

Annexure E

Submission & Approval

Bush Fire Risk

Management

—

Planning

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Abbreviations

BFCC	Bush Fire Coordinating Committee
BFMC	Bush Fire Management Committee
BFRMP	Bush Fire Risk Management Plan
BIP	BFMC Information Portal
RFS	NSW Rural Fire Service

Table of Contents

Abbreviations	2
1. Introduction	4
2. Submission to the BFCC	4
2.1 BFMC endorsement of a draft BFRMP for submission to the BFCC	4
2.2 Submission to the BFCC	4
2.3 Documents for submission	4
3. BFCC determination	6
3.1 BFRMP assessment by NSW RFS	6
3.2 Determination by the BFCC	6
3.3 Publication	6
Appendices	7
Appendix 1	8

1. Introduction

This document describes the submission and approval process to be undertaken after the Bush Fire Management Committee (**BFMC**) is satisfied that all public submissions identified in the public exhibition period have been addressed. The requirements associated with public exhibition are documented in **Annexure D Communications**.

2. Submission to the BFCC

Each BFMC must, in accordance with section 52 of the *Rural Fires Act 1997 (the Act)*, prepare and submit to the Bush Fire Coordinating Committee (**BFCC**) a draft Bush Fire Risk Management (**BFRMP**).

2.1 BFMC endorsement of a draft BFRMP for submission to the BFCC

Once the BFMC is satisfied that all public submissions have been addressed, the draft BFRMP must be endorsed by the BFMC for submission to the BFCC. A draft BFRMP can be considered and endorsed in one of two ways:

- **At a meeting of the BFMC:**

The decision to adopt the final draft BFRMP must be made by consensus and explicitly recorded in the minutes of the BFMC meeting. 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; or

- **Out of session:**

The decision to adopt the final draft BFRMP must be made by consensus out of session following a BFMC meeting provided that any issues have been discussed and resolved. If no unresolved objections are found, the Executive Officer may collate responses to form the decision of the BFMC, applying the quorum rule to the number of responses required. The outcome should be tabled at the BFMC's next meeting.

Note: The process for conducting a meeting and any out of session decision-making should be consistent with the Bush Fire Management Committee Handbook.

Once adopted by the BFMC, the draft plan is to be signed by the Chairperson before submission to the BFCC.

2.2 Submission to the BFCC

Following the public exhibition process, and adoption by the BFMC, the draft BFRMP is to be submitted by the BFMC Executive Officer to the BFCC.

2.3 Documents for submission

The following documents are required to be submitted to the BFCC in order for the draft BFRMP to be approved:

- 1) Evidence of public exhibition (can be reference to BFMC website);
- 2) Completed Record of Submissions (Annexure D Appendix 8);
- 3) Checklist for referral of draft BFRMP to BFCC (Appendix 1);

- 4) BFMC minutes with:
 - a. evidence of consideration of submissions
 - b. any documented decisions and amendments
 - c. statement of endorsement of draft BFRMP for submission
- 5) Signed copy of the draft BFRMP including:
 - a. Focus Areas – Risk Profiles and Treatment Tables;
 - b. Fuel Management Register;
 - c. Maps:
 - i. Residential and Special Fire Protection Purpose Risk Current;
 - ii. Economic Risk Current;
 - iii. Aboriginal Predicted Sites Risk Current;
 - iv. Environmental Risk Current;
 - v. Focus Areas and Fuel Management Register;

The BFMC Executive Officer must ensure that all required documentation is submitted in accordance with the Checklist for the Referral of the draft BFRMP to the BFCC (Appendix 1).

3. BFCC determination

3.1 BFRMP assessment by NSW RFS

The NSW Rural Fire Service Project Team (RFS Project Team) will undertake an assessment of the draft BFRMP after it has been submitted to the BFCC to ensure consistency with the Policy and Annexures. BFMCs are encouraged to ensure that their draft BFRMP has been prepared in accordance with the Policy and without typographical errors. If the assessment identifies any major oversights or inconsistencies, the draft BFRMP will be returned to the BFMC with suggested modifications. If the BFMC disagrees with the modifications identified they may present a case to the BFCC outlining their reasons why.

The RFS Project Team will notify the BFMC when the assessment is complete.

3.2 Determination by the BFCC

Following RFS Project Team assessment, the draft BFRMP will be forwarded to the BFCC to determine the status of the BFRMP in one of the following ways:

- **Approve:**

A copy of the approved and stamped BFRMP will be returned to the BFMC for their records, the electronic publication will be managed by the RFS Project Team 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 BFCC's requirements. The BFCC will identify if re-exhibition of the draft BFRMP to the public is necessary. Once a BFRMP has been revised the BFMC must resubmit it to the BFCC.

3.3 Publication

Once a BFRMP has been signed by the BFCC Chair, the document and supporting data will be published on the BFMC's website at <https://www.rfs.nsw.gov.au/plan-and-prepare/managing-bush-fire-risk>.

The BFMC should consider how it will notify the public and those who made submissions to advise of a BFRMP's adoption and publication.

On behalf of the BFMC, the RFS Project Team will notify the office of the local authority of the area to request them to make the link accessible via their webpages and/or corporate systems. The local authority may also choose to display the plan for public inspection (see BFCC Policy 01/2023 cl.10.2). For more information on publication and communication, refer to **Annexure D – Communications**.

The document and supporting data for the approved plan, as well as other risk datasets made available during the bush fire risk planning process will remain available to BFMC members via the BFMC Information Portal (**BIP**). The information will remain until the BFMC initiates a review of the BFRMP and updated data is provided.

The Fuel Management Register and other relevant information from the approved plan will be made available in Guardian, the Annual Works Program, activity management and annual reporting.

Appendices

Appendix 1 BFMC checklist for referral of draft BFRMP to BFCC

Appendix 1

<NAME>

Bush Fire Management Committee Draft Bush Fire Risk Management Plan Checklist for referral to BFCC



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

Post Public Exhibition

- 1.1 "Public Exhibition Checklist" completed (Annexure D – Appendix 4).
- 1.2 Plan amended to remove exhibition details and "draft" on front page and watermark.

Referral to BFCC

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

- 2.1 Digital copy of final draft BFRMP document signed by Chairperson on behalf of BFMC.
- 2.2 Digital copy of final draft maps.
- 2.3 Minutes of BFMC meeting where the draft BFRMP was endorsed for submission to the BFCC.
- 2.4 Record of Submissions table (Annexure D – Appendix 8)
- 2.5 Details of amendments made to draft BFRMP as a result of submissions.

Community Consultation

- 3.1 Communication methods identified within the Communication Strategy (Annexure A – Appendix 4)
- 3.2 Details of community participation recorded (i.e. Have Your Say, numbers of meetings held, numbers that attended meetings, numbers that made comments/submissions)

Signed:

<NAME>
Executive Officer, <NAME> BFMC

<DATE>