

Established: 2 May 1963

Terms of Reference: Amended C11.07.16 (July 2016)
Amended C3.12.17 (December 2017)
Amended C4.11.20 (November 2020)

1. NAME

The Name of the Committee is the Shire of Mundaring Bush Fire Advisory Committee.

2. HEAD OF POWER

The Committee is established by Council under Section 67 of the *Bush Fires Act 1954*.

3. DEFINITIONS

- BF Act means the Bush Fires Act 1954
- Committee means the Shire of Mundaring Bush Fire Advisory Committee (BFAC)
- Council means the Council of the Shire of Mundaring
- Elected Member means a Councillor of the Shire of Mundaring

4. OBJECTIVES

- 4.1 To provide a forum for discussion and to advise Council on all matters relating to:
- The preventing, controlling and extinguishing of bush fires
 - The planning of the layouts of firebreaks in the district
 - Prosecutions for breaches of the BF Act
 - The formation of Bush Fire Brigades and the grouping thereof under group Brigade Officers
 - The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities
 - Any other matter relating to bush fire control whether of the same kind as, or different kind from those specified

5. COMMITTEE STRUCTURE

- 5.1 The Committee shall consist of the following members:
- Two elected members
 - The Chief Executive Officer or delegate
 - The Chief Bush Fire Control Officer
 - The Five (5) Deputy Chief Bush Fire Control Officers
 - The Coordinator Mundaring Fire School or delegate
 - Brigade members, being Shire of Mundaring Volunteer Bush Fire Brigade Captains (9)
 - Deputy Brigade members in the event that the Brigade Captain is unable to attend a meeting, being the respective Shire of Mundaring Volunteer Bush Fire Brigade Lieutenant

- 5.2 A quorum will be 11 members.
- 5.3 The Committee is supported by the Director Statutory Services and Manager Community Safety and Emergency Management.

6. TERMS OF APPOINTMENT

- 6.1 Members are appointed by Council following ordinary Local Government elections for a term of up to two years to expire on the date of the subsequent ordinary Local Government elections.
- 6.2 If a member resigns or becomes ineligible prior to an ordinary Local Government election, Council will appoint a replacement.

7. PRESIDING PERSON

- 7.1 During the first meeting of the Committee after ordinary Local Government elections, the Committee shall appoint one of their number to be the Presiding Person.
- 7.2 At the same meeting the Committee shall appoint one of their number to be a Deputy Presiding Person.
- 7.3 The role of the Presiding Person includes:
- Ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner and;
 - Where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put

8. MEETINGS OF THE COMMITTEE

- 8.1 The committee will meet at least 4 times per year in the months of February, May, August and November.
- 8.2 Meetings of the Committee are open to the public and will be advertised on the Shire website and by public notice in the local newspapers.
- 8.3 An ordinary or special meeting of the Committee is to be held:
- If called for by either the Presiding Person or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
 - If so decided by the Committee; or
 - If called for by Council.
- 8.4 The Committee may invite Shire employees and other appropriate persons to attend meetings and provide pertinent information where necessary.

- 8.5 The first item on the agenda for all Committee meetings (after apologies) shall be the declaration by Committee members present of any financial, proximity and impartiality interests. These shall be recorded in the minutes.
- 8.6 Committee members who have disclosed a financial or proximity interest must not be present during discussion of and voting on the matter in which they have an interest.
- 8.7 Committee members who have disclosed an impartiality interest may remain in the meeting and participate in the discussion and voting, unless the interest is such that it would prevent them from impartially and objectively considering all the relevant information.

9. INVITEES

- 9.1 The Committee shall invite representatives of the following bodies to its meetings and shall hear and have regard for their views:
 - Department of Biodiversity Conservation and Attractions
 - Department of Fire and Emergency Services.
- 9.2 Such representatives shall not be members of the Committee.
- 9.3 The Committee may invite appropriate persons to attend any meeting but such persons shall not be entitled to vote on any decision arising out of that meeting.

10. POWERS OF THE COMMITTEE

- 10.1 The Committee is a formally appointed committee of Council and is responsible to that body.
- 10.2 The Committee does not have any delegated authority.
- 10.3 Committee recommendations must be adopted by Council during a formal Council meeting before they can be implemented.
- 10.4 Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

11. SUBCOMMITTEES

- 11.1 The Committee may establish and appoint members from within its number to subcommittees to consider any specified matter or matters within the general remit of the Committee objectives.
- 11.2 The Committee shall determine the terms of reference for any subcommittee it so establishes.
- 11.3 A subcommittee so appointed shall report to the Committee in a frequency and manner determined by the Committee.

12. VOTING

- 12.1 Each member of the Committee present during a meeting will have one vote.
- 12.2 The Presiding Person does not have a casting vote in the event of equality of votes.
- 12.3 In the case of an equality of votes the question/s shall be determined in the negative.
- 12.4 The names of members voting for and against will be recorded in the minutes.

13. REPORTING REQUIREMENTS

- 13.1 Recommendations arising from the Committee's deliberations shall be presented to the next ordinary meeting of Council.

14. REVIEW OF TERMS OF REFERENCE

- 14.1 The Committee is to conduct a review of its terms of reference every four years.
- 14.2 Reviewed terms of reference will be provided to Council for consideration and adoption.

15. TERMINATION OF THE COMMITTEE

- 15.1 The Committee can be terminated at the discretion of Council.