SHIRE OF HARVEY

Bush Fire Advisory Committee
Agenda

Harvey Hills/SES Complex
Monday, 16 November 2026
7.30PM

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Bush Fire Advisory Committee
Agenda

Notice is hereby given that the next meeting of the Bush Fire Advisory Committee will be held on Monday, 16 November 2026, in the Harvey Hills/SES Complex, Harper Street, Harvey commencing at 7.30pm.

The business to be transacted is shown in the Agenda hereunder.

Yours faithfully,



Tony Nottle
Chief Executive Officer (Temporary)

13 November 2026.

Committee Membership – Voting

Chairperson	Cr.	John	Bromham

Brigade Delegates:

Binningup	Mr.	David	Pryce
Cookernup	Mr	Jayden	Marinelli
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

Chief Executive Officer (Temporary)	Mr.	Tony	Nottle
Manager Waste and Safety Services	Mr.	Haydn	Jones
Community Emergency Services Officer	Mr.	Nick	Mellowship
Bush Fire Risk Mitigation Coordinator	Mrs.	Kaitlin	Southgate
Training Coordinator	Mr.	Travis	Hoult
Department of Biodiversity Conservation and Attractions	Mr.	Jewell	Crossberg
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

2 Record of Apologies and Leave of Absence

3 Declarations of Members' and Officers' Personal Interest

4 Confirmation of Minutes

The Minutes of the Bush Fire Advisory Committee Meeting held on Monday 17 August 2026 are attached hereto (***Refer to Attachment 4.1.1.***).

Recommendation

That the Minutes of the Bush Fire Advisory Committee meeting held on Monday 17 August 2026 as attached, be confirmed as a true and correct record.

5 Officer's Reports

Item No.:	**5.1**
Subject:	**Bush Fire Operating Procedures**
Proponent:	**Shire of Harvey**
Location:	**Shire of Harvey**
Reporting Officer:	**Manager Waste and Safety Services**
Authorising Officer:	**Chief Executive Officer**
File No.:	**F/10/00019**
Attachments:	**5.1.1.**

Summary

On 29 November 2016, the Council of the Shire of Harvey resolved to make the Shire of Harvey Bushfire Brigades Local Law 2017 (Local Law), which was gazetted on 12 April 2017. The Local Law provides for the establishment and administration of the Shire's Bush Fire Brigades (BFBs), including the adoption of Bush Fire Operating Procedures (BFOP).

The BFOP set out a consistent framework for the governance and operation of BFBs, including the roles and responsibilities of brigade members and officers. They are intended to be reviewed annually to maintain alignment with the Shire's bushfire objectives, relevant legislation, Department of Fire and Emergency Services guidance and other relevant operational requirements.

This report outlines the development and consultation undertaken for final version of the BFOP and recommends that the Bush Fire Advisory Committee support the document for adoption by Council.

Background

Bushfire management in Western Australia involves shared responsibilities between the State and local governments, with local governments establishing and maintaining BFBs under the *Bush Fires Act 1954* (*BF Act*). Brigade members are volunteers who support prevention, preparedness and response activities in their local communities. Their work operates within a broader emergency management system and must align with relevant legislation, DFES guidance and operational arrangements.

The *BF Act* provides the legislative framework for the establishment, registration, organisation and operation of bush fire brigades (BFBs). Enacted in 1954 and amended over time, the Act enables local governments to establish and maintain brigades in accordance with local laws. It also requires local governments to register brigades and their members, and provides for local laws to address matters such as brigade organisation, equipment, and the appointment or election and duties of brigade officers

The Shire's Local Law provides the local framework for its BFBs. The BFOP complement the Local Law by setting out practical procedures for the administration and management of the brigades. They are intended to support consistent practice across the Shire while recognising the operational role of individual brigades.

Comment

The BFOP were initially drafted by the Shire's Community Emergency Services Manager and developed through staged consultation.

Version 0.1 established the initial operating framework and was provided to a small working group for review. Version 0.2 incorporated feedback from that review and was circulated to brigades for distribution to members. While limited feedback was received from individual members, Brigade Captains provided a consolidated draft of proposed amendments. Version 0.3 was then prepared, taking account of feedback received and refining the document for finalisation.

The consultation process was not a simple acceptance or rejection of proposed changes. Each proposal was assessed against the purpose of a Shire-wide operating procedure, the need for consistency between brigades, the relationship between brigade autonomy and Shire accountability, and the need to avoid provisions that could be unclear, internally inconsistent or create operational or governance risks.

Version 0.3 retains practical operational input where appropriate and strengthens the document's governance, safety, procedural fairness, role clarity and usability. It has also been informed by relevant DFES operational guidance, manuals and standard operating procedures, and a review of BFOP adopted by other local governments in Western Australia.

The BFOP should be issued as a controlled document. The approved version will be circulated to Brigade Captains for distribution to brigade members, with receipt recorded.

Statutory/Policy Environment

Bush Fires Act 1954

Section 41(1) of the *BF Act* provides that a local government may establish and maintain one or more BFBs, and equip those brigades, in accordance with local laws made for that purpose. Section 41(2) requires the local government to maintain a register of its brigades and members. Section 43 requires local laws to provide for the appointment or election of brigade officers and prescribe their duties.

Section 62(1) authorises local governments to make local laws relating to the appointment and duties of bush fire control officers; the organisation, establishment, maintenance and equipment of BFBs; and other matters affecting the local government's powers and duties under the *BF Act*.

Local Government Act 1995

Section 3.5 of the *Local Government Act 1995* provides a general power for local governments to make local laws for matters required or permitted to be prescribed, or necessary or convenient for performing their functions. The procedures for making local laws are set out in sections 3.12 to 3.17 of the Act and the relevant regulations.

The BFOP are operating procedures adopted under the Local Law and do not have the status of a local law.

Strategic Framework

The Shire's Strategic Community Plan 2017 – 2027, states:

Pillar 1 – People:	A safe, accessible and connected community where everyone has the opportunity to contribute and belong.
Objective 1:	Create a community where people feel safe.
Objective 2:	Facilitate healthy and active communities.
Pillar 2 – Planet:	A natural environment that is highly valued, protected and enjoyed.
Objective 10:	Enhance natural disaster and emergency management.
Pillar 5 – Performance:	A representative leadership that is future thinking, transparent and accountable.
Objective 21:	Continue to deliver proactive and responsible leadership and governance.

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

Consultation was undertaken in stages, with feedback incorporated into the review versions.

Promise to the Community

Consult: We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.

Consultation was undertaken in stages, with feedback incorporated into the review versions.

Risk Management

The BFOP are intended to reduce governance and operational risks by clarifying roles, responsibilities and procedures across the Shire's BFBs. If procedures are unclear, inconsistent or not kept current, there may be increased risk of inconsistent practice, role confusion or gaps in the administration of brigade matters.

Annual review, version control and a recorded distribution process will help manage these risks. The BFOP must be read and applied consistently with the *BF Act*, the Local Law and applicable DFES guidance.

Budget Implications

Nil. Adoption of the BFOP formalises the management framework for the governance of BFBs. No additional expenditure is proposed, and there are no financial implications for the adopted 2026–27 Annual Budget.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council, e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council Adopts the Bush Fire Operating Procedures within the attachment ***(Attachment 5.1.1.)***.

6 Committee Member's Reports

6.1 Chief Bushfire Control Officer

The Chief Bush Fire Control Officer's Report is to be tabled at the meeting.

6.2 Shire Training Coordinator

The Training Coordinator's Report is to be tabled at the meeting.

6.3 Department of Fire and Emergency Services (DFES)

The Department of Fire and Emergency Services Report is to be tabled at the meeting.

6.4 Department of Biodiversity, Conservation and Attractions (DBCA)

The Department of Biodiversity, Conservation and Attractions Report is attached for your information ***(Refer to Attachment No. 6.4.1)***.

6.5 Community Emergency Services Manager (CESM)

The Community Emergency Services Manager's Report is attached for your information ***(Refer to Attachment No. 6.5.1)***.

6.6 Manager Waste and Community Safety

The Manager of Waste and Safety Services Report is to be tabled at the meeting.

6.7 Bushfire Risk Mitigation Coordinator (BRMC)

The Bushfire Risk Mitigation Coordinator's Report is to be tabled at the meeting.

7 General Business

8 Next Meeting

The next meeting of the Bush Fire Advisory Committee Meeting will be held Monday 17 May 2027, at the Harvey Hills/SES Complex, commencing at 7.30pm

9 Closure of Meeting