



Terms of Reference

Bush Fires Advisory Committee

1. NAME

The name of the Committee shall be the “Bush Fires Advisory Committee”, appointed as an Advisory Committee to Council in accordance with provisions of Section 5.8 of the *Local Government Act 1995* and Section 67 of the *Bush Fires Act 1954*.

2. AIMS AND OBJECTIVES

The aims and objectives below are drawn from Section 67 (1) of the *Bush Fires Act 1954* and the *Shire of Collie Local Law No. 7 Bush Fire Brigades*.

- 2.1 To advise the local government on all matters relating to:
- (i) the preventing, controlling and extinguishing of bush fires;
 - (ii) the planning of the layout of fire-breaks in the district;
 - (iii) policy regarding prosecutions for breaches of the *Bush Fires Act 1954*;
 - (iv) the formation of bush fire brigades and the grouping thereof under group brigade officers;
 - (v) the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities; and
 - (vi) any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified above.
- 2.2 To recommend a person or persons for the position(s) of Bush Fire Control Officer for each bush fire brigade in the Shire of Collie as required.¹
- 2.3 To make recommendations to Council on motions received by the Bush Fires Advisory Committee from bush fire brigades.

3. MEMBERSHIP

- 3.1 Council, by Absolute Majority, shall appoint a committee for a two year term, such committee to be appointed at the first full council meeting following biennial council elections.

¹ Clause 13 of the *Shire of Collie Local Law No. 7 Bush Fire Brigades* required each brigade to recommend a Bush Fire Control Officer annually. The Local Law is due for review in 2011.

- 3.2 In accordance with provisions of Section 5.9 of the Local Government Act 1995, Council resolves that the Committee is to comprise of council members, employees and other persons.
- 3.3 In accordance with provisions of Section 5.10(1)(a) of the Local Government Act 1995 resolves that the Committee shall have as its Members;
- a) Shall include at least one Council member (Section 67(2) of the bush Fires Act 1954);
 - b) Shall include the Chief Bush Fire Control Officer appointed under Section 38A of the Bush Fires Act 1954;
 - c) Shall include a representative of each volunteer bush fire brigade
 - d) Shall include the Shire of Collie Senior Ranger and,
 - e) Other representatives from state government agencies whose responsibility include bushfire and emergency management and should include as a minimum a representative of the Department of Fire and Emergency Services, Department of Parks and Wildlife, and the WA Police.

4. MANAGEMENT

- 4.1 The formation and conduct of the Committee shall be in accordance with the requirements of the *Local Government Act 1995* and any other statutory requirements.
- 4.2 The Committee shall elect a Chairman from amongst the members on the Committee². In the absence of the Chairman, a member shall be elected to preside.
- 4.3 A Shire of Collie employee, not necessarily a committee member, may be appointed by the Council CEO to prepare agendas and minutes on behalf of the Committee. Unconfirmed Minutes will be available for inspection within five (5) working days. The Agenda and the Minutes of the previous meeting shall be circulated to all Committee members not later than seven (7) days before each meeting.
- 4.4 The Committee shall meet as often as required to achieve the aims and objectives of the Committee, but shall meet at least annually.
- 4.5 The quorum for a meeting of the Committee shall be at least 50% of the brigade members of the Committee.
- 4.6 The Committee is an Advisory Committee and as such, all advice and actions that require significant commitment of Shire of Collie employee resources shall be presented as recommendations to Council for consideration.

² Section 67(2) of the Bush Fires Act 1954 states “A committee appointed under this section shall include a member of the Council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof”

- 4.7 The Council may adopt, amend, reject or refer back to the Committee any recommendations arising from the Committee's deliberations.
- 4.8 The Committee shall not direct Shire of Collie employees.
- 4.9 The Committee will not have the authority or power to commit the Shire of Collie or any association, organisation, group or individual to expenditure without Council endorsement.
- 4.10 Members wishing to address the Committee may do so in writing, providing information and proposals for consideration.
- 4.11 The Committee may call upon guests with specific expertise or as the need arises and invite them to attend meetings. Such persons shall not be entitled to vote on any decision arising from such meetings.
- 4.12 Members shall act in accordance with Council's Code of Conduct.

5. Delegation

- 5.1 The Committee is an advisory body to Council operating for the benefit of the community within these Terms of Reference. In the context of these Terms of Reference, the Committee shall be free to plan and promote the aforementioned aims and objectives as best as it sees fit.
- 5.2 The Council, in accordance with the Local Government Act, shall delegate the powers and privileges outlined within these Terms of Reference to the Advisory Committee.

Reviewed and Endorsed by Council 10th December 2013