



## SHIRE OF DONNYBROOK BALINGUP

### BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE

#### ESTABLISHMENT

The Shire of Donnybrook Balingup Bushfire Advisory Committee (BFAC) is established in accordance with the *Bushfires Act 1954* (the Act).

#### VOTING MEMBERSHIP

Members of the BFAC are appointed in accordance with Section 67 of the Act. The following table represents the BFAC voting structure:

Representative Brigade	Position	Voting Rights
Argyle / Irishtown	Fire Control Officer	1
Balingup	Fire Control Officer	1
Beelerup	Fire Control Officer	1
Donnybrook	Fire Control Officer	1
Ferndale	Fire Control Officer	1
Kirup / Brazier	Fire Control Officer	1
Lowden	Fire Control Officer	1
Mullalyup	Fire Control Officer	1
Mumballup	Fire Control Officer	1
Munro	Fire Control Officer	1
Stirling Park	Fire Control Officer	1
Thomson Brook	Fire Control Officer	2
Upper Capel	Fire Control Officer	1
Shire of Donnybrook Balingup	Elected Member	1

#### NON VOTING MEMBERSHIP

- Plantation Industry
- Department of Biodiversity, Conservation & Attractions
- Department of Fire and Emergency Services
- Fire and Rescue
- Staff - Shire of Donnybrook – Balingup

## **ROLES AND RESPONSIBILITIES**

The BFAC shall advise and recommend to Council matters relating to:

- Reviews of the Shire's Bushfire Response Plan;
- Reviews of the Shire's Bushfire Risk Management Plan;
- Government reports making recommendations for changes in local government practices relating to fire risk management, planning, response and improvements;
- Annual bushfire budget and relevant financial matters;
- Bushfire planning, setting standards and works program for fire prevention and mitigation within the Shire;
- The Shire's annual Firebreak Order;
- Appointments of Chief Fire Control Officer and Fire Control Officers;
- Reviews of bushfire related procedures, policies and local laws;
- Formation, rationalisation or dissolving any Bushfire Brigades within the Shire;
- Standards of equipment that should be provided and maintained under Brigade control;
- Distribution of firefighting equipment and funding between Brigades;
- Training standards for Brigade members; and
- Any other function assigned to the Committee under Section 67 of the *Bush Fires Act 1954* and subsidiary legislation.

## **GOVERNANCE**

The Chairperson for the BFAC, Communications Officer and Weather Officer shall be endorsed to Council by the voting members of the BFAC at the Annual General Meeting of the BFAC held in April annually.

An elected member of the Shire of Donnybrook Balingup shall be appointed by Council to represent the BFAC.

Shire staff including the Community Emergency Services Manager and Executive Manager Operations are responsible for the functional activities of the BFAC and, as such, will attend these meetings in an advisory capacity to provide guidance to the committee. Shire staff do not have voting rights.

## **MEMBERSHIP TERM**

The Shire of Donnybrook Balingup elected member will be for a period of two (2) years in line with local government elections.

All Fire Control Officers will be voting members on the BFAC whilst they remain Fire Control Officers for their respective brigades.

## PROXIES

If a voting member cannot be present at a BFAC meeting, the member can assign a proxy as follows:

### Bush Fire Brigade

1 representative to each Bush Fire Brigade FCO

### Elected member

1 alternative elected member

## QUORUM AND VOTING

Quorum for a meeting is conditional on a representative or proxy from a minimum of seven (7) member organisations participating in the vote.

A decision of the BFAC does not have effect unless quorum is met. If the votes of members present at a meeting are equally divided, the Chair has the casting vote.

## POWERS OF THE BUSH FIRE ADVISORY COMMITTEE

The BFAC has no delegated powers under the *Local Government Act 1995* and is to advise and make recommendations to Council only.

## MEETING FREQUENCY AND STRUCTURE

The BFAC will meet as a minimum biannually.

## AGENDAS AND MINUTES

The agenda for the BAC meetings will be distributed to all members a minimum of 3 days working prior to the meeting.

Minutes of the meeting will be taken and will be distributed to all members prior to the next BFAC meeting date.

## DOCUMENT CONTROL

AMENDMENT		DETAILS OF AMENDMENT		AMENDED BY (INITIALS)
NO.	Scope	Council	BFAC	
1	Document Prepared	Adopted 26 October 2016	Endorsed 20 October 2016	LG
2	Document Reviewed	Adopted 26 May 2021	Endorsed 12 May 2021	JC