



Denmark Bushfire Mitigation Working Group

TERMS OF REFERENCE

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 Working Group.

2.0 ESTABLISHMENT

The Working Group was established **XXX** (Resolution No. **XXX**).

3.0 OBJECTIVE'S

- * 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 14 members consisting of;

- 2 x Councillor;
- 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 Manager
Shire of Denmark Ranger
Sustainability Officer
The Director Assets & Sustainable Development and/ or that Officer's nominee
The Director Corporate and Community Services and/ 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.

Pursuant to Council Policy P040235 the Working Group should elect an Elected Member to the role of Presiding Person.

5.4 Who acts if no presiding member?

The Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

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 and the Local Government (Rules of Conduct) Regulations 2007

5.7 Secretary

The Bushfire Risk Planning Coordinator and/ 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.

6.0 STRATEGIC ALIGNMENT

The specific tasks and actions undertaken by this Working Group will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan, Denmark 2027;

E1.0 Our Economy

E1.4 To recognise the importance of agriculture in our local economy and protect prime agricultural land

N2.0 Our Natural Environment

N2.1 To preserve and protect the natural environment

B3.0 Our Built Environment

B3.4 To manage assets in a consistent and sustainable manner

C4.0 Our Community

C4.4 To recognise and respect our local heritage and Aboriginal history

L5.0 Our Local Government

L5.2 To have meaningful, respectful and proactive collaboration with the community

L5.5 To embrace change, apply technological advancement and pursue regional partnerships that drive business efficiency

7.0 SUNSET CLAUSE

The Working Group will be reviewed prior to 2021. Any proposed changes resulting from a review of the Bushfire Risk Management Plan are to be approved by Council.

Adopted by Council **XXX** / Resolution No. **XXX**