

SHIRE OF KOJONUP

Kojonup



Kojonup Bush Fire Advisory Committee

AGENDA
RECEPTION ROOM

7:00pm Tuesday, 11th 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 Bilney, Cr Radford, Cr Webb and Cr Mathwin);
- 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
HELD 6 AUGUST 2025

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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
Roger Bilney	Councillor and Chair
Ned Redford	Councillor
Paul Webb	Councillor
Mick Mathwin	Councillor

OBSERVERS

Grant Thompson	Chief Executive Officer
Phill Gunn	Community Services Management Services
Estelle Lottering	Manager Projects and Regulatory Services (Minute taker)
Dwayne Lottering	Manager Property Services and NRM
Darryn Watkins	Manager Works and Services

APOLOGIES

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 7th May 2025 was previously circulated under separate cover.

COMMITTEE DECISION

That the minutes of the Bushfire Advisory Committee Meeting held 7th May 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

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 **LATE ITEMS**

14 **NEXT MEETING**

Will be on Wednesday the 4th of February 2025 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 _____ pm.

Attachments

10.1.1 – Phill Gunn – CESM Report

10.2.1 – SoKo BFAC Issues Action Register