

## Bush Fire Advisory Committee

**TERM - October 2021 to October 2023**

### Committee Representatives

| Name | Representing   | Email Address | Telephone |
|------|--|---------------|-----------|
|      | Councillor Delegate  |               |           |
|      | Chief Bush Fire Control Officer (CBFCO) - CESM                               |               |           |
|      | Volunteer Bush Fire Brigade  |               |           |
|      | Deputy Chief Bush Fire Control Officer Kalamunda Volunteer Bush Fire Brigade |               |           |
|      | Captain - Kalamunda Volunteer Bush Fire Brigade                              |               |           |
|      | Kalamunda Volunteer Bush Fire Brigade – Fire Control Officer                 |               |           |
|      | Kalamunda Volunteer Fire & Rescue Service                                    |               |           |
|      | Kalamunda Volunteer Fire & Rescue Service                                    |               |           |
|      | Kalamunda SES  |               |           |
|      | DFES (Non-Voting -Ex Officio)  |               |           |
|      | DBCA (Non-Voting -Ex Officio)  |               |           |

### Deputy Representatives

| Name | Representing               | Email Address | Telephone |
|------|----------------------------|---------------|-----------|
|      | Deputy Councillor Delegate |               |           |

### City of Kalamunda Support/Secretarial Officers

| Name            | Position                         | Email Address | Telephone |
|-----------------|----------------------------------|---------------|-----------|
| Peter Varelis   | Director of Development Services |               |           |
|                 | Technical Officers as required   |               |           |
| Andrew Haselden | Committee Secretary              |               |           |

## **BUSH FIRE ADVISORY COMMITTEE**

**Terms of Reference  
September 2021**

### **1. Name**

The name of the Committee shall be the ***Bush Fire Advisory Committee (BFAC)***.

### **2. Purpose**

To advise and make recommendations to Council on matters related to effective bush fire risk and emergency management.

### **3. Objectives**

To consider and advise Council with regard to:

- a. All matters relating to the *Bush Fires Act 1954*.
- b. The financial affairs of the Bush Fire Brigade not covered by the Local Government Grants Scheme.
- c. The general management of the affairs of the Bush Fire Brigade.
- d. Provide advice and submissions on needs.
- e. Oversee the implementation of the policies, to assist in the development and maintenance of an appropriate emergency management and bush fire capability.
- f. Preventing, controlling and extinguishing of bush fires.
- g. The planning of the layout of fire-breaks in the district.
- h. Prosecutions for breaches of the *Bush Fire Act 1954*.
- i. The formation of bush fire brigades and the grouping thereof under group brigade officers.
- j. The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities.
- k. Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.
- l. Carrying out other functions assigned to the committee by Council.

### **4. Legislative Framework**

Council established the Bush Fire Advisory Committee under s5.8 of the Local Government Act 1995 and is a committee for such purpose as defined under s67 of the Bushfire Act 1954.

## **5. Councils Strategic Alignment**

*Kalamunda Advancing Strategic Community Plan to 2027*

OBJECTIVE 1.2 - To provide safe and healthy environments for community to enjoy.

OBJECTIVE 4.2 – To proactively engage and partner for the benefit of the community.

## **6. Membership**

### **a) No. of Members**

A total membership of up to nine full members comprising: -

- i. One Councillor
- ii. Chief Bush Fire Control Officer
- iii. Deputy Chief Bush Fire Control Officer as appointed from time to time by the Council
- iv. Two members nominated by the Kalamunda Volunteer Bush Fire Brigade
- v. Two members nominated by the Kalamunda Volunteer Fire & Rescue Service

### **b) Ex-Officio Members**

Ex-Officio Members may be called from the following agencies:

- i. Member nominated by the Department of Fire and Emergency Services
- ii. Member nominated by the Department of Biodiversity, Conservation and Attractions
- iii. Member nominated by the State Emergency Service
- iv. Another member nominated by the Committee

### **c) Deputy Members**

Each committee shall have an appointed Deputy Councillors who is to attend meetings in the absence of the appointed Councillor.

### **d) City Appointed Representatives**

The Committee will also include City appointed representatives to provide support and are without voting rights:

- i. Manager Environmental Health and Community Safety.
- ii. Other officers as required from time to time

### **e) Term of Appointment**

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

**f) Resignation or Termination of Membership**

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

**g) Observers**

A request to attend a meeting as an observer will be approved at the discretion of the Presiding Member and the CEO.

Requests to attend as an observer should be provided to the CEO no less than two full working days prior to the meeting.

Observers:

- i. will not participate in the business of the committee.
- ii. will not be present when items of confidentiality are presented or discussed by the committee.

**7. Perth South District Operations Advisory Committee**

- a. The City of Kalamunda shall be a member of the Perth South District Operations Advisory Committee pursuant to the powers conferred under Section 68 of the *Bush Fires Act 1954*.
- b. Membership of the Committee shall consist of two delegates from the local authority, one of which will be its Chief Bush Fire Control Officer and the other a Deputy Bush Fire Control Officer. Each member of the Committee shall have a deputy member.
- c. Meetings are to be held as prescribed by the Chairman of the Perth South Region District Operations Advisory Committee and not less than once a year.

**8. Election of Presiding Member and Deputy Presiding Member**

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

## **9. Meetings**

### **a) Conduct of Meetings**

All meetings will be conducted in accordance with the provisions of the Local Government Act 1995 and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

### **b) Inductions**

All Members will be required to attend an induction which will be held prior to the first meeting of a committee following a Council election.

### **c) Scheduling of Ordinary Meetings**

The Committee will hold its ordinary meetings in the months of March, July (incorporating the Annual General Meeting) and October each year.

### **d) Special or Extra Meetings and Working Groups**

The Committee may convene special meetings or working groups, under the following circumstances: -

- i. The presiding member of the Committee
- ii. By written notice to all Committee members, at least four members of the Committee must sign the notice and give a minimum of at least seven (7) days notice and state the purpose of the meeting.
- iii. By the Council.

### **e) Time and Venue**

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

### **f) Quorum**

A quorum shall consist of at least one half of the appointed members.

### **g) Disclosure of Interests**

All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

### **h) Voting**

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

**i) Agendas and Minutes**

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. The Secretary will distribute an Agenda and notice of meeting electronically at least 7 days prior to each meeting.
- iii. It is important, the Secretary send the Agenda Items along with any supporting papers no later than 7 days prior to the meeting. This allows time for members to consider the item and make an informed decision.
- iv. If there are no Agenda Items the Secretary in consultation with the Presiding Member, will cancel the scheduled meeting and provide notifying all members.
- v. The Committee may accept late agenda or business items for consideration.
- vi. The Secretary shall keep minutes of all business transacted at all meetings and a copy shall be forwarded to members within 10 days of each meeting.
- vii. Bush Fire Advisory Committee will report all recommendations to Council for consideration.
- viii. The City of Kalamunda will publish (making them available to the public) the unconfirmed Bush Fire Advisory Committee minutes at the next Ordinary Council meeting.

Reports to the Bush Fire Advisory Committee:

- i. The Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officers will submit a report.
- ii. The Brigade representatives will submit a report on other Brigade activities including operational matters, training and appliance and equipment status.
- iii. Kalamunda Volunteer Fire & Rescue
- iv. The Council delegate and Ex Officio members will report on matters relevant to the Committee.

**10. City of Kalamunda Administrative Support**

A City of Kalamunda staff member or the Secretary of the Volunteer Bush Fire Brigade will act as a secretary for the Committee.