Bush Fire Advisory Committee Meeting Agenda
Attachments

Harvey Hills/SES Complex Complex
16 November 2026
7.30pm.

Bush Fire Advisory Committee Meeting - 16 November 2026 Attachments

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Bush Fire Advisory Committee
Minutes

Harvey Hills/SES Complex
Monday, 17 August 2026
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 August, 2026, in the Harvey Hills/SES Complex, Harper Street, Harvey commencing at 7.30pm.

Committee Membership – Voting

Chairperson	Cr.	John	Bromham
Brigade Delegates:			
Binningup	Mr.	David	Pryce
Cookernup	Mr	Kerry	Argent
Leschenault	Mr.	Jacob	Clark
Harvey Hills/Benger (DCBFCO North)	Mr.	Vaughn	Byrd
Myalup	Mr.	Wayne	Jackson
Uduc	Mr.	Todd	Verrall
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
Training Coordinator	Mr.	Travis	Hoult
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 7.30pm.

2 Record of Apologies and Leave of Absence

Apology: Cr. Laurie Morley
Apology: Mr. Jewell Crossberg, Department of Biodiversity, Conservation and Attractions
Apology: Mr. Darren Harvey, Department of Biodiversity, Conservation and Attractions
Apology: Mr. Jayden Marinelli, Cookernup Volunteer Bush Fire Brigade

3 Declarations of Members' and Officers' Personal Interest

4 Confirmation of Minutes

The Minutes of the Bush Fire Advisory Committee Meeting held on 18 May 2026 are attached hereto (Refer to ***Attachment 4.1.1***).

Recommendation

That the Minutes of the Bush Fire Advisory Committee meeting held on Monday 18 May 2026 as attached, be confirmed as a true and correct record.

Business Arising from Minutes

- ***Name tags*** – Mr. Haydn Jones noted a request for Committee Member name tags.

- ***Welfare for Volunteers*** – Mr. Haydn Jones advised that discussions have been held regarding the provision of welfare support during incidents. He noted that contacting Rangers can be difficult at times due to rotating on call roster and the reliance on messages being relayed through the after-hours Call Centre. It is proposed that Fire Control Officers be provided with additional contact numbers for use when a Ranger is unavailable or cannot be contacted.

- ***Fuel Expenses Payment – Fire Control Officers*** – Mr. Haydn Jones advised that a budget allocation is available for fuel expenses incurred by Fire Control Officers (FCOs). Consideration is currently being given to the most appropriate method of administering these payments, including the implementation of a logbook system and/or a reimbursement process.

- ***Brigade Operating Procedures*** – Mr. Vaughn Bryd enquired about the current status of the operating procedures. Mr. Haydn Jones advised that the process of finalising the operating procedures is progressing and will be presented to the Shire's Executive Leadership Team.

- ***LGGS Funding Breakdown*** - Mr. Vaughn Bryd enquired whether a breakdown of LGGS funding would be provided for each brigade. Mr. Haydn Jones advised that the current Budget includes an estimated allocation for each brigade. Mr. Nick Mellowship advised that the acquittal for the previous financial year had recently been signed off by the CEO and that expenditure figures for the 2025/26 financial year are now available. Mr. Bryd requested that brigades be provided with a 12-month forecast as well as actual expenditure figures at the conclusion of each financial year.

- ***Krisis Consultancy – Brigade Resources Final Report –*** Mr. Vaughn Byrd enquired whether Brigades would receive a copy of the final report carried out earlier this year.

  Mr. Haydn Jones advised that details of this are within his report and can be discussed when that item is mentioned.

Moved: Byrd **Seconded: Van Weert**

That the Minutes of the Bush Fire Advisory Committee meeting held on Monday 18 May 2026 as printed be confirmed as a true and correct record.

Carried 7/0 26/10

5 Officer's Reports

Nil**.**

6 Committee Member's Reports

6.1 Chief Bushfire Control Officer

Nil.

6.2 Shire Training Coordinator

Mr. Travis Hoult tabled the Training Coordinator's Report ***(Refer to Attachment 6.2.1)***.

On behalf of the Shire of Harvey and the BFAC Committee, Mr. Nick Mellowship welcomed Travis to the position of Training Coordinator.

6.3 Department of Fire and Emergency Services (DFES)

The Department of Fire and Emergency Services Report was tabled by Mr. Ricky Southgate ***(Refer to Attachment 6.3.1***).

6.4 Department of Biodiversity, Conservation and Attractions (DBCA)

Nil.

Mr. Haydn Jones advised that the DBCA Burn Plan had been received by the CESM and Chief Bushfire Control Officer with the CEO signing off on DBCA managing road reserves within proposed areas subject to conditions. ***(Refer to Attachment 6.4.1)***.

Mr. Vaughn Bryd requested a breakdown of the qualifications held by Department of Biodiversity, Conservation and Attractions (DBCA) personnel who are available for operational deployment. He noted that this information would assist brigades in understanding the skills, competencies, and capabilities available on the ground during incidents.

Cr. John Bromham requested information on fuel load levels within areas subject to prescribed burning and asked how this information could be accessed. Mr. Ricky Southgate advised that a fuel loading map is available and could be used to provide an indication of fuel levels across the landscape.

6.5 Community Emergency Services Manager (CESM)

Mr. Nick Mellowship tabled the Community Emergency Services Manager's Report (***Refer to Attachment 6.5.1)***.

Mr. Vaughn Byrd requested the availability of an approval/checklist prior to the replacement of brigade vehicles. Mr. Haydn Jones welcomed the request and advised that he will investigate the process further.

6.6 Manager Waste Safety Services

The Manager of Waste and Safety Service's Report is attached for your information. ***(Refer to Attachment No. 6.6.1).***

6.7 Bushfire Risk Mitigation Coordinator (BRMC)

The Bushfire Risk Mitigation Coordinator's Report is attached for your information ***(Refer to Attachment No. 6.7.1)***.

7 General Business

7.1 CESM – Cookernup Cadet Programme

Mr. Nick Mellowship acknowledged the current Cadet Programme operating at Cookernup Volunteer Bush Fire Brigade, and commended Mr. Dean Mullins for his efforts in creating and running the programme. The programme is proving a great effort for the local children and the Brigade itself.

The Cadets have been invited to attend this year's State Cadets' Event.

7.2 Mr Kerry Argent – Population Growth/Brigade Resources

Mr. Kerry Argent – enquired whether a revisit of population growth and estimated future growth will be carried out in the near future to ensure that Brigade resources match such growths.

Mr. Haydn Jones advised that population growth and matching resources are reviewed.

7.3 Schedule of Replacement Fire Units

Mr. Vaughn Byrd requested a list of scheduled fire unit replacements. Mr. Nick Mellowship advised that the Harvey Hills, Cookernup and Roelands units would be replaced within the next three years and Binningup and Mylalup units in the next 4 – 5 years.

7.4 World Police & Fire Games – Softball Team

Mrs. Kaitlin Southgate advised that the World Police and Fire Games are scheduled to be held 12 to 21 March 2027 and is hoping to register a Volunteer/DFES women's softball team for the event. If anybody is aware of such a person who would like to join the team, please contact Kaitlin.

7.5 Emergency Services Event – Yarloop – 24 & 25 October 2026

Mr. Haydn Jones advised the Committee of the upcoming combined Emergency Services Event to be held in Yarloop on the 25 October, 2026.

7.6 Homeless People – Fire Incidents

Mr. Vaughn Byrd reminded FCO's to ensure volunteers are vigilant of homeless people squatting in incident areas.

8 Next Meeting

The next meeting of the Bush Fire Advisory Committee is to be held on Monday 16 November 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 8.53pm

Bush Fire Advisory Committee Meeting Minutes
Attachments

Harvey Hills/SES Complex
17 August 2026
7.30pm.

Bush Fire Advisory Committee Minutes Attachments

17 August 2026

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Shire Training Co-ordinator's Report

Shire of Harvey Volunteer Bush Fire Brigades Reporting period: June - August 2026

1. Membership and Compliance Snapshot

Brigade	Members	Compliant	Not Compliant	Compliance
Harvey Hills	21	21	0	100%
Yarloop	24	19	0	100%
Roelands & Olive Hills	20	19	1	95%
Leschenault	51	44	6	88%
Myalup	28	23	5	82%
Uduc	17	14	3	82%
Binningup	30	24	6	80%
Cookernup	32	25	7	78%
Shire total	**223**	**189**	**28**	**87%**

Not Compliant = Active Fire Fighter not at baseline minimum training required for turn out to fireground

2. Training Records Application

A Training Records Application has been implemented and is now operational. The application interprets the DFES Excel report directly and provides all training officers with a single shared view of the same data at the same time. Capability delivered:

- Live brigade and shire-wide compliance reporting
- Brigade training needs identification
- Visibility of upcoming shire training courses and enrolments

This removes the previous reliance on individually circulated spreadsheets and the version-control problems that came with them.

3. Gap Training Analysis

Gap training requirements have been identified, and a full gap training analysis has been completed. All training officers now have access to member-level data showing exactly which members require which gap training.

4. Shire Training Calendar

The Shire Training Calendar will be finalised this month. On completion it will be:

- Promulgated to all brigades by email
- Loaded into the Training Records Application so brigades can view it on demand

5. Shire-Wide Courses - Enrolment Status

Date	Course	Location	Enrolled	Capacity
05 Sep 2026	Advanced Bush Fire Fighting	Harvey ESC	3	20
06 Sep 2026	Crew Leader	Harvey ESC	5	20
19 Sep 2026	Sector Commander	Harvey ESC	5	20
17 Oct 2026	Shire of Harvey — BFB Exercise	Roelands	0	100

7. Engagement with Brigade Training Officers

Work continues with brigade training officers to encourage consistent generation and reporting of training activity, and to align brigade-level statistics with the shire view. The emphasis is on Currency of Competency training rather than initial qualification alone.

This positions brigades ahead of the Brigade Member Proficiency Logbook, which is due for distribution shortly. Brigades already recording training consistently will transition into the logbook with minimal additional effort.

8. Proposed Shire Trainers Meeting

A Shire Trainers Meeting is proposed within the coming months, preferably held online via Microsoft Teams to remove travel as a barrier to attendance. Purpose:

- Trainer's sync across all eight brigades
- Identification of brigade-specific training needs and requirements
- Confirmation of the training calendar and instructor availability
- Walk-through of the Training Records Application and skills matrix reporting
- Brigade Member Proficiency Logbook

Prepared by: Travis Hoult

Shire Training Co-ordinator, Shire of Harvey. (17/08/2026)

DFES Southwest BFAC report

as of 17/08/2026

Training

The DFES Southwest region 2026 training Calendar has been successful to date with courses being oversubscribed seeing additional courses being added to ensure volunteers have access to training across the Southwest. There has been 16 Bushfire course run this training season ranging from fire fighter skills to Level one Incident controller. While we are transitioning out of our training period into prescribed burning, we encourage people to apply for the remaining bushfire courses.

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. It is good to see a few more trainers coming onboard to assist current trainers within the Shire of Harvey.

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. DFES State Mitigation Perth based will also be available to send crews to complete work as required, including sending crews for DFES prescribed burns if required. The State mitigation team will have machinery including possie-tracks, front end loaders and slashers with the full-time staff to crew the equipment.

High Season Fleet

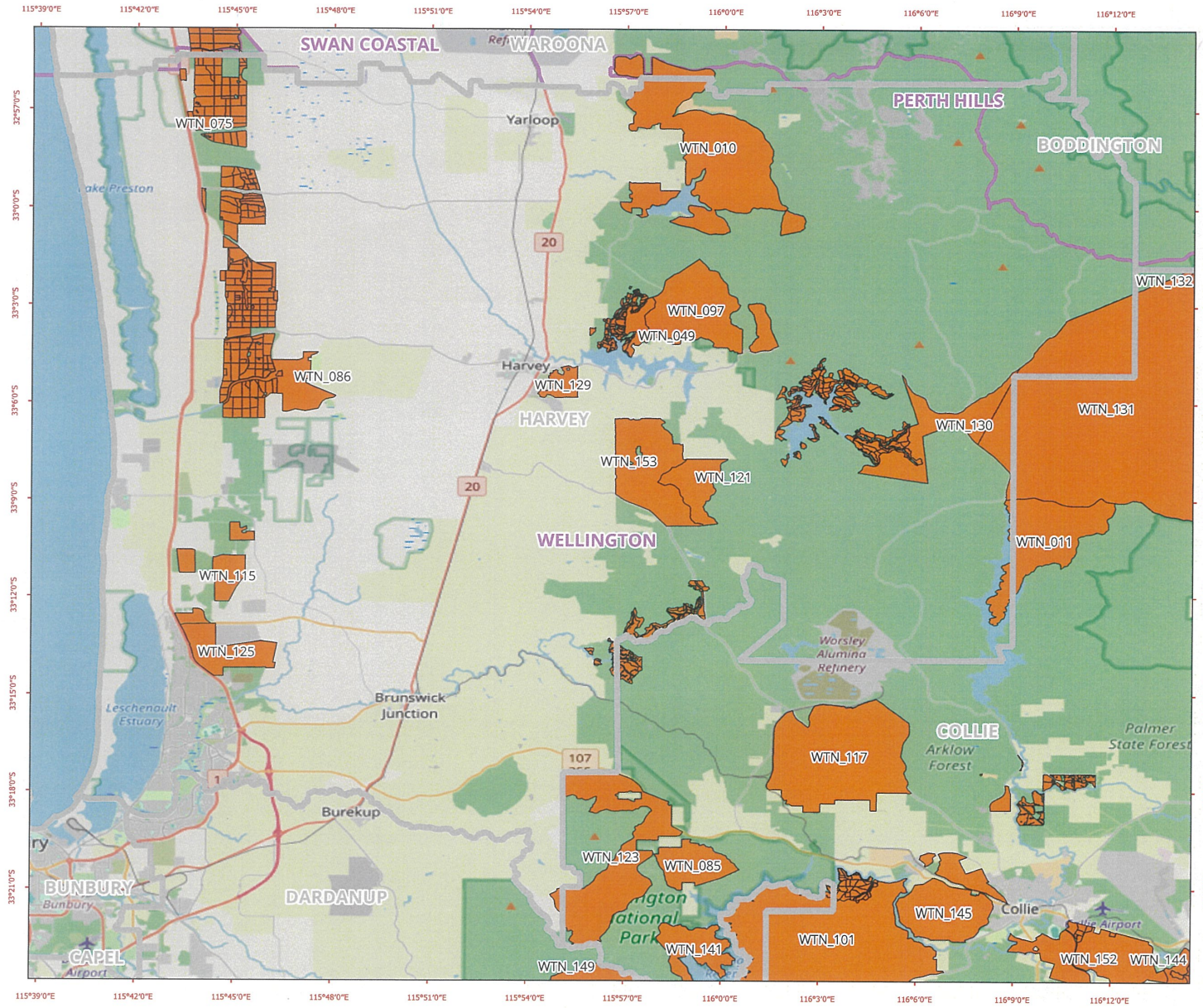
I am working to have a high-season light tanker placed within the Shire of Harvey again for the 26/27 fire season. This appears to be successful over previous years.

Prescribed burning

DFES SW has its 2026 spring burn program organised and will commence once weather conditions suit. Land under DFES responsibility is very minimal within the Shire, however, should the Shire require any assistance for prescribed burns please reach out.

Ricky Southgate

District Officer Wellington



SHIRE OF HARVEY

Wellington District Burn Options Program 2026/2027

Legend

- DBCA Districts
- 2026-27 Burn Options
- Local Govt. Authorities

N

1:130,000 (A3)

0 1 2 3 4 5 km

Geographic Projection
Datum: GDA2020

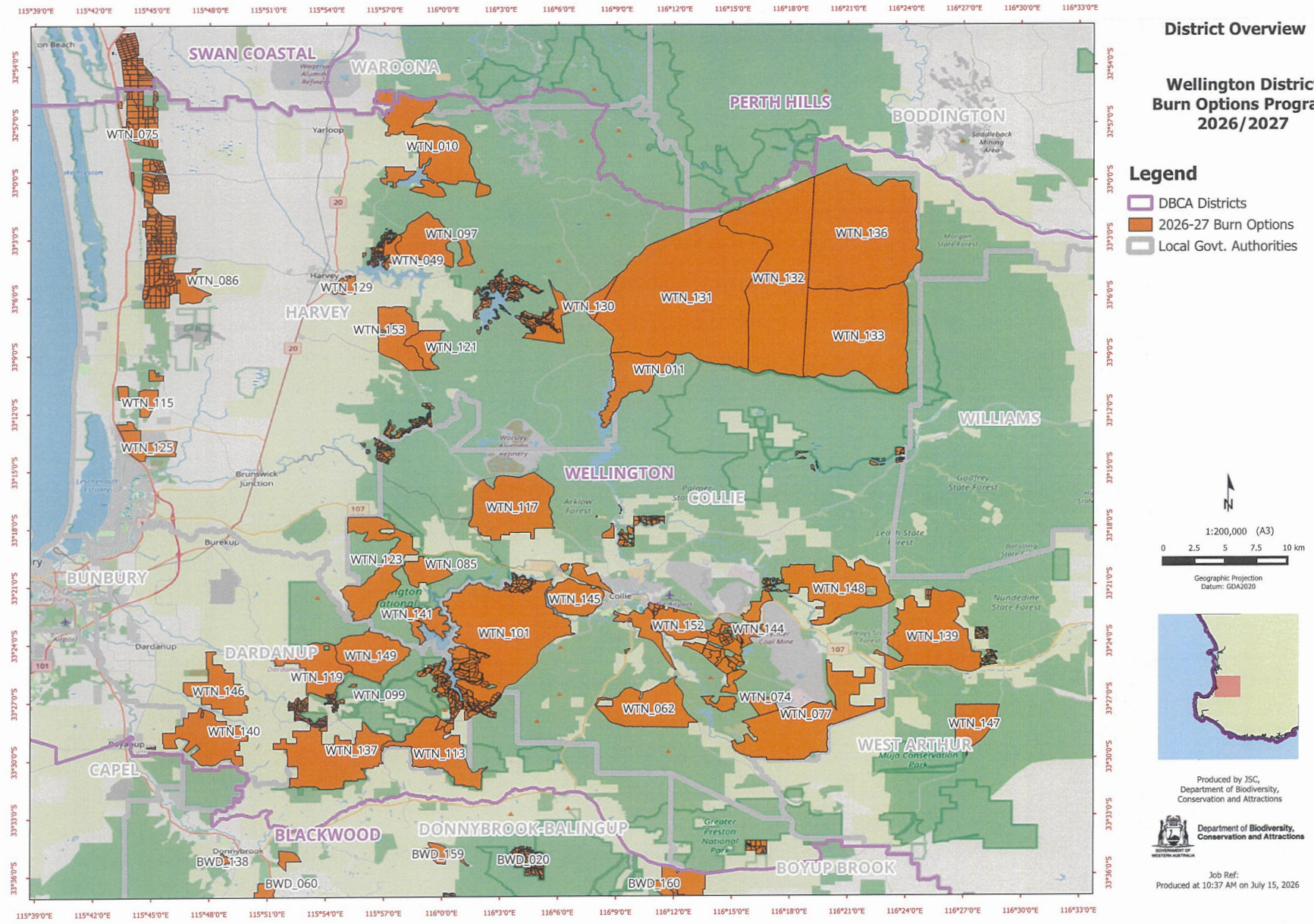


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Department of Biodiversity,
Conservation and Attractions

Department of Biodiversity, Conservation and Attractions

Job Ref:
Produced at 10:37 AM on July 15, 2026

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District Overview

Wellington District Burn Options Program 2026/2027

Legend

- DBCA Districts
- 2026-27 Burn Options
- Local Govt. Authorities

N

1:200,000 (A3)

0 2.5 5 7.5 10 km

Geographic Projection
Datum: GDA2020

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Community Emergency Services Manager Report

BFAC Meeting 17 August 2026

Training

Brigade, Shire and regional training activities continue across 2026, with a number of locally delivered and DFES-supported courses scheduled over the coming months

Shire training courses that are planned for this year:

- Firefighting Skills (one completed)
- Bushfire Safety Awareness (one completed)
- Advanced Bush Firefighting (5 September)
- Crew Leader (6 September)
- Sector Commander (19-20 September)
- Provide First Aid
- Drive vehicles under operational conditions (PUAVEH001)

DFES Courses in Harvey:

- AIIMS 2017 (completed)
- Ground Controller (20 August)
- Incident Controller Level 1 (completed)
- IRS Essentials (completed)
- Provide First Aid (completed)

Local Government Grants Scheme Funding

The acquittal process has again highlighted ongoing pressure on the LGGS allocation. Continued engagement with DFES will be required to ensure future funding levels appropriately reflect the operational requirements of Shire brigades.

Equipment & Facilities

The Leschenault fire station build is progressing ahead of schedule, with handover anticipated in September. The building and fit-out have been completed, with work now focused on finalising the surrounding external areas prior to handover.

Vehicle servicing commenced in June, and most fire appliances have now been serviced and repairs completed where needed, with all servicing planned to be complete by mid-September.

The Shire has been working closely with the mechanical service provider to improve the standard of appliance servicing and repairs. This year, the DFES Fleet Services team also provided detailed guidance on the maintenance of fire-specific equipment, including pumps and crew protection systems. This has resulted in the identification of a number of minor

defects before they developed into more significant issues, along with crew protection items such as burnover blankets and in-cab air units were identified as having exceeded their service life and have since been replaced. These had not been identified in monthly brigade checks.

The service provider has also agreed to maintain a stock of commonly required parts, including valves, gauges and appliance decals, to reduce repair times.

A new 1.4 appliance has been allocated to the Roelands-Olive Hill Bush Fire Brigade, with handover expected later this week. Training will be provided to members prior to the appliance entering service, as its operation differs significantly from the brigade's existing fleet.

Bush Fire Operating Procedures

The draft Bush Fire Operating Procedures have been finalised following several rounds of consultation and review. Feedback received from volunteers has been incorporated wherever appropriate. The procedures are currently undergoing final review and subject to approval, will be implemented ahead of the upcoming bushfire season.

Incident Reporting

Incident reports must be completed by every brigade for every incident in a timely manner. Accurate and timely reporting supports incident records, funding evidence, operational review and brigade statistics.

All brigades should have a process in place to ensure incident reports are submitted accordingly.

Brigade	IRS Report Completion 2025-26	IRS Report Completion 2024-25
Binningup	85%	100%
Cookernup	84%	93%
Harvey Hills	47%	70%
Leschenault	100%	100%
Myalup	100%	91%
Roelands-Olive Hill	100%	100%
Uduc	58%	93%
Yarloop	40%	93%

A number of incident reports continue to be submitted with incomplete information. This will result in the provided information being uploaded, but the report remaining incomplete. Brigades should not rely on DFES follow-up, as the volume of incomplete reports means

individual follow-up is unlikely. The only way you can identify incomplete reports is to check the monthly report or to log into IRS and review.

Assistance remains available to brigades with incident reporting requirements, including support to identify and rectify incomplete reports and review reporting processes with members. Brigades with outstanding incident reports are requested to complete and submit them as a priority.

Thank you to brigade officers and members for their continued commitment to training, operational readiness, asset maintenance and incident reporting.

Nick Mellowship

Community Emergency Service Manager

SHIRE OF HARVEY



SHIRE OF HARVEY

Bush Fire Operating Procedures

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Shire of Harvey

Bush Fire Operating Procedures

1. Introduction

This document should be read in conjunction with the following:

- *Bush Fires Act 1954*
- *Work Health and Safety Act 2020 (WA)*
- Shire of Harvey *Bush Fire Brigades Local Law 2017*
- All policies and procedures as defined by the Shire of Harvey
- All applicable policies and procedures as defined by the Department of Fire and Emergency Services (DFES)
- State Hazard Plan Fire

All Shire of Harvey Bush Fire Brigade personnel must comply with all relevant Federal, State and Local Laws along with all relevant DFES and Shire of Harvey policies, procedures, and instructions including Code(s) of Conduct. Shire documentation that is not publicly available may be requested by emailing shire@harvey.wa.gov.au .

In the event of a discrepancy between Shire of Harvey and DFES requirements, Shire of Harvey requirements will have precedence.

Any reference to employee(s) includes volunteer members of Shire of Harvey bush fire brigades.

These Operating Procedures are aligned with the Shire of Harvey's values, Code of Conduct, and governance frameworks and support the delivery of safe, professional, and accountable bush fire and emergency services to the community.

2. Objectives and values of brigades

2.1 Objectives

The objectives of the Shire of Harvey Bush Fire Brigades are to reduce the impact and occurrence of bushfire and other emergency threats to the community. This is achieved by:

- Providing an effective, efficient, and high-quality emergency service to the community.
- Maintaining Bush Fire Brigades across the Shire to ensure timely and effective emergency response.
- Providing and maintaining a safe working environment for all brigade personnel.
- Minimising the impact of emergencies on the community, property, and the environment.

- Engaging with the community to promote emergency prevention, mitigation, and preparedness activities.
- Ensuring all brigade personnel are appropriately trained for their roles, and that skills and competencies are maintained throughout their tenure.
- Ensuring all brigade equipment is serviceable, fit for purpose, and available for operational use.
- Ensuring all personnel comply with all Shire of Harvey policies, procedures, local laws, and lawful directions as required.
- Working cohesively with other emergency management agencies and stakeholders.
- Reporting to Council through the Bush Fire Advisory Committee (BFAC) on relevant matters.

2.2 Values

The Shire of Harvey Bush Fire Brigades are guided by the following values, which underpin all activities, decisions, and interactions:

- **Community Focus**
  Act in the best interests of the community we serve, recognising the trust placed in us to protect life, property, and the environment.
- **Safety First**
  Prioritise the safety and wellbeing of ourselves, our fellow brigade members, partner agencies, and the community in all activities.
- **Integrity and Accountability**
  Act with honesty, professionalism, and transparency, and comply with all applicable laws, policies, procedures, and lawful directions.
- **Teamwork and Cooperation**
  Work respectfully and collaboratively within brigades, across the Shire, and with other emergency management agencies and stakeholders to achieve effective outcomes.
- **Respect and Inclusion**
  Respect and value the contribution, experience, and diversity of all members and stakeholders.
- **Communication**
  Maintain open, honest, and constructive two-way communication to support operational effectiveness, governance, and continuous improvement.
- **Professionalism and Continuous Improvement**
  Commit to training, skill development, and ongoing learning to maintain operational capability and deliver a high-quality emergency service.

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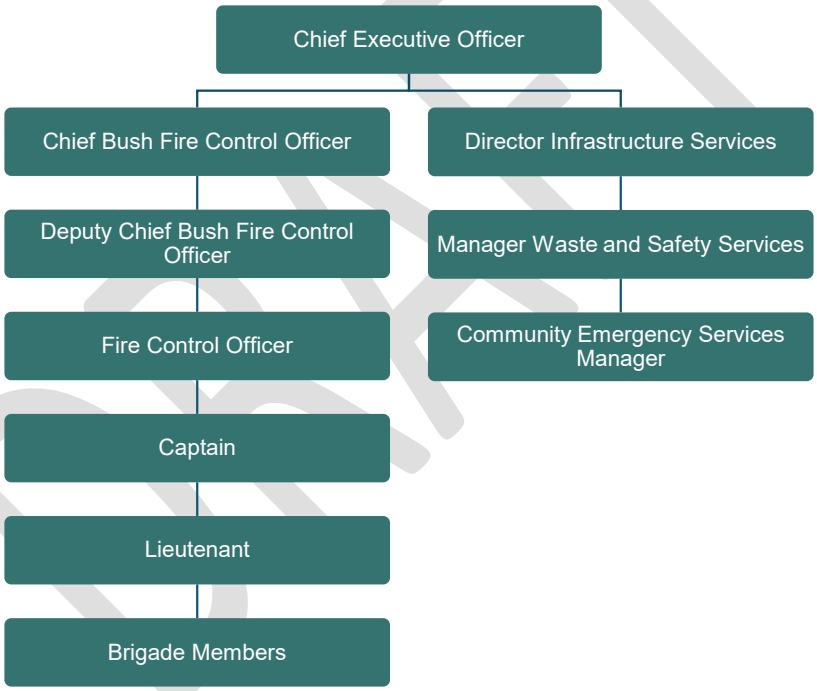
3. Structure of Bush Fire Brigades

3.1 Organisational structure

Bush Fire Brigades within the Shire of Harvey operate under a defined organisational and governance structure to support effective emergency response, sound management, and compliance with legislative, Shire and DFES requirements.

This structure recognises both operational leadership roles and administrative and support roles, each of which contributes to the safe, efficient, and effective functioning of brigades.

Detailed role descriptions, including specific duties and responsibilities, are contained in Shire-approved supporting documents. These supporting documents provide guidance only and do not override any legislative requirements, Shire policies, DFES instructions, or lawful directions.



3.2 Brigade management structure

Each Bush Fire Brigade operates under a Management Committee responsible for the governance, coordination, and effective administration of the brigade.

In accordance with section 4.2 of the *Shire of Harvey Bush Fire Brigades Local Law 2017*, the following positions constitute the Committee of a bush fire brigade:

- Captain
- Lieutenants – a maximum of four (4). Lieutenants are hierarchical and ranked First Lieutenant to Fourth Lieutenant
- Secretary
- Treasurer
- Equipment Officer

In addition to the Committee, brigades may appoint other officers or coordinators to provide functional or operational support. These roles are **not committee positions** but support the effective operation of the brigade. Such roles may include, but are not limited to:

- Training Officer
- Communications Officer
- Social Media Coordinator
- Recruitment Coordinator
- Community Engagement Facilitator

The creation of additional roles requires approval by brigade members via a simple majority vote. Once approved, the nomination and election process applies. The Shire will assist brigades to develop additional role descriptions for these positions where required.

Holders of non-committee roles may attend Management Committee meetings **by invitation**, but do not hold voting rights unless they are formally appointed to a committee position under the Local Law.

Governance vs Operations – What This Means in Practice

In simple terms:

- **Governance** is about *running the brigade properly*. This includes administration, compliance, planning, and ensuring the brigade is organised, resourced, and supported.
- **Operations** are about *responding to incidents*. This includes firefighting, training, and operational decision-making during incidents.

The brigade management Committee and the Shire provide **oversight and support**, but *decisions during incidents are made by trained and authorised operational leaders*, based on conditions, training, and established incident management arrangements.

Both roles are important, and both work together.

3.3 Role purpose statements

The following role purpose statements outline the key responsibilities associated with brigade positions and support clear governance and operational arrangements.

Captain

The Captain provides overall leadership and management of the brigade. This includes operational leadership, governance oversight, member welfare and development, and ensuring compliance with Shire and DFES requirements. The Captain acts as the primary liaison between the brigade, the Shire, DFES, and the Bush Fire Advisory Committee (BFAC).

Lieutenants

Lieutenants support the Captain by providing operational leadership and supervision of brigade activities. They assist with command and control of incidents and support training,

mentoring, and member development. Lieutenants may assume leadership roles consistent with their appointment order, training, competence, and direction from the Captain.

Secretary

The Secretary is responsible for the administrative management of the brigade, including meeting coordination, record-keeping, correspondence, and communication with members and the Shire. This is a non-operational role that supports governance and information flow.

Treasurer

The Treasurer is responsible for the financial administration of the brigade, including maintaining financial records, reporting to members, and ensuring compliance with Shire and auditing requirements. This is a non-operational role.

Equipment Officer

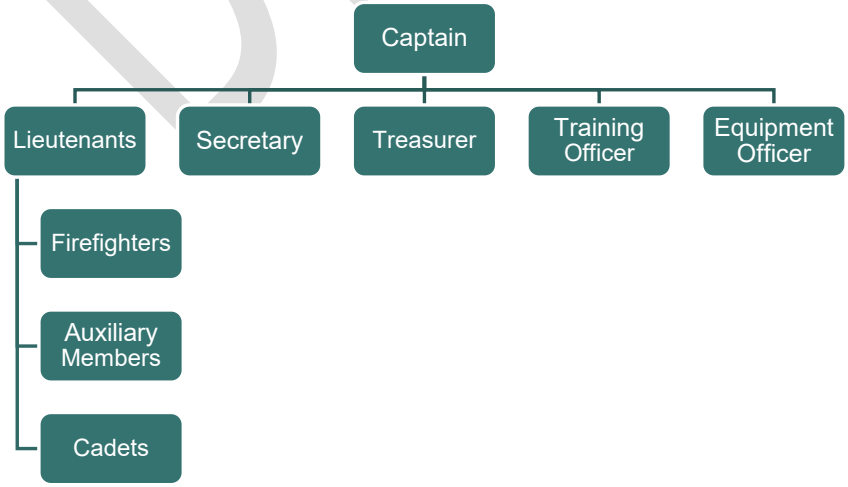
The Equipment Officer is responsible for the inspection, readiness, and reporting of brigade equipment and assets. Maintenance and repairs are undertaken through the Shire in accordance with approved processes, policies, and budgets.

Training Officer

The Training Officer is responsible for coordinating, planning, and recording brigade training activities. This includes monitoring member training currency, identifying training and capability needs, liaising with the Shire Training Coordinator, and promoting training opportunities.

The Training Officer is not required to deliver all training and may utilise suitably qualified brigade members, DFES instructors, or Shire-coordinated training programs as appropriate.

Example of brigade structure



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3.4 Nomination and election process

The nomination and election of brigade office bearers is conducted to ensure fair, transparent, and effective leadership, while supporting volunteer participation and continuity of brigade operations. Elections are to be conducted in accordance with the *Shire of Harvey Bush Fire Brigades Local Law 2017*, supported by the process outlined below.
In the event of any inconsistency, the Local Law prevails.

3.4.1 Notice of Annual General Meeting

At least **fourteen (14) days' notice** of the Annual General Meeting (AGM) will be provided to all brigade members. The notice will include the date, time, location of the meeting, and advice that elections will be conducted.

3.4.2 Vacating of positions

All brigade committee positions will be declared vacant immediately prior to the commencement of elections at the AGM.

Members holding positions prior to the AGM remain eligible to nominate for re-election, subject to meeting eligibility and training requirements.

3.4.3 Eligibility to nominate

To nominate for an elected brigade position, a member must meet the following eligibility requirements:

- be an active brigade member;
- not be a probationary member;
- meet any minimum training or competency requirements applicable to the position, as adopted by the Shire; and
- accept the nomination.

Eligibility may be confirmed by the Brigade Captain and Secretary, in consultation with the Community Emergency Services Manager (CESM) where required.

3.4.4 Nomination process

Nominations for elected brigade positions may be made by the nominee (self-nomination) or by another brigade member nominating a suitable candidate, subject to the following process:

Written nominations (preferred) open when notice of the Annual General Meeting is issued and close **no later than seven (7) days prior to the AGM**. Written nominations must be submitted to the Brigade Secretary and are not valid unless accepted by the nominee.

Verbal nominations may be accepted from the floor at the AGM **only where no valid written nominations have been received for the position**. Verbal nominations must be accepted by the nominee at the time they are made. Verbal nominations will not be accepted where one or more written nominations have been received.

This approach is intended to balance orderly administration with flexibility and encourage participation in brigade leadership roles.

3.4.5 Voting entitlements

Voting in brigade elections is subject to the following requirements:

- each eligible member present at the AGM is entitled to **one (1) vote per position**;
- probationary members are not entitled to vote; and
- proxy voting is permitted in accordance with the Local Law, with a member acting as proxy for **one (1) other member only**.

3.4.6 Voting method

All voting will be conducted by **secret ballot**, and the privacy of all members' votes must be maintained.

Where only one valid nomination is received for a position, the nominee may be declared elected unopposed.

Lieutenant positions are to be treated individually, with separate nominations and voting conducted for each position.

3.4.7 Order of elections

Voting for brigade positions will be conducted in the following order to support leadership continuity and clarity of command:

1. Captain
2. First Lieutenant
3. Second Lieutenant (if applicable)
4. Third Lieutenant (if applicable)
5. Fourth Lieutenant (if applicable)
6. Secretary
7. Treasurer
8. Equipment Officer
9. Bush Fire Advisory Committee (BFAC) Delegate
10. Other roles as determined by the brigade

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3.4.8 Fire Control Officer nominations

Brigades may nominate a preferred candidate for appointment as a Fire Control Officer (FCO) for their brigade area.

- Nominations will be submitted to the Bush Fire Advisory Committee (BFAC) for consideration.
- Fire Control Officers are appointed by the Shire, which is not bound to accept any nomination.
- Appointment is undertaken in accordance with relevant legislation and Shire requirements.

Voting for the Fire Control Officer nomination will occur either before or after all other positions at the discretion of the Chair.

3.4.9 Vacant or critical positions

Where a position remains vacant following an election, and the position is considered necessary for the effective operation of the brigade, the Shire may appoint a brigade member to the position.

Any such appointment may include defined conditions, role limitations, training requirements, or a specified time period to ensure continuity of operations and good governance. These conditions will be determined by the Shire based on all relevant information including qualifications and experience of the appointee.

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4. Membership of Bush Fire Brigades

This section sets out how members join, participate in, and conclude their membership of a brigade.

4.1 Recruitment process

Membership in a bush fire brigade is about capability, safety, and engagement.

This section sets clear expectations while recognising that brigades rely on volunteers with work, family and other commitments.

Requirements are designed to support operational readiness and fairness across brigades, rather than applying rigid rules or discouraging experienced members

The recruitment process for membership of a Shire of Harvey Bush Fire Brigade is designed to ensure applicants are suitable, informed, and supported, while maintaining brigade standards, safety, and cohesion.

Initial contact and interview

1. A prospective member expresses interest in joining a brigade.
2. An initial interview is conducted by senior brigade representatives, including:
    - one operational committee member, and
    - one brigade member with a minimum of two (2) years' operational experience.
3. The applicant is provided with a membership application form.

Application and verification

4. The completed membership application is submitted to the Brigade Secretary.
5. The Captain or Secretary conducts an identity check, which may include a driver's licence, passport, or other photographic identification as approved by the Shire.

Engagement period

6. The prospective member attends a minimum of three (3) brigade activities, which must include:
    - at least one brigade meeting; and
    - at least one training activity (operational members only).

This engagement period allows both the applicant and the brigade to assess suitability and commitment.

Brigade vote and probation

7. A brigade member with voting rights moves a motion at an ordinary brigade meeting to accept the applicant as a probationary member for a three-month period.
8. Brigade members vote on the application by secret ballot.

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Shire endorsement and induction

9. Upon brigade approval, the Secretary forwards the application to the Community Emergency Services Manager (CESM) for endorsement.
10. The probationary member:
    - completes brigade induction;
    - begins initial training; and
    - is assisted by the Equipment Officer to order PPE and uniforms.
11. The Training Officer or Captain advises the new member of minimum training requirements and develops an initial training plan in consultation with the Shire Training Coordinator.
12. The probationary member is added to the crew notification system (e.g. BART) by the Captain or delegate.

Operational systems access

13. Once initial training requirements are met, the Captain requests that the member be added to the DFES SMS system via the CESM (operational members only).

Probation review

14. Prior to the completion of the probationary period, the brigade committee reviews the member's:
    - participation,
    - conduct, and
    - suitability for ongoing membership.
15. The committee determines whether the member will:
    - be confirmed as a full member,
    - have probation extended (with reasons), or
    - not continue with membership.
16. The Secretary provides written advice to the member and notifies the Shire of the outcome.

A visual overview of the recruitment process is provided at Appendix E

A recruitment checklist identifying responsibilities is provided at Appendix F

4.2 Membership requirements

All brigade members are expected to actively participate in brigade activities in a manner that supports operational capability, safety, and effective brigade functioning.

Participation expectations

Members are expected to:

- attend brigade meetings and training where reasonably able,

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- maintain training and competency relevant to their role, and
- contribute positively to brigade activities and operations.

Participation is assessed with regard to a member's individual circumstances, including work, family, or shift-based employment, seasonal and operational commitments.

Training and operational currency

Operational members must:

- maintain required DFES and Shire-recognised training and competencies,
- undertake skills verification and refresher training as required, and
- operate within their level of training, competence, and authority.

DFES-accredited training, assessments, and refreshers are recognised as contributing to a member's training participation and operational readiness.

Attendance and engagement monitoring

Where a member's participation raises concern, the Brigade Committee will:

- discuss the matter with the member,
- consider contributing factors and support options, and
- agree on reasonable expectations or improvement actions where required.

Failure to maintain engagement

If a member ceases to engage with the brigade and does not respond to reasonable attempts at contact, the Committee may determine that the member has effectively resigned.

Any decision to terminate membership will be:

- considered by the Brigade Committee,
- documented with reasons, and
- communicated to the member and the Shire.

4.3 Resignation and termination of membership

Membership of a Shire of Harvey Bush Fire Brigade is voluntary and based on active engagement, suitability, and adherence to brigade and Shire requirements.

4.3.1 Voluntary resignation

A member may resign from the brigade at any time by advising the Brigade Secretary in writing. The resignation will take effect from the date the notice is received, unless otherwise agreed.

Upon resignation:

- the Captain or delegate will ensure the member is removed from brigade and operational notification systems (including BART and DFES SMS);

- the Community Emergency Services Manager (CESM) will be notified;
- the member must return all issued Shire and brigade property, including PPE, identification cards and keys.

4.3.2 Termination of membership due to disengagement

Where a member ceases to engage with the brigade and does not respond to reasonable attempts at contact, the brigade Committee may determine that the member has effectively resigned or that termination of membership is warranted.

Before making such a determination, the brigade will:

- make reasonable attempts to contact the member and understand any contributing circumstances;
- provide the member with a reasonable opportunity to re-engage or respond; and
- consider the member's participation history, operational currency, and any known personal or work-related factors.

Any decision to terminate membership will:

- be made by the Brigade Committee;
- be documented with reasons;
- be communicated to the member where practicable; and
- be notified to the Shire via the CESM.

4.3.3 Administrative actions following termination

Following termination of membership:

- brigade and Shire records will be updated;
- the member will be removed from DFES and brigade operational systems;
- all issued brigade property will be returned; and
- any outstanding administrative matters will be finalised.

4.3.4 Conduct-related matters

Nothing in this section limits the application of the *Shire of Harvey Bush Fire Brigades Local Law 2017*, Shire policies, or DFES requirements in relation to disciplinary action, misconduct, or serious breaches of conduct, which may be addressed through separate processes where required.

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5. Administration and record-keeping

Each brigade must maintain an occurrence book on station, available for use at all times. The occurrence book will be maintained in accordance with **DFES SAP 3.3.E – Occurrence Book Entries**, and record events including, but not limited to:

- persons attending the station, including name, date, time, and purpose; and
- any equipment or materials arriving at or removed from the station.

The brigade Secretary is responsible for ensuring that administrative and record-keeping requirements are maintained.

Members must ensure their personal details are kept up to date with both the Shire and DFES by submitting a Change of Details form to the brigade Secretary, who will forward the information to the CESM for updating.

The brigade Secretary must verify the driver's licence of any member operating a firefighting vehicle and record the licence number, class, and expiry date before authorisation is given to operate any vehicle.

6. Personal protective clothing and other equipment

All personnel will be supplied with appropriate **Personal Protective Equipment (PPE)** to undertake their role, in accordance with the DFES LGGS Manual.

The following requirements apply to all brigade members:

- PPE must be worn correctly and in full at all times when undertaking brigade activities.
- PPE must be used in accordance with DFES and Shire of Harvey policies and procedures.
- No modifications are permitted to any issued PPE.
- Non-issued PPE must not be used at any time unless approved in writing by the Shire.
- Members are responsible for regularly checking and maintaining their issued PPE.
- Damaged PPE must be removed from service and replaced through the appropriate Shire process.
- The Equipment Officer will support members by coordinating replacement or repair of damaged PPE through the appropriate Shire process.

All PPE issued to brigade members remains the property of the Shire of Harvey and may only be used for authorised brigade activities.

All issued PPE must be returned to the Shire within seven (7) days of cessation of the role for which it was issued. Customised PPE will only be ordered following successful completion of a member's probationary period.

7. Vehicles

All vehicles must be operated in compliance with applicable legislation at all times.

7.1 Firefighting appliances

- Fire appliances must be used only for normal brigade activities and brigades must ensure all appliances are ready and available for operational duty at all times. This includes but is not limited to:
    - Firefighting water tank is full
    - Firefighting foam is full
    - Interior and exterior of appliance are clean and serviceable
    - Maintain fuel tanks at no less than 75% capacity.
    - Auxiliary fuel tanks and fuel containers are full
    - Hoses, tools, and equipment are cleaned, inspected, and correctly stowed.
- Any appliance that is not available for operational response must be reported to the CBFCO and CESM immediately.
- All damage must be reported and an incident report completed by the crew leader and forwarded to the Shire through the chain of command. Incident reports must be emailed to esd@harvey.wa.gov.au as soon as possible.
- The brigade Equipment Officer is responsible for coordinating routine inspections and ensuring inspection records are maintained.
- Any member operating any vehicle must have the appropriate class driver's licence for the vehicle and must also have the authority to use the vehicle.
- Drivers operating under emergency conditions must have the appropriate training and authorisation to do so.
- Fire appliances must not be operated by learner drivers at any time.
- Provisional drivers will operate appliances under normal road conditions only (not emergency conditions).
- Shire-owned vehicles will not be modified or altered by any person at any time without written approval of the Shire. This includes stowed equipment and electronics.
- Brigades will conduct inspections of all vehicles and associated equipment on a minimum monthly basis and should be increased when necessary.

7.2 Private vehicles

- Private vehicles are not permitted to be used as emergency vehicles at any time. All vehicles must be operated in accordance with relevant legislation at all times.
- Private vehicles will not display any emergency warning systems (flashing lights, sirens, signage etc.) on or near a public roadway at any time unless authorised by the CEO and the Department of Transport and Major Infrastructure.

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8. Operations

8.1 Incident turnout procedures

Brigade members are encouraged to ensure accuracy of their availability status within the crew notification system to ensure timely response and operational oversight.

On receipt of an incident turnout notification, all firefighters will use the crew notification system (BART or other approved system) to confirm whether they are available to attend as soon as possible.

The **most senior available operational member** will:

- review availability responses,
- form appropriate crews for each appliance based on training and competence, and
- notify COMCEN of the brigade's availability and response capability.

Brigade members must respond to the **brigade station** to turn out in a fire appliance.

Brigade members will **not respond directly to incidents in a private vehicle** unless specifically directed by the CBFCO, DCBFCO, or an appointed Fire Control Officer.

If responding to an incident under emergency conditions in an approved emergency vehicle, response must be in accordance with **DFES SOP 3.3.1 - Respond Under Emergency Conditions**.

If a brigade is unable to respond to an incident, this must be communicated to the CBFCO or DCBFCO as soon as possible to allow alternative brigades to be mobilised.

8.2 Arrival actions

Upon arrival at an incident, the following actions will be undertaken in accordance with **DFES SOP 3.05.01 – Bushfire Response**:

The **senior member of the first-arriving crew** will assume the role of **Incident Controller** until relieved by a more senior or suitably authorised officer.

The Incident Controller will:

- provide an arrival message and arrival code to COMCEN based on initial observations;
- conduct an initial size-up of the incident;
- assess risks to life, property, and the environment; and
- secure the area where safe and practicable to do so.

An initial incident classification will be provided to COMCEN as soon as practicable.

A PAFTACS informative message will be transmitted to COMCEN within **15 minutes** of arrival.

8.3 Radio communications and messaging

When brigades are within range of the DFES **6AR radio network**, the following radio messages will be transmitted in accordance with **DFES 1026 – Introduction to Communications**.

8.3.1 Required radio messages

- **Turnout message** – Advise appliance name, incident responding to, and number of crew on board.
- **Arrival message** – Advise arrival at incident. The first appliance to arrive will transmit an arrival code; all subsequent appliances will transmit "making contact."
- **Departure message** – Advise when an appliance is released from an incident.
- **Return-to-station message** – Advise when the appliance has returned to station and whether it is available for response.

8.3.2 Example radio messages

- *"6AR, Binningup 1.4 turning out to tree, grass, scrub fire, Forrest Highway Binningup, crew of four."*
- *"6AR, Leschenault Light Tanker arrived 66."*
- *"6AR, Roelands–Olive Hill Light Tanker 1 has been released from this incident, returning to station."*
- *"6AR, Yarloop 4.4 has returned to station and is available."*

8.3.3 Communications when out of range

When brigades are **out of range of the 6AR radio network**, required communications will be transmitted by telephone via **1800 198 140**, where practicable.

8.4 Incident reporting

The **Crew Leader of each appliance** is responsible for completing the appropriate incident or attendance report following each operational shift.

For incidents involving multiple shifts, **a separate report is required for each shift**.

The **brigade Captain** is responsible for ensuring the accuracy and completeness of every report submitted.

The **brigade Secretary** is responsible for ensuring that reports are submitted to DFES **within seven (7) days** of shift completion. Reports may be completed online through the DFES Incident Reporting System or emailed to reports@dfes.wa.gov.au .

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8.5 Private fire mitigation activities

This section applies to fire mitigation or hazard reduction activities conducted on **privately owned land** using any Shire personnel or equipment.

Written consent from the landowner is required, along with approval from the **CBFCO or DCBFCO**.

All planned burns must have a completed **Burn Plan**, which must be submitted to the CBFCO and the Shire before ignition.

All burns must be **registered with DFES** on 08 9395 9209 prior to ignition.

9. Training

All personnel must maintain training qualifications relevant to their role within the brigade.

Each brigade will conduct regular skills training of **at least two (2) hours per month** to enable members to maintain competence

Operational firefighters must have their skills **verified annually** to ensure currency of competency in accordance with Shire and DFES standards.

DFES-accredited training courses, assessments, and refreshers are recognised as contributing to a member's training participation and operational readiness.

Brigades will maintain a register of all training conducted. A copy of the training register must be provided to the Shire at **esd@harvey.wa.gov.au** within **seven (7) days** of the end of each quarter (March, June, September, and December).

10. Media

Members of the Shire of Harvey Bush Fire Brigades will not provide comment to any media organisation at any time. For the purposes of this section, *media* includes print, radio, television, online news services, and any other public news, commentary, or broadcast platforms.

All media enquiries must be managed in accordance with **Shire of Harvey Policy 1.2.1 – Communications and Social Media Policy**. Any request for comment, information, images, or footage relating to brigade operations or activities must be referred to the Shire through the appropriate communication channels.

Brigade members must act in accordance with the relevant Shire of Harvey and Department of Fire and Emergency Services (DFES) social media policies at all times. Where brigades use social media platforms to share approved information, these platforms must be managed in a professional manner that reflects Shire and DFES standards and supports community trust and confidence.

Brigades will be identified by their **full names** on all social media platforms and in any public-facing content and must not use abbreviations or acronyms.
Example: *Myalup Volunteer Bush Fire Brigade*.

11. Meetings

The brigade Captain will preside over ordinary meetings of the brigade. In the absence of the Captain, the most senior operational officer present will preside. This person is responsible for conducting the meeting in a professional, efficient and fair manner at all times.

Brigade officers are to provide a written report relating to their portfolio to the brigade Secretary prior to each meeting for inclusion in the agenda.

Agenda items must be submitted to the Secretary in writing no less than two (2) days before the meeting unless otherwise agreed by the brigade Committee.

Members who are unable to attend a meeting must submit apologies in writing to the brigade Secretary using the preferred communication method determined by the Secretary.

Probationary members may attend and participate in meetings but are not entitled to vote until their probationary period has concluded.

The brigade Secretary will provide a copy of the meeting minutes to all brigade members and to the Shire within seven (7) days of the meeting. All minutes will include a record of attendance.

12. Facilities

All buildings, including fire stations, remain the property of the Shire.

Brigades are responsible for keeping all facilities clean and in an operationally ready state. The Shire is responsible for all building and facility maintenance and will manage maintenance through approved personnel or contractors.

Brigades are responsible for reporting property or maintenance requirements to the Shire via the relevant reporting process. Facilities will not be altered in any way without the written permission of the Shire.

Brigades are responsible for ensuring that Shire access to facilities is maintained at all times and available for operational purposes along with access for maintenance purposes.

All visitors must be directly supervised when attending brigade facilities and must not impact brigade operations. Approved Shire contractors do not require direct supervision.

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Persons under the age of sixteen (16) years are not permitted at brigade facilities during normal brigade activities unless they are a registered brigade member. Attendance by persons under sixteen (16) years at social or community engagement events may be approved by the Shire following completion of a risk assessment.

Brigade Captains should be made aware of any non-brigade member attendance at fire stations whenever practical.

Audits of facilities and equipment may be conducted by the Shire in consultation with the brigade Captain to ensure that all assets are in good order.

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Acronyms

AGM	Annual General Meeting
BFAC	Bush Fire Advisory Committee
CEO	Shire of Harvey Chief Executive Officer
CESM	Community Emergency Services Manager
COMCEN	DFES Communications Centre
CBFCO	Chief Bush Fire Control Officer
DCBFCO	Deputy Chief Bush Fire Control Officer
DFES	Department of Fire and Emergency Services
FCO	Fire Control Officer
LGGS	Local Government Grants Scheme
PPC	Personal Protective Clothing
PPE	Personal Protective Equipment
OIC	Officer in Charge
SOP	Standard Operating Procedure

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Definitions

Contractor	Person/s engaged to undertake work by the Shire of Harvey
Member	Member of any Shire of Harvey Bush Fire Brigade
Normal brigade activities	Defined by section 35A of the *Bush Fires Act 1954*
Operational	Qualified firefighter or officer
Senior	Higher-ranking member or most experienced member if members of equal rank
Shire	Shire of Harvey
Visitor	Any person not directly engaged by the Shire of Harvey

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Version	Date	Author	Notes

Appendix A – Brigade AGM Election guide

This guide explains how brigade elections are conducted at the Annual General Meeting (AGM). It is intended to support fairness, transparency, and member participation.

What is the AGM?

The Annual General Meeting (AGM) is held once each year and is where members:

- receive reports on brigade activities, and
- **elect brigade office bearers**.

Positions elected

The following positions are elected at the AGM:

- Captain
- First, Second, Third and Fourth Lieutenant (if applicable)
- Secretary
- Treasurer
- Equipment Officer
- Bush Fire Advisory Committee (BFAC) Delegate
- Any other roles determined by the brigade

What happens to current office bearers?

- All elected positions are declared **vacant immediately before elections begin**.
- Current office bearers **may re-nominate**, provided they remain eligible.

Who can nominate?

To nominate for an elected position, a member must:

- be an active brigade member;
- not be a probationary member;
- meet any applicable training or competency requirements for the role; and
- accept the nomination.

Members unsure of their eligibility should speak with the Captain or Secretary before the AGM.

How do nominations work?

Written nominations (preferred):

- Open fourteen (**14) days before the AGM**
- Close seven **(7)** days before **the AGM**
- Submitted to the Brigade Secretary
- Must be accepted by the nominee to be valid

Verbal nominations:

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- Allowed **only if no written nominations** have been received for a position
- Taken from the floor at the AGM
- Nominee must be present and accept the nomination
- Verbal nominations are **not accepted** where written nominations exist

Voting

- Each eligible member present has **one vote per position**
- Voting is conducted by **secret ballot**
- Voting privacy is maintained at all times
- Where only one valid nomination is received, the nominee may be declared elected unopposed

Lieutenant positions are voted on **individually**, not as a group.

Proxy voting

- Proxy voting is permitted in accordance with brigade rules and the Local Law
- A member may act as proxy for **one other member only**

If a position is not filled

If an essential position remains vacant after the AGM:

- the Shire may appoint a suitably qualified member to the role;
- the appointment may be for a specified period and include conditions (such as further training).

This ensures continuity of brigade operations.

Fire Control Officer (FCO) nominations

- Brigades may nominate a preferred Fire Control Officer
- Nominations are considered by the Bush Fire Advisory Committee (BFAC)
- **The Shire makes the final appointment** and is not bound by brigade nominations
- Voting occurs either before or after all other positions at the discretion of the meeting Chair.

Need help or more information?

Members with questions about nominations, voting, or eligibility should speak with:

- the Brigade Captain,
- the Brigade Secretary, or
- the Community Emergency Services Manager (CESM).

This guide supports Section 3 of the Bush Fire Operating Procedures and the Shire of Harvey Bush Fire Brigades Local Law 2017. In the event of any inconsistency, the Local Law prevails.

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Appendix B – Values in action

This appendix explains how the Shire of Harvey Bush Fire Brigades' values are demonstrated through everyday behaviour, decision-making, and leadership.

Purpose

To translate the Brigade Values into clear, observable behaviours that support:

- safe operations,
- professional conduct,
- effective governance, and
- community trust.

Values in action table

Value	What This Means in Practice	Expected Behaviours
Community Protection and Service	Community safety is the priority in all decisions	• Prioritise life and property protection • Act professionally with the public • Support preparedness activities
Safety and Risk Management	Risks are actively identified and controlled	• Use PPE correctly • Operate within training and authority • Speak up about unsafe practices
Professionalism and Operational Capability	Members are skilled, prepared, and disciplined	• Maintain training currency • Attend training when able • Represent the brigade professionally
Integrity, Accountability, and Compliance	Actions are lawful, ethical, and transparent	• Follow policies and lawful directions • Complete reports accurately • Take responsibility for decisions
Training, Learning, and Continuous Improvement	Capability is maintained through learning	• Participate in brigade and DFES training • Learn from incidents and reviews
Teamwork and Inter-Agency Cooperation	Outcomes are achieved collaboratively	• Respect roles of other agencies • Support unified command arrangements

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Value	What This Means in Practice	Expected Behaviours
Respect, Equity, and Inclusion	A safe, inclusive culture is maintained	• Treat all members fairly • Address inappropriate behaviour
Communication and Transparency	Information supports safety and trust	• Communicate honestly and clearly • Use the chain of command

Leadership commitment

Captains and officers are expected to model these behaviours and address conduct that does not align with brigade values.

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Appendix C – Brigade role descriptions (reference only)

Purpose

This appendix provides **reference-level role descriptions** to support consistent understanding of brigade positions.

Important note

Role descriptions contained in this appendix:

- provide guidance only;
- do not override legislation, Local Laws, DFES requirements, or Shire policies; and
- may be updated by the Shire separately to this document.

Roles covered

This appendix applies to the following brigade roles:

- Captain
- Lieutenants
- Secretary
- Treasurer
- Equipment Officer
- Training Officer
- Crew Leader
- Firefighter

Role purpose statements for these positions are defined in **Section 3.4** of this document. Detailed duties and responsibilities may be outlined in further Shire-approved role description documents, induction materials, or training resources.

Role descriptions do not override legislative requirements, Local Law provisions, or Shire policies. In the event of any inconsistency, statutory and Shire requirements prevail.

Key principles

- Roles may be operational or non-operational.
- Delegation of tasks may occur at the discretion of the Captain.
- Appointment and continuation in roles is based on capability, competence, and suitability.

This appendix supports Section 3 – Structure of Bush Fire Brigades.

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Role description – Captain

Reporting relationships

Responsible to:

- Chief Bush Fire Control Officer (CBFCO)
- Deputy Chief Bush Fire Control Officers (DCBFCOs)
- Fire Control Officers (FCOs)

Leads:

- Brigade Lieutenants
- Brigade officers and members
- Brigade Management Committee (in governance matters)

Position objective

The Brigade Captain is responsible for the **overall leadership, management, and operational readiness of the brigade**, ensuring that brigade activities are conducted safely, lawfully, and in accordance with the *Bush Fires Act 1954*, the *Shire of Harvey Bush Fire Brigades Local Law 2017*, Shire policies, and Department of Fire and Emergency Services (DFES) requirements.

The Captain provides both **operational leadership during incidents** and **governance oversight** of brigade administration, member engagement, and compliance.

Key responsibilities and duties

Operational leadership

- Provide leadership, command, and control at incidents in accordance with training, competence, and DFES incident management arrangements.
- Ensure appropriate incident control systems and management principles are implemented and maintained during emergency incidents.
- Ensure that members deployed to incidents are suitably trained, competent, and operating within their authorised roles.
- Support, mentor, and develop Lieutenants and other operational leaders to maintain strong succession and command capability.
- Conduct operational briefings, debriefs, and after-action reviews as required.

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Governance and legislative responsibilities

- Exercise the powers, functions, and responsibilities of a brigade Captain in accordance with:
    - the *Bush Fires Act 1954*;
    - the *Shire of Harvey Bush Fire Brigades Local Law 2017*; and
    - lawful directions of the Shire, CESM, CBFCO, and DCBFCOs.
- Chair brigade meetings in a professional, fair, and orderly manner.
- Ensure brigade elections, appointments, and governance processes are conducted in accordance with the Local Law and Operating Procedures.
- Apply and uphold Shire policies, procedures, and Codes of Conduct within the brigade.
- Represent the brigade in dealings with the Shire, DFES, BFAC, and partner agencies.

Member leadership, welfare, and conduct

- Provide positive leadership and act as a role model for all brigade members.
- Foster a safe, inclusive, and respectful brigade culture that supports volunteer participation and retention.
- Oversee recruitment, probation, confirmation, and disengagement processes in accordance with the Operating Procedures.
- Address concerns relating to member conduct, participation, or suitability early, fairly, and constructively.
- Ensure member welfare is considered following operational incidents and during periods of heightened brigade activity.

Capability, training, and readiness

- Work with the Training Officer to ensure:
    - training activities are planned, coordinated, and recorded;
    - operational members maintain required competencies and currency; and
    - annual skills verification requirements are met.
- Ensure brigade appliances, equipment, PPE, and facilities are maintained in an operationally ready condition, in coordination with the Equipment Officer and the Shire.
- Ensure only authorised and trained members operate vehicles, appliances, and equipment.

Administration and reporting

- Ensure the accurate completion and submission of incident, attendance, and operational reports.
- Ensure injuries, near misses, and damage to vehicles or equipment are reported in accordance with Shire and DFES requirements.

- Support the Secretary and Treasurer in meeting administrative, reporting, and audit obligations.
- Ensure brigade records accurately reflect current membership, training, and engagement status.

Delegation and authority

- The Captain may delegate specific tasks or portfolios to Lieutenants or other officers to support effective brigade management.
- The Captain retains overall accountability for brigade operations, governance, and compliance.
- In the absence of the Captain, authority transfers in accordance with the Local Law, Operating Procedures, and established chain of command.

Conduct and professional standards

The Captain is expected to:

- act with integrity, fairness, and impartiality at all times;
- apply the Operating Procedures consistently and without favour;
- communicate clearly and respectfully with members, the Shire, and partner agencies; and
- uphold the reputation and professionalism of the Shire of Harvey Bush Fire Brigades.

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Role description – Lieutenant

(First, Second, Third, or Fourth Lieutenant, as applicable)

Reporting relationships

Responsible to:

- Brigade Captain

Leads:

- Brigade members when performing delegated operational or supervisory functions
- Members assigned to specific tasks, activities, or appliances under direction

Position objective

The Brigade Lieutenant supports the Brigade Captain by providing **operational leadership, supervision, and administrative support**, and by assisting with the safe and effective management of brigade activities.

Lieutenants play a key role in maintaining operational capability, mentoring members, and ensuring that brigade activities are conducted safely and in accordance with the *Bush Fires Act 1954*, the *Shire of Harvey Bush Fire Brigades Local Law 2017*, Shire policies, and DFES requirements.

Key responsibilities and duties

Operational leadership

- Provide leadership and supervision of brigade members during incidents, training, and brigade activities under the direction of the Captain.
- Command and manage brigade members and resources at incidents when delegated or when acting in accordance with position hierarchy and training.
- Ensure that operational activities are conducted safely and within members' training, competence, and authority.
- Maintain situational awareness and support effective incident control arrangements in line with DFES doctrine.
- Conduct operational briefings and debriefs as required.

Support to the Brigade Captain

- Assist the Captain with the day-to-day management of the brigade.
- Act on delegated responsibilities or portfolios as assigned by the Captain.
- Provide advice and support to the Captain on operational, training, and member matters.

- Report to the Captain on matters affecting brigade performance, safety, morale, or compliance.

Member supervision and development

- Support and mentor brigade members to develop operational skills, confidence, and leadership capability.
- Encourage positive behaviours, teamwork, and professionalism within the brigade.
- Assist with integrating new members during induction and probation periods.
- Support early, constructive resolution of minor attendance, conduct, or engagement concerns in line with the Operating Procedures.

Capability, training, and readiness

- Actively participate in brigade training and maintain required skills and competencies for the role.
- Support the Training Officer and Captain in delivering and supervising training activities when required.
- Ensure members under supervision hold the appropriate competencies for tasks assigned.
- Contribute to maintaining brigade operational readiness, including appliances, equipment, and PPE, in accordance with procedures.

Administration and record-keeping

- Maintain records or logbooks relating to incidents or activities when acting as a crew leader or delegated supervisor.
- Assist the Captain in ensuring incident reports and other operational records are completed accurately and promptly.
- Support good communication flows between officers and members.

Authority and limitations

- A Lieutenant may exercise operational authority consistent with:
    - their appointment order (First, Second, Third, or Fourth Lieutenant),
    - their training and competence, and
    - directions from the Captain or higher-ranking authorised officers.
- In the absence of the Captain, the most senior available Lieutenant will assume the Captain's operational responsibilities, unless otherwise directed by the Captain, CBFCO, DCBFCO, or the Shire.
- Lieutenants do **not** have authority to:
    - vary brigade governance processes,
    - modify Shire assets or facilities, or
    - act outside Shire policies, the Local Law, or DFES doctrine.

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Conduct and professional standards

Lieutenants are expected to:

- act with integrity, fairness, and professionalism at all times;
- model appropriate behaviour and compliance with the Shire's Code of Conduct;
- apply procedures consistently and without favour; and
- communicate clearly and respectfully with members, officers, and partner agencies.

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Role description – Secretary

Reporting relationships

Responsible to:

- Brigade Captain
- Brigade members (in administrative matters)

Position objective

The Brigade Secretary is responsible for the **administrative management and record-keeping of the brigade**, supporting governance, communication, and compliance with the *Shire of Harvey Bush Fire Brigades Local Law 2017* and Shire requirements.

The Secretary supports the Captain and Committee by ensuring information is managed accurately, transparently, and in a timely manner.

Key responsibilities and duties

Administration and governance support

- Prepare, distribute, and manage agendas, minutes, and records for brigade and committee meetings.
- Maintain accurate records of brigade decisions, correspondence, and documentation.
- Ensure meeting notices are issued in accordance with the Local Law and Operating Procedures.
- Support brigade elections, appointments, and governance processes.

Communication and information management

- Act as the primary administrative communication point between the brigade and the Shire.
- Ensure information, notices, and instructions are disseminated to members promptly.
- Maintain brigade membership records in coordination with the Captain and CESM.
- Support reporting and correspondence requirements to the Shire and BFAC.

Compliance and record-keeping

- Ensure incident reports, training summaries, membership updates, and administrative returns are submitted within required timeframes.
- Maintain secure and accurate brigade records in accordance with Shire requirements.

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Authority and limitations

- The Secretary does **not** hold operational authority unless separately appointed to an operational role.
- Governance and administrative duties must be carried out in accordance with Shire policy and Local Law.
- The Secretary does not undertake financial functions unless authorised as a signatory in accordance with Shire requirements.

Conduct and professional standards

- Act with integrity, confidentiality, and professionalism.
- Maintain impartiality in governance and administrative matters.
- Support fair, transparent, and accountable brigade operations.

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Role description – Treasurer

Reporting relationships

Responsible to:

- Brigade Captain
- Brigade members (in financial reporting matters)

Position objective

The Brigade Treasurer is responsible for the **financial administration and reporting of brigade funds**, ensuring financial integrity, transparency, and compliance with Shire and audit requirements.

Key responsibilities and duties

Financial management

- Maintain accurate records of all brigade income and expenditure.
- Prepare financial reports for presentation to brigade meetings.
- Manage financial transactions in accordance with approved processes and authorisations.

Governance and compliance

- Ensure financial records are maintained in a manner suitable for audit.
- Present financial records for independent review or audit prior to each AGM, as required.
- Work with the Shire on financial reporting, grants, and reconciliations where applicable.

Authority and limitations

- The Treasurer does **not** have authority to commit funds outside approved processes.
- The Treasurer role is **non-operational** and may not be held concurrently with the Secretary role unless approved.
- Financial authority is subject to Shire oversight and applicable policies.

Conduct and professional standards

- Act with integrity, accuracy, and transparency.
- Maintain clear separation between brigade funds and personal finances.
- Support confidence in brigade financial management.

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Role description – Equipment Officer

Reporting relationships

Responsible to:

- Brigade Captain

Position objective

The Equipment Officer is responsible for **coordinating the inspection, readiness, and reporting of brigade equipment and assets**, ensuring compliance with Shire requirements and operational readiness.

Key responsibilities and duties

Equipment and asset coordination

- Maintain an accurate register of brigade equipment and assets.
- Coordinate routine inspections of vehicles, equipment, and PPE.
- Monitor serviceability and report faults or damage promptly.

Maintenance and reporting

- Arrange repair, replacement, or replenishment of equipment through the Shire.
- Ensure damaged or unserviceable equipment is removed from service.
- Maintain inspection records and submit required documentation.

Authority and limitations

- The Equipment Officer does not authorise modifications or repairs outside approved Shire processes.
- The role may be held concurrently with an operational position, subject to capability.
- Physical repairs and asset modifications remain the responsibility of the Shire.

Conduct and professional standards

- Act with diligence and accountability.
- Support safe and standardised equipment use.
- Communicate clearly with members, the Captain, and the Shire.

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Role description – Training Officer

Reporting relationships

Responsible to:

- Brigade Captain

Position objective

The Training Officer is responsible for **coordinating, planning, and recording brigade training**, supporting the maintenance of operational capability in accordance with Shire and DFES standards.

Key responsibilities and duties

Training coordination and delivery

- Plan and coordinate brigade-level training activities.
- Deliver or facilitate training using qualified instructors or approved programs.
- Promote participation in DFES and Shire-coordinated training opportunities.

Capability and currency

- Monitor member training currency and competency requirements.
- Identify training needs in consultation with the Captain.
- Support annual skills verification and refresher training requirements.

Records and reporting

- Maintain accurate training records for all members.
- Submit training summaries and registers to the Shire within required timeframes.
- Support administrative tracking of qualifications and competencies.

Authority and limitations

- The Training Officer does not vary training or competency standards.
- Training must align with Shire-approved and DFES-recognised programs.
- The role may be held concurrently with an operational position, subject to capability.

Conduct and professional standards

- Promote a positive learning culture.
- Support members respectfully and constructively.
- Act in accordance with Shire and DFES standards.

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Note

This role description provides guidance only and does not override legislative requirements, Local Law provisions, or Shire policies. In the event of any inconsistency, statutory and Shire requirements prevail.

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Role description – Crew Leader

Position status

- Operational leadership role
- Appointment is based on demonstrated competence, training currency, and suitability
- May be held by a Firefighter, Lieutenant, Captain or other suitably authorised member

Reporting relationships

Responsible to:

- Brigade Captain
- Brigade Lieutenants
- Incident Controller, Sector Commander, Division Commander, or Operations Officer (as applicable under the Incident Management Structure)

Leads:

- Assigned firefighting crew members
- Resources and tasks delegated to the crew

Position objective

The Crew Leader is responsible for the **direct supervision and safety of a firefighting crew** and the effective execution of assigned tasks during incidents and brigade activities.

The Crew Leader provides **operational leadership at the crew level**, ensuring tasks are carried out safely, efficiently, and in accordance with the Incident Action Plan (IAP), lawful directions, training, and established incident management arrangements.

Key responsibilities and duties

Operational leadership and supervision

- Lead and supervise assigned crew members during emergency incidents, training, and brigade activities.
- Ensure crew members clearly understand assigned tasks, objectives, hazards, and safety controls.
- Allocate tasks based on crew members' competencies, experience, and current conditions.
- Monitor task progress and adjust activities where necessary to maintain safety and effectiveness.
- Maintain discipline, situational awareness, and focus within the crew at all times.

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Incident management and reporting

- Obtain and understand briefings from the supervising officer, including objectives, strategies, tactics, and safety considerations.
- Brief the crew using an appropriate format (e.g. SMEACS) before task commencement.
- Maintain ongoing two-way communication with the supervising officer and crew members.
- Provide timely and accurate situation reports (SITREPs/PAFTACS) through the established chain of command.
- Maintain a record or log of significant events, decisions, and actions during an incident or shift.

Safety, welfare, and risk management

- Place the **safety and welfare of crew members as the overriding priority**.
- Conduct dynamic risk assessments and continually review hazards and control measures.
- Implement and reinforce safe working practices, including LACES and PPE requirements.
- Monitor fatigue, hydration, heat stress, and general wellbeing of crew members.
- Identify, manage, and report accidents, injuries, near misses, and emerging risks.

Preparation and end-of-shift duties

- Ensure crew members and equipment are ready before deployment.
- Confirm vehicles, equipment, radios, and PPE are serviceable prior to and during tasks.
- Conduct handovers, debriefs, and end-of-shift activities as required.
- Ensure equipment is cleaned, checked, and reported if damaged or unserviceable.
- Support completion of required documentation and incident reports.

Authority and limitations

- The Crew Leader exercises **operational authority over assigned crew members** for the duration of delegated tasks.
- The Crew Leader does **not** exercise brigade governance authority.
- The Crew Leader must not:
    - act outside their training, competence, or delegated authority;
    - self-deploy or re-task outside the Incident Action Plan without approval;
    - override lawful directions from supervising officers; or
    - vary Shire, Local Law, or DFES requirements.

Training and competency expectations

- Hold and maintain DFES-recognised Crew Leader competency or equivalent.

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- Maintain currency in required operational skills and safety training.
- Participate in ongoing training, mentoring, and skills development.

Conduct and professional standards

Crew Leaders are expected to:

- act with integrity, professionalism, and impartiality;
- communicate clearly, calmly, and respectfully;
- lead by example and model safe and professional behaviour;
- support a positive, inclusive, and respectful brigade culture; and
- comply with the Shire of Harvey Code of Conduct and Operating Procedures.

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Role description – Firefighter

Reporting relationships

Responsible to:

- Brigade Captain
- Brigade Lieutenants (when performing delegated operational or supervisory functions)

Position objective

A Firefighter is responsible for participating in brigade activities and emergency response operations in a **safe, disciplined, and professional manner**, in accordance with their training, competence, and authority.

Firefighters form the operational foundation of the brigade and are expected to contribute to **operational readiness, teamwork, and community protection** while complying with Shire policies, the Local Law, and DFES operational doctrine.

Key responsibilities and duties

Operational response

- Respond to incidents when available, in accordance with brigade turnout procedures.
- Perform firefighting and emergency response tasks as directed by the Incident Controller or supervising officer.
- Operate strictly within the limits of personal training, competence, and authorisation.
- Use PPE, equipment, and appliances correctly and in accordance with Shire and DFES requirements.
- Maintain situational awareness and follow lawful directions at all times.

Training and capability

- Participate in brigade and DFES-recognised training relevant to the Firefighter role.
- Maintain required skills, competencies, and operational currency.
- Undertake skills verification and refresher training as required.
- Actively engage in learning and skill development to support safe operations.

Teamwork and conduct

- Work cooperatively with other brigade members and officers.
- Demonstrate respect, professionalism, and positive behaviour at all times.
- Support a safe, inclusive, and respectful brigade culture.
- Raise safety concerns promptly through appropriate channels.

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Equipment, assets, and facilities

- Take reasonable care of brigade PPE, equipment, vehicles, and facilities.
- Report damaged, defective, or missing equipment promptly.
- Assist with cleaning, checking, and stowage of equipment as directed.
- Comply with facility access and supervision requirements.

Administration and engagement

- Keep personal details up to date with the brigade Secretary.
- Respond to crew availability notifications where reasonably able.
- Participate in meetings, training, and brigade activities where practicable.
- Communicate proactively if unable to meet agreed commitments.

Authority and limitations

- Firefighters will only exercise command authority when specifically delegated or authorised under the *Bush Fires Act 1954.*
- Firefighters must not:
    - self-deploy to incidents,
    - operate vehicles or equipment without authorisation, or
    - act outside Shire policies, the Local Law, or DFES doctrine.

Conduct and professional standards

Firefighters are expected to:

- comply with the Shire of Harvey Code of Conduct;
- follow lawful directions and brigade procedures;
- prioritise safety at all times; and
- represent the brigade and the Shire professionally within the community.

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Appendix D – Training and competency framework (summary)

Purpose

To provide a shared understanding of how training and competency are managed within the Shire of Harvey Bush Fire Brigades.

Training philosophy

The Shire of Harvey Bush Fire Brigades apply a **capability-based approach** to training.

This means:

- operational readiness is assessed through skills, competence, and currency;
- DFES training, qualifications, and assessments are recognised; and
- attendance alone is not used as the sole measure of commitment or capability.

Training sources

Member capability may be developed through:

- Brigade-level training
- DFES training courses and refreshers
- Shire-coordinated or inter-brigade training
- Scenario-based exercises and mentoring

Training expectations

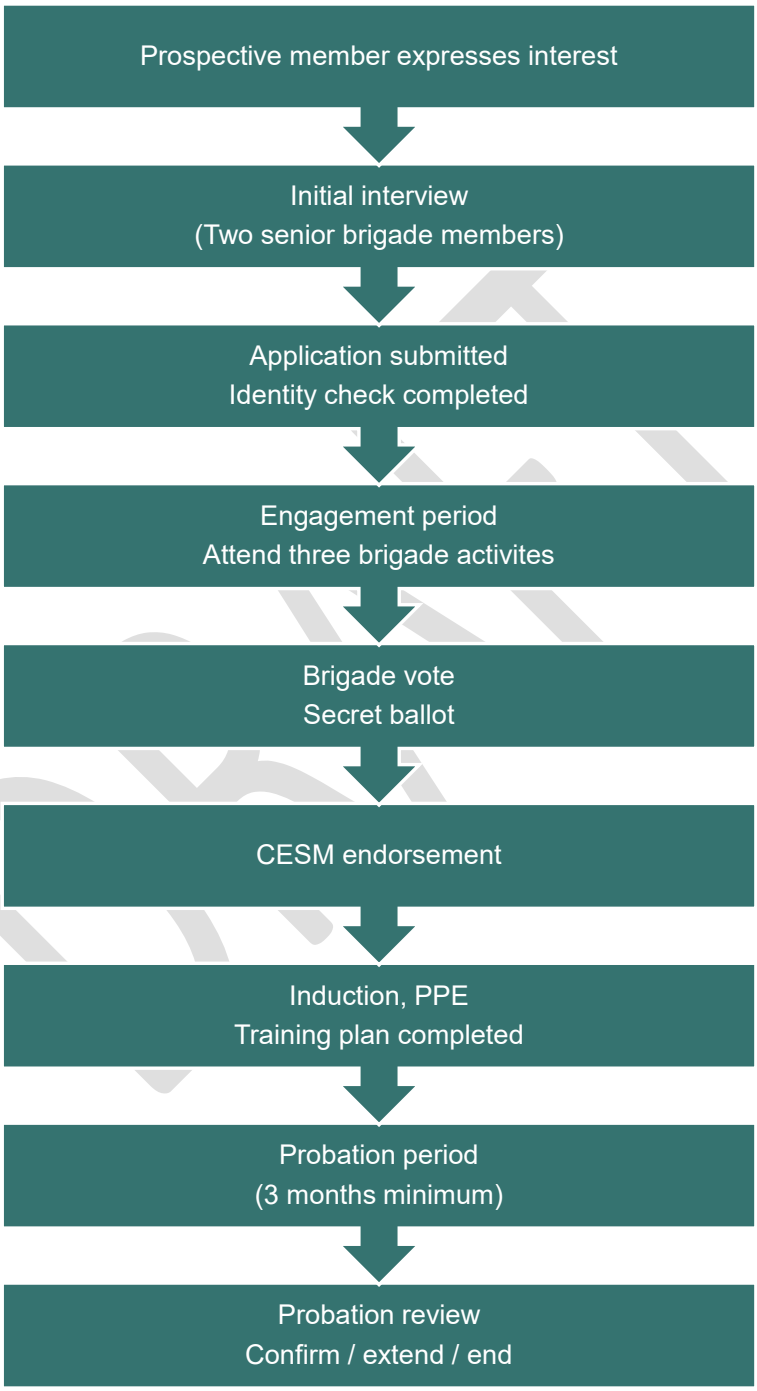
- Members must maintain training relevant to their role.
- Officers and role holders may have additional competency expectations.
- Training may be delivered flexibly to support volunteers with work, family, or FIFO commitments.
- Annual skills verification is required for operational members, in line with Shire and DFES standards.

Records and reporting

- Training records are maintained at brigade level.
- Summaries are provided to the Shire in accordance with reporting requirements.
- Training gaps are addressed through planning and support.

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Appendix E – Recruitment flow chart



Appendix F – Membership recruitment checklist (roles and responsibilities)

This checklist supports consistent and transparent recruitment by clearly identifying **what needs to be done and who is responsible** at each stage of the process.

Initial contact and interview

- ☐ Receive enquiry from prospective member
  Responsible: Captain / Recruitment Coordinator
- ☐ Conduct initial interview
  (one operational committee member + one experienced brigade member)
  Responsible: Captain / Delegate
- ☐ Provide membership application form
  Responsible: Brigade representative

Application and verification

- ☐ Receive completed application
  Responsible: Secretary
- ☐ Verify applicant identity (photo ID)
  Responsible: Captain or Secretary

Engagement period

- ☐ Applicant attends at least:
  - one brigade meeting, and
  - one training activity
    Responsible: Applicant / Brigade mentors
- ☐ Monitor engagement and participation
  Responsible: Captain / Recruitment Coordinator

Brigade decision and probation

- ☐ Move motion to accept applicant as probationary member
  Responsible: Captain / Recruitment Coordinator
- ☐ Conduct secret ballot vote at brigade meeting
  Responsible: Secretary

Shire endorsement and induction

- ☐ Forward application to CESM for endorsement
  Responsible: Secretary
- ☐ Complete brigade induction
  Responsible: Captain / Delegate

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- ☐ Order and issue PPE and uniform
  Responsible: Equipment Officer
- ☐ Develop initial training plan
  Responsible: Training Officer / Captain (in consultation with Shire Training Coordinator)
- ☐ Add member to crew notification system (e.g. BART)
  Responsible: Captain / Delegate
- ☐ Request addition to DFES SMS (once training requirements met)
  Responsible: Captain via CESM

Probation review

- ☐ Review probationary member performance prior to end of probation *(participation, conduct, suitability)*
  Responsible: Brigade Committee
- ☐ Determine outcome:
  - confirmation as full member,
  - probation extension (with reasons), or
  - termination of membership
    Responsible: Brigade Committee
- ☐ Advise member of outcome in writing
  Responsible: Secretary
- ☐ Notify Shire of outcome
  Responsible: Secretary / CESM

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Appendix G – Membership resignation and termination checklist

This checklist supports the consistent, fair, and documented management of **membership resignation and termination** in accordance with **Section 4.3** of these Operating Procedures.

Voluntary resignation checklist

Member initiates resignation

- ☐ Receive written resignation from member
  Responsible: Secretary
- ☐ Acknowledge resignation and confirm effective date (if required)
  Responsible: Secretary / Captain

Administrative actions

- ☐ Notify Community Emergency Services Manager (CESM)
  Responsible: Secretary
- ☐ Remove member from brigade and operational notification systems (e.g. BART)
  Responsible: Captain / Delegate
- ☐ Request removal from DFES SMS
  Responsible: Captain via CESM
- ☐ Arrange return of brigade property (PPE, ID card, keys, access tokens)
  Responsible: Captain / Equipment Officer
- ☐ Update brigade records
  Responsible: Secretary

Termination due to disengagement Checklist

Step 1 – Concern identified

(e.g. prolonged non-attendance, lack of response, lapsed engagement)

- ☐ Identify disengagement concern
  Responsible: Captain / Committee

Step 2 – Contact and support attempts

- ☐ Attempt contact using known contact details
  Responsible: Captain / Delegate
- ☐ Seek explanation or contributing circumstances
  Responsible: Captain / Delegate
- ☐ Offer support or pathway to re-engagement where appropriate
  Responsible: Captain / Committee
- ☐ Record contact attempts and outcomes
  Responsible: Secretary

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Step 3 – Reasonable opportunity to respond

- ☐ Allow reasonable time for member response
  Responsible: Captain / Committee
- ☐ Confirm no response or re-engagement
  Responsible: Captain

Step 4 – Committee consideration

- ☐ Table matter for committee consideration
  Responsible: Secretary
- ☐ Consider:
  - participation history,
  - training currency,
  - contact attempts made, and
  - known personal or work-related factors
    Responsible: Brigade Committee
- ☐ Determine outcome:
  - no action,
  - re-engagement actions,
  - extended timeframe, or
  - termination / effective resignation
    Responsible: Brigade Committee

Step 5 – Formal decision and notification

- ☐ Document committee decision and reasons
  Responsible: Secretary
- ☐ Notify member in writing where practicable
  Responsible: Secretary
- ☐ Notify CESM of decision
  Responsible: Secretary

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Appendix H - Brigade training attendance register

Session Details

Date	Training Subject	Brigade	Facilitator / Instructor

Attendance Record

No.	Name	Volunteer ID	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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22			
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25			
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27			
28			
29			
30			

Session Summary

Total Attendees: _____

Apologies / Absent: _____

Key Notes / Outcomes:

_____

_____

_____

Authorisation

Prepared By	Signature	Date

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DFES Southwest BFAC report

as of 11/11/2026

Training

The collection of Bushfire courses across the Southwest has seen a good uptake with approximately 350 Local government Bushfire Volunteers taking up course across the regional calendar. It is good to see volunteers stepping up into training roles across the region, with the Southwest now having 40 Volunteer trainer assessors qualified.

Aircraft

Aircraft commencement dates are to be confirmed, with 2x Fix wing being located in Bunbury. The Blackhawks at Serpentine will be online 1st December, along with the LAT at Busselton, The Helitaks at Busselton come online 15/12

High season fleet

The DFES High season fleet has been rolled out, with a LT being placed at Leschenault within the Shire of Harvey.

New Fleet across the region

Fleet capability has been strengthened this season through the introduction of new appliances, reducing reliance on ageing vehicles and improving operational readiness across the district. includes new of type 1.4, and Harvey Hills single cab 2.4

Forecast Season

Seasonal outlooks indicate a hot and dry summer ahead, with the region currently experiencing an approximate rainfall deficit of 250mm, increasing the potential for elevated fire risk.

Mitigation

Final mitigation works across the region is coming to an end with the S95 and State Bushfire Mitigation team completing most works. Limited Prescribed burning was completed due to seasonal conditions, however what has been completed has been successful to reducing fuel loads maximising wildfire impacts.

Ricky Southgate

District Officer Wellington

Item No 6
Attachment 6.4.1.

Shire of Harvey - BFAC Meeting, 16 November 2026
DBCA, Parks and Wildlife Service, Wellington District Report

1. Prescribed Burning

- DBCA Wellington District's Spring Burn Program commenced early September. To date, approx. 15000ha treated.
- Planned burns within Shire of Harvey: WTN_010 Waterous, WTN_115 Kemerton North, WTN_125 Kemerton South, WTN_097 Falls Brook NR, WTN_049 Clarke, WTN_153 Hadfield-Logue Rd, WTN_121 Hadfield-Jacob Rd, WTN_130 Denham, WTN_131 Ross, WTN_129 Korijekup, and WTN_086 Guthrie will be on the Burn Options Program for the 2026/27 season.
- The link below is a good source to identify potential prescribed burns currently in the DBCA Burn Options Program (BOP).
- When inquiring about a specific area, use the prescribed burn number listed on the website. For example, WTN_146.

Burn Options Program | Department of Biodiversity, Conservation and Attractions

2. Bushfires

As at 09/11/2026, 18 bushfires recorded on DBCA managed tenure since the start of the 2026/2027 season, 2 within the Shire of Harvey.

Thank you to the Brigades for all your efforts with your local fires and the essential assistance with other DBCA and DFES fires.

3. Staff/ Staff Changes

District Fire Coordinator Collie – Jewell Crossberg. (0427 412 828).
Fire Operations Officer – Darren Harvey
Fire Operations Officer – Sonja Vlaar
A/Fire Operations Officer – Jacoba Webb
Graduate Officer – Anai Gelmi

End of Report.

Jewell Crossberg
District Fire Coordinator
Wellington District - Collie
Parks and Wildlife Service | Department of Biodiversity, Conservation and Attractions

M: 0427 412 828 | E: jewell.crossberg@dbca.wa.gov.au
147 Wittenoom St, Collie - 6225

Item No. 6
Attachment No. 6.5.1

Community Emergency Services Manager Report

BFAC Meeting 11 November 2026

Training

A range of training courses have been completed in Harvey throughout 2026, including:

- Firefighting Skills
- Bushfire Safety Awareness
- Advanced Bush Firefighting
- Crew Leader
- Sector Commander
- AIIMS 2017
- Ground Controller
- Incident Controller Level 1
- IRS Essentials

Driver training has been an ongoing challenge, with limited internal training available and pressure on external providers due to the number of local governments seeking this training. Subject to budget availability and trainer capacity, the Shire aims to offer at least one driver training course before the end of 2026 and up to four courses during 2027.

Several new volunteer trainer-assessors have delivered DFES content, which helps to share the training workload across more volunteers. Any volunteers interested in becoming a trainer-assessor should speak to their brigade Training Officer to discuss the process.

A review of firefighter training records against the minimum training requirements identified members who had not completed Crew Protection training. This information was provided to the respective Captains and the Chief Bush Fire Control Officer. Following an intensive training schedule, the majority of this training has now been completed, and the remaining volunteers will be assisted to complete it as soon as possible.

Equipment & Facilities

The Leschenault fire station build is nearly finished, with final electrical work to be completed before handover to the brigade.

A new 1.4 Rural appliance was handed over to the Roelands-Olive Hill Bush Fire Brigade on 24 August, and the brigade has undertaken formal training in the operation of the vehicle. Harvey Hills Bush Fire Brigade received a new 2.4 Broadacre appliance on 11 November. Members will undertake familiarisation and operational training before the existing appliance is withdrawn from service.

FireMapper was used by our brigades last year as an interactive tool to map and manage incidents, with valuable positive feedback received from those who used it. Brigades will now be provided with a FireMapper licence for each appliance, along with additional licences that Fire Control Officers can use as required.

The Shire has been advised that DFES will supply brigades with a new model of handheld VHF radio in the near future. These will be rolled out as soon as they become available, along with associated training.

Harvey Dam Hazard Reduction

We recently had an opportunity to assist Water Corporation with hazard reduction burns on their land around Harvey Dam. This area has long been an area of concern due to recreational use, limited patrols and enforcement, and its proximity to the Harvey townsite.

Wayne Jackson, Max Van Weert, Kaitlin Southgate, and I worked with Water Corporation personnel to plan and co-ordinate this work. The burns successfully reduced bushfire fuel across twenty-three hectares over six days, with more than three hundred personnel hours contributed.

This work was not only a success in reducing bushfire fuel, but also a valuable opportunity for volunteer training and for mentoring newer volunteers. It has also strengthened our relationship with Water Corporation, which will support continuing this work as an ongoing program.

Incident Reporting

Timely completion of incident reports remains an important responsibility for all brigades and supports accurate records, operational review, funding evidence and brigade statistics.

Brigades are encouraged to maintain local processes that support timely and accurate incident reporting.

Brigade	IRS Report Completion 2026-27	IRS Report Completion 2025-26
Binningup	100%	100%
Cookernup	100%	100%
Harvey Hills	0%	47%
Leschenault	100%	100%
Myalup	0%	100%
Roelands-Olive Hill	100%	100%
Uduc	0%	58%
Yarloop	0%	37%

Assistance remains available to brigades with incident reporting requirements, including support to identify and rectify incomplete reports and review reporting processes with members. Brigades with outstanding incident reports are requested to complete and submit them as soon as possible.

Firebreak Inspections

Firebreak and fuel hazard inspections will commence in December, with the Shire's Rangers expected to undertake more than 11,000 property inspections. Fire Control Officers and suitably experienced volunteers are invited to participate in inspections to gain a greater understanding of the compliance process and provide an operational perspective during inspections. Anyone interested can contact me to express interest.

Nick Mellowship

Community Emergency Service Manager