



**BUSHFIRE RISK MITIGATION COORDINATOR
BUSINESS PLAN**

<insert date>

Acronyms

ASTP Annual Scheduled Treatment Plan

BFAC Bush Fire Advisory Committee

BRMB Bushfire Risk Management Branch

BRMC Bushfire Risk Mitigation Coordinator

BRMO Bushfire Risk Management Officer

CEO Chief Executive Officer

DFES Department of Fire and Emergency Services

DOAC District Officers Advisory Committee

LG Local Government

MAFGP Mitigation Activity Fund Grants Program

MWG Mitigation Working Group

ROAC Regional Officers Advisory Committee

TPSR Treatment Plan Status Report

Purpose

The BRMC Business Plan documents the priorities, key tasks and objectives for the BRMC. The plan enables the BRMC, associated local governments and DFES to have a shared understanding of the BRMC's responsibilities and expected outcomes.

Role of the BRMC

The BRMC is responsible for developing and implementing local government bushfire mitigation programs. The BRMC works closely with relevant stakeholders to identify and prioritise mitigation activities within designated local governments and ensures treatment plans are effectively planned, delivered and evaluated.

Review Process

The Business Plan should be reviewed, at a minimum, on a quarterly (September, December, March & June) basis to ensure the objectives and deliverables stated in table 1 are being met. The review process should include the BRMC, LG representative and DFES BRMO or District Officer and should identify any issues likely to prevent the achievement of the BRMC's objectives. Attempts should be made to immediately resolve any performance issues and the LG CEO and DFES Regional Superintendent should be advised if the measures taken are not successful.

Meetings

Coordinating a LG mitigation program requires continuous, extensive consultation with landowners and stakeholders. BRMCs are required to attend and present at various forums to ensure the successful delivery of the program. These include, but are not limited to:

- Present and update the BFAC on the status of each LG's ASTP and 3-Year Indicative Treatment Plan.
- Assist with the facilitation of DOAC/ROAC meetings to increase the awareness and progression of LG mitigation programs.
- Present at LG Council meetings to ensure Councillors have an appropriate understanding of their LG's mitigation program and are supportive of the approach and progress of priority treatments.
- Where a LG MWG is deemed necessary, the BRMC will establish and chair the MWG (refer to MWG Terms of Reference).

Training

BRMCs are required to complete DFES' induction program during the initial weeks of employment. DFES' BRMB will coordinate the training with the BRMC and DFES' Regional BRMO and it is expected that all induction courses/tasks are completed in a timely manner.

To increase the competency and support the professional development of the BRMC, DFES' BRMB have developed a training calendar that extends over the BRMC's three-year contract period. The BRMC is required to attend the designated training and obtain any necessary accreditation.

Bushfire Risk Mitigation Coordinator			
Task / Objective	Deliverable	When	KPI
Identify, prioritise & schedule 12 months of treatment activities for each LG mitigation program	ASTP	Annually (by August)	All treatment data entered into BRMS. ASTP created, reviewed and approved by BRMC & BRMO.
Complete MAFGP application	MAFGP Application and Agreement	Biannual (according to MAGP rounds)	Application submitted to DFES BRMB. Invoices submitted & Grant Agreement executed
Monitor the status of all scheduled MAFGP treatments and provide progress report when requested	MAFGP Progress Report	6 months following allocation as requested by BRMB	Status report reviewed and approved by DFES BRMB
Acquit all MAFGP treatments in accordance with MAFGP Guidelines	Completed MAFGP Acquittal	12 months following allocation as requested by BRMB	Acquittal report signed by DFES Regional Superintendent and LG CEO and finalised by DFES BRMB.
Attend MAFGP Assurance Review	Attend Assurance Review	As requested by OBRM	Attendance at MAFGP Assurance Review
Ensure the status and accuracy of all treatments in the ASTP are valid	TPSR	Ongoing	All treatment data entered into BRMS is current. TPSR reviewed by BRMC, BRMO & DFES BRMB.
Identify, prioritise and propose treatment activities for the following 36 months (ASTP + 36 months)	3-Year Indicative Treatment Plan	Annually (by October)	All treatment data entered into BRMS. 3-Year Indicative Treatment Plan created, reviewed and approved by BRMC & BRMO.
Undertake treatment evaluations and risk re-assessments for all completed treatments in the LG mitigation program	Treatment Plan Status Report	Ongoing	All relevant BRM data entered into BRMS. TPSR reviewed by BRMC, BRMO & DFES BRMB.
Write a case study on a completed mitigation activity that has been coordinated by the BRMC	Treatment Case Study	Annual	Treatment Case Study template completed by the BRMC & submitted to the BRMO & DFES BRMB

Table 1: BRMC Objectives and Deliverables

Approvals

Signature of LG CEO (Grantee)

Print full name of LG CEO (Grantee)

Dated _____

Signature of DFES Regional
Superintendent

Print full name of DFES Regional
Superintendent

Dated _____

Signature of BRMC

Print full name of BRMC

Dated _____