



Building Fire Safety Committee

Terms of Reference

October 2017

Coorong District Council Building Fire Safety Committee

Terms of Reference

Adopted October 2017

1. The Building Fire Safety Committee is charged with the responsibility for matters arising under Section 71 of the Development Act 1993 and the Development Regulations 1993 which are of a building fire safety nature.
2. Members of the Committee shall consist of:
 - 2.1 A person who holds prescribed qualifications in building surveying appointed by Coorong District Council
 - 2.2 A person nominated by the Chief Officer of the South Australian Country Fire Service or his/her Proxy;
 - 2.3 A person with expertise in the area of fire safety appointed by the Coorong District Council
3. A quorum of the Building Fire Safety Committee shall be three (3) persons, one of whom must be a person nominated by the Chief Officer of the South Australian Country Fire Service.
4. The terms of office for a member of this Committee shall expire on **31 January 2019**. Any member of the Committee shall not be prevented from being appointed as a member of the Committee for future terms of office.
5. The Building Fire Safety Committee shall appoint a Presiding Member from the members of the Building Fire Safety Committee
6. Each member of the Building Fire Safety Committee present at the meeting must, subject to that person having an interest in the matter, vote on a question arising for a decision at the meeting
7. All decisions of the Building Fire Safety Committee shall be made on the basis of a majority decision of the members present. In the event of an equality of votes the Presiding Member shall have a casting vote in addition to a deliberate vote.
8. The Building Fire Safety Committee shall meet at such places as the Building Fire Safety Committee may determine with a minimum of two ordinary meetings every calendar year.
9. The following provisions apply to the calling of meetings:-
 - 9.1 the Presiding Member or any member of the Committee gives notice to other members of at least three (3) clear working days before the time of the meeting;
 - 9.2 Notice may be given to a member of the Building Fire Safety Committee:
 - 9.2.1 Personally;
 - 9.2.2 By facsimile transmission to a facsimile number known to be used by the person;

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9.2.3 By email transmission to an email known to be used by the person.

10. The following procedures apply to conflicts of interest:-
 - 10.1 A member of the Building Fire Safety Committee who has a personal interest or a direct or indirect interest in any matter of the Building Fire Safety Committee (other than an indirect interest which exists in common with a substantial class of persons) must not take part in any deliberation or
 - 10.2 decision of the Building Fire Safety Committee in relation to that matter;
 - 10.3 Without limiting the effect of paragraph (a), a member of the Building Fire Safety Committee will have an interest in a matter if an associate of the member has an interest in the matter;
 - 10.4 A member of the Building Fire Safety Committee must disclose his or her interest to the Committee as soon as he or she becomes aware of that interest; and
 - 10.5 A disclosure of a direct or indirect interest in any matter of the Building Fire Safety Committee must be recorded in the minutes.
11. The Presiding Member of the Building Fire Safety Committee must ensure that accurate minutes of every meeting of the Building Fire Safety Committee are kept. Council's CEO shall arrange for administrative support:
 - 11.1 at general meetings of the Committee;
 - 11.2 for the distribution of copies of agendas, reports, notices and all other relevant documents to member of the Committee as may be required from time to time;
12. The minutes of the proceedings of a meeting must be submitted for confirmation at the next meeting of the Building Fire Safety Committee or, if that is omitted, at a subsequent meeting.
13. Where a member of the Committee is unable to attend a meeting, their place and voting rights may be taken up by a deputy member who has been appointed by the Council or by the CFS.
14. The procedure to be observed at a meeting of the Building Fire Safety Committee insofar as the procedure is not prescribed by the Terms of Reference may be determined by the Committee.
15. The office of a member of the appropriate authority will become vacant if the member—
 - 15.1 dies; or
 - 15.2 completes a term of office and is not reappointed; or
 - 15.3 resigns by written notice addressed to the Council; or

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- 15.4 is removed from office by the Council for any reasonable cause;
- 15.5 the Building Fire Safety Committee shall develop and maintain, as appropriate, an inspection policy which shall include buildings deemed as a high to low risk to life, such as:
 - 15.5.1 Accommodation parts of hotels and of motels;
 - 15.5.2 Hospitals;
 - 15.5.3 backpacker, guest houses, boarding houses and the like;
 - 15.5.4 hotels and the like where high number of patrons are frequent;
 - 15.5.5 businesses within the Council area which may have a significant financial and community impact as a result of fire;
 - 15.5.6 others as necessary.