

SHIRE OF KOJONUP

# Kojonup



## Kojonup Bush Fire Advisory Committee

MINUTES  
RECEPTION ROOM

7:00 pm Wednesday, 11<sup>th</sup> November 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 (11 in total)

- Councillors x4 (Currently Cr Radford, Cr Mathwin, Cr Mitchell and Cr Michael)
- 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 x 4

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

**HELD 6 AUGUST 2025**

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## MINUTES

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

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

### 2. ATTENDANCE & APOLOGIES

#### **MEMBERS**

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 Friar – Smith	Deputy Chief Bush Fire Control Officer
Paul Norrish	Senior Bush Fire Control Officer
Mick Mathwin	Councillor / Chairperson
Ned Radford	Councillor

#### **SUPPORTING TEAM MEMBERS**

Grant Thompson	Chief Executive Officer
Phill Gunn	Community Emergency Services Manager
Ryan Chivers	DFES - A/District Officer Great Southern Rural
Roy Parsons	DFES – Area Officer Great Southern Rural

#### **APOLOGIES**

Ben Blewett	Senior Bush Fire Control Officer
John Binns	President – Kojonup Bush Fire Association

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 6<sup>th</sup> August 2025 were previously circulated under separate cover.

**COMMITTEE DECISION**

**That the minutes of the Bushfire Advisory Committee Meeting held 7 May 2025 be confirmed as a true record with changes as requested.**

**Moved by Matt Crabb and seconded by Ned Radford**

**Carried 7/0**

7. **BUSINESS ARISING**

**Question** from Ross Fryer-Smith:

Where will the new Kojonup BFB Fast Fill Trailer be housed?

**Answer** from Phill Gunn

At the Kojonup BFB Captain Matt Bilney's property, with an operator identified as discussed at the last BFAC.

8. **ANNOUNCEMENTS**

Nil

9. **PETITIONS, DEPUTATIONS & PRESENTATIONS**

Nil

10. **DECLARATIONS OF INTEREST**

Nil

11. **STATUS REPORTS / GENERAL ITEMS**

**11.1 Shire of Kojonup – Acting Community Emergency Services Manager – Phill Gunn**

11.1.1 Report attached – Report Tabled and read by officer.

- 11.1.1.1 **Question from Ross Fryer-Smith:** Is the Bureau of Meteorology publishing the FDR# online? **Answer, Roy Parsons:** Not at this stage, but updates are continuing to be rolled out. **Comment, Tony Fisher:** We need to know specific numbers when we issue Harvest and Vehicle Movement Bans.

## 11.2 Shire of Kojonup - Chief Executive Officer – Grant Thompson

### 11.2.1 Addressed the Action Register

- 11.2.1.1 Work Health and Safety inductions in the process of being rolled out.
- 11.2.1.2 Road Verge Maintenance – continuing to be actioned
- 11.2.1.3 Water Tanker – will be online during the High Threat Period
- 11.2.1.4 Stand Alone Power Units – 5 metre Fire Break policy to be released, inclusion into the Shire’s Annual Firebreak Notice
- 11.2.1.5 AFDRS (Australian Fire Danger Rating System) Observer points – Completed, can be removed from register.
- 11.2.1.6 Aboriginal Cultural Heritage – Awareness sessions to continue through the Shire of all workers/staff.

## 11.3 Kojonup Chief Bushfire Control Officer – Tony Fisher

- 11.3.1 Radio Skeds started Wednesday (5<sup>th</sup> November) with a Radio Operators Meeting held on the 3<sup>rd</sup> of November.
- 11.3.2 SMS Process needs to be identified and implemented to ensure the correct information is being relayed and the correct time.
- 11.3.2.1 **Answer, Phill Gunn:** The Shire has implemented a Standard Operating Procedure, and I have received training on the use of the SMS software and application.
- 11.3.3 Ross Fryer-Smith, James Heggaton and I will be visiting XL FARMS on Thursday to address the requirements of having a Fire Unit in the vicinity of works being undertaken and having trained operators capable of operating those units.
- 11.3.4 Repeater 41 radio infrastructure, there needs to be appropriate bushfire mitigation works undertaken in the area to ensure the continual operation of that equipment as the volunteers rely on the use of that tower.
- 11.3.5 Aboriginal Cultural Burns and Cook fires, we need clarification on this matter as to what we as a community can do.
- 11.3.5.1 **Answer, Roy Parsons:** In the long term, the shire needs to gazette a local law to prohibit cooking fires during the prohibited burning period. Under the Bush Fires Act, an appropriate FCO can request a fire be put out if they see a possible threat to lives and property.

- 11.3.5.2 **Tony:** Police need to be called to assist with people who consistently cause trouble, police and rangers to assist in issuing infringements after the request to extinguish fires.
- 11.3.5.3 **CEO Grant Thompson:** Aboriginal Cultural Heritage education is required by Shire Staff and FCO's around cultural burning and cooking.

#### **11.4 Kojonup Volunteer Fire and Rescue Service – Matt Crabb**

- 11.4.1 Trial fitted new appliance in the existing Fire and Rescue Shed, fits with minimal touching of radio antennas
- 11.4.2 New signage and road paint in front of Brigade building
- 11.4.3 Does the captured speed need to be displayed on the community notice board, message is quickly overwritten by captured speed, with the initial message lost.
- 11.4.4 Brigade members have undertaken training in Pump Operations, Incident Controller Level 1 and AIIMS 2017, lifting the brigade profile and upskilling members.

#### **11.5 DFES District Officer Ryan Chivers**

- 11.5.1 Read from report, Attached
- 11.5.2 **Tony Fisher:** What are the processes around water bombers and wind farms?
  - 11.5.2.1 **Answer, Roy Parsons:** Depends on the water bomber pilot, generally have an exclusion zone of 250 metres around tall infrastructure.
- 11.5.3 **CEO Grant Thompson:** Any outcomes into the incident of a Volunteer death in Esperance?
  - 11.5.3.1 **Roy Parsons:** Still ongoing, currently in the process of a coronial inquest
- 11.5.4 **Ross Fryer-Smith:** What is the process for requests for DFES machinery at incidents?
  - 11.5.4.1 **Roy Parsons:** Request through Regional Duty Coordinator – after expenditure of local assets, DFES will provide assistance where necessary.
  - 11.5.4.2 **Tony Fisher:** What assets are available through the shire?
  - 11.5.4.3 **CEO Grant Thompson:** We have a Grader at best, the loader is too small to use at an incident.

#### **11.6 General Business:**

- 11.6.1 **Tony Fisher:** Biggest concern at the moment is Myrtle Benn reserve, who's is the responsibility and where does the liability lay?
  - 11.6.1.1 **CEO Grant Thompson:** Cultural Survey underway, Stop Works / Freeze order in place for the area. The Shire is seeking emergency permission and a lift of the stop work freeze for mitigation of weeds in the area. The Shire is responsible for Myrtle Benn, who ever the vested interest in the area, owns the responsibility. There are Aboriginal Cultural Heritage sites through out the entire reserve that require identification.

- 11.6.1.2 **Roy Parsons:** if we need to, under the Bush Fires Act, we can undertake emergency works
- 11.6.1.3 **Tony Fisher:** can we vest the reserves in the traditional owners?
- 11.6.1.4 **CEO Grant Thompson:** the community would be required to be involved in that type of decision however there are options.
- 11.6.1.5 **CR Ned Radford:** Mitigation works need to be completed prior to an incident.
- 11.6.2 **Paul Norrish:** Girl Guides block on the Kojonup-Katanning Road is a disgrace, overgrown with wild oats and other weeds, work needs to be done in the area.
- 11.6.3 **Paul Norrish:** Attended water bomber training, the tanks at the airport need to be filled up before the season begins, both tanks are 2/3 full, the 3' Camlock fitting on the water tank needs repairs as it leaks excessively, also need high visibility clothing and hearing protection made available.
- 11.6.4 **Paul Norrish:** Starlink in FCO vehicles, are there Grants available?
- 11.6.5 **Paul Norrish:** Could the brigades free fuel cards money be better used elsewhere?
- 11.6.5.1 **Roy Parsons:** This is a royalties for regions, state government initiative.
- 11.6.6 **Denise Berryman:** Thanks for the water tanks being installed in Muradup, 60000Lt in the Hall tank, 15000Lt in the fire shed tank.
- 11.6.7 **Ross Fryer-Smith:** Fire at Magini Road, DFES fire call messages not to be forwarded by anyone other than the Zulus.
- 11.6.8 **Tony Fisher:** The Kojonup 2.4 Firetruck has been used/ moved without notice or consent. Needs to be reported when moved.
- 11.6.9 **Matt Crabb:** The local Agricultural show, well attended by all the shires fire appliances, Ross Friar-Smiths Fast Fill Trailer, the services took out the best display.

## 11 OTHER ITEMS

**Moved**      **Tony Fisher**                      **Seconded**      **Ross Friar Smith**

That the Bushfire Advisory Committee recommends to Council that the Community Emergency Services Manager be appointed as a Fire Control Officer, minus the power to write permits.

## 12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

## 13 LATE ITEMS

Motion: That Mick Mathwin be elected as Presiding Member of the Bush Fire Advisory Committee.

**Moved Tony Fisher.**

**Seconded: Ross Friar Smith**

**Carried Unanimously.**

**14 NEXT MEETING**

4<sup>th</sup> February 2026

**15 CLOSURE**

There being no further business to discuss the Presiding Member thanked the members for their attendance and declared the meeting closed at 09:15 pm.

Confirmed as true and correct:

  
\_\_\_\_\_  
Presiding Member  
MICHAEL MATHWIN

  
\_\_\_\_\_  
Date