

# Terms of Reference

**Committee:** Bush Fire Advisory  
**Responsible Directorate:** Planning and Development Services **Version:** PROPOSED

## 1. INTRODUCTION

- 1.1. The Council establishes a Bush Fire Advisory Committee (the Committee) under the powers given in Section 67 of the Bush Fires Act 1954 (the Act).
- 1.2. The Committee shall act for and on behalf of Council in accordance with the provisions of the Act, the *Local Government Act 1995*, local laws and policies of the City of Busselton and these Terms of Reference.

## 2. OBJECTIVE

- 2.1 The objectives of the Committee are:
  - a. to provide advice to Council in regard to all matters relating to bush fire control, prevention and management, including:
    - i. recommendations on the annual firebreak requirements;
    - ii. the purchase of capital equipment;
    - iii. review of firefighting and prevention practices; and
    - iv. training in firefighting methods.
  - b. to care for, control and manage the bush fire risk within the City of Busselton.

## 3. MEMBERSHIP

- 3.1. The Council shall appoint one elected members to the Committee.
- 3.2. Council shall appoint one elected members as deputy members of the Committee.
- 3.3. The Fire Control Officers from each of the City's Bush Fire Brigades shall be, by virtue of the office held, be appointed to the Committee.
- 3.4. The Community Emergency Services Manager shall, by virtue of the office held, be appointed to the Committee.
- 3.5. Representatives of the Department of Fire and Emergency Services (DFES) and Parks and Wildlife Services (Department of Biodiversity, Conservation and Attractions (DBCA)) will be advisory members of the Committee. Such persons will not be entitled to vote on any matters brought before the Committee.
- 3.6. One member and one deputy member from the Bushfire Action Ready Group be appointed to the Committee.
- 3.7. Other persons, or representatives of organisations, may participate in meetings of the Committee (or any sub-committees the Committee may establish) as determined by a simple majority of the Committee. Such persons will not be entitled to vote on any matters brought before the Committee

- 3.8. Membership of the Committee shall, unless determined otherwise, cease on the day of the next ordinary Council election.
- 3.9. Council shall appoint new members to the Committee, in accordance with paragraphs 3.1 and 3.2, at the next ordinary Council meeting following the Council election.
- 3.10. The membership of a member may be ceased in accordance with the *Bush Fires Act 1954*.

#### **4. PRESIDING MEMBER**

- 4.1. The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business.

#### **5. MEETINGS**

- 5.1. The Committee shall meet at least two times per year, once at the beginning and once at the end of the bush fire season.
- 5.2. The Committee shall report to Council in accordance with clause 2.10 of the *City of Busselton Standing Orders Local Law 2018*.
- 5.3. Notice of meetings shall be given to members at least five days prior to each meeting, with the agenda papers to be provided to members not less than 72 hours prior to the meeting.
- 5.4. The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the Part 14 of the *City of Busselton Standing Orders Local Law 2018*.
- 5.5. All members of the Committee shall have one vote. If the vote of the members present is equally divided, the Presiding Member shall cast a second vote.
- 5.6. Where the Committee makes a recommendation to the Council, the Chief Executive Officer shall ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.

#### **6. QUORUM**

- 6.1. The quorum for a meeting shall be at least 50% of the number of offices of membership, whether vacant or not.

#### **7. DELEGATED POWERS**

- 7.1. Pursuant to section 5.17 of the Act, the Committee is delegated the powers to:
  - a. schedule and endorse the dates, times and locations of the meetings held by the Committee; and
  - b. note an item that does not require a recommendation to Council or further action of Council.
- 7.2. Where necessary, recommendations of the Local Emergency Management Committee may be considered by the Committee and referred to the Council.
- 7.3. Committee recommendations, other than those made in accordance with the delegated powers in paragraph 7.1, are not binding on Council and must be endorsed by Council to take effect.

#### **8. EVALUATION OF COMMITTEE'S EFFECTIVENESS**

- 8.1. At the meeting of the Committee prior to the ordinary Council elections, the Committee shall undertake review to evaluate its effectiveness, and as a guide the following should be determined:
  - a. are the Committee's purpose and objectives being met?
  - b. should the purpose and objectives be amended?
  - c. is the Committee functioning effectively and as per the requirements of the Act?

- d. are the Committee members regularly attending meetings?
- e. review the Terms of Reference, including membership.

**9. TERMINATION OF COMMITTEE**

9.1. Termination of the Committee shall be by an absolute majority decision of Council.

**10. APPROVAL**

<b>Council Adoption</b>	<b>DATE</b>		<b>Resolution #</b>	
<b>Previous Adoption</b>	<b>DATE</b>	25 September 2019	<b>Resolution #</b>	C1909/191