

Annex I - Exhibition and Approval Process for Draft Bush Fire Risk Management Plans

Introduction

Each BFMC must in accordance with the *Rural Fires Act 1997* (Section 52), prepare and submit to the BFCC a draft Bush Fire Risk Management (BFRMP). The BFMC must in accordance with the *Rural Fires Regulation 2002* (Clause 30), give public notice of and exhibit any draft BFRMP. After considering all submissions received during public exhibition, the BFMC must submit to the BFCC in accordance with the Rural Fires Act 1997 (Section 58) the proposed BFRMP. Appendix 1 contains a flowchart outlining the public exhibition and approval process.

Endorsement of BFRMPs

The BFMC must endorse the draft BFRMP for public exhibition. The BFMC must ensure that the BFRMP has been prepared in accordance with the BFRMP guidelines and model plan (or other alternate BFCC approved process and plan). The BFMC must consider whether the treatments are adequate to reduce the risk of bush fire to the assets identified and ensure that all agencies required to undertake work have committed to the actions and treatments.

Once the BFMC is satisfied the draft BFRMP is ready for public exhibition, the BFMC must endorse the draft BFRMP and resolve to place it on public exhibition. The BFMC must ensure that the Checklist for Public Exhibition (Appendix 2) is completed prior to the commencement of the exhibition. The decision to publicly exhibit must be explicitly recorded in the minutes of the BFMC meeting.

Public Exhibition

Following endorsement by the BFMC, the draft BFRMP will be exhibited for a period of not less than 42 days. The BFMC may extend the period of exhibition if circumstances arise which it feels may significantly decrease the opportunity for public involvement in the process (e.g. school holidays).

During the period of exhibition the draft BFRMP must be available for public inspection at the office of the local authority/authorities for the area/s to which it relates (Council Chambers). So as to optimise public access to view the document the BFMC may consider making the draft BFRMP available for public inspection at other locations within the BFMC area (e.g. Fire Control Centre, NSW Fire Brigade Stations, and Public Libraries).

For any correspondence relating to the BFRMP the BFMC Chairperson is to be the spokesperson for the BFMC. The postal address of the Executive Officer should be identified for submissions relating to the public exhibition of the BFRMP to be sent to.

Formal Notification

The BFMC must formally notify members of the public that a draft BFRMP is being exhibited using the print media. The Executive Officer is to prepare the public notification with the Chairperson identified as the spokesperson. The public notification must take the

form of an advertisement in the Public Notices section of all newspapers for areas covered by the draft BFRMP. Local electronic (radio and television) media may also be utilised in addition to print media. The formal notification should follow the format in Appendix 3.

Media Release

The BFMC may consider preparing a media release for distribution to local print and electronic media advising of the public exhibition of the BFRMP and inviting the public to make comments. The Executive Officer is to prepare the public notification with the Chairperson identified as the spokesperson. This is in addition to the public notification and the text component should follow the format in Appendix 4. Any variations to the text are to be approved by RFS Headquarters on behalf of the BFCC.

Printing of the Plan

All maps and the BFRMP document placed on display shall be at A0 or A1 size. Additional copies may be provided by the BFMC (Executive Officer) to members of the public on request and should be printed at A3 size or be made available electronically.

Supporting Documentation

During the period of exhibition, any draft plan of operations and/or plan of operations for the area to which the draft BFRMP relates must be concurrently displayed for information.

A copy of supporting documentation including BFCC Policy 01/2008 and its Bush Fire Risk Management Planning Guidelines should be made available at the locations where the draft BFRMP is being exhibited. Other BFCC Policies, and the *Rural Fires Act 1997* and *Regulations* may be made available upon request.

Receipt and Acknowledgement of Submissions

During the period of exhibition, the Executive Officer of the BFMC will receive and collate all written submissions. Submissions received during the exhibition period must be properly registered, filed and indexed so that individual submissions can be referred to at a later date. A letter acknowledging receipt of the submissions and outlining the response to the submission as well as the review process must be sent in reply. The text component of the letter identified in Appendix 5 must be used.

Review of Submissions

A consideration and 'Review of Submission' table must be completed by the BFMC (Executive Officer) for submission with the draft BFRMP to the BFCC. The 'Review of Submissions' must follow the format provided in Appendix 6.

Amendments

The BFMC is to determine if changes are to be incorporated into the draft BFRMP after considering the matters raised in submissions received during public exhibition.

Plan Adoption

The consideration to adopt the final draft BFRMP must occur at a meeting of the BFMC. The decision to adopt the final draft BFRMP must be explicitly recorded in the minutes of the BFMC meeting. In order to adopt the draft plan, all BFMC members must be given at

least 7 days notice of the meeting (as a reminder for a pre arranged meeting), or at least 14 days if the date has not been previously advised. If no submissions have been received during the Public Exhibition, the BFMC may decide to conduct this meeting using a method other than a face-to-face meeting, provided that the method chosen is consistent with the BFMC Handbook. Any member who cannot attend the meeting may make their views known in writing prior to the meeting. If no response is received prior to the meeting, the endorsement of that member to the adoption of the draft plan will be assumed. Once adopted by the BFMC, the draft plan is to be signed by the Chairperson for submission to the BFCC.

Submission to the BFCC

Following the public exhibition process, and adoption by the BFMC, the BFRMP is to be submitted to the BFCC. The BFMC is to submit two hard copies of the BFRMP document and an electronic copy of the BFRMP document and Output Display maps to the BFCC for endorsement.

A copy of the 'Review of Submissions' is to be submitted with the Draft BFRMP.

The BFMC must complete the Self Assessment Criteria table at Appendix 7 and submit this with the draft BFRMP.

The Executive Officer is to ensure all required documentation is submitted in accordance with the Checklist for the Referral of Draft BFRMP to the BFCC (see Appendix 8).

Checking the consistency of a BFRMP

The RFS on behalf of the BFCC will check the consistency of the BFRMP with the BFCC Policy and the guidelines on bush fire risk management through targeted sampling. If there are any major oversights or inconsistencies found

the BFRMP will be returned to the BFMC with suggested modifications to the draft proposed by the BFMC. If the BFMC disagrees with the modifications identified they may present a case to the BFCC outlining their reasons why.

Determination by BFCC

The BFCC will prepare a report on the draft BFRMP submitted to it in accordance with the Draft BFRMP Assessment Criteria at Appendix 9.

Following review of the Draft BFRMP and 'Review of Submissions', the BFCC will determine the status of the plan in one of the following ways:

- Approve

A copy of the approved and stamped BFRMP will be returned to the BFMC for their records and one kept by the RFS on behalf of the BFCC.

- Approve with amendments to the draft proposed by the BFMC

If the BFCC determines that the draft BFRMP requires modification, the BFCC will modify and send it back to the BFMC, or will identify modifications for the BFMC to make. If the BFMC disagrees with the modifications identified by the BFCC they may present a case to the BFCC outlining their reasons why.

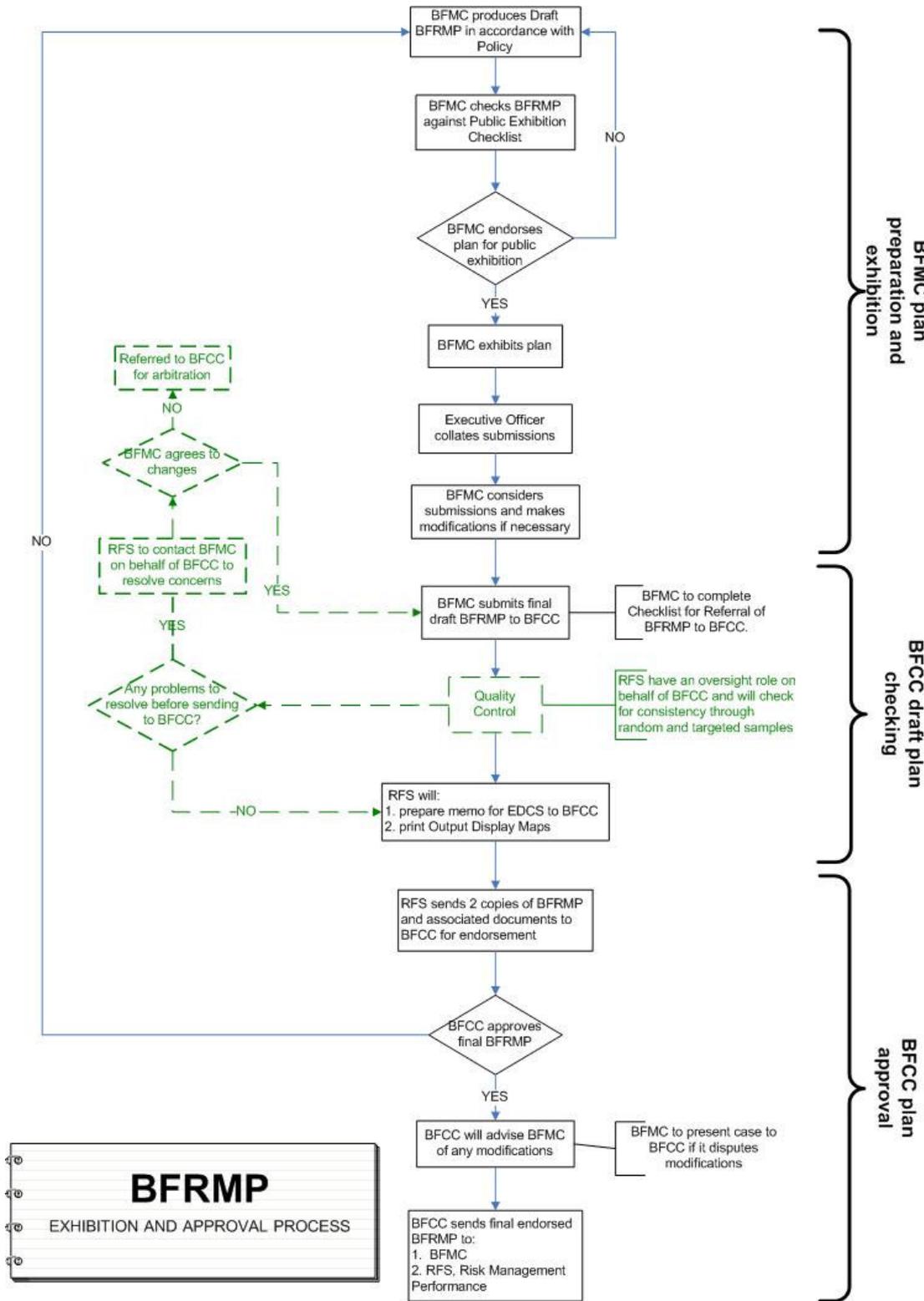
- Refuse

If the BFCC refuses to endorse the draft BFRMP, it will be returned to the BFMC with an instruction for the BFMC to prepare a draft BFRMP that meets the BFCCs requirements.

Once a BFRMP has been revised the BFMC must resubmit it to the BFCC.

The BFCC will identify if re-exhibition of the BFRMP to the public is necessary.

Appendix 1 Assessment and Approval Flowchart



Appendix 2 Public Exhibition Checklist

Bush Fire Risk Management Plan PUBLIC EXHIBITION CHECKLIST

Bush Fire Management Committee:

Place a tick “√” in the appropriate boxes below to indicate that the BFRMP complies with the relevant Bush Fire Coordinating Committee Guidelines and Policies.

1. Chapter 1 – Introduction

1.1 Introduction component of Model Plan included (framework Chapter 1 in Model Plan with blanks filled in).

2. Chapter 2 – Identifying and assessing the bush fire risk

2.1 Identifying and assessing the bush fire risk component of Model Plan included (framework in Chapter 2 in Model Plan with blanks filled in).

2.2 Human Settlement Assets identified (**note:** if there are assets that are not identified but should be, discuss and make amendments if necessary).

2.3 Economic Assets identified (**note:** if there are assets that are not identified but should be, discuss and make amendments if necessary).

2.4 Environmental Assets identified (**note:** if there are assets that are not identified but should be, discuss and make amendments if necessary).

2.5 Cultural Assets identified (**note:** if there are assets that are not identified but should be, discuss and make amendments if necessary).

2.6 Risk levels for assets identified (**note:** if there are assets that have not had risk levels determined, discuss and make amendments if necessary).

2.7 Reasons for risk acceptability identified (**note:** if reasons are not adequate, discuss and make amendments if necessary).

3. Chapter 3 – Treating the Risk

3.1 Treatments identified, prioritised and responsibility allocated (framework in Chapter 3.1 in Model Plan with blanks filled in).

3.2 As a minimum, extreme and very high risk assets are treated (**Note:** If there are any assets that aren't, discuss and make amendments if necessary).

3.3 Are the treatment adequate for the risk?

3.4 Are agencies prepared to commit to identified actions and treatments contained in the draft BFRMP and fully appreciate the implications of these treatments?

4. Chapter 4 – Performance Monitoring and Reviewing

4.1 Monitoring and Reviewing component of Model Plan included (framework in Chapter 4 in Model Plan with blanks filled in)

5. Appendices

5.1 Detailed Communication Strategy included

5.2 Detailed list from Risk Register of all assets assessed included

5.3 Detailed list from Risk Register of treatments assigned to assets included

6. Mapping

6.1 Map for each precinct showing

- Human Settlement Assets mapped
- Economic Assets mapped
- Environmental Assets mapped
- Cultural Assets mapped
- Bush Fire Management Zones mapped
- Asset Table
- Treatment Table
- Fire history map (if produced electronically – hand drawn maps are not to be included)
- Fire threshold (if produced)

7. Further Comments

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Date: / /

Chairperson
<BFMC name> Bush Fire Management Committee

Appendix 3 Formal Notification of Public Exhibition of Draft Bush Fire Risk Management Plan

<Name> Bush Fire Management Committee PUBLIC EXHIBITION OF DRAFT DOCUMENT

<Name> Bush Fire Risk Management Plan

The <Name> Bush Fire Management Committee is currently seeking comments on its draft Bush Fire Risk Management Plan (BFRMP) which has recently been prepared.

The draft BFRMP covers the whole of the <insert LGA names> area. It includes information about the local area and specifies works to be done to manage bush fire risk in the area.

The draft BFRMP applies to all land in the <insert LGA names> area including private land.

The draft BFRMP will be on exhibition for a period of 42 days from <date> until <date>.

The Draft BFRMP is on display at the following locations:

- [INSERT OFFICE, ADDRESS]
- [INSERT OFFICE, ADDRESS]

Copies of the draft BFRMP may be obtained by contacting (02) XXXX XXXX during office hours. Copies may also be obtained in person from the XXX at the <office and address> during business hours.

Written submissions on the Draft BFRMP can be sent to the BFMC by email on <email address> or by post to <address/PO Box>. The closing date for submissions is <date>.

For further enquires, contact <name>, on <phone number>.

Appendix 4 Media Release for Public Exhibition of Draft Bush Fire Risk Management Plan

<Name> Bush Fire Management Committee Media Release

FOR IMMEDIATE RELEASE <DAY MONTH YEAR>

BUSH FIRE RISK MANAGEMENT PLANNING IT AFFECTS YOU!!

“This is an important document that aims to protect our community and assets” said <inset name of chair>, Chairperson of the <BFMC name> BFMC. “Everyone should take the opportunity to have a look at the plan to ensure that their views are addressed.”



Your comments are invited on the <BFMC Name> Draft Bush Fire Risk Management Plan, now on public exhibition at the <name Council> Council Chambers and <name> NSW Rural Fire Service (RFS) Fire Control Centre.

A Bush Fire Risk Management Plan (BFRMP) is a comprehensive document that maps and describes the level of bush fire risk across an area and the proposed treatments to minimise and mitigate the risk.

The <BFMC name> BFRMP, has recently been reviewed. <Name> Bush Fire Management Committee invites the people of <LGA name/s> to view the Draft Bush Fire Risk Management Plan and make comments by <date>.

The plan identifies bush fire issues, identifies assets at risk, assesses the level of risk, and establishes treatment strategies to minimise the risk and who is responsible for carrying out the treatments identified.

These treatment strategies may directly affect you and your property.

The Draft BFRMP is on display at the following locations:

- [INSERT OFFICE, ADDRESS]
- [INSERT OFFICE, ADDRESS]

Written submissions on the Draft BFRMP can be sent to The BFMC Executive Officer by email on <email address> or by post to <address/PO Box> by <date>.

For further enquires, contact <name>, on <phone number>.

Appendix 5 Form Letter – Receipt of Submission on Draft Bush Fire Risk Management Plan

<Name>

Bush Fire Management Committee

Mr/Mrs/Ms <Name>
<Street Address>
<Suburb>
<State> <Post Code>

<Date>

File No.

Dear

Re: Draft Bush Fire Risk Management Plan for (LGA).

Thank you for your response to the exhibition of the draft Bush Fire Risk Management Plan.

All submissions received by the Bush Fire Management Committee will be considered and a report made to the Bush Fire Coordinating Committee, including a copy of all submissions.

The Bush Fire Management Committee will make a recommendation to the Bush Fire Coordinating Committee in relation to the adoption of the plan with any recommended amendments brought to their attention during the period of public exhibition identified.

The Bush Fire Coordinating Committee will consider adoption of the plan having regard to all submissions received during the period of public exhibition.

Your interest and comments are appreciated by the Bush Fire Management Committee.

Yours sincerely,

Chairperson,
..... Bush Fire Management Committee.

Appendix 6 Review of Submissions

Review of Submissions for Bush Fire Risk Management Plan

Date Received	Name and Address of Person/Organisation	Submission Details	Consideration	Recommended Action

Appendix 7 Self assessment criteria for draft BFRMP

Criteria	Did the BFMC achieve the criteria?	Supporting information and comments
Was threatened species information provided by DECC HQ?		
Was DECC threatened species information used by BFMC in assessments?		
Was Aboriginal information provided by DECC HQ?		
Was Aboriginal information used by BFMC in assessments?		
Have all assets at risk from bush fire been identified and assessed?		
Has the BFMC endorsed risk levels in the plan?		
Have all relevant Govt. landowners been given opportunity to comment on the plan?		
Have BFMC members endorsed all treatment strategies?		

The BFMC endorses that all of this information is true and correct at the time of completion. The BFMC recognises that in light of new information the plan and its content may require review.

Signed
 Chairperson
 Date

on Behalf of

BFMC

Appendix 8 Checklist for Referral of Draft BFRMP to BFCC

Bush Fire Risk Management Plan CHECKLIST FOR REFERRAL OF DRAFT BFRMP TO THE BFCC

Bush Fire Management Committee:

Period plan was placed on public exhibition:/...../..... from/...../.....

Place a tick “√” in the appropriate boxes below to indicate that the BFRMP complies with the relevant Bush Fire Coordinating Committee Guidelines and Policies.

1. Post Public Exhibition

- 1.1 “Public Exhibition Checklist” attached and completed.
- 1.2 Resubmitted plan addresses requirements in the “Public Exhibition Checklist”.
- 1.3 Plan amended to remove exhibition details and “draft” on front page and watermark.
- 1.5 Was the draft BFRMP placed on public exhibition more than once?
YES NO

2. Referral to BFCC

Supporting documentation has been attached by the Bush Fire Management Committee as follows:

- 2.1 2 hard copies and an electronic copy of final draft BFRMP document (both copies signed by Chairperson on behalf of BFMC).
- 2.2 Digital copy of final draft Output Display Maps for printing.
- 2.3 Minutes of BFMC meeting where the draft BFRMP was endorsed for submission to the BFCC.
- 2.4 Memo from BFMC Executive Officer to BFCC.
- 2.5 “Review of Submissions” table.
- 2.6 Details of amendments made to BFRMP as a result of submissions.
- 2.7 Completed self assessment criteria table.

3. Community Consultation

3.1 Which methods of communication identified within the Communication Strategy were implemented?

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3.2 Details of community participation during BFRMP process (i.e. numbers that attended meetings, numbers that made comments/submissions)

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.....
Executive Officer
<BFMC name> Bush Fire Management Committee

Date: / /

Appendix 9 Draft Bush Fire Risk Management Plan assessment criteria

Draft BFRMP assessment criteria	How the criteria will be assessed
Plan Preparation - General	
If an alternate process used was it approved by the BFCC?	Meeting minutes/approval documentation from BFCC
Do assets or treatments extend into adjoining BFMC areas, or are located outside the BFMC area?	Review plan
Are assets and treatments that cross multiple BFMC areas consistent in risk assessment and treatment?	Comparison of risk assessments and treatments
Plan Preparation - Assets	
Was the Risk Register used?	Output from Risk Register
If alternate fire thresholds have been used have they been approved by the Biodiversity and Fire Reference Group?	Meeting minutes/approval documentation from Biodiversity and Fire Reference Group
Have locally important environmental assets been identified?	Review of plan
If locally important environmental assets are identified were the consequence ratings determined by the Biodiversity and Fire Reference Group?	Meeting minutes/ documentation from Biodiversity and Fire Reference Group
Is there evidence that the BFMC assessed fire threshold for each threatened species with a minimum fire interval in accordance with Clause 7.2.1?	Review of endangered and vulnerable environmental assets fire threshold checklist
Plan Preparation – Risk Acceptability	
Have risk levels been assigned to all assets?	Review of asset register output
Has a priority been assigned to all assets?	Review of asset register output
Have risks been ranked in order of priority for treatment	Review of asset register output and maps
Has the BFMC documented reasons for risk acceptability level?	Review of plan
Plan Preparation – Treatments	
Have treatment strategies been assigned to all assets at an unacceptable risk (at a minimum extreme and very high risk assets are to be treated)?	Review of treatment register output and maps
Are treatments SMT (Specific, Measurable, Trackable)?	Review of treatment register output

Have all treatments been assigned responsible agency/agencies?	Review of treatment register output and maps
Model Plan	
Has template been completed (i.e. all editable fields have been filled in and italicised instructions removed)	Review of plan
Is the Plan signed by the Chairperson?	Review of plan
Is the Plan grammatically correct with no spelling mistakes?	Review of plan
Is the Plan in accordance with the Model Plan?	Review of plan
Are any changes to the Model Plan consistent with the intent of the Model Plan?	Review of plan In accordance with Guidelines on the intent of the Model Plan
Is the data source/s for BFMC area and land tenure referenced?	Review of plan
Is the data source/s for population and demographic information referenced?	Review of plan
Is the data source/s for bush fire frequency and ignition cause referenced?	Review of plan
Has the risk acceptability information been amended if relevant?	Review of plan
Has the fire threshold information been amended if relevant?	Review of plan
Has the Community Participation Strategy been included (with all relevant fields filled out)?	Review of plan
Have details of asset specific treatments been identified (section 3.3)?	Review of plan
Has the bush fire risk register asset list been attached (with all relevant fields filled out)?	Review of plan (appendix 2)
Has the bush fire risk register treatment list been attached (with all relevant fields filled out)?	Review of plan (appendix 3)
Maps	
Are the required maps included (MDAs)?	Review of final maps
Have the optional maps been provided (time since fire, fire frequency, vegetation, fire threshold)?	Review of final maps
Are the maps provided easily interpreted? (e.g. assets can be distinguished and are not overcrowding map, standard text correct, legend visible, asset/treatment table readable)?	Review of final maps

Do the map reference numbers correctly reflect the asset register?	Review of final maps again asset register
Is the symbology/legend consistent with BFCC Policy	Review of final maps
Are the data sources used for the vegetation map referenced (if prepared)?	In accordance with referencing guidelines
Is the vegetation map in Keith categories if prepared?	Review of final map
Are cultural assets displayed and named in accordance with the policy (i.e. Aboriginal heritage assets must not appear at a scale less than 1:50,000)?	Review of final maps
Are environmental assets displayed and named in accordance with the policy (i.e. so public cannot identify sensitive sites)?	Review of final maps
Are BFMZs (in particular SFAZs) displayed on the map?	Review of final maps
Are BFMZs linked to treatments and if not has justification been provided?	Review of final maps
Has justification been provided for the absence of BFMZs around assets with unacceptable risk?	Review of documentation and discussion with BFMC
Community Participation	
Was a Community Participation Strategy and Communication Implementation Strategy prepared?	Review of Appendix 1 of plan
Was the Community Participation Strategy followed?	Checklist for Referral of Draft BFRMP to the BFCC and self assessment
Were variances from the Community Participation Strategy documented?	Review of documentation
Were all BFMC members involved in the implementation of the community participation strategy?	Review of community participation strategy and self assessment
Were the methods of communication identified within the Communication Strategy implemented?	Checklist for Referral of Draft BFRMP to the BFCC, Communication Strategy and self assessment
Public Exhibition	
Is there evidence of consensus adoption by BFMC of draft plan prior to exhibition?	Review of BFMC meeting minutes approving plan for exhibition
Was the BFRMP placed on exhibition for a minimum 42 days?	Review of exhibition notification, invoice from print media
Was the public formally notified of exhibition?	Review of exhibition notification, invoice from

	print media
Was a "Review of Submissions" undertaken (in accordance with Policy 1/2008)?	Review of documentation for submission to BFCC
Did the BFMC resolve any issues identified within the "Review of Submissions"?	"Review of Submissions" document and Plan
Plan Adoption	
Is there evidence of consensus adoption by BFMC of draft plan for submission to BFCC?	Review of BFMC meeting minutes approving plan for exhibition
Has Annex I of BFCC Policy 1/2008 been adhered to for plan adoption	Review of minutes/checklists
Have the Checklists from BFCC Policy 1/2008 been filled out?	Review of Checklists