



CITY OF PLAYFORD

DISTRICT BUSHFIRE PREVENTION COMMITTEE CHARTER

1. Role

1.1 The Committee's role is to:

- 1.1.1 Assess the extent of fire hazards within its area;
- 1.1.2 Advise the appropriate authorities of the existence of fire hazards within its area and make recommendations in relation to their removal;
- 1.1.3 Consult with other bushfire prevention committees in adjacent areas; and
- 1.1.4 Advise the Council or Councils, any Bushfire Management Committee, and any other appropriate authority, on bushfire prevention in its area.

2. Terms of Reference

2.1 The Committee's terms of reference are to consider all matters relating to:

- 2.1.1 Provide advice and guidance to Councils Fire Prevention Officer whilst acting in their capacity as Fire Prevention Officer in relation to their duties and responsibilities under the Fire & Emergency Services Act 2005; and
- 2.1.2 Provide advice and approve the annual bushfire prevention targeted works program as administered by the Fire Prevention Officer.

3. Definitions

CEO is the Chief Executive Officer.

Council Member is a person appointed or elected by the electors of a particular ward, as a representative of the ward in the City of Playford.

CDAP Member means a person appointed by Council under section 56A(3) of the Development Act 1993 to be a member of its CDAP and includes the Presiding Member of the CDAP.

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Executive Officer is a staff member appointed by the Chief Executive Officer to support a Section 41 Committee.

Local Government Governance Panel (LGGP CHAIR) means the independent Panel established by the Local Government Association (LGA) to assist Councils to deal with complaints made in respect of the Council's Council Member Code of Conduct or the Minister's code of conduct for CDAP Members.

Independent Members are Members on a committee or panel who are not elected but have been appointed by the Council to undertake a similar role as Councillors on Council's Section 41 Committees or the Council Development Assessment Panel. They are external appointees.

Mayor is the person appointed or elected as the principle Member of the City of Playford to represent the local government area as a whole.

Staff includes Staff, contractors, volunteers and all others who perform work on behalf of council.

4. Delegations

4.1 The Committee may:

4.1.1 Approve the Committee's minutes as a true and accurate record of proceedings;

4.1.2 Approve the Committee's work plan; and

4.1.3 Approve the Committee's annual report.

4.2 The Committee may expend the annual bushfire prevention targeted works program budget on appropriate bushfire mitigation activities excluding costs associated with the governance support provided by Council.

4.3 The Committee cannot commit the other member organisations financially however it should guide the annual budget expenditure of member organisations as applicable to bushfire prevention.

4.4 Any other matters referred to the Committee are to be debated, with a recommendation made to Council for resolution.

5. Meetings

5.1 The Committee will meet as business needs arise on the second Thursday of the month, starting at 7.30pm in the Committee Room at the Playford Civic Centre, 10 Playford Boulevard, Elizabeth.

5.2 Special Meetings of the Committee may be necessary from time to time and may be called in accordance with Section 82 of the Local Government Act 1999.

- 5.3** Committee meetings may be called, amended or cancelled by the Presiding Member of the Committee, in consultation with Executive Officer providing support to the Committee.
- 5.4** An agenda will be prepared and distributed to all Committee Members on the Thursday prior to the meeting. Agendas for special meetings may be distributed in a shorter timeframe and will provide at least a minimum of four (4) hours' notice having regard for the urgency of the matter(s) being considered.
- 5.5** The agenda format shall be the common format used by the City of Playford for Section 41 Committees as detailed in the Code of Practice for Council, Special Council and Committee Meetings.
- 5.6** Minutes of meetings will only record recommendations and resolutions, and will be provided to all Committee Members in accordance with legislative requirements.

6. Quorum

- 6.1** The quorum at a meeting of the Committee is 50% of membership, ignoring any fraction.

7. Membership

- 7.1** The Committee shall comprise of the following members to be selected on the basis of their capacity to bring a relevant skill mix to the Committee:

Nomination Process for Independent Members		Term of Office		
Endorsed by Council Resolution	Appointed Members	Membership Type	Endorsed by Council Resolution	Term Concludes
Individual Representatives are identified by the organisation	Cr Federico	Council Member	27 Jan 2015 Resolution 2026	31 October 2016
	Cr Joy	Council Member	27 Jan 2015 Resolution 2026	31 October 2016
	One Tree Hill CFS Representative	External Representative	27 Jan 2015 Resolution 2026	31 October 2016
	Dalkeith CFS Representative	External Representative	27 Jan 2015 Resolution 2026	31 October 2016
	Virginia CFS Representative	External Representative	27 Jan 2015 Resolution 2026	31 October 2016
	Metropolitan Fire Service Representative	External Representative	27 Jan 2015 Resolution 2026	31 October 2016
	SAPOL Representative	External Representative	27 Jan 2015 Resolution 2026	31 October 2016

	Andrew Nesbitt	Council Representative on the Area Bushfire Management Committee	27 Jan 2015 Resolution 2026	31 October 2016
Each subsequent appointment will be 2 years – Term ending 31 October 2016.				

- 7.2** Members of the Committee will be appointed for a period not exceeding two (2) years.
- 7.3** Council Members who are appointed as members of the Committee will hold position until the duration of the term, whilst they remain an Elected Member of the Council.
- 7.4** Organisation representatives of the Committee will hold office while they continue to be authorised by the relevant body or agency to represent it.
- 7.5** The relevant member organisation may remove a member from office for any reasonable cause and may appoint a suitable person to any vacancy in the membership of a committee.
- 7.6** The member organisation may nominate a proxy to represent the member organisation in the event the representative appointed cannot attend. The proxy member representing the member organisation may participate as a voting member on behalf of the member organisation.
- 7.7** Each member should have interest, experience and skills in activities, which will be community related. Availability to attend meetings regularly is essential. Committee Members shall participate on a voluntary basis.
- 7.8** Sitting fees will not be paid to any members of the District Bushfire Prevention Committee including the Presiding Member (unless the Presiding Member is a Councillor as per Section 76 of the Local Government Act 1999).
- 7.9** A person invited to assist the Committee is not a member and does not have a right to vote.

8. Term and Role of Presiding Members

- 8.1** The Presiding Member will be determined by the District Bushfire Prevention Committee for twelve (12) months, after which they may stand for re-election.
- 8.2** The Committee will elect its Presiding Member at the conclusion of the Presiding Member term.
- 8.3** The Presiding Member's role is to:

- 8.3.1** Oversee the conduct of meetings in accordance with the Local Government Act 1999 Meeting Regulations and the Procedures at Council, Special Council & Committee Meetings - Code of Practice;
- 8.3.2** Ensure all members of the Committee have opportunities to participate in debate and discussions in an open and encouraging manner; and
- 8.3.3** Where a matter has been debated significantly and no new information is being discussed the Presiding Member may call the meeting to order and ask for the debate to be finalised and a motion to be put forward.

9. Role of Committee Members

9.1 The primary responsibilities of the Committee Members are to:

- 9.1.1** Actively participate in Committee meetings and act professionally in the manner in which they represent the Committee on behalf of Council;
- 9.1.2** Facilitate effective communication and promote the awareness of bushfire prevention between local community and the Council;
- 9.1.3** Provide advice to Council on current and emerging trends relating to bushfire prevention; and
- 9.1.4** Utilise the skills and experience of Committee members in enhancing bushfire prevention in the City of Playford.

10. Role of Administration

10.1 The Executive Officer and relevant staff are nominated by the Chief Executive Officer may provide advice to Committee members during the debate and discussion of items to ensure Committee members have suitable and accurate information to aid their decision making.

10.2 Administration officers do not have a decision making role, although may provide advice and clarification of issues if requested by the Presiding Member.

11. Reporting and Review of the Committee

11.1 Recommendations by the Committee will be referred to the next Ordinary Council Meeting for final resolution.

11.2 An annual report will be prepared for endorsement by the Committee for inclusion in Council's Annual Report by 30 September each year.

11.3 In reviewing its performance the Committee will have regard to:

- 11.3.1** The achievement of outcomes relating to the Committee's role.
- 11.3.2** Meeting attendance.

11.3.3 Key challenges for the next financial year.

11.3.4 Key achievements including the assessment of the percentage of work completed from the Committee's Annual Work-plan, including the intangible benefits.

11.4 Council will assess the ongoing role and effectiveness of this committee as part of establishing its Section 41 Committee structure following a General Election of Council or as required by Council.

12. Deputations

12.1 The Committee may resolve to allow a deputation to appear if it is the business of that committee.

12.2 A deputation must not exceed five minutes except with the consent of the meeting.

13. Petitions

13.1 Under the Local Government Act (Procedures at Meetings Regulations 2013, Reg 10), a petition must be received by Council; petitions will not be received by committees.

14. Committee Business

14.1 The Committee will prepare and keep under review an annual work-plan and consider business as per the Functions of the Committee.

15. Code of Practice

15.1 This charter is to be read in conjunction with the Code of Practice for Council, Special Council and Committees.

16. Supporting Documentation

16.1 The following documents are to be read in conjunction with the Services Committee Charter:

- City of Playford Code of Practice for Council, Special Council and Committee Meetings
- City of Playford Code of Practice for Public Access to Meetings and to association meeting documents
- Code of Conduct for Council Members as established under Section 63(1) of the Local Government Act 1999

17. Approval and Change History

Approval Date	Approval by	Change
25 October 2011	Council Resolution 487	Scheduled Review
26 November 2013	Council Resolution 1560	Scheduled review. District Bushfire Prevention Committee and Council consultation
16 December 2014	Council Resolution 2008	Council resolved to continue the committee
27 January 2015	Council Resolution 2026	Update to new Charter template, with amendments as per resolution

Adopted 27 Jan 2015 - Resolution 2026