

SHIRE OF DENMARK [Administrative Working Group] 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. In 2025, the AWG became an Administrative Working Group in accordance with the Council's Meeting Framework Policy.

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;

Manager Community Services

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.

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 Presiding Person will be a Shire Officer with a seniority of manager or above.

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.

VERSION CONTROL

Approved by the CEO, 31 March 2026