

# Shire of Denmark Charter



## **BUSH FIRE ADVISORY COMMITTEE**

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Bushfire Advisory Committee, established by Council pursuant to Section 67 of the Bush Fires Act 1954.

### **1.0 NAME**

The name of the Committee shall be the Shire of Denmark Bush Fire Advisory Committee, hereinafter referred to in its abbreviated form as the Committee.

### **2.0 ESTABLISHMENT**

The Committee is established pursuant to Section 67 of the Bush Fires Act 1954.

### **3.0 DISTRICT**

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

### **4.0 GUIDING PRINCIPLES**

This Committee is established with the guiding principles in accordance with the Local Government Act 1995, sections 5.8 through to 5.25 and the Bushfires Act 1954.

The Committee will provide recommendations in accordance with Section 67 of the Bush Fires Act 1954 to Council on Policy, Standards and Procedures on all matters of fire protection within the Council area.

### **5.0 VISION**

Our vision is to make the Shire of Denmark a safe community by managing the risk of fire through the delivery and implementation of fire prevention, preparedness, response and recovery strategies.

### **6.0 TERMS OF REFERENCE**

- 6.1 To recommend and regularly review Council's Policies relating to the delivery of fire prevention, preparedness, response and recovery.
- 6.2 To provide support and guidance to all Bush Fire Brigades within the Shire of Denmark and to assist those Brigades to fulfill their objectives.
- 6.3 To establish and maintain an operational command and control structure by developing procedures to enhance the ability of the Brigades to carry out operations, activities and training efficiently and effectively.

- 6.4 To ensure co-operation and co-ordination between all Fire Brigades within the Shire of Denmark and between all other Fire Brigades and stakeholders in their efforts and activities.
- 6.5 To advise Council regarding all matters relating to prosecutions for breaches of the Bush Fires Act 1954.
- 6.6 To advise Regional Officers in the area and any other relevant person or organization on matters referred to the committee.
- 6.7 To report to Council on matters referred to the Committee by Council.
- 6.8 To perform any other function assigned to the Committee under Section 67 of the Bush Fires Act, regulations or Council policy.

## 7.0 MEMBERSHIP

Membership of the Committee will comprise of a total of 23 voting members.

### **Voting Members:**

- Shire Councillor Delegate or Deputy
  - Chief Bush Fire Control Officer
  - Deputy Chief Bush Fire Control Officer
  - Fire Weather Officer
  - All current and incoming FCOs, or Proxy FCOs representative\*, from each Volunteer Bush Fire Brigade
- \* Proxy FCO representatives, for the purpose of discussion and voting at Committee meetings, must be appointed in writing signed by the delegate (FCO) and submitted to the Presiding Person prior to the meeting.*
- Denmark Volunteer Fire & Rescue Service Captain
  - Denmark Volunteer Fire & Rescue Service FCO

### **Attendees:**

- Director of Community & Regulatory Services or the Community Emergency Services Manager (non voting Secretary)
- Department of Fire & Emergency Services (DFES) representative or Proxy (non voting)
- Department of Parks & Wildlife (DPW) representative or Proxy (non voting)
- Other Agencies and strategic organisations or businesses such as major tree plantations as required.

The Chief Bush Fire Control Officer (CBFCO) and the Deputy Chief Fire Control Officer (DBFCO) are selected from the appointed Fire Control Officers, however the CBFCO and DCFCO are only entitled to one vote each, not one for each position held.

## 8.0 MEETINGS

### **8.1 Annual General Meeting:**

The Annual General Meeting is to be held on the first week in June. Elections for: Chief Bush Fire Control Officer; Deputy Chief Bushfire Control Officer; Fire Weather Officer; Brigade Fire Control Officers; and one of their voting members to be Chairperson, to be held at the Annual General Meeting recommended to Council for appointment.

**8.2 Committee Meetings:**

The Committee shall meet as often as its Presiding Person and/or the Council decides, but no less than two times per year, once in October and once in February not including the Annual General Meeting.

**8.3 Quorum:**

The quorum for any meeting of the Bush Fire Advisory Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

**8.4 Voting:**

Shall be in accordance with the Local Government Act, Section 5.21 with all voting members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the LGA). Officers of Council servicing the Committee are not entitled to vote unless specifically approved under the charter.

**8.5 Minutes:**

Shall be in accordance with the Local Government Act, Section 5.22.

**8.6 Who acts if no presiding member?**

Shall be in accordance with the Local Government Act, Section 5.14.

**8.7 Meetings**

Meetings shall be generally open to the public pursuant to the Local Government Act, Section 5.23.

**8.8 Public Question Time**

The Committee if empowered with any delegated powers will allow for Public Question Time at the start of its Meetings in accordance with the Local Government Act, Section 5.24.

**8.9 Members Conduct**

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
- Shire of Denmark Standing Orders Local Law 2000;
- Shire of Denmark Code of Conduct (amended from time to time);
- Rules of Conduct Legislation; and
- Clause 34C of the Local Government (Administration Regulations) 1996;

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee of Local Government or a Community Member (community members are not bound to declare impartiality interests, unlike Councillors and Employees of Local Government nor are they bound by the Rules of Conduct Legislation).

**8.10 Secretary**

The Director of Community & Regulatory Services or nominee (Community Emergency Services Manager) will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

**8.11 Presiding Person**

The Presiding Person and Deputy Presiding Person are to be elected annually at the Annual General Meeting of the Bush Fire Advisory Committee pursuant to Council Policy P050107 and pursuant to Council Policy P040235 the Committee should elect an Elected Member to the role of Presiding Person.

**8.12 Standing Ex-Officio Members**

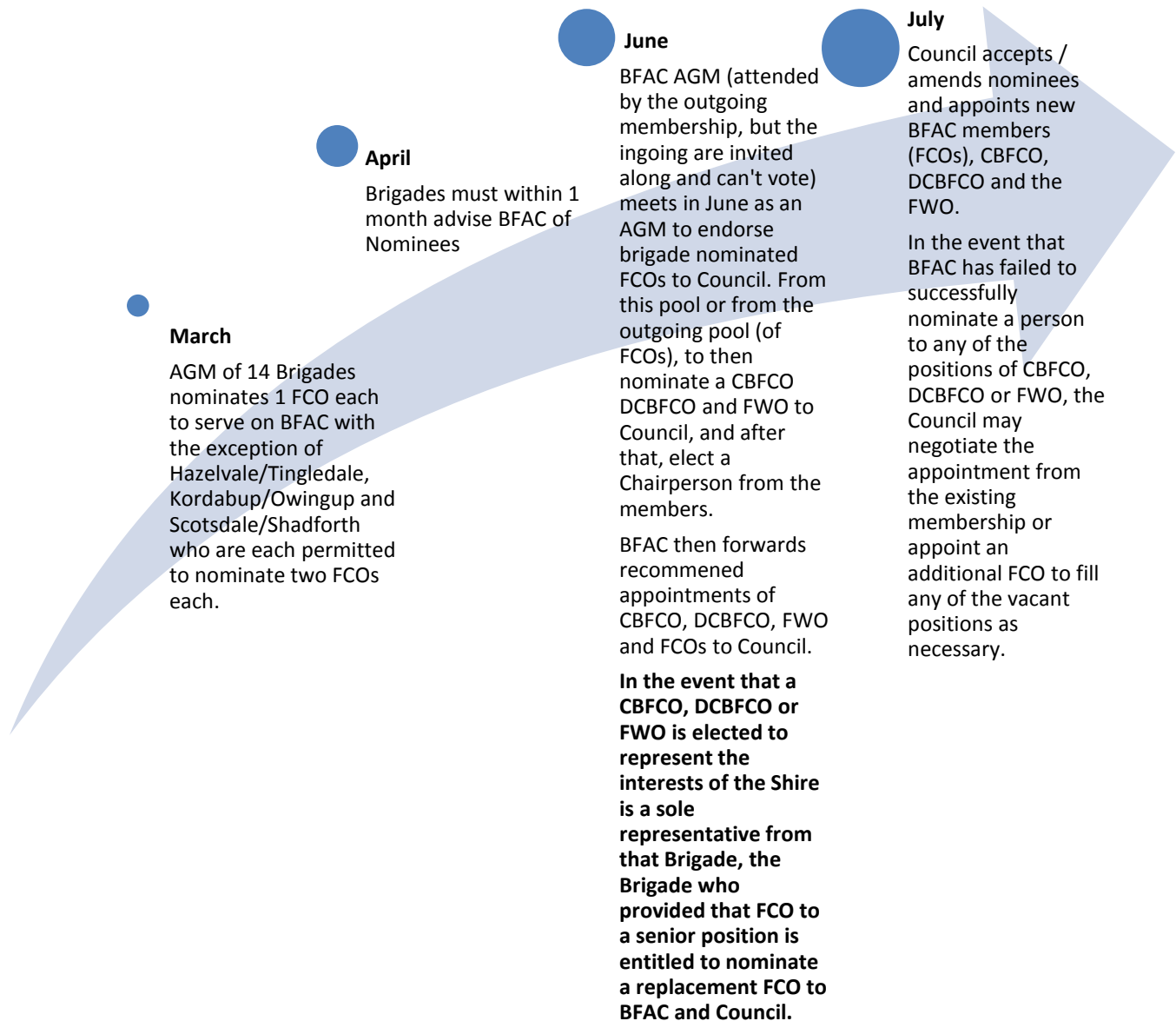
The Committee is authorised to co-opt standing ex-officio members not listed under the general membership as non voting members.

**8.13 Meeting Attendance Fees**

Nil.

**9.0 DELEGATED AUTHORITY OF THE COMMITTEE**

Nil



Adopted by Council 20 October 2015 / Resolution No. 081015