Worksheets

List of BFA prevention resources

The following resources are divided into three categories:

• Establishing police and fire agency partnerships for bushfire arson prevention;

• Developing a bushfire arson prevention strategy; and

• Implementing bushfire arson prevention strategy

Establishing police and fire agency partnerships for bushfire arson prevention

★ Worksheets are coded RED

• Establishing local coordination between police and fire agencies to tackle bushfire arson

• How does the fire agency data match with the police data? Mapping the bushfire arson problem

Developing bushfire arson prevention strategies

★ Worksheets are coded BLUE

• What do we know about bushfires in our local area?
  ✓ Fire agency data
  ✓ Police and other agency data: Police intelligence
  ✓ Police and other agency data: Criminal justice intelligence

• Sample spreadsheets : Plotting the bushfire arson threats

• The consequences of bushfire arson: How much does it cost the local community?

• Targeting environmental factors

• Targeting community factors

• Targeting known offenders

Implementing bushfire arson prevention strategies

★ Worksheets are coded GREEN

• What do we want to do? A project summary sheet

• Potential stakeholders list

• Who to involve in bushfire prevention strategies? Stakeholder list

• Identifying the responsibilities/contribution of the community

• Benefits, generating momentum and sustaining support: What's in it for us?

• Did it work?
  ✓ Implementation questions
  ✓ Results questions

Before you use the worksheets, remember...

These worksheets are only a guide to help you fill in the knowledge gaps and organise the information you have in a more structured way. The do not have to be rigidly followed, so adapt the information or style of the sheets to suit your local context. If you already collect the information or have done something similar, it is not necessary to use the worksheets or redo the work to suit this format.

All worksheets are available from the Research in Practice section of the AIC website http://www.aic.gov.au/publications/current series/rip.aspx

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Establishing local coordination between police and fire agencies to tackle bushfire arson

How to initiate coordination between the two agencies

When thinking about establishing coordination, you may not need to start from scratch. There could be an existing framework you can use (such as a local management committee), so don't reinvent the wheel—use the organisations that already exist in the community.

- Approach your state or territory fire management committee. Most jurisdictions have one—in New South Wales this is the District Bushfire Management Committee.
- This committee should have representatives from key stakeholders (eg fire agencies, police etc).
- These committees tend to drive bushfire prevention initiatives, so if you can get them engaged in what you are planning to do, they can then support their counterparts at the local level of their agency or organisation.

Before you go into the meetings, you need to interrogate your data:

Find out:	Notes/comments:
☐ What information you can access	
☐ How the data is stored (eg Excel; paper based etc)	
☐ Frequency (eg available monthly, quarterly etc)	
☐ Who has access to the data	
☐ Whether you can share the data with stakeholders (you might be able to share with some and not others; privacy and security issues)	
☐ Knowledge of any arson offenders or suspects in the area	
☐ Any diversion or other strategies employed by police when dealing with offenders or suspects	

- When you go to the meeting, make sure to take with you what information you can
- Also, make sure that you have facilities to display or present your data (eg if you want to use an Excel spreadsheet, do you have computer and projection access? If using a mapping tool like ESRI, can you access it at the meeting place?)
- Use graphs to illustrate the data if available

During the meeting

- set initial goals and note each other's expectations/aims of the partnership;
- start initial strategy development;
- share resources;
- negotiate data access and sharing between the agencies, and develop boundaries;
- map the bushfire arson threat in the community using the data. See the following worksheets for templates to collect the information if needed:
  - ✓ *How does the fire agency data match with the police data? Mapping the bushfire arson problem*
  - ✓ *What do we know about bushfires? Fire agencies*
  - ✓ *What do we know about bushfires? Police and other agencies: Criminal justice intelligence*
  - ✓ *What do we know about bushfires? Police and other agencies: Police intelligence*

- Appoint a secretariat function—in other words, who is going to drive this initiative?

In the mapping exercises:

- Plot findings on a spreadsheet and or undertake Geographic Information System (GIS) mapping (if resources available);

- Do some trend analyses—particularly where peaks and troughs are. Also see where there are hotspots (in suburbs, days, times, months etc); and

- Put in a parameter chart—have a timeframe for how far you go back with the data. This could go back five or 10 years, or longer.

There may be more than one meeting needed to come to an agreement

How does the fire agency data match with the police data? Mapping the bushfire arson problem

Before hosting a workshop or meeting with broader stakeholders, it would be beneficial for fire agencies and police to map the extent and nature of bushfires locally.

Identifying patterns in bushfire arson

Although it often seems to strike randomly, bushfire arson is in fact a strongly-patterned activity; the same areas are targeted at the same time of year by the same type of offenders, year after year.

Identifying these patterns is an important way for police and fire agencies to become proactive and the most successful arson prevention programs in Australia so far have at their base, police and fire agencies sharing spatial data.

Regardless of how you do it, the most important thing to remember is that **compatibility and comparability between data sources used is the key.**

What to consider before planning a mapping exercise	
Maps used must:	**There are two ways of locating a place on a map:**

✓ identify the same ignition location
✓ Be the same format
	• The first is a geocode or point on a map
	  ✓ the most common is a street address. This can be converted into a latitude and longitude location using a program called the Geocoded National Address File (GNAF)
	  ✓ while street addresses are suitable for structural arson, the preferred measure of the ignition point for bushfires is either a grid reference on a topographic map, or a straight lat-long from a GPS or electronically-generated map
	  ✓ geocodes have several advantages. First, they are a good aid in generating a common map. Second they allow a bigger range of analysis tools to be used and third, the crucial information can be in micro-locations
	• The second method of locating ignition points is polygons
	  ✓ This is simply a shape on a map that can represent a local government area, police local-area command, postcode, suburb etc
	  ✓ Polygons are difficult to share because agencies seldom use a common boundary. The other problem is that the boundaries often change to reflect local government changes, new postal services or other administrative changes
	  ✓ So if polygons are going to be used, they must be same type from the same year
	• Police and fire agencies use topographic maps, satellite images, electronic maps and ordinal maps (street directories etc.). Successful examples of data sharing have always involved moving to a single format
	• The preferred format is a Geographic Information System (GIS) because it allows the use of more sophisticated electronic analyses such tracking tools that enables the relationship between time of day, week and month, and location of ignition to be measured
	• It is best if one type of GIS is used but, in practice, there is a large degree of compatibility between the two major propriety suppliers

Jones W 2009. *Identifying the BFA threat and establishing local coordination*. Presentation to the Australian Institute of Criminology Bushfire arson prevention workshop, Lake Illawarra, 3 December

What do we know about bushfires? Fire agencies

Use the following resource to help you obtain a snapshot of the bushfire threat in your local area.

This sheet is also available in a spreadsheet format from the AIC website.

Timeframe for data collection: _____

	Bushfires in general		Deliberately lit/suspicious fires	
	Figures/number	Data source	Figures/number	Data source
How many?				
Where are they lit?				
When do they seem to occur:				
Time of day?				
Day of the week?				
Day of the month?				
Seasonal?				
Source of ignition?				
Who do you suspect light the fires?				
How are emergency calls relating to fires being recorded?				
Any information on false callouts?*				
Any other trends?				

*False callouts can indicate a pattern of motivation for arsonists (eg testing response times)

What does this tell us of the bushfire arson risk in your community?

_____
_____
_____
_____
_____

Is there anything else that we need to know?

_____
_____
_____
_____
_____
_____
_____
_____

Developing a bushfire arson strategy

What do we know about bushfires? Police and other agencies: Police intelligence

Use the following resource to help you obtain a snapshot of the bushfire threat in your local area based on available police and/or criminal justice data.

Timeframe for data collection: _____

Section one: Police intelligence		
	Intelligence-related information	**Data source**
Who do you *think* lights fires in your local area?		
	Apprehension-related information	
How many people are apprehended for arson related activities?		
	Charge-related information	
How many known offenders are in the community?		
How many arson-related charges?		
How many convictions for arson?		
Are there any trends over time?		

Developing a bushfire arson strategy

What do we know about bushfires? Police and other agencies: Criminal justice intelligence

Use this sheet to give you ideas on other potential data sources for your mapping.

NB: availability and access of information from agencies listed below vary from state to state; some of this information may be hard to get. **If you cannot get this information, do not worry—they are only suggested alternative data sources that you may wish to think about.**

Section two: Criminal justice intelligence	
Data source	What it tells us
☐ Courts	
☐ Juvenile justice	
Any programs in place for offenders/potential offenders?	
☐ Corrections	
☐ Sentencing outcomes	
☐ Education department	
☐ Other agency (name)_____	
Are there any local programs in place for offenders, or at risk individuals?	

*Include where possible: program numbers, gender and age breakdown of participants, their geographical location (eg suburb), or any other de-identified data

What does this tell you of the bushfire arson threats in your community, and what you might expect in your community?

_____
_____
_____
_____

Other key points:

_____
_____
_____
_____

Developing a bushfire arson strategy

The consequences of bushfire arson:
How much does it cost the local community?

	Money (including funds diverted from other activities)	Human resources	Time	Environmental	Tackling fires	Prevention activities	Education and awareness	Impact on community
☐ Courts								
☐ Juvenile justice								
☐ Corrections								
☐ National parks								
☐ Schools								
☐ Council								
☐ Police: Homicide squad, police rescue, specialist squads, other								
Opportunity costs								
Total estimated costs								

Types of costs to consider:

- ✓ Training
- ✓ Fire drills
- ✓ Diverted funds from one area of need to fighting or preventing bushfires

Developing a bushfire arson strategy

Targeting the environment: Possible actions

	Possible action/ activities	Any local activities that exist?	Any activities that we could use as a model?
Reduce rewards			
Increase risks			
Increase the effort			
Remove excuses			
Community empowerment			

Possible actions could relate to:
- controlling access
- reinforcing guardianship/ ownership
- fuel reduction and prescribed burning
- removing abandoned cars
- arson in schools

Have we got a balance of these three types of approaches?

☐ Strategic (preparation and prevention strategies before bushfire arson occurs)

☐ Tactical

☐ Operational

Developing a bushfire arson strategy

Targeting the community and potential victims: Possible actions

	Possible action/activities	Any local activities that exist?	Any activities that we could use as a model?
Reduce rewards			
Increase risks			
Increase the effort			
Remove excuses			
Community empowerment			

Possible actions could relate to:
- targeting arson-prone communities
- community awareness campaigns
- reducing cigarette-caused bushfires

Have we got a balance of these three types of approaches?

☐ Strategic (preparation and prevention strategies before bushfire arson occurs)

☐ Tactical

☐ Operational

Developing a bushfire arson strategy

Possible actions could relate to:
- juvenile arson intervention programs
- programs for adult arsonists

Targeting known and at-risk offenders: Possible actions			
	Possible action/activities	Any local activities that exist?	Any activities that we could use as a model?
Reduce rewards			
Increase risks			
Increase the effort			
Remove excuses			
Community empowerment			

Have we got a balance of these three types of approaches?

☐ Strategic (preparation and prevention strategies before bushfire arson occurs)

☐ Tactical

☐ Operational

Implementing a bushfire arson prevention strategy

What do we want to do?

Summary sheet			
Potential objective(s)	Possible actions/activities	Ways we could see if the action(s) are working (indicators)	Who could be responsible?
☐ Reduce bushfire arson incidents			
☐ Increase reporting of bushfire arson or suspected bushfire arson activities			
☐ Reduce offending by recidivist arson offenders			
☐ Deter at-risk bushfire arson offenders			
☐ Increase community knowledge and/or awareness of bushfire arson			
☐ Improve response time to suspected bushfire arson			
☐ Introduce new/updated bushfire arson laws			
☐ Increase support for at-risk individuals in danger of coming involved in bushfire arson			
☐ Increase communication between the targeted group of people and the fire and/or criminal justice agencies			
☐ Evaluate of an existing bushfire arson prevention project			
☐ Research into bushfire arson			
☐ Other(s)			
☐ Other(s)			
☐ Other(s)			

Source: Objective classifications are based on NSW Attorney Generals Department Crime Prevention Division unpublished data: Coding scheme

Implementing a bushfire arson prevention strategy

Who to involve in bushfire prevention strategies? Potential stakeholders contact list

Below is a list of potential stakeholders to give you ideas of who you may wish to include in your prevention strategy.

Try to get stakeholders involved that are high enough in their organisation to:

• have knowledge to make decisions; and

• have the ability to commit resources

Stakeholder	Types of activities and roles that they could be involved in	Possible positions to target	Names	Contact details
Fire agencies	All interventions	Fire prevention officers etc		
Police	Offender based programs or interventions	Someone who can commit resources; local crime prevention officer		
Schools	Activities targeted at youths	Principals, school counsellors, dept of education, school regional coordination		
Neighbourhood Watch and similar groups	Door-knocks, community awareness campaigns			
Local council	Clear-up days, removal of abandoned vehicles	Community crime prevention officer; community safety officer; council rangers		
Community corrections	Offender rehabilitation activities, monitoring etc	Community corrections officers		
Local media	Public awareness campaigns	Crime reporter, editor(s)		
National Parks and Wildlife	Patrols, back burning, clearing scrub etc	Park rangers		
Department of Housing	Data provided on complaints; tenant histories			
CrimeStoppers				
Land management agencies				
General public	Monitoring fires/hotspots, use as informants			
Others				

Who to involve in bushfire prevention strategies? Detailed stakeholder list

Implementing a bushfire arson prevention strategy

List the groups or individuals who we can involve in the prevention activities	What they can offer/do • data • services • financial support etc	Are there costs (financial or otherwise) in obtaining their services? What are they?	How can we get them involved? • data sharing • activities align with goals • play key role in delivery of activity etc	Are there any concerns that should be addressed?	What (if any) are they?
*				☐ yes ☐ no	
*				☐ yes ☐ no	
*				☐ yes ☐ no	
*				☐ yes ☐ no	
*				☐ yes ☐ no	
*				☐ yes ☐ no	
*				☐ yes ☐ no	
*				☐ yes ☐ no	
*				☐ yes ☐ no	
*				☐ yes ☐ no	
*				☐ yes ☐ no	
*				☐ yes ☐ no	

Identifying the responsibilities/contribution of the community

Stakeholder list (could be an organisation, agency or a position)	Local	Responsibilities/role in this project	Needs to know about:	Has knowledge of:	Will communicate any findings/ information to:
	☐ local ☐ regional ☐ state ☐ national				
	☐ local ☐ regional ☐ state ☐ national				
	☐ local ☐ regional ☐ state ☐ national				
	☐ local ☐ regional ☐ state ☐ national				
	☐ local ☐ regional ☐ state ☐ national				
	☐ local ☐ regional ☐ state ☐ national				
	☐ local ☐ regional ☐ state ☐ national				

Implementing a bushfire arson prevention strategy

Benefits, generating momentum and sustaining support: What's in it for us?

Any prevention project needs to be sustainable and to have that, you need to generate momentum and support for the project. One of the key things to remember when attracting and retaining stakeholders in the project is to highlight and reinforce:

What's in it for them?

This could mean different things to different stakeholders; it could be recognition, increased funding, fulfilling a core business aim, makes the stakeholder feel valued etc. The list is endless. The important thing is to try to identify it and see if you can make it worth their while (and yours) to be involved.

Below are some tips on how to have a sustainable committee, based on the NSW Interagency Arson Committee's experience over the past four years.

Tip	
✓ Start off with something manageable and with a realistic timeframe	This makes it easier to measure success highlight achievements. (see *Element 3: Deciding what should be done about the bushfire arson threat in your area* section for advice)
✓ Have shared goals and needs	For example, the NSW Interagency Arson Committee's more successful activities are related to joint training needs improving investigation cooperation and improving training in general. These activities were mutually beneficial and a priority for each agency This training was driven when practitioners on the ground saw the need
✓ Data sharing between agencies is essential	This allows each agency to get the full picture on bushfire in their local area and help with making more strategic decisions around prevention (see the *Establishing local coordination between police and fire agencies to tackle bushfire arson* worksheets for more information)
✓ Support for prevention should be driven from the top, but implementation needs to be done locally	Most senior staff are on performance based contracts, so this should be used when trying to build prevention into core business
✓ Try to build relationships with other local initiatives or committees with common goals and establish a realistic timeframe for partnership building and activities from the start	Find out how long it took comparable committees to establish partnerships and ask how long it took to establish Be prepared for events taking longer than you plan, so don't rigidly set deadlines or mile. **Note:** This could take months, or even years
✓ Most importantly, **sell it!** It is not about catching offenders, it is about reducing fires. Sell this prevention message to your community and stakeholders	In the case of police, offender arrests drive the statistics and reduction in crime. However, not all fires get reported to police, so the fire statistics are not driving police response Use the '*How can we get them involved?*' column in the *Who to involve in bushfire prevention strategies? Stakeholder list* to document ways to attract specific stakeholders

Implementing a bushfire arson prevention strategy

Tip	
✓ Have a vehicle to show the results	Having a committee or a reporting framework could assist to get your success noted in the community and other organisations. The prevention strategies are then likely to attract more attention and potentially more support
✓ Show partners what they have to gain from being part of bushfire arson prevention strategies	Highlight the opportunities that can arise from being part of the committee. Be familiar with their core business aims and if the prevention activities support this, use it when trying to get support
✓ Have a way to monitor the results/actions some way	This allows you to support the argument for prevention and more resources. It also allows the community and your organisations that what you are doing is worthwhile
✓ Establish credibility of the prevention approach—you have to 'improve the brand' somehow	Make prevention more acceptable and ingrained in the community as an appropriate and preferred response to bushfire arson. Highlight the limitations and flaws in reactive responses (damage done, rarely catch arsonists, hard to prove etc)
✓ Think about establishing a 'revolving chair'	Although changing the chair each meeting may not be a good idea, a revolving chair can allow ownership to be shared among members and therefore generate more commitment and support **Note:** Revolving chairs may not give the committee a degree of permanency, which would be desirable in the long term
✓ Try to obtain a prevention budget	It is hard to get strategies and other activities off the ground when money for such things has not been set aside. Try to get senior management on board to set aside 'a bucket of money'. This may require making a case for prevention—do this by providing evidence of the benefits of prevention. Try to get prevention included as part of core business for agencies. **Note:** This may take years, so start small and do not factor this in until you are assured of obtaining funds

Key sustainability stumbling blocks	
Policy can often drive Local Area Command priorities	This illustrates why it is so important to get senior personnel involved in prevention
Key personnel changes	This threatens sustainability and tacit knowledge is often lost. Key strategies to minimise this are to have good record keeping for the project so any key information can be passed to the replacement. Try not to have any role position *personality* driven (although this is often hard to do). Then, if a key figure leaves it does not have such a dramatic impact on the project

Implementing a bushfire arson prevention strategy

Action	Your approach
☐ Establish a revolving chair for committees (if applicable)	
☐ Establish a realistic timeframe (including allowances for partnership building, obtaining resources, developing activities etc)	
☐ Establish data sharing across agencies	
☐ Make prevention a core business aim	
☐ Develop a prevention budget	
☐ Make the 'on the ground' practitioner see the need for prevention (or identify it)	
☐ How the results/actions will be monitored	
☐ Selling the prevention approach	
☐ Establish credibility for the prevention approach	
☐ Need a vehicle to sell the results of the prevention activities	
☐ How to show partners what they have to gain by being involved in prevention	
☐ Driving prevention from the top	
☐ Build relationships with other local initiatives	
☐ Identify shared goals and needs of stakeholders	
☐ Have a strategy in place when key personnel change	

Implementing a bushfire arson prevention strategy

Did it work? Implementation questions

Once the project is over, you and most likely your key stakeholders will want to know:

- Did the project work?
- What factors made it a success/failure?
- Could anything be done better?
- Successful or not, should the project continue?

Think about how you would answer these questions in the planning stage, so you can make sure you have the capacity to evaluate and determine if you were successful at the end of the project.

Implementation questions		
Question	How would you show this?	Your data source
How does this project activity attempt to prevent or reduce the bushfire arson threat in your local area?	*Show how the activities link to the objectives*	
How did you customise it for the local problem and context?	*Link information found in what do we know/environmental scan for your local area to match the activities*	
How were the actions planned, managed, organised and steered?	*Stakeholder responsibility chart could be useful, particularly if it is updated regularly*	
How were they monitored? Have you documented milestones?	*Use the indicators and available data sources*	
Have any ethical issues arisen when implementing it?	*List any issues that arose and how you dealt with them*	
What was the reality of implementing the project?	*Use the available worksheets as a guide for what you propose to do and compare it to the reality, stating how and why things changed (if applicable)*	

Framework structure based on Ekblom P nd. *5I's: A practical tool for transfer and sharing of crime prevention knowledge.* http://www.crimereduction.homeoffice.gov.uk/learningzone/5isintro.htm

Did it work? Results questions

Results questions		
Question	**How would you show this?**	**Your information source**
How did you evaluate? (or how will you evaluate?)	*Check your data sources and indicator section*	
Who evaluated?	*Refer to responsibility charts*	
What worked and how?	*Match objectives and outcomes using the indicators. Also record any observations that might be relevant*	
What variables may have contributed to the change in fire frequency at the site of this project? (eg weather)	*Your experience and knowledge of implementing your projects*	
What didn't work?	*Using the indicators, document any activities that did not achieve the desired outcome and offer reasons why*	
What could be improved in the future?	*Your experience of implementing your projects*	
Would you do anything differently?	*Your experience of implementing your projects*	
Were there any unexpected outcomes/events?	*Your experience of implementing your projects*	
Was it cost-effective?	*Conduct a cost-benefit analysis*	
Are there any cost savings for implementing this project?	*Conduct a cost-benefit analysis, record any savings made*	
Did the timeframe for the project fit?	*Compare the time you initially proposed to the time it took in reality*	
Is there potential for this project to be replicated elsewhere? If so, what local conditions aided/hindered the implementation?	*Your experience from project implementation*	
Were any community services needed for the activity's implementation? (eg counsellors for rehabilitation)	*Use stakeholder list/responsibility chart. Also any reflections after the activities are completed*	
What were the lessons learnt?	*Your experience from implementing the project*	
Is there anything other areas should avoid doing if they wanted to implement this project?	*Your experience from implementing the project*	

Framework structure based on Ekblom P nd. *5I's: A practical tool for transfer and sharing of crime prevention knowledge.* http://www.crimereduction. homeoffice.gov.uk/learningzone/5isintro.htm