

BUSH FIRE ADVISORY COMMITTEE

1. Name

The name of the committee is Shire of Mundaring Bush Fire Advisory Committee.

2. Head of Power

The committee is established by Council under the provisions of section 67 of the *Bush Fires Act 1954* (C4.11.20).

3. Definitions

LG Act the Local Government Act 1995.

BF Act the Bush Fires Act 1954.

CEO the Chief Executive Officer (CEO) of Shire of

Mundaring.

committee the Shire of Mundaring Bush Fire Advisory

Committee.

Council the body consisting of all council members sitting

formally as the Council of the Shire of Mundaring.

council member a person elected under the LG Act as a member of

Council. The Shire's council members include the Shire President, Deputy Shire President and

Councillors (as defined by the LG Act).

member a person appointed to this committee.

4. Aim

The aim of the committee is to execute the committee's purpose as stated in Section 67 of the Bush Fires Act 1954

'advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this 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, and any other matter relating to bush fire control those specified in this subsection.'

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5. Objectives

- Provide support and advice to the Council on doctrine relating to the delivery of fire prevention, preparedness, response and recovery
- Provide support and guidance to Council in the strategic planning, acquisition and placement of resources such as Brigade facilities and equipment to fulfil their bushfire management objectives.
- Establish and maintain an operational command and control structure by developing policies and procedures to enhance the ability of the Brigades to carry out operations, activities, and training efficiently and effectively.
- Ensure cooperation and coordination between all Shire of Mundaring Bush
 Fire Brigades and stakeholders in their efforts and activities.
- Communicate with regional officers in the area and any other relevant person or organisation including but not limited to the Department of Fire and Emergency Services and the Department of Parks and Wildlife.
- Report, advise and provide guidance to Council on bushfire matters.
- Perform any other function assigned to the Committee under Section 67 of the Bush Fires Act 1954, regulations

6. Duties and Responsibilities

- Council members are responsible for contributing from a Shire-wide perspective in line with Council strategic plans and provide representation of the Committee at Ordinary Council meetings where recommendations of the Committee are presented.
- Non-voting members are responsible for contributing to Committee discussion within the scope of their skills, knowledge, experience and capabilities.
- The Chairperson is responsible for ensuring all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items. Where the Chairperson is unable or unwilling to chair the meeting, the deputy Chairperson will chair the meeting.
- Deputy brigade members are to act in the capacity of a committee member unable to attend a meeting and shall exercise all rights of the absent committee member.
- Shire employees will support the committee by conducting necessary research as requested, providing professional advice, and assisting with the administration of its meetings.
 - Committee members are responsible for submitting agenda items accompanied by sufficient background information, supporting documentation, and any associated financial implications, to enable informed and transparent decision-making. Where appropriate, subject matter experts (SMEs) may be consulted to enhance the quality and relevance of agenda development and to support robust deliberations.

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7. Membership

Council members are appointed to the committee by Council for a term to expire on the date of the subsequent ordinary local government. New non council members may join the BFAC via resolution of the committee.

If for any reason, a council member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The council member appointed shall hold office for the balance of the term of the member originally elected.

The committee shall consist of the following members:

Voting Members

- At least two council members
- The Chief Bush Fire Control Officer
- The Deputy Chief Bush Fire Control Officers, as appointed
- Shire Brigade Captains (or delegated senior member)
- The Local Government Fire Training Coordinator of the Mundaring Fire School

Non-Voting Members

- Director of Built and Natural Environment
- Manager Community Safety and Emergency Management.
- Department of Biodiversity Conservation and Attractions representative
- Department of Fire and Emergency Services representative
- Other key stakeholders as deemed appropriate by the committee

7.1. Chairperson and Deputy

The Committee shall elect a Chairperson and a Deputy Chairperson, who will act as the Chairperson's proxy when required. These appointments will be formally endorsed by Council. If both the Chairperson and Deputy Chairperson are absent, the Committee will appoint a temporary Chairperson from among its members for the duration of that meeting.

Membership notes:

- Special guests may be invited to attend committee meetings as determined by Committee Chairperson.
- A representative from Mundaring VFRS will be invited to meetings as a non-voting guest
- Each voting member should nominate a proxy within their agency or organisation to attend if the appointed member is absent.
- Members representing agencies and organisations that can no longer participate in the committee should advise the Chairperson of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed at each meeting to ensure that it is representative of the community and the potential risks and scenarios.
- Meetings are to be generally open to the public.

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8. Meetings Management

- Ordinary meetings will be held at least four times per year.
- Special meetings may be held if called for by the Council, Chairperson or Committee.
- Meeting quorum is at least 50% of the number of voting members of the committee whether vacant or not. The Chairperson will have a deliberative vote but does not in the event of an equality of votes have a casting vote. In the event of a tied vote the matter will be determined in the negative.
- Brigade Captains shall submit a report to the Committee to the Shire two weeks prior to the meeting. The BFAC will determine the standardised report format.

Minutes/Agendas

Committee Members representing the Shire shall be responsible for preparing agendas and minutes for each meeting.

A draft agenda will be emailed to members three weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting.

Copies of the meeting minutes will be made available to Council by way of information at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members two weeks post the meeting.

9. Recording and Reporting

Recommendations of the committee to be included in an Ordinary Council meeting agenda to obtain a formal Council decision, where applicable. Committee recommendations are advisory only and shall not be binding on Council.

10. Authority

The BFAC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

The BFAC does not have the authority or power to commit the Shire of Mundaring or any association, organisation, group or individual to expenditure without the Shires endorsement.

11. Changes to Terms of Reference

The Terms of Reference are to be reviewed prior to each ordinary local government election and may be amended on other occasions as determined by the committee.

12. Disband

Council may determine at any time that a committee is no longer required and is to be disbanded.

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Document Control

Item	Date	
Committee established	2 May 1963	
(in current format)		
Reviewed	July 2016	C11.07.16
Reviewed	December 2017	C3.12.17
Reviewed	November 2020	C4.11.20
Reviewed	October 2023	SC3.10.23
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