

## BUSH FIRES ADVISORY COMMITTEE

\* *Proposed for re-establishment on 14 October, 2015.*

### Terms of Reference

#### 1. Introduction

The Council of the City of Busselton establishes a Bush Fires Advisory Committee under the powers given in Clause 67 of the Bush Fires Act 1954.

The Council appoints to the Committee those persons whose names (shall) appear in section 4.0 below.

The Committee shall act for and on behalf of Council in accordance with relevant provisions of the *Bush Fires Act 1954*, local laws and policies of the City of Busselton and this document.

#### 2.0 Name

The name of the Committee shall be the Bush Fires Advisory Committee.

#### 3.0 Objectives

- 3.1 To provide advice to Council in regard to all matters relating to bush fire control, prevention and management, including recommendation on the annual firebreak requirements, capital (equipment) purchase, review of firefighting/prevention practices and firefighting training.
- 3.2 To develop a bush fire strategic plan incorporating plant, firebreak order development process and strategic firebreak development, to be endorsed by Council.
- 3.3 To care for, control and manage the bush fire risk within the district of the City of Busselton.

#### 4.0 Membership

One Elected Member shall be appointed to the Committee

Councillor  
Councillor

One deputy Elected Member Committee shall be appointed for the Committee.

The Fire Control Officer from each of the City's brigades shall be (by virtue of the office held) appointed to the Committee. Other members of the committee will be a representative from each of FESA and CALM (to nominate representatives).

Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an

ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

#### 5.0 Presiding Member

The Committee shall appoint a Chairman and Deputy Chairman to conduct its business. The Chairman shall ensure that minutes of the proceedings are kept.

#### 6.0 Meetings

The Committee may from time to time meet as the Committee thinks fit but, shall meet at least twice annually, once at the beginning and once at the end of the bush fire season, as a minimum.

6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

6.2 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

#### 7.0 Quorum

Quorum for a meeting shall be at least 50% of the number of offices. A decision of the Committee does not have effect unless it has been made by a simple majority.

<b><u>History</u></b>	
21 October, 2013	SC1310/186 Membership
9 October, 2013	C1310/267 Establishment
12 October, 2011	C1110/315