# Terms of Reference

**Committee:** Bush Fire Advisory Committee

**Responsible Directorate:** Community Planning **Version:** Adopted

## 1. INTRODUCTION

1.1. The Council establishes a Bush Fire Advisory Committee (the Committee) under the powers given in Section 67 of the *Bush Fires Act 1954* (the Act).

## 2. OBJECTIVE

2.1 Pursuant to section 67 of the Act, the functions of the Committee are:

a. to provide advice to Council in regard to all matters relating to preventing, controlling and extinguishing of bush fires;

b. to advise Council on formation of bush fire brigades and fire control areas;

c. to ensure cooperation and coordination of all Bush Fire Brigades in the district;

d. to advise Council and provide input on the annual prioritisation and ongoing implementation of the City's Bushfire Risk Management Plan;

e. to provide advice to the Council in relation to prosecutions for breaches of the Act;

f. to provide advice to Council on purchase of capital equipment and infrastructure, training of personnel, and plans and programs in preparation for bush fire emergencies; and

g. to provide advice to Council in relation to any other matter relating to bush fire control in the district.

## 3. MEMBERSHIP

3.1. Membership of the Committee is as per *Schedule 1 – Membership* to this Terms of Reference.

3.2. The City of Busselton appointed Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer(s) will be members of the Committee for the duration of their tenue to these positions.

3.3. The Council will appoint one elected member and one deputy elected member to the Committee following each ordinary Local Government election. This membership of the Committee will, unless determined otherwise, cease on the day of the next ordinary Local Government election.

3.4. The Chief Executive Officer will, under delegation DA 3 – 01, appoint Fire Control Officers from each registered City of Busselton Bush Fire Brigade to the Committee annually.

3.5. In addition to the voting members of the Committee, other external State Government and non-government organisations may attend and participate in meetings in an advisory capacity. Special guests may also be invited to attend Committee meetings as required.



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3.6. Each brigade should nominate a proxy to attend if the appointed Fire Control Officer members of the brigade are absent.

3.7. Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson.

3.8. The Committee is supported by City employees including Manager Community Safety and Community Emergency Services Manager.

## 4. MEETING MANAGEMENT

4.1. During the first meeting of the Committee after ordinary Local Government elections, the committee shall appoint one of their number to be the Chairperson.

4.2. At the same meeting the Committee shall appoint one of their number to be a Deputy Chairperson.

4.3. The Chairperson will ensure that minutes of all meetings are kept.

4.4. The quorum for a meeting shall be at least 50% of the number of offices of membership, whether vacant or not.

4.5. The Committee will meet quarterly, normally the second Tuesday in March, June, September and December.

4.6. Notice of meetings will be given to members at least seven days prior to each meeting.

4.7. All Voting members of the Committee will have one vote. If the vote of the members present is equally divided, the Chairperson will cast a second vote.

4.8. Where the Committee makes a recommendation to the Council, the Chief Executive Officer shall ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.

## 5. DELEGATED POWERS

5.1. The Committee has been established by a decision of Council but does not have any delegated powers.

5.2. The Committee does not have the authority or power to commit the Council or any association, organisation, group or individual to expenditure without the City's endorsement.

5.3. The Committee is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

## 6. EVALUATION OF COMMITTEE'S EFFECTIVENESS

6.1. At a meeting of the Council prior to the ordinary Local Government elections, officers will present for the Council's consideration a review of the Committee's membership and terms of reference.

## 7. APPROVAL

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| **Council Adoption** | **DATE** | 12 November 2025 | **Resolution #** | C2511/324 |
| **Previous Adoption** | **DATE** | 17 April 2024 | **Resolution #** | C2404/94 |



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## SCHEDULE 1 – MEMBERSHIP

| **Bush Fire Advisory Committee Members (Voting)** |
|---|
| Elected Member (as Voting Member of the Committee) as appointed by Council |
| Elected Member (as Deputy Member of the Committee) as appointed by Council |
| The Chief Bush Fire Control Officer |
| The Deputy Chief Bush Fire Control officer(s) |
| All Volunteer Fire Control Officers from each registered City of Busselton Bush Fire Brigade. |
| **Advisory Members (Non-Voting)** |
| Department of Fire and Emergency Services (DFES) representative/s |
| Department of Biodiversity, Conservation and Attractions (Parks and Wildlife Services) representative/s |
| Bushfire Ready Action Group representative/s |


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