



## **5. ENVIRONMENTAL**

### **5.3 BUSH FIRE**

#### **5.3.12 Bush Fire Advisory Committee – Constitution**

#### **BUSH FIRES ACT 1954 and LOCAL GOVERNMENT ACT 1995**

##### **1. Function**

Pursuant to Section 67 of the Bush Fires Act 1954 the purpose of the Shire of Manjimup Bush Fire Advisory Committee is to represent the Volunteer Bush Fire Brigades within the Municipality and to make recommendations to Council on the following:

- a. Annual Bush Fire Budget and any relevant financial matters.
- b. The general management of the Bush Fire organisation.
- c. The planning, setting standards and works program for fire prevention within the Shire.
- d. The formulation of Bush Fire Brigades.
- e. Standards of equipment that should be provided and maintained under the control of the Brigades.
- f. Distribution of fire fighting equipment and funding between the Brigades.
- g. Coordination of training within the Brigades to ensure that the Brigades can work together efficiently.
- h. Implementation of Council's Fire Prevention Strategy.
- i. Any other matter relating to bush fire control.

##### **2. Membership**

2.1 The Bush Fire Advisory Committee will be made up of the following 17 voting members:

- Chief Bush Fire Control Officer;
- Two Deputy Chief Bush Fire Control Officers;
- Eleven Bush Fire Brigade Zone Representatives;
- Shire Councillor;
- Manager Environmental Services (as delegate for the CEO);

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- Senior Ranger.

Representatives from the following Organisations are invited to attend and participate in the Bush Fire Advisory Committee meetings but do not have voting rights.

- Dept of Environment and Conversation
- FESA;
- Plantation Industry;
- Fire and Rescue;
- Fire for Life;
- Relevant Shire Officers.

2.2 The 11 Brigade representatives shall be comprised as follows:

- **Manjimup North West Zone Representative** to represent Linfarne and Ringbarkers Brigades;
- **Manjimup West Zone Representative** to represent Yanmah and Glenoran Brigades;
- **Manjimup South West Zone Representative** to represent Springall, Seven Day Rd / Appadene and Jardee Brigades;
- **Manjimup Central East Zone Representative** to represent Balbarrup/ Wilgarup, Dingup and Middlesex Brigades;
- **Manjimup East Zone Representative** to represent Perup, Dunreath and Mordalup Brigades;
- **Manjimup South East Zone Representative** to represent Upper Warren, Smithbrook, Quinninup and Quinninup Town Brigades;
- **Pemberton North Zone Representative** to represent Eastbrook, Browns Road and North Pemberton Brigades;
- **Pemberton West Zone Representative** to represent Springfield and West Pemberton Brigades;
- **Coastal Zone Representative** to represent Northcliffe, Northcliffe Central, Northcliffe East and Windy Harbour;
- **Walpole Zone Representative x 2** to represent Walpole.

- **One proxy per Zone may be nominated.**

3. Voting Quorum

3.1 Only the following positions have voting rights on the Committee:

- Shire Councillor
  - Chief Bush Fire Control Officer
  - 2 Deputy Chief Bush Fire Control Officers
  - 11 Brigade Representatives
  - Manager Environmental Services
  - Senior Ranger
- Total 17

3.2 In addition to the above, the Chairman shall have a casting vote.

3.3 Each zone is entitled to have a single appointed proxy/reserve if a representative is unable to attend a meeting.

3.4 The quorum for the Committee shall be nine persons who are eligible to vote pursuant to Clause 3.1.

3.5 \*The Chairperson is to be elected from among the voting members in accordance with Section 5.12 of the Local government Act 1995.

4. Procedure at Meetings

As the Bush Fire Act 1954 is silent on these matters, the Bush Fire Advisory Committee shall conduct its meetings, members shall vote and minutes are to be recorded in accordance with Part 5, Division 2 of the Local Government Act 1995.

5. Nomination of Candidates

5.1 All members of the committee shall hold their positions for the period as set-down in section 5.11 of the Local Government Act. This is usually a 2-year term which expires at the next local government ordinary election (currently May every second year).

5.2 Zone Representatives shall be elected for a two year term

5.3 Nominations of Zone Representatives shall occur at the February General Meeting of the Bush Fire Advisory Committee prior to the

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date in 5.1 above and assume their positions from the May meeting

- 5.4 A Zone Representative must be a member of a Brigade within that Zone.
- 5.5 All Nominees must agree with their nomination.
- 5.6 If in the event that any Zone Representative position becomes vacant a supplementary election shall be held within that Zone at a time and place determined by the Chairperson.
- 5.7 If in the event that the Brigades within a particular Zone are unable to reach a consensus regarding a Zone Representative, the Bush Fire Advisory Committee may recommend an appointment to Council and the Council may accept or reject that nomination.

6. Auxiliaries

The Bush Fire Advisory Committee may establish any working group from among its appointed members for the purpose of providing support in the performance of its functions. The membership, purpose and function of a working group shall be determined by the Bush Fire Advisory Committee but within its function as set-down in part 1 of this constitution.

7. Amendment of Constitution

The Council of the Shire of Manjimup may amend this Constitution, and may refer proposed changes to the Bush Fire Advisory Committee for comment.

8. Meetings

8.1 Meetings of the Bushfire Advisory Committee shall be held in August, November, February, May and June. The May meeting shall be the Annual General Meeting of the Committee.

8.2 The Chairperson Chief Executive Officer may call a general, annual or supplementary meeting of the Advisory Committee at any time or place as determined.

Both Minutes and Agendas of all Bush Fire Advisory Committee Meetings shall be circulated to all Brigade Secretaries and to members of the Committee.

**SHIRE OF MANJIMUP  
5. ENVIRONMENTAL  
5.3 BUSFIRE  
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**The Administration of this Policy is by Statutory Services Division.**