

SHIRE OF QUAIRADING BUSH FIRE ADVISORY COMMITTEE – TERMS OF REFERENCE

PURPOSE

The Shire of Quairading Bush Fire Advisory Committee or QBFAC has been established pursuant to Section 67 of the Bush Fires Act 1954.

‘67. Advisory committees

(1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.’

OBJECTIVE

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

It is the objective of the BFAC to: -

- Recommend and regularly review Council’s Policies relating to the delivery of fire prevention, preparedness, response and recovery.
- 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.
- To ensure co-operation and co-ordination between all Fire Brigades within the Shire of Quairading and between all other Fire Brigades and stakeholders in their efforts and activities.
- To advise Regional Officers in the area and any other relevant person or organisation on matters referred to the committee.
- To perform any other function assigned to the Committee under Section 67 of the Bush Fires Act, regulations or Council policy
- Provide advice to Council on Bush Fire and Bush Fire related items. Specifically, the BFAC will advise the Council on matters relating to:
 - The prevention, control, extinguishment and recovery from bush fire
 - The planning of and advise on the development of the Shire of Quairading Fire Break Order
 - Prosecutions for breaches of the Bush Fires Act 1954.

- The formation of bush fire brigades
- Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.

POLICY

1. MEMBERSHIP

The Shire of Quairading BFAC committee membership shall be as follows: -

- Two (2) Shire of Quairading Councillors
- One (1) Quairading VFRS Officer
- One (1) delegate or proxy representative from each of the Shire of Quairading Volunteer Bush Fire Brigades
- Nominated Fire Control Officers/Fire Weather Officers
- Chief Bush Fire Control Officer.
- Deputy Chief Bush Fire Control Officer

2. ATTENDANCE BY GOVERNMENT AGENCIES

The following are invited (non-voting) to attend meetings of the Shire of Quairading BFAC:

- DFES Representative

The following are invited (non-voting) to attend meetings of the Shire of Quairading BFAC when required:

- CBFCO's from neighbouring Local Governments.

3. COMMITTEE CHAIRPERSON

The Committee shall elect one of their number to be chairman thereof in accordance with the Bush Fires Act 1954 Section 67 (2)

4. EXECUTIVE OFFICER

The Shire of Quairading Community Emergency Services Manager will act as Executive Officer for the BFAC

5. MEETINGS

The Shire of Quairading BFAC will conduct two (2) meetings per year:

- Pre-Bush Fire Season (September/October)
- Post Bush Fire Season (March/April)

Dates of the meetings will be adjusted to the current season and timeframe of DOAC in each given year

6. QUORUM

At least 50% of the members of the Committee.

7. MEMBERS INTERESTS TO BE DISCLOSED

Members of the Committee are bound by the provisions of the *Local Government Act 1995*, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

'A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest — in a written notice given to the CEO before the meeting; or at the meeting immediately before the matter is discussed'

8. VOTING

Shall be in accordance with the *Local Government Act 1995*, Section 5.21.

'Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote'

'If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote'

9. MINUTES

A copy of the unconfirmed minutes shall be forwarded to all Shire of Quairading BFAC members within fourteen (14) days of the meeting for endorsement at the next meeting.

Shire of Quairading BFAC recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

10. BRIGADE REPORTS

Each member brigade shall provide a brigade report to the meeting.

11. DEPUTATIONS

The Shire of Quairading BFAC may invite persons or organisations to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

12. POWERS OF COUNCIL

These terms of reference do not limit in any way the powers of Council.

GUIDELINES

Local Government Act 1995

Section 67 of the Bush Fires Act 1954.

STATUTORY ENVIRONMENT

Section 67 of the Bush Fires Act 1954.

Record of ToR Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	CESM – Daniel Birleson	31 May 2018	214-17/18	New Policy	
02	BFAC Committee	24 April 2019	182-18/19	Reviewed	10 April 2019
03	Graeme Fardon	17 December 2020	97-20/21	Biennial Policy Review - Minor Amendment	December 2020
04	BFAC Committee	30 May 2024	194-23/24	Biennial Policy Review	May 2026