



# Service Standard 4.3.1 Community Education

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## 1. Purpose

- 1.1 This Service Standard outlines the NSW Rural Fire Service's ("the RFS") commitment to reducing the impact of fire on the community through an emphasis on partnerships and community capacity building as developed by an active involvement in Community Education.

## 2. Policy

- 2.1 Each manager must develop an annual (financial year) community education strategy for their district(s) which:
- (a) addresses the legislative requirements of the bush fire risk management planning process;
  - (b) reflects the needs of all target groups;
  - (c) reflect what is in the Service Delivery Model in particular the Rural Fire District/Zone Service Agreement Schedule 3; and
  - (d) can be evaluated.
- 2.2 The community education strategy is required to:
- (a) be developed in conjunction with the district Community Education Committee;
  - (b) attempt to increase awareness, influence attitudes and change behaviours;
  - (c) include State-developed programmes and resources (all locally developed resources and programmes must be approved by the Manager Community Education);
  - (d) identify resource requirements for the implementation of the strategy;
  - (e) incorporate a timeframe for implementation;
  - (f) be developed for the whole of the district;
  - (g) be reviewed and evaluated annually; and
  - (h) be lodged with the regional manager by 31 March annually.
- 2.3 The content of the strategy must include the following key messages:
- (a) prioritised events addressing areas of highest risk first, as identified in the Bush Fire Risk Management Plan; and

(b) education programmes that communicate the risk to community members and ways in which that risk can be mitigated.

2.4 The usage of community education resources for the previous 12 months must be audited with returns to the Regional Manager by 30 June annually.

## 4. Links

- District Business Plans
- Bush Fire Risk Management Plan
- Community Education Resource Order Form

## 5. Who is responsible for implementing the Policy?

5.1 Executive Director Community Safety

5.2 District managers are responsible for developing and implementing the community education strategy.

5.3 Regional Managers are responsible for monitoring district development and implementation of the community education strategy

5.4 Manager Community Education is responsible for monitoring the implementation of community education strategies.

## 6. Amendments

Complete review of service standard and procedures

July 2007



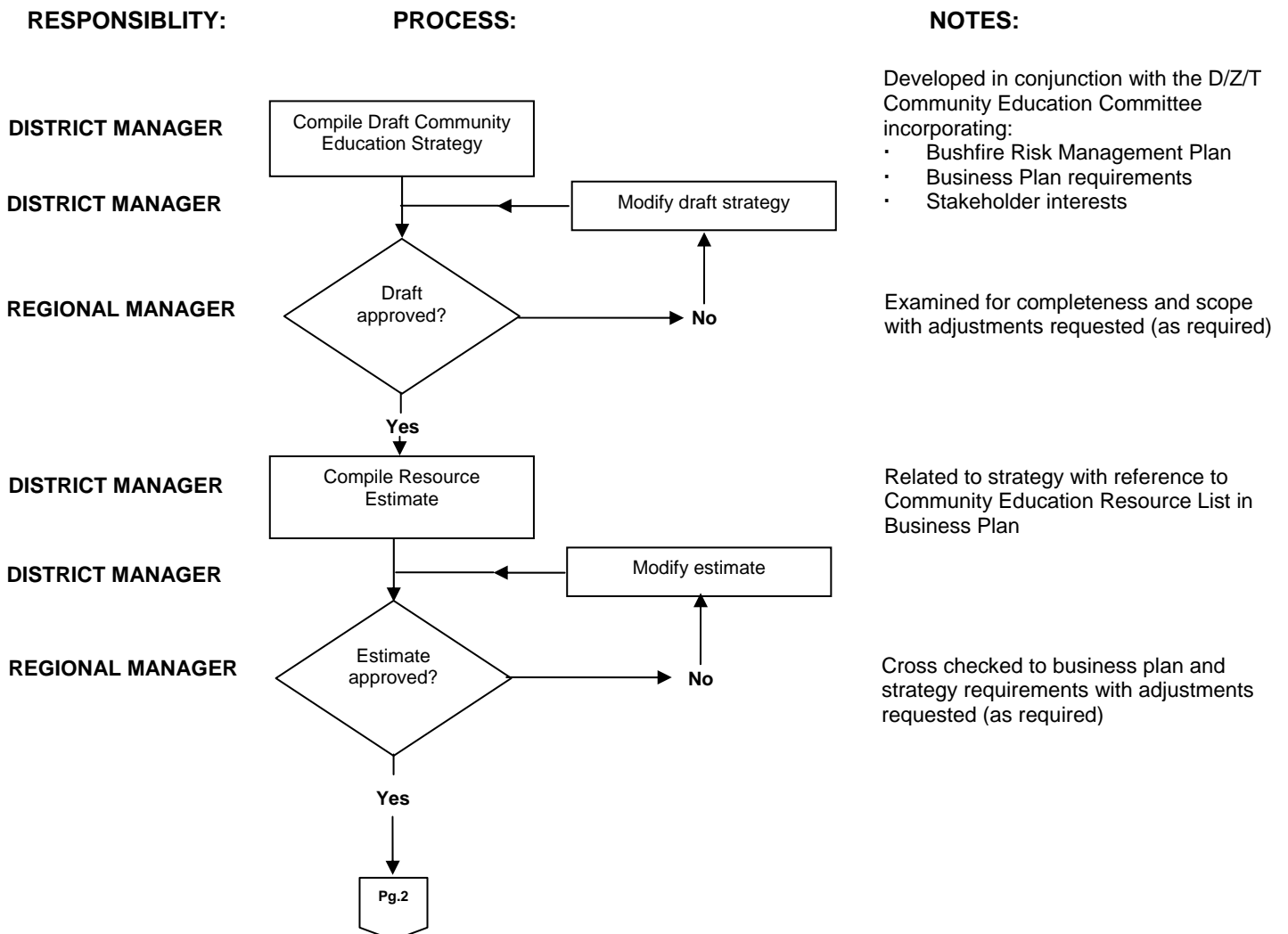
# SOP 4.3.1-1 Community Education Strategy

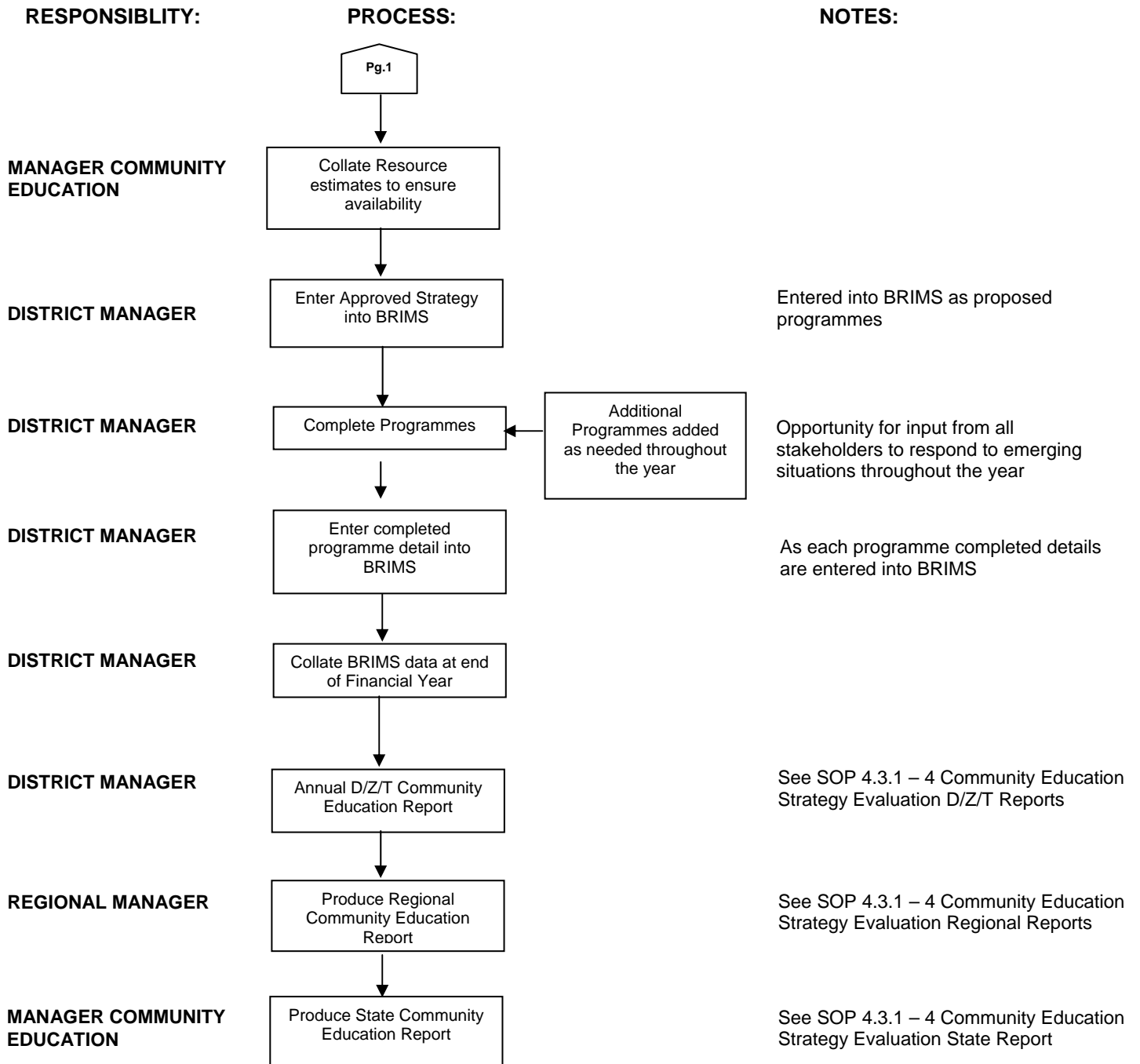
This SOP forms part of Service Standard 4.3.1 Community Education

## 1. Purpose

This Standard Operating Procedure describes the process for the development and implementation of a district annual Community Education Strategy.

## 2. Procedures





**Definitions:**

**BRIMS:** Refers to the Bushfire Risk Information Management System – Community Education Module



# SOP 4.3.1-2 Community Education Resource Ordering

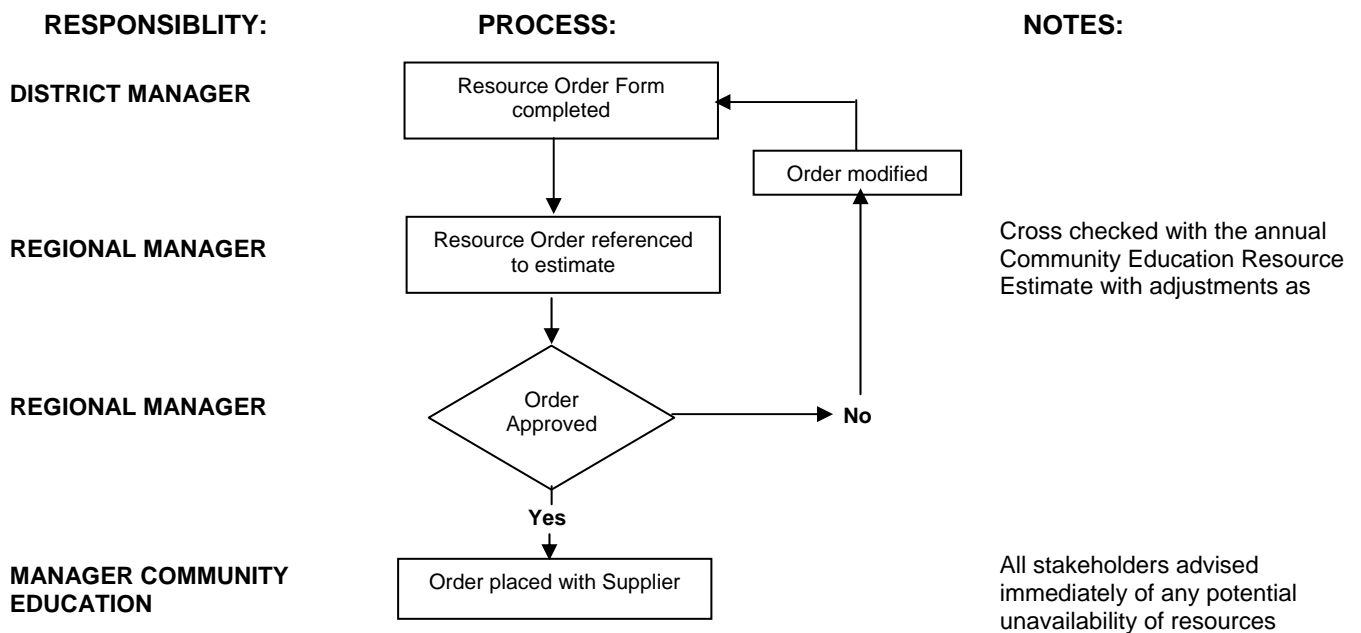
This SOP forms part of Service Standard 4.3.1 Community Education

## 1. Purpose

This Standard Operating Procedure describes the process for the ordering of Community Education Resources to support the annual Community Education Strategy.

## 2. Procedures

- 2.1 In this SOP, 'Resources' refers to the community education resources as listed in the Community Education Resource Catalogue.
- 2.2 All resource orders must be submitted on the standard Community Education Resource Order Form (available on the Intranet).





# SOP 4.3.1-3

## Community Education Strategy Format

This SOP forms part of Service Standard 4.3.1 Community Education

### 1. Purpose

This Standard Operating Procedure describes the format of the annual Community Education Strategy.

### 2. Procedures

- 2.1 The annual Community Education Strategy must include the following information for each proposed programme/action.
- (a) Community Education Strategy Reference Number;
  - (b) Bushfire Risk Management Plan Reference (if applicable);
  - (c) Business Plan (Service Delivery Model) Reference (if applicable);
  - (d) Type of Programme /Action;
  - (e) Target Group;
  - (f) Location for Programme / Action; and
  - (g) Timeframe for implementation
- 2.2 The annual strategy is to be entered directly into the Bushfire Risk Information Management System (“**BRIMS**”) Community Education Module as ‘proposed programmes’.



# SOP 4.3.1-4 Community Education Strategy Evaluation

This SOP forms part of Service Standard 4.3.1 Community Education

## 1. Purpose

This Standard Operating Procedure describes the process for evaluating the Annual Community Education Strategy at district, regional and state levels.

## 2. Procedures

### 2.1 District Evaluation

Each district is to report annually (by 31 July) on:

- (a) total number of community education strategies proposed;
- (b) total number of community education strategies completed;
- (c) number of Adult Programmes completed;
- (d) number of Youth Programmes completed;
- (e) number of Awareness Programs completed;
- (f) number of FireWise Groups in Place;
- (g) number of schools where Kids FireWise programme completed;
- (h) number of community education practitioners trained as:
  - Community Safety Assistant
  - Community Safety Facilitator
  - Community Safety Coordinator
- (i) membership of District Community Education Committee; and
- (j) number of Community Education Committee meetings conducted.

### 2.2 Regional Evaluation

Each region is to report annually (by 31 August) on:

- (a) number of districts with strategies submitted;
- (b) number of districts with resource estimates submitted;
- (c) number of districts with community education committees in place;
- (d) community education resource usage;
- (e) completion of Proposed Strategies;
- (f) programme trends; and
- (g) number of community education practitioners trained as:
  - Community Safety Assistant
  - Community Safety Facilitator
  - Community Safety Coordinator

### **2.3 State Evaluation (by 30 September)**

The Manager Community Education is to report annually on:

- (a)** number of districts with strategies submitted;
- (b)** number of districts with resource estimates submitted;
- (c)** number of districts with community education committees in place;
- (d)** community education resource usage;
- (e)** completion of Proposed Strategies;
- (f)** programme trends; and
- (g)** number of Community Education Practitioners trained as:
  - Community Safety Assistant
  - Community Safety Facilitator
  - Community Safety Coordinator