



SHIRE OF  
**HARVEY**



# Bush Fire Advisory Committee Meeting **Attachments**

**Harvey Hills/SES Complex  
Complex 18 May 2026  
7.30pm**

# **Bush Fire Advisory Committee Meeting Agenda - 18 May 2026 Attachments**

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Bush Fire Advisory Committee  
Meeting  
**Minutes**

**Harvey Hills/SES Complex**  
**Monday, 17 November 2025**  
**7.30pm**

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**Bush Fire Advisory Committee  
Minutes**

Minutes of the meeting of the Bush Fire Advisory Committee held on Monday, 17 November, in the Harvey Hills/SES Complex, Harper Street, Harvey commencing at 7.30pm.

**Committee Membership – Voting**

Chairperson	Cr.	John	Bromham
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**Brigade Delegates:**

Binningup	Mr.	David	Pryce
Leschenault	Mr.	Jacob	Clark
Harvey Hills/Benger (DCBFCO North)	Mr.	Vaughn	Byrd
Myalup	Mr.	Wayne	Jackson
Uduc	Mr.	Todd	Verrall
Yarloop	Mr.	Matthew	Anzellino
Roelands/Olive Hills (DCBFCO South)	Mr.	Max	Van Weert

**Committee Membership – Non Voting**

Manager Waste and Safety Services	Mr.	Haydn	Jones
Community Emergency Services Officer	Mr.	Nick	Mellowship
Bush Fire Risk Mitigation Coordinator	Mrs.	Kaitlin	Southgate
Department Fire & Emergency Services	Mr.	Ricky	Southgate
Waste & Community Safety Administration Support Officer	Ms.	Nicole	Beauclarke

**Note: Only the eight Brigade Delegates have the right to vote. The Chairperson has a casting vote should there be a tied vote only.**

**1 Official Opening**

Cr. John Bromham opened the meeting at 7.32pm.

**2 Record of Apologies and Leave of Absence**

Mr. Darren Harvey, DBCA.  
Mr. Jayden Marinelli, Cookernup

**3 Declarations of Members' and Officers' Personal Interest****4 Confirmation of Minutes**

The Minutes of the Bush Fire Advisory Committee Meeting held on Monday 18 August 2025 are attached hereto.

**Recommendation**

That the Minutes of the Bush Fire Advisory Committee meeting held on Monday 18 August 2025 as attached, be confirmed as a true and correct record.

**Moved: Byrd**

**Seconded: Van Weert**

**That the Minutes of the Bush Fire Advisory Committee meeting held on Monday 18 August 2025 as printed be confirmed as a true and correct record.**

**Carried 7 - 0**

**25/13**

*A future Workshop is to be held to discuss the Terms of Reference further. Haydn Jones to forward an e-mail invite to BFAC Members with an option to attend.*

**5 Officer's Reports**

Nil.

**6 Committee Member's Reports****6.1 Chief Bushfire Control Officer**

Mr. Wayne Jackson tabled the Chief Bushfire Control Officer's Report at the meeting (**Refer to Attachment 6.1.1**).

**6.2 Shire Training Coordinator**

Mr. Wayne Jackson tabled the Training Coordinator's Report at the meeting (**Refer to attachment No. 6.2.1**).

Cr Bromham congratulated Wayne Jackson and Paul Reynolds, and all of those involved, in the excellent organisation of the pre-season Training Exercise held on 11 October 2025.

### **6.3 Department of Fire and Emergency Services (DFES)**

The Department of Fire and Emergency Services Report is attached for your information (**Refer to Attachment No. 6.3.1**).

Mr Ricky Southgate advised that Mr. Brett Finlay has officially resigned as DFES Wellington District Officer, and the position is currently being advertised.

### **6.4 Department of Biodiversity, Conservation and Attractions (DBCA)**

Nil.

### **6.5 Community Emergency Services Manager (CESM)**

The Community Emergency Services Manager's Report, received by Mr. Nick Mellowship, is attached for your information (**Refer to Attachment No. 6.5.1**).

### **6.6 Manager Waste and Community Safety**

#### **6.6.1 Regional Emergency Exercise – 16 October 2025**

The Shire of Harvey recently hosted a regional Emergency Management Exercise led by the Department of Fire and Emergency Services (DFES). The exercise tested large-scale emergency response coordination and strengthened collaboration among agencies across the South West and lower South West Regions.

An Incident Management Team (IMT) of 27 DFES personnel from the Metropolitan and Regional areas operated from the Harvey Emergency Management Complex. At 11:00am, an Incident Support Group (ISG) convened at the Shire of Harvey Council Chamber, bringing together key Agency representatives to coordinate strategic support.

#### **Evacuation Centre Activation**

The Harvey Recreation and Cultural Centre (HRCC) was activated as an Evacuation Centre, managed by the Department of Communities. This tested local procedures for assisting displaced residents.

Participants included:

- 15 Shire of Harvey staff (from HRCC and Leschenault Leisure Centre).
- 15 Department of Communities Staff.
- 5 DFES representatives.
- Volunteers from the Australian Red Cross.

The multi-agency exercise provided a valuable hands-on learning experience, enhancing the Shire's readiness for real emergencies. It also strengthened inter-agency relationships and highlighted the importance of collaboration in ensuring community safety.

The Shire of Harvey thanks all participating Agencies, Volunteers, and Staff for their support and coordination.

### **6.6.2 Pre-Season Training Day – Saturday, 11 October 2025**

A big thank you to the organisers and all the volunteers for your time, effort, and commitment in making the training day a success.

### **6.6.3 Digital Danger Rating Signs**

The Request for Quote (RFQ) for the Digital Danger Rating Signs closed on 10 November.

Progress has been delayed due to several factors, including procurement challenges, sign location confirmations, and traffic management requirements. These factors have also resulted in potential budget implications, which are currently being reviewed to determine their impact on project timelines and delivery.

The Project Team is continuing to work through these issues to ensure the installation proceeds as efficiently as possible once approvals and logistics are finalised.

### **6.6.4 Firebreak Inspections 2025**

Rangers will begin firebreak inspections on 1 December 2025, starting with properties for which complaints have been received. Once these priority inspections are completed, inspections will continue across both urban and rural areas.

Historically, around 10,000 to 11,000 inspections are conducted each year, resulting in 150 to 200 Work Orders and an average of 30 infringements. For properties that remain non-compliant after infringements are issued, the Coordinator of Ranger Services arranges contractors to complete the required work with the Shire to recover these costs.

## **6.7 Bushfire Risk Mitigation Coordinator (BRMC)**

The Bushfire Risk Mitigation Coordinator's Report, received by Mrs. Kaitlin Southgate, is attached for your information (*Refer to Attachment No. 6.7.1*).

The BRMC requested any comments regarding the BRMP are to be received by 1 December 2025.

## **7 General Business**

### **7.1 Bush Fire Advisory Committee Agenda Distribution Timeframe**

#### **Question:**

The Leschenault Volunteer Bushfire Brigade has requested that the Bushfire Advisory Committee (BFAC) Agenda be distributed six (6) weeks prior to each meeting.

This request is based on previous occasions, where additional discussion time within the Brigade prior to the meeting may have assisted their representative in preparing for deliberations and decision-making on Agenda items.

**Manager Waste & Safety Services Response:**

Shire Officers generally begin preparing the Agenda a little over two weeks before the meeting. In many cases, Officers are awaiting key information required to finalise the Agenda, such as Officer Reports, nominations, and Brigade Minutes. This is particularly common leading up to the May meeting, where various operational updates and administrative matters are still being finalised.

If the Agenda was to be released six weeks in advance, much of the information it contains would be up to eight weeks old by the time of the meeting. This would risk items being outdated, incomplete, or no longer relevant for discussion or decision-making.

In practice, when significant items are expected to be included on the Agenda, these are generally circulated beforehand to seek input from Brigades. Feedback provided through this process is then incorporated into the final Agenda for the Committee's consideration.

Should Brigades wish to review and discuss the Agenda items in greater detail prior to the BFAC meeting, they are welcome to convene a Special Brigade Meeting for that purpose. This would likely be the most effective approach to ensure representatives are well prepared, while maintaining the timeliness and accuracy of Agenda content.

It remains the Shire's intention to make the BFAC Agenda available approximately one week prior to the meeting. However, internal governance protocols and approval processes can occasionally affect this timeframe.

**7.2 Vehicle and Telephone Reimbursement – Fire Control Officers**

Mr. Jacob Clark, Fire Control Officer, submitted the below Recommendation for consideration by the BFAC Committee.

**Recommendation****Moved: Jacob Clark****Seconded: Max Van Weert**

- 1. That, at the request of the Bush Fire Advisory Committee (BFAC), Council consider providing an annual allowance to each of the eight Shire-appointed Bush Fire Control Officers (FCOs). This allowance is intended to reimburse FCOs for expenses incurred in the performance of their duties.**
- 2. The allowance should be set at a level that reasonably covers the annual fuel costs associated with the use of their private vehicles, when travelling throughout the community to issue permits to burn and to attend fire incidents. The allowance should also cover the cost of maintaining a dedicated mobile phone service plan for receiving community enquiries regarding permits to burn and for accessing fire-related information.**

**Carried 7-0****25/14**

**8 Next Meeting**

The next meeting of the Bush Fire Advisory Committee is to be held on Monday 16 May 2026 at the Harvey Hills/SES Complex Meeting Room, commencing at 7.30pm.

**9 Closure of Meeting**

There being no further business to discuss the meeting was declared closed at 8.40pm.



SHIRE OF  
**HARVEY**



## **Bush Fire Advisory Committee Minutes Attachments**

**Harvey Hills/SES Complex  
17 November 2025  
7.30pm.**

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**Bush Fire Advisory Committee Minutes Attachments**

17 November 2025

**6. Committee Member's Report**

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Shire of Harvey  
Bush Fire Advisory Committee  
17<sup>th</sup> November 2025

### **Chief Bush Fire Control Officer Report**

There have been many fire calls from people lighting fires during the unrestricted fire period which has kept brigades busy this year. The only advantage is that brigades have supplied these people with the burns register phone number and asked them to contact DFES while they are still in attendance. This information is getting out to the general public, and if we keep informing people everywhere we go the word will get a round.

I believe DFES has provided the CESM with a draft business card that has the Burns Register details and information on it. These cards can then be provided to brigades to distribute to the community.

With the upcoming fire season I just want to remind brigades that they need to make sure they always have members available to respond to any incident when required. In know that the response to that statement will be, but when there is a fire in your area the neighbourhood you are responsible for expect your brigade to be there, not the one from another area or adjoining brigade.

Wayne Jackson  
Shire of Harvey  
CBFCO

Shire of Harvey  
Bush Fire Advisory Committee  
17<sup>th</sup> November 2025

## **Shire Training Coordinator Report**

We have a Firefighting Skills course on the 29<sup>th</sup>-30<sup>th</sup> November 2025 which will see many brigades get new members onto their call out lists for this fire season. Out of nineteen members needing to undertake this course we currently have eleven on the course and six members who could not attend. We are currently chasing up a couple of members who have not responded.

Throughout this year we have been able to train 34 members for Bushfire Safety Awareness, 26 members for Firefighting Skills which includes the course at the end of this month, 7 members for Advanced Firefighting, 8 for Crew Leader and 9 for Sector Commander. Taking this years total to 84 members trained this year within the Harvey shire. And this does not include those members who have been trained outside of the shire or the courses organised by Nick Mellowship such as First Aid, On Road Driving and Ground Controller. It has been a tough couple of years getting the training back up to speed, but I am now confident we are in a good place, and it has been encouraging to see members wanting to get onto the advanced courses. We now just need to get DFES to get their act together so that we can get specialist courses undertaken to allow succession planning for brigade members to gain experience and fulfil officer positions.

The shire pre-season training exercise held on the 11<sup>th</sup> of October 2025 at Uduc BFB was well attended with every shire appliance utilised. Members were encouraged to get onto an appliance that was not theirs to gain experience on another unit which also allowed members to meet people from other brigades. We had 53 members involved during the exercise and I thank all involved from the IMT, firefighters and activity officers for being very proactive with the whole event. We also had the DFES media team, The Wellness team, the local newspaper reporter, the CESM Nick Mellowship and someone from the shire who was playing with a drone, I think that was Haydn Jones. A big thank you goes to Paul Reynolds because the hours spent setting up the exercise is huge, and we are lucky that Paul has as much passion for this exercise as I do. We are constantly looking for things to challenge members during this event and the feedback we get is used for the following exercise.

Wayne Jackson  
Shire of Harvey  
Training Coordinator

**DFES Southwest BFAC report**

**as of 11/05/2026**

**Fire Season 25/26**

DFES would like to thank the Shire of Harvey for the ongoing support across the 2025 / 2026 season across the state. With brigades providing multiple shifts across other Shires as far as Shark bay to the North and Boddington to the East.

**Training**

The DFES Southwest region has released the 2026 training Calendar and encourages people to apply, with courses already being oversubscribed. See attached training Calendar to disseminate to brigades.

While there is an ongoing increase in training requirements for LGA, the DFES Southwest region will support LG volunteers in becoming trainers to facilitate training within each LGA to assist LGA to meet training requirements. Should you have members wishing to go down the pathway to become a trainer and assessor please let me know.

**Mitigation works through Department of Justice**

The DFES SW region is now utilising s95 crews from the Bunbury regional prison and Karnet Prison to carry out mitigation work on UCL UMR within gazetted town sites and moved away from having the ability to use local contractors.

**High Season Fleet**

Thank you to the Shire for crewing the LT that forms part of the States seasonal fleet. This has worked well and I will look to advocate for having the appliance placed within the Shire for the 26/27 season. The Current LT is planned to return, I am working to have one of the Mitigation LT replace this for the burn season.

**Prescribed burning**

Good to see the Shire commencing prescribed burns to reduce fuel loads. The burns have been completed to a high standard minimising environmental impacts and maintaining biodiversity. The commitment from volunteers is noted and appreciated.

**Suspicious fire**

Several suspicious fires have occurred in various Southwest local governments this year and DFES asks that if you observe any suspicious behaviour to call 000 immediately. If you suspect someone of arson or fire lighting, make a report online or call Crime Stoppers on 1300 333 000.

**Staff Movements**

As some are aware, I have taken the District Officer role. I am pleased to let you all know that Kohdy Flynn from Collie is now in the AO role commenced 4<sup>th</sup> May. My details will not change and will stay with me into the new role. Kohdy can be contacted on Bretts details.

**Ricky Southgate**

**District Officer Wellington**



## **Community Emergency Services Manager Report**

### **BFAC Meeting 18 May 2026**

#### **Training**

Brigade, Shire and regional training have recommenced for 2026.

Shire training courses that are planned for this year (dates TBA):

- Provide First Aid
- Drive vehicles under operational conditions (PUAVEH001)
- Firefighting Skills
- Bushfire Safety Awareness (one already completed)

DFES Courses in Harvey:

- AIIMS 2017
- Ground Controller
- Incident Controller Level 1 (completed)
- IRS Essentials (completed)

#### **Local Government Grants Scheme Funding**

The acquittal process for the 2024-25 LGGS has been completed, with the BFB expenditure being finalised at \$346,023 against the original allocation of \$247,003. DFES has fully reimbursed this overspend amount to the Shire as the expenditure was within the LGGS guidelines, was well documented and was required to operate our volunteer brigades due to the following:

- Two successful recruitment campaigns which have contributed to the addition of over fifty new volunteer firefighters in the Shire in 2024-25, requiring the purchase of extensive additional personal protective equipment and provision of training.
- Costly repairs to the 2006 model Harvey Hills 2.4R, including brake rebuilds and repair of firefighting equipment.
- Further repairs to Leschenault 3.4U after heavy operational use in 2024-25, both locally and inter-region.
- Implementation of a higher-standard vehicle service and maintenance program which aligns with the DFES schedules in order to reduce breakdowns and failures.
- Implementation of improved building maintenance programs.
- Purchase of two new multi-function printer / scanner devices (including five-year service and support agreements) to replace units that had reached end of life.
- Purchase of bulk quantity of full-face respirators to ensure extremely competitive pricing from suppliers and improving the safety of our volunteer firefighters

A funding offer has been presented to the Shire from DFES for 2026-27 funding, but this was not accepted, and we will work with the LGGS funding team to secure a more appropriate amount for our brigades.

### **Equipment & Facilities**

The Leschenault fire station build is progressing to schedule, with handover anticipated at the end of October. The office and training areas have been framed and will soon receive roof cover and external cladding, with electrical works also commencing shortly. Installation of the shed section for the appliance bays is scheduled for late May.

Other property maintenance work is ongoing including checks on fires extinguishers, first aid kits and pest control. Layflat hoses are also being pressure tested.

Vehicle servicing will commence in June to ensure this work is completed earlier in the year. Minor faults, including signage, will also be addressed where possible.

### **Bush Fire Operating Procedures**

Considerable time has been dedicated to developing the Bush Fire Operating Procedures. Several drafts of the document have been prepared and circulated to all volunteers via each brigade. While limited feedback was received, all feedback provided was considered and incorporated where appropriate.

The Shire has not previously had formal Bush Fire Operating Procedures in place. Their implementation is important to provide volunteers with clear operational guidance and improve consistency across brigades, while allowing flexibility for local needs.

### **Incident Reporting**

Incident reports are to be completed by every brigade for every incident in a timely manner. All brigades should have a process in place to ensure incident reports are submitted accordingly.

<b>Brigade</b>	<b>IRS Report Completion 2025-26</b>	<b>IRS Report Completion 2024-25</b>
Binningup	92%	100%
Cookernup	53%	93%
Harvey Hills	58%	70%
Leschenault	100%	100%
Myalup	0%	91%
Roelands-Olive Hill	75%	100%
Uduc	67%	93%
Yarloop	33%	93%

Any outstanding reports need to be completed as soon as possible.

Thank you to the brigades that have maintained timely completion of incident reports.

**Nick Mellowship**

**Community Emergency Service Manager**

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#### 1. MAFGP 2025–2026

- Total Treatments Applied For: 19 treatments totalling \$73,960.80, including:
  - Gates: 2 (1 complete)
  - Chemical Works: 4 (1 complete)
  - Firebreaks: 6 (4 Complete)
  - Mechanical Works: 2 (1 complete)
  - Planned Burns: 5 (Cookernup cemetery ½ complete, Australind pioneer cemetery ¼ complete, Weir Road 2/3 complete, Peterson Road 80% complete, Boundary Road Yarloop) - Thank you to those who made themselves available for the burns

#### 2. Community and Stakeholder Engagement

- Shire of Harvey Library Engagement: The Shire of Harvey Library officers successfully completed training delivered by the DFES Southwest Community Preparedness Advisor. The training equipped library staff with the knowledge and skills to promote and support the use of the Emergency WA App within the community, reinforcing it as the trusted source of information during emergency events. This initiative strengthens local capacity to support community preparedness and access to timely, authoritative emergency information.
- Continued Stakeholder Engagement: Engaging with the Department of Biodiversity, Conservation and Attractions (DBCA), Forest Products Commission (FPC), Water Corporation and Department of Fire and Emergency Services (DFES) to coordinate fire management efforts.

#### 3. Operational Budget and Risk Assessment

- Budget Input: treatments are currently ad hoc dealing with community concerns and reserve shortfalls.
  - Firebreaks: 13
  - Mechanical Works: 4

#### 4. AWARE GRANT 25/26

- Shire of Harvey have been approved funding for the AWARE grant: to access funds in completing an Emergency Management Capability Assessment focusing on the current capabilities under the Bushfires Act 1954 and in consideration of increasing risk due to population growth and urban expansion. Brigade Leadership has been consulted for comment, and the report is being prepared due 23<sup>rd</sup> June 2026.

#### 5. MAFGP 2026-2027 Application submitted

A copy of the Treatments applied for has been presented to the CEO, CBFCO, CESM, BRMO and DFES Superintendent.

Total Treatments Applied For: 21 treatments totalling \$186,077.60 including:

- Gates: 4
- Fence: 1
- Chemical Works: 2
- Firebreaks: 7
- Mechanical Works: 3
- Planned Burns: 3
- Fire Service Access Route: 1