

SHIRE OF KOJONUP

Kojonup



Kojonup Bush Fire Advisory Committee

AGENDA
RECEPTION ROOM

7:00pm Tuesday, 3rd February 2026

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 (10 in total)

- Councillors x3 (Currently Cr Radford, Cr Mitchell and Cr Mathwin (Chair));
- 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 x4

AGENDA FOR THE KOJONUP BUSH FIRE ADVISORY COMMITTEE MEETING

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A G E N D A

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

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

2. ATTENDANCE & APOLOGIES

MEMBERS

John Binns	President Kojonup Bush Fire Association
Denise Berryman	Secretary of the Kojonup Bush Fire Association
Ross Fryer - Smith	Deputy Bush Fire Control Officer
Paul Norrish	Senior Bush Fire Control Officer (Newly Elected)
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service
Ben Blewett	Senior Bush Fire Control Officer
Tony Fisher	Chief Bush Fire Control Officer
Mick Mathwin	Councillor and Chair
Ned Redford	Councillor
Craig Mitchell	Councillor

OBSERVERS

Grant Thompson	Chief Executive Officer
Phill Gunn	Community Services Management Services
Estelle Lottering	Manager Regulatory Services (Minute taker)
Deb Walker	Ranger – Shire of Kojonup
Dwayne Lottering	Property Services Manager
Darryn Watkins	Manager of Works and Infrastructure
Roy Parsons	DFES Area Officer Great Southern Rural
Paul Leiper	Acting DFES District Officer Great Southern Rural

APOLOGIES

Sean Winter	Wagyl Kaip - Cultural and Statutory Fire Coordinator / Archaeologist
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3. **SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

4. **PUBLIC QUESTION TIME**

5. **APPLICATIONS FOR LEAVE OF ABSENCE**

6. **CONFIRMATION OF MINUTES**

Minutes of the Bushfire Advisory Committee Meeting held on 11th November 2025 was previously circulated under separate cover.

COMMITTEE DECISION

That the minutes of the Bushfire Advisory Committee Meeting held 11th November 2025 be confirmed as a true record.

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7. **ANNOUNCEMENTS**

8. **PETITIONS, DEPUTATIONS & PRESENTATIONS**

9. **DECLARATIONS OF INTEREST**

10. **STATUS REPORT / GENERAL ITEMS**

- | | | |
|------|-----------------------------------------------------------|----------------|
| 10.1 | Shire of Kojonup – Community Emergency Services Manager – | Phill Gunn |
| | 10.1.1 – Phill Gunn – CESM Report | |
| 10.2 | Shire of Kojonup -Chief Executive Officer – | Grant Thompson |
| | 10.2.1 – SoKo BFAC Issues Action Register | |
| 10.3 | Kojonup Chief Bushfire Control Officer – | Tony Fisher |
| 10.4 | President of Kojonup Bushfire Association – | John Binns |
| 10.5 | Kojonup Volunteer Fire Rescue Services – | Matt Crabb |

11. GENERAL BUSINESS

- 11.1 Item from Tony FISHER:** Do we as a Shire have the Powers under the Bushfires Act to shut down industry operating in Rural areas during Extreme and Catastrophic FDR days?
- 11.2 Item from Tony FISHER:** The Shire of Wagin have a 30,000 Litre water tank on a prime mover trailer that is purely for the use of fire fighting, which can be accessed by firefighters, farmers or drivers with a prime mover to bring to a fire ground, is this something Kojonup can look at instating?
- 11.3 Item from Deb WALKER:** Addition to the annual Firebreak Notice, add in a height clearance of 4M to the Firebreak Size, also have this apply to Driveways.
- 11.4 Item from Deb WALKER:** Bringing the Firebreak Inspection dates to be the same for both Rural and Gazetted Town properties.
- 11.5 Item from Deb WALKER:** Scheduling of Aerial inspections discussion.
- 11.6 Item from Phill GUNN:** LGGs Funding offer has been received for 26/27 Operational Funding. What would the Committee wish to apply for? EQ Fast Fill Trailers ect.
- 11.7 Item from Estelle LOTTERING:** Register of Permits Issued for the 25/26 season for noting
- 11.8 Item from Denise BERRYMAN:** Update on Fire Reports for the 25/26 Season. For information.

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 LATE ITEMS

13 NEXT MEETING

Will be on Tuesday the 5th May 2026 at 7:00pm

14 CLOSURE

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

Attachments

- 10.1.1 – Phill Gunn – CESM Report
- 10.2.1 – SoKo BFAC Issues Action Register
- 11.6 – LGGs Operational Funding Offer
- 11.7 – Register of Permits to Burn

**Bush Fire Brigades
Local Government Grant Scheme 2026/27
Operating Grant Offer Assessed Allocation**

Local Government	Kojonup
Region	Great Southern

Total Gross Offer 2026/27 Operational Grant (Line Items 1-8)	\$83,660
Less Unexpended funds carried over from 2024/25	TBA
Net Cash Grant Offer - 2026/27 (Line Items 1-8)	\$83,660

* TBA – To be advised on completion of 2024/25 Annual Operating Grant Acquittal (Form 8) assessment.

**State Emergency Service
Local Government Grant Scheme 2026/27
Operating Grant Offer Assessed Allocation**

Local Government	Kojonup
Region	Great Southern

Total Gross Offer 2026/27 Operational Grant (Line Items 1-8)	
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Net Cash Grant Offer - 2026/27 (Line Items 1-8)	

* TBA – To be advised on completion of 2024/25 Annual Operating Grant Acquittal (Form 8) assessment.