

Appendix A: Horsham Rural City Municipal Fire Management Planning Committee Terms of Reference

Authority

The Horsham Rural City Municipal Fire Management Planning Committee is formed under:

1. Section 21(3) of the Emergency Management Act 1986
2. Section 54 & 55A Country Fire Authority Act 1958

Responsible Officers

Municipal Fire Prevention Officer (MFPO)

Purpose

The Committee's purpose is to provide a municipal level forum on fire management.

Role of the Municipal Fire Management Planning Committee

The role of the Committee is prescribed in Part 6A of the Emergency Management Manual Victoria:

- plan for fire management in a manner that coordinates fire management activities across agencies
- provide information to and engage with the community on matters related to fire management planning
- using the planning guide issued by the State Fire Management Planning Committee, draft a Municipal Fire Management Plan for recommendation to the MEMPC and comment by the Regional Strategic Fire Management Planning Committee, prior to consideration by the Council
- monitor, review and report on the delivery of the Municipal Fire Management Plan
- advocate to the Regional Strategic Fire Management Planning Committee for municipal fire management needs
- work with the Municipal Emergency Management Planning Committee to align planning activities
- share knowledge and create an environment of continuous improvement.

Membership

The Municipal Fire Management Planning Committee may be chaired by a Councillor from the Horsham Rural City Council and confirmed by the Committee at their first meeting annually.

In the absence of a Councillor, the Committee will be chaired by a member nominated from within the membership and confirmed by the Committee.

The core membership of the Committee will consist of:

- Horsham Rural City Council Municipal Fire Prevention Officer (MFPO) or delegate

- Country Fire Authority (CFA) District 17 Operations Manager or delegate
- CFA Manager Community Safety or delegate
- CFA Group Officers Grampians, Horsham, Jilpanger and Natimuk or their delegates
- CFA Brigade Representative Dadswells Bridge or delegate
- Dept. Environment, Land Water & Planning (DELWP) – Forest Fire Management Victoria, Parks Victoria or delegate
- Victoria Police – Horsham

The following organisations are invited to attend all meetings and will receive all correspondence:

- Horsham Rural City Council representatives
- CFA Vegetation Management Officer
- VicRoads
- GWMWater
- Australian Rail Track Corporation (ARTC)
- VicTrack
- Wimmera Catchment Management Authority

The membership of the Committee will be reviewed annually.

Meeting Schedule

The committee will meet three times a year unless otherwise required.

Quorum

A Quorum for a meeting requires the attendance of at least 5 representatives from the agency membership with at least one agency representative from the following core membership:

- Horsham Rural City Council
- Country Fire Authority
- DELWP

Reporting

The MF MPC will report after each meeting to the MEMPC and RSFMPC

Sub-committee

The MF MPC may form sub-committees or working groups as required to work on fire related specific issues

Administration

Administrative support requirements will be determined by the committee and resourced through committee members.

Review of Terms of Reference

The Terms of Reference are reviewed annually.