

North Arm Cove Community Association Inc (NACCAi)
Draft Terms of Reference
Bushfire Planning Awareness Subcommittee

1. Title

NACCAi Bushfire Plan and Prepare Awareness Subcommittee

2. Purpose

- a) To prepare a guideline for North Arm Cove village residents to make them aware of the need to plan and prepare for a possible bushfire in the North Arm Cove area.
- b) To liaise with relevant authorities such as the RFS, MidCoast Council, Reconstruction NSW, Local Land Services on the development of the guideline.
- c) To communicate and distribute the guideline to the North Arm Cove Community.

3. Establishment

The formation of this subcommittee and these terms of reference were approved by the NACCAi committee on 17 September 2023, in accordance with Clause 23 of the NACCAi constitution.

4. Membership

The subcommittee will consist of the following members of the Association – Elizabeth Hensley, Darrall Thompson, Nola Vosman.

The subcommittee may appoint additional members of the Association to the subcommittee as required. Membership of the subcommittee continues from date of a member's appointment to the subcommittee until either the member resigns from the subcommittee or their membership of the subcommittee is revoked by the NACCAi Committee.

5. Meeting Frequency

The subcommittee shall meet as required.

6. Timeframe

This is a short-term subcommittee to remain in existence until the completion of its purpose as described in section 2.

The subcommittee may be discontinued if a motion to do so is passed at a NACCAi Ordinary General Meeting.

7. Authorities

7.1. Authority

The subcommittee is authorised to hold discussions with relevant authorities such as the RFS, MidCoast Council, Reconstruction NSW and Local Land Services on the development of the guideline.

7.2. Limits of authority

The subcommittee is not authorised to expend funds, enter into any agreements, or make any grant submissions without prior Committee approval.

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8. Reporting Requirements

- a) Provide a status report on the subcommittees activities to the President at least two weeks before each ordinary general meeting of the Association.