

Augusta Margaret River Bush Fire Advisory Committee



Instrument of Appointment and Delegation

13 September 2023

Objectives

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 BFAC are:

- a) To advise Council and provide key local input and advice into the ongoing implementation of the Shire's Bushfire Risk Management Plan (BRMP).
- b) To advise Council on response to emergency incidents that impact on communities, infrastructure and assets within the Shire.
- c) To advise Council about appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for bush fire emergencies.
- d) To advise Council on all matters relating to the protection of the community from the hazard of bushfire.

MEMBERSHIP AND OTHER ATTENDEES

The Council appoints to the BFAC those ex officio representatives listed in the categories of membership outlined below. Membership of the BFAC 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, if desirous of participating, and one Councillor of the Shire of Augusta Margaret River;
OR
Two Councillors of the Shire of Augusta Margaret River

AUGUSTA MARGARET RIVER BUSH FIRE ADVISORY COMMITTEE

A deputy in the absence of the President or other appointed Councillor delegates

- b) The Chief Bush Fire Control Officer.
- c) The Deputy Chief Bush Fire Control Officer.
- d) One Bush Fire Control Officer as delegate (appointed by the Shire in accordance with the *Bush Fires Act 1954*) from each registered Local Government Bush Fire Brigade, and one proxy in the absence of a delegate.

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 BFAC.

PRESIDING MEMBER

The members of the BFAC at the first meeting following the Local Government elections shall elect a Presiding Member to chair BFAC meetings and a Deputy Presiding Member to chair in the absence of the Presiding Member as per requirements of the *Local Government Act 1995* (LG Act). 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 Chief Bush Fire Control Officer (CBFCO) and the Deputy Bush Fire Control Officer (DBFCO). It is a convention in the Shire of Augusta Margaret River (Shire) that the CBFCO be elected the Presiding Member and the DBFCO be elected as the Deputy Presiding Member.

The Presiding Member shall ensure that minutes of the proceedings are kept, and that business is conducted in accordance with the Shire's Standing Orders local law.

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

The LG Act 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 BFAC without the prior approval of the CEO.

CONDUCT OF MEETINGS

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

Written notice shall be given to all BFAC members at least 14 days prior to the meeting. Special meetings of the BFAC 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 BFAC members.

The BFAC is established by the Council of the Shire under Part 5 Division 2(2) of the LG Act 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 BFAC shall be carried out in accordance with the LG Act.

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

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

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AUGUSTA MARGARET RIVER BUSH FIRE ADVISORY COMMITTEE

