

# Augusta Margaret River Bush Fire Advisory Committee



## Terms of Reference

25 November 2025

### NAME

The Committee shall be known as the Augusta Margaret River Bush Fire Advisory Committee (BFAC).

### AUTHORITY

The BFAC is established by the Shire of Augusta Margaret River (Shire) under section 67 of the *Bush Fires Act 1954*. The BFAC is not established as a committee for the purposes of Part V of the *Local Government Act 1995*.

### ROLE OF THE COMMITTEE

To act in an advisory capacity to the Local Government, providing strategic advice to enhance resilience to bushfire through effectively managing the hazard through a comprehensive approach that integrates prevention, preparedness, response and recovery strategies, in order to minimise the impact on lives, property and the environment, ensuring the safety and sustainability of the Shire's communities and natural landscapes.

In performing this role, the BFAC also receives information from relevant Shire business units (such as Ranger Services, Emergency Services and Planning Services).

### OBJECTIVES OF THE COMMITTEE

Objectives of the BFAC are:

- a) To provide a forum to enhance interagency collaboration and coordination in response to bushfire across all relevant services.
- b) To provide advice to the Local Government in regard to all matters relating to the preventing, controlling and extinguishing of bushfires.
- c) To provide input on the implementation and ongoing review of the Shire's Bushfire Risk Management Plan (BRMP).
- d) To bring to the Local Government's attention any bushfire-related matters deemed significant for Council awareness or consideration.

## MEMBERSHIP, ROLES AND RESPONSIBILITIES

Membership of the BFAC shall be:

- a) The Shire President and one Councillor of the Shire of Augusta Margaret River;  
OR  
Two Councillors of the Shire of Augusta Margaret River.  
A deputy in the absence of the President or other appointed Councillor delegates.
- b) The Chief Bush Fire Control Officer.
- c) The Deputy Chief Bush Fire Control Officer.
- d) One Senior Brigade Officer as delegate (appointed by the Shire in accordance with the *Bush Fires Act 1954*) from each registered Local Government Bush Fire Brigade, and one proxy in the absence of a delegate.
- e) One Fire Control Officer (appointed by the Shire in accordance with the *Bush Fires Act 1954*) from each of the following brigades, if desirous of attending:
  - i. Augusta Volunteer Fire and Rescue Services;
  - ii. Margaret River Volunteer Fire and Rescue Services;
  - iii. Rosa Brook Volunteer Fire and Emergency Services; and
  - iv. Wallcliffe Volunteer Fire and Emergency Services.

Representatives from the following agencies, brigades, groups and units will be invited to attend and provide written reports on their activities that are relevant to bush fire preparedness, prevention, response and recovery in the district:

- The Department of Fire and Emergency Services (DFES) Lower South West Region.
- The North and South Bush Fire Ready Facilitators.
- The Department of Biodiversity Conservation and Attractions (DBCA).
- State Emergency Service (SES).

Where a voting member is unable to attend a meeting and has not provided an apology or arranged for a proxy to attend, the Chair may request clarification regarding their absence.

The following Shire business units will submit a report to each BFAC meeting as per the below:

- Ranger Services – Information relating to the annual Firebreak Inspection Program and annual review of the Firebreak Notice.
- Emergency Services – Information relating to the Mitigation Activity Fund Grant Program and associated works.
- Planning Services – Information as to approved significant developments and measures within the associated Bushfire Risk Management Plan.

The Committee will be supported by an Executive Officer as appointed by the CEO to provide advice and administrative support.

## **CHAIR** - Chief Bush Fire Control Officer (CBFCO)

The BFAC Chair is responsible for leadership and support to the BFAC by:

- Chairing the BFAC meetings and ensuring that the Terms of Reference (TOR) and procedures of the BFAC are adhered to.

## **DEPUTY CHAIR** - Deputy Chief Bush Fire Control Officer (DCBFCO)

The Deputy Chair is responsible for advice and support to the BFAC by:

- Acting as Chair to the committee in the absence of the BFAC Chair; and
- Providing such assistance and advice as requested by the Chair.

## **EXECUTIVE OFFICER** - Shire Community Emergency Services Manager (CESM)

The Executive Officer will:

- Provide advice to the Chair and BFAC as required; and
- Facilitate communication between the BFAC and the CEO.

## **CONDUCT OF MEETINGS**

The BFAC is not bound by the requirements relating to Committees in Part V of the *Local Government Act 1995*. The BFAC may use the Local Government's Standing Orders Local Law (or any uniform standing orders) as a guide to meeting processes but is not bound by any requirements in those standing orders.

## **SCHEDULE**

The time and venue of meetings will be determined and advised by the Executive Officer.

Any additional meetings will be convened if and as required at the discretion of the Chair.

## **QUORUM**

A quorum for the BFAC will be at least 50% of its voting membership.

## **VOTING**

All members of BFAC shall have one vote. If the vote is equally divided, the Chair will use a casting vote.

In the instance that there is more than one representative per membership (agency) attending the meeting, only one vote will be accepted. In the absence of the substantive delegate, a proxy can be appointed to represent each member. All voting rights will be maintained. Only one vote per membership will be accepted.

## **MINUTES / AGENDAS**

All agenda items must be forwarded to the Executive Officer prior to the next meeting.

The Executive Officer shall be responsible for preparing the agenda for all meetings.

The agenda will be distributed prior to the meeting.

The Executive Officer shall be responsible for keeping minutes of all business transacted at meetings. Full copies of the minutes, including attachments, shall be provided to all BFAC members soon after the last meeting.

Minutes will be published on the Shire website and provided to Members of Council via DocsOnTap.

## ADVICE AND REPORTING

The BFAC will provide advice and recommendations to the Local Government through the CEO, who is the officer with delegation to administer the Local Government powers and functions under the *Bush Fires Act 1954*. The CEO may escalate matters to Council where it requires decisions outside of the CEO's delegation or are otherwise deemed to be strategically significant.

## DELEGATED POWERS

The BFAC does not have any delegated authority under the *Local Government Act 1995*.

The CEO may update this Terms of Reference as and when required and will ensure an up-to-date version is available to Councillors.

Authorised by:



**Andrea Selvey**  
**CHIEF EXECUTIVE OFFICER**  
**Date: 25 November 2025**

### Document and version control table

<b>Strategic outcome</b>	Key Result Area 5: Effective governance and corporate leadership.		
<b>Responsible Directorate</b>	Governance		
<b>Authority of original issue</b>	Council		
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<b>Contact officer</b>	Senior Governance and Risk Officer		
<b>Date of next review</b>	2027		
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1.0	13/09/2017	Initial Issue	
2.0	08/09/2021	Full review	
3.0	14/09/2023	Full review	
4.0	19/11/2025	Major review to reflect Council decision to solely establish under Section 67 of the <i>Bush Fires Act 1954</i> .	