

SHIRE OF
HARVEY

A Breath of Fresh Air

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 (DFCA)

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.

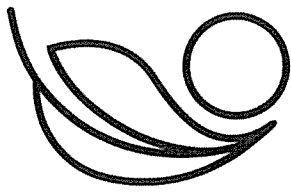
9 Closure of Meeting

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

I, Cr. John Bromham certify that the aforesaid Minutes of the Bush Fire Advisory Committee Meeting held on Monday, 17 November 2025, are a true and correct record of that meeting on Monday 17 November 2025.



Cr John Bromham
Chairperson



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

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Shire of Harvey
Bush Fire Advisory Committee
17th 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
17th November 2025

Shire Training Coordinator Report

We have a Firefighting Skills course on the 29th-30th 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 11th 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. I 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