

SHIRE OF KOJONUP

Kojonup



MINUTES

**Kojonup Bush Fire Advisory  
Committee**

**12 February 2025**

## **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:**

- Councillors x4;
- 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

#### **Supporting Team Members**

- The Chief Executive Officer (CEO)
- Shire Delegates
- Community Emergency Services Manager
- Department of Fire and Emergency Services Delegate

**MINUTES FOR THE KOJONUP BUSH FIRE ADVISORY COMMITTEE MEETING**

**HELD 12 FEBRUARY 2025**

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## MINUTES

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

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

### 2. ATTENDANCE & APOLOGIES

#### **MEMBERS**

Digby Stretch	President Kojonup Bush Fire Association
Denise Berryman	Secretary of the Kojonup Bush Fire Association
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service
Tony Fisher	Chief Bush Fire Control Officer
Ross Fryer – Smith	Senior Bush Fire Control Officer
Nick Trethowan	Senior Bush Fire Control Officer
Roger Bilney	Councillor / Chairperson
Ned Radford	Councillor
Mick Mathwin	Councillor
Paul Webb	Councillor

#### **SUPPORTING TEAM MEMBERS**

Grant Thompson	Chief Executive Officer
Derek Jones	DFES District Officer
Shane Harris	Community Emergency Services Manager (Minute taker)
Estelle Lottering	Project Manager and Community Services
Du-wayne Lottering	Property Services Manager and NRM
Darryn Watkins	Manger Works and Services

#### **APOLOGIES**

Ben Blewett	Senior Bush Fire Control Officer
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#### **OBSERVERS**

Stuart Tohl	Ryansbrook Brigade
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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 May 2024 were previously circulated under separate cover.

**COMMITTEE DECISION**

**That the minutes of the Bushfire Advisory Committee Meeting held 6 November 2024 be confirmed as a true record.**

**Moved by Matthew Crabb and second by Nick Trethowan.**

**Carried 10/0**

7. **ANNOUNCEMENTS** by the Chief Executive Officer

Shire of Kojonup Bushfire Action Register Introduction.

To be completed and followed up at each Bush Fire Advisory Committee Meeting.

8. **PETITIONS, DEPUTATIONS & PRESENTATIONS**

Nil

9. **DECLARATIONS OF INTEREST**

Nil

## Shire of Kojonup – Bushfire Advisory Committee Meeting – 12 February 2025

### 10. STATUS REPORTS

1	CESM	Vertex handheld radio's need replacing in certain brigades.	Buy batteries and distribute	6/1/2024	CESM	PM & Regulatory Services	IT, Communication Systems and Infrastructure	HIGH	Urgent - 2 months	YES	MEDIUM	Underway and batteries purchased	Closed	12/02/2025	100%
2	CEO	BFB Volunteer Induction roll out	Create roll out plan	6/1/2024	CESM	PM & Regulatory Services	Failure to Fulfill Compliance Requirements (Statutory, Regulatory)	HIGH	Must Have - 6 months	YES	HIGH	Induction approved, roll out plan to be formed	In Process	1/09/2025	50%
3	Tony Fisher	Road Verge Management requires attention	Plan for Roadside Management	6/1/2024	MWI / MPS	Works & Infrastructure	Environment Management	MEDIUM	Must Have - 6 months	YES	HIGH	Requires planning between Property Services and Works & Infrastructure	Not Started	1/09/2025	0%
4	Digby Stretch	Request for the Shire's water tanker to be available when needed.	Prepare the unit for immediate use	6/1/2024	MWI	Works & Infrastructure	Asset Sustainability Practices	MEDIUM	Required before 12 months	YES	MEDIUM	Works & Infrastructure preparing unit for use	In Process	12/02/2025	60%
5	Digby Stretch	Shire to consider adding a 5 metre fire break to standalone power units	create a policy around these units that's going on the farms. Review Fire break notice	6/1/2024	CESM	PM & Regulatory Services	Failure to Fulfill Compliance Requirements (Statutory, Regulatory)	MEDIUM	Must Have - 6 months	NO	MEDIUM	Western power has not cleared around standalone power units, there is no fire break.	Not Started	1/06/2025	5%
6	Matt Crabbe	Educate Community members in town of dates for preparation of fire season	Shire to investigate a better advertising mechanism to inform / advise town members about dates for slashing and fire breaks.	6/1/2024	CEO/CESM	PM & Regulatory Services	Engagement practices	MEDIUM	Required before 12 months	YES	MEDIUM	Communication Plan required	Not Started	1/06/2025	0%
7	Mick Mathwin	Investigate the use of DPIRD Weather Stations	Determine what station information can be utilised for Kojonup decision making and then advise whether new stations are required	6/1/2024	CEO/CESM	PM & Regulatory Services	IT, Communication Systems and Infrastructure	MEDIUM	Required before 12 months	NO	LOW	Further discussion on relevance of current assets required by BFAC	In Process	1/04/2025	50%
8	All	Joint Volunteer Service Centre	Investigate the viability of a joint volunteer emergency services centre in Kojonup.	6/1/2024	CEO	Office of the CEO	Asset Sustainability Practices	MEDIUM	Nice to have 24 Months	NO	LOW	first local meeting taken place, now concepts required, land to be identified, each person to take forward to their relevant organisations	In Process	Ongoing	10%
9	Shane Harris	Group Call	Setup Group Call to be used by Zulu's	12/03/2025	CESM	Office of the CEO		HIGH	Show Stopper - Need it now - 2 weeks			Going through trial period	Closed		100%
10	Tony Fisher	Shire of West Arthur	Ceo's to discuss exemption procedures	12/03/2025	CEO	Office of the CEO		MEDIUM	Required before 12 months		HIGH		Not Started		0%
11	Tony Fisher	Shire of Boyup Brook	Ceo's to discuss policies and criteria for calling Harvest and Vehicle movement ban	12/03/2025	CEO	Office of the CEO		MEDIUM	Required before 12 months		HIGH		Not Started		0%
12	Tony Fisher	Fire Break Order amendments	Prohibiting of factories and plants to proceed operating during HVM Bans	12/03/2025	CESM	Office of the CEO		MEDIUM	Required before 12 months		MEDIUM		Not Started		0%
13	Cr M Mathwin	DPIRD weather stations	Follow up on the optimal use of weather stations and costs	12/03/2025	CESM	Office of the CEO		MEDIUM	Required before 12 months		MEDIUM		Not Started		0%
14	Shane Harris	Kojonup Fuel Load	Follow up on amount of fuel load in Kojonup with photos from different sectors and 4 locations in the Shire	12/03/2025	CESM	Office of the CEO		HIGH	Urgent - 2 months		HIGH		Not Started		0%



Shire of Kojonup – Bushfire Advisory Committee Meeting – 12 February 2025

2024/2025 Fire Season Update

As of January 2025, the following fires have been reported to the Shire:

Fires by Brigade 2024 - 2025														
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	0	0	0	0	0	0	0
Changerup		0	0	0	0	0	0	1	0	0	0	0	0	1
Cherry Tree Pool		0	0	0	0	0	0	0	0	0	0	0	0	0
Jingalup		0	0	0	1	0	0	0	0	0	0	0	0	1
Kojonup		0	0	0	1	2	1	0	0	0	0	0	0	4
Lumeah		0	0	0	0	0	0	0	0	0	0	0	0	0
Mobrup		0	0	1	0	1	0	2	0	0	0	0	0	4
Muradup		0	0	0	1	1	1	0	0	0	0	0	0	3
Orchid Valley		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
Ryans Brook		0	0	0	0	0	0	0	0	0	0	0	0	0
Total		0	0	1	3	4	2	3	0	0	0	0	0	13

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

Fires by Brigades for 2023 - 2024														
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	1	2	2	0	0	0	0	0	5
Changerup		0	0	0	0	1	0	0	0	0	0	0	0	1
Cherry Tree Pool		0	0	0	1	0	1	3	1	0	0	0	0	6
Jingalup		0	0	0	0	0	1	0	0	0	0	0	0	1
Kojonup		0	0	0	1	3	2	6	2	0	3	1	0	18
Lumeah		0	0	0	1	3	0	1	1	0	0	0	0	6
Mobrup		0	0	0	0	1	0	3	0	0	1	0	0	5
Muradup		0	1	0	0	0	0	0	0	0	0	0	0	1
Orchid Valley		0	0	0	0	0	1	3	1	0	0	0	0	5
Qualeup		0	0	0	0	0	0	0	0	1	0	0	0	0
Ryans Brook		0	0	0	0	1	0	0	0	0	0	0	1	2
Total		0	1	0	3	10	7	18	5	1	4	1	1	50

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
Boscabel		0	0	0	0	0	0	0	1	0	0	0	0	1
Changerup		0	0	0	0	2	1	0	0	0	0	0	0	3
Cherry Tree Pool		0	0	0	0	0	0	0	1	0	0	0	1	2
Jingalup		0	0	0	0	0	2	1	2	0	2	0	0	7
Kojonup		0	0	0	0	0	2	0	0	0	0	0	0	2
Lumeah		0	0	0	0	0	0	0	2	0	0	0	0	2
Mobrup		0	0	0	0	0	0	0	1	1	0	0	0	2
Muradup		0	0	0	0	0	1	1	0	0	2	0	0	4
Orchid Valley		0	0	0	0	0	0	0	0	0	0	0	0	0
Qualeup		0	0	0	0	0	0	0	1	1	0	0	0	2
Ryans Brook		0	0	0	0	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	2	6	2	8	2	4	0	1	25

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	0	2	1	0	0	0	0
Changerup		0	0	0	0	0	1	0	0	0	2	1	0	0
Cherry Tree Pool		0	0	0	0	0	0	0	0	0	1	0	0	0
Jingalup		0	0	0	0	0	1	2	2	1	3	0	1	0
Kojonup		0	0	0	0	0	0	1	0	1	0	1	0	0
Lumeah		0	0	0	0	0	0	0	0	0	0	0	0	0
Mobrup		0	0	0	0	0	0	0	0	0	0	1	0	0
Muradup		0	0	0	0	0	0	2	0	1	2	0	0	0
Orchid Valley		0	0	0	0	0	0	0	0	0	2	0	0	0
Qualeup		0	0	0	0	0	0	0	0	0	1	0	0	0
Ryans Brook		0	0	0	0	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	0	2	5	4	4	11	3	1	0

## Shire of Kojonup – Bushfire Advisory Committee Meeting – 12 February 2025

Fires for 2020 - 2021 by Brigades														
Brigade		July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup														
Boscabel														
Changerup								1		2				3
Cherry Tree Pool					1			1			1			3
Jingalup							1	4						5
Kojonup								5		1				6
Lumeah							1	2						3
Mobrup											1			1
Muradup					2									2
Orchid Valley								1	1					2
Qualeup							1	1						2
Ryans Brook							1	1	1					3
Total					3		4	16	2	3	2			30

These reported fires provide a vital argument when the Shire requires extra funding or there is a need for extra resources to be allocated to this area. All fires need to be reported to DFES Communications Centre. This allows a record of incidents which can be utilised for resource allocation.

### 11 GENERAL ITEMS

#### 11.1 CESM – Shane Harris

- Note less fires in this 2024/2025 season than compared to previous season.
- Introduces Group Call from DFES and recommends that Shire of Kojonup Brigades start to use this Group Call. This will be at no cost to the Shire.

#### **COMMITTEE DECISION**

**The Committee recommends to Council to adopt the DFES Group Call as presented at this meeting.**

**Moved: Nick Trethowan, Second: Ross Fryer Smith**

**Carried 10/0**

- Harvest Vehicle Movement Bans – Chief Bush Fire officer does not have the power to shut down working plant / factories if they are working between four walls. Request from Chief Bush Fire Officer to implement stronger rules from the Shire of Kojonup side to stop these plant/factories from operating on Harvest Vehicle Movement Ban Days.
- A closer look will take place on the next Fire Break Notice to adjust the language on Harvest Vehicle movement Bans, and a check list as per Derek Jones suggestion will be created.
- Local Government Grant Scheme are open for the 2025/2026 season. If brigades wants to send their requests especially under \$1500.00. In the current 2024/2025 year the Shire was able to put in new Cell Fi's in the two trucks (Muradup and Kojonup) as well as thermal imaging cameras.



- Policies discussions for the Shire of Kojonup Policy manual – Hazard Reduction Burning by Brigades and Bush Fire Mitigation. Policies will be discussed at May 2025 meeting.
- Introduction of PAFTAC forms to use at a Bush Fire incident. The incident control officer should complete the form and then can use the data when they call Comms Centre. This will assist DFES to make decisions on how/where to send their resources. Negative feedback given regarding another checklist document, and that the incident control officers will not have the time / capability to complete the PAFTAC form.
- Alerts and Warnings are important to alert the public.

#### **11.2 DFES – Derek Jones**

- Notes attached (refer to 9.4.9.8 – Kojonup BFAC – DFES Notes February 2025)
- CEO requested a checklist to understand how the “high risk” areas are being established. Shire of Kojonup has more than 500 assets and is considered as “high risk”.

#### **11.3 Shire of Kojonup – Executive Officer - Grant Thompson**

- Refer to letter received from community member at Muradup regarding their concerns about Bush fire mitigation control. The Shire is currently busy investigating and planning the next spraying season for Muradup to minimize the risk. The need for a community meeting to discuss the risks and to educate and give options should take place. (refer to 9.4.9.7 – Letter – Paul Grant)
- Local Emergency Management Committee request a desk top exercise to take place in the first week of May, to assist all participants to understand their roles in an emergency.
- Message media – over two hundred new mobile numbers were added this season to message media from contractors, truck drivers and new community members. This is an important way of informing our community of any threats and emergencies. However, these texts do cost \$0.12 each and messages should be limited to emergencies only.
- Mitigation Activity Funding of \$45,000.00 was approved for mitigation in specific reserves. This project has three parts/treatments that will need to take place and they are dependent on weather and certain times of the year.

#### **11.4 Kojonup Volunteer Bushfire Brigade – Chief Bushfire Control Officer – Tony Fisher**

- Please to update that the new bushfire tower is working great.
- Some brigades got more radios than what they need, decision made to get them removed and placed in other brigade utes where they will be used. This will save us money and will be discussed at the April 2025 AGM.
- Quite concerned about other Shire’s non-compliance.

- Shire of West Arthur Moody Lake, campers are allowed to light a camping fire in the prohibited period. They have fires right through the summer in campfire pits.
- Upon questioning the Bush fire Chief replied they do have an exemption.
- **Action:** CEO to call Shire of West Arthur CEO and have a discussion regarding the exemption especially on our border.
- **Action:** CEO to call Shire of Boyup Brook CEO and ask their policy and criteria for calling a Harvest and Vehicle Movement Ban.
- Protective burning should be discussed to prevent fires and the burning of people's assets. Shire of Woodanilling recent fire used as an example.
- **Action:** The Shire need to look at the Fire Break order if there can be changes to the setup to stop plant/factories from operating in High Fire danger rating weather or during Harvest Vehicle Movement Bans.
- A lot of protective burning could not take place due to the aerial inspections not taking place for this season.
- Need to make sure that the text messages that goes out are correct and that there is no need to resend. This will save the Shire money to afford the aerial inspection.
- Only a few fires this year that escaped from heaps that was not put down/out correctly.
- Myrtle Ben – there has been a few incidents from lightning or header fires from nearby properties. If a fire starts in Myrtle Benn it will go straight into town from a Norwest direction, and will affect the town's aged care and hospital precincts.
- Woodanilling fire has highlighted the need to undertake protective or prescribed burning.
- Myrtle Benn has raised the issue of bushfire putting the town at risk. CBFCO stated the Shire has done nothing wrong in managing the firebreaks at Myrtle Benn and doesn't understand what the issue is.
- President explained that the issue was not whether the firebreaks were right or wrong but that it appears the Shire did not follow the correct process under the regulations. Our haste does not supercede our regulatory obligations.
- This was a situation where our heightened risk and timeframe prompted us to act.
- A question was asked whether mitigation of all reserves will require us to work through this process?
- The onus is on the owner or manager of the reserves to ensure the process is robust and compliant.

- A query was raised that DFES should take responsibility for the information and advice given to the Shire.
- DFES stated it was not their responsibility to confirm the Shires obligations under the regulations.
- The President interjected and stated this was not a blame game and no individual is to blame. The Shire needs to take the responsibility for its actions and any failure of process that is identified.

#### **11.5 Kojonup Volunteer Bush Fire Brigade – Digby Stretch**

- Not a lot of feedback for this meeting, did like that the three institutes could come together to discuss a joint venture for an Emergency Shed (St Johns, Volunteer Bush Fire Brigade and the Bushfire Advisory Committee).

#### **11.6 Kojonup Volunteer Fire and Rescue Service – Matthew Crabb**

- A red fire ute was received, and still awaiting the new Fire Truck arrival.
- The emergency call number on the Shire of Kojonup’s website not working anymore, will be replaced on the signs in town as well.

### **12 OTHER ITEMS**

- Cr. Mathwin raised the issue of increasing weather stations for the Shire of Kojonup.
  - o Discussion held on whether the Shire needs new stations or we can access the data from stations that are located close to the Shire and we can use that data.

**Action:** The Shire to follow up with DPIRD and other departments to determine what the optimal use of these stations could be.

- Cr. Mathwin raised a number of items to be discussed. (refer to 9.4.9.3 – Notes Meeting – Recommendations to BFAC – M Mathwin)
  - o Burning up to 150ha per permit was discussed.
  - o Support amongst BFAC members was limited for increasing the Hectarage.
  - o Further feedback was suggested to go back to the brigades for their feedback.
  - o Further discussions required.

- CBCFO - No permits will be given until the weather changes and dry fuel load risk is reduced.

**Action:** Shane Harris to follow up on the amount of fuel load in Kojonup with photos from different sectors and 4 locations around the Shire.

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

Nil

**14 LATE ITEMS**

Nil

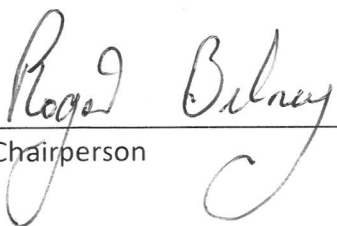
**15 NEXT MEETING**

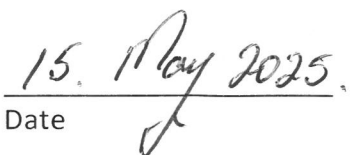
7 May 2025

**16 CLOSURE**

There being no further business to discuss the Presiding Member thanked the members for their attendance and declared the meeting closed at 10:09 pm.

Confirmed as true and correct:

  
Chairperson

  
Date