

# Bush Fire Advisory Committee (BFAC) Charter

Approved and adopted by Council on Thursday 30 October 2025 (CRN: OCM193/10/25)

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## 1. Introduction

- 1.1 The Bush Fire Advisory Committee (BFAC) is established by the Shire of Toodyay under Part V, Section 67 of the *Bush Fires Act 1954*.
- 1.2 The Committee plays a critical role in supporting the Shire's bushfire management responsibilities through strategic advice, operational coordination, and community engagement.
- 1.3 BFAC brings together representatives from Council, volunteer bush fire brigades, emergency services, and relevant agencies to ensure a collaborative and informed approach to bushfire prevention, preparedness, response, and recovery.
- 1.4 The rules contained herein for the guidance of the Committee serve as the Committee's terms of reference.

## 2. Role

- 2.1 The role of the BFAC is to advise the Shire of Toodyay on all matters relating to bushfire control within the district, including:
  - (a) Fire hazard identification and mitigation;
  - (b) Firebreak planning and layout;
  - (c) Brigade coordination and training;
  - (d) Emergency response protocols;
  - (e) Enforcement of the *Bush Fires Act 1954*;
  - (f) Strategic bushfire policy development;
  - (g) Community safety and resilience.

## 3. Authority

- 3.1 The Committee is established under Section 67 of the *Bush Fires Act 1954*, which authorises local governments to appoint advisory committees for bushfire-related matters.
- 3.2 The Committee is advisory in nature and does not hold delegated authority to make decisions on behalf of Council.
- 3.3 The Committee is answerable to the local government and must report fully on its activities as and when required.

## 4. Title of Committee

The committee shall be known as the Bush Fire Advisory Committee (BFAC) of the Shire of Toodyay.

## **5. Decisions made by the Committee**

- 5.1 The Committee may make recommendations to Council on matters within its scope.
- 5.2 Decisions at meetings are made by majority vote of members present.
- 5.3 The Chairperson has a deliberative vote and, in the event of a tie, a casting vote.
- 5.4 The Committee does not have authority to:
  - Expend Shire funds;
  - Issue instructions to Shire staff;
  - Correspond on behalf of the Shire; or
  - Make binding decisions.

## **6. Membership**

- 6.1 Membership of the BFAC in accordance with these terms of reference shall be:
  - (a) The Shire President (Presiding Member);
  - (b) Cr R Mills (Deputy Presiding Member);
  - (c) Chief Executive Officer Shire of Toodyay;
  - (d) Executive Manager Infrastructure, Assets and Services;
  - (e) Community Emergency Services Manager;
  - (f) Chief Bush Fire Control Officer;
  - (g) Deputy Chief Bush Fire Control Officer;
  - (h) Captain from Bejoording Bush Fire Brigade;
  - (i) Captain from Coondle-Nunile Bush Fire Brigade;
  - (j) Captain from Toodyay Central Bush Fire Brigade;
  - (k) Captain from Morangup Bush Fire Brigade;
  - (l) Captain from Julimar Bush Fire Brigade;
  - (m) Toodyay Volunteer Fire & Rescue Representative;
  - (n) Department of Fire & Emergency Services (DFES) District Officer;
- 6.2 Guidelines
  - (a) Council will review the membership of the Committee as soon as practicable after every ordinary election day; and
  - (b) The Committee will be administratively supported by the Community Emergency Services Manager.

## **7. Responsibilities**

- 7.1 The Committee members are expected to:
  - (a) Contribute constructively to discussions and decision-making;

- (b) Represent their brigade or agency professionally;
- (c) Abide by the *Local Government (Model Code of Conduct) Regulations 2021* and the Shire of Toodyay Code of Conduct;
- (d) Promote cooperation and coordination across brigades and agencies;
- (e) Support the implementation of Council-endorsed bushfire strategies.
- (f) Perform other activities related to the role of this Charter as requested by the Council.

## **8. Meetings**

- 8.1 The Committee will meet at least four times each calendar year on dates set by Council;
- 8.2 A meeting of the Committee may be called and adjourned as the Committee thinks fit;
- 8.3 Fire Control Officer (FCO) recommendations must be made prior to 31 August each year for Council consideration;
- 8.4 A quorum of at least 50% of members is required to transact business;
- 8.5 Agendas shall be prepared by the Shire and circulated prior to meetings; and
- 8.6 Minutes shall be recorded and retained in accordance with the Shire's governance procedures.

## **9. Independence and conflicts of interest**

- 9.1 Members must declare any actual, potential, or perceived conflicts of interest at the start of each meeting. Where a conflict exists, the member must abstain from discussion and voting on the relevant item.
- 9.2 The Committee operates independently of operational command structures and does not interfere with brigade or agency decision-making.

## **10. Performance Assessment arrangements**

- 10.1 The Committee's performance will be assessed through:
  - (a) Review of meeting attendance and quorum achievement;
  - (b) Timeliness and quality of recommendations to Council; and
  - (c) Implementation of endorsed strategies and policies.
- 10.2 Performance will be considered as part of the biennial Charter review.

## **11. Reporting**

- 11.1 Recommendations shall be presented to Council via Officer Reports;
- 11.2 Informal updates on the committee's activities may be provided to Council via Council Workshops or Agenda Forums; and
- 11.3 The CESM shall maintain a status report tracking Committee recommendations and actions.

## 12. Review of charter

- 12.1 The charter will be reviewed by the Shire following local government ordinary elections or more frequently if required, with appropriate input from relevant stakeholders;
- 12.2 The Shire will ensure that this charter complies with relevant legislative and regulatory requirements and will consider proposed amendments when necessary to ensure that it accurately reflects the committee's role and responsibilities; and
- 12.3 Council will review and formally approve this charter.

## Reference Information

- [Risk Management Framework](#) endorsed by Council.

## Legislation

- [Bush Fires Act 1954](#)

## Associated documents

- [Shire of Toodyay Standing Orders](#) (Local Law) 2008(3.4, Part 13, and 17.6);
- [Code of Conduct for Council Members, Committee Members and Candidates](#)

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