



LO2 Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC)

Policy Objective

Terms of Reference

Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC) in order to promote, encourage volunteerism and to make the Shire of Ravensthorpe a safe community by managing fire risk.

Policy

Vision

- Continue to review current fire-fighting practices to improve operational effectiveness.
- Ensure that all fire-fighting appliances are in a state of operational readiness.
- Improve communication and co-ordination in fire-fighting activities.
- Promote fire safety to the community through public education and involvement.
- Continue to review and upgrade plans and other key documents.
- Continue to improve the command and control of incidents.
- Continue to support and encourage volunteer participation.
- Continue to work in partnership with other organisations.
- Support and promote the safety and health of volunteers.
- Develop and implement training structures, systems and procedures in conjunction with DFES to support the community.
- Provide support and guidance to Bush Fire Brigades in the Shire of Ravensthorpe.

Membership

Membership of the Committee will comprise of all gazetted Fire Control Officers for the Shire of Ravensthorpe who shall have voting rights as well as key stakeholders to the group who are non-voting members.

Voting Members

- Chief Bush Fire Control Officer (CBFCO)
- Deputy Chief Bush Fire Control Officer x 3 (DCBFCO)
- All Brigade Fire Control Officers
- Two Bush Fire Control Officers (Permits)
- One Fire Weather Officer

Non-Voting Attendees

- Community Emergency Services Officer
- Secretary
- Council Representative
- Department of Fire and Emergency Services (DFES) District Manager.
- Department of Biodiversity, Conservation and Attractions (DFCA) Fire Co-ordinator.

MEETINGS



Annual General Meeting:

The Annual General Meeting is to be held in March (But may be varied on seasonal conditions). Elections for nomination to Council of a Chief Bush Fire Control Officer (as per the terms of Reference), Deputy Chief Bush Fire Control Officers and a BFAC Deputy Chairperson are to be held at the AGM.

Note: The chairperson shall be the Shire President (or Delegate)

Committee Meetings:

The committee shall meet as often as its chairperson and/or the Council decides, but no less than two times per year, once in September and once in March (But may be varied on seasonal conditions).

Note: A Committee Meeting does not include an Annual General Meeting.

Quorum:

The quorum at any meeting shall be seven voting members of the committee.

Voting:

In accordance with the s5.21 of the *Local Government Act 1995*, with all voting members of the Committee are entitled and required to vote (subject to financial interest provisions of the Act).

Minutes:

Shall be in accordance with the s5.22 of the *Local Government Act 1995*.

Meetings:

Meetings shall be generally open to the public.

Members Interest to be Disclosed:

Members of the Committee are bound by the provisions of the s5.65 of the *Local Government Act 1995*, with respect to disclosure of financial, impartiality or proximity interests.

Secretariat:

A Shire Staff Officer appointed by the Chief Executive Officer will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

Chairperson:

The Chairperson and Deputy Chairperson are to be elected annually at the Annual General Meeting of the Bush Fire Advisory Committee.

Ex-Officio Members:

The Committee is authorised to co-opt standing ex-office members as non-voting members.

Meeting Attendance Fees:

Nil.

Delegated Authority:

Nil.



DOCUMENT CONTROL BOX		
Custodian: Executive Manager Projects and Regulatory Services		Decision Maker: Council
Compliance Requirements:		
Legislation: s.67 [Advisory Committees] of the Bush Fires Act 1954. s.5.21 [Voting] and s.5.22 [Minutes of meetings] of the Local Government Act 1995		
Industry:		
Organisational:		
Document Management:		
Risk Rating: Medium	Review Frequency: 2 Years	Next Due:
Version #	Decision Reference:	Description:
a	OCM 21/07/20 – Item 13.2	Comprehensive Policy Register Review
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
d	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Register Review