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# APPENDIX

**C**

## TEMPLATES

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### BFMC AGENDA TEMPLATE

#### [NAME]

##### BUSH FIRE MANAGEMENT COMMITTEE

##### AGENDA

YYYY ? Number (e.g. 2024/1)

Meeting:

Convened by:

[LIST NAMES]

[NAME]

Attendees:

Location:

[NAME]

{LOCATION]

Date Time

HH:MM AM/PM

[DD/MM/YYYY]

Minutes by:

##### Table 1: Agenda Items

|  |  |
| --- | --- |
| Agenda Item 1 | Responsible |
| Welcomes and Acknowledgement of Country | Chairperson |

|  |  |
| --- | --- |
| Agenda Item 2 | Responsible |
| Apologies | Chairperson |

|  |  |
| --- | --- |
| Agenda Item 3 | Responsible |
| Disclosure of Interests | Chairperson |

|  |  |
| --- | --- |
| Agenda Item 4 | Responsible |
| Confirmation of Minutes of [Year/Number] held [date previous meeting] | Chairperson |

|  |  |
| --- | --- |
| Agenda Item 5 | Responsible |
| Business arising from previous minutes – Open Action Items Table 2 | Chairperson |

|  |  |
| --- | --- |
| Agenda Item 6 | Responsible |
| Subcommittee Reports (list Subcommittees) | (List Subcommittee Conveners) |
|  |  |
|  |  |
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| --- | --- |
| Agenda Item 7 | Responsible |
| Organisation Reports | (List Members) |
|  |  |
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| --- | --- |
| Agenda Item 8 | Responsible |
| Annual Works Plan | BFMC members |

|  |  |
| --- | --- |
| Agenda Item 9 | Responsible |
| Fire Access and Fire Trail Register | BFMC members |

|  |  |
| --- | --- |
| Agenda Item 10 | Responsible |
| Grant Funding | BFMC members |

|  |  |
| --- | --- |
| Agenda Item 11 | Responsible |
| Seasonal Outlook | XO |

|  |  |
| --- | --- |
| Agenda Item 12 | Responsible |
| General Business | Chair |

|  |  |
| --- | --- |
| Agenda Item 13 | Responsible |
| Close | Chair |

|  |  |
| --- | --- |
| Next meeting | Responsible |
| [NAME, PLACE] |  |

##### Table 2: Open Action Items from the Last Meeting

|  |  |
| --- | --- |
| Reference No. [REF#] | |
| Item Description: | Due date: |
| [DESCRIPTION] | DD/MM/YYYY |
|  |  |
| Status: | Responsible: |

|  |  |
| --- | --- |
| Reference No. | |
| Item Description: | Due date: |
|  |  |
|  |  |
| Status: | Responsible: |

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| --- | --- |
| Reference No. | |
| Item Description: | Due date: |
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|  |  |
| Status: | Responsible: |

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| --- | --- |
| Reference No. | |
| Item Description: | Due date: |
|  |  |
|  |  |
| Status: | Responsible: |

##### Table 3: Documents to be tabled

|  |  |  |
| --- | --- | --- |
| Document title | Author | Date |
| [DOC TITLE] | [AUTHOR] | DD/MM/YYYY |
|  |  |  |
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#### Table 4: Correspondence Register

[TITLE HERE]

##### BUSH FIRE MANAGEMENT COMMITTEE CORRESPONDENCE

|  |  |  |  |
| --- | --- | --- | --- |
| Date | [DD/MM/YYYY] | to | [DD/MM/YYYY] |

##### Correspondence in:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | From | Date Received | Subject | Document Reference |
| 1 | [RECEiVED FROM] | DD/MM/YYYY | [SUBJECT] | [DOC REF] |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
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##### Correspondence out:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Subject | Date Receive | Addressed To | Document Reference |
| 1 | [SUBJECT] | DD/MM/YYYY | [ADDRESSEE] | [DOC REF] |
| 2 |  |  |  |  |
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### BUSINESS PAPER TEMPLATE

#### [NAME]

##### BUSH FIRE MANAGEMENT COMMITTEE

Title:

Purpose:  To note  Action  Assign  Endorse

Background:

Current position:

Recommendation:

Attachments:

Name:

Type here

Title:

Type here

Contact number

Type here

### ORGANISATION REPORT TEMPLATE

#### [NAME]

##### BUSH FIRE MANAGEMENT COMMITTEE

YYYY ? Number (e.g. 2024/1)

Reference:

Date: Time

DD/MM/YYYY

HH:MM AM/PM

Progress Report

[Name of Organisation]

|  |  |
| --- | --- |
| Agenda Item 7 | Responsible |
| **Action Items** | Provide an overview of the status of any BFMC Action Items assigned to your organisation |
| **Bush Fire Risk Management Plan** | Provide an outline of any treatment activities completed since the last BFMC meeting (or refer to completed treatments as recorded in BFCC approved online system). Provide an overview of any planned activities coming up. |
| **Fire Access and Fire Trail Plan** | Summarise any fire trail works that have been completed since the last BFMC meeting (or refer to completed treatments as recorded in BFCC approved online system).  Provide an overview of any planned activities coming up. |
| **Plan of Operations** | Provide an update of any significant operational / response and pre-incident planning activities that have occurred since the last BFMC meeting.  Advise of any significant changes in personnel and contacts as listed in the Plan of Operations appendices. |
| **Training / Joint Initiatives** | Include information on any past or upcoming training / joint initiatives that are relevant to the BFMC |
| **Infrastructure** | Provide an overview of any changes / enhancements to infrastructure that would be of interest to the BFMC |
| **General** | Summarise any other matters that would relate to BFMC business (e.g. tenure changes, new relevant organisation policy or plans) |

### MINUTES TEMPLATE

YYYY ? Number (e.g. 2024/1)

Place, room, address

Chairs name, Organisation

#### [NAME]

##### BUSH FIRE MANAGEMENT COMMITTEE

Meeting:

Convened by:

Location:

Date Time

HH:MM AM/PM

Name, Organisation

DD/MM/YYYY

Minutes by:

##### Table 1: Attendance Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Members (alternate) | Organisation | Present | Apology | Absent |
| [MEMBER NAME] | [ORG NAME] |  |  |  |
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| --- | --- | --- | --- | --- |
| Observers/Support | Organisation | Present | Apology | Absent |
| [MEMBER NAME] | [ORG NAME] |  |  |  |
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##### Table 2: Documents Referred to in the Meeting

|  |  |  |
| --- | --- | --- |
| Document title | Author | Date |
| [TITLE] | [AUTHOR] | [DATE] |
|  |  |  |
|  |  |  |
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##### Minutes

|  |  |
| --- | --- |
| Agenda Item 1 | Responsible |
| Welcomes and Acknowledgement of Country | Chairperson |
| [NAME] | [NAME] |

|  |  |
| --- | --- |
| Agenda Item 2 | Responsible |
| Apologies | Chairperson |
|  |  |

|  |  |
| --- | --- |
| Agenda Item 3 | Responsible |
| Disclosure of Interests | Chairperson |
|  |  |

|  |  |
| --- | --- |
| Agenda Item 4 | Responsible |
| Confirmation of minutes of [YEAR / NUMBER]held  [DATE PREVIOUS MEETING] | Chairperson |
|  |  |

|  |  |
| --- | --- |
| Agenda Item 5 | Responsible |
| Business arising from previous minutes – Open Action Items Table 2 | Chairperson |
|  |  |

##### Table 3. Outstanding Action Items From Meeting [YYYY/Number]

|  |  |
| --- | --- |
| Reference No. (Year/Meeting/#) | |
| Item Description: | Due date: |
|  |  |
|  |  |
| Status: | Responsible: |

|  |  |
| --- | --- |
| Reference No. (Year/Meeting/#) | |
| Item Description: | Due date: |
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|  |  |
| Status: | Responsible: |

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| --- | --- |
| Reference No. (Year/Meeting/#) | |
| Item Description: | Due date: |
|  |  |
|  |  |
| Status: | Responsible: |

|  |  |
| --- | --- |
| Reference No. (Year/Meeting/#) | |
| Item Description: | Due date: |
|  |  |
|  |  |
| Status: | Responsible: |

|  |  |
| --- | --- |
| Agenda Item 6 | Responsible |
| Subcommittee Reports | Subcommittee Conveners |
|  |  |

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| --- | --- |
| Agenda Item 7 | Responsible |
| Organisation Reports | BFMC member Organisations |
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| --- | --- |
| Agenda Item 8 | Responsible |
| Annual Works Plan | BFMC members |
|  |  |

|  |  |
| --- | --- |
| Agenda Item 9 | Responsible |
| Fire Access and Fire Trail Register | BFMC members |
|  |  |

|  |  |
| --- | --- |
| Agenda Item 10 | Responsible |
| Grant Funding | BFMC members |
|  |  |

|  |  |
| --- | --- |
| Agenda Item 12 | Responsible |
| Seasonal Outlook | XO |
|  |  |

|  |  |
| --- | --- |
| Agenda Item 12 | Responsible |
| General Business | Chair |
|  |  |

|  |  |
| --- | --- |
| Agenda Item 13 | Responsible |
| Close | Chair |
|  |  |

##### Table 4. Updated Action Items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref No. | Item Description | Responsible | Due Date | Status |
| [YYYY/Meeting/#] | [ITEM DESC.] |  |  |  |
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##### Table 5. Next meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Start time | Finish time | Location |
| DD/MM/YYYY | HH:MM | HH:MM | LOCATION |



### 5. BFMC FORMAL CORRESPONDENCE

#### [NAME]

##### BUSH FIRE MANAGEMENT COMMITTEE

Address all correspondence to: Executive Officer Address here.

|  |  |
| --- | --- |
| [NAME & ORGANISATION] | [YOUR REFERENCE] |
| [ORGANISATION TYPE] | [OUR REFERENCE] |
| [ADDRESS] |  |
| [PHONE NUMBER] | [DATE - DD/MM/YY] |
| [EMAIL ADDRESS] |  |

Dear [TITLE SURNAME}

[SUBJECT OF LETTER]

[BEGINNING OF LETTER]

Yours sincerely,

[TITLE, SURNAME]



### 6. INVITATION FOR BFMC MEMBERSHIP LETTER (SAMPLE)

#### [NAME]

##### BUSH FIRE MANAGEMENT COMMITTEE

Address all correspondence to: Executive Officer Address here.

|  |  |
| --- | --- |
| [NAME & ORGANISATION] | [YOUR REFERENCE] |
| [ORGANISATION] | [OUR REFERENCE] |
| [ADDRESS] |  |
| [PHONE NUMBER] | [DATE - DD/MM/YY] |
| [EMAIL ADDRESS] |  |

Dear [TITLE AND SURNAME] ,

**RE: Invitation for membership of** [NAME] **Bush Fire Management Committee**

I am writing to invite you to nominate a representative from your organisation for the [NAME]Bush Fire Management Committee (BFMC).

BFMCs are groups of people with technical expertise, experience and local knowledge who work together for bush fire management purposes, and who can collaboratively develop better bush fire management decisions than anyone acting alone.

The BFMC is responsible for preparing, reviewing and updating a Bush Fire Risk Management Plan, the Operations Coordination Plan and Fire Access and Fire Trail Plan, within the local area.

The Rural Fires Regulation 2013 states that a person nominated by [INSERT RELEVANT SECTION OF THE REGULATIONS SECTION 14 FOR THE ORGANISATION YOU ARE WRITING TO] located in the Bush Fire

Management Committee’s area, is eligible to join the BFMC.

Your organisation is not, at present, represented on the [NAME]BFMC and as such I would like to invite and encourage you to nominate a representative to join the committee.

The next general meeting will be held on [DATE: DD/MM/YYYY] at [PLACE] at [ADDRESS]. If your organisation would like to have representation on the [NAME] BFMC, it would be appreciated if you could notify the Executive Officer prior to the above date so that appropriate correspondence and notification of events can be sent accordingly.

Your assistance in this matter would be greatly appreciated.

If you have any enquiries or would like further information about the BFMC and its operations, please do not hesitate to contact me.

I look forward to hearing from you.

[NAME]

Executive Officer/Chair

[NAME]Bush Fire Management Committee



### 7. BFMC WELCOME LETTER (SAMPLE)

#### [NAME]

##### BUSH FIRE MANAGEMENT COMMITTEE

Address all correspondence to: Executive Officer Address here.

|  |  |
| --- | --- |
| [NAME & ORGANISATION] | [YOUR REFERENCE] |
| [ORGANISATION] | [OUR REFERENCE] |
| [ADDRESS] |  |
| [PHONE NUMBER] | [DATE - DD/MM/YY] |
| [EMAIL ADDRESS] |  |

Dear [TITLE AND SURNAME] ,

**Re: Welcome to the**  [NAME]  **Bush Fire Management Committee**

May I take this opportunity to welcome you to the [NAME] Bush Fire Management Committee (BFMC), as the member representing the [ORGANISATION] .

As with the previous { [ORGANISATION] } representatives I am certain we will continue the productive and collaborative relationship that has existed in the past and thank you for your willingness to be involved. We welcome the participation of { [ORGANISATION] } on the BFMC and are looking forward to your contribution to the work of the BFMC.

The Committee meets [INSERT NUMBER] times a year and you will receive confirmation of the meeting date, time and location, together with a copy of the agenda, prior to the meeting.

The remaining scheduled BFMC meetings for this year are [DATE: DD/MM/YYYY] . Please find the minutes of the last BFMC meeting, which has been enclosed to this correspondence to provide some background.

Also enclosed is a copy of the BFMC Charter, which will provide an introduction to the BFMC and your role as a member of the Committee.

I would also like to direct you to the BFMC Handbook. This document contains additional information that will further assist you in understanding your role and expands on the information that is provided in the BFMC Charter.

The BFMC Handbook is downloadable on the RFS website.

Please do not hesitate to contact me for a briefing on the role of the Committee, its Bush Fire Risk Management Plan, Plan of Operations, Fire Access and Fire Trail Plan, and the matters currently being dealt with.

Yours sincerely,

[NAME]

Executive Officer

[NAME]Bush Fire Management Committee

### 8. BUSH FIRE MANAGEMENT COMMITTEE STANDARD EMAIL TEXT (sample)

##### CALL FOR AGENDA ITEMS

Call for agenda items should be sent at least of 1 month prior to the meeting of the BFMC.

Dear [NAME]

BFMC members and delegates,

Please advise if you have any agenda items you would like added to the agenda for the upcoming (Name) BFMC meeting to be held at [time, date, location]. Suggestions for items will need to be received by [date] in order to be included in the agenda.

Can you please confirm your availability for this meeting and advise if you seek to have any observers or guests attend.

Thank you,

[NAME]

Executive Officer/Chair

[NAME] Bush Fire Management Committee

###### Standard Email Text – Distribution of Agendas and Business Papers.

Agendas and business papers should be sent a minimum of 7 days prior to the meeting of the BFMC.

Dear [NAME] BFMC members and delegates,

Attached is the agenda, business papers and related documentation for the next [NAME] BFMC meeting to be held at [TIME: HH:MM AM/PM] [DATE: DD/MM/YYYY] at [PLACE] at [ADDRESS]. Please review this documentation as well as any action items assigned to your organisation and ensure you are in a position to discuss these matters at the meeting.

Draft minutes of the previous meeting [and any other supporting material] are also attached for your review and comment.

If you haven’t already, it would be appreciated if you could confirm your availability for this meeting along with the attendance of any observers or guests by close of business today.

Thank you,

[NAME]

Executive Officer

[NAME] Bush Fire Management Committee BFMC Calendar (*Sample*)

### 9. BUSH FIRE MANAGEMENT COMMITTEE SCHEDULE

|  |  |  |  |
| --- | --- | --- | --- |
| **[INSERT NAME]** Bush Fire Management Committee Schedule | | | |
| Establishment date of BFMC: [INSERT DATE] | | | |
| **WHEN** | **WHAT** | **WHO** | **COMPLETED** |
| **YEARLY** |  |  |  |
| Start or end of the year | Prepare 12 months calendar of BFMC meeting dates | BFMC (Executive Officer) |  |
| Start of the Year (or near the establishment date of the Committee) | Elect Chairperson and deputy Chairperson | BFMC |  |
| Start of the Year (or near the establishment date of the Committee) | Contact those organisations eligible for BFMC membership  and issue an invitation to provide a member to the BFMC. This should be done in writing. | BFMC (Chairperson / Executive Officer) |  |
| [DATE: DD/MM/YYYY] | BFMC Meeting~   [YYYY / 1] | BFMC |  |
| **March** | Consider Variation to Extend the Bush Fire Danger Period | BFMC (Subcommittee) |  |
| [DATE: DD/MM/YYYY] | [NAME] Subcommittee Meeting | [NAME] Subcommittee members |  |
| [DATE: DD/MM/YYYY] | BFMC Meeting   [YYYY / 2] | BFMC |  |
| **June 30** | BFMC Annual Works Plan endorsed by BFMC | BFMC |  |
| [DATE: DD/MM/YYYY] | BFMC Meeting   [YYYY / 3] | BFMC |  |
| **August 1** | BFMC Annual Report endorsed by BFMC and made available to BFCC | BFMC |  |
| [DATE: DD/MM/YYYY] | [NAME] Subcommittee Meeting | [NAME] Subcommittee Meeting |  |
| **August 31** | Pre-season Checklist made available to BFCC  FAFT Plan implementation report to BFCC. | BFMC |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **WHEN** | **WHAT** | **WHO** | **COMPLETED** |
| YEARLY | | | |
| **Prior to Bush Fire Danger Period** | Operational exercise undertaken  Operations Coordination Manual prepared  Fire Trail Treatment Register reviewed  Ignition Prevention Plan reviewed | BFMC |  |
| INSERT DATE | BFMC Meeting [YYYY / 4] | BFMC |  |
|  |  |  |  |
| EVERY 2 YEARS |  |  |  |
| The dates for submission are based on the establishment date of your BFMC | Prepare and submit Plan of Operations | BFMC |  |
| The dates for submission are based on the establishment date of your BFMC | Prepare and submit Fire Access and Fire Trail Plan | BFMC |  |
|  |  |  |  |
| EVERY 5 YEARS |  |  |  |
| The dates for submission are based on the establishment date of your BFMC | Prepare and submit Bush Fire Risk Management Plan | BFMC |  |

