

<b>Title:</b>	<b><i>Bush Fire Advisory Committee</i></b>
<b>Purpose and Role</b>	
<p>The purpose of this group is:</p> <ul style="list-style-type: none"> <li>• To advise Council with regard to matters relating to bush fire mitigation / planning within the City of Wanneroo.</li> </ul>	
<b>1. Aims &amp; Functions</b>	
<p>1.1 To consider and make recommendation to Council with respect to Fire Management Plans and other related bush fire mitigation issues.</p> <p>1.2 To determine training requirements and strategies; and</p> <p>1.3 To provide Council advice on the Annual Fire Break Notice issued under Section 33 of the Bush Fires Act 1954.</p>	
<b>2. Membership:</b>	
<p>2.1 The Committee shall consist of the following representation:</p> <p style="margin-left: 40px;">Voting</p> <ul style="list-style-type: none"> <li>• Council's Appointed Representative on the Local Emergency Management Committee (LEMC) or Deputy Delegate;</li> <li>• Chief Bush Fire Control Officer;</li> <li>• Deputy Chief Bush Fire Control Officers;</li> <li>• One nominated representative from each Volunteer Bush Fire Brigades;</li> </ul> <p style="margin-left: 40px;">Non-Voting</p> <ul style="list-style-type: none"> <li>• Chief Executive Officer or delegate;</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Training Coordinator (Volunteer Brigade Member);</li> <li>• One representative - Department of Fire and Emergency Services;</li> <li>• One representative – Department of Biodiversity, Conservation and Attractions</li> </ul> <p>2.2 A nominated deputy member may attend in place of the endorsed representative member.</p> <p>2.3 Membership shall be for a period of up to two years terminating on the day of the next ordinary Council elections, with retiring members eligible to re-nominate.</p>	

2.4 Members must comply with the City of Wanneroo Code of Conduct.

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

### **3. Chair and Deputy Chair:**

3.1 Presiding Member/Chair:

- a) Council's nominated representative or delegate shall fill the position of Presiding Member at all meetings.
- b) In the absence of the Presiding Member and delegate, the Community Emergency Services Manager/Chief Bush Fire Control Officer will assume the Chair for the duration of that meeting.
- c) The Presiding Member or delegate is responsible for the proper conduct of the Committee.

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

4.1 Presiding Member/Chair:

- a) Council's nominated representative or delegate shall fill the position of Presiding Member at all meetings.
- b) In the absence of the Presiding Member and delegate, the Community Emergency Services Manager/Chief Bush Fire Control Officer will assume the Chair for the duration of that meeting.
- c) The Presiding Member or delegate is responsible for the proper conduct of the Committee.

4.2 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 Presiding Member.
- c) A Notice of Meeting, including an agenda, will be circulated to the Committee members (including deputy members) at least 72 hours prior to each meeting where possible.
- d) The Presiding Member shall ensure that detailed minutes of all meetings are recorded by Administration and kept in the City's Corporate Record Keeping System and shall provide the Committee members (including deputy members) with a copy of such minutes.
- e) All Committee meetings will be conducted in accordance with the City of Wanneroo Meeting Procedures.

4.3 Quorum:

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

4.4 Reporting:

- a) The Minutes of every Committee meeting will be circulated for the information of all Councillors and the Executive Management Team.
- b) Any Committee resolution requiring action on the part of the Council or requiring a Council commitment will be listed as a separate report on the Agenda for the next ordinary Council meeting.

**5. Authority of Establishment:**

5.1 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 without approval of Council.

Administration Use Only			
Date of Council Establishment of Group:			
Council Minute – Ref:			
Terms of Reference - HPE Ref:			
HPE Container – Ref:			
Operational Procedures - HPE Ref:			
Last Review Date:		Next Review Date:	