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## Appeix E – Subcommittees of the BFMC

A BFMC may establish a Subcommittee(s) to assist in fulfilling its responsibilities under the *Rural Fires Act 1997* and BFCC Policy as outlined in the BFMC Charter. Tasks that a Subcommittee would typically assist with include the preparation, development, coordination and monitoring of the following:

* Draft Bush Fire Risk Management Plan
* Draft Fire Access Fire Trail Plan
* Draft Operations Coordination Plan
* Annual Works Programme
* Funding Applications
* Draft Community Protection Plans
* Annual Ignition Prevention Plan
* Community Engagement Strategy or Initiatives

The BFMC should employ a practical approach to the formation of Subcommittees. To minimise administration loads and complexity / confusion, it is recommended that the number of Subcommittees are kept to a minimum. The BFMC may only need to establish a single Subcommittee to undertake work associated with the above tasks and involve subject matter experts as required. The creation of multiple Subcommittees that consists of the same representatives should be avoided. However, where there is variation in the membership and expertise required to address different BFMC matters, the formation of multiple Subcommittees may be necessary. Where the BFMC is of the view multiple Subcommittees are required, the following structure could be considered. This can be flexible and will depend on how the BFMC works

**Subcommittee 1 – Bush Fire Risk Management**

*Scope*

* Bush Fire Risk Management Plan
* Fire Access and Fire Trail Plan
* Annual Works Programmes
* Community Protection Plans
* Prioritising Funding Applications

*Membership Comments*

It is important that all Land Management Agencies and Fire Authorities are represented on this Subcommittee. This will ensure that draft Plans are relevant and take into account the views of key stakeholders.

*Meeting Frequency*

This Subcommittee should meet at least three times a year to plan and coordinate bush fire mitigation work as well as monitor / review the Bush Fire Risk Management Plan and the Fire Access and Fire Trail Plan.

**Subcommittee 2 – Operations**

*Scope:*

* Operations Coordination Plan
* Pre-season Checklist
* Annual Ignition Prevention Plan

*Membership Comments:*

Representation from all Fire Authorities and Police will be critical to the functioning of this Subcommittee. Membership is to be restricted to these organisations due to the sensitive nature of some of the issues to be dealt with by this Subcommittee (e.g. arson). Other organisations can be invited along to these Subcommittee meetings as required.

*Meeting Frequency*

This Subcommittee should meet at least two times a year. Once before and once after the Bush Fire Danger Period. More frequent meetings are encouraged during the Bush Fire Danger Period to address any issues related to ignition prevention.

**Subcommittee 3 – Community Engagement**

*Scope:*

* Community Engagement Strategy and Initiatives

*Membership Comments:*

People that have a detailed knowledge of the local demographics and social issues along with expertise in the ranges of communication methods should be involved with this Subcommittee. Inclusion of representatives from the volunteer or community-based organisation (e.g. NSW Farmers, Nature Conservation Council and Local Aboriginal Land Councils) that form part of the BFMC membership would be particularly advantageous.

*Meeting Frequency*

This Subcommittee should meet at least once a year to prepare / update a Community Engagement Strategy and coordinate the implementation of any engagement initiatives.

Not all tasks that arise during BFMC business need to be referred to a Subcommittee. The BFMC may be able to resolve many issues itself or refer it to the appropriate member(s) to investigate and report back to the Committee.

**Governance Arrangements**

Establishment of a Subcommittee and the nominated members should be documented in the BFMC meeting minutes. As outlined in Section 12, the Subcommittee must only consist of members of the BFMC or

organisation representatives that have been nominated by their BFMC member. In addition, a Convener should be appointed and at least one BFMC member should be involved in the Subcommittee to oversee its activities to ensure objectives are being met and work remains within scope. A Subcommittee can investigate issues, develop draft documents or programs and make recommendations for the BFMC to consider. Any decision-making must be performed by the BFMC.

There will be occasions where a Subcommittee must deal with sensitive information in undertaking its role. Members are subject to the same confidentiality arrangement as the BFMC, which are detailed in Section 17 of the BFMC Handbook. In some instances, it may be appropriate for specific agencies to hold detailed discussions independent of the Subcommittee and report back as required.

Subcommittees should only engage in discussions on matters that have been referred to it by the BFMC. To ensure that the Subcommittee is clear on its role and purpose, a Terms of Reference needs to be prepared and approved by the BFMC. The Terms of Reference will clearly outline matters that are within the scope of the Subcommittee and identify the official membership of the group. A standard template for a Subcommittee Terms of Reference is attached to this Appendix.

**The Convener**

The Convener for the Subcommittee has a similar role to the BFMC Executive Officer, which is detailed in Section 7 of the BFMC Handbook. The Convener can be anyone endorsed by the BFMC and does not need to be the Executive Officer. The role includes the following duties:

* Prepare meeting agendas and minutes.
* Compile reports and any business papers for submission to the BFMC.
* Book, prepare and arrange meetings.
* Collate apologies.
* Maintain, manage and hold Subcommittee files and records.
* Maintain membership records and contact details.
* Distribute any relevant correspondence.

The arrangements in place for BFMC meetings as outlined in Section 9 of the BFMC Handbook should also be employed for the Subcommittee. Standard templates for the Subcommittee agenda, minutes and progress reports have been attached to this Appendix.

A report to the BFMC, which summarises the activities of the Subcommittee since the last BFMC meeting, should be submitted to the BFMC at each meeting. This report should include copies of the agenda(s), minutes and any relevant documents tabled with the Subcommittee. Where a recommendation is to be made by the Subcommittee to the BFMC, a separate paper is to be prepared by the Convener, consistent with the template provided in Appendix B.

Whilst minutes should be prepared for each Subcommittee meeting, they do not need to be a detailed appraisal of discussions that took place. However, they should provide some context, reasoning and background to any recommendations made by the Subcommittee.

**TERMS OF REFERENCE**

**[name] SUBCOMMITTEE OF THE**

**[name] BUSH FIRE MANAGEMENT COMMITTEE**

# Role of the Subcommittee

The [name] Subcommittee has been established to carry out the following tasks:

* [Insert task – e.g. prepare draft Bush Fire Risk Management Plan]
* [Insert task – e.g. prepare draft Fire Access and Fire Trails Plan]

This Subcommittee may also be requested by the Bush Fire Management Committee (BFMC) to investigate and provide advice on specific matters relevant to the above tasks.

# Membership

Membership of the [name] Subcommittee is outline below. At least one BFMC member should be represented on the Subcommittee to oversee its activities.

|  |  |  |
| --- | --- | --- |
| **Representative** | **Organisation** | **Contact Details** |
| *Convener -* |  |  |
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# Meetings

Members of the [name] Subcommittee will meet on a regular basis to adequately address matters that have been referred to it by the BFMC. Dates of meetings are to be determined in consultation with Subcommittee members and a minimum of two weeks notice should be provided.

# Reporting

Following each meeting of the [name] Subcommittee, a summary report is to be prepared by the Convener and submitted to the BFMC at its next meeting. The report must include a copy of the agenda(s), minutes and any relevant documents tabled at the Subcommittee meeting. Where a recommendation is to be made by the Subcommittee for BFMC consideration, a separate paper is to be prepared by the Convener.

**[Name] Bush Fire Management Committee**

Agenda Item XXX

[Name] Subcommittee Progress Report

# Purpose: To Note

# Recommendation:

1. That the [Name] Bush Fire Management Committee (BFMC) receives and notes the [Name] Subcommittee Progress Report.

# Background:

# Current Position:

# Attachment(s):

# Name:

# Title:

# Contact number:

**[name] SUBCOMMITTEE OF THE**

**[name] BUSH FIRE MANAGEMENT COMMITTEE**

**AGENDA**

|  |  |
| --- | --- |
| **Meeting:** | MEETING NUMBER/YEAR |
| **Convened by:** | [Convener name - Organization] |
| **Location:** | [place, address, room] |
| **Date and time:** | [day, date, time] |
| **Minutes by:** | [name – organization] |

# AGENDA

Table 2: Agenda Items

|  |  |  |
| --- | --- | --- |
| No. | Agenda item | Responsible |
| 1 | Welcome/ Acknowledgement of Country & Apologies | Convener |
| 2 | Disclosure of Interests | Convener |
| 3 | Confirmation of Minutes of #/YEAR [insert # of last meeting /year] meeting held [date previous meeting] | Convener |
| 4 | Business arising from previous minutes   1. General 2. Action Items | Convener |
| 5 | [Include items to be addressed at this meeting and add additional rows as required] |  |
| 6 | Close | Convener |

|  |  |
| --- | --- |
| **Next Meeting:** | [Day, Date and Time] |

Table 2. Open Action Items from the Last Meeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref No. | Item Description | Responsible | Due Date | Status |
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Table 3. Documents to be tabled

|  |  |  |
| --- | --- | --- |
| Document title | Author | Date |
| BFMC Subcommittee Minutes | BFMC Subcommittee |  |
| Draft Bush Fire Risk Management Plan |  |  |
| BRIMS BFMC Report | RFS |  |
| FAFT Plan | BFMC |  |
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**[name] SUBCOMMITTEE OF THE**

**[name]**

**BUSH FIRE MANAGEMENT COMMITTEE**

**MINUTES**

|  |  |
| --- | --- |
| **Meeting:** | MEETING NUMBER/YEAR |
| **Convened by:** | [Convenor’s name - Organization] |
| **Location:** | [place, address, room] |
| **Date and time:** | [day, date, time] |
| **Minutes by:** | [name – organization] |

Table 1: Attendance Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Members (alternate): | Organisation | Present | Apology | Absent |
|  | NSW Rural Fire Service |  |  |  |
|  | Fire and Rescue NSW |  |  |  |
|  | National Parks and Wildlife Service |  |  |  |
|  | Forestry Corporation of NSW |  |  |  |
|  | [Name] Council |  |  |  |
|  | Department of Industry – Crown Lands |  |  |  |
|  | NSW Farmers Association |  |  |  |
|  | Nature Conservation Council |  |  |  |
| Observers/ Support: | Organisation | Present | Apology | Absent |
|  | NSW Rural Fire Service |  |  |  |
|  | [Name] Council |  |  |  |

Table 2. Documents Referred to in the Meeting

|  |  |  |
| --- | --- | --- |
| Document title | Author | Date |
| BFMC Minutes |  |  |
| 2017 BFRMP |  |  |
| 2019 FAFT Plan |  |  |

Minutes

|  |  |  |
| --- | --- | --- |
| Item 1 | Welcome/Acknowledgement to Country and Apologies | Chair |

As outlined above

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| --- | --- | --- |
| Item 2 | Disclosure of Interests | Chair |

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| --- | --- | --- |
| Item 3 | Confirmation of Minutes of #/YEAR [insert # of last meeting /year] meeting held [date previous meeting] | Chair |

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| Item 5 | Business arising from previous minutes – General & Action Items | Chair |

Table 3. Outstanding Action Items From [Date] Meeting

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| Ref No. | Item Description | Responsible | Due Date | Status |
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Updates have been provided on the following items

**01/18-3 Action Name**

Update provided

**01/19-1 Action Name**

Update provided

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| --- | --- | --- |
| Item 6 | Matters that arise | Chair |

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| --- | --- | --- |
| Item 7 | Close |  |

Table 4. Updated Action Items

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| Ref No. |  | Item Description | Responsible | Due Date | Status |
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Table 5. Next meeting

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| --- | --- | --- | --- |
| Date | Start time | Finish time | Location |
|  |  |  |  |