

Bushfire Advisory Committee

Terms of Reference

1. Name

The name of the committee is the Shire of Koorda Bushfire Advisory Committee (BFAC).

2. Head of Power

The committee is established by Council under section 67 of the *Bush Fires Act 1954*.

3. Definitions

TERM	DEFINITION
BF Act	The <i>Bush Fires Act 1954</i> .
Chief Executive Officer	The Chief Executive Officer (CEO) of the Shire of Koorda.
Committee	Shire of Koorda Bushfire Advisory Committee.
Council	The body consisting of all council members sitting formally as the Council of Shire of Koorda (" the Shire ").
Member	A person appointed to this committee.

4. Objectives

To provide advice to the local government on matters pertaining to obligations contained within the Bush Fires Act, organising, managing, resourcing and training volunteer bush fire brigades.

This committee provides a very worthwhile role in engaging with brigades and gaining feedback and input on policy and strategy.

- Recommend and regularly review Council's policies relating to the delivery of fire prevention, preparedness, response and recovery.
- Provide support and guidance to all Bush Fire Brigades within the Shire and to assist those brigades to fulfil their objectives.
- Establish and maintain an operational command and control structure by developing procedures to enhance the ability of the brigades to carry out operations, activities and training efficiently and effectively.
- Ensure co-operation and co-ordination between all brigades within the Shire and between all other brigades/units and stakeholders in their efforts and activities.
- Advise Council regarding all matters relating to prosecutions for breaches of the Bush Fires Act 1954.
- Advise regional officers in the area and any other relevant person or organisation on matters referred to the committee.
- Committee to respond to Council on agenda items submitted from council.
- Perform any other function assigned to the Committee under section 67 of the Bush Fires Act, Fire and Emergency Services Act, various Acts and Regulations or Council policy.

5. Powers

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

6. Membership

The committee shall consist of the following members:

- Shire President,
- Shire CEO,
- The Chief Bush Fire Control Officer,
- The Deputy Chief Bush Fire Control Officer,
- Koorda Brigade Captain,
- Kulja Brigade Captain,
- Bush Fire Control Officers, and
- Shire Works Supervisor

7. Committee

Presiding Person

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.

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

Secretary

A Shire employee will fulfil the role of non-voting Secretary.

8. Meetings

The committee shall meet at least two times annually. These meetings are generally prior to the March and August Local Emergency Management Committee (LEMC) meetings.

Additional meetings shall be convened at the discretion of the presiding person.

9. Minutes

The minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of the Act.

The content of the minutes shall be in accordance with regulation 11 of the *Local Government (Administration) Regulations 1996*.

10. Reporting

Recommendations recorded in the minutes arising from the Committee's deliberations shall be presented to the earliest available ordinary meeting of Council.

In the event of a tied vote, where the Presiding Member has exercised a casting vote, the matter will be referred to Council for deliberation.

11. Terms of Appointment

Appointment to the Committee will be determined by the Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections.

If a member of the Committee resigns prior to an ordinary local government election, Council will appoint a replacement.

12. Code of Conduct

The Shire's Code of Conduct for Council Members, Committee Members and Candidates applies to all members of the Committee.

13. Voting

Shall be in accordance with section 5.21 of the Act.

Each voting member of the Committee present at a meeting is entitled to one vote and are required to vote, subject to the provisions of the Act regarding interests.

In the event of a tied vote, the Presiding Member will have a casting vote.

14. Alterations to Terms of Reference

The Committee is to conduct a review of its terms of reference providing Council with recommendations for any changes, in the first instance after twelve months of operation, with subsequent reviews to be held every two years prior to the local government ordinary election.

15. Termination of Committee

Termination of the Committee shall be at the discretion of Council and in accordance with the Act.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Part V, Section 67 of the Bush Fire Act 1954

Review History

Date	Council Resolution	Description of review/amendment
17/04/2024	RES: 040424	Terms of Reference Adopted
27/03/2024		Terms of Reference endorsed by BFAC
23/10/2023	RES: 191023	Committee re-established

