

Annexure D

Communications

Bush Fire Risk Management

—
Planning
together



Abbreviations

BFCC	Bush Fire Coordinating Committee
BFMC	Bush Fire Management Committee
BFRMP	Bush Fire Risk Management Plan
BIP	BFMC Information Portal
The Act	<i>Rural Fires Act 1997</i>
RFS	NSW Rural Fire Service

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1. Introduction

The preparation of a Bush Fire Risk Management Plan (**BFRMP**) has a number of steps, and involves a significant number of stakeholders. Active engagement and communication with the Bush Fire Management Committee (**BFMC**), stakeholders and the local community is essential in developing a comprehensive, inclusive and robust BFRMP. Stakeholder and community participation must be facilitated throughout the BFRMP development process and must consider a variety of communication methods.

This Annexure has been prepared to describe the community consultation and public exhibition process and will ensure consistency across BFMCs during the development of a BFRMP.

A range of methods and materials to support communications are outlined in this Annexure. While there are key steps identified, in order to seek wide-ranging and effective participation from the local community, the local demographics of a BFMC area should be considered and should guide how the BFMC designs their communications process.

2. Communicating with the BFMC

2.1 Preparing a Communication Strategy

- **The BFMC will prepare a communication strategy. This strategy should be prepared early in the process by the BFMC and is to be included in the Model Plan.**

Communication and consultation should increase the visibility and accessibility of the BFRMP during its development. The aim of the communications strategy is to identify how engagement will occur. It will document the BFMC's plan for capturing the values, issues and concerns of stakeholders and the local community. The communication strategy should outline:

- key communication activities or tasks;
- target audiences and/or stakeholder groups;
- key dates for engagement with these groups;
- the communication channels that will be used;
- key purpose;
- resources required; and
- responsibility for the completion of these tasks.

A communication strategy template is provided as Appendix 1 of this document.

The communication strategy will be appended to Annexure A – the Model Plan.

2.2 Engaging with the BFMC

- **The input of BFMC and sub-committee members is essential to develop an effective and locally relevant draft BFRMP.**
- **BFMC Executive Officers are to promote the importance of BFMC member involvement throughout the development of the draft BFRMP.**

The development of a draft BFRMP is an involved process which includes a number of stages (see appendix 2 Key Stages) and at least 4 facilitated BFMC presentations and workshops. The staged process is designed to guide BFMC members through the preparation of the plan (see Annexure B-Guidelines for Preparation of Bush Fire Risk Management Plans).

Generally, presentations include all BFMC members, while workshops are conducted with BFMC sub-committee members. This ensures all BFMC members are aware of the progress of the BFRMP.

In relation to the BFRMP development, BFMC members are required to:

- represent their organisation's interests with regard to the BFRMP;
- participate in discussion and decision-making;
- provide advice on matters relating to assets and treatments;
- engage with their key internal agency stakeholders (see section 2.3);
- support formal public consultation; and
- report back to their organisation.

Note: The *BFMC Handbook* provides more detail around the roles and responsibilities of BFMC members.

BFMCs may need to be flexible and consider alternative engagement methods outside the formal BFMC process. This may be particularly critical when engaging with member agencies who may not have a current representative to attend meetings but whose values, views, interests or management responsibilities may be impacted by bush fire management activities eg. Local Aboriginal Land Councils.

A range of communication methods have been identified to assist BFMC members during each stage of the roll out. Communication methods include written correspondence (letters and email), presentations, workshops, agendas, minutes and an online BFMC Information Portal.

A method of communication for each stage of the process should be chosen to best convey the required information. For example, the best method of communicating a BFMC workshop reminder would be via email, while disseminating a new, approved policy for risk planning would be through an official letter from the Bush Fire Coordinating Committee (**BFCC**). See appendix 2 for suggested communication methods relevant to the key activities in each stage.

2.3 Engaging stakeholders and agency subject matter experts

- **It is the responsibility of BFMC members to actively engage with their own stakeholders within the community (Cl.7.1 BFCC Policy 01/2023 Bush Fire Risk Management).**
- **BFMC members should identify and engage with their key agency stakeholders at each stage regarding assets of concern, validation of risk assessment and appropriateness of risk mitigation strategies.**
- **The BFMC should consider community insights to inform the plan's strategies.**

BFMC members are encouraged to engage early and regularly with their agency subject matter experts and key stakeholders to capture and validate the most accurate information for input into the BFRMP. This engagement would occur outside of the formal workshop structure.

Agency subject matter experts (SMEs) and key stakeholders will be able to have input into the preparation of their BFRMP through their BFMC representative(s) at each stage of the BFRMP process. Feedback from each of the stakeholders should be provided to their relevant agency BFMC representatives for consideration by BFMCs at each stage in the development of a new BFRMP.

For RFS, key stakeholders will include volunteer members who will be able to have input into the preparation of their BFRMP through their Senior Deputy Captain, Captain and Group Officers (senior volunteers) at a number of workshops. Discussions will occur with senior volunteers to capture the extensive knowledge and experience of the local RFS members on bush fire risks in the area and effective strategies to protect their communities and assets. This information will be raised via the RFS representatives with the BFMC for consideration in the development of the new BFRMP.

It is recommended to provide ample time and opportunity for stakeholders whose values, views, interests or management responsibilities may be impacted by bush fire management activities. For example, providing time to connect with Aboriginal stakeholders may help to build understanding around the approaches to protect their cultural heritage interests on Country, and will also build trust between Aboriginal stakeholders and BFMCs.

3. Early consultation with the community

- As part of the BFRMP development process, early consultation through a targeted campaign will be undertaken to help facilitate input from the community (CI 7.2 BFCC Policy 01/2023 Bush Fire Risk Management).

3.1 Community insights – Have Your Say

Community participation is an integral part of risk management. BFMCs should undertake consultation with the local community during the development phase of the BFRMP in accordance with the BFCC Policy.

Community insights assists the BFMC to understand the people who live in the area, and consider their perceptions, needs and concerns to help ensure the best level of targeted community protection. A formal public consultation period has been integrated into the process to help capture this information. BFMCs are encouraged to consult with the community early in the process so that consideration can be given to what matters most to a community in their area.

BFMCs should undertake a targeted Have Your Say survey in the early stages of developing their BFRMP. RFS Area Command staff will work with the BFMC Executive Officer with regard to timing the commencement of the first community consultation period and the RFS Project Team will arrange for the community consultation to be hosted via the RFS public website.

The Have Your Say Survey comprises the following questions:

- Are there any parts of your community that are particularly vulnerable or at risk from bush fire?
For example, a group of people, homes or facilities in the community.
- Are there any economic assets in your community that should be prioritised for protection?
For example, agricultural, commercial, industrial assets or infrastructure.
- Are there any environmental assets or values that should be prioritised for protection?
For example, a particular site, species, or area of value.
- Are there any cultural assets or values that should be prioritised for protection?
For example, a particular site of Aboriginal or historic significance or area of value.
- Are there any other local considerations that should be taken into account when preparing the Bush Fire Risk Management Plan?

The survey will be hosted on each BFMC website (see section 4.2) and answers will be collated and provided to the BFMC for consideration during workshops. The survey should be shared via social media and other communication channels to reach as much of the target audience as possible.

Community consultation will occur for a period of 30 days. The Have Your Say survey should occur during stage 1 in the preparation of the draft BFRMP.

The BFMC and its members may choose to undertake additional engagement with key agency stakeholders and the community. This should be documented in the communication strategy. Consideration should be given to the timing of such engagement around the planned workshop dates.

4. BFMC websites and digital communications

- Digital platforms and resources are available to support engagement in the BFRMP development process.

4.1 BFMC Information Portal

BFMC members will have access to an online platform to assist them in the development of their plan. The BFMC Information Portal (**BIP**) allows users to analyse the bush fire risk data in their area, identify Focus Areas and draft the Fuel Management Register components of the plan. This is available to ensure that data and workflow is enabled outside of formal workshop sessions and to encourage collaboration by BFMC members.

4.2 BFMC websites

Each BFMC will have their own website on which the BFRMP will be displayed. The website will be used to provide an overview of the fire district including key demographics, community values and information to the public on the status of the BFRMP during its development. During consultation stages the websites will provide details for how the public can provide feedback. Links to the surveys as part of the Have Your Say and Public Exhibition requirements will be hosted through the website.

BFMCs are to complete the website landing page information in accordance with the template in Appendix 3.

4.3 Social media communications kit

Social media is a significant way in which the public engage with issues that matter to them. In this regard, a Social Media Communications Kit has been prepared to assist BFMCs with communication activities across a range of channels to inform and engage the community in the BFRMP preparation process.

The intent of the Kit is to provide BFMC members with the ability to increase the visibility and accessibility of the BFRMP. The content includes key messages, guidance on social media posting schedules and links for a range of images to accompany any posted content.

4.4 Communications templates

The social media kit and a range of templates and fact sheets are available to the BFMC Executive Officers and Area Command staff who may be convening, facilitating and/or supporting workshops or promoting consultation as part of the BFRMP development.

5. Public Exhibition

- A draft BFRMP must be publicly exhibited for no less than 42 days.

5.1 Preparing for public exhibition

To support preparation of the plan for public exhibition, the RFS Project Team will review the draft data and model plan to identify any inconsistencies or oversights. Once a draft BFRMP has been prepared and reviewed by the RFS Project Team, it must be endorsed by BFMC members to be put on public exhibition. A BFMC may endorse the draft plan through a BFMC meeting, an Extraordinary meeting or electronically out of session, if further amendments are required to be made. BFMC members should refer to the governance and business processes within the BFMC Handbook with respect to decision-making by consensus.

The RFS will assist BFMCs with making their preparations to commence the public exhibition period. A checklist of the plan components that must be exhibited is provided in Appendix 4.

5.2 Public exhibition

In accordance with section 57 of the Act, the BFMC or Commissioner must give public notice of and exhibit a draft BFRMP for the purpose of receiving submissions in accordance with the regulations. Clause 30 (2) of the *Rural Fires Regulation 2022* (the Regulation) requires a draft BFRMP to be publicly exhibited for no less than 42 days. The public exhibition is an opportunity for the community to view and comment on the draft plan and the strategies that have been proposed to mitigate bush fire risk in their area.

A BFMC may choose to extend the period of public exhibition if there are circumstances which may limit the opportunity for public involvement (e.g. holiday period or significant event).

Clause 30 (1) of the Regulation states that the BFMC or Commissioner must, in accordance with the public notice of a draft BFRMP, exhibit the draft BFRMP together with any other matter that the BFMC or Commissioner considers appropriate or necessary to better enable the draft plan and its implications to be understood.

5.3 Display of a draft BFRMP

Clause 7.5 of BFCC Policy 01/2023 requires that a draft BFRMP be displayed electronically. On behalf of BFMCs, the RFS will ensure the draft BFRMP is displayed on the BFMC website during public exhibition.

It is recommended that during the public exhibition period BFMC member agencies make electronic or hard copies of the draft BFRMP available for viewing at the relevant council chambers, RFS office or local premises.

NSW Government *Have Your Say* Website

In accordance with the 2017 Premier's memorandum, all public consultations are required to be notified on the NSW Government *Have Your Say* website (<http://www.haveyoursay.nsw.gov.au>) to formally commence public exhibition. This notice will link to the relevant BFMC website where the draft BFRMP may be viewed.

The "Have Your Say" template is located in Appendix 5. This needs to be completed and provided to the RFS Project Team who will arrange for the notice to be published. A step by step guide on the NSW Government website provides further guidance for preparing to publish a project for public consultation. See: <https://www.nsw.gov.au/nsw-government-communications/have-your-say-step-by-step-guide>.

5.4 Documentation to be made available during public exhibition

A draft BFRMP and associated appendices (Focus Area Profiles, maps including current risk to residential and special fire protection purpose, economic, cultural – predicted Aboriginal assets, environmental assets and Fuel Management Register map) are to be made available.

During the exhibition the current or draft Operations Coordination Plan (excluding the contact names and numbers) should also be made available for viewing.

These documents must be available for viewing by the public during the public exhibition period at the relevant council chambers and RFS office or other nominated location. As a minimum, this should be electronic. However, should an agency wish to display a hard copy of the draft BFRMP, it is their responsibility to print the draft BFRMP. Hard copies may also be provided to members of the public.

A BFMC may also wish to refer to other plans (redacted where appropriate) relevant to their area and provide links to where to find relevant information on the exhibition website.

5.5 Formal notification

There are a number of ways a BFMC may notify the public that their draft BFRMP is on exhibition:

- NSW RFS/ BFMC websites;
- NSW Government *Have Your Say* website;
- Social media;
- Media releases;
- Display posters; and
- Public notice in local newspapers.

Communication templates and support resources are available to the BFMC Executive Officers and Area Command staff who may be supporting the notification and promotion of the public exhibition period.

5.6 Public submissions

Members of the public are invited to comment on the plan by providing submissions. A submission may be made via a targeted online survey hosted on the BFMC website, or in writing by post or email.

The targeted survey comprises questions around the following components:

- Representation of risk for each asset type (for Focus Areas and more broadly across the BFMC area)
- Adequacy of proposed strategies and actions
- Plan and map presentation and ease of understanding
- Further comments.

6. Consideration of public submissions

- **A BFMC must register any public submissions received and make considerations as to any amendments as a result of community feedback provided.**

Submissions received during the public exhibition period must be properly registered, filed and indexed so that individual submissions can be referred to at a later date. A BFMC should:

- record community feedback;
- track how feedback will be addressed;
- record BFMC considerations; and
- consider how stakeholders will be updated on the progression of the BFRMP.

A letter acknowledging receipt of the submissions and an outline of how the BFMC will respond to the submission as well as the review process must be sent in reply to written submissions. An acknowledgement and/ or update may also be sent in reply to online submissions where contact details have been provided. A letter template is provided in Appendix 7 and a record of submissions table as Appendix 8.

7. Availability of the plan

- The final plan will be made available for public inspection.

7.1 Display of a final BFRMP

Once a BFRMP has been approved by the BFCC, the BFRMP document and supporting data will be displayed on the BFMC website (see also section 4.2). The RFS Project Team will facilitate posting the BFRMP on the public website once it has been approved by the BFCC.

The BFMC should consider how it will notify the public and those who made submissions to advise of a plan's adoption and publication. This could include general web-based notification methods and more targeted written communication to key agency stakeholders and those who made submissions. A letter template is provided in Appendix 9 for this purpose.

In accordance with s62 of The Act, this plan must also be available for public inspection at, and be able to be obtained free of charge from the office of the local authority for the area to which it relates during ordinary office hours. Agencies may wish to provide a hard copy of the BFRMP at agency locations for viewing by the public, or they may also wish to make the BFRMP available for viewing online.

Appendices

- Appendix 1 Communication Strategy Template
- Appendix 2 Communication Stages and Methods
- Appendix 3 BFMC Website Landing Page Template
- Appendix 4 Public Exhibition Checklist
- Appendix 5 NSW Government Have Your Say Template
- Appendix 6 Media Release for Public Exhibition
- Appendix 7 Template Letter Acknowledgement of Submission
- Appendix 8 Record of Public Submissions
- Appendix 9 Template Letter Adoption of BFRMP

Appendix 1

Draft Bush Fire Risk Management Plan Communication Strategy Template



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Date	Target Audience	Method of communication	Method of notification	Key messages/ purpose	Resources required	Responsibility

<insert rows as required

Draft Bush Fire Risk Management Plan Communication Stages and Methods

		Target audience	Key activities	Communication methods
Have Your Say	Plan in development	Stage 1 BFMC Sub-committee Key agency stakeholders	Introduction and data validation workshop Communications Strategy	Email invitations Joining instructions Agenda/ minutes Presentation and workshop Factsheets
		Community	Community Insights – Have your Say survey (minimum 30 days)	BFMC website Online survey Social media Flyers/ posters/ newsletters Media releases Community events
On Exhibition	Plan in development	Stage 2 BFMC Sub-committee Key agency stakeholders	Risk Analysis and Treatment workshop	Email invitations Joining instructions Agenda/ minutes Presentation and workshops Factsheets
		Stage 3 BFMC Sub-committee Key agency stakeholders	Risk Evaluation workshop Review the draft BFRMP Endorsement of draft plan for public exhibition	Email invitations Joining instructions Agenda/ minutes Presentation and workshops Factsheets
Under Review	On Exhibition	Community	Community invited to provide feedback on the plan (minimum 42 days)	BFMC website Online survey Hard copy display Social media Flyers/ posters/ newsletters Media releases Community events
		Stage 4 BFMC	Review and consider submissions Make modifications to the BFRMP (where required). Endorsement of plan for submission to the BFCC.	Submission log Acknowledgement letter Email invitations Joining instructions Agenda/ minutes Workshop
Publication		BFMC Key stakeholders Community	Publication of final plan The BFCC endorsed plan will be published on the RFS Website.	BFMC/ RFS website Adoption of plan letter Social media

Appendix 3

Bush Fire Management Committee Draft Bush Fire Risk Management Plan BFMC Website Landing Page Template



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<NAME> Bush Fire Risk Management Plan page

Hero tile

<NAME>

Bush fire risk area

Milestone box

Have Your Say stage: Right now it's time for you to have your say. Consultation closes on **<Day Date Month Year>**

Plan in development stage: We are planning together to manage bush fire risk in the **<NAME>**.

On exhibition stage: The **<NAME>** Draft Bush Fire Risk Management Plan is currently on exhibition until **<time>** on **<day Date Month year>**. We want your feedback.

Under Review Stage: Contributions to this consultation are closed for evaluation and review.

Publication stage:

Right column

Interactive map

Green Contact box

For more information, contact your **[local NSW RFS Fire Control Centre]**

Title & paragraphs

Our community

The **<NAME>** Bush Fire Management Committee (BFMC) area spans **<NUMBER>** hectares (ha). The area covers the Local Government Area(s) (LGA) of **<NAME>** and features **<NUMBER>** National Parks covering an area of **<NUMBER>**ha and **<NUMBER>** State Forests covering an area of **<NUMBER>**ha.

The **<NAME>** area has approximately **<NUMBER>**% bushland and **<NUMBER>**% grassland. A bush or grass fire can happen at any time of the year, but the risk is higher during the warmer months, when bush, grass or scrub is drier.

Stat 1 – Homes image

At the last census there are **<NUMBER>** of homes in the **<NAME>** area with an approximate population of **<NUMBER>**.

Stat 2 – Economic image

According to the ABS data on the counts of Australian businesses, there were **<NUMBER>** businesses in the **<NAME>** BFMC. The top three industries in the BFMC are **<INDUSTRY CATEGORY>**, **<INDUSTRY CATEGORY>** and **<INDUSTRY CATEGORY>** accounting for approximately of **<NUMBER>**% businesses in the **<NAME>** BFMC.

Stat 3 – Fire image

The last major bush fire happened in the **YYYY/YYYY bush fire season** with **<NUMBER>**ha burnt.

Stat 4 – Value/care image

There are several valuable community assets across the area along with <NUMBER> of culturally significant sites and environmentally important sties.

Title & paragraphs

Current Bush Fire Risk Management Plan for <NAME>

The Bush Fire Risk Management Plan (BFRMP) for <NAME> was prepared under <NUMBER> previous BFMCS.

The <NAME> BFRMP was approved on **DD MONTH 20YY** and the <NAME> BFRMP was approved on DD MONTH 20YY.

These plans identify the bush fire risks in <location/s> and sets out the types of work scheduled to deal with the risk of bush fires.

BFRMPs are updated within every five-year period, however, the treatments and works set out in the plans are subject to change on a yearly basis due to fire activity, weather and new risk factors. This plan may not have been updated with the latest information.

[\[View the current plans for <NAME>\]](#)

<NAME>

<NAME>

Accordion content

Visible title

<NAME> Bush Fire Management Committee

Hidden answer

<NAME> BFMC is made up of a range of stakeholders from the area including emergency services, land management agencies, local government, local Aboriginal land councils, and local community groups. This ensures key agency stakeholders have a say on bush fire management activities for the benefit of their communities.

<NAME> BFMC is made up of the following representatives:

- NSW Rural Fire Service
- Fire and Rescue NSW
- **<NAME Local Governments>**
- NSW Police Force
- Forestry Corporation of New South Wales
- **<NAME local electricity distributors>**
- **<NAME> Local Land Services**
- National Parks and Wildlife Service
- Department of Industry (Crown Lands)
- Transport for NSW
- NSW Farmers' Association
- **<NAME Local Aboriginal Land Councils>**
- Nature Conservation Council of New South Wales
- **<NAME any other members>**

Visible title

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THIS LINKS TO EXISTING CONTENT OF THE NSW RFS WEBSITE

Appendix 4

Bush Fire Management Committee Draft Bush Fire Risk Management Plan Exhibition Checklist



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The BFMC will need to ensure that the following components are included in the draft document and ready for exhibition. If there are any gaps, these should be discussed at the BFMC and any amendments made will need to be endorsed by the committee.

Exhibition of draft BFRMP checklist

Overview

- Model Plan – standard text

Bush Fire Risk Identified

- Human Settlement Assets (including residential and special fire protection purpose)
- Economic Assets
- Environmental Assets
- Cultural Assets
- Focus Areas

Treatments

- Treatments allocated to Focus Areas
- Fuel Management Register developed
- Responsible agency allocated for Fuel Management Register Treatments
- Treatments have been deemed adequate
- Agencies are able to commit to carrying out the treatments

Appendices

- Focus Area profiles and BFRMP treatment strategies
- Fuel Management Register
- Communication strategy

Maps

- Residential and Special Fire Protection Purpose Risk Current
- Economic Risk Current
- Environmental Risk Current
- Aboriginal Predicted Sites Risk Current
- Focus Areas and Fuel Management Register

Appendix 5

Draft Bush Fire Risk Management Plan NSW Government Have Your Say – Template



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Step 1: Introduction

Consultation Title: <40 Characters> eg. Draft Lower Hunter Bush Fire Risk Plan

Consultation summary: <160 characters> The <BFMC name> is seeking feedback on the draft <name> Bush Fire Risk Management Plan (BFRMP).

Consultation topic: Emergencies

Step 2: What's this about?

A Bush Fire Risk Management Plan (BFRMP) is a document that maps and describes the level of bush fire risk across an area and sets out treatment strategies to reduce the risk of bush fires and better protect the community over five years.

The <BFMC name> Bush Fire Management Committee, consisting of fire agencies, land managers and other stakeholders, have been working to identify ways of reducing the impact of fires on this area – protecting lives, homes, businesses, agriculture, the environment and other assets that are important to the <name area>.

Your input is important – and by planning together, we will help shape the Bush Fire Risk Management Plan for this area for the next five years.

Your comments are invited on the draft <name BFMC> Bush Fire Risk Management Plan. You can view the plan online, at your local Council or Fire Control Centre.

<Upload Image> Have your say on bush fire risk in <area> Note: cannot be social media tile with text

<Upload supporting documents> nil supporting documents

<Select region>

<Address of FCC>

Step 3: Have your say

Have Your Say by <TIME DATE MONTH YEAR>

There are three ways to submit your feedback, listed below.

<Add consultation methods>

<Nominate consultation period for each consultation method>

From: DAY MONTH YEAR TIME

To: DAY MONTH YEAR TIME

Provide your feedback online by visiting the Lower Hunter Bush Fire Risk Management Plan website [<insert BFMC consultation website>](#)

Email your feedback to NSW RFS at [<insert District/ BFMC email>](#)

Post written feedback to

[<insert postal address>](#)

Step 4: More information

Agency Contact name: [<insert District/ team name>](#)

Phone: [<Fire Control Centre phone number>](#)

Email: [<RFS District/ BFMC email address>](#)

Agency website: <https://www.rfs.nsw.gov.au>

Consultation Website: [<insert BFMC consultation website>](#)

Desired publish date: [<date>](#)

Agency Tag: [NSW RFS](#)

Keyword Tag: [Bushfires](#)

Appendix 6

<NAME>

Bush Fire Management Committee Draft Bush Fire Risk Management Plan Public Exhibition – Media Release



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Public Exhibition of the <Name> Bush Fire Management Committee draft Bush Fire Risk Management Plan

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.

A BFRMP 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 <BFMC name> BFRMP, has recently been reviewed. <Name> Bush Fire Management Committee (BFMC) invites you to view the draft BFRMP and make comments by <date>.

A BFRMP is an important document which aims to protect the community and assets. The <BFMC name> BFMC encourages everyone to take the opportunity to review the draft BFRMP and ensure any concerns are addressed.

Your comments are invited on the <BFMC Name> draft Bush Fire Risk Management Plan, now on public exhibition online at **WEB ADDRESS** and at the following locations:

- **INSERT OFFICE, ADDRESS**]; and
- **[INSERT OFFICE, ADDRESS]**.

Where possible, submissions on the draft BFRMP should be submitted through the online portal at **URL**. Written submissions can also be sent to The BFMC Executive Officer by email on <email address> or by post to <address/PO Box>. All submissions should be sent/received by <date>.

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

Appendix 7

<NAME>

Bush Fire Management Committee Draft Bush Fire Risk Management Plan Acknowledgement of Submission



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

File No.

Dear <name>,

Re: Draft <Name> Bush Fire Risk Management Plan

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

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

The <Name> 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.

We will advise you when the draft plan has been approved and adopted for implementation and where it can be accessed.

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

Yours sincerely,

Chairperson,

<Name> Bush Fire Management Committee.

Appendix 9

<NAME>

Bush Fire Management Committee Draft Bush Fire Risk Management Plan Adoption of the Bush Fire Management Plan



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

File No.

Dear <name>,

Re: <Name> Bush Fire Risk Management Plan

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

We wish to advise that the Bush Fire Coordinating Committee has now formally adopted, for implementation, the <Name> Bush Fire Risk Management Plan, having considered all submissions and amendments brought to their attention during the period of public exhibition.

The approved plan, along with the supporting documents is now available for inspection on the Bush Fire Management Committee website (<LINK>). The plan will also be available (online or hard copy) for public access from <Name LGA> during ordinary office hours.

Community insights have assisted the <Name> Bush Fire Management Committee to understand what matters the most to their community, to ensure the best level of targeted community protection is in place, to reduce the risk of adverse impacts of bush fires.

Once again thank you for your interest, involvement and comments which have been greatly appreciated by the <Name> Bush Fire Management Committee. Please do not hesitate to contact the Committee c/o <FCC email> should you require any further information.

Yours sincerely,

Chairperson,

<Name> Bush Fire Management Committee.