

# SHIRE OF DENMARK BUSHFIRE MITIGATION WORKING GROUP



## Terms of Reference

This Terms of Reference defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Denmark Bushfire Mitigation Working Group.

### 1.0 NAME

The name of the Working Group shall be the Denmark Bushfire Mitigation Working Group, hereinafter referred to in its abbreviated form as the DBMWG.

### 2.0 ESTABLISHMENT

The Working Group was established 21 May 2019, Council Resolution No. 090519.

### 3.0 DISTRICT

The DMBWG shall operate within the local government boundaries of the Shire of Denmark.

### 4.0 OBJECTIVES

- To support the Shire of Denmark in its development and review of bushfire mitigation plans.
- Looking to encourage synergies and communication between agencies and groups to deliver effective and efficient bushfire mitigation programs to increase the safety and resilience of the Denmark community from the impacts of bushfire.
- Provide a forum for continuous improvement, collaboration and the exchange of knowledge on initiatives and issues relating to bushfire mitigation.
- Facilitate delivery of applicable aspects of the community strategic plan relevant to Bushfire mitigation
- Provide advice and recommendations regarding best practice in bushfire mitigation for Council and Officers consideration.

### 4.0 MEMBERSHIP

Membership of the Working Group will comprise of a total of 15 members consisting of;

- 3 x Councillors;
- 1 x Department Biodiversity Conservation and attractions
- 1 x Department Fire and Emergency Services
- 1 x Water Corporation
- 1 x Western power
- 1 x Denmark Environment centre
- 1 x Denmark Weed Action Group
- 1 x Wilson Inlet Catchment Group
- 1 x Wagyl Kaip Group delegate
- 1 x Central Zone Brigade Representative (Appointed by BFAC)

- 1 x East Zone Brigade Representative (Appointed by BFAC)
- 1 x West Zone Brigade Representative (Appointed by BFAC)
- 1 x Chief Bush Fire control Officer (CBFCO) or delegate

**Invited staff members**

Bushfire Risk Planning Coordinator and /or Bushfire Risk Management Officer  
Community Emergency Services Coordinator  
Shire of Denmark Ranger  
Sustainability Officer  
Director Infrastructure & Assets or that officer's nominee  
Executive Manager Corporate Services or that officer's nominee

## **5.0 MEETINGS**

### **5.1 Meetings:**

Meetings shall be held on the second Wednesday/Thursday and can be called by the Presiding Person and/or the Secretary.

Nominated months will be decided by the group at the initial meeting, however it is suggested two meetings per annum are convened.

### **5.2 Meeting Notes:**

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

### **5.3 Presiding Person**

The members will elect a Presiding Person, and if required a Deputy, of the Working Group using the same method as detailed in the Local Government Act 1995, Section 5.12.

### **5.4 Who acts if no presiding member?**

Members will nominate one of themselves.

### **5.5 Public Question Time**

Nil.

### **5.6 Members Conduct**

Members of the Working Group are bound by the Shire of Denmark Code of Conduct for Council Members, Committee Members and Candidates.

**5.7 Secretary**

The Bushfire Risk Planning Coordinator or that officer's nominee will fulfil the role of Secretary who will also be responsible for preparation and distribution of Agendas and any notes.

**5.8 Meeting Attendance Fees**

Nil.

**7.0 SUNSET CLAUSE**

The Working Group will be reviewed prior to 2025. Any proposed changes resulting from a review of the Bushfire Risk Management Plan are to be approved by Council.

Adopted by Council 21 May 2019 / Resolution No. 090519  
Continuation supported by Council 19 November 2019 / Resolution No. 211119  
Continuation supported by Council 21 December 2021 / Resolution No. 141221  
Continuation supported by Council 12 December 2023 / Resolution No. 151223