

SHIRE OF KOJONUP

Kojonup



Kojonup Bush Fire Advisory Committee

AGENDA
RECEPTION ROOM

7:00pm Tuesday, 5th May 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

OBSERVERS

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

APOLOGIES

Craig Mitchell	Councillor
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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 3rd February 2026 was previously circulated under separate cover.

COMMITTEE DECISION

That the minutes of the Bushfire Advisory Committee Meeting held 3rd February 2026 be confirmed as a true record.

Moved by And second by Carried 0/0

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 CESM Report – [Attachment 10.1.1](#)

10.2 Shire of Kojonup -Chief Executive Officer – **Grant Thompson**

10.2.1 SoKo BFAC Issues Action Register – [Attachment 10.2.1](#)

10.2.2 2026/2027 Fire Break Order – [Attachment 10.2.2](#)

10.3 Kojonup Chief Bushfire Control Officer – **Tony Fisher**

10.4 President of Kojonup Bushfire Association – **John Binn**

10.4.1 Presentation of the Bushfire Association AGM minutes held on the 7th of April 2025. and the endorsement of newly selected FCO's, Zulus and all other newly selected nominees. – [Attachment 10.4.1](#)

COMMITTEE DECISION

To receive the minutes of the Kojonup Bushfire Association held on the 22nd of April 2026.

Moved by And second by Carried 0/0

10.4.2 The Kojonup Bushfire Association presents the following selected Fire Control Officers and position nominees:

- Tony Fisher is recommended for the position of Chief Bushfire Control officer in the Shire of Kojonup for the 2026/2027 year
- Ross Fryer-Smith is recommended for the position of Deputy Chief Bushfire Control officer in the Shire of Kojonup for the 2026/2027 year.
- Ben Blewett and Paul Norrish are recommended for the position of Senior Fire Control Officers in the Shire of Kojonup for the 2026/2027 year.
- That the CBCO and the DCBCO are recommended for appointment as Fire Weather officer and Deputy Fire Weather officer respectively for the 2026/2027 year.
- That the CBCO and the DCBCO are recommended to be appointed as authorised officers to issue permits to burn for the collection of clover seed for the 2026/2027 year.
- That the CBFCO and the DCFBCO and the two senior BFCO's be authorised to advise the Shire Council on the imposition of harvesting and movement of vehicles bans in the Shire of Kojonup for the 2026/2027 year.

The Brigades have nominated Brigade Captains as listed below

Moved by Mick Mathwin – seconded by Paul Norrish that the nominees listed below be appointed to their respective Brigades as Captain subject to each person having successfully completed the FCO’s course as conducted by DFES.

Bevan Bignell	Captain/FCO, Boilup Brigade
Kim Bellotti	Captain/FCO, Boscabel Brigade
Murray Magini	Captain/FCO, Changerup Brigade
Peter Kowald	Captain/FCO, Cherry Tree Pool Brigade
Steve McGuire	Captain/FCO, Jingalup Brigade
Matt Bilney	Captain/FCO, Kojonup Brigade
James Heggaton	Captain/FCO, Lumeah Brigade
Andrew Parker	Captain/FCO, Mobrur Brigade
Kent Stone	Captain/FCO, Muradup Brigade
Griff Chomley	Captain/FCO, Orchid Valley Brigade
Shannon Binns	Captain/FCO, Qualeup Brigade
Stuart Tohl	Captain/FCO, Ryans Brook Brigade
Bevan Brown	FCO, Kojonup Town

Carried - Yes

Kim Bellotti and Andrew Parker to do FCO course before next season.

COMMITTEE DECISION

To recommend to Council the selected Bush Fire Chief Officers and Zulu’s for endorsement, as presented.

Moved by And second by Carried 0/0

10.5 Kojonup Volunteer Fire Rescue Services –

Matt Crabb

11. GENERAL BUSINESS

11.1 Starlink Quote for discussion – CESM – **Attachment 11.1**

11.2 Guidance Notes – Section 33 – Bushfire Breaks and Hazard Reduction – Just info to read – **Attachment 11.2**

12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13. LATE ITEMS

14. NEXT MEETING

Will be on Tuesday the 4th August 2026 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 CESM Report
- 10.2.1 SoKo BFAC Issues Action Register
- 10.2.2 2026/2027 Bushfire Break Notice
- 10.4.1 Minutes of Bush Fire Association AGM
- 11.1 Starlink quote email and quote
- 11.2 Guidance Notes – Section 33 – Bushfire Breaks and Hazard Reduction

Estelle Lottering

From: Phill Gunn
Sent: Monday, 4 May 2026 9:48 AM
To: Estelle Lottering
Subject: Starlink quote
Attachments: starlink single.pdf

Attached is a quote for a Starlink Mini unit, which is what other Shires have been using in firetrucks across the state.

The initial purchase of the unit is \$399.00 with a monthly subscription of \$80 for 100 GB of data.

If the Shire were to fit out the Zulu's and the 2 fire trucks, the initial purchase of the units will be \$2394, with monthly subscription payments of \$480, making this \$5760 for a yearly subscription.

These units are able to be put into 'sleep' mode at the onset of a monthly cycle, meaning they are not accruing monthly data charges.

These units and subscription costs are not eligible for LGGS funding.

Kind Regards

Phill Gunn
Community Emergency Services Manager
SHIRE OF KOJONUP



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FOR RECIPIENTS EXTERNAL TO THE SHIRE OF KOJONUP

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GUIDANCE NOTE

FIRE-BREAK AND HAZARD REDUCTION NOTICES

The Western Australian Local Government Association (WALGA) and the Department of Fire and Emergency Services (DFES) have collaborated on this Guidance Note for Local Governments to support development of effective, consistent and enforceable fire-break and hazard reduction notices.

Under section 33 of the *Bush Fires Act 1954* (BF Act) Local Governments can require a land owner or occupier to complete bushfire risk mitigation measures by issuing a fire-break and hazard reduction notice. These notices can be served on individuals; or on all land owners or occupiers.

This Guidance Note aims to support Local Governments to ensure the regulatory requirements in their fire-break and hazard reduction notice are clear thereby improving compliance by land owners or occupiers. The document provides Local Governments with guidance on drafting of their fire-break and hazard reduction notices but does not constitute specific legal advice.

SUMMARY OF GUIDANCE FOR LOCAL GOVERNMENTS DEVELOPING FIRE BREAK AND HAZARD REDUCTION NOTICES



Include only activities that are enforceable activities under Section 33



Use terms as defined in the BF Act and clear, accessible terminology



Clearly state the dimensions of fire-breaks



Include specific requirements or actions to prevent the potential outbreak or spread of a bushfire



Requirements are not superseded by Bushfire Management Plans

GUIDANCE FOR LOCAL GOVERNMENTS

INCLUDE ONLY ACTIVITIES THAT ARE ENFORCEABLE ACTIVITIES UNDER SECTION 33

Information outside the scope of section 33 of the BF Act should be separated from enforceable fire-break requirements.

A fire-break and hazard reduction notice should specify the criteria from section 33(1) (a) or (b) that are required to be completed by the land owner or occupier. This is limited to the installation and/or maintenance of fire-breaks; and specific requirements or actions to prevent the potential outbreak or spread of a bushfire.

Examples of such actions are reducing fuel loads to a specified amount or maintaining an asset protection zone around buildings. Requirements should be set out in a clear manner that allows the land owners or occupiers to understand their obligations.

Information dealing with requirements in other sections of the BF Act, and other information or guidance that is not enforceable through section 33 should be clearly separated from the fire-break and hazard reduction notice.

If included in the same document, this information should be under a separate heading or on a separate page. It should be labelled 'For information and advice only, does not form part of the fire-break and hazard reduction notice'. It should also reference other relevant sections of the legislation.

Other relevant sections of the BF Act with notification requirements are outlined in Appendix 1.

Examples of information that should be separated from enforceable section 33 requirements.

- Restrictions on the burning of garden refuse.
- Restricted or prohibited burning times.
- Information about issuing permits during Restricted Burning Times.
- Specifications for personal protective clothing requirements when firefighting.
- Water tank provisions.

USE TERMS AS DEFINED IN THE BF ACT AND CLEAR ACCESSIBLE TERMINOLOGY

Fire-break and hazard reduction notices should use unambiguous language so the requirements and obligations for land owners and occupiers are clear and not open to interpretation.

A fire-break and hazard reduction notice should use terms consistent with their definition in the BF Act. Definitions from other Acts cannot be used in place of the definition provided in the BF Act. Terms that are not defined in the BF Act should be given their ordinary and natural meaning. In Australia, the Macquarie Dictionary is the first reference point to define words not defined in legislation.

The word 'should' is not synonymous with 'must' and may be seen as being advisory. The preferred terminology is 'shall' or 'must'. Section 56 of the *Interpretation Act 1984* states that in a written law the word 'shall' should be interpreted to mean that a function conferred on a person must be performed.

The term 'inflammable' is used in the BF Act, however it is not defined in the legislation and thereby open to interpretation. In practice inflammable is used in fire-break and hazard reduction notices to refer to materials that must be removed from a property to reduce the bushfire hazard, in particular to maintain fire-breaks clear of inflammable matter e.g. grass, dead vegetation, firewood, stored fuel or other specified materials that can easily be set on fire. It is recommended that the term inflammable is defined in the fire-break and hazard reduction notice with reference to specific inflammable materials to be managed by the land owner or occupier.

When defining the term inflammable, it is recommended that Local Governments

avoid ambiguous statements such as 'inflammable or flammable material does not include plants native to the region that are fire resistant'. This introduces ambiguity and uncertainty as the land owner or occupier must determine if a plant is native to the region, and if it is fire resistant.



Source: DFES, 2025

TIPS FOR SERVING SECTION 33 NOTICES

- At a minimum the Local Government must give notice in writing to an owner or occupier; or alternatively publish a notice in the Government Gazette and in the local newspaper.
- Local Governments providing notice to individuals will need to consider whether the notice will be served on the owner or occupier.
- Only owners or occupiers who have been given notice can be targeted for further compliance action under section 33(3) or (4) of the BF Act.
- If the notice is provided with the rates notice it is likely to be sent to owners only, or their agents, unless a commercial lease or other arrangement makes the occupier responsible for rates. In addition, any notice included with a rates notice will only be served on the owners or occupiers of rateable property. Local Governments may wish to consider other methods of serving notices on owners or occupiers of non-rateable property.

CLEARLY STATE THE DIMENSIONS OF FIRE-BREAKS

The dimensions for fire-breaks should be specified clearly in a way that is easy for land owners and occupiers to understand and comply with the requirements.

Section 33(1)(a) of the BF Act allows a Local Government to require a fire-break to be cleared ‘...in such manner, at such places, of such dimensions, and to such number... as the Local Government may ... determine and as are specified in the notice...’. Local Governments should determine what is appropriate for their local area in setting out the dimensions of a fire-break including a minimum and maximum width. Fire-breaks can be required to be made traversable for access in the event of a bushfire.

The terms and conditions of the fire-break and hazard reduction notice can exempt a land owner or occupier from needing a permit to clear native vegetation under the *Environmental Protection Act 1986*. Local Governments should be mindful of this and ensure that fire-break requirements do not enable inappropriate and excessive clearing to the detriment of the environment. Open ended or ambiguous requirements for installing and maintaining fire-breaks that could be interpreted to allow excessive clearing should be avoided.

INCLUDE SPECIFIC REQUIREMENTS OR ACTIONS TO PREVENT THE POTENTIAL OUTBREAK OR SPREAD OF A BUSHFIRE

Fire-break and hazard reduction notices can require a land owner or occupier to undertake additional actions to address anything identified as being conducive to the outbreak or spread of a bushfire.

Section 33(1)(b) of the BF Act allows a Local Government or its authorised officer

to require land owners and occupiers to undertake an action or remove anything deemed to be conducive to the outbreak or spread of a bushfire. While the BF Act is not prescriptive on these actions it could include keeping roofs, gutters and walls of buildings free of inflammable materials, separating large piles of firewood, reducing fuel loads, maintaining an asset protection zone around buildings and removing other bushfire hazards as identified by the Local Government.

BUSHFIRE MANAGEMENT PLANS

The fire-break and hazard reduction notice should clearly state that where a property is subject to an approved Bushfire Management Plan (BMP), property owners must still comply with all the requirements of the fire-break and hazard reduction notice issued under section 33 of the BF Act.

It is possible for Local Governments to impose a condition on a development approval to require ongoing compliance with a BMP which is enforceable under the *Planning and Development Act 2005*. Fire-break and hazard reduction notices and BMPs are separate documents supported by different Acts.

Whilst a BMP may contain requirements that are of a similar nature as those in a fire-break and hazard reduction notice, they do not override the section 33 requirements. For clarity the notice should clearly state that the BMP requirements are separate to the section 33 requirements. Consideration to existing BMPs should be given when issuing a fire-break and hazard reduction notice. Complex interactions between BMPs and notices can be resolved through variations to fire-break and hazard reduction notices issued by the Local Government.



Source: DFES, 2025

VARIATION

Section 33(1) provides that a Local Government may 'at any time, and from time to time' give a notice to a land owner or occupier through issuing a variation to the fire-break and hazard reduction notice. Fire-break and hazard reduction notices should clearly state the circumstances that may make a person eligible for a variation and the process by which a person must go about applying for a variation.

Whilst section 33 does not address how a notice may be varied, it is recommended that fire-break and hazard reduction notice variations note the date of variation and reference the superseded notice. Most Local Governments currently allow for the variation of notices by providing a letter stating that an application for variation has been accepted. The newly varied notice must also clearly state the parts of the previous notice that remain in effect and the variations that now apply. This will support Local Governments in the event of non-compliance by a land owner or occupier.

COMPLIANCE

Under section 33(3) Local Governments can fine land owners and occupiers who fail to comply with requirements of a fire-break and hazard reduction notice.

Alternatively, under section 33(4)(a) Local Governments may direct Bush Fire Control Officers or other Local Government officers to enter land of the owner or occupier to carry out the requirements of a fire-break notice that has not been met by the land owner or occupier.

This includes any personnel, contractors or vehicles and machinery required to undertake the works. The cost incurred for these activities to bring the land into compliance with the fire-break and hazard reduction notice are recoverable and if the debt due to the Local Government remains unpaid, it may be pursued via court action under section 33(5).

The costs incurred by a Local Government from a contractor to perform the work may be recoverable in court as a debt due from the land owner or occupier (see section 33(5), 33(8)). A Local Government may commence debt recovery action in accordance with section 33(8) through the normal accounts receivable process and this may be as a debt due against the land, a charge against the land, or recoverable in the same manner as rates.

SUGGESTED WORDING FOR FIRE-BREAK AND HAZARD REDUCTION NOTICES

GENERAL SERVICE OF NOTICE

Pursuant to section 33(1) of the *Bush Fires Act 1954*, the [Shire/Town/City] of [NAME] gives notice that the land owners or occupiers of land within the district are required to undertake the following works on land owned or occupied by them.

SPECIFIC SERVICE OR VARIATION CONTENT

Pursuant to section 33(1) of the *Bush Fires Act 1954*, the [Shire/Town/City] of [NAME] gives notice that the land owner or occupier of [ADDRESS] must undertake the following works on this property. The requirements of this notice supersede any requirements issued previous under a previous section 33 fire-break and hazard reduction notice.

NOTICE REQUIREMENTS

The requirements of this notice are to be in place for the period between [Day Month to Day Month], inclusive. The land owner or occupier is required to do the following:

- i For land greater than [insert size] fire-breaks are required to be installed and maintained no less than [Xm] wide and must be no more than [Xm] wide, with a vertical clearance of [Xm] along the boundary of the property and be clear of all inflammable material and obstructions.
 - ii The following are considered to be conducive to the outbreak, spread or extension of a bushfire and need to be managed as part of this fire-break and hazard reduction notice:
 - iii **Example** Wood piles and other combustible materials – all firewood, and timber products must be stored at least [Xm] away from any external part of any dwelling or building. They are to be no larger than [Xm] x [Xm] in size and must be at least [Xm] from each other;
 - iv **Example** Asset Protection Zones (APZs) – an APZ must be maintained around all habitable buildings and structures and extend at least [insert distance] metres from the buildings and structures [Include requirements of the APZ^].
 - v **Example** Leaves on roofs, in gutters and downpipes – all roofs, gutters and downpipes of any dwelling or building are to be cleared of any leaves or other inflammable material;
 - vi **Example** Grass – all grass must be maintained to a height of less than [Xcm] across the entire property;
 - vii **Example** Trees – all trees shall be pruned so there are no branches within [Xm] of the ground; and
 - viii **Example** Driveways – all driveways shall be maintained in a trafficable condition, clear of inflammable matter (however defined) to a vertical height of [Xm] for the purpose of allowing access for firefighting vehicles.
- [^]See [Guide for Applying Bush Fire Risk Treatment Standards.](#)

**The examples provided referring to various requirements for different land sizes is essential and other factors can also be used to vary requirements such land use. Regardless of whatever factor is used make sure the requirements are clear and unambiguous*.*

APPENDIX 1 -

OTHER RELEVANT SECTIONS OF THE *BUSH FIRES ACT 1954* WITH NOTIFICATION REQUIREMENTS

PROVISION	TITLE	HOW NOTIFICATION IS MADE TO PUBLIC	RELEVANT INFORMATION
s.17	Prohibited Burning Time (PBT)	Gazette published (Minister/ Fire and Emergency Services (FES) Commissioner) Local newspaper, wireless broadcast and notice boards in prominent location in district (Local Government (LG))	Burning the Bush is prohibited from X/XX to X/XX annually within identified zones of the State.
s.18	Restricted Burning Time (RBT)	Gazette published (Minister/ FES Commissioner) Local newspaper, wireless broadcast and notice boards in prominent location in district (LG)	Burning the Bush is only permitted from X/XX to X/XX annually, within identified zones of the State, if a person has obtained a permit to burn from the LG.
s.24G	LG Restrict Burning of Garden refuse	Gazette published (Minister/ FES Commissioner) Gazette published and local newspaper (LG)	LG has prohibited or imposed restrictions on the burning of garden refuse within its district. Must specify the person or class of persons to whom; the area in which; and the period during which the notice applies.
s.25(1a)	Prohibit camping and cooking fires in the open air during the prohibited burning times	Gazette published and local newspaper	LG has prohibited camping and cooking fires in the open air during the prohibited burning times for the period of XX/X/XX to XX/X/XX.
s. 27(3)	Prohibit operation of a tractor or harvester that is not equipped with a fire extinguisher	Local newspaper, wireless broadcast and notice boards in prominent location in district	Shall have effect for such period during the prohibited burning times or the restricted burning times, or both, as is specified in the notice.
s.38	Appointment of Bush Fire Control Officers	Local newspaper	The LG has appointed the following persons as bush fire control officers.

s.38(8) & (10)	Appointment of Fire Weather Officers	Local newspaper and the FES Commissioner in the Gazette	The LG has appointed the following persons as fire weather officers (or deputies) to specified LGs.
r.15C	Prohibit burning during the Restricted Burning Times	Local newspaper	The LG has prohibited burning of the bush on Sundays or specified public holidays during the RBT.
r.38B	Operation of equipment powered by internal combustion engine on land in the district may constitute a fire hazard	Wireless broadcast, local newspaper or written notice or oral direction	Bush fire control officer can prohibit use of engine, or provide direction on firefighting equipment required at site, or fitment of spark arrester.
r.38C	Use of harvesting machinery on a Sunday or public holiday	Local newspaper	LG may declare that use of harvesting machinery during PBT/ RBT is prohibited on Sundays or public holidays.



Source: DFES, 2025

APPENDIX 2 - OTHER USEFUL INFORMATION

The below documents are available online and may provide a useful starting point for developing the requirements to be included in a fire-break and hazard reduction notice that is suitable for your area.

Bush Fire Act 1954:

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_106_homepage.html

Bush Fire Risk Treatment Standards 2020:

<https://publications.dfes.wa.gov.au/publications/bush-fire-risk-treatment-standards-2020>

Guide for Applying the Bush Fire Risk Treatment Standards:

<https://publications.dfes.wa.gov.au/publications/guide-for-applying-the-bush-fire-risk-treatment-standards>

A Guide to Constructing and Maintaining Fire-breaks:

<https://publications.dfes.wa.gov.au/publications/a-guide-to-constructing-and-maintaining-fire-breaks>

A Guide to Mechanical Bushfire Mitigation:

<https://publications.dfes.wa.gov.au/publications/guide-to-mechanical-bushfire-mitigation>

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GENERAL

- 23 Incidents registered for the Shire of Kojonup over the 25/26 period, well attended by Volunteers and Senior FCO's, with the predominant cause being weather conditions, along with 3 fires caused by vehicle issues. 2 escaped burns and an estimated fire area loss of 50 Hectares.
- I attended the ROAC (Regional Operations Advisory Committee) meeting on the 14th of April in Jerramungup.
 - TRAINING: Multiple reviews of training packages have been undertaken by DFES Academy and the BCoE, including: the Fire Control Officer's course along with the intention of releasing an online refresher to be available. Other reviewed courses which are released include the online Rural Fire Awareness and AIIMS 2025 (previously AIIMS 2017). New courses they are looking to release include Aviation Fundamentals and Fire Ecology. BCoE are also investigating an online module on radio operations and procedures.
 - The Bushfire Operations Committee are looking into the possibility of introducing electronic permits to burn in the future, with a statewide register of permits issued.
 - Stand Alone Power Systems and Windfarm infrastructure require separate procedures around mitigation and response, depending on the ownership of that infrastructure.
 - The app, Fire Mapper, is being widely adopted across local governments and brigades. This allows for input of incident area, water points, access points, sectorising of an incident, ect. This requires individual licences for volunteer access and use.
 - In some instances of high fuel loading in the southern and coastal areas of the region, water alone was seen as in-effective in combating crop fires, both harvested and standing, with tactics relying heavily on foam use and the use of speed tillers to install safety zones/ fire breaks and allowing fires to burn up to that installed line.
 - Some chiefs with land bordering national parks are seeing greatly elevated fuel loads in those park areas which have been described as 'unacceptable'. Requests have been made to DBCA to undertake immediate mitigation works on the boundaries of those national parks.
 - A sub-committee was formed to assess the LGGS applications for the region for further endorsement.

- From DBCA – Line Scanner Aircraft have been used effectively to map large scale incident areas. The use of this aircraft shows fire intensity along with at scale fuel loadings. This aircraft can be employed through smoke and cloud, during the day or at night and does not affect any operational aircraft due to its greatly elevated flight path.
- The next ROAC meeting will be hosted by the Shire of Ravensthorpe on the 9th of September.

-

**Notice to all landowners and occupiers
within the Shire of Kojonup**

***Pursuant to section 33 of the Bush Fires Act 1954
you are required to carry out fire prevention work
on land owned or occupied by you in accordance
with the provisions of the Order***

FIRST AND FINAL NOTICE



2026/2027 FIRE BREAK ORDER

By order of the Shire of Kojonup (Shire) Council
28 May 2026
Grant Thompson, Chief Executive Officer

**EMERGENCY SMS LIST- CALL THE SHIRE
9831 2400 AND ADD YOUR NUMBER
SOK BUSHFIRE BAN PHONE LINE: 9831 1580**

Stirling West Fire Weather District

**PROHIBITED BURNING TIME
1 NOVEMBER – 28 FEBRUARY**

Permits may be issued between 1 Nov – 15 Dec for protective burning only. Between 16 Dec – 28 Feb no fires may be lit without the express permission of the Chief Bush Fire Control Officer. The Shire Council has authority to extend this date, and you should consult with your local Fire Control Officer or ring the Shire at 9831 2400.

RESTRICTED BURNING TIME

1 OCTOBER – 31 OCTOBER & 1 MARCH – 30 APRIL

Permits are required for all fires lit during these Restricted Burning times and must be obtained from your local Fire Control Officer who will explain the conditions under which fires may be lit.

Permits will not be issued for town site burning between 1 March – 30 Apr. Please note restricted burning times may be extended by the CBFCO, you should consult with your local Fire Control Officer or ring the Shire at 9831 2400.

**NON-RESTRICTED BURNING TIME – BURNING PERMITTED
1 MAY – 30 SEPTEMBER**

Landholders / Occupants must still take necessary precautions to keep their fires under control – BE RESPONSIBLE

INSPECTION AND COMPLIANCE

The Requirements of this Notice are considered the minimum standard of fire prevention work required to protect not only the individual properties but also the district. In addition to these requirements, the Shire may issue separate special orders on owners or occupiers if hazard removal is considered necessary.

As required, the Shire's responsible officer will begin conducting onsite inspections from:

4 November – Within gazetted townsites (Including Muradup and Jingalup townsites)

16 December –All land outside the gazetted townsite.

IMPORTANT DATES

BURNING RULES

1. Patrolling of all fires is the responsibility of the landowner or occupier for as long as the fire poses a risk. These include clearing fires as well as protective burning.
2. All adjoining landowners must be notified on the morning of the intended burn whether clearing grass or protective burning is carried out.
3. No fire to be lit before 1300 hours (1pm). As from the 1st April, lighting times may be at the discretion of the Chief Bush Fire Control Officer.
4. For all grass, stubble and chaff fires, no trees or heaps of logs are to be burning within 40 metres of the outside of the perimeter break.
5. All stubble/grass burns conducted within the restricted burning period must have a 3-metre-wide perimeter break cleared of all flammable material.
6. All other conditions on a WRITTEN PERMIT to burn must be complied with.

NON-COMPLIANCE WITH THE ABOVE MAY LEAD TO PROSECUTION

The above rules are to be observed in all cases unless your Fire Control Officer gives special approval to any alternative provisions.

TO REPORT A FIRE

Contact either Zulu or Fire Control Officer in the first instance or dial 9831 1580 / 000.

Provide the following information:

- Your name and contact number
- Fire location (information such as landmarks, road names, your location and the direction of smoke and estimated distance is helpful in establishing fire location)
- If it is a private property, supply the property owner's name if known
- Provide details of site access if known

RADIO COMMUNICATIONS

VHF Channel 41	Mid Band Channel
UHF Channel 11	Upon arrival at firesite
Channel 234 or 229	WAERN

Do you require a Permit to Burn?

If so, the person who takes out the permit is solely responsible for all conditions agreed to on the permit.

Any damage or injuries that are caused due to negligence, are the permit holder's responsibility and may result in penalties being lodged.

There have been too many fires caused by permit burns in the Great Southern. Please take care and ensure all burns are monitored until they are extinguished.

GENERAL INFORMATION

BURNING RULES

Pursuant to the powers contained in Section 33 of the *Bush Fire Act 1954 (Act)*, you are hereby required to have firebreaks clear of all flammable material, in the position, of the width, and for the period as specified.

1. Urban Land (Land within a gazetted townsite)

During the period from the 2nd November to 31st May inclusive, you shall have the following firebreaks:

- On all land, regardless of size or how the land is zoned, an Asset Protection Zone (APZ) of 20 metres surrounding all buildings must be established. An APZ is a reduced fuel load zone. Living standing trees, remnant vegetation, maintained gardens and lawns are exempt from an APZ.
- On all land that is 4,000 square metres or less, all remaining flammable material is to be reduced to a height of less than 50mm.
- On all land in excess of 4,000 square metres, clear a 3.0 m wide firebreak immediately inside all external boundaries of the land and maintain all remaining flammable material on the land to a height of less than 150mm.
- Woodpiles are permitted on any land providing a 3.0 m wide firebreak is installed and maintained immediately surrounding the woodpile.
- The Chief Executive Officer may instigate a Fire Notice on any property with specifications listed to reduce any potential hazard as he deems applicable.

2. Rural Land (land outside a gazetted townsite)

During the period from 15th December to the 31st May inclusive you shall have an Asset Protection Zone (APZ) of 20 metres surrounding all Homesteads, Buildings, Sheds, Haystacks, Bulk Fuel, Drums and Liquid Petroleum established. An APZ is a reduced fuel load zone. Living standing trees, remnant vegetation, maintained gardens and lawns are exempt from an APZ.

3. Plantation/Tree Farmland

An area exceeding 3 hectares planted for commercial purposes .

- Firebreaks shall be 15 metres wide on the boundaries of all plantations, tree farms, or such other locations as may be agreed to by the Council.
- Firebreaks shall be constructed around plantation compartments of approximately 50 hectares.
- A 50 metre perimeter firebreak around all buildings and fuel storage areas, cleared of all flammable material is required.

4. Wind Turbine / Renewable Energy Firebreaks

Wind Turbine: The fire break requirements for all wind turbines/ in the Shire of Kojonup are in accordance with the individual Bush Fire Management Plan, as approved at the time of development approval, unless expressly amended by the Council.

Solar Energy Facility and Battery Energy Storage Systems: The operator of any large-scale solar energy facility or battery energy storage system (BESS) within the Shire must comply with the firebreak and fuel management requirements specified in their approved Bushfire Management Plan.

Standalone Power Systems (SPS): Privately owned off-grid power generation and storage systems on rural land are subject to the rural land requirements of this Order. The owner / Occupier must maintain a cleared 3 metre surrounding any battery storage enclosure or generator housing.

Note: Western Power is responsible for vegetation maintenance within SPS enclosure. Landowner queries should be directed to Western Power on 13 10 87.



Non-Compliant Firebreak



Compliant Firebreak



Compliant APZ

URBAN/RURAL/PLANTATION LAND

Firebreak – (3 metre requirements) – a firebreak is defined as an area three metres wide cleared of all flammable materials by ways of ploughing, cultivating, scarifying, burning or otherwise clearing the earth.

Planting Compartment – An individual area of approx 50 hectares surrounded by firebreaks cleared of all flammable material ten metres wide and five metres vertically. Internal firebreaks must be maintained in a trafficable condition and, if needed, trees on both sides of the firebreak are to be progressively pruned to allow unrestricted access to maintenance and fire fighting equipment to maintain an effective width of firebreak.

Powerlines

If a main power line failure occurs when a Movement of Vehicle Ban is in operation, report to the Chief Bush Fire Control Officer.

Western Power has a minimum requirement of ten metres clearance either side of the outside power pole. Generally, the clearance distanced from the powerline should be no less than the expected mature height of the trees planted in the outside row. However, in all instances where power lines are crossing land where it is proposed that plantations be planted, the owner should consult with Western Power, 131351 for advice.

Boundary Firebreaks

Boundary firebreaks are not compulsory within the Shire of Kojonup Rural Area.

Exemptions

If it is considered impractical for any reason to clear firebreaks on the land as required by this notice, you may apply to Council or its duly authorised officer no later than 60 days prior to the date by which firebreaks are required as per this notice for permission to provide firebreaks in alternative positions or take alternative action to abate fire hazards on the land. If Council or its duly authorised officer does not grant permission, you shall comply with the requirements of this notice.

Firebreak Inspection

In following the method adopted by Council to inspect the firebreaks required in this notice, it is not necessary for Council to notify you or give you any prior warning that legal action may proceed for failing to comply with the requirements of this notice.

Penalties: An infringement of \$250. A Penalty of up to \$5,000. A person in default is also liable, whether prosecuted or not to pay the cost of performing the work directed in this notice if it is not carried out by the required date.

As per the *Bush Fires Act 1954*,

- Occupier of land to extinguish bush fire occurring on own land
 - Where a bush fire is burning on any land —
 - at any time in any year during the restricted burning times; or
 - during the prohibited burning times;

and the bush fire is not part of the burning operations being carried on upon the land in accordance with the provisions of the *Act*, the occupier of the land shall forthwith, upon becoming aware of the bush fire, whether he has lit or caused the same to be lit or not, take all possible measures at his own expense to extinguish the fire.

(1B) Where he requires assistance for the purpose he shall if practicable, without leaving the fire unattended, inform or cause to be informed the nearest available bush fire control officer, or bush fire brigade officer, of the existence and locality of the fire.

(2) For the purposes of this section, a fire lit before the commencement of a period of prohibited burning times relating to the district where the fire is situated, and which is still burning at the commencement of those prohibited burning times, is to be regarded as being a bush fire which is not part of the burning operation being carried on upon the land in accordance with the provisions of this *Act*.

Penalties: An infringement of \$250. A Penalty of up to \$10,000.

Harvesting

It is compulsory that an engine powered pumping unit and not less than 600 litres of water must be in attendance during grain harvesting operations. Trailed units must have the towing vehicle attached at all times. The fire fighting unit must be located in or immediately adjacent to the paddock being harvested at all times.

Penalties: An infringement of \$250. A Penalty of up to \$5,000.

Swathers, Balers and Track Chainers

These are subject to the same conditions as Harvesting i.e. an engine powered pumping unit and not less than 600 litres of water be in attendance during operations from 1st Dec onwards (excluding canola swathing).

Oxyacetylene, Arc Welders, Friction Cutting Equipment etc.

These are subject to the same conditions, whilst used in the open, as swathers and balers and, in addition, the work site must be adequately cleared of flammable material before the use of the above equipment

DEFINITIONS AND SPECIFICATIONS

FIRE CONTROL OFFICERS AND BRIGADES 2026/2027

BRIGADE	RADIO CALL SIGN		PHONE	MOBILE
BOILUP				
Bevan Bignell	Bravo 1	FCO	-----	0427 625 312
Josh Cussons	Bravo 2	LT	-----	0428 943 682
BOSCABEL				
Kim Bellotti	Boscabel 1	FCO	-----	0427 331 001
Jordan Hunter	Boscabel 2	LT		0459 124 216
Craig Ivey	Boscabel 3	LT	-----	0428 720 065
Michael Jackson	Boscabel 4	LT	-----	0428 822 424
CHANGERUP				
Murray Magini	Charlie 1	FCO	9863 1191	0429 198 701
Maurice Shilcock	Charlie 2	LT		0438 911 045
Gordon Coleman	Charlie 3	LT		0427 160 883
CTP				
Peter Kowald	CTP 1	FCO	-----	0427 095 720
Neal O'Halloran	CTP 2	LT	-----	0429 371 363
Andrew Bushell	CTP 3	LT	-----	0409 111 691
Owen Bignell	CTP 4	LT	-----	0429 311 383
JINGALUP				
Steve McGuire	Jingalup 1	FCO	-----	0428 336 232
Andrew Plowman	Jingalup 2	LT	-----	0429 706 202
Michael Young	Jingalup 3	LT	-----	0428 825 054
KOJONUP				
Matt Bilney	Keelo 1	FCO	-----	0439 745 639
Jason Thorn	Keelo 2	LT	-----	0488 310 808
Mitchell Blakers	Keelo 3	LT		0458 033 066
Bevan Brown	Tango 1	TWN		0427 312 616
LUMEAH				
James Heggaton	Leema 1	FCO	-----	0419 711 203
Brad Bilney	Leema 2	LT	-----	0417 916 900
Hamish Thorn	Leema 3	LT	-----	0457 424 986
MOBRUP				
Andrew Parker	Mobrup 1	FCO	-----	0458 043 883
Rob Warburton	Mobrup 2	LT	-----	0428 337 517
Digby Stretch	Mobrup 3	LT	-----	0428 540 521
MURADUP				
Kent Stone	Mike 1	FCO	-----	0447 455 238
Simon Zacher	Mike 2	LT	-----	0428 915 482
ORCHID VALLEY				
Griffin Chomley	OV 1	FCO	-----	0428 323 005
Colin Ednie-Brown	OV 2	LT	9832 3071	0429 323 071
Tony Davis	OV 3	LT	-----	0427 231 891
QUALEUP				
Shannon Binns	Qualeup 1	FCO		0428 173 990
Ben Webb	Qualeup 2	LT	9832 3025	0427 987 273
Fred House	Qualeup 3	LT		0455 625 776
Joel Wood	Qualeup 4	LT		0458 151 474
RYANS BROOK				
Stuart Tohl	Romeo 1	FCO	9834 2225	0447 342 225
Jonson Clifton	Romeo 2	LT	-----	0427 342 210
Bevan Gibbs	Romeo 3	LT		0427 441 348

BRIGADE CONTACT DETAILS

ZULU CONTACTS

Name	Position	Call Sign	Contact Details
Tony Fisher	Chief FCO / Fire Weather Officer	Zulu 1	Mb: 0428 311 504 Email: tonyfisher223@hotmail.com
Ross Fryer-Smith	Deputy FCO / Deputy Fire Weather Officer	Zulu 2	Mb: 0429 342 202 Email: towerlup@gmail.com
Ben Blewett	Senior FCO	Zulu 3	Mb: 0427 250 226 Email: Benandstacey1@outlook.com
Paul Norrish	Senior FCO	Zulu 4	Mb: 0428 919 609 Email: Norrish.ddf@gmail.com

SECRETARY

Denise Berryman	Secretary	Mike 4	Ph 9832 1041 Email: mberryman@bordnet.com.au
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SHIRE CONTACT DETAILS

Shire Office	9831 2400
SoKo After Hour Emergency / Standby Manager	0448 560 943
Chief Executive Officer	0419 903 363
Manager Regulatory Services	0460 426 416
Works and Infra Structure Manager	0436 962 954
Property Services and NRM Manager	0473 523 216
Community Emergency Services Manager	0499 899 189

EMERGENCY CONTACTS

Ambulance	000
Hospital	9831 2222
Police	9831 2555 or 000
Kojonup Fire & Rescue Service	000
Bush Fire Emergency	000

RADIO COMMUNICATIONS

VHF Channel 41	Mid Band Channel
UHF Channel 11	Upon arrival at firesite
Channel 234 or 229	WAERN

ZULU & SHIRE CONTACT DETAILS