

# TERMS OF REFERENCE

**Committee:** Bushfire Advisory Committee

**Responsible Officer:** Manager of Governance

**Version:** Current

## 1. INTRODUCTION

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).

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 Shire of Kellerberrin and these Terms of Reference.

## 2. OBJECTIVE

Objectives of the Committee are to provide advice to Council in regard to all matters relating to bush fire control, prevention and management, including:

- recommendations on the annual firebreak requirements;
- the purchase of capital equipment;
- review of firefighting and prevention practices;
- training in firefighting methods; and
- to care for, control and manage the bush fire risk within the Shire of Kellerberrin.

## 3. MEMBERSHIP

- Council shall appoint one elected member to the Committee.
- Council shall appoint one elected member as a deputy member of the Committee.
- The Fire Control Officers from each of the local Bush Fire Brigades shall be, by virtue of the office held, be appointed to the Committee.
- The Manager of Governance shall, by virtue of the office held, be appointed to the Committee.
- 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.
- 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.
- Membership of the Committee shall, unless determined otherwise, cease on the day of the next ordinary Council election.
- Council shall appoint new members to the Committee at its first meeting following the ordinary election.
- The membership of a member may be ceased in accordance with the *Bushfires Act 1954*.

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

The Committee shall appoint a Presiding Member being the Chief Bushfire Control Officer and Deputy Presiding Member being the Deputy Chief Bushfire Control Officer appointed at the annual March meeting to oversee the operations of the Committee Meetings.

#### **5. MEETINGS**

The Committee shall meet at least two times per year, in March and September.

- 5.1 Notice of meetings shall be given to members at least three days prior to each meeting.
- 5.2 All voting 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.
- 5.3 The Manager of Governance shall ensure that minutes of all meetings are kept in accordance with the *Shire of Kellerberrin Local Government (Council Meetings) Local Law 2016*
- 5.4 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 meeting of Council.

#### **6. QUORUM**

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not.

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

The Bushfire Advisory Committee has been established as an Advisory Committee only and does not have any delegated powers.

#### **8. TERMINATION OF COMMITTEE**

Termination of the Committee shall be:

- a) In accordance with the *Local Government Act 1995*; and
- b) By a decision of Council.

#### **9. AMENDMENT TO THE TERMS OF REFERENCE**

This document may be altered at any time by the Council.

#### **10. HISTORY**

Council Adoption	Date	16 November 2021	Resolution #	MIN185/21
Previous Adoption	Date	23 October 2019	Resolution #	MIN182/19