SHIRE OF HARVEY

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.

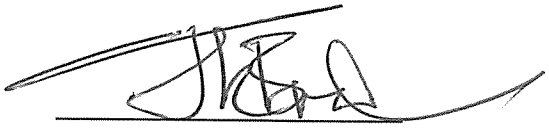
8 Next Meeting

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

I, Cr. John Bromham certify that the aforesaid Minutes of the Bush Fire Advisory Committee Meeting held on Monday, 17 August 2026, are a true and correct record of that meeting on Monday 17 August 2026.



Cr John Bromham
Chairperson

SHIRE OF HARVEY

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

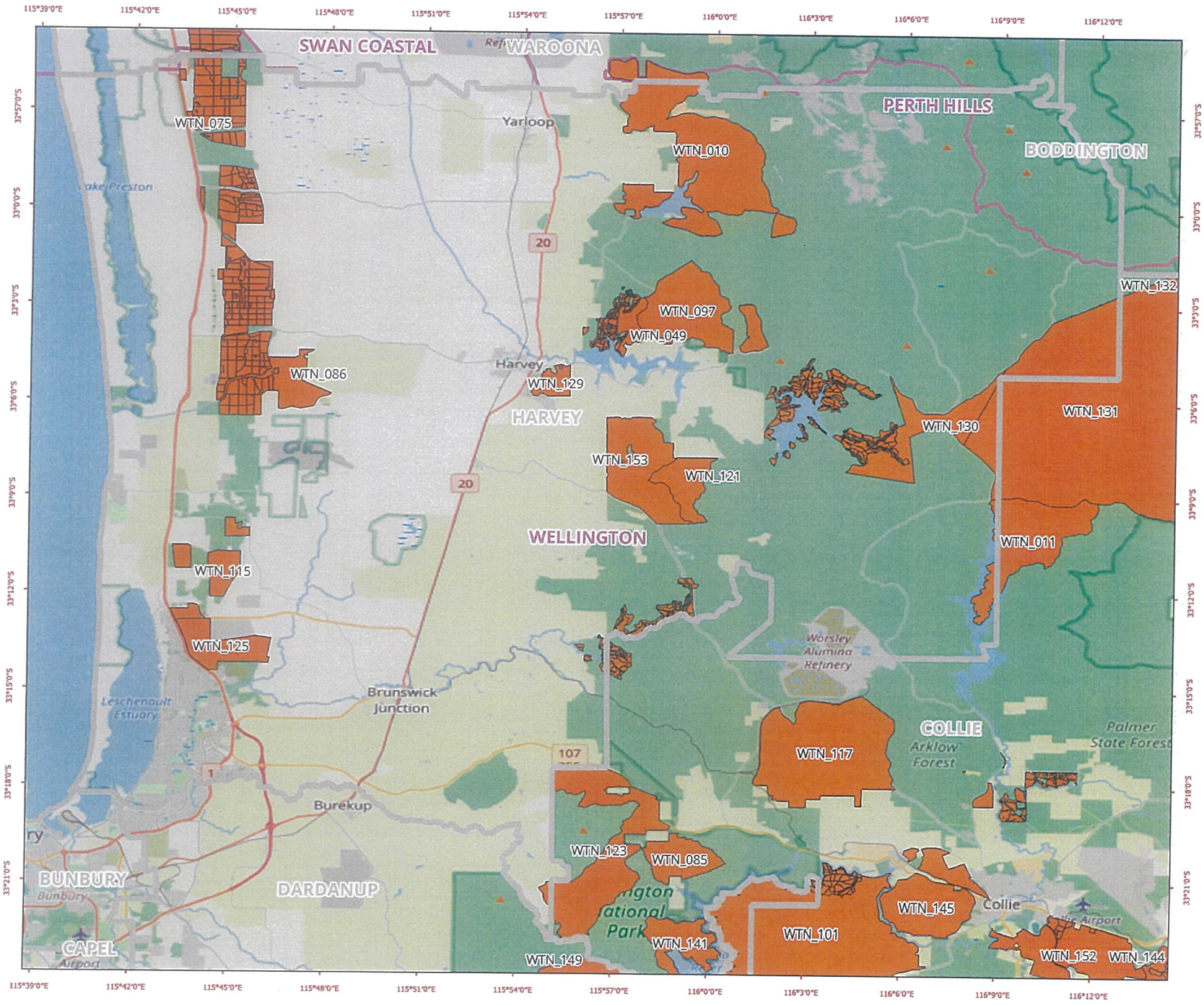
I am working to have a high-season light tanker placed within the Shire of Harvey again for the 26/27 fire season. This appears to be successful over previous years.

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

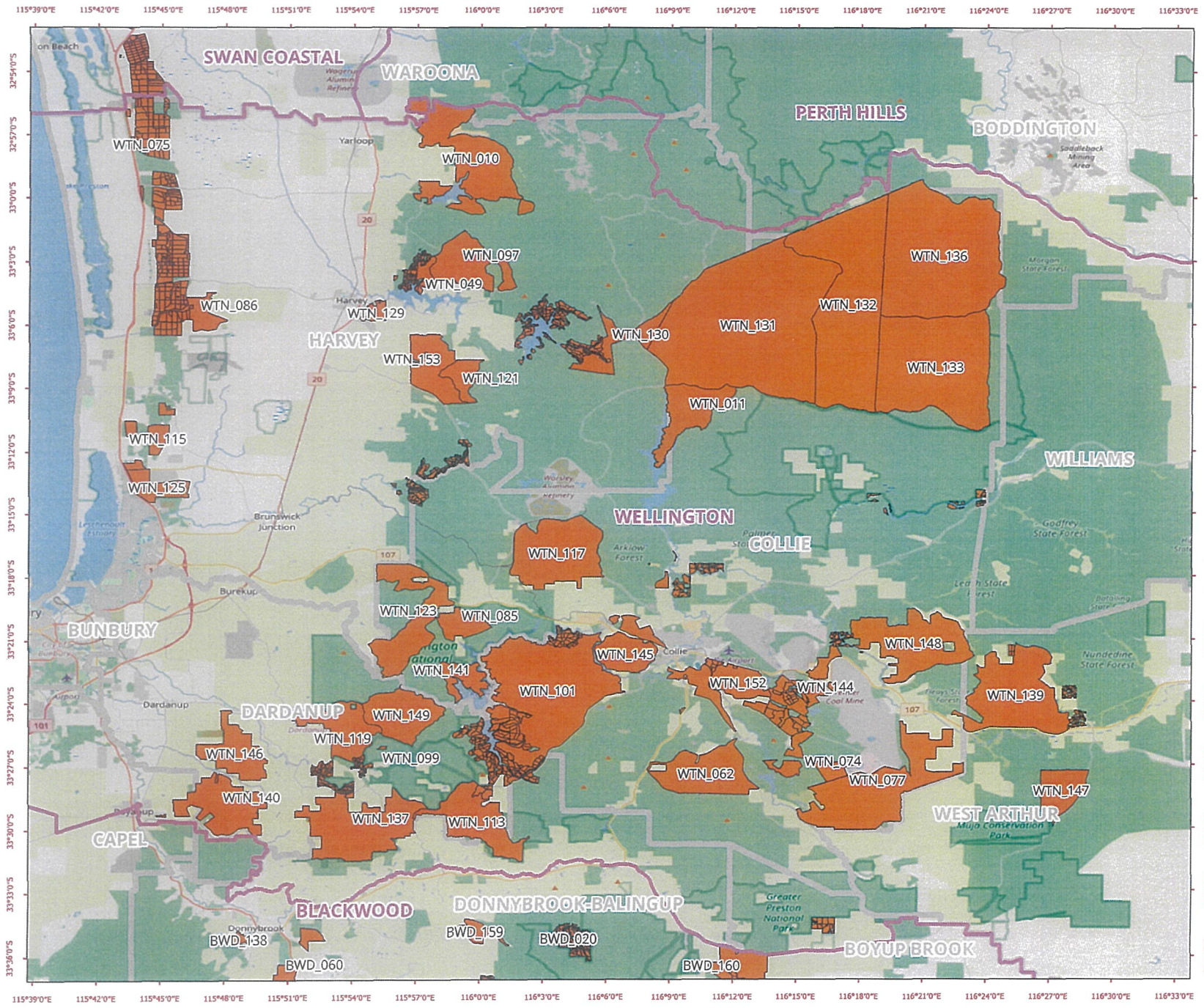


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District Overview

Wellington District Burn Options Program 2026/2027

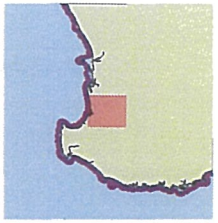
Legend

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

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