

<b>Title:</b>	<b><i>Bush Fire Advisory Committee (BFAC)</i></b>
<b>Purpose and Role</b>	
<p>To advise and make recommendations to Council on matters related to effective bush fire risk management.</p> <p>To advise Council on matters that relate to Bush Fire Brigade operations, achievements and development.</p>	
<b>1. Aims &amp; Functions</b>	
<ul style="list-style-type: none"> <li>a) Provide advice and make recommendations to Council related to fire prevention, preparedness, response and recovery.</li> <li>b) Provide reports on bushfire mitigation achievements and recommendations.</li> <li>c) Provide support and guidance to the City of Wanneroo Bush Fire Brigades and assist those Bush Fire Brigades to fulfill their objectives.</li> <li>d) Promotes cooperation and coordination between the City's Bush Fire brigades and stakeholders.</li> <li>e) Provide updates on projects, policies, events and any other issues related to the City's bush fire service.</li> <li>f) Performs any other function assigned to the Committee under the <i>Bush Fires Act 1954</i>, associated Regulations or Council Policy.</li> </ul>	
<b>2. Membership:</b>	
<p>2.1 The Committee shall consist of the following representation:</p> <p><u>Voting</u></p> <ul style="list-style-type: none"> <li>• Council's Appointed Representative on the Local Emergency Management Committee</li> <li>• Council's Deputy Delegate on the Local Emergency Management Committee</li> <li>• The Chief Bush Fire Control Officer</li> <li>• The Deputy Chief Bush Fire Control Officers</li> <li>• The Captains from each Bush Fire Brigade or delegate</li> <li>• Wanneroo Fire Service Fire Control Officers</li> </ul> <p><u>Non-Voting</u></p> <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Director Community &amp; Place</li> <li>• Manager Community Safety &amp; Emergency Management</li> <li>• City of Wanneroo Emergency Management Specialist</li> <li>• City of Wanneroo Fire Mitigation Officer</li> <li>• Department of Fire and Emergency Services Representative</li> </ul>	

- Department of Biodiversity, Conservation and Attractions Representative
- A Lieutenant from each Bush Fire Brigade
- Two representatives from Yanchep Volunteer Fire and Rescue Service
- Any other Councillors who wish to observe

2.2 A nominated Deputy may attend in place of the endorsed representative.

2.3 Council appointed members shall be for a period of up to two years terminating on the day of the next Ordinary Council elections.

2.4 Members must comply with the City's Code of Conduct.

2.5 The Committee has authority to invite individuals from outside of the Committee on a voluntary basis for their expert advice (these individuals will be non-voting members).

### **3. Presiding Member:**

3.1 The members of a committee are to elect a presiding member and deputy presiding member from amongst themselves at the first meeting of the committee and in accordance with the Local Government Act 1995, Schedule 2.3, Division 1. (For transparency and accountability Council officers should not be appointed to the position of presiding member and deputy presiding member.)

3.2 The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected.

3.3 The Presiding Member will preside at all meetings.

3.4 In the absence of the Presiding Member, the Deputy Presiding Member will assume the chair, and in their absence, a person is to be elected by the committee members present to assume the Chair.

3.5 The Presiding Member is responsible for the proper conduct of the committee.

### **4. Meeting Procedures:**

#### **4.1 Meetings:**

- a) The Committee shall meet as required, but must hold a minimum of two meetings in any one calendar year.
- b) Additional meetings can be scheduled by decision of the Council or the Committee, or at the discretion of the Committee's Chairperson.
- c) All meeting dates are to be provided in the Council Members Diary and in the City's Corporate Calendar.
- d) A Notice of Meetings including an Agenda to be circulated to the Committee members (including Deputy Delegates) at least 72 hours prior to each meeting where possible.
- e) The Chairperson shall ensure that Minutes of all meetings are kept and that copies are made available to all Committee members (including Deputy Delegates) as soon as is practicable after the meeting.
- f) Copies of all Minutes will be registered electronically, through the City's electronic record keeping system and a copy placed on the Elected Members Hub Portal.
- g) All Agenda and Minute documentation is to be generated through Council's meeting papers system.

- h) A Committee recommendation does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.
- i) All Voting Members of the Committee will have one vote. The Presiding Member will have the casting vote and simple majority will prevail.
- j) Any Committee resolution requiring action on the part of Council or requiring a Council commitment will be listed as a separate report on the agenda for a future ordinary Council meeting.

#### 4.2 Quorum:

- a) The quorum for the meeting shall be at least 50% of the number endorsed voting members.

### 5. Authority of Establishment

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

### 6. Delegated Authority:

6.1 The Committee has no delegated power and has no authority to implement its recommendations or to commit Council to the expenditure of monies.

6.2 Matters requiring Council consideration will be subject to separate specific reports to Council.

Administration Use Only			
Date of Council Establishment of Committee:		2017	
Council Minute – Ref:		CP02-09/24	
Terms of Reference - HPE Ref:		24/235116	
HPE Container – Ref:		34520	
Operational Procedures - HPE Ref:			
Last Review Date:	10/09/2024	Next Review Date:	