

# Terms of Reference

## Hindmarsh Shire Municipal Fire Management Planning Sub-committee

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### 1. Introduction

Due to the level and nature of fire risk in the Hindmarsh municipality, the Municipal Emergency Management Planning Committee (MEMPC) has determined the need to establish a Municipal Fire Management Sub-committee (MFMP). The Hindmarsh MFMP has been established as a sub-committee of the Hindmarsh municipality MEMPC in accordance with the *Emergency Management Act 2013* as amended by the *Emergency Management Legislation Act 2018* (EMLA Act).

### 2. Scope

The MFMP's scope, which includes the development of a Municipal Fire Management Plan (MFMP), is to provide a local level forum to build and sustain organizational partnerships, generate a common understanding and shared purpose with regard to fire management, and ensure that the plans of individual agencies are linked, complement each other and documented in the MFMP.

Under the MFMP arrangements, each agency will maintain their existing legislative responsibilities, but work to a common understanding of fire risks in communities, assets and other values most at risk, and of the strategies needed to avoid and mitigate them at a municipal level.

### 3. Governance

The MFMP is a sub-committee of the MEMPC. Under the leadership and guidance of relevant fire services, the MFMP is delegated to prepare and maintain the MFMP, and to make recommendations to the MEMPC.

As a sub-plan of the MEMPC, the MFMP will include:

- Documented analysis and evaluation of identified fire risks and treatments for the Hindmarsh municipal district
- Implementation arrangements, timelines and accountabilities
- Prevention, preparedness, response and recovery provisions.

### 4. Functions

The MFMP will:

- Plan for fire management in a manner that co-ordinates fire management activities across agencies
- Seek information from, provide information to, and engage with the community on matters related to fire management planning
- Draft a MFMP for recommendation to the MEMPC
- Monitor, review and report on the delivery of the MFMP
- Advocate to the Regional and State Fire Management Planning Committees for municipal fire management needs
- Work with the MEMPC to align planning activities
- Share knowledge and create an environment of continuous improvement.

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### 5. Membership

All core MFMPC members should have the authority to represent and make decisions relevant to the planning process on behalf of their respective organization. If the core member is unavailable to attend a meeting, the organization may nominate a proxy.

#### 5.1 Core membership

The MFMPC will have core representation from the following organisations:

- CFA District 17: Assistant Chief Fire Officer, Catchment Officer, Vegetation Management Officer (or delegate)
- CFA Group Officers: Ebenezer, Lowan and Rainbow (or delegate)
- Department of Transport and Planning
- Fire Rescue Victoria
- Forest Fire Management Victoria: DEECA, Parks Victoria (or delegate)
- Hindmarsh Shire Council: Municipal Emergency Management Officer, Municipal Fire Prevention Officer (or delegate)
- Victoria Police.

#### 5.2 Non core membership

The following agencies are optional and may be requested to attend any meeting to provide technical expertise and guidance on strategies and plans being implemented to reduce the bushfire hazard:

- Ambulance Victoria
- Australian Rail Track Corporation
- Department of Energy, Environment and Climate Action: Agriculture Victoria
- Department of Families, Fairness and Housing
- Emergency Recovery Victoria
- GWMWater
- Powercor
- Telstra
- Victoria State Emergency Service
- VicTrack
- V/Line
- Wimmera Catchment Management Authority
- Others as required.

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#### 6. Quorum

A quorum is the number of full core members of the committee required to be present to carry out business legally. Committee activities may be conducted without a quorum, however, a quorum must be present for the purpose of decision making.

Where an agency will have responsibility or accountabilities as a result of a motion/resolution, that agency must be part of the quorum.

A quorum shall comprise a minimum of 50 percent plus one of core agencies including the Chairperson.

#### 7. Voting rights

The core member agencies and organizations are allocated one (1) vote per agency/organization for the purposes of decision-making within the MFMPC. If voting is equal, the Chairperson has a casting vote. Additional representatives do not have voting rights for the purposes of decision making within the MFMPC.

#### 8. Conflict of interest

It is the responsibility of each committee member or their proxy to decide and declare if they have a conflict of interest. If they have a conflict of interest, they must not vote on the issue. The committee will determine if they should be excluded from all or part of the proceedings related to the matter.

#### 9. Roles and responsibilities

##### Chairperson

The position of chairperson will be a CFA District 17 Assistant Chief Fire Officer or Commander. The role of the Chairperson will be to:

- Chair MFMPC meetings
- Drive excellence in the MFMPC's function
- Facilitate the involvement and engagement of all parties
- Be the link between the MFMPC and the MEMPC.

##### Executive Officer and support

The Hindmarsh Shire Council will nominate an Executive Officer to provide secretarial and administration services to the MFMPC. The Municipal Fire Prevention Officer is responsible for arranging this support.

##### Municipal Emergency Management Officer

As per legislative responsibilities under the *Emergency Management Act 2013* (as amended by the EMLA Act) and the *Country Fire Authority Act 1958*.

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### Municipal Fire Prevention Officer

As per legislative responsibilities under the *Emergency Management Act 2013* (as amended by the ELMA Act) and the *Country Fire Authority Act 1958*.

### Committee members

Committee members will represent their agency/organization and contribute to the development and implementation of the MFMP through specialist advice.

## 10. Reporting

The MFMPC will report quarterly (or after each meeting) to the MEMPC. The MFMPC Chairperson is required to submit a quarterly report to the MEMPC, which will detail the outcomes and actions from the MFMPC.

## 11. Schedule of meetings

The MFMPC will meet a minimum of four times per year.

## 12. Meeting procedure

- The agenda will form the structure of the meeting
- Agenda items to be submitted to the Executive Officer two weeks prior to the scheduled meeting
- The agenda to be prepared by the Executive Officer in consultation with the Chairperson
- The agenda to be distributed one week prior to the meeting
- Agenda and minutes to be prepared for all meetings
- Minutes to be distributed within two weeks following the meeting
- Responsibilities and action items to be identified, time-lined and included in the minutes
- Agencies are required to provide a written report.

## 13. Review

The Terms of Reference will be reviewed annually by the MFMPC prior to the fire season or more frequently as required. All changes to the Terms of Reference must be endorsed by the MEMPC.

## 14. Document control

Version number	Approval date	Approved by	Amendment	Review date
2.0	12 September 2023	Hindmarsh Shire MEMPC	Rewritten to reflect reformed arrangements under the <i>Emergency Management Legislation Amendment Act 2018</i>	September 2024