

SHIRE OF KOJONUP

# Kojonup



Kojonup Bush Fire Advisory Committee

Minutes

8 February 2023

## **BUSHFIRE ADVISORY COMMITTEE TERMS OF REFERENCE**

Established under *Section 67 of the Bush Fires Act 1954*.

### **Terms of Reference**

The Bush Fire Advisory Committee is established for the purpose of:

- a) Advising the Shire regarding all matters relating to the preventing, controlling and extinguishing of bush fires;
- b) The planning of the layout of firebreaks in the district;
- c) Prosecutions for breaches of this Act;
- d) The formation of bush fire brigades and the grouping thereof under group brigade officers (in accordance with any local laws);
- e) Recommendations on Fire Control Officer positions;
- f) Feedback on the Council's Fire Break Notice;
- g) Specific requirements from each brigade with regard to:
  - Protective Personal Equipment;
  - Equipment and vehicles resources required; and
  - Training Requirements;
- h) The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities; and
- i) Any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

### **Other:**

- a) The Bush Fire Advisory Committee shall include an elected member of the Council;
- b) The committee shall elect one of their members to be chairman;
- c) The quorum required for the transaction of business at meetings of the committee is set at 50%

### **Membership**

Voting Members (9 in total)

- Councillors x2 (Currently Cr Radford and Cr Webb);
- The President of the Kojonup Bushfire Association;
- The Chief Bush Fire Control Officer;
- The Deputy Chief Bush Fire Control Officer;
- Senior Fire Control Officer (Zulu)
- Senior Fire control Officer (Zulu)
- Secretary of the Kojonup Bushfire Association
- Captain of the Volunteer Fire and Rescue Service

### **Observers**

- The Chief Executive Officer (CEO)
- Shire Delegates x3
- Muradup Town Fire Control Officer (FCO)

**MINUTES FOR THE KOJONUP BUSH FIRE ADVISORY COMMITTEE MEETING**  
**HELD 8 FEBRUARY 2023**

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## M I N U T E S

### 1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member declared the meeting open at 07:01pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

### 2. ATTENDANCE & APOLOGIES

#### **MEMBERS**

Ned Radford	Shire President (Presiding Member)
Paul Webb	Councillor
Digby Stretch	President Kojonup Bush Fire Association
Tony Fisher	Chief Bush Fire Control Officer
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service
Nick Trethowan	Senior Bush Fire Control Officer
Denise Berryman	Secretary of the Kojonup Bush Fire Association

#### **OBSERVERS**

Grant Thompson	Chief Executive Officer
Robert Jehu	Manager Regulatory Services
Estelle Lottering	Regulatory Services Administrator (Minute taker)
Stephanie Swain	Ranger

#### **APOLOGIES**

Denise Berryman	Secretary of the Kojonup Bush Fire Association
Derek Jones	DFES District Officer Great Southern
Ross Fryer – Smith	Senior Bush Fire Control Officer
Roger House	Deputy Bush Fire Control Officer
Emelee Peet	Bushfire Risk Management Coordinator

**3. SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

**4. PUBLIC QUESTION TIME**

Nil

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**6. CONFIRMATION OF MINUTES**

Minutes of the Bushfire Advisory Committee Meeting held on 8<sup>th</sup> of November 2022 were previously circulated under separate cover.

**COMMITTEE DECISION**

That the minutes of the Bushfire Advisory Committee Meeting held 8 November 2022 be confirmed as a true record.

Moved by Matt Crabb and seconded by Digby Stretch

**CARRIED 7/0**

**7. ANNOUNCEMENTS by the Presiding Member without discussion**

Nil

**8. PETITIONS, DEPUTATIONS & PRESENTATIONS**

Nil

**9. DECLARATIONS OF INTEREST**

Nil

**10. STATUS REPORTS**

**10.1 2022/2023 Fire Season Update**

As of November 2022, there have been the following fires reported within the Shire:

Fires for Brigades 2022 -2023														
Brigade	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	
Boilup	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Boscabel	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Changerup	0	0	0	0	0	2	1	0	0	0	0	0	0	3
Cherry Tree Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jingalup	0	0	0	0	0	0	2	1	0	0	0	0	0	3
Kojonup	0	0	0	0	0	0	2	0	0	0	0	0	0	2
Lumeah	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mobrup	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Muradup	0	0	0	0	0	0	1	1	0	0	0	0	0	2
Orchid Valley	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualeup	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ryans Brook	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>

## Shire of Kojonup – Bushfire Advisory Committee Meeting – 8 February 2023

This compares with the following data for the previous four years.

Fires for Fire Brigades 2021 - 2022													
Brigade	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup	0	0	0	0	0	0	0	0	0	0	0	0	0
Boscabel	0	0	0	0	0	0	2	1	0	0	0	0	3
Changerup	0	0	0	0	1	0	0	0	2	1	0	0	4
Cherry Tree Pool	0	0	0	0	0	0	0	0	1	0	0	0	1
Jingalup	0	0	0	0	1	2	2	1	3	0	1	0	10
Kojonup	0	0	0	0	0	1	0	1	0	1	0	0	3
Lumeah	0	0	0	0	0	0	0	0	0	0	0	0	0
Mobrup	0	0	0	0	0	0	0	0	0	1	0	0	1
Muradup	0	0	0	0	0	2	0	1	2	0	0	0	5
Orchid Valley	0	0	0	0	0	0	0	0	2	0	0	0	2
Qualeup	0	0	0	0	0	0	0	0	1	0	0	0	1
Ryans Brook	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>11</b>	<b>3</b>	<b>1</b>	<b>30</b>

Fires for 2019-2020 by Brigades													
Brigade	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup													0
Boscabel					3	1							4
Changerup						1							1
Cherry Tree Pool						1							1
Jingalup								1		2			3
Kojonup										2			2
Lumeah						1	1	1	3				6
Mobrup								1		1			2
Muradup				1		1		1					3
Orchid Valley										1			1
Qualeup									1				1
Ryans Brook							1						1
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>25</b>

Fires for 2018 - 2019 by Brigades													
Brigade	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup													0
Boscabel													0
Changerup					1	1			2				4
Cherry Tree Pool						1	1		1				3
Jingalup						1	4		3		1		9
Kojonup						1	2		1	1	3	1	9
Lumeah						3	1		1	1	2		8
Mobrup							1				1		2
Muradup									2				2
Orchid Valley									1				1
Qualeup						1					2	1	4
Ryans Brook							1						1
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>10</b>	<b>0</b>	<b>11</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>43</b>

## 11 GENERAL ITEMS

### 11.1 Bushfire Brigade standard operating procedures

The BFB's have not had the chance to look at this again. The Shire needs a procedure that will work for the Shire, this one is too prescriptive. Round table discussion on the Shire getting audited if procedures are not in place, the main concern is to keep volunteers safe.

A few of neighbouring Shires SOP's will be distributed to look at as a sample. A workshop should be arranged by Robert Jehu to work on the SOP's. Maybe invite a few bushfire brigade members to join in the workshop to give their ideas.

Should also create SOP's for frontline volunteers that is only page that volunteers can keep in their glovebox. Tony Fisher and Digby Stretch will arrange a get together with some of the other FCO's to put something together.

*Attachment 11.1.1 Shire of Kojonup Bush Fire Brigade Standard Operating Procedures - Draft*

### **11.2 Bushfire Local Law – presented by Robert Jehu**

Need to go to the Council to be approved. Currently the Shire of Kojonup is in breach of the Bushfire Act and need to get this local law in place immediately. The Shire of Kojonup's got six months to rectify this issue. The Bushfire Local Law allows the Shire to have bushfire brigades.

This is also urgent to keep our BFB volunteer insurance. Denise Berrymann mentions that some brigade members will leave due to not wanting a local law to guide them. The paperwork is too much for them. The Bushfire Local Law has been presented and all comments can come into the Shire.

*Attachment 11.2.1 Shire of Kojonup – Local Law Bush Fire Brigades – Working Document*

### **11.3 Denise Berryman**

AGM will take place in the middle of March 2023. All brigades bookwork should be done by the end of February 2023 and taken to the meeting. This would then allow all the financial reports to be send into council. Each brigade has their meetings on different dates, where the new FCO's will be voted. Digby Stretch advises that the meetings can still take place when the brigades wants to be but the FCO's should stop when the season stops and the newly voted FCO's will start when the next fire season starts.

Grant Thompson request that the FCO's officially takes over once the Council has endorsed their roles. Be good to standardise the approach for all BFB's.

### **11.4 DFES Reports**

Note that a few incident reports still outstanding.

*Attachment 11.4.1 DFES Report Package – February 2023*

Report feedback from Derek Jones

*Attachment 11.4.2 Kojonup BFAC meeting 8<sup>th</sup> February*

### **11.5 General Items Discussed**

Tony Fisher – was invited to drive through the Muradup Townsite. The townsite is not safe with combustible materials and large fuel loads. Recommends the bush on the side of the river be burned over the winter. A few attempts were made to make some of the blocks safer and compliant. Tony proposes a proposal to put forward to the bushfire brigade volunteers and town residents, to do a town burn at the right time. This will assist in the tiding of the town. Tony is also suggesting that inspections should take place earlier in the year.

Update on the Communications tower was requested. The current communication methods are shocking. If telephone lines goes down residents will be at risk with only radio's in their ute's. The current project manager for the Tower left and Robert Jehu is currently getting a new project manager. The specifications changed to increase height to 60 metres. This will go out for tender soon.

Ross Fryer-Smith asks that the Shire of Kojonup as an organisation should do better with fines to non-compliant residents. Ross feels that the residents should be hit harder than the normal \$250 fines that is currently been given. Unfortunately, this is prescribed fines, and the Shire cannot change them.

Stephanie Swain gives feedback on the compliance of the Muradup properties. There is currently contractor shortage to assist in the clear up of these properties.

The Firebreak order should be reviewed to include 'flammable fuel load'.

No further proceedings with the fire truck shed it appears funding was reallocated to emergency affected areas.

Matthew Crabb requested update on town signs for fire season. The VFB's will start with the signs.

Grant Thompson provided feedback on the CESM appointment. 'If Kojonup is not part of the trio of shires, DFES will not fully fund the CESM position and the other two shires will need to increase their contribution. The two other partner shires need a CESM and without the contribution of Kojonup they will not be able to afford the funding and the CESM role will fall by the way.

The CESM is created to support the Bushfire brigades and to build a relationship with them. It is important to know the CESM is a Local Government Employee. When the advertisement for the position goes out, the Shires conduct the interview and make the decision.

### **12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

### **13 LATE ITEMS**

Nil



**14     NEXT MEETING**

Will be on the 9<sup>th</sup> of May 2023 at 7:00pm.

**15     CLOSURE**

There being no further business to discuss the Presiding Member thanked the members for their attendance and declared the meeting closed at 9:05pm.

UNCONFIRMED