Reporting Program

Each year Bush Fire Management Committees (BFMC), along with each land management agency (agencies), report on the level of their bush fire risk management activities, particularly hazard reduction (HR), for the preceding year. Traditionally, the measure of success in HR has been the number of hectares treated by burning or manual works. The Bush fire Coordinating Committee (BFCC Minute 34/07 of 28 June 2007) has resolved to change this system for Asset Protection (APZ) and Strategic Fire Advantage Zones (SFAZ) to report on the community protection afforded by the works and to include the scope of treatments outside of the traditional system such as development control and community education.

It is proposed to modify the current system to capture properties protected and resourcing data for hazard reduction activities in all Asset Protection Zones (APZs) and Strategic Fire Advantage Zones (SFAZs) from the **2007/08 reporting year**. The capacity to monitor and report on other types of assets needing protection, such as forest plantations, farms, community infrastructure, water catchments and environmental and heritage values, will require a broader approach to define and measure HR. Broader landscape fuel reduction measures, as well as works to address common fire paths, will be included in the reporting framework as a second stage.

One of the key factors in ensuring the success of the new reporting system is the need to ensure that the results of all of the treatments affording protection to the community are relative and comparable. Unfortunately, it appears that no other State or Territory has developed any system that can provide this direct comparison. Accordingly, the Rural Fire Service (RFS) will develop, in consultation with the Bush Fire Coordinating Committee (BFCC), the new reporting systems, which will need validating following a period of implementation to ensure their veracity.

The RFS has a responsibility to provide comprehensive reporting to government on HR activities. In recognition of this responsibility the BFCC acknowledges and supports the provision of the following information in the terms detailed below.

Each agency must report its works against BFRMPs in BRIMS. At this stage, the reporting will utilise the HR and Fire Trails Modules in BRIMS.

Agencies must ensure that records for each month are complete and accurate within 5 working days after the end of each calendar month. The RFS may, by agreement, complete records for those persons or organisations undertaking works that do not have BRIMS access. In this case, it is the responsibility of the person or organisation carrying out the works to provide sufficient information to the RFS to allow the records to be completed in BRIMS within 5 working days after the end of each calendar month.

Maintenance of records to this standard will provide the necessary accuracy of information required for media releases on hazard reduction works and ministerial and parliamentary reports.

The RFS will provide reports to the Minister at the end of each quarter and at the end of each year. The quarterly reports will be drawn from BRIMS after 10 working days have elapsed from the end of the quarter; the end of year report will be drawn from BRIMS on or shortly after 1 August each year. It is the responsibility of each agency to ensure that the data entered is complete and accurate. The report will be submitted to the Minister on the basis that the figures it contains have been validated by each agency and are a true representation of the works undertaken. The end of year report will be sent to agencies for certification prior to inclusion in the RFS Annual Report.

A copy of the **Quarterly and End of Year Reports** will be submitted to BFMCs. The RFS will monitor agencies' compliance with the BFCC's reporting requirements.

It is the responsibility of the organisation carrying out bush fire risk management works to report on that work.

Data entry requirements in BRIMS

What	Who	When
For BFRMP approved after 1 st August 2007: Enter all BFRMP treatments and their risk ratings (e.g. extreme, very high etc)	BFMC	Within 28 days of approval of BFRMP by BFCC
Annual program of works <ul style="list-style-type: none"> • Include all works, not only physical HR burning and mechanical works. • Link each work to strategies and treatments in BFRMP 	BFMC	31 st May each year for the upcoming financial year
Registration of individual work proposals, create record with the following minimum information: <ul style="list-style-type: none"> • Name • Land tenure • Agency to carry out work • Risk management zone • Link to BFCC priority area (Note: when available) 	Agency responsible for carrying out the work. NB the agency responsible needs to ensure that supporting agencies are noted in the record. Note: agencies with BRIMS access for this are: DECC, SF, Lands, Councils, Sydney catchment authority, Hunter catchment authority. RFS will enter data where land owner/manager does not have BRIMS access.	By the last day of each calendar month for the upcoming month

What	Who	When
Completion of record for works carried out. For APZ and SFAZ work, the following minimum information: <ul style="list-style-type: none"> • Details of environmental assessment carried out (including nil) • Map • Dates • Who carried out the work • Number of properties protected 	Agency responsible for carrying out the work. Note: agencies with BRIMS access for this are: DECC, SF, Lands, Councils, Sydney catchment authority, Hunter catchment authority. RFS will enter data where land owner/manager does not have BRIMS access.	Within 5 working days of the end of the calendar month in which the work is carried out.
Complete fire trail register, with information about all fire trails recorded as per BFCC policy. Mandatory fields are: Name, vehicle carrying capacity – current & desired future, strategic classification – current.	BFMC	No later than 30 th June each year.

Reporting on Fire Trails

Each BFMC must prepare a **Fire Trail Register** in BRIMS in accordance with the BFCC Policy when available. The policy provides that the register will contain:

Field Name	Field Type	Comment/Description	Who Provides the Data
Fire Trail segment ID	Unique identifier		Provided by LPI.
Tenure	Land owner/manager list		Automatically drawn from BRIMS
Fire Trail Map	Spatial link		Initial data provision by LPI, checked and endorsed by Land Manager.
Fire Trail Name	Free text	Allowance will be made for alias name/s	Proposed by Land Manager – approved by BFMC.
Fire Trail Classification - current	Pick list	Will also include data for date of classification and identity of person entering information. Provision will be made for draft entries and later adoption by the BFMC.	Proposed by Land Manager – approved by BFMC.
Fire Trail Classification – desired future	Pick list	Will also include data for date of classification and identity of person entering information. Provision will be made for draft entries and later adoption by the BFMC.	Proposed by Land Manager – approved by BFMC.

**Annex L to
Bush Fire Coordinating Committee
Policy No. 1/2008
Bush Fire Risk Management**

Field Name	Field Type	Comment/Description	Who Provides the Data
Vehicle carrying capacity - current condition	Pick list	Will also include data for date of classification and identity of person entering information. Provision will be made for draft entries and later adoption by the BFMC.	Proposed by Land Manager – approved by BFMC.
Vehicle carrying capacity – desired future condition	Pick list	The condition should be depicted on the map Will also include data for date of classification and identity of person entering information. Provision will be made for draft entries and later adoption by the BFMC.	Proposed by Land Manager – approved by BFMC.
Permanent signage	Pick list	Identifies if the fire trail segment requires permanent fire trail signage.	Proposed by Land Manager – approved by BFMC.
Features	Free text	Include information on dead ends, float access, etc. Key features to be identified and then capable of being inserted onto the map.	Land Manager.
Access Restrictions	Pick list & free text	Temporary restrictions can be identified as well as permanent - temporary restrictions include fallen trees etc. May include locked gates, bollards, grids, rocks, bridges, creek crossings (width and load limits) etc.	Land Manager