



Terms of Reference

Greater Geraldton Bush Fire Advisory Committee



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1 Introduction

The Greater Geraldton Bush Fire Advisory Committee is established under Section 67 of the *Bush Fires Act 1954*.

2 Purpose

As prescribed under the *Bush Fires Act 1954*, the Greater Geraldton Bush Fire Advisory Committee provides advice to the City of Greater Geraldton on matters relating to:

- The prevention, control, and extinguishment of bush fires;
- Planning and layout of firebreaks within the district;
- Prosecutions for breaches of the *Bush Fires Act 1954*;
- The formation of Bush Fire Brigades;
- Coordination and cooperation between Brigades and relevant agencies.

3 Advisory Role

The Committee is an advisory body only. It does not have executive powers, authority to implement actions, or any delegated financial responsibility. The Committee has no management functions and must not involve itself in management processes or procedures.

4 Delegated Authority

Nil.

5 Functions

The Committee is responsible for reporting to and making recommendations as required under the *Bush Fires Act 1954*, which may include:

- Financial affairs of Bush Fire Brigades;
- General management of Bush Fire Brigades;
- Planning, setting standards, and developing work programs for fire prevention within the local government area.

6 Membership

Membership is appointed by the local government in accordance with Section 67 of the *Bush Fires Act 1954*.

6.1 Committee Members

- Two (2) elected members
- Eight (8) Bush Fire Brigade Captains, one from each Brigade, elected at the first BFAC meeting.

6.2 Other Attendees/ Observers

- Chief Bush Fire Control Officer
- Bush Fire Control Officers
- Department of Fire and Emergency Services – District Officer North
- Department of Parks and Wildlife (or representative)
- Geraldton Volunteer Fire and Rescue Service (or representative)
- Mullewa Volunteer Fire and Rescue Service (or representative)
- Two (2) Deputy Chief Bush Fire Control Officers

6.3 City Officers and Support Staff

- Manager Regulatory Services, City of Greater Geraldton
- Coordinator Emergency Management, City of Greater Geraldton
- Administrative Support Officer, City of Greater Geraldton

6.4 Tenure

Membership tenure continues until the next local government elections, at which time the Committee will be disbanded pending consideration by the newly elected Council.

6.5 Chairperson

The Committee shall elect one Council Member as Chairperson for the Committee's tenure. If the Chairperson is unable to attend a meeting, they may appoint another Council Member to act as Chairperson in their absence.

7 Other Attendees

Attendance is by invitation only unless otherwise approved by the CEO and/or Chairperson. Invitations may be extended to internal City representatives, external organisations, and service providers to provide guidance and advice on specific topics as agreed by the Committee.

8 Conduct

All members are subject to the same rules regarding confidentiality, public statements, and conflicts of interest as Council members, pursuant to Council Policy 4.2 – Code of Conduct for Council Members, Committee Members and Candidates.

Committee members are expected to:

- Provide apologies in advance if unable to attend;
- Represent the views of the broader community and/or their organisation;
- Share authorised information with the community in an unbiased manner;
- Respect the ideas and beliefs of all members and foster a positive working environment; and
- Refrain from making media comments on behalf of the Committee unless approved by Council.

9 Meetings

9.1 Quorum

A quorum is at least 50% of the total number of Committee members (including any vacancies). If the Chairperson is absent and has not nominated a replacement, members present may appoint a Chairperson for that meeting.

9.2 Meeting Schedule

Meetings will be held biannually or as required. Urgent meetings may be called by the Chairperson.

9.3 Meeting Conduct

The *City of Greater Geraldton Meeting Procedures Local Law 2011* (as amended) will guide meeting conduct. Recommendations to Council must be moved and seconded in accordance with Parts 9.1 and 9.2 of the Local Law before debate can commence.

9.4 Voting

Voting is by simple majority. If votes are tied, the Chairperson shall cast a second vote.

9.5 Support Staff

The City will provide support staff to distribute agendas and reports at least 72 hours prior to meetings and prepare minutes within 21 days for Chairperson approval.

9.6 Recommendations

Recommendations agreed upon in the Committee's minutes will be presented to Council for consideration at the next Ordinary Meeting of Council.

9.7 Amendments to Terms of Reference

These Terms of Reference may only be amended by Council resolution. They will be reviewed prior to each local government election or as recommended by the Committee.