

# Augusta Margaret River Bush Fire Advisory Committee



## Instrument of Appointment and Delegation

8 September 2021

### NAME

The Committee shall be known as the Augusta Margaret River Bush Fire Advisory Committee (BFAC).

### ROLE OF THE COMMITTEE

To formulate for Council's consideration, recommendations and policy on matters relating to bush fire preparedness, prevention, response and recovery.

### OBJECTIVES OF THE COMMITTEE

Objectives of the Committee are:

- a) To advise Council on all matters relating to the operations of the Bush Fires Act 1954.
- b) To advise Council on the best and most efficient means of maximising fire control resources in the district.

### MEMBERSHIP AND OTHER ATTENDEES

The Council appoints to the Committee those ex officio representatives listed in the categories of membership outlined below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's Local Government elections are held, after which time the Council may appoint members for a further term. Council may dismiss members who miss two consecutive meetings without reasonable cause.

Membership of the Committee shall be:

- a) The President of the Shire of Augusta Margaret River, if desirous of participating.
- b) The Chief Bush Fire Control Officer.
- c) The Deputy Chief Bush Fire Control Officer.
- d) One Bush Fire Control Officer as delegate and a proxy (appointed by the Shire in accordance with the Bush Fires Act 1954) from each registered Local Government Bush Fire Brigade.
- e) One Councillor nominated by the Council.

AUGUSTA MARGARET RIVER BUSH FIRE ADVISORY COMMITTEE

Representatives from the following agencies will be invited to attend and provide written reports on their activities that are relevant to bush fire preparedness, prevention, response and recovery in the district:

- The Department of Fire and Emergency Services (DFES) Lower South West Region (including the North and South Bush Fire Ready Facilitators).
- The Department of Biodiversity Conservation and Attractions (Parks & Wildlife services).

Representatives from the following Brigades/Groups/Units (BGUs), will be invited to attend and provide written reports on their activities that are relevant to bush fire preparedness, prevention, response and recovery in the district:

- Volunteer Fire and Rescue Services (VFRS).
- Volunteer Fire and Emergency Services (VFES).
- State Emergency Service (SES).

The Community Emergency Services Manager and other Shire staff members will provide advice and administrative support to the Committee.

### **PRESIDING MEMBER**

The members of the Committee at the first meeting following the Local Government elections shall elect a Presiding Member to chair Committee meetings and a Deputy Presiding Member to chair in the absence of the Presiding Member. It is a convention in the Shire of Augusta Margaret River that the Chief Bush Fire Control Officer (CBFCO) be elected the Presiding Member and the Deputy Bush Fire Control Officer (DBFCO) be elected as the Deputy Presiding Member.

In order to ensure that any incoming CBFCO is able to become familiar with the CBFCO role prior to the fire season, it is a Council protocol that in the year in which there is a Council election the outgoing CBFCO resigns from the position of Presiding Member at the August Meeting which then allows for the incoming CBFCO to be elected as the new Presiding Member. This procedure also applies in the event that the DBFCO also is turned over.

The election of the Presiding Member and the Deputy shall also be required to be repeated at the first meeting after the Local Government election to satisfy the requirements of the *Local Government Act 1995*. This can be facilitated by the CEO or the CEO's representative conducting the election and calling for a motion to confirm the election of the CBFCO and the DBFCO.

The Presiding Member shall ensure that minutes of the proceedings are kept, and that business is conducted in accordance with the Shire of Augusta Margaret River Standing Orders.

The minutes of the Committee are to be submitted to the next ordinary meeting of the Committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

The *Local Government Act 1995* places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees.

The Presiding Member, if not the Shire President, as well as individual members of the Committee, must not speak to the media or public on behalf of the Shire or the Committee.

### **CONDUCT OF MEETINGS**

Ordinary meetings of the Committee shall be held on the third Wednesday in February, May, August and November each year.

Written notice shall be given to all Committee members at least 14 days prior to the meeting. Special meetings of the Committee may be convened:

- a) By the Presiding Member;
- b) By written notice to all Committee members, such notice being signed by at least four members of the Committee, giving not less than 7 days' notice, and stating the purpose of the meeting; or
- c) By the Council.

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.

The Bush Fire Advisory Committee is established by the Council of the Shire of Augusta Margaret River under Part 5 Division 2(2) of the *Local Government Act 1995* and under section 67 (Advisory Committees) of the *Bush Fires Act 1954*.

Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the Committee shall be carried out in accordance with the *Local Government Act 1995*.

In the instance that there is more than one representative per membership attending the meeting, only one vote will be accepted. In the absence of a Bush Fire Brigade Fire Control Officer (FCO) delegate (Brigade Officer), a proxy can be appointed. All voting rights are maintained.

## DELEGATED POWERS

The Committee has no delegated powers and is an advisory Committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

The Committee shall not have the power to expend Council funds.

### Document and version control table

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