

BUSH FIRE ADVISORY GROUP

Terms of Reference

September 2023

1. Name

The name of the Group shall be the *Bush Fire Advisory Group*.

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 Group by Council.

4. Legislative Framework

Council established the Bush Fire Advisory Group is a Group for such purpose as defined under s67 of the Bushfire Act 1954.

5. Councils Strategic Alignment

Kalamunda Advancing Strategic Community Plan to 2031

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 Group

c) Deputy Members

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

d) City Appointed Representatives

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

- i. Manager 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 Group may choose to recommend to Council that the member is removed.
- ii. A Group member may resign from membership of the Group by giving the Chief Executive Officer or the Group'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 Group.
- ii. will not be present when items of confidentiality are presented or discussed by the Group.

7. Perth South District Operations Advisory Group

- a. The City of Kalamunda shall be a member of the Perth South District Operations Advisory Group pursuant to the powers conferred under Section 68 of the *Bush Fires Act 1954*.
- b. Membership of the Group 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 Group shall have a deputy member.
- c. Meetings are to be held as prescribed by the Chairman of the Perth South Region District Operations Advisory Group 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 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 Group following a Council election.

c) Scheduling of Ordinary Meetings

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

- i. The presiding member of the Group
- ii. By written notice to all Group members, at least four members of the Group 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 Group members.

f) Quorum

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

g) Disclosure of Interests

All Group 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 Group 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 Group 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 Group 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 Group minutes at the next Ordinary Council meeting.

Reports to the Bush Fire Advisory Group:

- 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 Group.

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 Group.