



## SHIRE OF KOJONUP

### AGENDA

#### Ordinary Council Meeting

20 August 2024

**TO: THE SHIRE PRESIDENT AND COUNCILLORS**

NOTICE is hereby given that an Ordinary Meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on Tuesday, 20 August 2024 commencing at 3:00pm.

I certify that with respect to all advice, information or recommendation provided to the Council in or with this Agenda:

- i. The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- ii. Where any advice is directly given by a person who does not have the required qualifications or experience, that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.

**GRANT THOMPSON**  
**CHIEF EXECUTIVE OFFICER**

16 August 2024

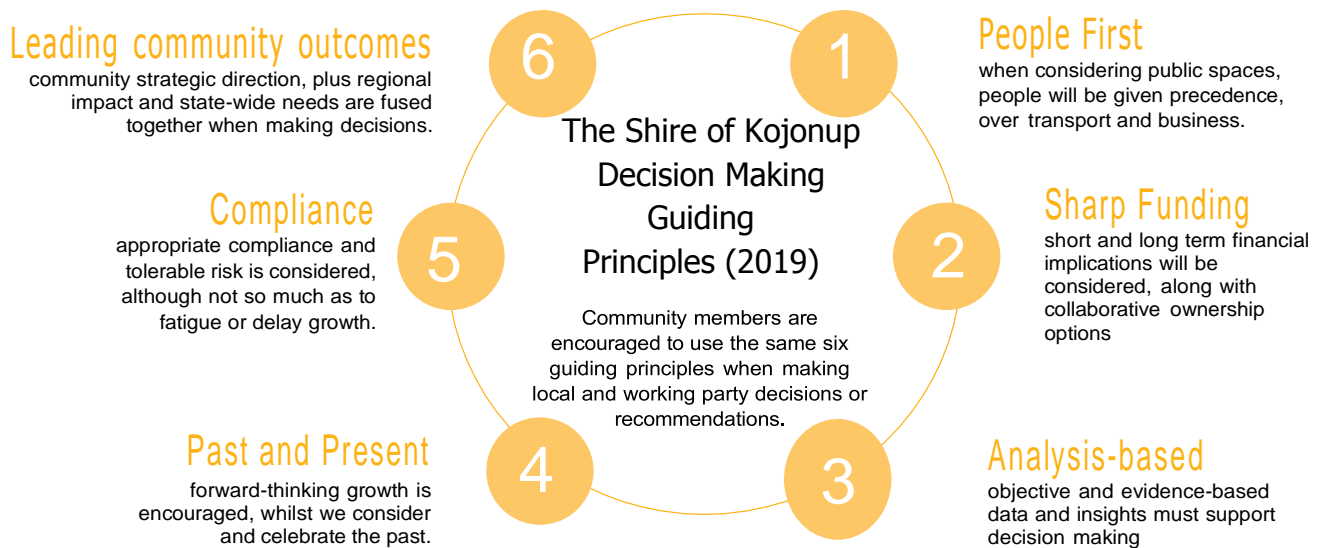
**AGENDA FOR AN ORDINARY COUNCIL MEETING TO BE HELD ON 20 AUGUST 2024**

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The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years in line with the Strategic Community Plan review schedule.





## AGENDA

### 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President shall declare the meeting open at \_\_\_\_\_ and draw the meeting's attention to the disclaimer below:

#### *Disclaimer*

*No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.*

*The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting.*

*Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the Shire.*

#### **Acknowledgement of Country**

*The Shire of Kojonup acknowledges the first nations people of Australia as the Traditional custodians of this land and in particular the Keneang people of the Noongar nation upon whose land we meet.*

*We pay our respect to their Elders past, present and emerging.*

#### **Prayer**

*Almighty God, we pray for wisdom for our reigning monarch King Charles.*

*We ask for guidance in our decision making and pray for the welfare of all the people of Kojonup.*

*Grant us grace to listen and work together as a Council to nurture the bonds of one community.*

*Amen*

**2     ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

**3     ATTENDANCE  
COUNCILLORS**

Cr Bilney	Shire President
Cr Wieringa	Deputy Shire President
Cr Egerton-Warburton	
Cr Mathwin	
Cr Mickle	
Cr Webb	

**STAFF**

Grant Thompson	Chief Executive Officer
Estelle Lottering	Project Manager/Community Services
Tonya Pearce	Governance and Rates Officer

**3.1   APOLOGIES**

**3.2   APPROVED LEAVE OF ABSENCE**

Cr Radford

**4     DECLARATION OF INTEREST**

**5     PUBLIC QUESTION TIME**

**5.1   RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Not applicable

**5.2   PUBLIC QUESTION TIME**

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 23 JULY 2024

Unconfirmed Minutes of an Ordinary Council Meeting held 23 July 2024 are at [attachment 6.1.1.](#)

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 23 July 2024 be confirmed as a true record.

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

8 METHOD OF DEALING WITH AGENDA BUSINESS

9

**REPORTS**

**9.1 KEY PILLAR ‘LIFESTYLE’ REPORTS**

**9.1.1 PROPOSED LOCAL PLANNING POLICY NO.10 - WIND FARMS / WIND TURBINES**

<b>AUTHOR</b>	Estelle Lottering – Manger Projects and Regulatory Services
<b>DATE</b>	Monday, 12 August 2024
<b>FILE NO</b>	IM.PLN.01
<b>ATTACHMENT(S)</b>	9.1.1.1 – Draft Local Planning Policy No.10: Wind Farms / Wind Turbines 9.1.1.2 – Planning and Development (Local Planning Schemes) Regulations (as at 1 July 2024) pages 128-131

<b>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033</b> <b>To be “The Cultural Experience Centre of the Great Southern”</b> <b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
<b>Key Strategic Pillar/s</b>	<b>Community Goal/s</b>	<b>Corporate Objective/s</b>
Lifestyle	2. Proactive Community Spirit	2.6 Wellbeing advancement
Economics	5. Assisted new business	5.1 Industrial Land release
Performance	12. A High Performing Council	

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is to seek Council’s resolution to adopt the draft Local Planning Policy on Wind Farms for the purpose of public advertising. The policy aims to provide clear guidelines for the development and management of Wind Farms within the Shire of Kojonup.

**BACKGROUND**

Wind farms present an opportunity to contribute to a clean and sustainable source of power and economic development. However, it is crucial to manage these developments to minimise impacts on the environment, landscape and local communities. The draft Local Planning Policy for Wind Farms has been prepared to address these issues comprehensively.

The final part to this process is to prepare a Local Planning Policy in accordance with the procedural requirements of clause 4 in Part 2 of the *Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015*.

The first step in the regulated process is for Council to approve the draft Policy so the Shire can advertise for community comments. The Council will then need to consider the comments and approve the final Policy document.

### **COMMENT**

Development of a Local Planning Policy for Wind Farms is essential to provide a clear framework for managing wind energy development in the Shire of Kojonup.

It has been developed in collaboration with several other neighbouring Councils to ensure a consistent approach across the region.

Public advertising of the draft policy will provide an opportunity for community input, helping to refine the policy before final adoption.

### **CONSULTATION**

Steve Thompson (Edge Planning - Town Planner)

Grant Thompson (Chief Executive Officer)

### **STATUTORY REQUIREMENTS**

The draft policy has been prepared in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015. It aligns with the state and federal legislation regarding renewable energy and environmental protection, including the Environmental Protection Act 1986 and complies with the requirements set out in the Shire's Local Planning Scheme No.3.

### **POLICY IMPLICATIONS**

Adopting the draft policy for advertising will set the framework for a structured approach to future wind farm development within the Shire. Once adopted, the policy will inform future development applications and planning decisions, ensuring that wind farm development projects are developed responsibly and sustainably.

### **FINANCIAL IMPLICATIONS**

This item will incur advertising costs which will appear in the 24/25 budget.

### **RISK MANAGEMENT IMPLICATIONS**

The adoption of the Wind Farm policy will mitigate risks by providing clear guidelines for the assessment and management of wind farm projects in the future.

### **ASSET MANAGEMENT IMPLICATIONS**

Nil

### **SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION**

That Council:

1. Adopt the draft Local Planning Policy No. 10 - Wind Farms for the purpose of public advertising.
2. Authorise the Chief Executive Officer to advertise the draft policy as required and
3. Present any community feedback to Council for consideration.

## 9.2 KEY PILLAR ‘ECONOMICS’ REPORTS

### 9.2.1 PROPOSED TREE FARM (PINE PLANTATION) – LOTS 351 & 6390 MOBRUP ROAD, MOBRUP

<b>AUTHOR</b>	Estelle Lottering – Manager Projects and Regulatory Services
<b>DATE</b>	Thursday, 15 August 2024
<b>FILE NO</b>	A4101
<b>ATTACHMENT(S)</b>	<p>9.2.1.1 – Email request regarding DA Conditions for the 2241 Mobrup Road</p> <p>9.2.1.2 – MOU – Mutual Support in Planning and Responding to Bushfire within or near plantation estates and other bushfires as required</p> <p>9.2.1.3 – FIFWA signatories to the DFES- FIFWA Fire Managers MOU</p> <p>9.2.1.4 – Guidelines for Plantation Fire Protection 2011 final</p> <p>9.2.1.5 – Steve Thompson – Advice on Development Application Amendment</p> <p>9.2.1.6 – Plans and information from applicant</p> <p>9.2.1.7 – Extract from Planning and Development (Local Planning Scheme) regulations 2015</p> <p>9.2.1.8 – Location Map</p>

<b>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033</b> <b>To be “The Cultural Experience Centre of the Great Southern”</b> <b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
<b>Key Strategic Pillar/s</b>	<b>Community Goal/s</b>	<b>Corporate Objective/s</b>
Economics	4. Grown Existing Business	4.1 Economic support program

#### DECLARATION OF INTEREST

Nil

#### SUMMARY

Council to consider an amendment request to the approved conditions of a development application for a tree farm (pine plantation) on Lots 351 and 6390 Mobrup Road, Mobrup.

#### BACKGROUND

##### Proposal

The applicant has lodged a Development Application seeking approval for a tree farm (pine plantation) to be established on Lots 351 and 6390 Mobrup Road, Mobrup (the ‘site’). The site is outlined in Attachment 9.2.1.8 which is approximately 45 kilometres south-west of the Kojonup town site.

Details submitted by the applicant are provided in Attachment 9.2.1.6. The applicant proposes to plant 980 hectares of Pinus Radiata (pine plantation). Thinning is proposed after approximately 15 years, a further thinning at 22 years with the final harvest at 30 years of age.

An application for the amendment of approved conditions was sent in Attachment 9.2.1.1.

### The site

Details relating to the site:

- Consists of two titles. One lot is located north of Mobrup Road and other lot is south of Mobrup Road;
- Has a combined area of 1392.2 hectares in area and is generally cleared;
- Around 142 hectares has previously been established for a pine plantation; and
- Contains a dwelling and sheds.

### Planning Framework

There are various planning policies and environmental documents relevant to the application including State Planning Policies and industry guidelines. In summary, the policy framework supports plantations (tree farms) on rural zoned land.

The site is not classified as priority agricultural land by the State Government.

The site is zoned 'Rural' in the *Shire of Kojonup Town Planning Scheme No. 3* (TPS3). A 'plantation' is a 'P' use in the Rural Zone as set out in the TPS3 Zoning Table. The local government is not able to refuse a 'P' use.

The *Shire of Kojonup Strategic Community Plan* supports a diversified economic base.

The site is partially located within a bush fire prone area as designated by the Fire and Emergency Services Commissioner.

### **COMMENT**

The proponent is requesting the following amendments to the previously approved Development Application.

Shire Development Applications Approved Conditions	Proponent Requested Amendment to Approved Development Application
A self-propelled fire unit holding a minimum of 2000 litres be available and maintained on the property at all times and be made available for fire management events	A 3.4 Heavy Duty Fire Truck (which complies with DBCA and DFES regulations) be acquired and placed centrally between Kojonup and Boyup Brook. The truck will be made available for all fire management events.
A water storage tank holding a minimum of 300,000 litres be available for fire management and close to the Mobrup road for ease of access by firefighters.	As per FESA Guidelines two 25 000L water tanks will be placed at the main entrance of the property. The permanent dams on the property will be maintained and mapped accordingly for use in the event of a bushfire emergency.
Prior to commencing any development, the applicant is to lodge a Creek line and Waterway Management Plan, identifying all areas to be fenced, and a corresponding rehabilitation plan to be created for implementation, and to the satisfaction of the Chief Executive Officer of the Shire of Kojonup	Environmental plantings (of native bush) need to take place in areas with high salinity that cannot sustain Pine trees or degraded stream reserves. These areas will be mapped accordingly. If at any stage stock will be allowed to graze on the property, the affected areas will be fenced off.

It is recommended by the author that Council approve the request for the amended Development Application conditions set out in the approved Development Application.

This follows assessment against the planning framework (including State guidance), TPS3, and information provided by the applicant. It is noted that:

- The application is consistent with the planning framework including the objectives and requirements of the Rural zone in TPS3;

- The site is not within a Landscape Protection Special Control Area and the Shire of Kojonup does not contain land classified as State priority agricultural land;
- There are expected to be minimal environmental impacts;
- There are manageable bushfire risks;
- No clearing of native vegetation is proposed;
- Timber resources are important to the district and areas further afield;
- There are no objections from other Shire officers/units; and
- Subject to the plantation being suitably managed in accordance with the *Code of Practice for Timber Plantations in Western Australia* and development conditions are met, that environmental considerations, bushfire management, and impact on the Shire road system can be appropriately addressed.

While noting the above, the following planning considerations was considered by the Council. Some of these are outlined below:

- Length of development approval - the applicant estimates the project life will be approximately 30 years. It is recommended that the development approval be issued for a single rotation rather than including a second rotation or being an 'opened ended' approval. Should the landowner or applicant seek a second rotation or wish to replant the plantation area, they will be required to submit a new Development Application prior to beginning any works;
- On-going bushfire management - the applicant will need to address on-going bushfire management including implementing the Plantation Manager's Fire Agreement. This includes maintaining firebreaks in accordance with the requirements of the Annual Firebreak Notice issued by the Shire under the *Bush Fires Act 1954*. The applicant's Fire Management Plan to set out risks and management responses; and
- Harvesting impacts – recommended conditions seek to ensure local roads are suitably reinstated to pre-harvest conditions by the plantation owner.

### **ALTERNATIVE OPTIONS AND THEIR IMPLICATIONS**

The Council has a number of options available to it, which are discussed below:

*1. Not approve the proposal*

The Council can choose to not approve the application and advise the applicant giving reasons. This is not recommended given a plantation is a 'P' (permitted) use in the Rural zone.

*2. Approve the proposal*

The Council can choose to approve the application, in part or whole and with or without conditions. If this option were chosen, the development can proceed.

*3. Defer the proposal*

The Council can choose to defer the matter and seek additional information from the applicant before proceeding to make a decision. This has implications given the applicant's due diligence period shortly runs out.

The applicant has a right to request a review of any decision and/or condition made by the local government to the State Administrative Tribunal if aggrieved by the decision and/or any condition.



## CONSULTATION

No consultation is required given a plantation is a 'P' (permitted) use in the Rural zone.

## STATUTORY REQUIREMENTS

*Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015* - the processing of the Development Application is required to comply with the requirements of Town Planning Scheme No. 3 which is an operative local planning scheme under the provisions of the Act and Regulations.

Attachment 9.2.1.3 is an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* which sets out matters to be considered by local government in assessing a Development Application.

The Shire has no planning policy guidelines or local laws on tree plantations.

## POLICY IMPLICATIONS

There are various supporting documents which are relevant in assessing the Development Application including *State Planning Policy 2.5 Rural Planning, Rural Planning Guidelines, Code of Practice for Timber Plantations in Western Australia, Guidelines for Plantation Fire Protection*.

Nil at this stage. If the amount of plantations increases in the Shire (for harvesting or carbon capture), there may be a need to prepare a Local Planning Policy on tree farms.

The Council may wish to review the instrument of delegation for plantations over 200 hectares.

## FINANCIAL IMPLICATIONS

The applicant has paid the Development Application fee.

The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. If this occurs, the Shire would incur associated costs.

## RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 – Compliance	Impulsive decision making  Ineffective monitoring of changes to legislation	Professional accreditation / certification maintained	Nil
6 – Engagement	Inadequate documentation or procedures	Public notices / local papers / website communication	Nil

7 – Environment	Inadequate local laws / planning schemes	Environmental management compliance	Nil
8 – Errors, Omissions and Delays	Complex legislation Incorrect information	Development Approval performance report	Nil
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Applicants need to ensure that Development Applications accord with the intent of the Shire of Kojonup Planning Scheme. Council in assessing applications needs to adopt a similar approach that reflects present and future requirements without compromising amenity or establishing precedents.			

#### ASSET MANAGEMENT IMPLICATIONS

Nil.

#### SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

#### VOTING REQUIREMENTS

Simple Majority.

**OFFICER RECOMMENDATION**

That Council grant the recommended amendments of the motion 73/24 for the current Development Approval for a tree farm (pine plantation) on Lot 351 on Deposited Plan 144895 and Lot 6390 on Deposited Plan 224139 Mobrup Road, Mobrup, subject to the following conditions:

**1. That the Development Approval includes the following conditions:**

- a. A self-propelled fire unit holding a minimum of 2000 litres be available and maintained on the property at all times and be made available for fire management events.**

*Amended version:*

*A 3.4 Heavy Duty Fire Truck (which complies with DBCA and DFES regulations) be acquired and placed centrally between Kojonup and Boyup Brook. The truck will be made available for all fire management events.*

- b. A water storage tank holding a minimum of 300,000 litres be available for fire management and close to the Mobrup road for ease of access by firefighters.**

*Amended version:*

*As per FESA Guidelines two 25 000L water tanks will be placed at the main entrance of the property. The permanent dams on the property will be maintained and mapped accordingly for use in the event of a bushfire emergency.*

- c. Prior to commencing any development, the applicant is to lodge a Creek line and Waterway Management Plan, identifying all areas to be fenced, and a corresponding rehabilitation plan to be created for implementation, and to the satisfaction of the Chief Executive Officer of the Shire of Kojonup**

*Amended version:*

*Environmental plantings (of native bush) need to take place in areas with high salinity that cannot sustain Pine trees or degraded stream reserves. These areas will be mapped accordingly. If at any stage stock will be allowed to graze on the property, the affected areas will be fenced off.*

- d. If the applicant is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.**

### 9.3 KEY PILLAR ‘VISITATION’ REPORTS

### 9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

#### 9.4.1 IMPOSITION OF FEES AND CHARGES, AND RUBBISH REMOVAL CHARGES FOR 2024-2025 ANNUAL BUDGET

AUTHOR	Darren Long – Financial Consultant
DATE	Frida, 16 August 2024
FILE NO	FM.BUD.2
ATTACHMENT(S)	9.4.1.1 – Fees and Charges 2024-2025

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 TO BE: <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12 – A High Performing Council	12.1 – SoK finances and funding

#### DECLARATIONS OF INTEREST

Nil

#### SUMMARY

The purpose of this report is for Council to give consideration to the imposition of -

1. Fees and charges for the 2024-2025 financial year;
2. Rubbish removal charges and recycling removal charges for the 2024-2025 financial year.

#### BACKGROUND

Sections 6.16 to 6.19 of the *Local Government Act 1995* govern how a local government may impose fee and charges for the provision of goods or services.

Section 6.16 states:

##### **6.16. Imposition of fees and charges**

- (1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

**\* Absolute majority required.**

- (2) *A fee or charge may be imposed for the following —*

- providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- supplying a service or carrying out work at the request of a person;*
- subject to section 5.94, providing information from local government records;*

- (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) *supplying goods;*
- (f) *such other service as may be prescribed.*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) *imposed\* during a financial year; and*
  - (b) *amended\* from time to time during a financial year.*

**\* Absolute majority required.**

#### **6.17. Setting level of fees and charges**

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
- (a) *the cost to the local government of providing the service or goods; and*
  - (b) *the importance of the service or goods to the community; and*
  - (c) *the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
- (a) *under section 5.96; or*
  - (b) *under section 6.16(2)(d); or*
  - (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
- (a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*
  - (b) *limit the amount of a fee or charge in prescribed circumstances.*

#### **6.18. Effect of other written laws**

- (1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*
- (a) *determine an amount that is inconsistent with the amount determined under the other written law; or*
  - (b) *charge a fee or charge in addition to the amount determined by or under the other written law.*
- (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

#### **6.19. Local government to give notice of fees and charges**

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*

- (a) its intention to do so; and*
- (b) the date from which it is proposed the fees or charges will be imposed.*

Sections 67 and 68 of the *Waste Avoidance and Resource Recovery Act 2007* also apply to the imposition of rubbish and recycling removal charges. Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* states:

**67. Local government may impose receptacle charge**

- (1) A local government may, in lieu of, or in addition to a rate under section 66, provide for the proper disposal of waste, whether within its district or not, by making an annual charge per waste receptacle, payable in one sum or by equal monthly or other instalments in advance, in respect of premises provided with a waste service by the local government.*
- (2) The charge is to be imposed on the owner (as defined in section 64(1)) or occupier, as the local government may decide, of any premises provided with a waste service by the local government.*
- (3) The provisions of the Local Government Act 1995 relating to the recovery of general rates apply with respect to a charge referred to in subsection (1).*
- (4) In the case of premises being erected and becoming occupied during the year for which payment is to be made, the charge for the service provided is to be the sum that proportionately represents the period between the occupation of the premises and the end of the year for which payment is made.*
- (5) Notice of any charge made under this section may be included in any notice of rates imposed under section 66 or the Local Government Act 1995, but the omission to give notice of a charge does not affect the validity of the charge or the power of the local government to recover the charge.*
- (6) A charge may be limited to premises in a particular portion of the area under the control of the local government.*
- (7) Charges under this section may be imposed in respect of and are to be payable for all premises in respect of which a waste service is provided, whether such premises are rateable or not.*
- (8) A local government may make different charges for waste services rendered in different portions of its district.*

Section 68 of the *Waste Avoidance and Resource Recovery Act 2007* states:

**68. Fees and charges fixed by local government**

*Nothing in this Part prevents or restricts a local government from imposing or recovering a fee or charge in respect of waste services under the Local Government Act 1995 section 6.16.*

**COMMENT**

Incorporated into the Schedule of Fees and Charges are the following Rubbish Removal Charges relating to the 2024-2025 financial year:

Annual Fee GST Exclusive

Waste & Recycling Collection – weekly/fortnightly service	\$395.00
Additional Waste Collection 240lt bin	\$225.00
Additional Recycling Collection 240lt bin	\$190.00

**CONSULTATION**

Internal – Senior Executives

External – Nil

**STATUTORY REQUIREMENTS**

*Local Government Act 1995 s.6.16 to s.6.19.*

*Waste Avoidance and Resource Recovery Act 2007, s67 and s68.*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

All fees listed in the attached schedule have been incorporated into the Draft Budget.

**RISK MANAGEMENT IMPLICATIONS**

Risks have been evaluated and key controls are considered appropriate.

**ASSET MANAGEMENT IMPLICATIONS**

An appropriate list of fees and charges can assist to fund the required asset management activities.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

That Council, pursuant to Sections 6.16 of the Local Government Act 1995 and Section 67 of the Waste Avoidance and Resource Recovery Act 2007, adopts the fees and charges, as listed in the Schedule of Fees and Charges for 2024-2025, and incorporates the Schedule of Fees and Charges into its 2024-2025 annual budget.

## 9.4.2 VALUATIONS AND GENERAL RATES FOR 2024-2025 ANNUAL BUDGET

AUTHOR	Darren Long – Financial Consultant
DATE	Friday, 16 August 2024
FILE NO	FM.BUD.2
ATTACHMENT(S)	Nil

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 TO BE: <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12 – A High Performing Council	12.1 – SoK finances and funding

### DECLARATIONS OF INTEREST

Nil

### SUMMARY

The purpose of this report is for Council to give consideration to the adoption of applicable valuations and the imposition of general rates on rateable property.

### BACKGROUND

When imposing rates on property local governments need to ensure they comply with the provisions of Part 6 of the Local Government Act 1995.

Section 6.32 of the *Local Government Act 1995* states:

*6.32. Rates and service charges-*

*(1) When adopting the annual budget, a local government*

*(a) in order to make up the budget deficiency, is to impose\* a general rate on rateable land within its district, which rate may be imposed either:*

*(i) uniformly; or*

*(ii) differentially; and*

*(b) may impose\* on rateable land within its district*

*(i) a specified area rate; or*

*(ii) a minimum payment; and*

*(c) may impose\* a service charge on land within its district.*

*\* Absolute majority required.*

*(2) Where a local government resolves to impose a rate it is required to:*

*(a) set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*

*(b) set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*



## COMMENT

Following the draft budget workshops held with Council, the following general rates are presented for Councils consideration.

The deficiency of expenditure over income for the purpose of striking the rate for the 2024-2025 financial year amounts to \$5,147,439

Every year, the unimproved value (UV) of each property is reassessed by the State's Valuer Generals Office. The gross rental valuation (GRV) of each property for country local governments is reassessed by the State's Valuer Generals Office every five (5) years. The Shire's UV properties were revalued effective 1 July 2023.

The following valuations are currently recorded in Council's 2024-25 rate book-

- (a) Unimproved Valuations (UV) - \$740,834,300, of which \$6,602,300 are minimum values;
- (b) Gross Rental Valuations (GRV) - \$7,716,539, of which \$112,178 are minimum values.

The Shire bases the determination of annual property rates payable upon the unimproved values (UV) for rural properties and the gross rental values (GRV) for non-rural properties; with the values set by the Valuer General. The Shire applies a rate in the dollar charge for each valuation category, which is multiplied against a property's valuation.

The rate in the dollar adopted for the 2023-2024 financial year was, for UV properties at 0.06398 cents, and for GRV properties at 14.7157 cents. This becomes the base rate in the dollar when determining the following year's rate in the dollar. When properties are revalued, the previous year's rate in the dollar is adjusted in consideration of the whether the valuation has increased or decreased. This allows for a revised base rate in the dollar that would generate the same amount of revenue using the new property valuations. The increase in UV valuations of 28.32% has necessitated an adjustment to the UV rate in the dollar as follows:

1. UV – decrease from 0.6398 cents to 0.4983 cents to account for the valuation increment.

The rates in the dollar proposed in the draft budget are as follows-

- (a) The GRV rate in the dollar for 2024-2025 will increase from 14.7157 cents to 15.4515 cents, equating to a 5.00% increase; and
- (b) UV rate in the dollar for 2024-2025 will increase from 0.4983 cents to 0.5232 cents, equating to a 5.00% increase.

## CONSULTATION

Internal – Senior Executives and Councillors

External – Nil

## STATUTORY REQUIREMENTS

*Local Government Act (1995)* s.6.2. (1) states that each Local Government is to prepare an annual budget prior to 31 August, unless an extension from the Minister is granted.

*Local Government Act 1995* s.6.32.

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

The 2024-2025 budget is presented as a balanced budget.

**RISK MANAGEMENT IMPLICATIONS**

A control measure to raise rate revenue to offset budget expenditure as listed in the 2024-2025 budget, whilst ensuring compliance with applicable legislation.

**ASSET MANAGEMENT IMPLICATIONS**

Rating revenue assists to fund the required asset management activities in accordance with the Asset Management Plan 2017.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

1. That Council adopt the valuations, as supplied by the Valuer General's Office and recorded in the Rate Book, for the 2024-2025 year-

Gross Rental Valuations	\$ 7,716,539
Unimproved Valuations	\$740,834,300

2. That Council, pursuant to Section 6.32 of the Local Government Act 1995, impose the following rate in the dollar general rate for 2024-2025-

GRV properties	\$0.154515
UV properties	\$0.005232

### 9.4.3 MINIMUM PAYMENT FOR 2024-2025 ANNUAL BUDGET

AUTHOR	Darren Long – Financial Consultant
DATE	Friday, 16 August 2024
FILE NO	FM.BUD.2
ATTACHMENT(S)	9.4.3.1 - Nil

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 TO BE: <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12 – A High Performing Council	12.1 – SoK finances and funding

### DECLARATIONS OF INTEREST

Nil

### SUMMARY

The purpose of this report is for Council to give consideration to the adoption and imposition of the Minimum Payment on rateable property for 2024-2025.

### BACKGROUND

Section 6.35 of the *Local Government Act 1995* states:

- (1) *Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.*
- (2) *A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.*
- (3) *In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —*
  - (a) *50% of the total number of separately rated properties in the district; or*
  - (b) *50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.*
- (4) *A minimum payment is not to be imposed on more than the prescribed percentage of —*
  - (a) *the number of separately rated properties in the district; or*
  - (b) *the number of properties in each category referred to in subsection (6), unless the general minimum does not exceed the prescribed amount.*
- (5) *If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.*
- (6) *For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —*

- (a) to land rated on gross rental value; and
- (b) to land rated on unimproved value; and
- (c) to each differential rating category where a differential general rate is imposed.

#### **COMMENT**

The following minimum payments are presented for Councils consideration.

The Minimum Payment for UV properties is proposed to increase by 5.00%, from \$831 to \$873.

The Minimum Payment for GRV properties is proposed to increase by 5.00%, from \$831 to \$873.

The proposed 2024-2025 UV Minimum Payment will be imposed on 80 UV property assessments, being 14.44% of the total UV property assessments.

The proposed 2024-2025 GRV Minimum Payment will be imposed on 70 GRV property assessments, being 11.04% of the total GRV property assessments.

#### **CONSULTATION**

Internal – Senior Executives

External – Nil

#### **STATUTORY REQUIREMENTS**

*Local Government Act 1995 s.6.35.*

The imposition of the proposed Minimum Payment complies with the percentage requirements of subclause (3) of Section 6.35.

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

The 2024-25 budget is presented as a balanced budget.

#### **RISK MANAGEMENT IMPLICATIONS**

A control measure to raise rate revenue to offset budget expenditure as listed in the 2024-2025 budget, whilst ensuring compliance with applicable legislation.

#### **ASSET MANAGEMENT IMPLICATIONS**

Rating revenue assists to fund the required asset management activities in accordance with the Asset Management Plan 2017.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

That Council, pursuant to Sections 6.32 and 6.35 of the Local Government Act 1995, impose the following Minimum Payment for 2024-2025-

GRV properties	\$873 per rateable assessment
UV properties	\$873 per rateable assessment

#### 9.4.4 PAYMENT OF RATES OPTIONS AND INTEREST CHARGES FOR 2024-2025 ANNUAL BUDGET

AUTHOR	Darren Long – Financial Consultant
DATE	Friday, 16 August 2024
FILE NO	FM.BUD.2
ATTACHMENT(S)	Nil

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 TO BE: <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12 – A High Performing Council	12.1 – SoK finances and funding

#### DECLARATIONS OF INTEREST

Nil

#### SUMMARY

The purpose of this report is for Council to give consideration to the-

3. Setting of options for the payment of rates and service charges for the 2024-2025 financial year;
4. Imposition of an administration fee and instalment interest charge for payments made by instalments; and
5. Imposition of a rate of interest on overdue rates and service charges for the 2024-2025 financial year.

#### BACKGROUND

Section 6.45 requires a local government to set the options for the payment of rates or service charges; as well as the ability to impose an administration fee and an instalment interest charge applicable to those payment options.

Section 6.45 of the *Local Government Act 1995* states-

##### **6.45. Options for payment of rates or service charges**

- (1) *A rate or service charge is ordinarily payable to a local government by a single payment but the person liable for the payment of a rate or service charge may elect to make that payment to a local government, subject to subsection (3), by —*
  - (a) *4 equal or nearly equal instalments; or*
  - (b) *such other method of payment by instalments as is set forth in the local government's annual budget.*
- (2) *Where, during a financial year, a rate notice is given after a reassessment of rates under section 6.40 the person to whom the notice is given may pay the rate or service charge —*
  - (a) *by a single payment; or*

- (b) *by such instalments as are remaining under subsection (1)(a) or (b) for the remainder of that financial year.*
- (3) *A local government may impose an additional charge (including an amount by way of interest) where payment of a rate or service charge is made by instalments and that additional charge is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.*
- (4) *Regulations may —*
- (a) *provide for the manner of making an election to pay by instalments under subsection (1) or (2); and*
  - (b) *prescribe circumstances in which payments may or may not be made by instalments; and*
  - (c) *prohibit or regulate any matters relating to payments by instalments; and*
  - (d) *provide for the time when, and manner in which, instalments are to be paid; and*
  - (e) *prescribe the maximum amount (including the maximum interest component) which may be imposed under subsection (3) by way of an additional charge; and*
  - (f) *provide for any other matter relating to the payment of rates or service charges.*

Section 6.51 provides for a local government to impose an interest charge on a rate of service charge that remains unpaid after becoming due and payable.

**6.51. Accrual of interest on overdue rates or service charges**

- (1) *A local government may at the time of imposing a rate or service charge resolve\* to impose interest (at the rate set in its annual budget) on —*
- (a) *a rate or service charge (or any instalment of a rate or service charge); and*
  - (b) *any costs of proceedings to recover any such charge, that remains unpaid after becoming due and payable.*

**\* Absolute majority required.**

**COMMENT**

***Payment options***

The Shire has traditionally offered three payment options-

- |          |  |
|----------|--|
| Option 1 | Payment in full by the due date.   |
| Option 2 | Payment in two equal instalments, being-   |
|          | (a) Instalment 1 - 50% of the rates and service charges within 35 days of date of issue; |
|          | (b) Instalment 2 - 50% of the rates and service charges within 4 months of (a).          |
| Option 3 | Payment in four equal instalments, being-  |
|          | (a) Instalment 1 - 25% of the rates and service charges within 35 days of date of issue; |
|          | (b) Instalment 2 - 25% of the rates and service charges within 2 months of (a);          |

- (c) Instalment 3 - 25% of the rates and service charges within 2 months of (b); and
- (d) Instalment 4 - 25% of the rates and service charges within 2 months of (c).

It is suggested that these payment options continue.

***Administration fee and instalment interest charge***

Section 6.45 of the Act permits Council to impose an administration charge where a payment of rate or service charge is made by instalments.

Regulations 67 and 68 of the *Local Government (Financial Management) Regulations 1996* limit how much can be imposed as an administration charge and as an instalment interest charge.

In 2023-2024 the Shire imposed an administration fee of \$9 on the second, third and fourth instalment payments.

It is suggested that the same administration fee of \$9 apply to the second, third and fourth instalment payments for 2024-2025.

The State Government did not publish a *Local Government (COVID-19 Response) Amendment Order* this year, meaning local governments are now able to impose the maximum instalment interest rate, being 5.5% under Regulation 68.

The Shire has also previously imposed an instalment interest charge of 5.5% when option 2 and/or 3 is selected by ratepayers.

It is suggested that Council continue to impose an instalment interest charge of 5.5%.

***Accrual of interest on overdue rates or service charges***

Section 6.51 of the Act permits Council to impose an interest charge on overdue rates or service charges.

The State Government did not publish a *Local Government (COVID-19 Response) Amendment Order* this year, meaning local governments are now able to impose the maximum late payment penalty interest rate, being 11% under Regulation 70.

The Shire has also previously imposed a late payment interest charge of 7% in 2023-2024.

It is suggested that Council impose a late payment interest charge of 11% on overdue rates or service charges not paid by the due date.

**CONSULTATION**

Internal – Senior Executives

External – Nil

**STATUTORY REQUIREMENTS**

*Local Government Act 1995* s.6.45, 6.50, 6.51.

Local Government (Financial Management) Regulations 1996, Regulations 67, 68, 70 and 71.

Local Government (COVID-19 Response) Amendment Order 2021.

**POLICY IMPLICATIONS**

Nil



### FINANCIAL IMPLICATIONS

The 2024-2025 budget is presented as a balanced budget.

### RISK MANAGEMENT IMPLICATIONS

A control measure to raise rate revenue to offset budget expenditure as listed in the 2024-2025 budget, whilst ensuring compliance with applicable legislation.

### ASSET MANAGEMENT IMPLICATIONS

Rating revenue assists to fund the required asset management activities in accordance with the Asset Management Plan 2017.

### VOTING REQUIREMENTS

Absolute Majority

### OFFICER RECOMMENDATION

That Council:

1. Pursuant to Section 6.45 of the Local Government Act 1995, offer three (3) payment options for rates and service charges for the 2024-2025 financial year, being-
  - (a.) Option 1 – Payment in full by a single instalment by the due date of 3 October 2024, being 35 days from the date of issue of the rate notice;
  - (b.) Option 2 - Payment in two equal instalments, being-
    - (i) Instalment 1 - 50% of the rates and service charges within 35 days of date of issue of the rate notice, being 3 October 2024;
    - (ii) Instalment 2 - 50% of the rates and service charges within 4 months the due date, being 4 February 2025.
  - (c.) Option 3 – Payment in four equal instalments, being-
    - (i) Instalment 1 - 25% of the rates and service charges within 35 days of date of issue of the rate notice, being 3 October 2024;
    - (ii) Instalment 2 - 25% of the rates and service charges within 2 months the due date, being 3 December 2024;
    - (iii) Instalment 3 - 25% of the rates and service charges within 2 months of (ii), being 4 February 2025; and
    - (iv) Instalment 4 - 25% of the rates and service charges within 2 months of (iii), being 5 April 2025.
2. Pursuant to Section 6.45 of the Local Government Act 1995, that an administration fee of \$9 per instalment apply to Instalments 2, 3 and 4 under payment options 2 and 3.
3. Pursuant to Section 6.45 of the Local Government Act 1995, impose an instalment interest charge of 5.5%, which is to apply to Instalments 2, 3 and 4 under payment options 2 and 3.
4. Pursuant to Section 6.51 of the Local Government Act 1995, impose an 11.0% rate of penalty interest on overdue rates and service charges that remain unpaid after the due date.

#### 9.4.5.1 ADOPTION OF 2024-25 ANNUAL BUDGET

AUTHOR	Darren Long – Financial Consultant
DATE	Friday, 16 August 2024
FILE NO	FM.BUD.2
ATTACHMENT(S)	9.4.5.1 - 2024-2025 Statutory Budget

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 TO BE: <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12 – A High Performing Council	12.1 – SoK finances and funding

#### DECLARATIONS OF INTEREST

Nil

#### SUMMARY

The purpose of this report is for Council to consider and adopt the 2024-2025 Annual Budget.

#### BACKGROUND

The following draft Annual Budget is presented to Council, as a balanced budget, for consideration and adoption.

The 2024-2025 Annual Budget has been prepared in accordance with Section 6.2 of the Local Government Act 1995 and the Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33.

#### COMMENT

The 2024-2025 Annual Budget comprises the following information-

1. Budget Statement of Comprehensive Income By Nature/Type for the Year Ending 30 June 2025.
2. Budget Statement of Cash Flows for the Year Ending 30 June 2025.
3. Budget Statement of Financial Activity/Rate Setting Statement for the Year Ending 30 June 2025.
4. Notes to the Budget.

#### Budget Highlights – Operating Activities

##### General Purpose Funding

The proposed budget is presented with the total amount raised in rates for 2024-2025 of \$5,147,439, with an increase in rates of 5.0% over the 2023-2024 amount raised.

##### Governance

New ERP software licensing - \$40,000

## Health

An allocation of \$250,000 has been set aside for doctor services.

## Community Amenities

An allocation of \$30,000 has been set aside for hard waste verge collection.

An allocation of \$71,300 has been set aside for loader hire and transport of waste.

An allocation of \$25,000 has been set aside for review of the town planning scheme.

## Budget Highlights – Investing Activities

### Furniture & Equipment

An allocation of \$450,000 has been set aside for the upgrade and replacement of ICT.

### Buildings

An allocation of \$605,762 has been set aside for Buildings Infrastructure construction and renewal works:

PROJECT	AMOUNT	FUNDING	SOURCE
Old School Roof Replacement	\$1,994	\$1,994	LRCI3
Retaining Wall CEO Residence	\$80,000	\$0	
30 Katanning Road Residence	\$30,000	\$0	
Jean Sullivan Units	\$10,000	\$0	
Loton Close Units	\$10,000	\$0	
Men's Shed Construction	\$323,768	\$323,768	LRCI3
Historical Buildings	\$35,000	\$0	
Memorial Hall	\$30,000	\$0	
Swimming pool	\$30,000	\$0	
Harrison Place Toilets & Park	\$10,000	\$0	
Kodja Place	\$20,000	\$0	
Black Cockatoo Cafe	\$25,000	\$0	

### Plant & Equipment

An allocation of \$292,490 has been set aside for the replacement of works plant and equipment.

### Road Infrastructure

An allocation of \$761,350 has been set aside for Roads to Recovery projects:

PROJECT	AMOUNT	RTR FUNDING
Tone Road Project 1	\$90,000	\$90,000
Tone Road Project 2	\$55,000	\$55,000
Tone Road Project 3	\$70,000	\$70,000
Sprint Street	\$347,350	\$347,350
Misson Road	\$20,000	\$20,000
Soldier Road	\$75,000	\$75,000
Wanwindup South Road	\$25,000	\$25,000
Qualeup South Road	\$35,000	\$35,000
Newton Street	\$44,000	\$44,000

An allocation of \$2,218,694 has been set aside for Regional Road Group Projects:

PROJECT	AMOUNT	RRG FUNDING
Shamrock Road C/Over	\$383,920	\$
Shamrock Road	\$690,000	\$
Broomehill-Kojonup Road	\$45,000	\$
Tambellup West Road	\$255,000	\$
Kojonup-Frankland Road	\$210,000	\$
Kojonup-Darkan Road	\$195,000	\$
Jingalup Road	\$210,000	\$

An allocation of \$229,774 has been set aside for carry over works relating to the Kojonup-Darkan Blackspot project.

An allocation of \$255,000 has been set aside for Reillys Creek Road Commodity Route project, with funding of \$xxx,000 from the government.

### Footpath Infrastructure

An allocation of \$35,000 has been set aside for footpath, kerbing and drainage works to Newton Street.

### Parks

An allocation of \$106,520 has been set aside for capital works to Parks and Reserves:

PROJECT	AMOUNT
Sports Complex – Parking, footpath and room fit-out	\$26,520
Showgrounds Lighting project	\$30,000
Spring Reserve	\$50,000

### Other Infrastructure

An allocation of \$462,250 has been set aside for capital improvements to Other Infrastructure:

PROJECT	AMOUNT	FUNDING	SOURCE
CCTV Network	\$267,000	\$267,000	LRCI4
Town Furniture	\$20,000	\$0	
Refuse Site Development	\$115,250	\$0	
Promotional Signage	\$60,000	\$0	

### CONSULTATION

Internal – Senior Executives, Councillors

External – Nil

### STATUTORY REQUIREMENTS

*Local Government Act (1995)* s.6.2. (1) states that each Local Government is to prepare an annual budget prior to 31 August, unless an extension from the Minister is granted.

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

The 2024-25 budget is presented as a balanced budget.

### RISK MANAGEMENT IMPLICATIONS

A control measure to raise rate revenue to offset budget expenditure as listed in the 2024-2025 budget, whilst ensuring compliance with applicable legislation.

### ASSET MANAGEMENT IMPLICATIONS

Rating revenue assists to fund the required asset management activities in accordance with the Asset Management Plan 2017.

### VOTING REQUIREMENTS

Absolute Majority

### OFFICER RECOMMENDATION

1. That Council Pursuant to Section 6.2 of the Local Government Act 1995 and the Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33, adopt the 2024-25 Annual Budget (as contained in Attachment 1) for the Shire of Kojonup, including the following-
  - (a) Budget Statement of Comprehensive Income by Nature/Type for the year ending 30 June 2025 showing a net result of (\$1,515,617);
  - (b) Budget Statement of Cash Flows for the year ending 30 June 2025;
  - (c) Budget Statement of Financial Activity for the year ending 30 June 2025;
  - (d) Basis of preparation;
  - (e) Rates and Service Charges;
  - (f) Net Current Assets;
  - (g) Reconciliation of cash;
  - (h) Property, Plant and Equipment;
  - (i) Depreciation;
  - (j) Borrowings;
  - (k) Reserve Accounts;
  - (l) Other Information;
  - (m) Elected Members Remuneration;
  - (n) Revenue and Expenditure;
  - (o) Program Information;
  - (p) Fees & Charges;
  - (q) Schedule of Fees and Charges for 2024-2025.
2. Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, adopts the following as the materiality threshold for 2024-2025:
  - (a) \$10,000 or 10%, whichever is the lowest, for the purposes of reporting material variances.

#### 9.4.6 MINUTES OF AN AUDIT AND RISK COMMITTEE MEETING HELD 7 AUGUST 2024

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Thursday, 18 August 2024
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.6.1 - Unconfirmed minutes of an Audit and Risk Committee Meeting held 7 August 2024

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

#### DECLARATION OF INTEREST

Nil

#### SUMMARY

The purpose of this report is to receive the unconfirmed minutes of the Audit and Risk Committee meeting held 7 August 2024.

#### BACKGROUND

The Audit and Risk Committee is established under Section 71A of the *Local Government Act 1995* ensuring transparency in the Shire of Kojonup's financial management and decision making process. The Audit and Risk Committee was established with defined terms of reference and a membership consisting of six (6) committee members being four (4) Councillors and two (2) Community Members.

#### COMMENT

This item is the Council receiving the minutes of its Audit and Risk Committee meeting held 7 August 2024 and consider a recommendation that the lessons learnt from the sports precinct project and the recommended improvements for new projects be presented to Council.

#### CONSULTATION

Nil

#### STATUTORY REQUIREMENTS

Sections 7.1A to 7.1C of the *Local Government Act 1995*

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

## RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirement's	3 <sup>rd</sup> party adverse findings against Shire	Audit and Risk Committee	4 Meetings held per annum
<i>Risk rating: Low</i>			
IMPLICATIONS			
As per s.7.1A of the <i>Local Government Act 1995</i> , a local government is to establish an audit and risk committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.			

## ASSET MANAGEMENT IMPLICATIONS

Nil

## SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple Majority

## OFFICER RECOMMENDATION

That Council receive the unconfirmed minutes of an Audit and Risk Committee meeting held 7 August 2024.

## COMMITTEE RECOMMENDATION

That the lessons learnt from the Sports Precinct Upgrade Project and the recommended improvements for new projects be presented to Council at the next briefing session.

#### 9.4.7 PRIVACY POLICY AUGUST 2024

AUTHOR	Chyan Berliner – Records Administration Officer
DATE	Thursday, 08 August 2024
FILE NO	GO.CNM.1 - INT24/4D6A0EB8
ATTACHMENT(S)	9.4.7.1 - Privacy Policy August 2024

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12.3	This is the Shire of Kojonup's commitment to growth in its organisational culture, including leadership and team development

#### DECLARATION OF INTEREST

Nil

#### SUMMARY

The purpose agenda item is for Council to consider adopting a Privacy Policy for the Shire and set standards related to managing confidential information. This policy also sets a guideline for what is expected when handling personal information.

#### BACKGROUND

The Privacy Policy is part of a new reform, expected to apply to all entities within the scope of the Freedom of Information Act 1992 (WA), and private entities contracted to provide services to government.

The Privacy and Responsible Information Sharing (PRIS) reform aims to protect personal information, educate on how information is used, and govern safe use of personal information.

The Privacy Policy is part of an eighteen (18) step process to prepare entities for the PRIS reform aimed to come into legislative practice mid-way through 2025.

#### COMMENT

The Shire of Kojonup does not currently have a Privacy Policy.

This does put the Shire at risk of mismanagement of confidential information and errors and omissions regards to personal information collected on employees, volunteers, council members and community members.

This policy outlines how the Shire collects information, how it can be used and when it can and cannot be distributed and is therefore recommended to be adopted by Council.

#### CONSULTATION

Consultation and framework provided by the Privacy and Responsible Information Sharing (PRIS) Implementation Steering Committee.



**STATUTORY REQUIREMENTS**

Nil.

**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

Nil.

**RISK MANAGEMENT IMPLICATIONS**

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
4) Document Management	Lack of systems/application knowledge	Document Security (physical and electronic)	Nil
<i>Risk Rating: Adequate</i>			
IMPLICATIONS			
<i>The policy will reduce risk regarding incorrectly and irresponsibly giving out personal information. It provides an outline of when and how information can be released and collected. This also reduces risk of reputational damage and increases consistency with general practice regarding responsible information sharing.</i>			

**ASSET MANAGEMENT IMPLICATIONS**

Nil

**SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That Council:

Adopt the Privacy Policy as attached and publish for internal and external use.

#### 9.4.8 ADVISORY COMMITTEES OF COUNCIL – APPOINTMENT OF COMMUNITY REPRESENTATIVES – NATURAL RESOURCE MANAGEMENT COMMITTEE

AUTHOR	Tonya Pearce, Governance and Rates Officer
DATE	Friday, 09 August 2024
FILE NO	GO.CNM.9
ATTACHMENT(S)	<p>9.4.8.1 – Terms of Reference – NRM Committee <b>UNDER SEPARATE COVER</b></p> <p>9.4.8.2 – Expressions of Interest – Community Representative Position – Natural Resource Management Committee</p> <p>9.4.8.3 – Expressions of Interest – Community Representative Position – Natural Resource Management Committee</p>

<b>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033</b> <b>To be “The Cultural Experience Centre of the Great Southern”</b> <b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

#### DECLARATION OF INTEREST

Nil

#### SUMMARY

To appoint community representatives for membership on Council’s Natural Resource Management Committee.

#### BACKGROUND

Council, at its 20 February 2024 Ordinary Meeting, appointed one community representative as a member of its Natural Resource Management Committee leaving two community representative vacancy on this committee.

Further advertising, subsequent to the initial effort, noticeboards, Shire of Kojonup (Shire) website and social media and as requested by Council, was placed in the Kojonup News, on noticeboards, the Shire website and social media platforms, to close 8 February 2024.

Not all positions were filled at this time.

The current Terms of Reference for the Committee are at attachment 9.4.8.1.

#### COMMENT

Council has received two (2) community representative nomination for its Natural Resource Management (NRM) Committee.

It is the authors recommendation that the nominated Community Members be approved as community members to the respective Council committees.

## CONSULTATION

Chief Executive Officer

## STATUTORY REQUIREMENTS

The appointment of members to Committees and their operation is set out in *Sections 5.8 to 5.25 of the Act and Regulations 14 to 14B of the Local Government (Administration) Regulations, 1995*.

A local government may, by absolute majority, establish Committees comprising of 3 or more persons, be it elected members, employees and/ or other persons, to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Individual Councillors are entitled to be members of at least one committee, which comprises elected members only or elected members and employees.

*Section 5.10* allows the Shire President to be a member on any Committee that has an elected member and also the CEO (or their representative) to be on any Committee that has an employee as a member.

## POLICY IMPLICATIONS

There are no known policy implications.

## FINANCIAL IMPLICATIONS

There are no known financial implications.

## RISK MANAGEMENT IMPLICATIONS

Nil

## ASSET MANAGEMENT IMPLICATIONS

Nil

## SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple Majority

## OFFICER RECOMMENDATION

That Council appoints the following membership to the following Council committees:

### KOJONUP NATURAL RESOURCE MANAGEMENT (NRM) ADVISORY COMMITTEE

Community Member – Adele Scarfone

Community Member – Prue Batchelor

10 APPLICATIONS FOR LEAVE OF ABSENCE

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 KOJONUP CLOSED-CIRCUIT TELEVISION – REQUEST FOR PROPOSAL 03 OF 2023/2024

AUTHOR	Estelle Lottering – Project Manager and Regulatory Services
DATE	Monday, 12 August 2024
FILE NO	CP.SEC.2
ATTACHMENT(S)	<p><b>CONFIDENTIAL</b></p> <p>14.1.1.1 – Request for Tender – Solar CCTV – RFT 03-2023/2024</p> <p>14.1.1.2 – Annexure A - Location area's for CCTV Cameras</p> <p>14.1.1.3 – Better Telco Solutions Pty Ltd – Tender One</p> <p>14.1.1.4 – Better Telco Solutions Pty Ltd – Tender Two</p> <p>14.1.1.5 – Sapio – Tender Three</p> <p>14.1.1.6 – Downer – Tender Four</p> <p>14.1.1.7 – Spectur – Tender Five</p> <p>14.1.1.8 – Castle How – Tender Six</p> <p>14.1.1.9 – Memorandum – Community Services Division Police – Sgt Reeves</p>

14.1.2 ENTERPRISE RESOURCE PLANNING (ERP) ICT SYSTEM REPLACEMENT

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	13 August 2024
FILE NO	
ATTACHMENT(S)	<p><b>CONFIDENTIAL</b></p> <p>14.1.2.1 - Six Shires - RFP - ERP Software Replacement – FINAL</p> <p>14.1.2.2 - Six Shires - RFP Response Overviews</p> <p>14.1.2.3 - Readytech Six Shires ERP Selection Pricing Schedule Response</p> <p>14.1.2.4 - CouncilFirst Six_Shires_ERP_Selection_Pricing_Schedule</p> <p>14.1.2.5 - MAGIQ_Software_Six SHIRES-RFP_Pricing_Schedule</p> <p>14.1.2.6 - Datacom Response – Pricing Schedule - Six Shires ERP RFP</p>

### 14.1.3 INFORMATION COMMUNICATION TECHNOLOGY (ICT) MANAGED SERVICES REPLACEMENT & ARCHITECTURE UPGRADE

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	13 August 2024
FILE NO	FM.TND.17
ATTACHMENT(S)	<p>14.1.3.1 – RFP 01 23 24 ICT Managed Services 2023 RFP Document</p> <p>14.1.3.2 – RFP 01 of 2022 2023 Advertisement</p> <p>14.1.3.3 – RFT 02 2023 24 ICT Managed Services Shire of Kojonup</p> <p>14.1.3.4 - Attachment 3A - Project Timeline</p> <p>14.1.3.5 - Pricing – BCDR</p> <p>14.1.3.6 - Pricing - Managed Service Provider</p> <p>14.1.3.7 - Pricing - Microsoft 365 Migration</p> <p>14.1.3.8 - Pricing - Network Infrastructure</p> <p>14.1.3.9 - Pricing - Server Replacements</p> <p>14.1.3.10 - Pricing – Telephony</p> <p>14.1.3.11 - Pricing – Workstations</p> <p>14.1.3.12 - Vendor Assessment Matrix v1 ICT Managed Services RFT 02 2023 2024 Master</p>

### STATUTORY REQUIREMENTS

*Section 5.23(2) of the Local Government Act 1995* permits the Council to close a meeting, or part of a meeting, to members of the public if the meeting deals with any of the following:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
  - (i) a trade secret; or
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
  - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
  - (ii) endanger the security of the local government's property; or
  - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*.

Subsection (3) requires a decision to close a meeting, or part of a meeting and the reason for the decision to be recorded in the minutes.

**PROCEDURAL MOTION**

**That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at \_\_\_\_\_ pm.**

**PROCEDURAL MOTION**

**That the meeting be reopened to the public at \_\_\_\_\_ pm.**

**14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**

**14.1.1 KOJONUP CLOSED-CIRCUIT TELEVISION – REQUEST FOR PROPOSAL 03 OF 2023/2024**

**14.1.2 ENTERPRISE RESOURCE PLANNING (ERP) ICT SYSTEM REPLACEMENT**

**14.1.3 INFORMATION COMMUNICATION TECHNOLOGY (ICT) MANAGED SERVICES REPLACEMENT & ARCHITECTURE UPGRADE**

**15 CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at \_\_\_\_\_ pm.

**16 ATTACHMENTS (SEPARATE)**

*(USC – Under Separate Cover)*

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 23 July 2024
9.1.1	9.1.1.1	Draft Local Planning Policy No.10: Wind Farms / Wind Turbines
	9.1.1.2	Planning and Development (Local Planning Schemes) Regulations (as at 1 July 2024) pages 128-131
9.2.1	9.2.1.1	Email request regarding DA Conditions for the 2241 Mobrup Road
	9.2.1.2	MOU – Mutual Support in Planning and Responding to Bushfire within or near plantation estates and other bushfires as required
	9.2.1.3	FIFWA signatories to the DFES- FIFWA Fire Managers MOU
	9.2.1.4	Guidelines for Plantation Fire Protection 2011 final
	9.2.1.5	Steve Thompson – Advice on Development Application Amendment
	9.2.1.6	Plans and information from applicant
	9.2.1.7	Extract from Planning and Development (Local Planning Scheme) regulations 2015
	9.2.1.8	Location Map
9.4.1	9.4.1.1	9.4.1.1 – Fees and Charges 2024-2025
9.4.5	9.4.5.1	2024-2025 Statutory Budget
9.4.6	9.4.6.1	Unconfirmed minutes of an Audit and Risk Committee Meeting held 7 August 2024
9.4.7	9.4.7.1	Privacy Policy August 2024
9.4.8	9.4.8.1	Terms of Reference – NRM Committee
	9.4.8.2	(USC) Expressions of Interest – Community Representative Position – Natural Resource Management Committee
	9.4.8.3	(USC) Expressions of Interest – Community Representative Position – Natural Resource Management Committee

CONFIDENTIAL

14.1.1	14.1.1.1	Request for Tender – Solar CCTV – RFT 03-2023/2024
	14.1.1.2	Annexure A - Location area's for CCTV Cameras
	14.1.1.3	Better Telco Solutions Pty Ltd – Tender One
	14.1.1.4	Better Telco Solutions Pty Ltd – Tender Two
	14.1.1.5	Sapio – Tender Three
	14.1.1.6	Downer – Tender Four
	14.1.1.7	Spectur – Tender Five
	14.1.1.8	Castle How – Tender Six
	14.1.1.9	Memorandum – Community Services Division Police – Sgt Reeves
14.1.2	14.1.2.1	Six Shires - RFP - ERP Software Replacement – FINAL
	14.1.2.2	Six Shires - RFP Response Overviews
	14.1.2.3	Readytech Six Shires ERP Selection Pricing Schedule Response
	14.1.2.4	CouncilFirst Six Shires ERP Election Pricing Schedule
	14.1.2.5	MAGIQ_Software_Six SHIRES-RFP_Pricing_Schedule
	14.1.2.6	Datacom Response - Pricing Schedule - Six Shires ERP RFP
14.1.3	14.1.3.1	RFP 01 23 24 ICT Managed Services 2023 RFP Document
	14.1.3.2	RFP 01 of 2022 2023 Advertisement
	14.1.3.3	RFT 02 2023 24 ICT Managed Services Shire of Kojonup
	14.1.3.4	Attachment 3A - Project Timeline
	14.1.3.5	Pricing – BCDR
	14.1.3.6	Pricing - Managed Service Provider
	14.1.3.7	Pricing - Microsoft 365 Migration
	14.1.3.8	Pricing - Network Infrastructure
	14.1.3.9	Pricing - Server Replacements
	14.1.3.10	Pricing – Telephony
	14.1.3.11	Pricing – Workstations
	14.1.3.12	Vendor Assessment Matrix v1 ICT Managed Services RFT 02 2023 2024 Master



# Kojonup



SHIRE OF KOJONUP

## MINUTES

Ordinary Council Meeting

23 July 2024

**MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 23 JULY 2024**

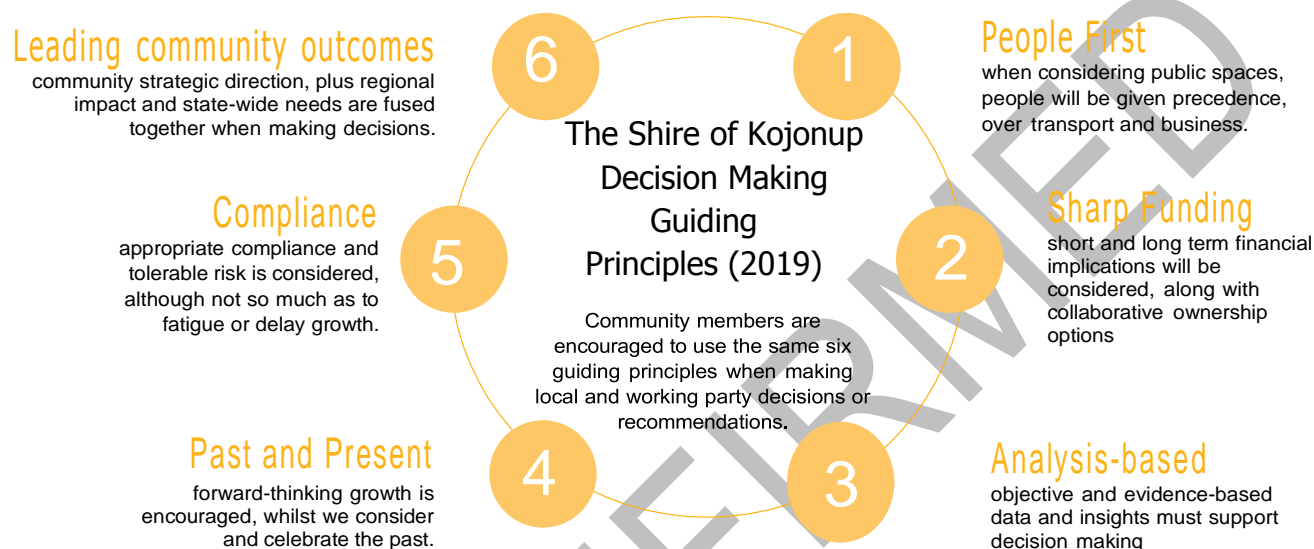
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UNCONFIRMED

The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years in line with the Strategic Community Plan review schedule.



## MINUTES

### 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President shall declare the meeting open at 3.00pm and draw the meeting's attention to the disclaimer below:

#### *Disclaimer*

*No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.*

*The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting.*

*Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the Shire.*

#### **Acknowledgement of Country**

*The Shire of Kojonup acknowledges the first nations people of Australia as the Traditional custodians of this land and in particular the Keneang people of the Noongar nation upon whose land we meet.*

*We pay our respect to their Elders past, present and emerging.*

#### **Prayer**

*Almighty God, we pray for wisdom for our reigning monarch King Charles.*

*We ask for guidance in our decision making and pray for the welfare of all the people of Kojonup.*

*Grant us grace to listen and work together as a Council to nurture the bonds of one community.*

*Amen*

**2     ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

**3     ATTENDANCE  
COUNCILLORS**

Cr Bilney	Shire President
Cr Wieringa	Deputy Shire President
Cr Radford	
Cr Egerton-Warburton	
Cr Mathwin	
Cr Mickle	

**STAFF**

Grant Thompson	Chief Executive Officer
Tonya Pearce	Governance and Rates Officer

**3.1     APOLOGIES**

Nil

**3.2     APPROVED LEAVE OF ABSENCE**

Cr Webb

**4     DECLARATION OF INTEREST**

14.1.1 Minutes of a Chief Executive Officer's (CEO) Performance Review (PR) Committee Meeting held 11 June 2024  
Grant Thompson – Financial Interest

**5     PUBLIC QUESTION TIME**

**5.1     RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Not applicable

**5.2     PUBLIC QUESTION TIME**

Nil

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 18 JUNE 2024

Unconfirmed Minutes of an Ordinary Council Meeting held 18 June 2024 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION/COUNCIL DECISION

75/24 Moved Cr Radford

Seconded Cr Wieringa

That the Minutes of an Ordinary Council Meeting held 18 June 2024 be confirmed as a true record.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

6.2 SPECIAL COUNCIL MEETING 2 JULY 2024

Unconfirmed Minutes of a Special Council Meeting held 2 July 2024 are at [attachment 6.2.1](#).

OFFICER RECOMMENDATION/COUNCIL DECISION

76/24 Moved Cr Mathwin

Seconded Cr Egerton-Warburton

That the Minutes of a Special Council Meeting held 2 July 2024 be confirmed as a true record.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

7.4.1 CR MICKLE – GREAT SOUTHERN RECREATION ADVISORY GROUP MEETING – 30 MAY 2024 – [Attachment 7.4.1.1 & 7.4.1.2](#)

7.4.2 CR BILNEY – GREAT SOUTHERN WALGA ZONE MEETING – 21 JUNE 2024 – [Attachment 7.4.2.1](#)

8 METHOD OF DEALING WITH AGENDA BUSINESS

## 9

**REPORTS****9.1 KEY PILLAR ‘LIFESTYLE’ REPORTS****9.1.1 ALLOCATING GENERAL PRACTITIONER VEHICLE TO THE GEORGE CHURCH COMMUNITY MEDICAL CENTRE INC.**

<b>AUTHOR</b>	Grant Thompson – Chief Executive Officer
<b>DATE</b>	Friday, 18 May 2024
<b>FILE NO</b>	PH.SVP.1
<b>ATTACHMENT(S)</b>	9.1.1.1 – 2024.05.09 Shire of Kojonup Livingston Medical Fee Request

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Lifestyle	2 Proactive Community Spirit	2.6 Wellbeing advancement

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

Council to consider allocating a vehicle, to be fully utilised as a Medical Practitioner’s vehicle whilst operating and living in the Kojonup town, to the George Church Community Medical Centre Inc. (GCCMC), on a 5 year term.

**BACKGROUND**

*As the Council is aware the Livingston Medical Group has been engaged to provide medical services at the George Church Community Medical Centre.*

*Previously, in October 2022, Council resolved to provide housing for use in the attraction of a medical practitioner;*

*That Council:*

- 1. Seeks a sworn rental valuation for 39 Vanzuilecom Street, Kojonup.*
- 2. Advertises, under Section 3.58 of the Local Government Act 1995 - Disposing of property:*
  - a) its intent to lease 39 Vanzuilecom Street, Kojonup, to The George Church Community Medical Centre Inc. (GCCMC) on a 10 year lease with an extension of a further 10 (ten) years, on the provision that the GCCMC renovates the house to an agreed suitable standard using the GROH (Government Regional Officers Housing) functional specifications as its renovation guide; and*
  - b) that the lease amount will be negotiated on the basis that renovation costs, up to \$200,000, are wholly provided by the GCCMC, as well as a minimal rent amount*



*covering the Shire of Kojonup's (Shire) costs associated with water and other utility costs.*

*3. Delegates authority to the Chief Executive Officer and Shire President to negotiate the lease and renovation specifications with the GCCMC if no public submissions are received.*

*4. Reallocates 39 Vanzuilecom Street, Kojonup, from staff housing to housing for the attraction and retention of a General Practitioner to the Shire and updates Council Policy 2.2.7 accordingly.*

#### **COMMENT**

As the Council is aware the service of a consistent medical practice is essential to any town in its growth and sustainability plans.

This asset would be allocated and available for the sole purpose of a Medical Practitioners vehicle and made available on a 5 year term with the objective of recruiting and retaining medical services in the town of Kojonup.

The basis of the vehicle being available for use would be conditional on the GCCMC being accountable for all outgoings and any FBT liability, excluding insurances and registration, and to an agreed standard of usage and care of the vehicle.

The GCCMC would be liable for all servicing and proper care of the vehicle.

The vehicle is only available for use by a Medical Practitioner practicing and living in the town of Kojonup.

The asset remains the sole property of the Shire of Kojonup.

KO 38, Holden Equinox, is available for allocation at this current time and would be allocated as the Medical Practice Vehicle.

#### **CONSULTATION**

Shire President

Briefing Sessions

Manager Finance & Corporate Services

#### **STATUTORY REQUIREMENTS**

Local Government Act 1995

#### **POLICY IMPLICATIONS**

Purchasing Policy

#### **FINANCIAL IMPLICATIONS**

The vehicle is already a part of the asset register and therefore fully insured. A small reduction and saving on outgoings on this asset would be captured.

## RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
Asset Sustainability	Failure or reduction in service of infrastructure assets, plant, equipment or machinery.	Routine maintenance schedule: Other infrastructure (Parks, reserves & play equipment)	Regularly scheduled Park & Property Inspections
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
<i>Asset needs to be properly maintained and used appropriately otherwise additional capital cost may be incurred by the Shire.</i>			

## ASSET MANAGEMENT IMPLICATIONS

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS  
Nil

## VOTING REQUIREMENTS

Simple Majority

## OFFICER RECOMMENDATION/COUNCIL DECISION

77/24 Moved Cr Wieringa → Seconded Cr Mathwin

That Council:

1. Seeks a valuation on 38 KO, Holden Equinox, from local car dealers.
2. Advertises, under Section 3.58 of the Local Government Act 1995 - Disposing of property:
  - a) Its intent to allocate 38 KO, Holden Equinox, as a Medical Practitioner Vehicle, to The George Church Community Medical Centre Inc. (GCCMC) on a 5 (five) year term, on the provision that the GCCMC is liable for all outgoings and FBT liability if any, and has a code of proper usage in place to maintain and care for the vehicle;
  - b) The Shire will be liable for the insurances and registration on the vehicle and any replacement cost of a vehicle, at the Shires sole discretion, required as a part of the allocation;
3. Delegates authority to the Chief Executive Officer to negotiate the terms of the allocated vehicle usage with the GCCMC and if no public submissions are received reallocate 38 KO, Holden Equinox, from pool car to use in the attraction and retention of a Medical Practitioner living and operating in Kojonup.
4. Allocates 2 KO, Mitsubishi Pajero, as the Shire Pool Car and allocated to the role of Governance & Rates Officer and updates Council Policy 2.2.8 as per the above accordingly.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

## 9.2 KEY PILLAR 'ECONOMICS' REPORTS

### 9.3 KEY PILLAR ‘VISITATION’ REPORTS

### 9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

#### 9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (MAY & JUNE 2024)

AUTHOR	Jill Johnson – Manager Financial & Corporate Services
DATE	Friday, 12 July 2024
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.1.1 – Monthly Financial Statements May 2024 9.4.1.2 – Monthly Financial Statements June 2024

<b>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033</b> To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
<b>Key Strategic Pillar/s</b>	<b>Community Goal/s</b>	<b>Corporate Objective/s</b>
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

#### DECLARATION OF INTEREST

Nil

#### SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the months ending 31 May & 30 June 2024.

#### BACKGROUND

In addition to good governance, the presentation to the Council of monthly financial reports is a statutory requirement, with these to be presented at an ordinary meeting of the Council within two (2) months after the end of the period to which the statements relate.

#### COMMENT

The attached Statements of Financial Activity for the period 1 July 2023 to 30 June 2024 represents ten (12) months, or 100% of the year.

The following items are worthy of noting:

- Closing surplus position of \$2,773,759.
- Capital expenditure achieved 90.5% of budgeted projects.
- Cash holdings of \$7,908m of which \$4,807m is held in cash backed reserve accounts and \$3,101m is unrestricted cash.
- Rates debtors outstanding equate to 6% of total rates raised for 2023/2024.
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year to date actuals in accordance with Council Policy 2.1.6.

#### CONSULTATION

Nil

#### STATUTORY REQUIREMENTS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* sets out the basic information which must be included in the monthly reports to Council.

#### POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

#### FINANCIAL IMPLICATIONS

This item reports on the current financial position of the Shire of Kojonup. The recommendation does not in itself have a financial implication.

#### RISK MANAGEMENT IMPLICATIONS

Nil

#### ASSET MANAGEMENT IMPLICATIONS

Nil

#### SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER RECOMMENDATION/COUNCIL DECISION

78/24 Moved Cr Egerton-Warburton      Seconded Cr Radford

That the monthly financial statements for the period ending 31 May & 30 June 2024, as attached, be noted.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

#### 9.4.2 MONTHLY PAYMENT LISTING – MAY AND JUNE 2024

AUTHOR	Tonya Pearce – Finance and Rates Officer
DATE	Monday, 15 May 2024
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 - Monthly Payment Listing May 2024 9.4.2.2 - Monthly Payment Listing June 2024

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

#### DECLARATION OF INTEREST

Nil

#### SUMMARY

To receive the list of payments covering the month of May and June 2024.

#### BACKGROUND

Nil

#### COMMENT

The attached list of payments is submitted for receipt by the Council.

Any comments or queries regarding the list of payments is to be directed to the Chief Executive Officer prior to the meeting.

#### CONSULTATION

Nil

#### STATUTORY REQUIREMENTS

Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996* provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

#### **POLICY IMPLICATIONS**

Council's Policy 2.1.2 provides authorisations and restrictions relative to purchasing commitments.

#### **FINANCIAL IMPLICATIONS**

All payments are made in line with Council Policy.

#### **STRATEGIC/CORPORATE IMPLICATIONS**

There are no strategic/corporate implications involved with presentation of the list of payments.

#### **RISK MANAGEMENT IMPLICATIONS**

A control measure to ensure transparency of financial systems and controls regarding creditor payments.

#### **ASSET MANAGEMENT PLAN IMPLICATIONS**

There are no asset management implications for this report.

#### **SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER RECOMMENDATION/COUNCIL DECISION**

79/24 Moved Cr Mickle

Seconded Cr Mathwin

That, in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments as attached made under delegated authority:

FROM – 1 May 2024		TO – 30 June 2024
Municipal Cheques	14381-14384	\$59,904.65
EFTs	34021 - 34444	\$2,236,870.42
Direct Debits		\$1,211,933.24
Total		\$3,508,708.31

be received.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

### 9.4.3 FREEDOM OF INFORMATION – INFORMATION STATEMENT 2024/2025

AUTHOR	Chyan Berliner – Records Administration Officer
DATE	Monday, 15 July 2024
FILE NO	IM.FOI.4
ATTACHMENT(S)	9.4.3.1 – Shire of Kojonup Information Statement 2024/2025

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
KP – 4 Performance	12.4 Community data and knowledge commitment	This is the Shire of Kojonup's commitment to data, knowledge and image sharing on behalf of the community of Kojonup to be used in promotion of Kojonup's placemaking progress (eg; business prospectus, funding attraction, partnership attraction).

#### DECLARATION OF INTEREST

Nil

#### SUMMARY

To review, prior to the annual publishing of, the Shire of Kojonup's Information Statement.

#### BACKGROUND

Section 96(1) of the *Freedom of Information Act 1992* requires each government agency, including local governments, to prepare and publish annually an information Statement.

The Information Statement must set out:

- The Agency's Mission Statement;
- Details of legislation administered;
- Details of the agency structure;
- Details of decision-making functions;
- Opportunities for public participation in the formulation of policy and performance of agency functions;
- Documents held by the agency; and
- The operation of Freedom of Information (FOI) in the agency.

#### COMMENT

The Shire of Kojonup's Information Statement 2019/2020 attachment 9.4.3.1. The document complies with the requirements of the *Freedom of Information Act*, as outlined above.

A copy of the Information Statement will be forwarded to the Commissioner as required. The previous version was adopted by the Council at its ordinary meeting held 24 July 2018.

**CONSULTATION**

Nil

**STATUTORY REQUIREMENTS**

Required under the *Freedom of Information Act 1992*.

**POLICY IMPLICATIONS**

The Information Statement is the Policy for access to information under the *Freedom of Information Act*, and is linked to the Records Management Policy and Recordkeeping Plan.

**FINANCIAL IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

The review of this document ensures compliance with legislation and is a vital tool in ensuring open and accountable local governance.

**ASSET MANAGEMENT IMPLICATIONS**

Nil

**SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

80/24 Moved Cr Radford

Seconded Cr Mickle

That the 2024/2025 Information Statement as attached be adopted and published in accordance with the *Freedom of Information Act 1992*.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle



10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Should Council begin a Land Use Strategy with regards to plantations?

COUNCIL DECISION

81/24 Moved Cr Bilney

Seconded Cr Mathwin

CEO to investigate Land Use Policies for the Shire and report back to Council with findings on what needs to be included in the policy and how to implement these policies.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

Note: Council noted that a priority is to commence with a Windfarm Planning Policy.

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 MINUTES OF A CHIEF EXECUTIVE OFFICER'S (CEO) PERFORMANCE REVIEW (PR) COMMITTEE MEETING HELD 11 JUNE 2024

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Friday, 12 July 2024
FILE NO	PE.HMR.116
ATTACHMENT(S)	14.1.1.1 - Unconfirmed minutes of a CEO PR Committee meeting held 11 June 2024

14.1.2 SHIRE OF KOJONUP CAT LOCAL LAW 2024 UNDERTAKING

AUTHOR	Grant Thompson
DATE	Monday, 14 March 2024
FILE NO	LE.LCL.3
ATTACHMENT(S)	14.1.2.1 Correspondence received from The Joint Standing Committee on Delegated Legislation – Letter of Undertaking.

*The Chief Executive Officer declared a Financial Interest and left the meeting at 3.20pm*

**PROCEDURAL MOTION**

**82/24 Moved Cr Mickle**

**Seconded Cr Egerton-Warburton**

**That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at 3.22pm.**

**CARRIED 6/0**

**For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle**

*The Chief Executive Officer re-entered the meeting at 3.33pm*

**PROCEDURAL MOTION**

**85/24 Moved Cr Mickle**

**Seconded Cr Mathwin**

**That the meeting be reopened to the public at 3.34pm.**

**CARRIED 6/0**

**For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle**

**14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**

**14.1.1 MINUTES OF A CHIEF EXECUTIVE OFFICER'S (CEO) PERFORMANCE REVIEW (PR) COMMITTEE MEETING HELD 11 JUNE 2024**

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**83/24 Moved Cr Mickle**

**Seconded Cr Wieringa**

**That Council receives the unconfirmed minutes of its Chief Executive Officer Performance Review Committee meeting held 11 June 2024.**

**CARRIED 6/0**

**For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle**

#### 14.1.2 SHIRE OF KOJONUP CATS LOCAL LAW 2024 UNDERTAKING

##### OFFICER RECOMMENDATION/COUNCIL DECISION

84/24 Moved Cr Radford

Seconded Cr Egerton-Warburton

That Council of the Shire of Kojonup resolves to undertake the Joint Standing Committee on Delegated Legislation that:

1. Within 6 months delete clause 3.3(F);
2. Not enforce the Local Law to the contrary before it is amended in accordance with undertaking 1;
3. Ensure all consequential amendments arising from the undertaking will be made; and
4. Where the local Law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

#### 15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3.35pm.

**16**    **ATTACHMENTS (SEPARATE)**  
*(USC – Under Separate Cover)*

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 18 June 2024
6.2	6.2.1	Unconfirmed Minutes of a Special Council Meeting held on 2 July 2024
7.4.1	7.4.1.1	Cr Mickle – Great Southern Recreation Advisory Group Meeting – 30 May 2024
	7.4.1.2	DoH food safety - Flow chart
7.4.2	7.4.2.1	WALGA Zone Meeting 21 June 2024
9.1.1	9.1.1.1	2024.05.09 Shire of Kojonup Livingston Medical Fee Request
9.4.1	9.4.1.1	Monthly Financial Statements May 2024
	9.4.1.2	Monthly Financial Statements June 2024
9.4.2	9.4.2.1	Monthly Payment Listing May 2024
	9.4.2.2	Monthly Payment Listing June 2024
9.4.3	9.4.3.1	Shire of Kojonup Information Statement 24-25

**CONFIDENTIAL**

14.1.1	14.1.1.1	Unconfirmed minutes of a CEO PR Committee meeting held 18 June 2024
14.1.2	14.1.2.1	Correspondence received from The Joint Standing Committee on Delegated Legislation – Letter of Undertaking.



# Shire of Kojonup

## Local Planning Policy No. 10 – Wind Farms / Wind Turbines

### Contents

1. Purpose
2. Relevant Scheme Provisions
3. Objectives
4. Policy Measures
5. Application Requirements
6. Community and Stakeholder consultation
7. Environmental Impact
8. Visual and Landscape Impact
9. Noise Impact
10. Other potential impacts
11. Additional Other Potential Impacts
12. Traffic management and the protection of roads and other infrastructure.
13. Decommissioning Program

## **1. PURPOSE**

This Policy sets out the Shire of Kojonup Council's position on wind farms (renewable energy facilities) and is particularly relevant to the Rural zone. It also provides general guidance for other forms of renewable energy facilities including solar farms.

It should be noted that the Local Planning Policy is a guide for the exercise of discretion. The Shire of Kojonup Council will have significant due regard to the Policy requirements in the assessment of any new development application.

The Policy requirements are in addition to the matters already set out under the Western Australian Planning Commission Position Statement on Renewable Energy.

## **2. RELEVANT SCHEME PROVISIONS**

Under the Shire of Kojonup Town Planning Scheme No. 3 ('the Scheme'), development approval is required for any proposed wind farm categorised as a 'renewable energy facility'.

The Scheme does not include 'renewable energy facility' or 'wind farm' in the Zoning Table (Table 1) or in Schedule I Interpretations. Accordingly, these uses are 'uses not listed' and are required to be assessed as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

An application for a 'renewable energy facility' will be considered in accordance with this Policy.

## **3. OBJECTIVES**

- A. To protect continued traditional agricultural, other food production activities, and tourism uses.
- B. To reduce the amenity impact of wind farms by ensuring a satisfactory minimum distance from sensitive land uses.
- C. To decrease the visual impact of wind farms by implementing a minimum distance to neighbouring lot boundaries.
- D. To minimise or avoid any potential impact on the natural environment, flora and fauna.
- E. To achieve wind farm layouts which do not compromise the safety of the local community, aviation activities, or continuation of activities occurring on nearby and adjacent land.
- F. To ensure that the local community is engaged in the early stages of wind farm planning, by the proponent.
- G. To protect areas of visual significance, and ensure wind turbines are appropriately and sensitively sited.

- H. To ensure that wind farms are located so as not to have any detrimental impact on Kojonup views from Kojonup townsite or any other residential areas, such as Muradup and Jingalup.
- I. To provide a clear position on wind farms for the assessment of development applications.
- J. To protect and maintain Council's Road Infrastructure.
- K. To conserve use of local resources such as gravel, water and sand.

Under this Local Planning Policy, the following are some of the relevant planning considerations against which a wind farm development application can be assessed.

#### **4. POLICY MEASURES**

Renewable energy facilities should have regard to the following provisions when assessing applications for renewable energy facilities:

- A. Wind farms should be designed in a manner that minimises adverse impacts upon flora, fauna, environmentally sensitive areas, or landscape character and amenity.
- B. Wind Farms / Wind Turbines should be positioned so as not to significantly impact adjacent properties or the surrounding area in terms of noise, visual or traffic impacts.
- C. The height and location of wind turbine will be determined through preparation of a detailed visual impact assessment, consultation with community and key stakeholders and compliance with relevant planning documents, including the Scheme where relevant.
- D. Some locations may have Aboriginal heritage, natural or built heritage significance which may impact site suitability and will require compliance with the relevant statutes.
- E. Some locations may have biodiversity and conservation values, such as threatened ecological communities, environmentally sensitive areas and will require compliance with the relevant statutes.
- F. All applications for a wind turbine require a building license to be submitted after the issuance of a valid Development Approval.

Policy measure also apply, as relevant, to other forms of renewable energy facilities including solar farms.

The Policy does not apply to domestic scale wind turbine servicing a single residence or farming operation.

#### **5. APPLICATION REQUIREMENTS**

In addition to standard Development Application requirements, approval for a Wind Farm / Wind Turbine is required to include:

- a) Detailed specifications of the renewable energy system to be installed, including site plans detailing setbacks, access, floor plan and elevation plans for any building structures;

- b) Consultation as detailed in 6. Community and Stakeholder consultation of this Policy;
- c) An Environmental Survey as detailed in section 7 Environmental Impact of this Policy;
- d) A Visual and Landscape Impact Assessment as detailed in section 8 Visual and Landscape Impact of this Policy;
- e) A Noise Impact Assessment as detailed in section 9 Noise Impact of this Policy;
- f) Assessment on impacts on cultural heritage;
- g) A Construction Management Plan;
- h) An Operational Management Plan;
- i) A Traffic Management Plan (incorporating a Traffic Impact Assessment for traffic activities associated with development during construction, operation and decommissioning);
- j) Bushfire Management Plan;
- k) Aviation Impact Assessment;
- l) Shadow Flicker Assessment;
- m) A Decommissioning Plan as detailed in section 12 Decommissioning Program of this Policy.

## **6. COMMUNITY AND STAKEHOLDER CONSULTATION**

The Shire of Kojonup requests that wind farm proponents actively engage in early community and stakeholder consultation, prior to lodgement of any formal application.

Early, meaningful and innovative community consultation, demonstrating an ongoing commitment to providing clear information and ensuring opportunities for genuine input, is important to delivering good planning outcomes.

Pre-lodgement consultation should be aimed at identifying and considering options for eliminating, reducing or otherwise managing impacts, not merely informing communities and stakeholders on the proposed layout.

The Shire of Kojonup's expectation is that proponents will use a range of tools for community and stakeholder engagement. The Shire has a strong view that developers need to invest time and effort into positive community engagement, and to build a relationship with nearby and adjacent owners.

This Policy requires applications for wind farms to address consultation in a comprehensive way and include:

- a) Lodgement of a detailed Community and Stakeholder Engagement Plan that outlines the outcomes of pre-lodgement community consultation, and a strategy for further consultation for the life of the development. The Plan should identify key stakeholders early in the project planning stage.
- b) Community and Stakeholder Engagement Plans should incorporate the fundamental principles, actions and frameworks outlined in the Clean Energy Council 'Community Engagement Guidelines for the Australian Wind Industry'.



- c) An outline of how landowners and Stakeholders issues have been considered prior to lodging any formal development application.
- d) A written agreement of non-objection by landowners where any turbines are proposed between than 500 metres and 1km to neighbouring lot boundaries.

Proponents should liaise with a wide range of relevant key stakeholders early in the process, including the Shire, Main Roads WA, Western Power, CASA, Air Services Australia, local spraying contractors, nearby unlicensed airstrip owners, and any relevant local community groups.

Other stakeholders may also be relevant depending on the potential project impacts

## **7. ENVIRONMENTAL IMPACT**

Consistent with the WAPC Position Statement on Renewable Energy Facilities, this Policy requires applications to address, avoid and minimise impacts of any wind farm on the natural landscape, and environment (including flora/ fauna).

Applications should be accompanied by an environmental survey of the site by a suitable qualified environmental consultant and address:

- i. The type, location and significance of flora and fauna;
- ii. Any rare or endangered species;
- iii. Stopover sites, local bird species, roosting or nesting sites for birds of conservation significance;
- iv. Location of bat colonies;
- v. Areas of high raptor activity;
- vi. The cumulative impact of turbines on migration routes;
- vii. Existing remnant vegetation to be retained or that is proposed to be removed (on a plan);
- viii. Distances to areas of habitat, remnant vegetation and areas of natural environment on a context plan, including conservation areas, reserves or crown land;
- ix. Maximising distances to bird conservation areas, breeding grounds of sensitive species and areas of remnant bushland that is likely high value bird habitat or habitat for birds of conservation significance;
- x. Methods to avoid bird collision such as increasing the visibility of rotor blades (where feasible\*), automated flashing lights, and keeping bird migration corridors free; and Decommissioning of the wind farm at the end of its life.

*\* Note: Increasing visibility of blades needs to be balanced with the need to also examine visual impact.\**

The Shire of Kojonup will take into consideration any separate environmental processes being undertaken at time of lodgement by applicants, whether it be at a state or federal level.

The requirements of this Section do not apply to noise which is discussed under Section 9.0.

## **8. VISUAL AND LANDSCAPE IMPACT**

A Visual and Landscape Impact Assessment is required and shall;

- i. Describe the appearance of changes in the landscape caused by the proposed wind farm;
- ii. Identify the view of the wind farm from key sensitive land uses, views from key locations of major roads/tourist routes (including rest areas), heritage places; any tourist facilities and recreational reserves;
- iii. Ensure photos in the report include a view of the existing landscape and a photomontage with the turbines superimposed;
- iv. Include all images in colour with a high quality/ resolution;
- v. Include a clear plan that shows the location of where each photo was taken, the direction it was taken, and numbering of each photo location;
- vi. Be in accordance with the WAPC; Visual Landscape Planning in Western Australia' manual and the 'Wind Farms and Landscape Values (2005) produced by the Australian Wind Energy Association and Australian Council of National Trust.

Wind farms are required to be designed, sited and operated to minimise their visual impacts and shall meet the following requirements:

- i. Turbine locations, measured at the tip of the blades, a setback of at least 1.5 Kilometres from a highly sensitive premise (dwelling) is required.
- ii. Where a good neighbour agreement does not exist, a setback of at least 1 kilometre from any wind turbine, measured at the tip of the blades, and a sensitive land use that is not associated with the development area is required;
- iii. Where a good neighbour agreement exists a setback of 500 metres – 1 kilometre between any wind turbine from a non-participating neighbouring lot boundary (sensitive land use) can be negotiated;
- iv. Locating turbines in flatter landscapes, where feasible, to reduce visibility due to shortening the visual perspective of the structures.
- v. Blades on wind turbines to rotate in the same direction; Ensure that all wind turbines have uniformity in terms of colour, size, and shape; and
- vi. Implementation of landscaping within the development site to mitigate visual impact to the greatest extent possible from sensitive land uses.

Landscaping outside of the lots being developed for a wind farm is not accepted as being a practical mechanism for visual mitigation as conditions of planning approval cannot require works outside of the development site.

For the purpose of this Policy, the term 'sensitive land use' is as per the definition in the WAPC Position Statement on Renewable Energy Facilities as 'comprise land uses that are residential or institutional in nature, where people live or regularly spend extended periods of time. These include dwellings, short-stay accommodation, schools, hospitals and childcare centres and generally exclude commercial or industrial premises.'

The Shire will also take into account the description of types of a 'sensitive land use' as outlined in Clause 2.3 in the Environmental Protection Authority 'Guidance for the Assessment of Environmental Factors'.

## **9. NOISE IMPACT**

A Noise Impact Assessment shall be lodged with any wind farm proposal to demonstrate that it can meet the standards under the *Environmental Protection (Noise) Regulations 1997* (WA Noise Regulations). The current version of the South Australian Environmental Protection Authority 'Wind Farms Environmental Noise Guidelines (2021 or any replacement version)' should also be referenced for assessment purposes. It is accepted that wind farm noise can be generally masked by wind generated noise, and the assigned levels can then be calibrated by the wind generated noise, if it does mask the noise at the sensitive premises location.

Any Noise Impact Assessment is to be completed by a suitably qualified acoustic consultant, and should address construction noise, predicted noise levels associated with a fully operational wind farm, and general commentary on low frequency noise and infrasound.

The Noise Impact Assessment may reference information from the;

- The Victoria State Government Health Department technical information report on 'Wind farms, sound and health' provides information explaining the characteristics of low frequency sound; and
- The Draft National Wind Farm Development Guidelines (2010) explaining the characteristics of low frequency noise and infrasound.

Any Noise Impact Assessment will take into account the location of any sensitive land use. Following construction, wind farm proponents take a commercial risk, as there is potential for adjacent landowners to construct new dwellings on their lots.

Wind farm developments have to comply with the WA Noise Regulations at all times.

The WA Noise Regulations protect 'rural premises' and other sensitive land uses. There is a 'highly sensitive area' defined in the WA Noise Regulations, which is an area within 15 metres from the building associated with the sensitive use (such as a dwelling). If an adjacent landowner decides to sub-divide or build a second dwelling on their lot, the most stringent assigned noise levels would apply to any new second house.

Any application shall address the following:

- i. Commitment to providing a Noise Impact Mitigation Plan for post-operational noise monitoring, to demonstrate that any constructed wind farm complies with the *Environmental Protection (Noise) Regulations 1997*, and to manage complaints regarding noise impact during the operational phase of the development.
- ii. Potential methods to address compliance with the *Environmental Protection (Noise) Regulations 1997* in the event that any future sensitive land use, particularly dwellings, are constructed in the locality. Methods may include new noise monitoring, shutting down turbines, replacement of turbines with a quieter model etc.

## **10. OTHER POTENTIAL IMPACTS**

The impact of wind farms on nearby property owners, road users, and the use of adjacent land should be addressed through the detailed design.

Wind farm proposals should not have negative impact through:

- i. shadowing, flickering, reflection, or blade glint impacts beyond the boundaries of any lot subject to the application;
- ii. Unreasonable interference with normal agricultural or farming activities of nearby rural properties, such as aerial spraying. An aviation assessment by a suitable qualified aviation consultant is required to demonstrate turbines will not impact on aerial spraying activities of surrounding farms or unlicensed airstrips;
- iii. interference with existing lawful continued use of neighbouring land including intensive rural activities, and tourism uses; or
- iv. proximity to established residential areas, whether the land is zoned residential, rural residential or is residential by nature (smaller lots of a typical residential size containing dwellings). The amenity of urban areas and the rural character surrounding urban areas needs to be afforded a high level of protection.

The Shire will also consider any wind farm application in accordance with clause 5.3.5 (Public Aviation and Safety, 5.3.6 (Heritage) and 5.3.7 (Construction Impact) contained in the Western Australian Planning Commission published a Position Statement: Renewable Energy Facilities – March 2020.

The Proponent should use automatic and radar technology for Aircraft safety.

Where there is a conflict between this Local Planning Policy and the WAPC Position Statement, this Policy shall prevail. Relevant sections of 'Guideline D' of the 'National Airports Safeguarding Framework'. Council will have particular regard to Clause 25 on consultation, Clauses 26-29 on risk assessment, Clauses 33-34 on lighting, Clause 39 on wind monitoring towers, Clause 41-42 on obstacle lighting and Clause 43 on turbulence.

## **11. ADDITIONAL OTHER POTENTIAL IMPACTS**

The impact of wind farms on nearby property owners, road users, and the use of adjacent land should be addressed through the detailed design.

## **12. TRAFFIC MANAGEMENT AND THE PROTECTION OF ROADS AND OTHER PUBLIC INFRASTRUCTURE**

Local roads are under the care and control of the Shire. There is a considerable amount of public infrastructure within the Shire's local government boundary.

Other roads, such as Highways, fall under the care and control of Main Roads WA. Any application should consider the safety of drivers using Highways in context of significant views of wind farms from main Highways.

Any wind farm proponent will be responsible for:

- a) Preparation of pre-development 'Road and Shire infrastructure Condition' report that identifies and records the condition of any local roads and Shire infrastructure that will be affected by any route for heavy vehicles and delivery trucks, needed for the construction phase.
- b) The cost associated with any damage caused to the roads or Shire infrastructure attributable to the construction phase of the development. Any damage shall be rectified by the operator/proponent to the standard identified in the pre-development 'Road and Shire Infrastructure Condition' report.
- c) All costs of any road upgrading required for construction transport routes and / or the development.
- d) The Shire may consider undertaking road upgrading and/or repair works (where feasible) if funded by the developer.

The Shire Council may place conditions on any development approval to ensure any costs associated with roads damage, widening or upgrading are met by the developer.

The Shire and / or Main Roads WA may require lodgement of a Traffic Impact Assessment report by a suitably qualified traffic engineer in support of any application.

### **13. DECOMMISSIONING PROGRAM**

As part of development applications, proponents should recognise the need for a decommissioning plan for removal of all wind turbines and rehabilitation of the affected land at the end of the developments life (unless major refurbishment is separately approved).

There is an expectation that land in the rural zone will be returned to 'pre-development' condition as much as practical once any renewable energy facility reaches the end of its lifecycle. If a proponent seeks to retain some infrastructure on the land (such as roads or turbine foundations), then that needs to be made clear at the initial development application lodgement stage.

If the concrete foundations of turbines or underground infrastructure are proposed to be retained and covered with soil, then a condition may be recommended to require a Notification to be placed on the Certificate of Title(s) to alert prospective purchasers of any retained infrastructure and its location.

It is suggested developers should be setting aside moneys and budgeting for decommissioning costs throughout the life of the development.

General information on decommissioning should be provided at application lodgement stage.

Substantial decommissioning and remediation works are to commence within twelve (12) months of wind turbines no longer generating permanently, breach of this requirement will result in control of the decommissioning fund or security given to the landowner or to an administrator as agreed between the parties to complete the decommissioning.

Risks associated with fire must be addressed in the project Environmental Impact Statement and in Environmental Management Plans produced as a requirement of planning approval.

Shadow flicker - The moving blades of wind turbines cast moving shadows that when viewed through a stationary constrained opening such as a window appears as a flicker. This is commonly referred to as shadow flicker and when the sun is low in the sky the effect of shadow flicker increases. It is generally accepted that shadow flicker applies to areas within 1km.

### **Decommissioning**

Matters to address include:

- Disconnection electrical grid.
- Turbines/PV and all ancillary equipment removed and materials recycled where possible.
- All above ground components removed and site rehabilitated to former condition.
- Underground cabling and concrete turbine footings typically remain in the ground (below) ploughing depth) unless economical to remove and recycle.
- Access roads, gates and fencing may be removed and land rehabilitated, unless required by the landholder.
- Funding guarantee – via a bond, sinking fund or bank guarantee.

As a part of the community consultation and good neighbour agreements the proponent should consider a meaningful Community Renewable Investment Scheme (CRIS) benefiting local communities and non-stakeholders within 30 kilometres of the project.

<b>‘Total height’</b>	means the vertical distance from natural ground level to the highest point of a wind turbine system.
<b>‘Wind Turbine’</b>	Any equipment, ancillary to existing land development, that is used to convert and then store and/or transfer energy from the wind into usable electrical energy. The term includes any equipment used in the activity such as base, blades, generator, pole, tower, transformer, vane, wire, inverter, batteries etc.
<b>‘Decommissioning’</b>	Wind turbines, site office and any other ancillary infrastructure is removed from the site. Roads and foundation pads are covered and revegetated, allowing land to be returned to its former use.

#### 14. RECORD OF COUNCIL POLICY APPROVAL AND STATUTORY BASIS

Legislation	Description
Statutory Legislation	The Local Planning Policy has been prepared in accordance with Clause 3(1) Schedule 2, Part 2 of the “Deemed Provisions’ of Planning and Development (Local Planning Schemes) Regulations 2015.
Adoption (initial)	
Adoption (final)	
Version Control	Version 1 – July 2024
Scheduled Internal Review Date	July 2026

- (b) a provision that —
  - (i) is in a structure plan that was approved before 19 October 2015; and
  - (ii) amends or replaces the deemed-to-comply provision.

*[Clause 1B inserted: SL 2020/252 r. 45.]*

**1C. Excluded holiday period days not counted in time periods**

For the purposes of this Scheme, an excluded holiday period day is not to be counted in calculating a period of time that is expressed as a number of days, business days or working days.

*[Clause 1C inserted: SL 2020/252 r. 45.]*

**Part 2 — Local planning framework**

**Division 1 — Local planning strategy**

**2. Local planning strategy**

Where a local planning strategy for the Scheme area has been prepared by the local government in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* Part 3 the local planning strategy sets out the long-term planning directions for the Scheme area.

**Division 2 — Local planning policies**

**3. Local planning policies**

- (1) The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.
- (2) A local planning policy —
  - (a) may apply generally or in respect of a particular class or classes of matters specified in the policy; and
  - (b) may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.



- (3) A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.
- (4) The local government may amend or repeal a local planning policy.
- (5) In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

**4. Procedure for making local planning policy**

- (1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —
  - (a) publish in accordance with clause 87 the proposed policy and a notice giving details of —
    - (i) the subject and nature of the proposed policy; and
    - (ii) the objectives of the proposed policy; and
    - (iii) how the proposed policy is made available to the public in accordance with clause 87; and
    - (iv) the manner and form in which submissions may be made; and
    - (v) the period for making submissions and the last day of that period;
  - (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;
  - (c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.
- (2) The period for making submissions specified in a notice under subclause (1)(a)(v) must not be less than the period of 21 days after the day on which the notice is first published under subclause (1)(a).

- (3) After the expiry of the period within which submissions may be made, the local government must —
  - (a) review the proposed policy in the light of any submissions made; and
  - (b) resolve to —
    - (i) proceed with the policy without modification; or
    - (ii) proceed with the policy with modification; or
    - (iii) not to proceed with the policy.
- (3A) The local government must not resolve under subclause (3) to proceed with the policy if —
  - (a) the proposed policy amends or replaces a deemed-to-comply provision of the R-Codes; and
  - (b) under the R-Codes, the Commission's approval is required for the policy; and
  - (c) the Commission has not approved the policy.
- (4) If the local government resolves to proceed with the policy, the local government must publish notice of the policy in accordance with clause 87.
- (5) A policy has effect on publication of a notice under subclause (4).
- (6) The local government must ensure that an up-to-date copy of each local planning policy made under this Scheme that is in effect is published in accordance with clause 87.
- (7) Subclause (6) is an ongoing publication requirement for the purposes of clause 87(5)(a).

*[Clause 4 amended: SL 2020/252 r. 46.]*

**5. Procedure for amending local planning policy**

- (1) Clause 4, with any necessary changes, applies to the amendment to a local planning policy.
- (2) Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.

**6. Revocation of local planning policy**

A local planning policy may be revoked —

- (a) by a subsequent local planning policy that —
  - (i) is prepared in accordance with this Part; and
  - (ii) expressly revokes the local planning policy;
- or
- (b) by a notice of revocation —
  - (i) prepared by the local government; and
  - (ii) published by the local government in accordance with clause 87.

*[Clause 6 amended: SL 2020/252 r. 47.]*

**Part 3 — Heritage protection**

**7. Terms used**

In this Part —

**heritage area** means an area designated as a heritage area under clause 9;

**heritage list** means a heritage list established under clause 8(1);

**place** has the meaning given in the *Heritage Act 2018* section 7(1).

Note:

The purpose of this Part is to provide for the identification of places and areas of heritage value so that development in the Scheme can, as far as possible, be consistent with the conservation of heritage values.

*[Clause 7 amended: SL 2020/252 r. 48.]*

**8. Heritage list**

- (1) The local government must establish and maintain a heritage list to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation.
- (2) A heritage list established under subclause (1) must set out a description of each place and the reason for its entry on the heritage list.

22/181863

**MEMORANDUM OF UNDERSTANDING**

*(Non-Binding)*

BETWEEN THE

**Department of Fire and Emergency Services**

ABN: 39 563 851 304

20 Stockton Bend

Cockburn Central WA 6164

AND

**Forest Industries Federation WA (Inc)**

Unit 1 Abridge House

5 Turner Avenue

Bentley WA 6102

AND

**Department of Biodiversity, Conservation and Attractions, Parks and Wildlife Service**

17 Dick Perry Avenue

Technology Park, Western Precinct

Kensington WA 6151

AND

**Participating Local Governments**

FOR

**Mutual Support in Planning and Responding to Bushfires Within or Near Plantation Estates and Other Bushfires as Required**

DFES File Reference	
Other Party File Reference	

## **1. BACKGROUND**

- 1.1 The Plantation Industry has recognised the importance of a unified approach in controlling and managing bushfires across land of all tenure including plantation estates. With full industry participation, a fire management agency can call upon the plantation industry to assist during an incident, particularly where plantation managers have the ability to provide:
- a. specialist equipment and knowledge that assists with bushfire suppression in plantations
  - b. effective initial response to bushfires within or near to plantations due to proximity of equipment and personnel
  - c. resources with recognised standards in training, equipment and operating procedures.
- 1.2 This approach has culminated in the Plantation Managers Fire Agreement (Attachment 2) between certain plantation companies, which is administered by Forest Industries Federation WA (Inc). Through this agreement, plantation managers commit their resources to assist each other to suppress fire where it threatens their managed estate or adjoining neighbours.

## **2. PURPOSE**

- 2.1 The purpose of this Memorandum of Understanding (**MOU**) is to establish mutual emergency response capability arrangements for:
- a. Bushfires within or near plantation estates
  - b. Bushfires not impacting plantation estates but where plantation resources may be requested to support the local bush firefighting response.
- 2.2 This MOU is between the following parties:
- a. Department of Fire and Emergency Services (**DFES**)
  - b. Forest Industries Federation WA (Inc) (**FIFWA**) representing plantation managers who are signatories to the Plantation Managers Fire Agreement
  - c. Department of Biodiversity, Conservation and Attractions (**DBCA**)
  - d. Local governments (see Attachment 1 for participating local governments).
- 2.3 This MOU will address overarching arrangements for bushfire response between plantation managers and State fire agencies, particularly in relation to:
- a. Detection
  - b. Mobilisation and response
  - c. Command and control
  - d. Communications

- e. Equipment
- f. Training and exercising
- g. OSH
- h. Financial arrangements.

2.4 This MOU does not constitute or create, and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of any party. This MOU is instead a statement of current intent and understanding.

### 3. DEFINITIONS AND INTERPRETATION

In this MOU:

**Controlling Agency** is generally determined based on tenure and can be DBCA, DFES or a local government bush fire brigade. However, in the interest of containing fires as early as possible, the Controlling Agency best placed in terms of location, resources and expertise is to initially deal with a fire emergency irrespective of location and tenure.

**FES Commissioner** has the meaning given in section 3 of the *Fire and Emergency Services Act 1998*.

**First responder** means the personnel of any party who are able to respond in the most timely fashion to a fire, so as to minimise loss of life, prejudice to safety, or harm to the health of persons or animals, or destruction of, or damage to, property or any part of the environment.

**Incident Controller** means a person who has overall responsibility for the management of all activities undertaken to control an incident, specifically:

- a. the FES Commissioner
- b. an officer or any member of a brigade
- c. a person employed in the Department who is authorised by the FES Commissioner
- d. a bush fire control officer
- e. a CALM Act officer
- f. a person authorised to take control of all operations in relation to a fire pursuant to a *Bush Fires Act 1954* section 13(4) or (5) authorisation.

**Parties** include DFES, DBCA, participating local governments and plantation managers.

**Plantations Coordinating Duty Officer** means the lead coordinating duty officer for an incident and principal point of contact for plantation managers.

**Plantation Managers Fire Agreement** refer to the agreement between certain plantation companies to commit their resources to suppress fire where it threatens their managed estates or adjoining neighbours (see Attachment 2).

**Plantation Liaison Officer** means the officer designated by the Western Australian plantation managers to represent the interests of the industry, their resources and assets during incidents.

**Plantation Managers** means Western Australian plantation managers who are participants in the Plantation Managers Fire Agreement.

Words or phrases used in this MOU and defined in the *Bush Fires Act 1954* shall bear the same meaning attributed to them in the Act.

#### **4. ACKNOWLEDGEMENTS AND UNDERTAKINGS BY THE PARTIES**

##### **4.1 Acknowledgement of Plantation Managers Fire Agreement**

4.1.1 DFES, DBCA and participating local governments, within the catchment area of this MOU acknowledge the Plantation Managers Fire Agreement and its standards for equipment, training and safety, as well as cooperative arrangements for response within and immediately adjoining plantations managed by signatories to the Plantation Managers Fire Agreement.

4.1.2 DFES, DBCA and participating local governments will recognise resource capability of plantation managers and ensure resources identified with the Plantation Managers Fire Agreement are incorporated into their resource management systems for response to bushfires.

##### **4.2 Detection of bushfire within or adjacent to plantation estate**

4.2.1 If a plantation manager becomes aware of a bushfire within or adjacent to their plantation estate, they will promptly inform DFES COMCEN and the Controlling Agency, if known.

### **4.3 Plantation Managers Mobilisation and Response**

- 4.3.1 If DFES, DBCA or BFBs are unable to provide a timely response to a bushfire within or near a plantation, they will request the mobilisation of the nearest plantation resources to assist at the incident.
- 4.3.2 The Plantation Manager will respond to the incident in accordance with any direction given by the Controlling Agency and in accordance with the Plantation Managers Fire Agreement.

### **4.4 Command and Control**

- 4.4.1 All incidents will come under the overall control of the Controlling Agency Incident Controller.
- 4.4.2 The command of plantation resources at the incident scene will remain with Plantation Coordinating Duty Officer, until controlling agency personnel can attend, designate an Incident Controller and assume overall command of all resources at the incident.
- 4.4.3 As per the Plantation Managers Fire Agreement (Attachment 2), the Plantation Managers will provide a plantation liaison officer to provide specific plantation intelligence and assist the Incident Controller in the coordination of plantation industry resources during incidents.
- 4.4.4 Plantation Managers will work cooperatively with the Controlling Agency during bushfire response with their primary interest being the protection of their plantation assets and they will be tasked accordingly by the Incident Controller when operating within an established incident management structure.
- 4.4.5 Plantation Managers acknowledge that life and property take priority over their plantation assets and will work under the direction of the Incident Controller to protect life and property.
- 4.4.6 Plantation Managers acknowledge that the Incident Controller will set overall objectives and priorities in line with SEMC approved State Strategic Control Priorities (Attachment 3).



- 4.4.7 When responding to a bushfire, Controlling Agency personnel shall operate in accordance with the Australasian Inter-service Incident Management System (AIIMS) structure, as implemented by the Controlling Agency and the Plantation Manager.
- 4.4.8 The Incident Controller will stand down plantation staff and demobilise plantation equipment when they are of the opinion their assistance and/or resources is no longer required at the incident.

#### **4.5 Communications**

- 4.5.1 All plantation industry resources responding to incidents under this MOU are to have a two-way radio that is able to operate on VHF (WAERN) as a minimum.

#### **4.6 Equipment**

- 4.6.1 The Controlling Agency may require and request the use of plantation industry resources to respond to bushfires.
- 4.6.2 Plantation Managers are required to maintain all fleet and equipment in accordance with the Plantation Managers Fire Agreement (Attachment 2).
- 4.6.3 Plantation Managers with fixed AVL units in vehicles and/or equipment must maintain and update the units as required to ensure they function appropriately.
- 4.6.4 Where possible, DFES will assign a Portable AVL Unit to plantation resources in attendance at a fire ground. The Portable AVL Unit must be returned to the person who assigned it before the plantation resource departs.

#### **4.7 Training and Exercises**

- 4.7.1 Controlling Agencies use the Australasian Inter-service Incident Management System (AIIMS) for incident management. Incident Controllers managing incidents within or near plantation estate are to be competent in AIIMS.
- 4.7.2 Where possible DFES will attempt to provide plantation managers and their crew with access to AIIMS training.

- 4.7.3 Plantation industry personnel responding to bushfires under this MOU will meet the minimum fire training requirements specified in the Plantation Managers Fire Agreement.
- 4.7.4 Parties agree to invite each other to participate in coordinated emergency exercises, pre-season briefings and relevant meetings.
- 4.7.5 DFES, DBCA or participating local governments may provide local joint training opportunities to plantation managers and their staff, subject to availability of resources. Such opportunities will be managed by the respective DFES region superintendent.
- 4.7.6 DFES will work with the plantation managers to assess and review compatibility of training, equipment and PPE to enhance operational response capability.

#### **4.8 Safety Requirements and Standards**

- 4.8.1 The parties must comply with the Work Health and Safety Act 2020 and the relevant Australian Standards relating to personal protection, safety and health.

#### **4.9 Insurance**

- 4.9.1 Parties are required to have adequate and appropriate insurance to cover the activities for the purposes of the MOU.

#### **4.10 Financial Arrangements**

- 4.10.1 Plantation managers will not charge DFES, DBCA or local governments for attendance at bushfires for the purpose of extinguishing and preventing the spread of fire within or near plantation estates. However, costs may apply for the mop up activities on non-plantation estates in accordance with the Plantation Managers Fire Agreement.
- 4.10.2 Plantation managers may charge a fee for service for attendance at bushfires not impacting plantation estates.

## **5. DURATION AND AMENDMENT**

- 5.1 This MOU will remain in force for an initial period of three (3) years from the date of the last signature, with an option to extend for a further period by written agreement of all parties.
- 5.2 This MOU shall not be altered, varied or modified in any respect except by agreement in writing signed by all parties.

## **6. DISPUTE RESOLUTION**

- 6.1 The parties must first attempt to resolve any dispute arising between them in relation to any matter the subject of this MOU, by way of conference and negotiation. The parties must confer and negotiate within 7 days of receiving a notice from the other party setting out the nature of the dispute.
- 6.2 If the issue cannot be resolved by negotiation then the matter of dispute is to be conferred, deliberated and resolved by the FES Commissioner, FIFWA President, DBCA Director General, WALGA CEO or the applicable local government CEO or a nominated delegate.

## **7. TERMINATION**

- 7.1 This MOU may be terminated:
- a. by mutual agreement of all parties in writing at any time or
  - b. at any time for any reason by either party by giving one month's notice in writing to the other party.

## **8. NOTICES**

- 8.1 Notices or other communications by each part to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

### **DBCA**

Director General  
Department of Biodiversity, Conservation and Attractions  
Parks and Wildlife Service  
Locked Bag 104  
Bently Delivery Centre  
WA 6983

**DFES**

FES Commissioner  
Department of Fire and Emergency Services  
Emergency Services Complex  
20 Stockton Bend  
COCKBURN CENTRAL WA 6164  
(Postal)  
PO Box P1174  
PERTH WA 6844

**FIFWA**

Unit 1 Albridge House  
5 Turner Avenue  
BENTLEY WA 6102

See Attachment 1 for addresses for participating local governments.

**9. ASCENDANCY OF LEGISLATION**

- 9.1 The parties recognise that the relevant legislation of or applicable in Western Australia (including subsidiary legislation) prevails over this MOU to the extent of any inconsistency.

## 10. SIGNATORIES

SIGNED for and on behalf of the **Department of Fire and Emergency Services**  
by

A black ink signature, appearing to be 'DK', written in a cursive style.

**DARREN KLEMM AFSM  
COMMISSIONER**

DATE: 4 / 10 / 2022

SIGNED for and on behalf of the **Department of Biodiversity, Conservation and Attractions** by:

A blue ink signature, appearing to be 'M Webb', written in a cursive style.

**MARK WEBB PSM  
DIRECTOR GENERAL**

DATE: 20 / 9 / 2022

SIGNED for and on behalf of the **Forest Industries Federation WA (Inc)** by:

A black ink signature, appearing to be 'AF', written in a cursive style.

**ADELE FARINA  
CHIEF EXECUTIVE OFFICER**

DATE: 09/08/2022

See Attachment 1 for the list of participating local governments.

## ATTACHMENT 1

The following local governments with plantations that are party to the Plantation Managers Fire Agreement have reviewed and agree to participate in this MOU.

Local Government	Contact Information
City of Albany	Phone: 6280 3000 Postal Address: PO Box 484, Albany WA 6331 Email: <a href="mailto:staff@albany.wa.gov.au">staff@albany.wa.gov.au</a>
Shire of Augusta – Margaret River	Phone: 9780 5255 Postal Address: PO Box 61, Margaret River WA 6285 Email: <a href="mailto:amrshire@amrshire.wa.gov.au">amrshire@amrshire.wa.gov.au</a>
Shire of Boddington	Phone: 9883 4999 Postal Address: PO Box 4, Boddington WA 6390 Email: <a href="mailto:shire@boddington.wa.gov.au">shire@boddington.wa.gov.au</a>
Shire of Capel	Phone: 9727 0222 Postal Address: PO Box 369, Capel WA 6271 Email: <a href="mailto:info@capel.wa.gov.au">info@capel.wa.gov.au</a>
Shire of Cranbrook	Phone: 9826 1008 Postal Address: PO Box 21 Cranbrook WA 6321 Email: <a href="mailto:shire@cranbrook.wa.gov.au">shire@cranbrook.wa.gov.au</a>
Shire of Dardanup	Phone: 9724 0000 Postal Address: PO Box 7016, Eaton WA 6232 Email: <a href="mailto:ceo@dardanup.wa.gov.au">ceo@dardanup.wa.gov.au</a>
Shire of Denmark	Phone: 9848 0300 Postal Address: PO Box 183, Denmark WA 6333 Email: <a href="mailto:enquiries@denmark.wa.gov.au">enquiries@denmark.wa.gov.au</a>
Shire of Harvey	Phone: 9729 0300 Postal Address: PO Box 500, Harvey WA 6220 Email: <a href="mailto:shire@harvey.wa.gov.au">shire@harvey.wa.gov.au</a>
Shire of Manjimup	Phone: 9771 7777 Postal Address: PO Box 1, Manjimup WA 6258 Email: <a href="mailto:info@manjimup.wa.gov.au">info@manjimup.wa.gov.au</a>
Shire of Nannup	Phone: 9756 1018 Postal Address: PO Box 11, Nannup WA 6275 Email: <a href="mailto:nannup@nannup.wa.gov.au">nannup@nannup.wa.gov.au</a>
Shire of Plantagenet	Phone: 9892 1111 Postal Address: PO Box 48, Mount Barker WA 6324 Email: <a href="mailto:info@sop.wa.gov.au">info@sop.wa.gov.au</a>
Shire of Williams	Phone: 9885 1005 Postal Address: PO Box 96, Williams WA 6391 Email: <a href="mailto:shire@williams.wa.gov.au">shire@williams.wa.gov.au</a>

## **ATTACHMENT 2**

### **PLANTATION MANAGERS FIRE AGREEMENT**

The parties listed below are signatories to the Agreement. A signed copy of the Agreement from each of these companies is held on file at FIFWA. This Agreement is between:

**ALBANY PLANTATION FOREST COMPANY**

**AND**

**AUSTRALIAN BLUEGUM PLANTATIONS PTY LTD**

**AND**

**ENTS FORESTRY**

**AND**

**FOREST PRODUCTS COMMISSION**

**AND**

**PF OLSEN (AUS) PTY LTD**

**AND**

**PLANTALL FORESTRY CONSULTANTS**

**AND**

**WA PLANTATION RESOURCES**

**AND**

**WESPINE INDUSTRIES PTY LTD**

**THIS AGREEMENT** is made on 13<sup>th</sup> August 2021

**BETWEEN:** Western Australian Plantation Managers ("Managers")

#### **PREAMBLE**

The Plantations Industry has recognised the importance of a unified approach in the control and management of wildfire within or near its plantation estate. Individual growers are conscious of the "strength in numbers" approach and have formed alliances with other industry Managers across a number of land districts. With full industry participation, a fire managing authority can call upon the Plantation Industry and optimise specialist fire-fighting resources. This approach is supported by Local Government and State Government fire authorities and has culminated in the formation of a Plantation Managers Fire Agreement.

#### **1. DEFINITIONS AND SCHEDULES**

##### **1.1 In this Agreement, unless the context indicates otherwise**

**"Agreement"** means this document including the Schedule.

**"Communication Plan"** is a plan or document designed to provide contact or a communication framework to the user.

**"Co-ordinating Duty Officer"** means the lead coordinating Duty Officer for an incident and principle point of contact for Managers.

**"DFES"** means the Western Australian Department of Fire and Emergency Services.

**"Duty Officer"** means a designated person for the management of fire responsibilities. The Duty Officer is a rotating position and Managers will have rostered Duty Officers available over the prescribed fire season.

**"Incident Controller"** means the person with overall control responsibilities for Incident activities and control of the Incident Management Team.

**"Manager/s"** means Western Australian Plantation Managers that are participants in this agreement.

**"Parks and Wildlife Service"** means the Parks and Wildlife Services section of the Western Australian Department of Biodiversity, Conservation and Attractions.

**"Plantation Liaison Officer"** means a Plantation Industry designated position that assists the Incident Management Team.

**"Prescribed Fire Season"** means the period between 1/11/2019 and 30/04/2020. Dates may be varied by the group and are subject to prevailing seasonal conditions.

**"Response Zones"** means bounded areas of land where individual Managers have established plantation estate.

**"Services"** means the services described in Schedule 4.

**"Schedule"** means the schedules to this Agreement.

**"Term"** means agreed start date and cessation date of this agreement



**1.2 The following schedules are attached hereto and form part of this Agreement:**

- (a) Schedule 1 – Training standard
- (b) Schedule 2 – Fleet Safety Standards
- (c) Schedule 3 – Equipment Standards
- (d) Schedule 4 – Agreed Schedule of Rates for Mop Up
- (e) Schedule 5 – Plantation Liaison Officer Duties Statement
- (f) Schedule 6 – Fatigue Management
- (g) Schedule 7 – Slash Heap Management
- (h) Appendix 1 – Communication Zones for Fire Incident Response and Reporting
- (i) Appendix 2 – Plantation Managers Fire Suppression Resources
- (j) Appendix 3 – Liaison Officers

**2. TERM**

This Agreement shall come into effect upon signing by the parties and shall remain in force for a period of one year

Commencement Date: 11 February 2022

Completion Date: 11 February 2023

**3. ENGAGEMENT**

Managers agree to commit their resources to assist each other in the relevant **Response Zones** (Appendix 1: Communication Plan - Response Zones 2019/20 to suppress fire where it threatens their managed estate or adjoining neighbours. Manager fire numbers are to be shown against their respective Response Zones on the Communication Plan where each company has a Plantation interest.

Where Managers are requested to provide resources outside their fire **Response Zone**, this will be by individual agreement between Managers.

**4. MANAGERS OBLIGATIONS**

**4.1 Provide service**

Each Manager will have a 24-hour fire number with an experienced rotational **Duty Officer** on call during the **prescribed fire season**.

In accordance with incident reporting and response protocols, Managers will coordinate the dispatch of personnel and equipment via the **Coordinating Duty Officer** to suppress fire under the direction of the **Incident Controller**.

Where Managers are unable to respond, they will immediately advise the **Coordinating Duty Officer**. The Manager will regularly provide updates to the **Coordinating Duty Officer** if resources become available.

In the event of multiple fires within any single **Response Zone**, Managers will consult with each other how best to deploy resources.

In the event of a single fire within any single Response Zone, the Coordinating Duty Officer may ask other Managers within the same Response Zone to hold back resources to cover any potential fire threats across other deployed Manager estate whose resources are deployed at the fire incident.

(Appendix 2 - Summary of Manager Resources).

#### **4.2 Standards and Safety**

Each Manager is responsible for complying with all mandatory standards and legislation relating to fire protection, safety and health. There are a number of Australian Standard references.

- (a) Occupational Safety and Health Act 1984
- (b) Policy Statement No. 60: Occupational Safety and Health
- (c) Australian Standard AS/NZS 1801 type 3 (helmets)
- (d) Australian Standard AS/NZS 1337 (goggle materials)
- (e) Australian Standard AS/NZS 4824 standards (high visibility clothing material)
- (f) Australian Standard AS/NZS 1906.4 2010 (reflective banding)
- (g) Australian Standard AS/NZS 2161 – level 1 (gloves)
- (h) Australian Standard AS/NZS 4821 type 1 (boots)

Also refer to item 8 and Schedule 1, 2, 3 and 6.

#### **4.3 Plantation Liaison Officer**

Managers are to work collectively together to resource the 'WA Plantation Managers Plantation Liaison Officer role on an as required basis. The Coordinating Duty Officer will be the point of contact for the Plantation Liaison Officer where implemented.

(A summary of Manager nominated Plantation Liaison officers are shown at Appendix 3).

#### **4.4 Mapping**

Managers will supply annual updates of their GIS dataset information to mapping providers to facilitate the revision of the agreed information platforms.

#### **4.5 Communication**

In the event of a plantation fire where Industry crews are deployed, Managers will maintain close communication with the Coordinating Duty Officer.

### **5. COORDINATING DUTY OFFICER**

The primary responsibility of the Coordinating Duty Officer or Manager of fire crews is to protect plantation estates unless directed otherwise by the Incident Controller or his duly appointed representative.

The Coordinating Duty Officer will be the principle point of contact for Manager enquiries and deployed field crews. The Coordinating Duty Officer will liaise with Managers over, strategies, crew deployment, shift changes and specialised equipment needs where the fire crosses multiple growers' plantation sites.

The Coordinating Duty Officer will be the focal point for communications with the Plantation Liaison Officer where deployed.

## **6. PLANTATION LIAISON OFFICER**

The Plantation Liaison Officer shall be deployed in large fire multi agency situations where plantations are under threat and the incident is being managed by a full Incident Management Team. The Plantations Liaison Officer will be contacted by the relevant Duty Officer and dispatched to the Operations point as advised by the Incident Controller.

The Plantation Liaison Officer will report externally direct to that Coordinating Duty Officer for all ongoing matters while the incident runs.

The role of the Plantation Liaison Officer is to;

- (a) Provide liaison and advice to the Incident Controller and the supporting Agencies so it can quickly gather relevant information to allow sound decision making.
- (b) Brief incoming Plantation crews where possible.
- (c) Ensure that accommodation/meals/travel arrangements are in place and crews are informed of shift changes and details for next shift

Plantation Liaison Officer Duty Statement is detailed at Schedule 5

## **7. INSURANCES AND INDEMNITY**

### **7.1 Insurance**

Each Manager will have the appropriate insurance to ensure its own accident coverage on other land.

### **7.2 Indemnity**

(a) Subject to Clause 7.1 the Managers agree to indemnify each other against any:

- (i) Liability incurred by another Manager;
- (ii) Loss of or damage to property of the Principal Manager; or
- (iii) Loss or expense incurred by the Manager in dealing with any claim against it including legal costs and expenses on a solicitor/own client basis and the cost of time spent, resources used or disbursements paid by the Manager, arising from:
  - 1. Any negligent or wilful act or omission by the Manager, its officers, employees, agents or subcontractors in connection with this Agreement;
  - 2. Any breach by the Managers of its obligations under this Agreement;

## **8. FATIGUE MANAGEMENT**

Managers and staff share the responsibility of Fatigue Management as it involves factors both inside and outside of work. Managers must understand the impact of fatigue and the

strategies to prevent fatigue and must have knowledge of the Worksafe WA Code of Practice on Working Hours 2006.

Guidelines for Fatigue Management are detailed at Schedule 6.

The companies listed below are signatories to the agreement. A signed copy of the agreement from each of these companies is held on file at FIFWA

**EXECUTED for and on behalf of ALBANY PLANTATION FOREST COMPANY**

Name of signatory: *Toshimizu Otsuka* Signed *[Signature]*  
Date: 10 February 2022

**EXECUTED for and on behalf of AUSTRALIAN BLUEGUM PLANTATIONS PTY LTD**

Name of signatory: *Murray Arning* Signed *[Signature]*  
Date: 11 February 2022

**EXECUTED for and on behalf of ENTS FORESTRY**

Name of signatory: *Adam Williams* Signed *[Signature]*  
Date: 11 February 2022

**EXECUTED for and on behalf of FOREST PRODUCTS COMMISSION**

Name of signatory: Greg Hodgson Signed *[Signature]*  
Date: 8 February 2022

**EXECUTED for and on behalf of PF OLSEN (AUS) PTY LTD**

Name of signatory: Mal Parker Signed *[Signature]*  
Date: 8 February 2022

**EXECUTED for and on behalf of PLANTALL FORESTRY CONSULTANTS**

Name of signatory: David Wettenhall Signed *[Signature]*  
Date: 8 February 2022

**EXECUTED for and on behalf of WA PLANTATION RESOURCES**

Name of signatory: Mark Lush Signed *[Signature]*  
Date: 10 February 2022

**EXECUTED for and on behalf of WESPINE INDUSTRIES PTY LTD**

Name of signatory: Patrick Warrand Signed *[Signature]*  
Date: 9 February 2022

## **SCHEDULE 1**

### **TRAINING STANDARD**

All personnel rostered for fire suppression must have attended suitable pre-season scenario based training in bush fire fighting safety meeting the DFES training standards covering:

#### **Fire safety**

- LACES (Lookouts, Awareness, Communications, Escape Routes, Safety Zones)
- Dead-Man Zone
- Fire Blankets
- Burn Over
- PPE
- Emergency & Red Flag warnings
- Heat Illness and Burns First Aid.

#### **Attendance at Fires**

- Fire Ready – Daily preparedness
- Fire Ready – Fire Ground Ready
- Resources logging in/out
- Briefings (SMEACS) Situation, Mission, Execution, Administration/Logistics, Command Control and Communications and Safety
- AIIMS

#### **Knowledge and Skills**

- BoM Spot Fire Weather Forecasts
- Map Reading - Theory and Activity
- Radio communications – training and assessment
- Road Management – Prescribed Burns & Bushfires

#### **Practical**

- Burn over training and assessment
- Pumper operation assessment (only in what you are expected to use)
- Portable pump use training and assessment

## SCHEDULE 2

### FLEET SAFETY STANDARDS

It is a requirement that each Manager provides fire units that meet the Parks and Wildlife Service/DFES fire equipment standards and have access to compatible equipment to integrate with each other and LGA Brigades. A fast attack unit and heavy duty unit will have a minimum of two people for fire suppression activities.

**Fast Attack vehicles (4x4 vehicles legally rated to carry 400L of water) and General Fleet used at Fires sector patrol**

1. Fire Blankets to protect crew members – Blanket numbers consistent with vehicle seating capacity (minimum of two compulsory fitments inside the vehicle).
2. WAERN radio

#### Heavy Fleet

1. Fire Blankets – Blanket numbers consistent with vehicle seating capacity (compulsory fitment inside the vehicle)
2. Cab protection curtains
3. Deluge Cab protection systems
4. Electrical and fluid hose lagging to protect major componentry from radiated heat
5. Air cleaner upgrades to remove plastic from the plumbing
6. WAERN radio
7. Permanent Automatic Vehicle Locators

In addition we recommend that signatories progressively remove or replace plastic external components that may hinder ingress or egress of crew if exposed to radiant heat.

### SCHEDULE 3

#### EQUIPMENT STANDARDS

Plantation Managers should provide the minimum equipment standards listed below.

##### Minimum Equipment Standards

Plantation Area (hectares)	Fast Attack	2.4 (M/Duty)	3.4 (H/Duty)
Less than 3000 hectares	1		
3000 – 5000 hectares	1	1	
5000 – 15,000 hectares	2		1
15,000+ hectares	2	1	1

**Definition:** *Fast Attack relates to a 4x4 vehicle legally rated to carry a minimum of 400 litres of water.*

*2.4 (Medium Duty) relates to a 4x4 vehicle legally rated to carry a minimum of 2000 litres of water.*

*3.4 (Heavy Duty) relates to a 4x4 vehicle legally rated to carry a minimum of 3000 litres of water.*

*Additional fast attacks can replace 2.4 M/Duty*

##### Performance Specifications for Fast Attack

###### Pump and Motor (Petrol/Diesel)

- 200 litres/min at 700 kPa and at no flow 1000 kPa.

###### Ancillary Equipment

- 1 x 15 metre length (38mm) PVC/Nitrile extruded hose (or equivalent).
- 1 controlled branch.

##### Performance Specifications for 2.4 (Medium Duty) & 3.4 (Heavy Duty) Appliances

###### Pump and Motor (Petrol/Diesel)

- 450 litres/min at 700 kPa and at no flow 1500 kPa.

###### Ancillary Equipment

- 8 x 30 metre and 2 x 10 metre (38 mm) lengths of PVC/Nitrile extruded hose (or equivalent).
- Dividing breeching controlled.
- 2 x branches controlled.

All vehicles shall be 4-wheel drive and preferably have diesel engines.



#### **SCHEDULE 4**

##### **AGREED INDUSTRY SCHEDULE OF RATES FOR MOP UP**

In the spirit of this Agreement, each Manager will incur their own cost for suppression services. Where fire is suppressed, responsibility of mop-up and patrol operations will revert back to each relevant Plantation Manager/s until the fire area is deemed safe by the authorised Incident Controller and themselves. Where personnel are requested by another Manager to stay on after fire suppression to assist in mop up duties the relevant charge below may be applied at the discretion of the Manager.

##### **SERVICE RATES**

STAFF	\$60.00/hr flat rate
Fast Attacks	\$1.20/km
Heavy Fleet	\$2.50/km

It is not intended that Managers will charge landowners or Brigades for time spent attending fires.

## **SCHEDULE 5**

### **PLANTATION LIAISON OFFICER DUTY STATEMENT**

#### **Position description**

##### **Preamble**

Land use in the greater southwest of WA now presents a mosaic of traditional agriculture, plantations and assets with significant value. During fires, all assets might be better protected by optimising the allocation of specialist fire-fighting resources available: rural brigades to the agricultural assets and infrastructure; forest industry crews to the plantations. The liaison role should assist Incident Controllers to most effectively deploy fire-fighting resources during major incidents.

##### **Objectives**

To provide specific plantation intelligence and assist the Incident Controller / Incident Management Team coordinate resources during a fire incident where fire threatens plantation land.

##### **Specific objectives include**

1. Provide detailed plantation asset or property information to the Incident Controller to assist with decision making.
2. Mitigate plantation asset loss without compromising fire-fighter safety.
3. Participate in a strong, coordinated, initial response to keep fires small.
4. Ensure plantation industry fire suppression resources are effectively linked into the Local Government or Hazard Management Authority's response.
5. Ensure plantation company's Fire Duty Officers are well informed.

##### **Activation**

The liaison position is to be activated at the request of the plantation industry, or upon request from the Incident Controller, CBFCO, or nominee, via plantation managers' Fire Duty Officers.

##### **Resources**

- Plantation managers are to work collectively together in line with the "WA Plantation Managers' fire agreement" and resource this role on an 'as required' basis.
- Where practicable the plantation manager who has the most assets under threat should deploy the person with the highest level of competencies to act in this liaison position, or where not practicable, the next most senior officer from another company.

##### **Competencies**

- Experienced in plantation fire fighting
- Good communication and facilitation skills

##### **Operational / technical information which may be offered by the fire liaison person**

- |                        |   |
|------------------------|---|
| • Plantation ownership | • Rotation status                             |
| • Plantation age       | • Fuel Hazards (fuel loading and arrangement) |
| • Plantation area      |   |

- Plantation access
- Water points
- Plantation company fire-fighter and appliances details on the fire ground
- Plantation asset value
- Supply maps
- Grazing lessee
- Tenants in plantation houses
- Shed/building asset value & protection priority
- Expected fire behaviour
- Remnant native vegetation history
- Plantation contractor contact details e.g. harvesting contractors
- ETA of plantation company resources
- Plantation company resources on standby

## **SCHEDULE 6**

### **FATIGUE MANAGEMENT**

#### **Fatigue Management Guidelines for Fire Control**

Managers acknowledge that fatigue is a significant safety issue for personnel working in fire management situations. The importance of providing safe work schedules to allow appropriate sleep, rest and recovery to ensure people can undertake their tasks in a safe and responsible manner is part of the Company Duty of Care.

To ensure effective management, the following guidelines are to be implemented by the Duty Officer or Incident Manager:

#### **Guidelines**

1. An employee's first shift should not exceed 24 hours, which includes all hours at normal duty prior to the incident. Travel time will also need to be considered and remote location work. If the employee is called out on a non work day, the time awake must also be considered.
2. No person will work alone at any fire incident.
3. All personnel who work longer than 16 hours will be driven home from the fire by relief drivers or accommodated close to the incident.
4. All personnel who work longer than 16 hours are required to have a break that allows a minimum 8 hours rest break before being available.
5. Each subsequent shift should not exceed 16 hours. The shift should change at 12 hours intervals in daylight where possible.
6. Where practical all complex tasks should be planned for daylight hours.
7. Where personnel are required for 5 consecutive days or 3 nights, a minimum 24-hour rest period should occur.
8. Shift changes of personnel should rotate every 2nd or 3rd shift from day to night with extra rest between.
9. Coordinating Duty Officers need to be vigilant and accurate with timekeeping and run an incident board to ensure advance planning. Assistance needs to be requested for all incidents running longer than 12 hours or involving other Companies or Local Authorities.
10. Coordinating Duty Officers will demobilise crews as needed from an incident keeping in mind the following factors:
  - Need for crew members to rest or equipment to be maintained.
  - Stage of suppression, e.g. fire going vs. fire contained.
  - Other work commitments.
  - Crews will only depart from an incident after being formally demobilised by the Coordinating Duty Officer or controlling agency. The Coordinating Duty

Officer shall notify the relevant Managers of the departure of crews and appliances from an incident.

- Need to plan for shift changeovers to remove the risk of crews driving back to their place of work after a long shift at a fire incident.

#### **Fatigue Management Considerations**

1. Not all employees have the capacity to work extended hours and do have individual limitations. These must be known at the start of each season by all Duty staff.
2. Managers encourage personnel fitness by coordinating a fitness walk time trial in the lead up to each summer season.
3. Employees are encouraged to discuss limitations to relevant supervisors at any time prior to or at incident. This may alter tasks they can perform.
4. Fatigue will set in rapidly with heavy sustained and extended working loads particularly with heat stress and overloaded work periods. Allow personnel to change tasks to minimize fatigue.
5. Working at night can be hectic and or tiring and recovery can take longer due to change in normal routines
6. Provision should be made for more frequent breaks each hour to maintain performance and concentration.
7. Consumption of alcohol is to be discouraged during rest breaks
8. Particular attention to ensuring good quality water is available on vehicles and personnel are taking regular drinks to replace fluids and keep energy levels up.
9. Ensure if accommodation arranged that it provides clean, quiet rooms with 1x room per person where possible. Ability to provide healthy nutritious breakfast with take away meals is preferred.

## SCHEDULE 7: In-field Chip Slash Heaps

### Background

There are a number of different harvest techniques which result in various harvest residue arrangements as a byproduct. This schedule focuses on the arrangement of harvest residues from In-Field Chip (IFC) operations where harvest residue or *slash* (bark, leaves, small branches) accumulate at the flail and are redistributed through the plantation in various layouts. The industry and private landowners have had the unenviable task of burning residues post harvest which, on occasion, has led to major wildfire events that has impacted on other plantation growers and neighbouring landowners. The aim of this schedule is to standardise industry practices to:

- Meet Office of Bushfire Risk Management (OBRM) improvements notices as a consequence of fire escaping from burning residues in the Great Southern (Report – May 2018)
- Reduce the chance of residue heaps staying alight for long periods beyond that of the ignition date.
- Reduce risk of fire escaping from the plantation area where the site has been returned to a private landowner and is in the process of being reverted back to pastures or other agriculture commodities other than plantation.
- Improve on the efficiencies of igniting residues by plantation companies who plan to re-establish plantations on the harvested site.

There are many different approaches in the management of harvest residues from IFC operations and these are generally driven by the types of processing equipment being used at the site, the intended land use post harvest and their associated time limitations or purely for harvest contractor convenience.

The plantation industry recognises the nutritional value in harvest residues and their importance in soil stabilisation, weed control and wind protection in the re-establishment of plantations however, with looming Contractual Term end dates, low plantation yields and reversion pressures, many companies are now looking to IFC to harvest standing plantations with the added benefit of reducing residue clean-up costs. As a consequence, harvest residues are now being either accumulated at central processing points or distributed randomly across the sites and burnt.

While burning is a useful tool for site clean-up, if not properly managed there is the risk of potential fire escape, usually at the most inopportune time. There is general consensus that large compacted residue heaps often smoulder for many months post ignition. There have been situations where a residue heap, ignited in the winter months, has flared 6 – 8 months later at the peak of the Prohibited fire season. It takes a trained eye (and nose) to detect a smouldering residue heap and to the untrained, all could appear to be extinguished but deep within the residue is a slow smouldering fire.

The arrangement of IFC residue is crucial to being able to burn safely with the knowledge that the residues will be removed quickly to mineral earth and extinguished with winter/spring rainfall with the surety that accumulated fuels have been fully consumed.

A single residue heap at the point of IFC processing is therefore the least desirable and most difficult to manage. This residue accumulation method is not supported by the hardwood plantation industry unless the purpose of a single residue heap is destined for bio fuels, composting or mulching.

This section deals with slash configuration, location and volume and later burning (if required) where IFC residues are planned to remain onsite. These measures should ensure that if heaps burn, they burn for as short a period as possible with minimal deleterious soil affects.

#### **Plantation Residue Heap Arrangements**

For plantation hardwood residue management, there are two methods of residue distribution that are considered best practice for subsequent land restoration or re-establishment. These are;

1. Short Version Residue Rows (FEL or Skidder stacked)
  - Approximately 20 metres in length and less than 2.0 metres in height;
  - Residue rows are no wider than two (2) planting row widths (4.0 metres);
  - Residue rows are broken by 10.0 metre gaps that are free from residue fuels;
  - The same row dimension can continue along the row direction to a point where the efficiency of carrying debris to the accumulation point is no longer cost effective OR residue heaps near a 50.0 metres buffer from the plantation boundary edge or native vegetation islands. This process can be continued allowing a 4 row (Approx. 16 metre) gap between each formalised parallel row;
  - Stacked harvest residues SHOULD NOT be machine compacted.
2. Individual harvest residue heaps (Skidder grab)
  - Single skidder grab residue heaps aligned with the row direction and confined to a row width (4.0 metres) and be less than 2.0 metres in height;
  - Residue heaps are to be separated from one another by 5.0 metre gaps free of harvest residues;
  - Residue heaps should have a side separation of at least two (2) planting rows apart (4.0 metres);
  - Residue heaps must be at least 50 metres from plantation edges or native vegetation islands.



These standards should be followed unless it is impracticable to do so due to compartment size and geometry or there is a lawful instruction contrary to the specifications stated.

### Chipper Operating Areas

The IFC Chipper operating area is that land occupied by the processing chipper, flail and the general work area within a 30.0 metre radius of the chipper. The area is often heavily soil disturbed and the surface is a mix of residue and top soils. IFC Chipper operating areas are usually located close to a plantation boundary access road or internal roads or designated truck routes.

IFC Chipper operating areas are often littered with hidden voids usually comprising of residues. This is associated with the clean-up and levelling processes post harvest.

Noting the mix of soil and residues in operating areas, burning any surface material can often lead to subsurface smoulder fires which reveal themselves by white ash deposit visible from the surface. When investigating burning residues in these situations, care must be taken in crossing these sites as burning material may be deeper than high sided safety boots and there is a risk of skin burns from burning material.

### Chipper Operating Areas Management

- Chipper Operating Areas have highest potential to burn for long periods. At the completion of the IFC processing, Managers should ensure that the IFC processing residue layer is spread to break up the layer and distribute as wide as practicable;
- Residue layers should not be deliberately lit prior to spreading;
- Managers should use best measures to not allow running fire to enter Chipper Operating Areas duff layers prior to spreading.

### Residue Heap ignition

- The aim is to have all heaps burnt and extinguished before the onset of the Restricted burning season OR, in the case where a Permit to Burn has been issued to facilitate burning within the Restricted period, in line with the permit conditions. The entity issued with a Permit to Burn MUST also abide by the standard conditions stipulated on the rear of the Permit unless otherwise amended by the Fire Control Officer issuing the Permit;
- Heaps should be burned as soon as weather and fuel conditions permit after the previous Fire Season ends, taking into account surrounding land uses and notifying neighbours and relevant agencies.;
- Weather conditions should be monitored closely particularly where pre frontal winds are expected that might revive smouldering fires;
- Where winter grasses have recolonized the site around unburnt IFC residue heaps, mineral earth firebreak must be installed prior to igniting the heaps to ensure that



fire, whether it be at the time of ignition or post ignition, does not leave the burning debris heap areas.

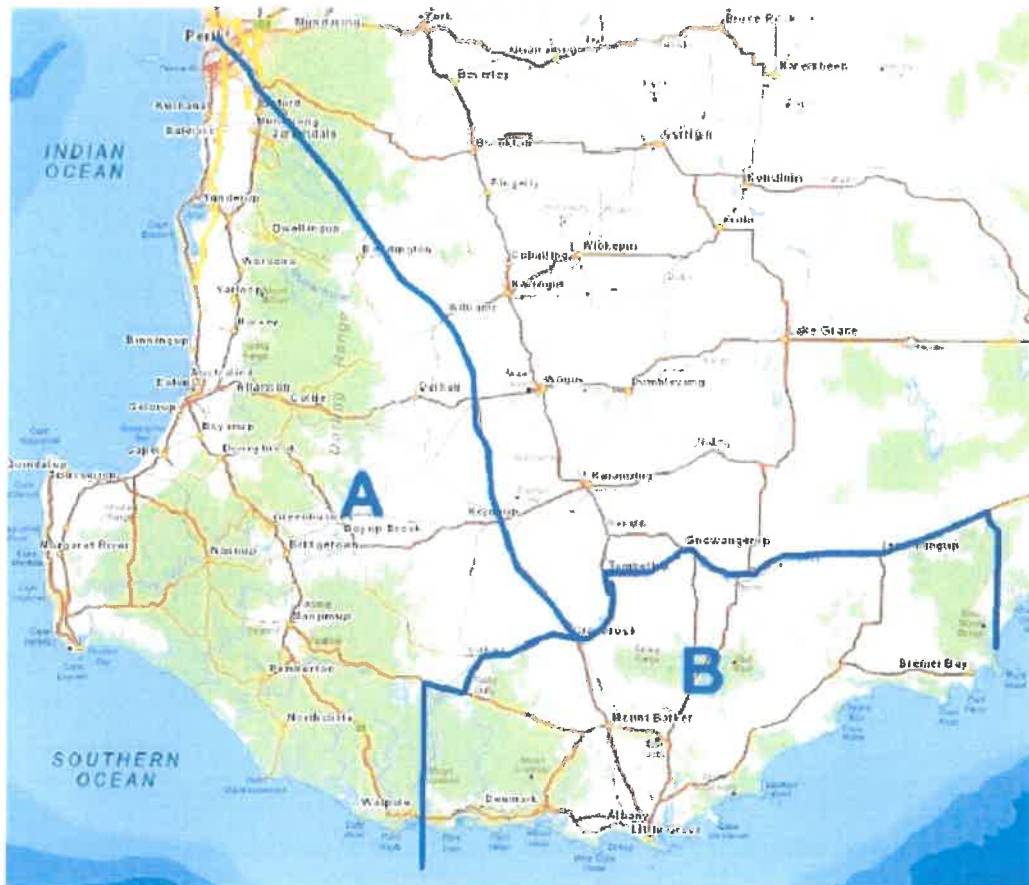
#### **Monitoring heaps**

- Conduct regular checks of burning heaps, being cognisant of extreme forecast and actual weather events;
- All heaps are classed as burning until declared extinguished.

#### **Confirm extinguishment**

- All heaps should be checked to confirm that there are no remaining hot spots prior to declaring the heap extinguished.
- All heaps should be extinguished prior to the Fire Season. Obtain a permit to maintain the fire in the heap if not declared extinguished prior to the Fire Season.

## APPENDIX 1 - COMMUNICATION ZONES FOR FIRE INCIDENT RESPONSE AND REPORTING 2021/2022



FOREST MANAGER	ZONE OF INTEREST – fire phone contact numbers	
	A	B
Albany Plantation Forest Company		08 9845 3777
Australian Bluegum Plantations	08 9842 8581	08 9842 8581
Ents Forestry	0429 920 288	0429 920 288
	08 9822 2147	08 9822 2147
Forest Products Commission	08 9725 5288	08 9845 5630
Saddleback Tree Farms (only within 50km radius of North Bannister)	0407 445 280 08 9883 8207	
Plantall Forestry Consultants		0407 944 998
PF Olsen (AUS) Pty Ltd	1800 054 659	1800 054 659
WA Plantation Resources	08 9777 2022	08 9777 2022
Wespine	0427080075	

- A plantation fire report call can be initiated by any Forest Manager.
- The Forest Manager initiating the call should identify which 'communication zone' (A / B) the fire report has originated in (refer to regional map above).
- The Forest Manager initiating the call is encouraged to call all other Forest Managers located in the respective 'communication zone', provide an incident report and discuss incident response matters.

## Appendix 2 - Plantation Managers Fire Suppression Resources 2021/2022

As @ February 2022

Plantation Manager	Location	#	Appliance	Total L	#	Contractor Resources	Total L
Australian Bluegum Plantations	Albany	2	4x4 Fast Attack Fire Unit (650L)	1300			
		1	4x4 Heavy Duty Tanker(2000L)	2000			
	Mt Barker	1	4x4 Heavy Duty Tanker (3000L)	3000			
Albany Plantation Forest Company	Albany	1	4x4 Heavy Duty Tanker (2700L)	2700			
		2	4x4 Fast Attack Fire Units (400L)	800			
Bunbury Tree Farm Project	Collie	2	4x4 Fast Attack Fire Unit (600L)	1200			
		1	4x4 Slip-On Fire Unit (450L)	450			
		1	4x4 Heavy Duty Truck (2700L)	2700			
Ents Forestry	Albany	2	4x4 Fast Attack Fire Unit (650L)	1300			
	Bunbury	1	4x4 Heavy Duty Tanker (2700L)	2700			
		2	4x4 Slip On Fire Unit (400L)	800			
	Manjimup	1	4x4 Slip On Fire Unit (400L)	400			
	Collie				1	4x4 Fast Attack Fire Unit (400L)	400
Forest Products Commission		2	4x4 Slip On Fire Unit (400L)	800	2	4x4 Slip On Fire Unit (400L)	800
	Albany	1	Trailer Unit (2000L)	2000			
		1	4x4 Slip-On Fire Unit (400L)	400			
		2	4x4 Slip-On Fire Unit (450L)	900			
	Bunbury	2	4x4 Slip-On Fire Unit (400L)	800			
	Collie	3	4x4 Slip-On Fire Unit (400L)	1200			
	McAlinden	1	Trailer Unit (1200L)	1200			
	Harvey	3	4x4 Slip-On Fire Unit (400L)	1200			
		1	4x4 Heavy Duty (2700L)	2700			
	Manjimup	4	4x4 Fast Attack Fire units (400L)	1600			
		1	4x4 Gang Truck (2700L)	2700			
	Nannup	1	4x4 Heavy Duty Truck (2700L)	2700			
		1	4x4 Fast Attack Fire Unit (600L)	600			
		7	4x4 Slip-On Fire Unit (400L)	2800			
Saddleback Tree Farms	Collie	2	4x4 Fast Attack Fire Unit (400L)	800			
	North Bannister	2	4x4 Heavy Duty Tanker (2700L)	5400	2	4x4 Slip On Trailer (400L)	800
		1	Loader (Volvo 70D)				
PF Olsen (Aus) Pty Ltd	Albany	7	4x4 Fast Attack Fire Unit (400 L)	2800	2	4x4 Fast Attack Fire Unit (400L)	800
		1	4x4 Heavy Duty Tanker (4000L)	4000			
	Rocky Gully	1	4x4 Heavy Duty (4000L)	4000			
	Chowrup	1	4x4 Heavy Duty (4000L)	4000			
		1	4x4 Fast Attack Fire Unit (400L)	400			
		1	4x4 Heavy Duty Tanker (3000L)	3000			
	Scott River	1	4x4 Heavy Duty (3000L)	3000			
WAPRES	Collie	1	4x4 Fast Attack Fire Unit (400L)	400			
	Bunbury	2	4x4 Heavy Duty Tanker (2700L)	5400			
		1	Fast Attack Fire Unit (700L)	700			
	Manjimup	1	4x4 Fast Attack Fire Unit (600L)	600			
Wespine Industries Pty Ltd	Bunbury	1	Front End Loader (Caterpillar 986H)				
		1	4x4 Fast Attack Fire Unit (420L)	420			
Totals		70		75070	7		2800

Total resources	Great Southern		South West	
	#	Litres	#	Litres
Fast attack units	16	10300	32	17570
Heavy duty units	5	15700	13	31600
Gang truck	0	0	1	2700
Loader	0	0	2	0
Total	24	26000	53	51870

Total units

77

Total litres

77870

### **Appendix 3 – Liaison Officers 2021/2022**

#### **ALBANY PLANTATION FOREST COMPANY**

Geoff Rolland  
John Edwards

#### **AUSTRALIAN BLUEGUM PLANTATIONS PTY LTD**

Ben Bradshaw  
Barry Pledger  
Carl Richardson  
Murray Anning  
Peter Drygan

#### **ENTS FORESTRY**

Andy Wright  
Brett Scott  
Glyn Yates

#### **FOREST PRODUCTS COMMISSION (Duty Officers)**

David Guille  
Gary Treeby  
Greg Hodgson  
Graeme Hobson  
Henry Hausen  
Angelo Femia  
Tim Mitchell (Manjimup)  
Lukas Baker

#### **PF OLSEN (AUS) PTY LTD**

Anthony Wise  
Phil Griffiths  
Mal Parker

#### **PLANTALL FORESTRY CONSULTANTS**

David Wettenhall

#### **SADDLEBACK TREEFARM**

Glyn Yates

#### **WA PLANTATION RESOURCES**

Mark Lush  
Matt Giles

## ATTACHMENT 3



Government of Western Australia  
State Emergency Management Committee

# SEMC BULLETIN

No. 2  
2017

Note: This bulletin supersedes SEMC bulletin No. 1 approved by the SEMC on 4 October 2016.

### THE STATE STRATEGIC CONTROL PRIORITIES FOR ALL HAZARDS ARE:

- **PROTECTION AND PRESERVATION OF LIFE:** This is the fundamental overarching priority for the State, and includes:
  - Safety of emergency services personnel.
  - Safety of community members including vulnerable community members and visitors/tourists located within the incident area.
- **Community warnings and information**
- **Protection of critical infrastructure and community assets**
- **Protection of residential property**
- **Protection of assets supporting individual livelihood and community financial sustainability**
- **Protection of environmental and heritage values.**

The above priorities are **not hierarchical**; however protection and preservation of life must be paramount when considering the State strategic control priorities that identify the priority roles and actions for the emergency management response, where there are concurrent risks or competing priorities.

The State Emergency Management Committee (SEMC) has confirmed this set of State strategic control priorities to underpin and guide all decisions made during the emergency management response to hazards in Western Australia. These priorities provide clear direction on the factors to be considered during an emergency response.

This bulletin has been issued as a result of recommendations made within *Reframing Rural Fire Management – Report of the Special Inquiry into the January 2016 Waroona Fire* (the Ferguson Report). The Ferguson Report recommended that the DFES strategic control priorities for fire be adopted as State priorities for all hazards.

Endorsed by the SEMC on 3 October 2017

The companies listed below are signatories to the agreement. A signed copy of the agreement from each of these companies is held on file at FIFWA

EXECUTED for and on behalf of ALBANY PLANTATION FOREST COMPANY

Name of signatory: *Toshimizu Okuda*  
Date: 10 February 2022

Signed *[Signature]*

EXECUTED for and on behalf of AUSTRALIAN BLUEGUM PLANTATIONS PTY LTD

Name of signatory: *Murray Arning*  
Date: 11 February 2022

Signed *[Signature]*

EXECUTED for and on behalf of ENTS FORESTRY

Name of signatory: *Adam Williams*  
Date: 11 February 2022

Signed *[Signature]*

EXECUTED for and on behalf of FOREST PRODUCTS COMMISSION

Name of signatory: Greg Hodgson  
Date: 8 February 2022

Signed *[Signature]*

EXECUTED for and on behalf of PF OLSEN (AUS) PTY LTD

Name of signatory: Mal Parker  
Date: 8 February 2022

Signed *[Signature]*

EXECUTED for and on behalf of PLANTALL FORESTRY CONSULTANTS

Name of signatory: David Wettenhall  
Date: 8 February 2022

Signed *[Signature]*

EXECUTED for and on behalf of WA PLANTATION RESOURCES

Name of signatory: Mark Lush  
Date: 10 February 2022

Signed *[Signature]*

EXECUTED for and on behalf of WESPINE INDUSTRIES PTY LTD

Name of signatory: Patrick Warrand  
Date: 9 February 2022

Signed *[Signature]*

EXECUTED for and on behalf of BUNBURY FIBRE EXPORTS PTY LTD

Name of signatory: Leon Savage  
Date: 10 August 2022

Signed *[Signature]*





# MITSUI BUSSAN WOODCHIP OCEANIA PTY LTD

ABN 14 070 210 990

Level 15  
120 Collins Street  
Melbourne VIC 3000

Tel: (03) 9605 8800  
Fax: (03) 9605 8888

Att: Rob Jehu  
Shire of Kojonup  
93 Albany Highway  
Kojonup, WA  
6395

To whom it may concern,

**Re Application for development approval**

Mitsui are submitting a Development Approval for the planting of a pasture property into Radiata pine.

Please find below pertinent information contained within the planning application for 2241 Mobrup Road, Kojonup at Lot 6390 on Plan P224139 and Lot 351 on Plan P144895 on Mobrup Road, Mobrup.

Please note:

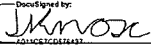
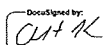
- The applicant commits to operating in compliance with the Code of Practice for Timber Plantations in Western Australia, the council's firebreak order and FESA's Guidelines for Plantation Fire Protection;
- The applicant remains a member of the Plantation Managers Fire Cooperative Agreement (PMFA);
- Mitsui will look at basing a heavy-duty fire unit between Boyup Brook/Kojonup and Cranbrook to assist in firefighting operations when and if required.
- Both these properties have solely been used for stock and cropping establishment.
- The applicant sees no evidence that establishing radiata pine to this site will negatively impact the amenity of the area;
- Management of harvest impacts on roads will be handled in compliance with the shire's requirements, consistent with how such matters are handled by BFE currently.


Best regards,

*Brett Scott*

Brett Scott  
BFE Forester

Lot 351  
Mobrup RoadAPPLICATION FOR DEVELOPMENT APPROVAL

Owner Details		
Name: A&J Knox Super Pty Ltd.		
ABN (if applicable): CAN 165 977 275		
Address: POX Box 1124 , Esperance, WA..... Postcode 6450		
Phone: Work: 0428 715 118 Home: ..... Mobile: .....	Fax: .....	Email: .....
Contact person for correspondence: Mr. Andrew Knox		
Signature (director): 		Date: 24 <sup>th</sup> April 2024
Signature (director/secretary): 		Date: 24 <sup>th</sup> April 2024
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development Regulations (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>		

Applicant Details		
Name: <u>MITSUBISHI BUSSAN VOOCHIP OCEANIA PTY LTD</u>		
Address: <u>LEVEL 15, 101 COLLINS STREET, VIC</u> <u>MELBOURNE</u> Postcode <u>3000</u>		
Phone: Work: <u>9781 4509</u> Home: <u>N/A</u> Mobile: <u>04588 24780</u>	Fax: <u>N/A</u>	Email: <u>b.scott@bunburyfire.com.au</u>
Contact person for correspondence: <u>BRETT SCOTT</u>		
Signature: 		Date: <u>10<sup>th</sup> May 2024.</u>

Property Details		
Lot No: 351	House/Street No: 2241	Location No:
Diagram or Plan No: 144895	Certificate of Title Vol. No: 1161	Folio: 639
Title encumbrances (e.g. easements, restrictive covenants): <u>N/A</u>		
Street name: Mobrup Road		Suburb: Mobrup
Nearest street intersection: <u>MOBRUP / BOYUP BROOK - GRANBROOK</u>		



Proposed Development	
Nature of development: <input checked="" type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and use	
Is an exemption claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use	
Description of proposed works and/or land use: <i>P. RADIATA ESTABLISHMENT (LIVE PLANTATION)</i>	
Description of exemption claimed (if relevant): <i>N/A.</i>	
Nature of any existing buildings and/or land use: <i>HOUSE &amp; SHEDS TO BE SURROUNDED OUT OF AREA</i>	
Approximate cost of proposed development: <i>¥ 284 000,00</i>	
Estimated time of completion: <i>20TH DECEMBER 2026</i>	
OFFICE USE ONLY	
Acceptance Officer's initials:	Date received:
Local government reference No:	



## APPLICATIONS FOR PLANNING CONSENT

[cl.6.1]

### APPLICATION FORM

[cl.6.1.1]

Every Application for Planning Consent shall include the attached Application Form with all details completed and signed by all the owners of the land.

### APPLICATION PLANS

[cl.6.1.2]

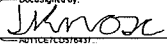
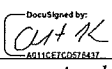
Unless the Shire of Kojonup waives any particular requirement, every Application for Planning Consent shall include:


- (a) A plan(s) to a scale of not less than 1:500 showing:
  - (i) The location of the site including street names, lot number(s), north point and the dimensions of the site;
  - (ii) The location and proposed use of any buildings to be retained and the location and use of buildings proposed to be erected on the site;
  - (iii) The existing and proposed means of access for pedestrians and vehicles to and from the site;
  - (iv) The location, number, dimensions and layout of all carparking spaces intended to be provided;
  - (v) The location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;
  - (vi) The location, dimensions and design of any landscaped, open storage or trade display area and particulars of the manner in which it is proposed to develop the same;
- (b) Plans, elevations and sections of any building proposed to be erected or altered and of any building it is intended to retain;
- (c) Any other plan or information that the Shire of Kojonup may reasonably require to enable the Application to be determined.



2241 Mobrup Road

APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details		
Name: A&J Knox Super Pty Ltd.		
ABN (if applicable): CAN 165 977 275		
Address: POX Box 1124 , Esperance, WA ..... Postcode 6450		
Phone: Work: 0428 715 118 Home: ..... Mobile: .....	Fax: .....	Email: .....
Contact person for correspondence: Mr. Andrew Knox		
Signature (director): 		Date: 24 <sup>th</sup> April 2024
Signature (director/secretary): 		Date: 24 <sup>th</sup> April 2024
The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development Regulations (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).		

Applicant Details		
Name: Mitsui bussan Woodchip Oceania Pty Ltd		
Address: Level 15, 10 <sup>1</sup> Collins Street, Vic Melbourne ..... Postcode 3000		
Phone: Work: 9781 4509 Home: N/A Mobile: 04588 24780	Fax: N/A	Email: bscott@bunburyfine.com.au
Contact person for correspondence: Brett Scott		
Signature: 		Date: 10 <sup>th</sup> May 2024

Property Details		
Lot No: 6390	House/Street No: 2241	Location No:
Diagram or Plan No: 224139	Certificate of Title Vol. No: 1161	Folio: 638
Title encumbrances (e.g. easements, restrictive covenants): N/A		
Street name: Mobrup Road		Suburb: Mobrup
Nearest street intersection: Mobrup Rd / Rotup Brook - Cannabook		

Proposed Development	
Nature of development:	<input checked="" type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and use
Is an exemption claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use	
Description of proposed works and/or land use: <u>P. KADIA TA ESTABLISHMENT (PINE PLANTATION)</u>	
Description of exemption claimed (if relevant): <u>N/A.</u>	
Nature of any existing buildings and/or land use: <u>HOUSE &amp; SITES TO BE SURVIVED OUT OF AREA</u>	
Approximate cost of proposed development: <u>¥1654800,00</u>	
Estimated time of completion: <u>20TH DECEMBER 2026</u>	
OFFICE USE ONLY	
Acceptance Officer's initials:	Date received:
Local government reference No:	

## APPLICATIONS FOR PLANNING CONSENT

[cl.6.1]

### APPLICATION FORM

[cl.6.1.1]

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- (a) A plan(s) to a scale of not less than 1:500 showing:
  - (i) The location of the site including street names, lot number(s), north point and the dimensions of the site;
  - (ii) The location and proposed use of any buildings to be retained and the location and use of buildings proposed to be erected on the site;
  - (iii) The existing and proposed means of access for pedestrians and vehicles to and from the site;
  - (iv) The location, number, dimensions and layout of all carparking spaces intended to be provided;
  - (v) The location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;
  - (vi) The location, dimensions and design of any landscaped, open storage or trade display area and particulars of the manner in which it is proposed to develop the same;
- (b) Plans, elevations and sections of any building proposed to be erected or altered and of any building it is intended to retain;
- (c) Any other plan or information that the Shire of Kojonup may reasonably require to enable the Application to be determined.

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# **PLANTATION MANAGEMENT PLAN**

**Forest Downs**  
***2241 Mobrup Road, Inc Lot 351***

P 2025

Prepared by

**BUNBURY FIBRE EXPORTS**

Last updated 27 October 2023

# **Bunbury Fibre Exports Plantation Management Plan**

## **Introduction**

The property currently owned by A & J Knox is to have a *Pinus Radiata* plantation established on the farm. The total area of plantation will be approximately 980 hectares. Establishment and maintenance of the plantation will be conducted by BFE Pty Ltd.

Mitsui Bussan Woodchips Oceania Pty Ltd (MWO) are in the process of purchasing the property in the district of Kojonup. This property has been a pasture/cropping property for the past 20 years with an area of approximately 838 plus 142 hectares to be established with pine softwood (*P radiata*).

Establishment and maintenance of the pine plantation will be conducted by Bunbury Fibre Exports Pty Ltd (BFE, 100% owned by MWO) as MWO's appointed property management company.

Situated in the Kojonup Shire, the property is located approximately 45km southwest of Kojonup and ;

This document outlines the following in relation to this plantation –

1. Property summary
2. Land information.
3. Plantation Establishment Plan
4. Plantation Tending Plan
5. Fire Management Plan
6. Timber Harvesting Plan
7. Carbon Capture Plan

All relevant maps and plans are attached.

- Contract Map
- Shire Approval Map

*References:*

- *Code of Practice for Timber Plantations in Western Australia*
- *Guidelines for Plantation Fire Protection (1998)*
- *Local Shire Council Firebreak Orders*
- *Plantation Managers Fire Agreement*

## 1 PROPERTY SUMMARY

<b>Plantation Name:</b>	Mobrup
<b>Landowner:</b>	Mitsui Bussan Woodchip Oceania Pty Ltd
<b>Planting Year:</b>	2025
<b>Area:</b>	Approximately 980 ha ( <i>P radiata</i> )
<b>Location Number:</b>	Nelson Locations Title: <ul style="list-style-type: none"><li>- Lot 6390 on P224139</li><li>- Lot 351 on P144895</li></ul>
<b>Catchment:</b>	Frankland Catchment
<b>Avg Annual Rainfall:</b>	500 mm (Jingalup TU002)
<b>Landscape Position:</b>	Lower to upper slopes
<b>Topography:</b>	Undulating
<b>Aspect:</b>	Varied
<b>Shire:</b>	Kojonup



## **2 LAND INFORMATION**

### **2.1 Area**

The general area is zoned for the purpose of agriculture/plantations. The area is currently under pasture with areas of native remnant vegetation within the property boundary.

A change from pasture to a long rotation pine sawlog plantation is proposed.

### **2.2 Locality plan and access roads**

A location plan is attached. Access to the property is from Wandoorra/Mobrup in the north.

### **2.3 Natural features**

#### **2.3.1 Principal soil types:**

The soils are predominantly deep laterite gravels over structured clays.

#### **2.3.2 Areas of native vegetation:**

This property includes areas of native vegetation and paddock trees.

These areas will be maintained and excluded from the planting area.

#### **2.3.3 Significant landscape, cultural and heritage values:**

Searches of the relevant databased has determined the property falls within the Wagyl Kaip Indigenous Land Use Agreement Area. The property has no Artefacts registered but a Mythological heritage site ID 21906 is to be found on the southeastern corner of Lot 6390 has been noted and will not be affected by operations.

Any identified areas will be excluded from plant areas and identified as exclusion areas on all plantation maps.

OR

All plantations managed by BFE, regardless of identified sites or lack thereof, are subject to Bunbury Fibre Cultural Heritage Handbook. This document defines Cultural Heritage, outlines relevant legislation that covers heritage values, details steps to be taken to identify heritage values and details relevant heritage contacts. The handbook is designed as a hands-on manual for staff and contractors to identify and appropriately manage heritage values identified.

### **2.4 Improvements**

#### **2.4.1 Buildings**

There are seven sheds and 1 habitable homestead which will be sub-divided out of the property sale.

#### **2.4.2 Roads, bridges, creek crossings**

Current roading is restricted to the firebreaks. Internal roads will be established at time of plantation establishment. These roads will also act as firebreaks between compartments. Creek Lines that run through the property will be rehabilitated and

necessary buffers placed on them to avoid water contamination and to minimise disturbance to current vegetation.

Environmental plantings will also be looked at along these creek lines in order to improve the current status.

#### **2.4.3 Fences, gates and dams**

No internal fences will remain on the property once the pines have been established.

External fences are in good condition.

There are dams on the property which hold water throughout the year. These are accessed via gates to the property from Wandoora/Mobrup Road.

#### **2.4.4 Powerlines, Telstra cables etc.**

There are no powerlines running through the property.

There is a Telstra cable running along the fence line adjoining Mobrup Road.

### **3 PLANTATION ESTABLISHMENT PLAN – (Summary)**

#### **3.1 Areas of native vegetation, including paddock trees to be cleared.**

There is no native vegetation that requires removal as part of the establishment.

#### **3.2 Management of harvest residue (cropping)**

This may involve the burning of paddock stubble by BFE.

#### **3.3 Control of vermin and declared weeds.**

BFE will take all reasonable steps to control rabbits and other pests.

They will also be responsible for the control of declared plants within the property.

BFE will participate in any community/neighbour based joint fox control.

The site has been checked for the presence of declared weeds.

#### **3.4 Areas to be planted, compartment sizes.**

The plan attached shows the plantation area; the area has been divided into compartments according to the Guidelines for Plantation Protection.

#### **3.5 Species to be planted and source of seedlings.**

The site is to be planted with *Pinus radiata* sourced from Tree Breeding Australia seed orchards and raised in a local nursery.

#### **3.6 Direction of planting lines in relation to contours and natural drainage.**

The direction of the planting lines will be dictated by the existing cropping areas and most favourable aspect.

#### **3.7 Description of soil preparation methods**

The site will be ripped or mounded where necessary using a 4x4-tractor / plough configuration at 3 metre rowing spacing (1111spha).

Weed control will follow the ripping/mounding operations prior or post planting.

### **3.8 Description of weed control methods, including herbicide application rates and buffer zones**

#### *Pre-planting Broad Spray*

The presence of difficult weeds will determine the requirement for a broad spray pre ripping of the plantable area.

Broad spray using 1.5 litre per hectare of Glyphosate mixed with 15 grams of Metsulfuron-methyl and 300ml of Wetter/Oil per hectare applied with 100 litres per hectare of water.

#### *Strip spraying*

To control the occurrence of annual grasses across the site, the post-plant strip spray prescription for mounds/rips is 2 litres per hectare of Amitrole – T, 3kg per hectare of Simazine and 20g per hectare of Sulfometuron Methyl in 100 litres of water per hectare.

Appropriate buffer zones, in line with label requirements and “Code of Practice for Timber Plantations in Western Australia” guidelines will be observed in order to prevent contamination of waterways. All operations will be carried out in accordance with the weed control guidelines stated in the “Code of Practice for Timber Plantations in Western Australia” by licensed contractors.

### **3.9 Planting technique**

Trees will be planted using a hand-held tree planter. Planting contractors will carry plants from a central plant dump from within the property to sections within the proposed planting area by 4x4 utilities and 4x4 ATV motorbikes.

The proposed plantation is to be planted at 1111 stems per hectare in a 3m x 3m configuration.

### **3.10 Access roads and firebreaks**

Access roads and firebreaks are shown on the plans attached. External firebreaks are 15 metres wide with 6-metre-wide access roads / firebreaks internally. If compartments are larger than 30ha then a 10m internal break will be required. Firebreak maintenance to Local Authority guidelines is the responsibility of BFE on behalf of the landowner.

## **4 PLANTATION TENDING PLAN**

### **4.1 Grazing strategy**

The planting area is suitable for grazing by livestock however the pine trees are required to be minimum three years old prior to the introduction of stock. The aim of grazing is to reduce the amount of grasses under the tree canopy as well as the rest of the property thus reducing the fire risk. This will be done by offering neighbouring landowners the opportunity to graze livestock on areas within the property that have grasses to graze.

Agroforestry is an essential component of our forestry management plan, embodying our commitment to sustainable, multifunctional land use. By integrating trees with agriculture, we aim to achieve a harmonious balance that not only sustains the health and productivity of the land but also provides diverse benefits to the environment, economy, and local communities.

#### **4.2 Pruning and thinning schedule**

Only tree branches that intrude onto designated firebreaks will be mechanically pruned to meet Local Authority guidelines. Trees will be thinned twice before the final harvest, but no other pruning is scheduled.

#### **4.3 Fertilising schedule**

There will be an initial fertilizer application, banded form pre mounding to prevent nitrification of waterways, to raise soil conditions to an appropriate nutrient level for tree establishment. Type and rates of fertilizer used will be determined following nutrient analysis of soil samples.

Fertiliser applications to sustain tree vigour and health will be applied at 15 years of age or post first thinning. The fertiliser will be applied by ground or air. Rates and types of fertilisers will be dependent on results from soil and folia sample analysis.

#### **4.4 Weed management.**

As part of the ongoing maintenance to the tree crop area a second weed control application will occur during the next winter of the year following planting. (ie winter of year 2026). Weed types will determine the weed control prescription.

#### **4.5 Monitoring and contingencies for diseases and pests**

Early Growth Monitoring will occur fortnightly from the end of planting through to the end of February in the following year. It is not envisaged that any diseases will be found that will affect the plantation or surrounding native vegetation. Upon detection of any pest found to be causing damage to the plantation, an appropriate bait and/or spray will be applied where required.

#### **4.6 Road and break maintenance**

Access roads and firebreaks are shown on the plans attached. External firebreaks are 15 metres wide with 6-metre-wide access roads / firebreaks internally. Firebreak maintenance to Local Authority guidelines is the responsibility of BFE on behalf of the landowner. BFE will monitor firebreak maintenance to ensure compliance.

### **5 FIRE MANAGEMENT PLAN**

#### **5.1 Landowner property details**

<b>NAME</b>	Mitsui Bussan Woodchip Oceania Pty Ltd
<b>ADDRESS</b>	Level 15, 101 Collins Street, Melbourne VIC 3000
<b>PHONE NUMBER</b>	MEL: 03 9605 8800 Bunbury: 08 9781 4500
<b>LOCATION NUMBER(S)</b>	Lot 6390 on P224139 Lot 351 on P144895
<b>SPECIES OF TREES PLANTED</b>	<i>P radiata</i>
<b>TOTAL AREA PLANTED</b>	980 hectares pines plus any native plantings carried out
<b>PREVIOUS LAND USE AND CONDITION (ie pasture, ex bush)</b>	Pasture

### **5.2 Property details of neighbouring locations**

NAME	Phone Number	LOCATION NUMBER(S)
Everlastings Pty Ltd	0424 457 699	Lot 1 on Diagram 34321
Rodney Neil Payne	Falcon	Lot 3554 on DP129651
Digby & Nicola Stretch		Lot 4 on Plan 8822
Gary & Nancy Thomas	9757 3262	Lot 10171 on DP167306
Kingarth Pty Ltd	Belmont	Lot 3 on Plan 13959
Bothkamp Mill Pty Ltd	Kunannara	Lot 5 on D43806
WA Wildlife Authority (DBCA)		Lot 359 on DP145863
National Parks and Nature Conservation Authority (DBCA)		Lot 6394 on DP81371

### **5.3 Local fire agencies**

AGENCY	ADDRESS	PHONE NUMBER	CONTACT PERSON
DBCA Warren District	Brain St Manjimup WA 6258	9771 7988	Duty Officer
BFE Pty Ltd	Berth 8 Leschenault Drive Bunbury WA 6230	9781 4500	Manager
Kojonup Shire Office	93 Albany Highway, Kojonup WA 6395	9831 2400	Reception
Deputy Chief Bush Fire Control Officer Kojonup		0428 148 545 9832 1031	Roger House
FCO Moberup		0428 337 517	Rob Warburton
LT 1 Moberup		0427 270 338	Justin Fleay
Deputy Chief Bush Fire Control Officer Cranbrook	Frankland River, C/-Post Office, Frankland WA 6396	0458 552 271	Peter Ettridge
Fire Control Officer Frankland River	Frankland River, C/-Post Office, Frankland WA 6396	0427 566 232 / 9856 6232	Tom Ettridge
Fire Control Officer Unicup/Bokerup		9857 1013	Greg Banks

### **5.4 Risk of ignition**

(Adjacent land clearing, power lines, high visitor use, picnic areas, fire lighting, deliberate lighting etc)

Potential ignition sources are mainly restricted to lightning strikes, adjoining roads and escapes from burning operations on surrounding land plus machinery caused fires from both plantation and cereal harvesting operations.

### **5.5 Detection of fires**

The landowner, neighbours and passersby, and the existing brigade system will undertake fire detection.

In addition, Department of Biodiversity, Conservation and Attractions (DBCA) spotter aircraft regularly fly within smoke spotting distance of the area and will report all smokes sighted. In the event of a fire, 000 should be immediately called, then the Shire Chief Fire Control Officer should be notified. The CFCO should in

turn contact Bunbury Fibre Exports. BFE will have staff on stand-by throughout the fire season and have a dedicated fire line for reporting of fires which is 9721 5963.

### **5.6 Location Of Fire Control Equipment.**

Fire units that may be available are both privately owned, and volunteer brigade units derived from neighbouring properties and central depots, as well as plantation industry firefighting resources.

In addition, the plantation industry as a whole has recognised the importance of a unified approach to the control and management of fires within or close to its plantation estate and has developed the Plantation Managers Fire Agreement to ensure the most efficient and effective responses are made to wildfires. BFE are one of nine plantation industry signatories to this Agreement. The combined resources of the industry in terms of both manpower and equipment are extensive and are strategically located both in major centres and on or near plantations throughout the Southwest and Great Southern Regions. In the event of a fire on or threatening these properties BFE can call on the combined resources of the plantation industry in accordance with the protocols laid out in the Agreement. Information relating to suppression resources at an industry level are also tabled below.

Location and capacity of Brigade fire appliances:

Location	Light Units Min. 450L	Med. Duty Units Min. 1900L	HD Units Min. 2700L
Bokerup/Unicup	1	1	0

Location and capacity of forestry fire appliances:

Location	Light Units Min. 450L	Med. Duty Units Min. 1900L	HD Units Min. 2700L
Ents Forestry Bunbury	2	0	1
PF Olsen Rocky Gully	1	0	1
WAPRES Manjimup and Bunbury	2	0	2
BFE Bunbury	3	0	0

Note: WAPRES also have a 950 loader and 10,000 litre water truck located at Manjimup

Location and capacity of DBCA fire appliances:

Location	Light Units Min. 450L	Med. Duty Units Min. 1900L	HD Units Min. 2700L
DBCA Warren District, Manjimup	2	2	2

DBCA Walpole	2	2	2
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### **5.7 Initial attacks on fires**

In the event that BFE becomes aware of a fire within, adjacent to or approaching the property, staff must first alert the relevant authorities by calling triple zero.

Staff should then identify the most appropriate and available fire attack options, which are likely to be those in closest proximity to the fire, being those located in Boyup Brook/Rocky Gully/Kojonup. The most appropriate attack option must also consider the suitability of the equipment and personnel in the context of the particular incident.

As the landowner, Bunbury Fibre Exports will be the primary firefighting source supported by other plantation industry operators through its plantation industry agreement.

Initial attack on fires will be via the Bush Fire Brigade system coordinated by the local Fire Control Officer, Kojonup Shire and FESA. BFE and the plantation industry will also supply units for fire suppression, mop-up and control.

Initial attack on a fire will be dependent on head fire rates of spread and fire intensities. It is proposed experienced personnel will assess each fire, in response to the following values in order of priority.

1. Human Life.
2. Community assets, property or special values (including environmental values).
3. Cost of suppression in relation to values threatened.

With fire behaviour and values in mind response strategies should follow this order of priority as a guide -

- 1 Direct attack on head fires where (Head Fire Forward Rate of spread) HFROS allows.
- 2 Indirect attack on head fire by extinguishing flank fire working towards the head fire.
- 3 Limit fire spread to pre-determined internal strategic firebreaks.
- 4 Limit fire spread to compartment breaks.
- 5 Limit fire spread to property boundary firebreaks where property is block planted.
- 6 Fall back to neighbouring properties, roads or where fire can be safely extinguished.

### **5.8 Access in and around plantation**

Access to the plantation is via Wandoora/Mobrup Road on the southern boundary of the property.

The plantation will have trafficable firebreaks in and around the perimeter in accordance with Shire by laws and Guidelines for Plantation Fire Protection.

External breaks will be 15 metres wide, internal 6 metres. Access will also be maintained to water supplies. (See map for details)

**5.9 Method of road, track and firebreak maintenance**

Most firebreaks will be sprayed in early spring to ensure the appropriate width of mineral earth break is obtained prior to the fire season. Appropriate buffer zones will be observed in order to prevent contamination of waterways.

Grading will be used if required to improve trafficability on the roads and firebreaks and to construct water barriers if required to manage water-flow on the firebreaks and to minimise the potential for erosion.

**5.10 Measures to protect powerlines and gas pipelines**

A powerline exists on the property and will have the vegetation sprayed 15m either side of the power line as part of firebreak maintenance.

**5.11 Direction indicators of water points, road signs and other features**

Water points will be marked on the fire control plan and will be sign posted in the field with regard to direction and position.

Copies of the maps will also be placed in a waterproof canister at the access to the property on Wandoora/Mobrup Road.

**5.12 Water supplies**

The water points on the property will be maintained to provide permanent water supplies throughout the summer months for fire control purposes.

Portable pumps may be required to access water during dry seasons.

**5.13 Surrounding fuels**

There are no plans, at this stage, to carry out a fuel reduction program on or adjoining the property.

**5.14 Fire breaks**

Firebreaks will be maintained in accordance with Shire regulations and the Guidelines for Plantation Fire Protection, as shown on the attached map by the landowner.

**5.15 Existing plantations in the area**

The nearest plantation is 11.0 kilometres to the Northwest on Forrester Road and is managed by PF Olsen.

**5.16 Surrounding values**

There is 1 habitable residence on the property with stock yards as well as 7 sheds.

**5.17 Proximity to townsites**

The plantation is approximately 45km southwest of Kojonup, 58 km west of Cranbrook town centre via Frankland-Cranbrook Road, 25km Northwest of Frankland River and 70km east of Manjimup via Perup-Mordalup Road.



## **TIMBER HARVESTING PLAN**

### **6.1 Location of harvesting operation**

The first and second harvesting or thinning operations on this proposed plantation will take place over the entire area of the plantation as shown on the attached map and will be based on a harvesting plan to be developed closer to the time of harvesting which will be approximately in 2055. Haulage route will be via Boyup Brook-Cranbrook Road and then onto the Donnybrook-Boyup Brook Road.

BFE will liaise with the Shire when submitting application for Shire Endorsement to use Multi Combination Vehicle (MCV) for road haulage.

Cranbrook-Boyup Brook Road and Boyup Brook-Donnybrook Road are currently on the Main Roads WA HVS Rav Network for Network 3 and Network 4 Vehicles with Conditions.

### **6.2 Timetable**

Thinning will occur when the plantation is approximately 15 years of age, and a further thinning at 22 years of age with the final harvest at 30 years of age.

### **6.3 Harvesting operations**

Harvesting will be carried out using conventional plantation harvesting equipment. This currently consists of track mounted harvesters fitted with a felling / debarking head which leave processed logs in the plantation to be picked up by an all-wheel drive rubber tyred forwarder which are later loaded on to trucks. The operation will be a clear fall, which means all standing trees will be removed.

### **6.4 Machinery and transport**

Transport will be by truck configurations, which are legal and permitted by Main Roads and Local Authorities.

Condinup Road is currently on the Main Roads WA HVS Rav Network for Network 3 and Network 4 Vehicles with Conditions

### **6.5 Environmental safeguards**

The extraction of timber will be carried out using appropriate equipment for the plantation and soil conditions and competent personnel to achieve the standards of safety, environmental care and economic efficiency.

### **6.6 Safety**

Plantation operations will be as safe as possible and comply with occupational health and safety legislation, and the Safety Code for Western Australian Logging Operations must be observed.

Note: A draft map including areas to be planted, fire breaks, water points, initial access points and other protective measures will accompany the plan.

**Updated by:** Brett Scott

18<sup>th</sup> April 2024

**Approved by Plantation Manager:**

*Brett Scott*

18<sup>th</sup> April 2024

## **PLANTATION MANAGERS FIRE AGREEMENT**

The parties listed below are signatories to the Agreement. A signed copy of the Agreement from each of these companies is held on file at FIFWA. This Agreement is between:

**ALBANY PLANTATION FOREST COMPANY**

**AND**

**AUSTRALIAN BLUEGUM PLANTATIONS PTY LTD**

**AND**

**ENTS FORESTRY**

**AND**

**FOREST PRODUCTS COMMISSION**

**AND**

**PF OLSEN (AUS) PTY LTD**

**AND**

**PLANTALL FORESTRY CONSULTANTS**

**AND**

**WA PLANTATION RESOURCES**

**AND**

**WESPINE INDUSTRIES PTY LTD**

**AND**

**BUNBURY FIBRE EXPORTS PTY LTD**

**THIS AGREEMENT** is made on 22 August 2022

**BETWEEN:** Western Australian Plantation Managers ("**Managers**")

## **PREAMBLE**

The Plantations Industry has recognised the importance of a unified approach in the control and management of wildfire within or near its plantation estate. Individual growers are conscious of the "strength in numbers" approach and have formed alliances with other industry **Managers** across a number of land districts. With full industry participation, a fire managing authority can call upon the Plantation Industry and optimise specialist fire-fighting resources. This approach is supported by Local Government and State Government fire authorities and has culminated in the formation of a Plantation Managers Fire Agreement.

## **1. DEFINITIONS AND SCHEDULES**

### **1.1 In this Agreement, unless the context indicates otherwise**

**"Agreement"** means this document including the Schedule.

**"Communication Plan"** is a plan or document designed to provide contact or a communication framework to the user.

**"Co-ordinating Duty Officer"** means the lead coordinating Duty Officer for an incident and principle point of contact for Managers.

**"DFES"** means the Western Australian Department of Fire and Emergency Services.

**"Duty Officer"** means a designated person for the management of fire responsibilities. The Duty Officer is a rotating position and Managers will have rostered Duty Officers available over the prescribed fire season.

**"Incident Controller"** means the person with overall control responsibilities for Incident activities and control of the Incident Management Team.

**"Manager/s"** means Western Australian Plantation Managers that are participants in this agreement.

**"Parks and Wildlife Service"** means the Parks and Wildlife Services section of the Western Australian Department of Biodiversity, Conservation and Attractions.

**"Plantation Liaison Officer"** means a Plantation Industry designated position that assists the Incident Management Team.

**"Prescribed Fire Season"** means the period between 1/11/2019 and 30/04/2020. Dates may be varied by the group and are subject to prevailing seasonal conditions.

**"Response Zones"** means bounded areas of land where individual Managers have established plantation estate.

**"Services"** means the services described in Schedule 4.

**"Schedule"** means the schedules to this Agreement.

**"Term"** means agreed start date and cessation date of this agreement

**1.2 The following schedules are attached hereto and form part of this Agreement:**

- (a) Schedule 1 – Training standard
- (b) Schedule 2 – Fleet Safety Standards
- (c) Schedule 3 – Equipment Standards
- (d) Schedule 4 – Agreed Schedule of Rates for Mop Up
- (e) Schedule 5 – Plantation Liaison Officer Duties Statement
- (f) Schedule 6 – Fatigue Management
- (g) Schedule 7 – Slash Heap Management
- (h) Appendix 1 – Communication Zones for Fire Incident Response and Reporting
- (i) Appendix 2 – Plantation Managers Fire Suppression Resources
- (j) Appendix 3 – Liaison Officers

**2. TERM**

This Agreement shall come into effect upon signing by the parties and shall remain in force for a period of one year

Commencement Date: 22 August 2022

Completion Date: 22 August 2023

**3. ENGAGEMENT**

**Managers** agree to commit their resources to assist each other in the relevant **Response Zones** (Appendix 1: Communication Plan - Response Zones 2019/20 to suppress fire where it threatens their managed estate or adjoining neighbours. Manager fire numbers are to be shown against their respective Response Zones on the Communication Plan where each company has a Plantation interest.

Where **Managers** are requested to provide resources outside their fire **Response Zone**, this will be by individual agreement between **Managers**.

**4. MANAGERS OBLIGATIONS**

**4.1 Provide service**

Each **Manager** will have a 24-hour fire number with an experienced rotational **Duty Officer** on call during the **prescribed fire season**.

In accordance with incident reporting and response protocols, Managers will coordinate the dispatch of personnel and equipment via the **Coordinating Duty Officer** to suppress fire under the direction of the **Incident Controller**.

Where **Managers** are unable to respond, they will immediately advise the **Coordinating Duty Officer**. The **Manager** will regularly provide updates to the **Coordinating Duty Officer** if resources become available.

In the event of multiple fires within any single **Response Zone**, **Managers** will consult with each other how best to deploy resources.

In the event of a single fire within any single **Response Zone**, the **Coordinating Duty Officer** may ask other **Managers** within the same **Response Zone** to hold back resources to cover any potential fire threats across other deployed Manager estate whose resources are deployed at the fire incident.

(Appendix 2 - Summary of Manager Resources).

#### **4.2 Standards and Safety**

Each **Manager** is responsible for complying with all mandatory standards and legislation relating to fire protection, safety and health. There are a number of Australian Standard references.

- (a) Work Health and Safety Act 2020
- (b) DPAW Policy Statement No. 60: Occupational Safety and Health
- (c) Australian Standard AS/NZS 1801 type 3 (helmets)
- (d) Australian Standard AS/NZS 1337 (goggle materials)
- (e) Australian Standard AS/NZS 4824 standards (high visibility clothing material)
- (f) Australian Standard AS/NZS 1906.4 2010 (reflective banding)
- (g) Australian Standard AS/NZS 2161 – level 1 (gloves)
- (h) Australian Standard AS/NZS 4821 type 1 (boots)

Also refer to item 8 and Schedule 1, 2, 3 and 6.

#### **4.3 Plantation Liaison Officer**

**Managers** are to work collectively together to resource the 'WA Plantation Managers Plantation Liaison Officer role on an as required basis. The **Coordinating Duty Officer** will be the point of contact for the **Plantation Liaison Officer** where implemented.

(A summary of Manager nominated Plantation Liaison officers are shown at Appendix 3).

#### **4.4 Mapping**

Managers will supply annual updates of their GIS dataset information to mapping providers to facilitate the revision of the agreed information platforms.

#### **4.5 Communication**

In the event of a plantation fire where Industry crews are deployed, **Managers** will maintain close communication with the **Coordinating Duty Officer**.

### **5. COORDINATING DUTY OFFICER**

The primary responsibility of the **Coordinating Duty Officer** or Manager of fire crews is to protect plantation estates unless directed otherwise by the Incident Controller or his duly appointed representative.

The **Coordinating Duty Officer** will be the principle point of contact for **Manager** enquiries and deployed field crews. The **Coordinating Duty Officer** will liaise with Managers over, strategies, crew deployment, shift changes and specialised equipment needs where the fire crosses multiple growers' plantation sites.

The **Coordinating Duty Officer** will be the focal point for communications with the **Plantation Liaison Officer** where deployed.

## 6. PLANTATION LIAISON OFFICER

The **Plantation Liaison Officer** shall be deployed in large fire multi agency situations where plantations are under threat and the incident is being managed by a full Incident Management Team. The **Plantations Liaison Officer** will be contacted by the relevant Duty Officer and dispatched to the Operations point as advised by the Incident Controller.

The **Plantation Liaison Officer** will report externally direct to that Coordinating Duty Officer for all ongoing matters while the incident runs.

The role of the **Plantation Liaison Officer** is to;

- (a) Provide liaison and advice to the Incident Controller and the supporting Agencies so it can quickly gather relevant information to allow sound decision making.
- (b) Brief incoming Plantation crews where possible.
- (c) Ensure that accommodation/meals/travel arrangements are in place and crews are informed of shift changes and details for next shift

**Plantation Liaison Officer** Duty Statement is detailed at Schedule 5

## 7. INSURANCES AND INDEMNITY

### 7.1 Insurance

Each **Manager** will have the appropriate insurance to ensure its own accident coverage on other land.

### 7.2 Indemnity

- (a) Subject to Clause 7.1 the **Managers** agree to indemnify each other against any:
  - (i) Liability incurred by another **Manager**;
  - (ii) Loss of or damage to property of the Principal Manager; or
  - (iii) Loss or expense incurred by the **Manager** in dealing with any claim against it including legal costs and expenses on a solicitor/own client basis and the cost of time spent, resources used or disbursements paid by the **Manager**, arising from:
    - 1. Any negligent or wilful act or omission by the **Manager**, its officers, employees, agents or subcontractors in connection with this Agreement;
    - 2. Any breach by the **Managers** of its obligations under this Agreement;

## 8. FATIGUE MANAGEMENT

**Managers** and staff share the responsibility of Fatigue Management as it involves factors both inside and outside of work. **Managers** must understand the impact of fatigue and the

strategies to prevent fatigue and must have knowledge of the Worksafe WA Code of Practice on Working Hours 2006.

Guidelines for Fatigue Management are detailed at Schedule 6.



The companies listed below are signatories to the agreement. A signed copy of the agreement from each of these companies is held on file at FIFWA

**EXECUTED** for and on behalf of ALBANY PLANTATION FOREST COMPANY

Name of signatory	Signed
Date:	

**EXECUTED** for and on behalf of AUSTRALIAN BLUEGUM PLANTATIONS PTY LTD

Name of signatory	Signed
Date:	

**EXECUTED** for and on behalf of ENTS FORESTRY

Name of signatory	Signed
Date:	

**EXECUTED** for and on behalf of FOREST PRODUCTS COMMISSION

Name of signatory	Signed
Date:	

**EXECUTED** for and on behalf of PF OLSEN (AUS) PTY LTD

Name of signatory	Signed
Date:	

**EXECUTED** for and on behalf of PLANTALL FORESTRY CONSULTANTS

Name of signatory	Signed
Date:	

**EXECUTED** for and on behalf of WA PLANTATION RESOURCES

Name of signatory	Signed
Date:	

**EXECUTED** for and on behalf of WESPINE INDUSTRIES PTY LTD

Name of signatory	Signed
Date:	

**EXECUTED** for and on behalf of BUNBURY FIBRE EXPORTS PTY LTD

Name of signatory	Signed
Date:	

## **SCHEDULE 1**

### **TRAINING STANDARD**

All personnel rostered for fire suppression must have attended suitable pre-season scenario based training in bush fire fighting safety meeting the DFES training standards covering:

#### **Fire safety**

- LACES (Lookouts, Awareness, Communications, Escape Routes, Safety Zones)
- Dead-Man Zone
- Fire Blankets
- Burn Over
- PPE
- Emergency & Red Flag warnings
- Heat Illness and Burns First Aid.

#### **Attendance at Fires**

- Fire Ready – Daily preparedness
- Fire Ready – Fire Ground Ready
- Resources logging in/out
- Briefings (SMEACS) Situation, Mission, Execution, Administration/Logistics, Command Control and Communications and Safety
- AIIMS

#### **Knowledge and Skills**

- BoM Spot Fire Weather Forecasts
- Map Reading - Theory and Activity
- Radio communications – training and assessment
- Road Management – Prescribed Burns & Bushfires

#### **Practical**

- Burn over training and assessment
- Pumper operation assessment (only in what you are expected to use)
- Portable pump use training and assessment

## **SCHEDULE 2**

### **FLEET SAFETY STANDARDS**

It is a requirement that each Manager provides fire units that meet the Parks and Wildlife Service/DFES fire equipment standards and have access to compatible equipment to integrate with each other and LGA Brigades. A fast attack unit and heavy duty unit will have a minimum of two people for fire suppression activities.

#### **Fast Attack vehicles (4x4 vehicles legally rated to carry 400L of water) and General Fleet used at Fires sector patrol**

1. Fire Blankets to protect crew members – Blanket numbers consistent with vehicle seating capacity (minimum of two compulsory fitments inside the vehicle).
2. WAERN radio

#### **Heavy Fleet**

1. Fire Blankets – Blanket numbers consistent with vehicle seating capacity (compulsory fitment inside the vehicle)
2. Cab protection curtains
3. Deluge Cab protection systems
4. Electrical and fluid hose lagging to protect major componentry from radiated heat
5. Air cleaner upgrades to remove plastic from the plumbing
6. WAERN radio
7. Permanent Automatic Vehicle Locators

In addition we recommend that signatories progressively remove or replace plastic external components that may hinder ingress or egress of crew if exposed to radiant heat.

## SCHEDULE 3

### EQUIPMENT STANDARDS

Plantation Managers should provide the minimum equipment standards listed below.

#### Minimum Equipment Standards

Plantation Area (hectares)	Fast Attack	2.4 (M/Duty)	3.4 (H/Duty)
Less than 3000 hectares	1		
3000 – 5000 hectares	1	1	
5000 – 15,000 hectares	2		1
15,000+ hectares	2	1	1

*Definition: Fast Attack relates to a 4x4 vehicle legally rated to carry a minimum of 400 litres of water.*  
*2.4 (Medium Duty) relates to a 4x4 vehicle legally rated to carry a minimum of 2000 litres of water.*  
*3.4 (Heavy Duty) relates to a 4x4 vehicle legally rated to carry a minimum of 3000 litres of water.*  
*Additional fast attacks can replace 2.4 M/Duty*

#### Performance Specifications for Fast Attack

##### Pump and Motor (Petrol/Diesel)

- 200 litres/min at 700 kPa and at no flow 1000 kPa.

##### Ancillary Equipment

- 1 x 15 metre length (38mm) PVC/Nitrile extruded hose (or equivalent).
- 1 controlled branch.

#### Performance Specifications for 2.4 (Medium Duty) & 3.4 (Heavy Duty) Appliances

##### Pump and Motor (Petrol/Diesel)

- 450 litres/min at 700 kPa and at no flow 1500 kPa.

##### Ancillary Equipment

- 8 x 30 metre and 2 x 10 metre (38 mm) lengths of PVC/Nitrile extruded hose (or equivalent).
- Dividing breeching controlled.
- 2 x branches controlled.

All vehicles shall be 4-wheel drive and preferably have diesel engines.

## **SCHEDULE 4**

### **AGREED INDUSTRY SCHEDULE OF RATES FOR MOP UP**

In the spirit of this Agreement, each Manager will incur their own cost for suppression services. Where fire is suppressed, responsibility of mop-up and patrol operations will revert back to each relevant Plantation Manager/s until the fire area is deemed safe by the authorised Incident Controller and themselves. Where personnel are requested by another Manager to stay on after fire suppression to assist in mop up duties the relevant charge below may be applied at the discretion of the Manager.

### **SERVICE RATES**

STAFF	\$60.00/hr flat rate
Fast Attacks	\$1.20/km
Heavy Fleet	\$2.50/km

It is not intended that Managers will charge landowners or Brigades for time spent attending fires.

## **SCHEDULE 5**

### **PLANTATION LIAISON OFFICER DUTY STATEMENT**

#### **Position description**

##### **Preamble**

Land use in the greater southwest of WA now presents a mosaic of traditional agriculture, plantations and assets with significant value. During fires, all assets might be better protected by optimising the allocation of specialist fire-fighting resources available: rural brigades to the agricultural assets and infrastructure; forest industry crews to the plantations. The liaison role should assist Incident Controllers to most effectively deploy fire-fighting resources during major incidents.

##### **Objectives**

To provide specific plantation intelligence and assist the Incident Controller / Incident Management Team coordinate resources during a fire incident where fire threatens plantation land.

##### **Specific objectives include**

1. Provide detailed plantation asset or property information to the Incident Controller to assist with decision making.
2. Mitigate plantation asset loss without compromising fire-fighter safety.
3. Participate in a strong, coordinated, initial response to keep fires small.
4. Ensure plantation industry fire suppression resources are effectively linked into the Local Government or Hazard Management Authority's response.
5. Ensure plantation company's Fire Duty Officers are well informed.

##### **Activation**

The liaison position is to be activated at the request of the plantation industry, or upon request from the Incident Controller, CBFCO, or nominee, via plantation managers' Fire Duty Officers.

##### **Resources**

- Plantation managers are to work collectively together in line with the "WA Plantation Managers' fire agreement" and resource this role on an 'as required' basis.
- Where practicable the plantation manager who has the most assets under threat should deploy the person with the highest level of competencies to act in this liaison position, or where not practicable, the next most senior officer from another company.

##### **Competencies**

- Experienced in plantation fire fighting
- Good communication and facilitation skills

##### **Operational / technical information which may be offered by the fire liaison person**

- |                        |   |
|------------------------|---|
| • Plantation ownership | • Rotation status                             |
| • Plantation age       | • Fuel Hazards (fuel loading and arrangement) |
| • Plantation area      |   |

- Plantation access
- Water points
- Plantation company fire-fighter and appliances details on the fire ground
- Plantation asset value
- Supply maps
- Grazing lessee
- Tenants in plantation houses

- Shed/building asset value & protection priority
- Expected fire behaviour
- Remnant native vegetation history
- Plantation contractor contact details e.g. harvesting contractors
- ETA of plantation company resources
- Plantation company resources on standby

## **SCHEDULE 6**

### **FATIGUE MANAGEMENT**

#### **Fatigue Management Guidelines for Fire Control**

Managers acknowledge that fatigue is a significant safety issue for personnel working in fire management situations. The importance of providing safe work schedules to allow appropriate sleep, rest and recovery to ensure people can undertake their tasks in a safe and responsible manner is part of the Company Duty of Care.

To ensure effective management, the following guidelines are to be implemented by the Duty Officer or Incident Manager:

#### **Guidelines**

1. An employee's first shift should not exceed 24 hours, which includes all hours at normal duty prior to the incident. Travel time will also need to be considered and remote location work. If the employee is called out on a non work day, the time awake must also be considered.
2. No person will work alone at any fire incident.
3. All personnel who work longer than 16 hours will be driven home from the fire by relief drivers or accommodated close to the incident.
4. All personnel who work longer than 16 hours are required to have a break that allows a minimum 8 hours rest break before being available.
5. Each subsequent shift should not exceed 16 hours. The shift should change at 12 hours intervals in daylight where possible.
6. Where practical all complex tasks should be planned for daylight hours.
7. Where personnel are required for 5 consecutive days or 3 nights, a minimum 24-hour rest period should occur.
8. Shift changes of personnel should rotate every 2nd or 3rd shift from day to night with extra rest between.
9. Coordinating Duty Officers need to be vigilant and accurate with timekeeping and run an incident board to ensure advance planning. Assistance needs to be requested for all incidents running longer than 12 hours or involving other Companies or Local Authorities.
10. Coordinating Duty Officers will demobilise crews as needed from an incident keeping in mind the following factors:
  - Need for crew members to rest or equipment to be maintained.
  - Stage of suppression, e.g. fire going vs. fire contained.
  - Other work commitments.
  - Crews will only depart from an incident after being formally demobilised by the Coordinating Duty Officer or controlling agency. The Coordinating Duty



Officer shall notify the relevant Managers of the departure of crews and appliances from an incident.

- Need to plan for shift changeovers to remove the risk of crews driving back to their place of work after a long shift at a fire incident.

### **Fatigue Management Considerations**

1. Not all employees have the capacity to work extended hours and do have individual limitations. These must be known at the start of each season by all Duty staff.
2. Managers encourage personnel fitness by coordinating a fitness walk time trial in the lead up to each summer season.
3. Employees are encouraged to discuss limitations to relevant supervisors at any time prior to or at incident. This may alter tasks they can perform.
4. Fatigue will set in rapidly with heavy sustained and extended working loads particularly with heat stress and overloaded work periods. Allow personnel to change tasks to minimize fatigue.
5. Working at night can be hectic and or tiring and recovery can take longer due to change in normal routines
6. Provision should be made for more frequent breaks each hour to maintain performance and concentration.
7. Consumption of alcohol is to be discouraged during rest breaks
8. Particular attention to ensuring good quality water is available on vehicles and personnel are taking regular drinks to replace fluids and keep energy levels up.
9. Ensure if accommodation arranged that it provides clean, quiet rooms with 1x room per person where possible. Ability to provide healthy nutritious breakfast with take away meals is preferred.

## SCHEDULE 7: In-field Chip Slash Heaps

### Background

There are a number of different harvest techniques which result in various harvest residue arrangements as a byproduct. This schedule focuses on the arrangement of harvest residues from In-Field Chip (IFC) operations where harvest residue or *slash* (bark, leaves, small branches) accumulate at the flail and are redistributed through the plantation in various layouts. The industry and private landowners have had the unenviable task of burning residues post harvest which, on occasion, has led to major wildfire events that has impacted on other plantation growers and neighbouring landowners. The aim of this schedule is to standardise industry practices to:

- Meet Office of Bushfire Risk Management (OBRM) improvements notices as a consequence of fire escaping from burning residues in the Great Southern (Report – May 2018)
- Reduce the chance of residue heaps staying alight for long periods beyond that of the ignition date.
- Reduce risk of fire escaping from the plantation area where the site has been returned to a private landowner and is in the process of being reverted back to pastures or other agriculture commodities other than plantation.
- Improve on the efficiencies of igniting residues by plantation companies who plan to re-establish plantations on the harvested site.

There are many different approaches in the management of harvest residues from IFC operations and these are generally driven by the types of processing equipment being used at the site, the intended land use post harvest and their associated time limitations or purely for harvest contractor convenience.

The plantation industry recognises the nutritional value in harvest residues and their importance in soil stabilisation, weed control and wind protection in the re-establishment of plantations however, with looming Contractual Term end dates, low plantation yields and reversion pressures, many companies are now looking to IFC to harvest standing plantations with the added benefit of reducing residue clean-up costs. As a consequence, harvest residues are now being either accumulated at central processing points or distributed randomly across the sites and burnt.

While burning is a useful tool for site clean-up, if not properly managed there is the risk of potential fire escape, usually at the most inopportune time. There is general consensus that large compacted residue heaps often smoulder for many months post ignition. There have been situations where a residue heap, ignited in the winter months, has flared 6 – 8 months later at the peak of the Prohibited fire season. It takes a trained eye (and nose) to detect a smouldering residue heap and to the untrained, all could appear to be extinguished but deep within the residue is a slow smouldering fire.

The arrangement of IFC residue is crucial to being able to burn safely with the knowledge that the residues will be removed quickly to mineral earth and extinguished with winter/spring rainfall with the surety that accumulated fuels have been fully consumed.

A single residue heap at the point of IFC processing is therefore the least desirable and most difficult to manage. This residue accumulation method is not supported by the hardwood plantation industry unless the purpose of a single residue heap is destined for bio fuels, composting or mulching.

This section deals with slash configuration, location and volume and later burning (if required) where IFC residues are planned to remain onsite. These measures should ensure that if heaps burn, they burn for as short a period as possible with minimal deleterious soil affects.

### **Plantation Residue Heap Arrangements**

For plantation hardwood residue management, there are two methods of residue distribution that are considered best practice for subsequent land restoration or re-establishment. These are;

1. Short Version Residue Rows (FEL or Skidder stacked)
  - Approximately 20 metres in length and less than 2.0 metres in height;
  - Residue rows are no wider than two (2) planting row widths (4.0 metres);
  - Residue rows are broken by 10.0 metre gaps that are free from residue fuels;
  - The same row dimension can continue along the row direction to a point where the efficiency of carrying debris to the accumulation point is no longer cost effective OR residue heaps near a 50.0 metres buffer from the plantation boundary edge or native vegetation islands. This process can be continued allowing a 4 row (Approx. 16 metre) gap between each formalised parallel row;
  - Stacked harvest residues SHOULD NOT be machine compacted.
2. Individual harvest residue heaps (Skidder grab)
  - Single skidder grab residue heaps aligned with the row direction and confined to a row width (4.0 metres) and be less than 2.0 metres in height;
  - Residue heaps are to be separated from one another by 5.0 metre gaps free of harvest residues;
  - Residue heaps should have a side separation of at least two (2) planting rows apart (4.0 metres);
  - Residue heaps must be at least 50 metres from plantation edges or native vegetation islands.

These standards should be followed unless it is impracticable to do so due to compartment size and geometry or there is a lawful instruction contrary to the specifications stated.

### **Chipper Operating Areas**

The IFC Chipper operating area is that land occupied by the processing chipper, flail and the general work area within a 30.0 metre radius of the chipper. The area is often heavily soil disturbed and the surface is a mix of residue and top soils. IFC Chipper operating areas are usually located close to a plantation boundary access road or internal roads or designated truck routes.

IFC Chipper operating areas are often littered with hidden voids usually comprising of residues. This is associated with the clean-up and levelling processes post harvest.

Noting the mix of soil and residues in operating areas, burning any surface material can often lead to subsurface smoulder fires which reveal themselves by white ash deposit visible from the surface. When investigating burning residues in these situations, care must be taken in crossing these sites as burning material may be deeper than high sided safety boots and there is a risk of skin burns from burning material.

### **Chipper Operating Areas Management**

- Chipper Operating Areas have highest potential to burn for long periods. At the completion of the IFC processing, Managers should ensure that the IFC processing residue layer is spread to break up the layer and distribute as wide as practicable;
- Residue layers should not be deliberately lit prior to spreading;
- Managers should use best measures to not allow running fire to enter Chipper Operating Areas duff layers prior to spreading.

### **Residue Heap ignition**

- The aim is to have all heaps burnt and extinguished before the onset of the Restricted burning season OR, in the case where a **Permit to Burn** has been issued to facilitate burning within the Restricted period, in line with the permit conditions. The entity issued with a Permit to Burn MUST also abide by the standard conditions stipulated on the rear of the Permit unless otherwise amended by the Fire Control Officer issuing the Permit;
- Heaps should be burned as soon as weather and fuel conditions permit after the previous Fire Season ends, taking into account surrounding land uses and notifying neighbours and relevant agencies.;
- Weather conditions should be monitored closely particularly where pre frontal winds are expected that might revive smouldering fires;
- Where winter grasses have recolonized the site around unburnt IFC residue heaps, mineral earth firebreak must be installed prior to igniting the heaps to ensure that

fire, whether it be at the time of ignition or post ignition, does not leave the burning debris heap areas.

### **Monitoring heaps**

- Conduct regular checks of burning heaps, being cognisant of extreme forecast and actual weather events;
- All heaps are classed as burning until declared extinguished.

### **Confirm extinguishment**

- All heaps should be checked to confirm that there are no remaining hot spots prior to declaring the heap extinguished.
- All heaps should be extinguished prior to the Fire Season. Obtain a permit to maintain the fire in the heap if not declared extinguished prior to the Fire Season.

**67. Consideration of application by local government**

- (1) Development approval cannot be granted on an application for approval of —
  - (a) development that is a class X use in relation to the zone in which the development is located, unless —
    - (i) the development relates to land that is being used for a non-conforming use; and
    - (ii) the local government considers that the proposed use of the land would be less detrimental than the non-conforming use;
  - or
  - (b) development that otherwise does not comply with a requirement of this Scheme, unless —
    - (i) this Scheme gives the local government discretion to waive or vary the requirement or to grant development approval despite non-compliance with the requirement; or
    - (ii) the development is permitted under a provision of this Scheme in relation to non-conforming uses.
- (2) In considering an application for development approval (other than an application on which approval cannot be granted under subclause (1)), the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —
  - (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
  - (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;
  - (c) any approved State planning policy;
  - (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);
  - (e) any policy of the Commission;
  - (f) any policy of the State;
  - (fa) any local planning strategy for this Scheme endorsed by the Commission;
  - (g) any local planning policy for the Scheme area;
  - (h) any structure plan or local development plan that relates to the development;
  - (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;
  - (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
  - (k) the built heritage conservation of any place that is of cultural significance;
  - (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
  - (m) the compatibility of the development with its setting, including —
    - (i) the compatibility of the development with the desired future character of its setting; and

- (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
  - (n) the amenity of the locality including the following —
    - (i) environmental impacts of the development;
    - (ii) the character of the locality;
    - (iii) social impacts of the development;
  - (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
  - (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
  - (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
  - (r) the suitability of the land for the development taking into account the possible risk to human health or safety;
  - (s) the adequacy of —
    - (i) the proposed means of access to and egress from the site; and
    - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
  - (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
  - (u) the availability and adequacy for the development of the following —
    - (i) public transport services;
    - (ii) public utility services;
    - (iii) storage, management and collection of waste;
    - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
    - (v) access by older people and people with disability;
  - (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
  - (w) the history of the site where the development is to be located;
  - (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
  - (y) any submissions received on the application;
  - (za) the comments or submissions received from any authority consulted under clause 66;
  - (zb) any other planning consideration the local government considers appropriate.
- (3) Subclause (1) has effect despite the zoning table for this Scheme.

*[Clause 67 amended: SL 2020/252 r. 74.]*



**Plantation Details**














Address: 2241 Mobrup Road  
MOBRUP WA 6395  
Title: P224139 6390 & P144895 351  
Title Area: 1168.6ha & 223.6ha  
Land Owner: Mitsui Bussan Woodchip  
Oceania  
Contact: Brett Scott  
Phone: 0458 824 780  
Plantation Manager: Bunbury Fibre Exports  
Contact: Brett Scott  
Phone: 0458 824 780  
Fire Contact: 08 9721 5963  
Shire: KOJONUP

**Plantation Area**

Standing Pine Plantation = 11ha  
Proposed Pine Plantation Area = 969.1ha

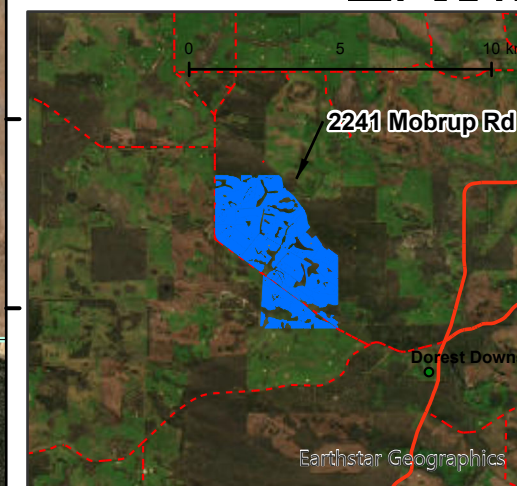
Total Plantation Area: 980.1ha

**Legend**

-  Emergency Assembly
-  Main Access Gate
-  Access Gate
-  Watercourse
-  Fence
-  Powerlines
-  Unsealed Road - 2 Lanes
-  Unsealed Track - 1 Lane
-  Native Vegetation
-  Wetland
-  Firebreak
-  Dam
-  Cadastre

Main Access Gate GPS  
34°11'12.3"S 116°54'48.2"E

Map Scale: 1:20,000@ A3  
Projection GDA94 Zone 50  
Author: D. Denning, Esk Spatial  
Date: 22/01/2024





**From:** [Brett Scott](#)  
**To:** [Estelle Lottering](#)  
**Subject:** FW: DA Conditions for the 2241 Mobrup Road  
**Date:** 18 July, 2024 12:55:45 PM  
**Attachments:** [image001.png](#)  
[FIFWA signatories to the DFES-FIFWA Fire Managers MOU \(003\).pdf](#)  
[MOU.pdf](#)

---

Morning Estelle,

Hope you are keeping well. Just wanted to discuss some of the conditions the council has set and hoping that with some explanation they will see them in a favourable light:

7. A self-propelled fire unit holding a minimum of 2000L be available and maintained on the property at all times and be made available for firefighting events. **We are in the process of purchasing a 3.4 Heavy Duty Fire Truck which complies with both DBCA and DFES regulations. The plan was to locate this truck centrally between Kojonup and Boyup Brook as currently we own 1500ha of pine in the Boyup Brook/West Arthur Shire as well. Always happy to assist with other fires within the shire if requested. We also have a signed agreement with other plantation companies to assist if needed in an emergency which I have attached to this email.**

8. A water storage tank of 300 000L be available for fire management, be located close to the Mobrup road for ease of access by firefighters and be provided prior to the commencement of planting. **As per FESA Guidelines we have with other properties supplied 2 x 25000L water tanks at the main entrances of the property. There are permanent dam sites close to the main entrance gates that have remained historically full over the summer months. These sites will be marked on the operational map accordingly.**

9. Prior to commencing and development, the applicant is to lodge a creek line and Waterway Management Plan, identifying all areas to be fenced, and a corresponding rehabilitation plan to be created for implementation, and to the satisfaction of the CEO of the shire of Kojonup. **Areas with high salinity that will not sustain Pine Trees or degraded stream reserves will be planted into Native Bush (Which we call Environmental Plantings). These are permanent plantings, and the areas will be identified on the plantation map. These areas will only be fenced if there is a neighbouring landowner who wants to access the property for grazing. It will be the responsibility of the person who owns the stock to fence off these areas while grazing as Mitsui will own no stock of their own.**

Estelle, would you be able to discuss the above considerations with the shire and let me know as soon as possible their thoughts on these issues.

Regards,

Brett Scott  
Forester  
Bunbury Fibre Exports

+61 8 9781 4509 | +61 8 9781 4555 | +61 458 824 780

[www.bunburyfibre.com.au](http://www.bunburyfibre.com.au)

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**From:** [Steve Thompson](#)  
**To:** [Estelle Lottering](#); [Grant Thompson](#)  
**Subject:** RE: DA Conditions for the 2241 Mobrup Road  
**Date:** 29 July, 2024 2:57:57 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image005.png](#)  
[image006.png](#)  
[Guidelines for Plantation Fire Protection 2011 final.pdf](#)

---

Hi Este & Grant

I suggest there is scope for flexibility on some matters while other matters have less flexibility based on Council's clear intent. I trust the below suggested responses assist.

7. While the proposed truck is welcome for the wider area, based on Council's clear intent, a fire unit needs to be permanently located on the Mobrup Road property.

8. I'm not certain how Council derived the figure of 300,000 litres. Based on page 9 of the attached guidelines, I'm okay with the approach set out by Brett subject to clear access to the dams.

9. Provided the Shire receives and approves details of proposed environmental planting prior to plantation planting being undertaken, I'm okay with no fencing of the creek if no grazing is proposed on the property.

I would be happy to discuss.

Regards

Steve Thompson  
**Senior Partner**



134 Hare Street, Mount Clarence, Albany 6330  
M: 0409 107336 | W: [edgeplanning.com.au](http://edgeplanning.com.au)



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**From:** Estelle Lottering <[pmcs@kojunup.wa.gov.au](mailto:pmcs@kojunup.wa.gov.au)>

**Sent:** Friday, July 26, 2024 1:28 PM

**To:** Steve Thompson <steve@edgeplanning.com.au>; Grant Thompson <ceo@kojonup.wa.gov.au>

**Subject:** Fwd: DA Conditions for the 2241 Mobrup Road

Hi Steve

please see below

Thank you

Este Lottering

Begin forwarded message:

**From:** Brett Scott <[bscott@bunburyfibre.com.au](mailto:bscott@bunburyfibre.com.au)>

**Date:** 26 July 2024 at 1:20:57 PM AWST

**To:** Estelle Lottering <[pmcs@kojonup.wa.gov.au](mailto:pmcs@kojonup.wa.gov.au)>

**Subject:** RE: DA Conditions for the 2241 Mobrup Road

Morning Estelle,

Hope you are keeping well. I just wanted to check with you regarding your thoughts on the possible acceptance of the council regarding conditions 7-9 in a previous email below. Do you feel that they will see my proposals and changes in a positive light and when do you think the shire will be able to let me know if these proposals are acceptable or not. Please can you let me know as soon as possible so I can give feedback to our head office and the landowner. Hope you have a great weekend and am looking forward to hearing from you.

Regards,

Brett Scott

Forester

Bunbury Fibre Exports

☎ +61 8 9781 4509 | 📠 +61 8 9781 4555 | 📞 +61 458 824 780

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---

**From:** Brett Scott

**Sent:** Thursday, July 18, 2024 12:55 PM

**To:** Estelle (Planning) <[pmcs@kojonup.wa.gov.au](mailto:pmcs@kojonup.wa.gov.au)>

**Subject:** FW: DA Conditions for the 2241 Mobrup Road

Morning Estelle,

Hope you are keeping well. Just wanted to discuss some of the conditions the council has set and hoping that with some explanation they will see them in a favourable light:

7. A self-propelled fire unit holding a minimum of 2000L be available and maintained on the property at all times and be made available for firefighting events. **We are in the process of purchasing a 3.4 Heavy Duty Fire Truck which complies with both DBCA and DFES regulations. The plan was to locate this truck centrally between Kojonup and Boyup Brook as currently we own 1500ha of pine in the Boyup Brook/West Arthur Shire as well. Always happy to assist with other fires within the shire if requested. We also have a signed agreement with other plantation companies to assist if needed in an emergency which I have attached to this email.**

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Estelle, would you be able to discuss the above considerations with the shire and let me know as soon as possible their thoughts on these issues.

Regards,

Brett Scott

Forester

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☎ +61 8 9781 4509 | 📠 +61 8 9781 4555 | 📞 +61 458 824 780

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<image001.png>

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Shire of Kojonup						
LIST OF FEES & CHARGES						
<b>CONTENTS</b>						
<a href="#">Introduction</a>			<a href="#">Hall - Memorial and Lesser</a>			1
<a href="#">Rates</a>			<a href="#">Hall - RSL</a>			2
<a href="#">Freedom of Information</a>			<a href="#">Hall - Equipment</a>			3
<a href="#">Motor Vehicle Licensing</a>			<a href="#">Community Bus</a>			3
<a href="#">Other Administration</a>			<a href="#">YMCA Bus</a>			3
<a href="#">Animal Control</a>			<a href="#">Old School Buildings</a>			4
<a href="#">Health Services</a>			<a href="#">Sporting Complex</a>			4
<a href="#">Springhaven Lodge</a>			<a href="#">Building Control</a>			7
<a href="#">Independent Living Units</a>			<a href="#">Water Standpipes</a>			9
<a href="#">Housing</a>			<a href="#">Waybill Books</a>			9
<a href="#">Cemeteries</a>			<a href="#">Tourist Railway</a>			9
<a href="#">Sanitation</a>			<a href="#">The Kodja Place Precinct</a>			9
<a href="#">Town Planning</a>			<a href="#">Saleyards &amp; Truck Wash Down Bay</a>			12
<a href="#">Kevin O'Halloran Memorial Swimming Pool</a>			<a href="#">Private Works / Plant Hire</a>			13
<b>Introduction</b>						
The Shire of Kojonup has seven (7) methods of setting its fees and charges, as follows:						
1. Set by Legislation (Internal) - e.g. Local Law						
2. Set by Legislation (External) - e.g. State Law						
3. Upper Limit Cost (s6.17(3)(a) of the Act) - Copies of Information (s.5.96 of the Act)						
4. Upper Limit Cost (s6.17(3)(b) of the Act) - Approvals (s.6.16(d) of the Act)						
5. General - Commercial Activity e.g. Leisure Centre						
6. General - Community Activity e.g. Hall Hire						
7. Other - Limited by Other Legislation - e.g. National Competition Policy						
The method of setting each particular fee or charge is shown in the "Policy" column in this list.						

Shire of Kojonup							
LIST OF FEES & CHARGES							
			2024/2025				
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b><u>Rates</u></b>							
Property Listing - Electronic	\$ 45.00	\$ 55.00	3	\$ 55.00	N	1283	GRO
Ownership Details	\$ 30.00	\$ 50.00	3	\$ 50.00	N		
Property Settlement/Account Enquiry							
- Standard	\$ 60.00	\$ 65.00	3	\$ 65.00	N		
- Detailed	\$ 100.00	\$ 110.00	3	\$ 110.00	N		
Special Payment Arrangement (Rates)							
Administration Fee per Instalment (2nd,3rd & 4th)	\$ 9.00	\$ 9.00	7	\$ 9.00	N	1073	
Interest Charge - Late Payment	7%	7%	7	7%	N	1043	
Interest Charge - Instalments	5.5%	5.5%	7	5.5%	N	1063	
<b><u>Freedom of Information Fees</u></b>							
Application Fee	\$ 30.00	\$ 30.00	2. External Legislation	\$ 30.00	N	2053	RO
Research Fee & Supervision of Document Viewing - per hr	\$ 30.00	\$ 30.00		\$ 30.00	N		
(25% concession on Financially Disadvantaged People)							
Photocopying	0.20	0.20		\$ 0.20	Y		
Postage - Standard Envelope	At cost	At Cost		At Cost	N		
<b><u>Motor Vehicle Licensing</u></b>							
Special Kojonup (KO) Number Plates	\$ -	\$ -	5. Commercial	\$ -	N		MFCS
- Plus Licence Plate Charges as set by the Dept of Transport - as at 1 July 2014	\$ 200.00	\$ 275.00	7	\$ 275.00			
<b><u>Other Administration</u></b>							
Single or Double Sided							
- A4	\$ 0.40	\$ 0.60	5. Commercial	\$ 0.60	Y	2143	
- A3	\$ 0.80	\$ 1.00		\$ 1.00	Y		
- A4 Coloured Paper	\$ 0.50	\$ 1.00		\$ 1.00	Y		
Electoral Rolls	\$ 35.00	\$ 50.00		\$ 50.00	Y	2053	



Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
Council Agendas and Minutes (free on web or via email) - per meeting	\$ 10.00	\$ 20.00	3	\$ 20.00	Y	2053	GRO
Council Agendas and Minutes (free on web or via email) - Annual Subscription	\$130.00	\$150.00	3	\$ 150.00	Y		
Hire of Reception Lounge (in accordance with Policy 3.5)							
- Per Day	N/A	N/A	6. Community	N/A	Y		
- Half Day	N/A	N/A		N/A	Y		
<b>Animal Control</b>							
<b>Pound Fees - Weekdays</b>							Ranger
Surrender of a Cat or Dog	\$ 125.00	\$ 125.00	6. Community Activity	\$ 125.00	Y	2663	
Seizure of a dog or cat without Impounding	\$ 75.00	\$ 75.00		\$ 75.00	N		
Seizure of a compliant cat or dog without Impounding	\$ 37.50	\$ 37.50		\$ 37.50			
Seizure and Impounding of a dog or cat	\$ 110.00	\$ 110.00		\$ 110.00	N		
Seizure and Impounding of a compliant dog or cat	\$ 55.00	\$ 55.00		\$ 55.00			
Sustenance Fee (per day or part thereof)	\$ 20.00	\$ 20.00		\$ 20.00	Y		
Dog Trap - Daily Hire	\$ 10.00	\$ 10.00		\$ 10.00	Y		
Dog Trap - Refundable Deposit	\$ 100.00	\$ 100.00		\$ 100.00	Y		
Disposal of large animal carcasses	\$ 150.00	\$ 150.00		\$ 150.00			
<b>Pound Fees - Weekends/After Hours</b>							
Seizure of a dog or cat without Impounding	\$ 130.00	\$ 130.00	6. Community	\$ 130.00	N		
Seizure of a compliant dog or cat without Impounding	\$ 65.00	\$ 65.00		\$ 65.00			
Seizure and Impounding of a dog or cat	\$ 180.00	\$ 180.00		\$ 180.00	N		
Seizure and Impounding of a compliant dog or cat	\$ 90.00	\$ 90.00		\$ 90.00			
<b>Dog Registrations - Statutory Fees - as set and amended by Dog Regulations 1976</b>							
All registrations expire 31st October						2673	
Dogs Registered after 31st May for one year - 50% of appropriate fee							
Dangerous Dog - 1 Year	\$ 50.00	\$ 50.00		\$ 50.00	N		
Dog Kept in an Approved Kennel Establishment (per kennel establishment)	\$ 200.00	\$ 200.00		\$ 200.00	N		
<b>1 Year Registration - Sterilised</b>							
Dog or Bitch	\$ 20.00	\$ 20.00	2. External Legislation	\$ 20.00	N		
Working Dog or Bitch	\$ 5.00	\$ 5.00		\$ 5.00	N		
Pensioner Concessional Rate	\$ 10.00	\$ 10.00		\$ 10.00	N		

Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b>1 Year Registration - Unsterilised</b>							
Dog or Bitch	\$ 50.00	\$ 50.00	2. External Legislation	\$ 50.00	N	2673	Ranger
Working Dog or Bitch	\$ 12.50	\$ 12.50		\$ 12.50	N		
Pensioner Concessional Rate	\$ 25.00	\$ 25.00		\$ 25.00	N		
<b>3 Year Registration - Sterilised</b>							
Dog or Bitch	\$ 42.50	\$ 42.50	2. External Legislation	\$ 42.50	N		
Working Dog or Bitch	\$ 10.60	\$ 10.60		\$ 10.60	N		
Pensioner Concessional Rate	\$ 21.25	\$ 21.25		\$ 21.25	N		
<b>3 Year Registration - Unsterilised</b>							
Dog or Bitch	\$ 120.00	\$ 120.00	2. External Legislation	\$ 120.00	N		
Working Dog or Bitch	\$ 30.00	\$ 30.00		\$ 30.00	N		
Pensioner Concessional Rate	\$ 60.00	\$ 60.00		\$ 60.00	N		
<b>Lifetime Registration - Sterilised</b>							
Dog or Bitch	\$ 100.00	\$ 100.00	2. External Legislation	\$ 100.00	N		
Working Dog or Bitch	\$ 25.00	\$ 25.00		\$ 25.00	N		
Pensioner Concessional Rate	\$ 50.00	\$ 50.00		\$ 50.00	N		
<b>Lifetime Registration - Unsterilised</b>							
Dog or Bitch	\$ 250.00	\$ 250.00	2. External Legislation	\$ 250.00	N		
Working Dog or Bitch	\$ 62.50	\$ 62.50		\$ 62.50	N		
Pensioner Concessional Rate	\$ 125.00	\$ 125.00		\$ 125.00	N		
<b>Refunds if Sterilised:</b>							
Paid in accordance with the Dog Regulations 2009 depending on time of sterilisation (refer Circular 5/2017)							

Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b>Cat Registrations - Statutory Fees - as set and amended by the Cat Act</b>							
All registrations expire 31st October						2674	
Cats Registered after 31st May for one year - 50% of appropriate fee							
Registration - 1 Year	\$ 20.00	\$ 20.00	2. External Legislation	\$ 20.00	N		Ranger
Registration - 3 Years	\$ 42.50	\$ 42.50		\$ 42.50			
Registration - Lifetime	\$ 100.00	\$ 100.00		\$ 100.00			
Cat Trap - Daily Hire	\$ 5.00	\$ 5.00	6. Community	\$ 5.00	Y		
Cat Trap - Refundable Deposit	\$ 50.00	\$ 50.00		\$ 50.00	N		
<b>Ranger Services Labour Hire (per hour) Normal Working Hours - (overtime rates apply outside of normal working hours)</b>							
Ranger - Excluding Vehicle	\$ 80.00	\$ 125.00	5.Commercial	\$ 125.00	Y	2633	
Vehicle Usage per Kilometre	\$ 0.78	\$ 0.85		\$ 0.85		A/C	
Application to Keep More than Prescribed Amount of Dogs	\$ 100.00	\$ 120.00		\$ 120.00		2673	
Application to Keep More than Prescribed Amount of Cats	\$ 100.00	\$ 120.00		\$ 120.00		2674	
Microchipping of Impounded Dog		\$ 30.00		\$ 30.00		2673	
Microchipping of Impounded Cat		\$ 30.00		\$ 30.00		2674	
Rangering Labour Resource Sharing with Other Local Governments (per hour)	\$ 90.13	\$ 100.00		\$ 100.00		3283	
Vehicle Fuel Usage for Resource Sharing per kilometre		\$ 0.85		\$ 0.85			
<b>Fire Maps</b>	\$ 20.00	\$ 20.00	6. Community	\$ 20.00	Y	2383	CESM
<b>Health Services</b>							
<b>Environmental Health Officer</b>							
Food Premises application			5. Commercial			3223	PMRS/EHO
Food Premises inspection and licence renewal - High Risk	\$ 300.00	\$ 300.00		\$ 300.00			
Food Premises inspection and licence renewal - Medium Risk	\$ 200.00	\$ 200.00		\$ 200.00			
Food Premises inspection and licence renewal - Low Risk	\$ 100.00	\$ 100.00		\$ 100.00			
Resource Sharing with Other Local Governments (per hour)	\$ 90.13	\$ 100.00		\$ 100.00		3283	
Vehicle Usage per kilometre	\$ 0.78	\$ 0.85		\$ 0.85			
Public Septic Inspections		\$ 150.00		\$ 150.00			
<b>Trading in Public Places</b>							
Application and Licence	\$ 550.00	\$ 550.00	1. Local Law	\$ 550.00	N	3223	
Annual Renewal Fee	\$ 550.00	\$ 550.00		\$ 550.00	N		
Temporary Fee (1 month)	\$ 100.00	\$ 100.00		\$ 100.00	N		

Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b>Concessions</b>							
- Half Year Licences	50% of Annual Fees	50% of Annual Fees	1. Local Law	50% of Annual Fees			PMRS/EHO
- Kojonup Community Organisations	Exempt from Fees	Exempt from Fees		Exempt from Fees			

Shire of Kojonup							
LIST OF FEES & CHARGES							
			2024/2025				
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
Public Buildings - Health (Public Buildings) Regulations 1992							PMRS/EHO
Application for a public building (under s176 of the Act) or an application to vary a certificate of approval (Regulation 9) - Fee equal to the cost of considering the application not exceeding fee amount:	\$ 871.00	\$ 871.00	2. External Legislation				
Preventative Services - Inspections / Administration - in accordance with Health (Offensive Trades Fees) Regulations 1976							
Slaughterhouses	\$ 298.00	\$ 298.00	2. External Legislation	\$ 298.00	N		
Piggeries	\$ 298.00	\$ 298.00		\$ 298.00	N		
Artificial Manure Depots	\$ 211.00	\$ 211.00		\$ 211.00	N		
Bone Mills	\$ 171.00	\$ 171.00		\$ 171.00	N		
Places for Storing, Drying or Preserving Bones	\$ 171.00	\$ 171.00		\$ 171.00	N		
Fat Melting, fat extracting or tallow melting establishments:							
- Butcher Shops and similar	\$ 171.00	\$ 171.00	2. External Legislation	\$ 171.00	N		
- Larger Establishments	\$ 298.00	\$ 298.00		\$ 298.00	N		
Blood Drying	\$ 171.00	\$ 171.00		\$ 171.00	N		
Gut Scraping, preparation of sausage skins	\$ 171.00	\$ 171.00		\$ 171.00	N		
Fellmongeries	\$ 171.00	\$ 171.00		\$ 171.00	N		
Manure Works	\$ 211.00	\$ 211.00		\$ 211.00	N		
Fish curing establishments	\$ 211.00	\$ 211.00		\$ 211.00	N		
Laundries & Dry-cleaning Establishments	\$ 147.00	\$ 147.00		\$ 147.00	N		
Bone Merchant Premises	\$ 171.00	\$ 171.00		\$ 171.00	N		
Flock factories	\$ 171.00	\$ 171.00		\$ 171.00	N		
Knackeries	\$ 298.00	\$ 298.00		\$ 298.00	N		
Poultry Processing establishments	\$ 298.00	\$ 298.00		\$ 298.00	N		
Poultry Farming	\$ 298.00	\$ 298.00		\$ 298.00	N		
Rabbit Farms	\$ 298.00	\$ 298.00		\$ 298.00	N		
Fish Processing establishments in which whole fish are cleaned and prepared	\$ 298.00	\$ 298.00		\$ 298.00	N		
Shellfish and crustacean processing establishments	\$ 298.00	\$ 298.00		\$ 298.00	N		
Any other offensive trade not specified	\$ 298.00	\$ 298.00		\$ 298.00	N		

Shire of Kojonup									
LIST OF FEES & CHARGES									
				2024/2025					
	Comparative			Policy	Fee/Charge	GST	G/L Account		
	2022/2023	2023/2024						Responsible Officer	
Caravan Park or Camping Grounds (schedule 3 of Regulations)									
1. Grant or renew licence (pa) minimum or \$6/Bay & \$3/campsite whichever is greater	\$ 200.00	\$ 200.00		2. External Legislation	\$ 200.00	N	3223	PMRS/EHO	
2. Additional Fee for renewal after expiry	\$ 20.00	\$ 20.00			\$ 20.00	N			
3. Temporary Licence (Charge as 1 above with a minimum of...)	\$ 100.00	\$ 100.00			\$ 100.00	N			
4. Transfer of Licence	\$ 100.00	\$ 100.00			\$ 100.00	N			
Care of Families and Children									
Kojonup Child Care Centre - Lot 38 Elverd Street (Annual Rent)	lease	Lease	6		Lease		3463	MPS	
Low Income Housing (Jean Sullivan Units)	As per Homeswest Rates	As per Homeswest Rates	6		As per Homeswest Rates		4203		
Springhaven Lodge									
In accordance with Commonwealth Government Legislation as reviewed biannually March & September - aligned with rental & subsidy adjustments								CEO	
Visitors Meals - Lodge									
Breakfast	Free	Free	6		Free	Y	4143		
Lunch	\$ 10.00	\$ 15.00		\$ 15.00	Y				
Dinner	\$ 10.00	\$ 15.00		\$ 15.00	Y				
Staff Meals	\$ 10.00	\$ 15.00		\$ 15.00	Y				
Personal Care Subsidy									
Weekly Rental	set by Legislation	Set by Legislation			Set by Legislation		4013		
Accommodation Bond	\$ 300,000	\$ 300,000	6		\$ 300,000				
Hire of Treatment Room (per day or part thereof)	n/a	N/A			N/A	Y			
Transport to Medical Appointments - Albany	\$ 500.00	\$ 500.00		\$ 500.00					
Transport to Medical Appointments - Katanning	\$ 200.00	\$ 200.00		\$ 200.00					
Individual Transport to shops -local	\$ 50.00	\$ 50.00		\$ 50.00					
Low care residents - cost of incontinence items -	Cost recovery	Cost Recovery			Cost Recovery				

Shire of Kojonup							
LIST OF FEES & CHARGES							
			2024/2025				
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<u>Independent Living Units (Loton Close)</u>							CEO
4 Weekly Maintenance - Units	n/a	n/a			Y		
North Units - Rent per week (existing tenants as at 1 July 2015)	\$ 140.00	\$ 140.00	5. Commercial		N	4083	
North Units - Rent per week (new tenants after 1 July 2015)	\$ 180.00	\$ 180.00			N		
South Units - Rent per week	\$ 250.00	\$ 250.00			N		
Soldier Rd Units - Rent per week	\$ 250.00	\$ 250.00					
Bond	(4 weeks rental)	(4 weeks rental)			(4 weeks rental)	N	
<u>Housing Rental - Per Week</u>							
Excludes negotiated employment packages (Bond of 4 weeks rent)			5.80%				
8a Newton Street	\$ 220.00	\$ 235.00	5. Commercial	\$ 235.00	N	3703	CEO
8b Newton Street	\$ 220.00	\$ 235.00		\$ 235.00	N		
8c Newton Street	\$ 250.00	\$ 265.00		\$ 265.00			
12a Elverd Street	\$ 250.00	\$ 265.00		\$ 265.00			
12b Elverd Street	\$ 310.00	\$ 325.00		\$ 325.00			
Lot 8 Soldier Road	\$ 310.00	\$ 325.00		\$ 325.00	N		
26 Katanning Road	\$ 360.00	\$ 375.00		\$ 375.00			
30 Katanning Road	\$ 300.00	\$ 315.00		\$ 315.00	N		
34 Katanning Road	Lease/Hire	\$ 315.00		\$ 315.00	Y		
39 Vanzuilecom Street	\$ 315.00	Leased		Leased	N		
1a Bagg Street (per week) 1 Bedroom unit	\$ 125.00	\$ 350.00		\$ 350.00	N		
1b Bagg Street (per week) 2 Bedroom unit		\$ 450.00		\$ 450.00			
1a Bagg Street (per night) 1 Bedroom unit		\$ 100.00		\$ 100.00	N		
1b Bagg Street (per night) 2 Bedroom unit	\$ 40.00	\$ 125.00		\$ 125.00	Y		
15 Loton Close	\$ 375.00	\$ 385.00		\$ 385.00			

Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b>Cemeteries</b>							
<b>Right of Burial</b>			5. Commercial			6013	SLO
Form of Grant of Right of Burial/Internment							
Land 2.4m x 1.2m where directed by Trustees	\$ 550.00	\$ 570.00		\$ 570.00	Y		
Reservation of Plot	\$ 100.00	\$ 120.00		\$ 120.00	Y		
<b>Internment Fees</b>			5. Commercial				SLO
Adult Grave	\$ 1,100.00	\$ 1,250.00		\$ 1,250.00	Y		
Child Grave (under 12 years)	\$ 900.00	\$ 900.00		\$ 900.00	Y		
Grave to be Sunk Deeper than 1.8m (max 2.4m)							
- Machine Dug per Additional 300mm or part Thereof (Min \$50)	\$ 500.00	\$ 500.00		\$ 500.00	Y		
Stillborn Child Grave	\$ 800.00	\$ 800.00		\$ 800.00	Y		
Reopening Fees for Internment in Existing Grave	\$ 1,800.00	\$ 2,000.00		\$ 2,000.00	Y		
<b>Re-opening Fees for Exhumation</b>							
- Service Not Offered - Contact Metropolitan Cemeteries Board for Details	n/a	N/A		N/A	Y		
<b>Additional Cemetery Charges</b>			5. Commercial				
Internment Without Due Notice (2 days)	\$ 600.00	\$ 800.00		\$ 800.00	Y		
Internment Not in Usual Working Hours							
- Tuesday to Friday	\$ 400.00	\$ 500.00		\$ 500.00	Y		
- Saturdays, Sundays , Public Holidays and Mondays	\$ 800.00	\$ 1,000.00		\$ 1,000.00	Y		
- After 3pm All Other Days	\$ 220.00	\$ 250.00		\$ 250.00	Y		
Concrete Plinths (Lawn Cemetery)	\$ 300.00	\$ 350.00		\$ 350.00			
<b>Miscellaneous Cemetery Charges</b>							
Registration of Transfer of Form of Grant of Right of Burial	\$ 55.00	\$ 70.00	3	\$ 70.00	Y		
Copy of Local Laws	\$ 20.00	\$ 20.00		\$ 20.00	Y		
Niche Wall - Single and Double Opening	\$ 405.00	\$ 500.00	5	\$ 500.00	Y		
- 2nd Opening for Double	\$ 330.00	\$ 350.00		\$ 350.00	Y		
Urn & Decanting of Ashes (if required)		\$ 80.00		\$ 80.00			



Shire of Kojonup							
LIST OF FEES & CHARGES							
			2024/2025				
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
Memorial Plaques			5. Commercial	\$100.00		6013	SLO
Administration Fees to arrange:							
- Single Memorial Plaque with Standard Inscription	\$90.00	\$100.00					
- Double Memorial Plaque with Standard Inscription	\$90.00	\$100.00					
- Second Inscription on Double Memorial Plaque	\$90.00	\$100.00					
Note: Cost of Freight and the Plaque shall be paid by the purchaser							
Cemetery Licences			5. Commercial	\$70.00		6023	SLO
Licence to Erect a Headstone and / or Kerbing	\$60.00	\$70.00					
Licence to Erect a Monument	\$60.00	\$70.00					
Licence to Erect a Nameplate	\$60.00	\$70.00					
Funeral Directors Single Licence for one Interment	\$125.00	\$150.00					
Funeral Directors Annual Licence Fee	\$300.00	\$350.00					
Sanitation - Refuse			5. Commercial Activity	\$420.00		5023	PMRS
Rubbish & Recycling Collection - per 240L service (Annual Charge)	\$395.00	\$420.00					
* Note: Rubbish weekly, Recycling fortnightly							
Additional Recycling Service	\$190.00	\$210.00					
Additional Rubbish Service	\$225.00	\$250.00					
Sanitation - Other			6. Community Activity	\$25.00		5103	PMRS
Tip Fees							
Builders Rubble at Landfill Site (per cubic metre)	\$18.00	\$25.00					
Animal Carcasses (each) Landfill Site	\$18.00	\$25.00					
Asbestos (per cubic metre)	\$60.00	\$100.00					
Portable Chemloo Toilet							
- Hire Fee - between 1 and 7 days	N/A	N/A					
- Bond	N/A	N/A					
Note: Hire costs are based on pickup and drop off on working days, any non working day delivery will incur an additional Fee of \$220.00							
Sewerage							
Septic Tank/Apparatus Installation Fees							PMRS
Local Government Application Fee	\$118.00	\$118.00	2. Set by External Legislation	\$118.00	N		
Issuing a 'Permit to Use an Apparatus' (Septic Commissioning Included)	\$118.00	\$118.00		\$118.00	Y		
Liquid Waste Disposal Fee (per Kilolitre)	\$80.00	\$90.00	5. Commercial	\$90.00	Y		

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Shire of Kojonup							
LIST OF FEES & CHARGES							
			2024/2025				
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
Extractive Industry:				\$739.00  The fee in item 3 plus, by way of penalty, twice that fee.			Town Planner/PMRS
3. Determining a development application for an extractive industry where the development has not commenced or been carried out	\$739.00	\$739.00	2. Set by External Legislation				
4. Determining a development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee.	The fee in item 3 plus, by way of penalty, twice that fee.					
Subdivisions:							
5. Providing a subdivision clearance for:							
a) not more than 5 lots	\$73.00 per lot	\$73.00 per lot	2. Set by External Legislation	\$73.00 per lot  \$73.00 per lot for first 5 lots and then \$35.00 per lot  \$ 7,393.00	N		
b) more than 5 lots but not more than 195 lots	\$73.00 per lot for first 5 lots and then \$35.00 per lot	\$73.00 per lot for first 5 lots and then \$35.00 per lot			N		
c) more than 195 lots	\$ 7,393.00	\$ 7,393.00			N		
Home Occupations:							
6. Determining an initial application for approval of a home occupation where the home occupation has not commenced	\$ 222.00	\$ 222.00	2. Set by External Legislation	\$ 222.00			
7. Determining an initial application for approval of a home occupation where the home occupation has commenced	The fee in item 6 plus, by way of penalty, twice that fee.	The fee in item 6 plus, by way of penalty, twice that fee.	2. Set by External Legislation	The fee in item 6 plus, by way of penalty, twice that fee.	N		
8. Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires	\$73.00	\$73.00	2. Set by External Legislation	\$73.00	N		

Shire of Kojonup								
LIST OF FEES & CHARGES								
			2024/2025					
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer	
	2022/2023	2023/2024						
9. Determining an application for the renewal of an approval of home occupation where the application is made after the approval expires	The fee in item 8 plus, by way of penalty, twice that fee.	The fee in item 8 plus, by way of penalty, twice that fee.	2. Set by External Legislation	The fee in item 8 plus, by way of penalty, twice that fee.	N		Town Planner/PMRS	
Other:								
10. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration , extension or change has not commenced or been carried out	\$295.00	\$295.00	2. Set by External Legislation		\$295.00	N		
11. Determining an application for change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration , extension or change has commenced or been carried out	The fee in item 10 plus, by way of penalty, twice that fee.	The fee in item 10 plus, by way of penalty, twice that fee.	2. Set by External Legislation	The fee in item 10 plus, by way of penalty, twice that fee.	N			
12. Zoning Certificate	\$ 73.00	\$ 73.00	2. Set by External Legislation		\$ 73.00	N		
13. Reply to a property settlement questionnaire	\$ 73.00	\$ 73.00			\$ 73.00	N		
14. Issue of written planning advice	\$ 73.00	\$ 73.00			\$ 73.00	N		
Part 1 - as provided in Planning & Development Regulations 2009								
Director/Shire Planner (per hour)	\$ 95.00	\$ 95.00	2. Set by External Legislation	\$ 95.00	N			
Manager/Senior Planner (per hour)	\$ 75.00	\$ 75.00		\$ 75.00	N			
Planning Officer (per hour)	\$ 45.00	\$ 45.00		\$ 45.00	N			
Other Staff e.g. Environmental Health Officer (per hour)	\$ 65.00	\$ 90.13		\$ 90.13	N	3283		
Maintenance (BMO)		\$ 65.00		\$ 65.00				
Secretary/Administrative Staff (per hour)	\$ 35.00	\$ 35.00		\$ 35.00	N			
Direct Costs e.g.. Advertising	At Cost	At Cost		At Cost	N			
Scheme Amendment / Structure Plan								

Shire of Kojonup									
LIST OF FEES & CHARGES									
				2024/2025					
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer		
	2022/2023	2023/2024							
The fees, charges and costs associated with processing and considering Amendments and Structure Plans are determined using the prescribed hourly rates, guidelines and relevant forms set ou in the Planning and Development Regulations 2009. The fees will be determined after making allowance for officer's time, direct costs involved and a percentage allowance to recover operating overhead costs. GST will be charged where applicable. Alternatively, proponents may opt to accept the following fees:				\$	3,500.00	Y		Town Planner/PMRS	
	LPS Amendment - Basic	Council							
	LPS Amendment - Standard								
	LPS Amendment - Complex								
	Stucture Plan								
Development Assessment Panel Application									
Joint Development Assessment Panel									Variable
tipulated in Schedule 1 - Planning and Development (Development Assesment Panels) Regulations 2011.									
** Note: State fee is additional to any fees payable to the Local Government									

Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b>Kevin O'Halloran Memorial Swimming Pool</b>							
<b>Daily Admission Charges</b> (Including Vacation Swimming)							
Adults	\$ 2.00	\$ 3.00	6. Community Activity	\$ 3.00	Y	6296	MPS
Seniors	\$ 2.00	\$ 2.00		\$ 2.00	Y		
Children (3 years old and above)	\$ 2.00	\$ 2.00		\$ 2.00	Y		
Children (0 to 3 years old)	Free	Free		Free	Y		
Spectators	Free	Free		Free	Y		
All School based (Education Department) activities as per above entry fees	As per entry fee or season pass	As per Entry Fee or Season Pass		As per Entry Fee or Season Pass	Y		
<b>Seasonal Passes</b>							
Child Single Season Pass	\$ 50.00	\$ 65.00	6. Community Activity	\$ 65.00	Y	6294	
Seniors Single Season Pass	\$ 50.00	\$ 65.00		\$ 65.00	Y		
Adult Single Season Pass	\$ 75.00	\$ 85.00		\$ 85.00	Y		
Family (2 Adults & 2 Children under 16 years)	\$ 150.00	\$ 175.00		\$ 175.00	Y		
If family has more than 4 members, then additional children shall be \$10 per child							
<b>Other</b>							
Aquatic Education Class fee	\$ 10.00	\$ 10.00	5. Commercial Activity	\$ 10.00	Y	6296	
Aqua Aerobics - Season Member	\$ 8.00	\$ 8.00		\$ 8.00	Y	6294	
Aqua Aerobics - Non Member	\$ 10.00	\$ 10.00		\$ 10.00	Y	6296	
BBQ Hire	\$ -	\$ -		\$ -	Y	6293	
PA System (per hour)	N/A	N/A		N/A	Y		

Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b>Memorial and Lesser Hall</b>							CEO
<b>DAY AND EVENING:</b>							
<b>Private and/or Commercial</b>							
Main Hall	\$ 230.00	\$ 250.00	5. Commercial Activity	\$ 250.00	Y	6203	
Lesser Hall	\$ 160.00	\$ 170.00		\$ 170.00	Y		
Kitchen	\$ 110.00	\$ 150.00		\$ 150.00	Y		
Entire Facility	\$ 420.00	\$ 550.00		\$ 550.00			
Backstage area for meeting (no charge for Theatrical Society)	\$ 40.00	\$ 40.00		\$ 40.00	Y		
Pre-function Preparation (refer additional charges)							
<b>Community Group</b>							
Main Hall	\$ 115.00	\$ 125.00	6. Community Activity	\$ 125.00	Y		
Lesser Hall	\$ 80.00	\$ 85.00		\$ 85.00	Y		
Kitchen	\$ 55.00	\$ 75.00		\$ 75.00	Y		
Entire Facility	\$ 220.00	\$ 250.00		\$ 250.00			
Backstage area for meeting (no charge for Theatrical Society)	\$ 20.00	\$ 20.00		\$ 20.00	Y		
Pre-function Preparation (refer additional charges)							
<b>DAY OR EVENING (or part thereof):</b>							
<b>Private and/or Commercial</b>							
Main Hall	\$ 180.00	\$ 180.00	5. Commercial Activity	\$ 180.00	Y		
Lesser Hall	\$ 130.00	\$ 130.00		\$ 130.00	Y		
Kitchen	\$ 65.00	\$ 150.00		\$ 150.00	Y		
Entire Facility	\$ 320.00	\$ 320.00		\$ 320.00			
Backstage area for meeting	\$ 30.00	\$ 30.00		\$ 30.00	Y		
Pre-function Preparation (refer additional charges)							
<b>Community Group</b>							
Main Hall	\$ 90.00	\$ 90.00	6. Community Activity	\$ 90.00	Y		
Lesser Hall	\$ 65.00	\$ 65.00		\$ 65.00	Y		
Kitchen	\$ 30.00	\$ 75.00		\$ 75.00	Y		
Entire Facility	\$ 160.00	\$ 180.00		\$ 180.00			
Backstage area for meeting	N/A	N/A		N/A	Y		
Pre-function Preparation (refer additional charges)							
<b>School Productions &amp; Rehearsals for Community Production 50% of appropriate fee hire</b>							

Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b>Memorial Hall and Lesser Hall</b>							CEO
Hourly Rate - Community Groups only	\$ 25.00	\$ 35.00	6. Community Activity	\$ 35.00	Y	6203	
<b>Memorial Hall and Lesser Hall - Additional Charges</b>							
Memorial Hall and Lesser Hall - <b>Bonds (Refundable)</b>							
- Standard Hire Bond	\$ 200.00	\$ 450.00	5 & 6	\$ 450.00	N		
- Non Alcoholic bev &/or food served (per booking)	\$ 265.00	\$ 280.00	5 & 6	\$ 280.00	N		
- With liquor per booking	\$ 350.00	\$ 400.00	5 & 6	\$ 400.00	N		
Casual Hirers Insurance per booking	free	Free	5 & 6	Free	Y		
Additional Cleaning Charge - per hour	\$ 75.00	\$ 125.00	5 & 6	\$ 125.00	Y		
<b>RSL Hall Hire</b>							
Day or Evening (or part thereof)						6213	
- Private / Commercial	\$ 110.00	\$ 250.00	5	\$ 250.00	Y		
- Community Groups / Organisations	\$ 55.00	\$ 100.00	6	\$ 100.00	Y		
Day & Evening							
- Private / Commercial	\$ 160.00	\$ 180.00	5	\$ 180.00	Y		
- Community Groups / Organisations	\$ 80.00	\$ 90.00	6	\$ 90.00	Y		
RSL Hall - Specified Use per hour - Community Groups only	\$ 20.00	\$ 35.00	6	\$ 35.00	Y		
<b>RSL Hall - Additional Charges</b>							
RSL Hall - <b>Bonds (Refundable)</b>							
- Standard Hire Bond	\$ 170.00	\$ 300.00	5 & 6	\$ 300.00	N		
- Non Alcoholic Beverages &/or Food Served (per booking)	\$ 200.00	\$ 300.00	5 & 6	\$ 300.00	N		
- With Liquor per Booking	\$ 280.00	\$ 450.00	5 & 6	\$ 450.00	N		
Casual Hirers Insurance per Booking	free	Free	5 & 6	Free	Y		
Additional Cleaning Charge - per hour	\$ 75.00	\$ 125.00	5 & 6	\$ 125.00	Y		



Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b>CWA Building</b>							
CWA Lease	lease	Lease	6. Community Activity	Lease	Y		
Kojonup CWA exempt from hire of CWA, or other Council venue, up to 11 times per year.							
<b>Hall Equipment (External to Hall)</b>							
Note: No equipment is to be hired external to the facility (that it belongs to) other than from the RSL Hall as per Council Policy 2.3.1.							
Equipment Hire Bond	\$ 185.00	\$ 250.00	5 & 6	\$ 250.00	Y	6213	
Table Hire per Day	\$ 5.00	\$ 5.50	5 & 6	\$ 5.50	Y		
Chair Hire per Day	\$ 2.00	\$ 2.50	5 & 6	\$ 2.50	Y		
Crockery - excludes cups and saucers (per set per day)	\$ 1.00	\$ 1.20	5 & 6	\$ 1.20	Y		
Crockery - cups /saucers (per set incl teaspoon per day)	\$ 0.75	\$ 0.90	5 & 6	\$ 0.90	Y		
Cutlery (per setting per day)	\$ 0.50	\$ 0.75	5 & 6	\$ 0.75	Y		
Breakages - charged at replacement cost	cost	cost	5 & 6	cost	Y		
<b>Community Bus</b>							
Springhaven Lodge Use & Council Related Activities	No Charge	No Charge		No Charge		6133	
Community Group Hire (per km rate)	\$ 0.75	\$ 0.85	6	\$ 0.85	Y		
Private / Business Users Hire (per km rate)	\$ 1.60	\$ 1.60	5	\$ 1.60	Y		
<b>Note: Bus to be returned full of fuel</b>							
Community Bus - Bond	\$ 260.00	\$ 500.00	5 & 6	\$ 500.00	N	6135	
Note: The CEO is given the authority to vary the Bond payable, dependant on circumstances, but not more than 50%							
Insurance excess payable.	\$ 1,000.00	\$ 1,000.00	5	\$ 1,000.00	Y		
Intentional Damage to Vehicle Including Graffiti	Full Cost of Repairs	Full Cost of Repairs	5	Full Cost of Repairs	Y		
<b>Old School Buildings</b>							
Annual Contribution per user Group	\$ 200.00	\$ 220.00	6	\$ 220.00	N		
Playgroup and Toy Library							

CEO

Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b><u>Recreation Sporting Complex</u></b>							
<b>Recreation Sporting Complex - Day OR Evening (or part thereof)</b>							
<b>Private and/or Commercial:</b>							
Meetings - per / hour (minimum charge - 2 hours)	\$60.00	\$65.00		\$65.00	Y		
Main Upstairs Function Room Only	N/A	N/A		N/A	Y	3473	CSAO
Main Upstairs Function Room & Kitchen	\$185.00	\$350.00		\$350.00	Y		
Main Upstairs Function Room & Kitchen including Bar Use	N/A	N/A		N/A	Y		
Change rooms (per hour / per room)	\$35.00	\$35.00		\$35.00	Y		
<b>Community Organisation:</b>							
Kitchen Hire Only	N/A	N/A	6. Community Activity	N/A	Y	6523	CSAO
Meetings - per / hour (minimum charge - 2 hours)	\$30.00	\$40.00		\$40.00	Y		
Main Upstairs Function Room Only	N/A	N/A		N/A	Y		
Main Upstairs Function Room & Kitchen	\$125.00	\$175.00		\$175.00	Y		
Main Upstairs Function Room & Kitchen including Bar Use	N/A	N/A		N/A	Y		
Change rooms (per hour / per room)	\$20.00	\$20.00		\$20.00	Y		
<b>Recreation Sporting Complex - Day AND Evening</b>							
<b>Private and/or Commercial:</b>							
Kitchen Hire Only	N/A	N/A	5. Commercial Activity	N/A	Y		
Main Upstairs Function Room Only	N/A	N/A		N/A	Y		
Main Upstairs Function Room & Kitchen	\$240.00	\$350.00		\$350.00	Y		
Main Upstairs Function Room & Kitchen inc. Bar Use	N/A	N/A		N/A	Y		
<b>Community Organisation:</b>							
Kitchen Hire Only	N/A	N/A	6. Community Activity	N/A	Y	6523	CSAO
Main Upstairs Function Room Only	N/A	N/A		N/A	Y		
Main Upstairs Function Room & Kitchen	\$175.00	\$200.00		\$200.00	Y		
Main Upstairs Function Room & Kitchen inc. Bar Use	N/A	N/A		N/A	Y		

Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b>Recreation Sporting Complex - Specified Use</b> (Schools 50%)							
Dancing Lessons, Aerobics, Self Defence, Fitness & Church Services - per hour	\$20.00	\$20.00	6	\$20.00			
<b>Recreation Sporting Complex - Additional Charges</b>						6523	
Recreation Sporting Complex - Bonds (Refundable)							
- Standard Hire Bond	\$200.00	\$400.00	5. Commercial Activity	\$400.00	N		CSAO
- Hire Bond (Food & Bev - without alcohol)	\$300.00	\$400.00		\$400.00	N		
- Hire Bond (with alcohol)	\$450.00	\$550.00		\$550.00	N		
Casual Hirers Insurance per booking	free	Free		Free	Y		
Additional Cleaning Charge - per hour (allows for weekend cleaning)	\$75.00	\$125.00		\$125.00	Y		
Pre-function preparation fee - per hour *							
- * Maximum of 4 hours prior to booking	\$30.00	\$30.00		\$30.00	Y		
- * In excess of 4 hours to be charged at normal hire rates	As per fees	As per Fees		As per Fees	Y		
<i>Note: No Set-up Assistance can be provided at the Sporting Complex</i>							
<b>Oval Hire</b>							
Daily (6am- 5pm)	\$ 80.00	\$ 80.00	6. Community Activity	\$ 80.00	Y		CSAO
Night (5pm - 12pm) (including lights)	\$ 125.00	\$ 150.00		\$ 150.00	Y		
Per hour	\$ 15.00	\$ 20.00		\$ 20.00	Y		
<b>Squash Court Hire</b>							
Daily (6am- 5pm)	N/A	N/A		N/A	Y		
Night (5pm - 12pm)	N/A	N/A		N/A	Y		
Per hour	\$ 20.00	\$ 25.00		\$ 25.00	Y		
<b>Sporting Club Members - Oval &amp; Squash Court Hire Fee</b>	Nil	Nil		Nil			
<b>Netball Court Hire</b>							
Half Day	\$ 30.00	\$ 50.00	6. Community Activity	\$ 50.00	Y	6523	CSAO
Full Day	\$ 60.00	\$ 100.00		\$ 100.00	Y		
Per hour	\$ 10.00	\$ 20.00		\$ 20.00	Y		
Evening (includes lights)	\$ 45.00	\$ 100.00		\$ 100.00			
Season Pass (PiN code for lights for 12 months)	\$ 150.00	\$ 250.00		\$ 250.00			
Netball Club Included in Annual Charge.							

Shire of Kojonup									
LIST OF FEES & CHARGES									
				2024/2025					
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer		
	2022/2023	2023/2024							
<b>Key Bonds at \$25 per key (Refundable when returned at the end of fixtured season)</b>									
Senior Football Club - (up to 3 sets G & F)	\$ 150.00	\$ 160.00	6. Community Activity	\$ 160.00	N	6523	CSAO		
Junior Football Club - (up to 3 sets G & F)	\$ 150.00	\$ 160.00		\$ 160.00	N				
Squash Club - (up to 6 sets G & S)	\$ 300.00	\$ 320.00		\$ 320.00	N				
Hockey Club - (4 keys G only)	\$ 100.00	\$ 120.00		\$ 120.00	N				
Netball Club - (2 keys G only)	\$ 50.00	\$ 80.00		\$ 80.00	N				
Cricket Club - (2 keys G only)	\$ 50.00	\$ 80.00		\$ 80.00	N				
<b>No Additional Keys are supplied</b>							CSAO		
						029B			
<b>Recreational Facilities - Annual Fees</b>									
Cricket - November each year	\$ 800.00	Free	6. Community Activity	Free	N				
Junior Cricket	\$ 100.00	Free		Free	N				
Football (Complex, Oval & Change rooms) - March each year	\$ 4,800.00	Free		Free	N				
Hockey (Complex & Oval) - March each year	\$ 1,150.00	Free		Free	N				
Squash (Complex, Courts & Change rooms) March each year	\$ 1,700.00	Free		Free	N				
Netball - March each year	\$ 420.00	Free		Free	N				
Croquet Club (Hockey Oval)	\$ 100.00	Free		Free	N				
						6533			

Shire of Kojonup							
LIST OF FEES & CHARGES							
			2024/2025				
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b><u>Building (as per Building Regulations 2012)</u></b>							
<b><u>Building Permits</u></b>			2. Set by External Legislation	\$ 110.00		8653	Building Surveyor/PMRS
<b>Minimum Fee</b> (in all cases)	\$ 110.00	\$ 110.00					
<b>Class 1 and 10 Buildings</b>							
Uncertified Application	0.32%	0.32%			Value of works x 0.32%	N	
Certified Application	0.19%	0.19%			Value of Works x 0.19%		
Demolition	\$ 110.00	\$ 110.00		\$ 110.00			
<b>Class 2 to 9 Buildings</b>						8653	Building Surveyor/PMRS
Certified Application	Value of works x 0.09%	Value of works x 0.09%	2. Set by External Legislation	Value of Works x 0.19%			
Demolition (per storey)	\$ 110.00	\$ 110.00		\$ 110.00			
Application for Occupancy Permit	\$ 110.00	\$ 110.00		\$ 110.00			
Application for Occupancy Permit (unauthorised work)	0.18% of estimated value	0.18% of estimated value		0.18% of Estimated Value			
<b>Minor Amendment to Permits (including extensions)</b>	\$ 110.00	\$ 110.00		\$ 110.00	N		
<b>Preliminary Plans</b> - For the examination of, and report on	for issue of a	for issue of a	2. Set by External Legislation	25% of the Fee for Issue of a Licence	Y		Building Surveyor/PMRS
<b>Application For Building Approval Certificate For Unauthorised Building Work</b>	Value of works x 0.38%	Value of works x 0.38%			Value of Works x 0.38%	N	
(Not less than \$95.00) (S. 51(3))							
Approval of battery operated smoke alarms	\$ 179.40	\$ 179.40			\$ 179.40		
<b><u>Construction Training Levy</u></b>							
Council acts as an agent for the Construction Training Fund and the fees are	Based on 0.20% of the value	Based on 0.20% of the value		Based on 0.20% of the Value			Building Surveyor/PMRS
Based on 0.20% of the Value of Construction When the Value Exceeds \$20,000					N		
e.g. of the value of construction - \$100,000 = fees \$200.00					N		
<b>Note: \$8.25 . GST fee is retained by the Council</b>					N		

Shire of Kojonup									
LIST OF FEES & CHARGES									
				2024/2025					
	Comparative			Policy	Fee/Charge	GST	G/L Account		
	2022/2023	2023/2024						Responsible Officer	
<b>Building Services Levy (in accordance with Building Services Levy Act 2011, as amended)</b>				2. Set by External Legislation				Building Surveyor/PMRS	
<b>Value \$45,000 or Below:</b>									
Building Permit	\$ 61.65	\$ 61.65				\$ 61.65	N		
Demolition Permit	\$ 61.65	\$ 61.65				\$ 61.65	N		
Occupancy Permit or Building Approval Cert. ss47, 49, 50 or52	\$ 61.65	\$ 61.65				\$ 61.65	N		011C
Occupancy Permit or Building Approval Cert. Unauthorised Work	\$ 123.30	\$ 123.30				\$ 123.30	N		
<b>Note: \$5.00 Inc. GST of this fee is retained by the Council</b>									
<b>Value Over \$45,000:</b>							011E	Building Surveyor/PMRS	
Building Permit	0.137% of the value of the work	0.137% of the value of the work	2. Set by External Legislation	0.137% of the Value of the Work	N				
Demolition Permit	0.137% of the value of the work	0.137% of the value of the work							
Occupancy Permit or Building Approval Cert. ss47, 49, 50 or52	\$ 61.65	\$ 61.65							
Occupancy Permit or Building Approval Cert. Unauthorised Work	value of the work	value of the work							
<b>Note: \$5.00 Inc. GST of this fee is retained by the Council</b>									
Building Plan Search Fee	\$ 25.00	\$ 25.00	3	\$ 25.00			MPS		
Private Swimming Pool Inspection Fee (every three years)	\$ 58.45	\$ 58.45		\$ 58.45	N	2873			
<b>Water Standpipe Charges</b>									
- Per kilolitre (Potable)	\$ 10.00	\$ 11.00	5. Commercial Activity	\$ 11.00	N				
- Per kilolitre (Non-Potable)	\$ 4.00	\$ 4.50		\$ 4.50		8663			
- Minimum charge	\$ 10.00	\$ 20.00		\$ 20.00	N				
- Per kilolitre (Potable) Muradup	\$ 5.00	\$ 5.50		\$ 5.50		8663			
- Fob key	\$ 30.00	\$ 40.00		\$ 40.00					
<b>Waybill books</b>	\$ 20.00	\$ 20.00	7	\$ 20.00	Y				
						8003			

Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b><u>Tourist Railway</u></b>							N/A
Old Railway Goods Shed Museum - annual rent							
Tourism Railway	Peppercorn Rent	Peppercorn Rent	6	Peppercorn Rent	Y		
<b><u>The Kodja Place Precinct</u></b>							
<b>Kodja Place Entry Fees (Local Residents Free of Charge)</b>							
Adult	donation	donation	5. Commercial Activity	Donation	Y		CEO
Senior or concession card	donation	donation		Donation	Y		
Child and /or student (under 3 free)	donation	donation		Donation	Y		
Family 2 adults + 2 or more children	donation	donation		Donation	Y		
Visitor(s) accompanied by Kojonup Resident	N/A	N/A		N/A	Y		
Groups over 10 (per person)	\$ 10.00	\$ 10.00		\$ 10.00	Y		
School Groups over 10 (per person)	\$ 5.00	\$ 5.00	6. Community Activity	\$ 5.00	Y		
School Groups over 10 (per person) with activity kits (additional charge)	\$ 5.00	\$ 5.00		\$ 5.00	Y	8205	CEO
Friends of KP Annual Adult Pass	N/A	N/A	5. Commercial Activity	N/A	Y		
Friends of KP Annual Child Pass	N/A	N/A		N/A	Y		
Friends of KP Annual Family Pass	N/A	N/A		N/A	Y		
Billy's Tour - per person	\$ 10.00	\$ 15.00		\$ 15.00			
Billy's Tour - per family (4)	\$ 25.00	\$ 30.00		\$ 30.00			
<b>Additional Services</b>							
Billy Tea and Damper (per person, minimum 8 people & 24 hours pre-booked)	\$ 5.00	\$ 5.00	5	\$ 5.00	Y		
<b>After Hours and Public Holiday Fee - per hour</b>							
Noongar Guide	\$ 75.00	\$ 75.00	5. Commercial Activity	\$ 75.00			CEO
Kodja Place staff	\$ 60.00	\$ 60.00		\$ 60.00			
Kodja Place staff (public holiday)	\$ 150.00	\$ 150.00		\$ 150.00			

Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b>Room &amp; Equipment Hire</b>						8207	
<b>Community Groups:</b>							
Community Room hire			6. Community Activity	\$			CEO
- Half Day	\$ 60.00	\$ 65.00					
- Full Day	\$ 115.00	\$ 120.00					
Urn, mugs, self serve tea, coffee & milk (per person)	\$ 5.00	\$ 5.00					
Story Place Meeting Room hire (Urn, mugs, self serve tea, coffee & milk)							
- Half Day	N/A	N/A					
- Full Day	N/A	N/A					
<b>Private &amp;/or Commercial:</b>						8203	
Community Room hire			5. Commercial Activity	\$			CEO
- Half Day	\$ 60.00	\$ 65.00					
- Full Day	\$ 115.00	\$ 120.00					
Urn, mugs, self serve tea, coffee & milk (per person)	\$ 5.00	\$ 5.00					
Story Place Meeting Room hire (Urn, mugs, self serve tea, coffee & milk)							
- Half Day	\$ 50.00	\$ 60.00					
- Full Day	\$ 100.00	\$ 120.00					
<b>Additional Hire Services (Private &amp;/or Commercial):</b>							
- CMR Projector and Screen	N/A	N/A	5. Commercial Activity	\$			CEO
- Projector - External Hire	\$ 50.00	\$ 50.00					
- Screen - External	\$ 20.00	\$ 20.00					
- Whiteboard - (in-house only and markers not provided)	N/A	N/A					
Mipro Amplifier only (includes radio microphone, microphone stand)	\$ 75.00	\$ 75.00		\$			CEO
stands	\$ 100.00	\$ 100.00		\$			
Hire of Rose Maze or stage area per hour (upto 4 hrs then all day hire)	\$ 30.00	\$ 30.00		\$		8203	
Hire of Rose Maze or stage area (full day during business hours)	\$ 200.00	\$ 220.00	5 & 6	\$			
Hire of Rose Maze or stage area - Bond (Full day hire and Events)	\$ 200.00	\$ 220.00	5 & 6	\$			
Table Hire per day	\$ 15.00	\$ 15.00		\$			
Chair Hire per day	\$ 7.50	\$ 7.50		\$			
Crockery - excludes cups and saucers (per set per day)	\$ 2.00	\$ 2.00		\$			
Crockery - cups and saucers (per set incl teaspoon per day)	\$ 3.00	\$ 3.00		\$			
Cutlery (per setting per day)	\$ 3.00	\$ 3.00		\$			
Breakages - charged at replacement cost.							



Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b>Coach Tours/Packages (minimum 15 people)</b>							
Adult (normal entry)	\$ 7.50	N/A	5. Commercial Activity	N/A	Y	8203	CEO
Senior (normal entry)	\$ 4.00	N/A		N/A			
Child (normal entry)	\$ 3.50	N/A		N/A	Y		
Guided tour (outside normal tour times but in business hours) Adult	\$ 8.50	N/A		N/A	Y		
Guided tour (outside normal tour times but in business hours) Child	\$ 4.00	N/A		N/A	Y		
Billy Tea and Damper (per person) additional to entry.	\$ 4.00	N/A		N/A	Y		
<b>Visitor Centre</b>							
Membership (local business) (includes website & brochure raking fees)	N/A	N/A	5. Commercial Activity	N/A	Y		
Membership (non-local businesses only includes website)	N/A	N/A		N/A	Y	8203	
Membership (individual - consignees)	N/A	N/A		N/A	Y		
Operator (DL Brochure raking fee)	\$ 85.00	\$ 85.00		\$ 85.00	Y		
Operator (A4 Brochure raking fee)	\$ 100.00	\$ 100.00		\$ 100.00	Y		
Operator (DL Brochure raking fee - within Australia's South West & Wheatbelt Shires)	N/A	N/A		N/A	Y		
Operator (A4 Brochure raking fee - within Australia's South West)	N/A	N/A		N/A	Y		
Operator (DL Brochure raking fee - Outside Australia's South West & Wheatbelt Shires)	N/A	N/A		N/A	Y	8223	
Commissions:							
- KAC Retail	15%	15%		15%			
- Retail	35%	35%		35%			
- Accommodation Providers	15%	15%		15%	Y		
<b>Information Bay Advertising</b>							
Advertisement - per year	\$ 250.00	N/A	5. Commercial Activity	N/A	Y	8223	
Artwork	at cost	At Cost		At Cost	Y		

Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b><u>Saleyard and Washdown Bay</u></b>							
Washdown Bay - per minute	\$ 1.50	\$ 2.00		\$ 2.00	Y		MPS
Washdown Bay - minimum charge	\$ 10.00	\$ 20.00	5. Commercial Activity	\$ 20.00	Y	8013	
<b>Vehicle Impound Fees</b>							
Vehicle Impound Fees	\$ 250.00	\$ 500.00		\$ 500.00			
- Plus Oncharge of Cost to Remove Vehicle eg. Towing Fees							Ranger/PMRS
- Storage of Abandoned Vehicles (per day)	\$ 10.00	\$ 10.00		\$ 10.00			

Shire of Kojonup									
LIST OF FEES & CHARGES									
				2024/2025					
	Comparative		Policy	Fee/Charge	GST	G/L Account		Responsible Officer	
	2022/2023	2023/2024							
<b>Private Works / Plant Hire</b>									
<b>Plant Hire (per hour with operator - Normal Hours)</b>									
Grader	\$ 280.00	\$ 300.00	5. Commercial Activity	\$ 300.00	Y	9003	MWI		
Skid Steer	\$ 210.00	\$ 250.00		\$ 250.00	Y				
Loader	\$ 250.00	\$ 300.00		\$ 300.00	Y				
Loader plus Pruning Attachment	\$ 315.00	\$ 350.00		\$ 350.00	Y				
Excavator	\$ 315.00	\$ 350.00		\$ 350.00	Y				
Excavator Plus Pruning Attachment	\$ 365.00	\$ 380.00		\$ 380.00	Y				
Mini Digger	\$ 230.00	\$ 250.00		\$ 250.00	Y				
Prime Mover	\$ 230.00	\$ 250.00		\$ 250.00	Y				
Prime Mover and Tanker (33,000ltrs)	\$ 280.00	\$ 300.00		\$ 300.00	Y				
Prime Mover and Low Loader	\$ 280.00	\$ 300.00		\$ 300.00	Y				
Prime Mover and Side tipping Trailer	\$ 290.00	\$ 300.00		\$ 300.00	Y				
Light Truck up to 2T	\$ 170.00	\$ 200.00		\$ 200.00	Y				
3T Tipper	\$ 180.00	\$ 200.00		\$ 200.00	Y				
13T Tipper	\$ 210.00	\$ 250.00		\$ 250.00	Y				
13T Tipper - including Plant Trailer	\$ 250.00	\$ 300.00		\$ 300.00	Y				
13T Tipper - including Side Tipping Trailer	\$ 260.00	\$ 300.00		\$ 300.00	Y				
Tractor	\$ 180.00	\$ 220.00		\$ 220.00	Y				
Tractor Plus Attachments	\$ 210.00	\$ 220.00		\$ 220.00	Y				
Self Propelled Vibrating Roller	\$ 220.00	\$ 250.00		\$ 250.00	Y				
Multi Tyred Roller	\$ 210.00	\$ 250.00		\$ 250.00	Y				
Ride on Mower	\$ 170.00	\$ 250.00		\$ 250.00	Y				
Small Tanker 10,000ltr - includes 13T Tipper	\$ 230.00	\$ 250.00		\$ 250.00	Y				
Forklift	\$ 130.00	\$ 200.00		\$ 200.00	Y				
Light Vehicles	\$ 140.00	\$ 200.00		\$ 200.00	Y				
Water Jetter	\$ 220.00	\$ 300.00		\$ 300.00					
Note:									
1. Where the Prime Mover and Low Loader are used to transport plant to a job and they remain on the site without being used only those									
2. The Chief Executive Officer has delegated authority to negotiate on very large jobs. Refer Delegation.									
3. Plant is available for "Dry Hire" under Policy 4.9 Private use of Council Plant and Equipment.									
4. If Shire labour, including plant operators is required out of ordinary depot operating hours, then the appropriate overtime rate will be charged to the person or organisation requesting the private works.									

Shire of Kojonup							
LIST OF FEES & CHARGES							
				2024/2025			
	Comparative		Policy	Fee/Charge	GST	G/L Account	Responsible Officer
	2022/2023	2023/2024					
<b>Small Equipment Hire 1 Day</b>							
Turf Cutter	\$ 40.00	\$ 50.00	5	\$ 50.00	Y	9003	MWI
High Volume Pump	\$ 40.00	\$ 50.00	5	\$ 50.00	Y		
Mobile Compressor	\$ 45.00	\$ 55.00	5	\$ 55.00	Y		
Chainsaw	\$ 35.00	\$ 45.00	5	\$ 45.00	Y		
Whipper Snipper	\$ 35.00	\$ 45.00	5	\$ 45.00	Y		
Wacker Packer	\$ 35.00	\$ 45.00	5	\$ 45.00	Y		
Trailer	\$ 35.00	\$ 35.00	5	\$ 35.00	Y		
<b>Labour Hire (per hour) Normal Working Hours - (overtime rates apply outside of normal working hours)</b>							
Labour Hire - Private Works	\$ 125.00	\$ 140.00	5	\$ 140.00	Y	9003	MWI

**SHIRE OF KOJONUP**  
**ANNUAL BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**LOCAL GOVERNMENT ACT 1995**

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**SHIRE'S VISION**



**SHIRE OF KOJONUP**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
<b>Revenue</b>		\$	\$	\$
Rates	2(a)	5,149,958	4,886,239	4,892,541
Grants, subsidies and contributions		1,083,978	4,227,254	2,067,218
Fees and charges	13	1,039,188	1,565,467	1,460,385
Interest revenue	9(a)	90,040	156,794	82,500
Other revenue		1,075,481	1,003,604	960,271
		8,438,645	11,839,358	9,462,915
<b>Expenses</b>				
Employee costs		(4,266,839)	(5,743,647)	(5,227,726)
Materials and contracts		(3,144,823)	(2,972,133)	(3,597,906)
Utility charges		(356,674)	(449,209)	(378,064)
Depreciation	6	(4,637,570)	(4,737,053)	(4,497,915)
Finance costs	9(c)	(154,521)	(147,137)	(137,918)
Insurance		(480,131)	(469,172)	(501,145)
Other expenditure		(296,585)	(351,708)	(347,008)
		(13,337,143)	(14,870,059)	(14,687,682)
		(4,898,498)	(3,030,701)	(5,224,767)
Capital grants, subsidies and contributions		3,382,881	3,003,402	3,882,617
Profit on asset disposals	5	0	49,500	0
		3,382,881	3,052,902	3,882,617
<b>Net result for the period</b>		<b>(1,515,617)</b>	<b>22,201</b>	<b>(1,342,150)</b>
<b>Other comprehensive income for the period</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus		0	0	0
Share of comprehensive income of associates accounted for using the equity method		0	0	0
<b>Total other comprehensive income for the period</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income for the period</b>		<b>(1,515,617)</b>	<b>22,201</b>	<b>(1,342,150)</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF KOJONUP**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**CASH FLOWS FROM OPERATING ACTIVITIES**

**Receipts**

	<b>Note</b>	<b>2024/25 Budget</b>	<b>2023/24 Actual</b>	<b>2023/24 Budget</b>
Rates		\$ 5,399,958	\$ 4,859,213	\$ 4,892,541
Grants, subsidies and contributions		1,646,238	5,436,909	3,203,218
Fees and charges		1,039,188	1,565,467	1,460,385
Interest revenue		90,040	156,794	82,500
Goods and services tax received		32,587	(32,587)	250,000
Other revenue		1,075,481	1,003,604	960,271
		9,283,492	12,989,400	10,848,915

**Payments**

Employee costs		(4,210,950)	(5,901,444)	(5,227,726)
Materials and contracts		(3,144,823)	(1,148,586)	(3,597,906)
Utility charges		(356,674)	(449,209)	(378,064)
Finance costs		(154,521)	(131,370)	(137,918)
Insurance paid		(480,131)	(469,172)	(501,145)
Goods and services tax paid		0	0	(250,000)
Other expenditure		(296,585)	(351,708)	(347,008)
		(8,643,684)	(8,451,489)	(10,439,767)

<b>Net cash provided by operating activities</b>	<b>4</b>	<b>639,808</b>	<b>4,537,911</b>	<b>409,148</b>
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**CASH FLOWS FROM INVESTING ACTIVITIES**

Payments for development of land held for resale	5(c)	0	(44,597)	(100,000)
Payments for purchase of property, plant & equipment	5(a)	(1,348,252)	(897,430)	(1,544,696)
Payments for construction of infrastructure	5(b)	(3,864,814)	(4,644,100)	(4,517,921)
Capital grants, subsidies and contributions		2,624,528	2,942,209	3,063,070
Proceeds from sale of property, plant and equipment	5(a)	135,000	49,500	0
Proceeds on disposal of financial assets at fair value through profit and loss		0	(2,101)	0
<b>Net cash (used in) investing activities</b>		<b>(2,453,538)</b>	<b>(2,596,519)</b>	<b>(3,099,547)</b>

**CASH FLOWS FROM FINANCING ACTIVITIES**

Repayment of borrowings	7(a)	(508,766)	(447,189)	(447,119)
<b>Net cash (used in) financing activities</b>		<b>(508,766)</b>	<b>(447,189)</b>	<b>(447,119)</b>

<b>Net increase (decrease) in cash held</b>		<b>(2,322,496)</b>	<b>1,494,203</b>	<b>(3,137,518)</b>
Cash at beginning of year		7,513,476	6,019,273	6,309,060
<b>Cash and cash equivalents at the end of the year</b>	<b>4</b>	<b>5,190,980</b>	<b>7,513,476</b>	<b>3,171,542</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF KOJONUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**OPERATING ACTIVITIES**

**Revenue from operating activities**

	Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
General rates	2(a)(i)	\$ 5,016,889	\$ 4,791,915	\$ 4,784,885
Rates excluding general rates	2(a)	133,069	94,324	107,656
Grants, subsidies and contributions		1,083,978	4,227,254	2,067,218
Fees and charges	13	1,039,188	1,565,467	1,460,385
Interest revenue	9(a)	90,040	156,794	82,500
Other revenue		1,075,481	1,003,604	960,271
Profit on asset disposals	5	0	49,500	0
		8,438,645	11,888,858	9,462,915

**Expenditure from operating activities**

Employee costs		(4,266,839)	(5,743,647)	(5,227,726)
Materials and contracts		(3,144,823)	(2,972,133)	(3,597,906)
Utility charges		(356,674)	(449,209)	(378,064)
Depreciation	6	(4,637,570)	(4,737,053)	(4,497,915)
Finance costs	9(c)	(154,521)	(147,137)	(137,918)
Insurance		(480,131)	(469,172)	(501,145)
Other expenditure		(296,585)	(351,708)	(347,008)
		(13,337,143)	(14,870,059)	(14,687,682)

Non cash amounts excluded from operating activities

	3(c)	4,639,570	6,504,686	4,499,915
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**Amount attributable to operating activities**

**INVESTING ACTIVITIES**

**Inflows from investing activities**

Capital grants, subsidies and contributions		3,382,881	3,003,402	3,882,617
Proceeds from disposal of assets	5	135,000	49,500	0
Proceeds on disposal of financial assets at fair value through profit and loss		0	(2,101)	0
		3,517,881	3,050,801	3,882,617

**Outflows from investing activities**

Payments for land held for resale	5(c)	0	(44,597)	(100,000)
Payments for property, plant and equipment	5(a)	(1,348,252)	(897,430)	(1,544,696)
Payments for construction of infrastructure	5(b)	(3,864,814)	(4,644,100)	(4,517,921)
		(5,213,066)	(5,586,127)	(6,162,617)
<b>Amount attributable to investing activities</b>		<b>(1,695,185)</b>	<b>(2,535,326)</b>	<b>(2,280,000)</b>

**FINANCING ACTIVITIES**

**Inflows from financing activities**

Transfers from reserve accounts	8(a)	50,392	0	0
		50,392	0	0

**Outflows from financing activities**

Repayment of borrowings	7(a)	(508,766)	(447,189)	(447,119)
Transfers to reserve accounts	8(a)	(207,347)	(1,836,802)	(37,569)
		(716,113)	(2,283,991)	(484,688)
<b>Amount attributable to financing activities</b>		<b>(665,721)</b>	<b>(2,283,991)</b>	<b>(484,688)</b>

**MOVEMENT IN SURPLUS OR DEFICIT**

**Surplus at the start of the financial year**

Amount attributable to operating activities	3	2,619,834	3,915,666	3,490,000
Amount attributable to investing activities		(258,928)	3,523,485	(724,852)
Amount attributable to financing activities		(1,695,185)	(2,535,326)	(2,280,000)
		(665,721)	(2,283,991)	(484,688)
<b>Surplus/(deficit) remaining after the imposition of general rates</b>	3	<b>0</b>	<b>2,619,834</b>	<b>460</b>

This statement is to be read in conjunction with the accompanying notes.



**SHIRE OF KOJONUP**  
**FOR THE YEAR ENDED 30 JUNE 2025**  
**INDEX OF NOTES TO THE BUDGET**

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## 1 BASIS OF PREPARATION

The annual budget is a forward looking document and has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

### Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the annual budget be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from *AASB 16* which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this annual budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the annual budget has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### The local government reporting entity

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this annual budget.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 10 to the annual budget.

### 2023/24 actual balances

Balances shown in this budget as 2023/24 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

### Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

### Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

### Rounding off figures

All figures shown in this statement are rounded to the nearest dollar.

### Statement of Cashflows

Investing and financing transactions that do not require the use of cash or cash equivalents shall be excluded from a statement of cash flows. Such transactions shall be disclosed elsewhere in the financial statements in a way that provides all the relevant information about these investing and financing activities.

### Initial application of accounting standards

During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.

- *AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current*
- *AASB 2022-5 Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback*
- *AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants*
- *AASB 2023-1 Amendments to Australian Accounting Standards - Supplier Finance Arrangements*
- *AASB 2023-3 Amendments to Australian Accounting Standards - Disclosure of Non-current Liabilities with Covenants: Tier 2*

It is not expected these standards will have an impact on the annual budget.

- *AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*, became mandatory during the budget year. Amendments to *AASB 13 Fair Value Measurement* impacts the future determination of fair value when revaluing assets using the cost approach. Timing of future revaluations is defined by regulation 17A of *Local Government (Financial Management) Regulations 1996*. Impacts of this pronouncement are yet to be quantified and are dependent on the timing of future revaluations of asset classes. No material impact is expected in relation to the 2024-25 statutory budget.

### New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- *AASB 2014-10 Amendments to Australian Accounting Standards - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture*
- *AASB 2021-7c Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]*
- *AASB 2022-9 Amendments to Australian Accounting Standards - Insurance Contracts in the Public Sector*
- *AASB 2023-5 Amendments to Australian Accounting Standards - Lack of Exchangeability*

It is not expected these standards will have an impact on the annual budget.

### Judgements, estimates and assumptions

The preparation of the annual budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- estimation of fair values of land and buildings and investment property
- impairment of financial assets
- estimation uncertainties and judgements made in relation to lease accounting
- estimated useful life of assets
- estimation of provisions
- estimation of fair value of leases

**SHIRE OF KOJONUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**2. RATES AND SERVICE CHARGES**

**(a) Rating Information**

Rate Description	Basis of valuation	Rate in	Number of properties	Rateable value	2024/25 Budgeted rate revenue	2024/25 Budgeted interim rates	2024/25 Budgeted total revenue	2023/24 Actual total revenue	2023/24 Budget total revenue
		\$		\$	\$	\$	\$	\$	\$
<b>(i) General rates</b>									
Gross rental value properties	Gross rental valuation	0.154515	564	7,604,361	1,174,988	400	1,175,388	1,127,269	1,114,579
Unimproved value properties	Unimproved valuation	0.005232	484	734,232,000	3,841,501	0	3,841,501	3,664,646	3,670,306
<b>Total general rates</b>			1,048	741,836,361	5,016,489	400	5,016,889	4,791,915	4,784,885
		<b>Minimum</b>							
		\$							
<b>(ii) Minimum payment</b>									
Gross rental value properties	Gross rental valuation	873	70	112,178	61,110	0	61,110	59,001	59,001
Unimproved value properties	Unimproved valuation	873	80	6,602,300	69,840	0	69,840	46,536	46,536
<b>Total minimum payments</b>			150	6,714,478	130,950	0	130,950	105,537	105,537
<b>Total general rates and minimum payments</b>			1,198	748,550,839	5,147,439	400	5,147,839	4,897,452	4,890,422
<b>(iv) Ex-gratia rates</b>									
CBH					2,219	0	2,219	2,046	2,219
					5,149,658	400	5,150,058	4,899,498	4,892,641
Rates written-off					(100)	0	(100)	(13,259)	(100)
<b>Total rates</b>					5,149,558	400	5,149,958	4,886,239	4,892,541

The Shire did not raise specified area rates for the year ended 30th June 2025.

All rateable properties within the district used predominately for non-rural purposes are rated according to their Gross Rental Valuation (GRV), all other properties are rated according to their Unimproved Valuation (UV)

The general rates detailed for the 2024/25 financial year have been determined by Council on the basis of raising the revenue required to meet the estimated deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than general rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

SHIRE OF KOJONUP  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2025

2. RATES AND SERVICE CHARGES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

- Option 1 (Full Payment)  
 3/10/2024
- Option 2 (Two Instalments)  
 3/10/2024  
 4/02/2025
- Option 3 (Four Instalments)  
 3/10/2024  
 3/12/2024  
 4/02/2025  
 5/04/2025

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
<b>Option one</b>				
Single full payment	6/10/2023	0	0.0%	11.0%
<b>Option two</b>				
First instalment	6/10/2023	0	0.0%	11.0%
Second instalment	4/02/2025	9	5.5%	11.0%
<b>Option three</b>				
First instalment	6/10/2023	0	0.0%	11.0%
Second instalment	3/12/2024	9	5.5%	11.0%
Third instalment	4/02/2025	9	5.5%	11.0%
Fourth instalment	5/04/2025	9	5.5%	11.0%
		<b>2024/25 Budget revenue</b>	<b>2023/24 Actual revenue</b>	<b>2023/24 Budget revenue</b>
		\$	\$	\$
Instalment plan admin charge revenue		4,000	4,293	3,500
Instalment plan interest earned		12,000	12,399	10,000
Unpaid rates and service charge interest earned		30,000	39,902	23,000
		46,000	56,594	36,500

2. RATES AND SERVICE CHARGES (CONTINUED)

(c) Service Charges

The Shire did not raise service charges for the year ended 30th June 2025.

(d) Waivers or concessions

Rate, fee or charge to which the waiver or concession is granted	Type	Waiver/ Concession	Discount %	Discount (\$)	2024/25 Budget	2023/24 Actual	2023/24 Budget	Circumstances in which the waiver or concession is granted	Objects and reasons of the waiver or concession
General rates	Rate	Waiver			\$ 100	\$ 13,259	\$ 100	Specific Council decision partial waiving of rates equivalent to minimum rate of two vacant lots.	Lot 2 and 3 Spring St, Kojonup - Community Medical Centre.
					100	13,259	100		

**SHIRE OF KOJONUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**3. NET CURRENT ASSETS**

**(a) Composition of estimated net current assets**

**Current assets**

Cash and cash equivalents  
Receivables  
Contract assets  
Inventories

**Less: current liabilities**

Trade and other payables  
Capital grant/contribution liability  
Long term borrowings  
Employee provisions

**Net current assets**

**Less: Total adjustments to net current assets**

**Net current assets used in the Statement of Financial Activity**

**(b) Current assets and liabilities excluded from budgeted deficiency**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

**Adjustments to net current assets**

Less: Cash - reserve accounts  
Less: Current assets not expected to be received at end of year  
- Land held for resale  
- Provision for doubtful debts  
Add: Current liabilities not expected to be cleared at end of year  
- Current portion of borrowings  
- Springhaven bonds  
- Accrued loan interest  
- Current portion of employee benefit provisions

**Total adjustments to net current assets**

Note	2024/25 Budget 30 June 2025	2023/24 Actual 30 June 2024	2023/24 Budget 30 June 2024
	\$	\$	\$
4	5,190,980	7,513,476	3,171,542
	325,822	1,157,909	766,219
	0	12,760	0
	197,049	197,049	280,546
	5,713,851	8,881,194	4,218,307
	(4,260,321)	(4,204,432)	(2,884,752)
	0	(758,353)	0
7	(516,750)	(508,766)	(508,767)
	(830,164)	(830,164)	(786,159)
	(5,607,235)	(6,301,715)	(4,179,678)
	106,616	2,579,479	38,629
3(b)	(106,616)	40,355	(38,169)
	0	2,619,834	460
8	(4,997,694)	(4,840,739)	(3,037,229)
	(195,597)	(195,597)	(269,861)
	3,142	1,142	3,142
	516,750	508,766	508,767
	3,695,000	3,695,000	1,945,000
	41,620	41,620	25,851
	830,163	830,163	786,161
	(106,616)	40,355	(38,169)

**SHIRE OF KOJONUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**3. NET CURRENT ASSETS**

**EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)**

**Items excluded from calculation of budgeted deficiency**

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

**(c) Non-cash amounts excluded from operating activities**

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

**Adjustments to operating activities**

Less: Profit on asset disposals

Add: Depreciation

Movement in current contract liabilities associated with restricted cash

Movement in doubtful debts

Movement in accrued interest on loans

Movement in current employee provisions associated with restricted cash

Non-cash movements in non-current assets and liabilities:

- Employee provisions

**Non cash amounts excluded from operating activities**

Note	2024/25 Budget 30 June 2025	2023/24 Actual 30 June 2024	2023/24 Budget 30 June 2024
	\$	\$	\$
5	0	(49,500)	0
6	4,637,570	4,737,053	4,497,915
	0	1,750,000	0
	2,000	0	2,000
	0	15,768	0
	0	44,003	0
	0	7,362	0
	4,639,570	6,504,686	4,499,915

### 3. NET CURRENT ASSETS

#### (d) MATERIAL ACCOUNTING POLICIES

##### CURRENT AND NON-CURRENT CLASSIFICATION

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

##### TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

##### PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

##### INVENTORIES

###### General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

##### SUPERANNUATION

The Shire contributes to a number of superannuation funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

##### LAND HELD FOR RESALE

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Shire's intentions to release for sale.

##### GOODS AND SERVICES TAX (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

##### CONTRACT LIABILITIES

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

##### TRADE AND OTHER RECEIVABLES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

##### PROVISIONS

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

##### EMPLOYEE BENEFITS

###### Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the determination of the net current asset position.

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

###### Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

##### CONTRACT ASSETS

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.



**SHIRE OF KOJONUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**4. RECONCILIATION OF CASH**

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	<b>Note</b>	<b>2024/25 Budget</b>	<b>2023/24 Actual</b>	<b>2023/24 Budget</b>
Cash at bank and on hand		\$ 5,190,980	\$ 7,513,476	\$ 3,171,542
<b>Total cash and cash equivalents</b>		5,190,980	7,513,476	3,171,542
Held as				
- Unrestricted cash and cash equivalents		36,120	1,757,218	84,313
- Restricted cash and cash equivalents		5,154,860	5,756,258	3,087,229
	3(a)	5,190,980	7,513,476	3,171,542
<b>Restrictions</b>				
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
- Cash and cash equivalents		5,154,860	5,756,258	3,087,229
		5,154,860	5,756,258	3,087,229
The assets are restricted as a result of the specified purposes associated with the liabilities below:				
Reserve accounts	8	4,997,694	4,840,739	3,037,229
Unspent borrowings	7(c)	157,166	157,166	50,000
Unspent capital grants, subsidies and contribution liabilities		0	758,353	0
		5,154,860	5,756,258	3,087,229
<b>Reconciliation of net cash provided by operating activities to net result</b>				
<b>Net result</b>		(1,515,617)	22,201	(1,342,150)
Depreciation	6	4,637,570	4,737,053	4,497,915
(Profit)/loss on sale of asset	5	0	(49,500)	0
(Increase)/decrease in receivables		832,087	1,150,042	1,136,000
(Increase)/decrease in contract assets		12,760	0	0
(Increase)/decrease in inventories		0	14,426	0
Increase/(decrease) in payables		55,889	1,615,726	0
Increase/(decrease) in unspent capital grants		(758,353)	(61,193)	(819,547)
Increase/(decrease) in employee provisions		0	51,365	0
Capital grants, subsidies and contributions		(2,624,528)	(2,942,209)	(3,063,070)
<b>Net cash from operating activities</b>		639,808	4,537,911	409,148

**MATERIAL ACCOUNTING POLICES**

**CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 3 - Net Current Assets.

**FINANCIAL ASSETS AT AMORTISED COST**

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

5. PROPERTY, PLANT AND EQUIPMENT

The following assets are budgeted to be acquired and/or disposed of during the year.

	2024/25 Budget					2023/24 Actual					2023/24 Budget				
	Additions	Disposals -	Disposals -	Disposals -	Disposals -	Additions	Disposals -	Disposals -	Disposals -	Disposals -	Additions	Disposals -	Disposals -	Disposals -	Disposals -
		Net Book	Sale				Net Book	Sale				Net Book	Sale		
		Value	Proceeds	Profit	Loss		Value	Proceeds	Profit	Loss		Value	Proceeds	Profit	Loss
	\$	\$	\$	\$	\$		\$	\$	\$	\$		\$	\$	\$	\$
(a) Property, Plant and Equipment															
Land - freehold land	0	(80,000)	80,000	0	0	0	0	0	0	0	0	0	0	0	0
Buildings - non-specialised	130,000	0	0	0	0	206,785	0	0	0	0	230,000	0	0	0	0
Buildings - specialised	475,762	0	0	0	0	540,675	0	0	0	0	944,696	0	0	0	0
Furniture and equipment	450,000	0	0	0	0	1,376	0	0	0	0	370,000	0	0	0	0
Plant and equipment	292,490	(55,000)	55,000	0	0	148,594	0	49,500	49,500	0	0	0	0	0	0
Total	1,348,252	(135,000)	135,000	0	0	897,430	0	49,500	49,500	0	1,544,696	0	0	0	0
(b) Infrastructure															
Infrastructure - roads	3,261,044	0	0	0	0	3,802,734	0	0	0	0	3,027,500	0	0	0	0
Infrastructure - footpaths	35,000	0	0	0	0	298,901	0	0	0	0	250,000	0	0	0	0
Infrastructure - parks and ovals	106,520	0	0	0	0	70,030	0	0	0	0	168,000	0	0	0	0
Other infrastructure	462,250	0	0	0	0	472,435	0	0	0	0	1,072,421	0	0	0	0
Total	3,864,814	0	0	0	0	4,644,100	0	0	0	0	4,517,921	0	0	0	0
(c) Land held for resale															
Development costs	0	0	0	0	0	44,597	0	0	0	0	100,000	0	0	0	0
	0	0	0	0	0	44,597	0	0	0	0	100,000	0	0	0	0
Total	5,213,066	(135,000)	135,000	0	0	5,586,127	0	49,500	49,500	0	6,162,617	0	0	0	0

MATERIAL ACCOUNTING POLICIES

RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

GAINS AND LOSSES ON DISPOSAL

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

**SHIRE OF KOJONUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**6. DEPRECIATION**

**By Class**

Buildings - non-specialised
Buildings - specialised
Furniture and equipment
Plant and equipment
Tools
Infrastructure - roads
Infrastructure - footpaths
Infrastructure - drainage
Infrastructure - parks and ovals
Infrastructure kerbing
Bridges
Other infrastructure

**By Program**

Governance
Law, order, public safety
Health
Education and welfare
Housing
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

2024/25 Budget	2023/24 Actual	2023/24 Budget
\$	\$	\$
207,815	212,273	213,264
390,744	399,126	400,989
33,808	34,533	19,534
485,643	496,061	371,897
780	797	824
2,330,932	2,380,935	2,312,800
57,558	58,792	57,110
473,704	483,866	470,019
99,628	101,765	98,853
188,993	193,047	187,523
107,392	109,696	106,557
260,573	266,162	258,545
4,637,570	4,737,053	4,497,915
124,362	114,000	89,000
41,700	36,343	41,700
17,875	16,835	20,065
21,190	17,659	21,190
141,162	254,909	265,520
43,273	39,668	40,685
509,453	467,000	478,140
3,571,800	3,274,150	3,376,665
148,655	136,263	146,850
18,100	380,226	18,100
4,637,570	4,737,053	4,497,915

**MATERIAL ACCOUNTING POLICIES**

**DEPRECIATION**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings - non-specialised	30 to 50 years
Buildings - specialised	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Tools	4 to 10 years
Infrastructure - roads	12 to 50 years
Infrastructure - footpaths	20 to 50 years
Infrastructure - drainage	20 to 50 years
Infrastructure - parks and ovals	20 to 100 years
Infrastructure kerbing	12 to 50 years
Bridges	20 to 50 years
Other infrastructure	20 to 100 years

**AMORTISATION**

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

SHIRE OF KOJONUP  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2025

7. BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget Principal	2024/25 Budget New Loans	2024/25 Budget Principal Repayments	Budget Principal outstanding	2024/25 Budget Interest Repayments	Actual Principal	2023/24 Actual New Loans	2023/24 Actual Principal Repayments	Actual Principal outstanding	2023/24 Actual Interest Repayments	Budget Principal	2023/24 Budget New Loans	2023/24 Budget Principal Repayments	Budget Principal outstanding	2023/24 Budget Interest Repayments
				1 July 2024			30 June 2025		1 July 2023			30 June 2024		1 July 2023			30 June 2024	
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Sports Complex	134	WATC*	4.9%	180,685	0	(18,921)	161,764	(9,800)	198,705	0	(18,020)	180,685	(14,280)	198,705	0	(18,020)	180,685	(9,800)
Bagg St Unit	135	WATC*	3.1%	43,687	0	(10,428)	33,259	(1,262)	53,802	0	(10,115)	43,687	(1,567)	53,802	0	(10,115)	43,687	(1,575)
Sports Complex Wall	136	WATC*	2.0%	52,474	0	(10,083)	42,391	(1,192)	62,359	0	(9,885)	52,474	(1,175)	62,359	0	(9,885)	52,474	(1,192)
Medical Centre Donation	137	WATC*	1.7%	106,272	0	(8,850)	97,422	(1,800)	114,972	0	(8,700)	106,272	(1,902)	114,972	0	(8,700)	106,272	(1,952)
GROH Housing - GSHI	138	WATC*	1.4%	710,496	0	(114,210)	596,286	(9,821)	823,079	0	(112,583)	710,496	(10,907)	823,079	0	(112,583)	710,496	(11,449)
Aged Units - GSHI	139	WATC*	1.2%	10,244	0	(10,244)	0	(90)	20,369	0	(10,125)	10,244	(169)	20,369	0	(10,125)	10,244	(209)
Staff Housing - GSHI	140	WATC*	1.7%	736,315	0	(61,323)	674,992	(12,474)	796,591	0	(60,276)	736,315	(13,178)	796,591	0	(60,276)	736,315	(13,521)
Airstrip Lighting	141	WATC*	1.5%	116,421	0	(10,311)	106,110	(1,721)	126,578	0	(10,157)	116,421	(1,825)	126,578	0	(10,157)	116,421	(1,875)
Oval Lighting	142	WATC*	1.5%	182,335	0	(24,931)	157,404	(2,915)	206,908	0	(24,573)	182,335	(2,852)	206,908	0	(24,573)	182,335	(2,915)
Netball Courts & Roof	143	WATC*	2.9%	1,283,949	0	(55,342)	1,228,607	(38,108)	1,337,732	0	(53,783)	1,283,949	(37,607)	1,337,732	0	(53,783)	1,283,949	(38,108)
Staff Housing - GSHI	144	WATC*	1.9%	33,613	0	(10,996)	22,617	(578)	44,406	0	(10,793)	33,613	(715)	44,406	0	(10,793)	33,613	(780)
GROH Housing - GSHI	145	WATC*	1.9%	33,613	0	(10,996)	22,617	(578)	44,406	0	(10,793)	33,613	(715)	44,406	0	(10,793)	33,613	(780)
Harrison PI Toilets & Park	146	WATC*	3.9%	331,909	0	(36,078)	295,831	(12,652)	366,615	0	(34,706)	331,909	(13,939)	366,615	0	(34,706)	331,909	(14,025)
Land Development	147	WATC*	3.9%	320,357	0	(34,823)	285,534	(12,212)	353,855	0	(33,498)	320,357	(13,454)	353,855	0	(33,498)	320,357	(13,537)
Staff Housing Renovation	148	WATC*	4.5%	270,403	0	(15,731)	254,672	(11,960)	285,524	0	(15,121)	270,403	(6,295)	285,524	0	(15,049)	270,475	(12,643)
Communications Tower	150	WATC*	4.5%	383,960	0	(50,333)	333,627	(24,905)	400,000	0	(16,040)	383,960	(17,705)	400,000	0	(16,042)	383,958	(9,038)
Harrison PI Toilets & Park	149	WATC*	4.5%	191,979	0	(25,166)	166,813	(12,453)	200,000	0	(8,021)	191,979	(8,852)	200,000	0	(8,021)	191,979	(4,519)
				4,988,712	0	(508,766)	4,479,946	(154,521)	5,435,901	0	(447,189)	4,988,712	(147,137)	5,435,901	0	(447,119)	4,988,782	(137,918)

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.  
The self supporting loan(s) repayment will be fully reimbursed.

7. BORROWINGS

(b) New borrowings - 2024/25

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2025

(c) Unspent borrowings

Loan Details	Purpose of the loan	Year loan taken	Amount b/fwd.	Amount used 2024/25 Budget	New loans unspent at 30 June 2025	Amount as at 30 June 2025
			\$	\$	\$	\$
Loan 150	Communications Tower	2,023	157,166	0	0	157,166
			157,166	0	0	157,166

(d) Credit Facilities

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
<b>Undrawn borrowing facilities credit standby arrangements</b>			
Bank overdraft limit	200,000	200,000	200,000
Bank overdraft at balance date	0	0	0
Credit card limit	30,000	30,000	30,000
Credit card balance at balance date	0	0	0
<b>Total amount of credit unused</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>
<b>Loan facilities</b>			
Loan facilities in use at balance date	4,479,946	4,988,712	4,988,782

MATERIAL ACCOUNTING POLICIES

BORROWING COSTS

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF KOJONUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**8. RESERVE ACCOUNTS**

**(a) Reserve Accounts - Movement**

	2024/25 Budget				2023/24 Actual				2023/24 Budget			
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by council</b>												
(a) Leave reserve	290,394	34,634	0	325,028	247,421	42,973	0	290,394	245,886	30,908	0	276,794
(b) Plant reserve	263,841	2,387	0	266,228	251,346	12,495	0	263,841	252,079	2,611	0	254,690
(c) Springhaven lodge reserve	3,695,000	0	0	3,695,000	1,945,000	1,750,000	0	3,695,000	1,945,000	0	0	1,945,000
(d) Low income housing reserve	88,963	3,020	0	91,983	84,750	4,213	0	88,963	84,224	83	0	84,307
(e) Sporting facility reserve	66,819	2,270	0	69,089	63,655	3,164	0	66,819	63,260	63	0	63,323
(f) Landfill waste management reserve	85,302	2,897	0	88,199	81,262	4,040	0	85,302	80,758	80	0	80,838
(g) Kodja place tourist precinct reserve	18	0	(18)	0	17	1	0	18	17	0	0	17
(h) Trails network construction reserve	2	0	(2)	0	2	0	0	2	2	0	0	2
(i) Sporting complex building upgrade & renewal reserve	1,193	41	(1,234)	0	1,136	57	0	1,193	1,129	0	0	1,129
(j) Community grants reserve	10,386	355	0	10,741	9,894	492	0	10,386	9,832	10	0	9,842
(k) Independent living units reserve	168,552	5,725	0	174,277	160,569	7,983	0	168,552	159,573	158	0	159,731
(l) Natural resource management reserve	103,826	3,525	0	107,351	98,909	4,917	0	103,826	98,295	97	0	98,392
(m) Kodja place building upgrade & renewal reserve	18,769	655	0	19,424	17,880	889	0	18,769	17,769	18	0	17,787
(n) Swimming pool reserve	43,126	1,464	(44,590)	0	41,083	2,043	0	43,126	40,829	40	0	40,869
(o) Netball court resurface reserve	4,548	0	(4,548)	0	1,013	3,535	0	4,548	1,007	3,501	0	4,508
(p) Asset Acquisition and Replacement Reserve	0	100,000	0	100,000	0	0	0	0	0	0	0	0
(q) Sports Complex Building, Plant & Equipment Upgrade and Renewal Reserve	0	50,374	0	50,374	0	0	0	0	0	0	0	0
	4,840,739	207,347	(50,392)	4,997,694	3,003,937	1,836,802	0	4,840,739	2,999,660	37,569	0	3,037,229

**(b) Reserve Accounts - Purposes**

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Leave reserve	Ongoing	To be used to fund annual and long service leave requirements.
(b) Plant reserve	Ongoing	To smooth funding allocations over financial years for the purchase of major plant items.
(c) Springhaven lodge reserve	30/06/2025	To cash back refundable bonds paid by residents of the facility.
(d) Low income housing reserve	Ongoing	To be used for major maintenance of Jean Sullivan Units. All operating profit is to be transferred to this reserve in accordance with the joint venture agreement.
(e) Sporting facility reserve	Ongoing	To fund Council contribution to CSRFF Funding grants or to fund construction or renewal of Shire sporting facilities.
(f) Landfill waste management reserve	Ongoing	To be used for future upkeep, maintenance, expansion, post closure activities and or reclamation of the Shire's waste management facilities.
(g) Kodja place tourist precinct reserve	30/06/2025	To be used for funding projects after considering advice from 'Storyplace/Gallery Work Group'.
(h) Trails network construction reserve	Ongoing	To be used to construct recreational trails within the Shire of Kojonup in accordance with the Great Southern Master Trails Plan and the Shire of Kojonup Trails Plan.
(i) Sporting complex building upgrade & renewal reserve	Ongoing	To be used for major upgrade and renewal of the Sporting Complex Building.
(j) Community grants reserve	Ongoing	To finance community grant scheme rounds and to financially manage larger community grants that may extend over more than one financial year.
(k) Independent living units reserve	Ongoing	To transfer operating profits from Loton Close units to this reserve to fund major maintenance and future asset replacement.
(l) Natural resource management reserve	Ongoing	For the Shire of Kojonup to progress the following projects:- 1. Bridal Creeper and tagasaste Eradication program. 2. Managing water resources including water harvesting and re-use opportunities in the Shire for the use in Kojonup parks and reserves during summer. 3. Undertake weed management and planting of native trees and shrubs in conjunction with Schools, Kojonup Aboriginal Corporation and community groups within identified Reserves such as: a) Myrtle Benn, Farrar and Quin Quin; b) Showground's area; and c) Blackwood Road arboretum to improve bio-diversity, fauna habitat and natural resource management outcomes.
(m) Kodja place building upgrade & renewal reserve	Ongoing	To be used for building upgrades and renewals to Kodja Place.
(n) Swimming pool reserve	Ongoing	To fund major refurbishment and/or asset replacement of the Kevin O'Halloran Memorial Swimming Pool.
(o) Netball court resurface reserve	Ongoing	To be used for the future replacement of the netball court playing surfaces.
(p) Asset Acquisition and Replacement Reserve	Ongoing	To be used to fund the acquisition, replacement, renewal and upgrade of the Council assets.
(q) Sports Complex Building, Plant & Equipment Upgrade and Renewal Reserve	Ongoing	To be used to fund the replacement, renewal and upgrade of the sports complex building and associated plant and equipment.

**SHIRE OF KOJONUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**9. OTHER INFORMATION**

**The net result includes as revenues**

**(a) Interest earnings**

Investments	48,040	104,493	49,500
Other interest revenue	42,000	52,301	33,000
	90,040	156,794	82,500

**The net result includes as expenses**

**(b) Auditors remuneration**

Audit services	48,500	46,409	41,000
	48,500	46,409	41,000

**(c) Interest expenses (finance costs)**

Borrowings (refer Note 7(a))	154,521	147,137	137,918
	154,521	147,137	137,918

**(d) Write offs**

General rate	100	13,259	100
	100	13,259	100

**SHIRE OF KOJONUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**10. ELECTED MEMBERS REMUNERATION**

	<b>2024/25 Budget</b>	<b>2023/24 Actual</b>	<b>2023/24 Budget</b>
	\$	\$	\$
<b>Elected member 1</b>			
President's allowance	30,400	15,200	0
Meeting attendance fees	22,256	13,845	21,400
Annual allowance for ICT expenses	3,000	750	0
	55,656	29,795	21,400
<b>Elected member 2</b>			
Deputy President's allowance	7,600	5,700	7,600
Meeting attendance fees	11,128	12,582	12,228
Annual allowance for ICT expenses	3,000	3,000	0
Travel and accommodation expenses	170	174	0
	21,898	21,456	19,828
<b>Elected member 3</b>			
President's allowance	0	7,600	30,400
Meeting attendance fees	11,128	15,728	12,228
Annual allowance for ICT expenses	3,000	3,000	0
Travel and accommodation expenses	30	22	0
	14,158	26,350	42,628
<b>Elected member 4</b>			
Deputy President's allowance	0	3,676	0
Meeting attendance fees	11,128	14,787	12,228
Annual allowance for ICT expenses	3,000	3,750	0
Travel and accommodation expenses	280	272	700
	14,408	22,485	12,928
<b>Elected member 5</b>			
Meeting attendance fees	11,128	12,582	12,229
Annual allowance for ICT expenses	3,000	3,000	0
	14,128	15,582	12,229
<b>Elected member 6</b>			
Meeting attendance fees	11,128	8,684	12,229
Annual allowance for ICT expenses	3,000	2,071	0
Travel and accommodation expenses	220	219	0
	14,348	10,974	12,229
<b>Elected member 7</b>			
Meeting attendance fees	11,128	8,684	12,229
Annual allowance for ICT expenses	3,000	2,071	0
	14,128	10,755	12,229
<b>Elected member 8</b>			
Meeting attendance fees	11,128	3,146	12,229
Annual allowance for ICT expenses	0	750	0
	11,128	3,896	12,229
<b>Elected member 9</b>			
Meeting attendance fees	0	6,291	0
Annual allowance for ICT expenses	0	1,500	0
	0	7,791	0
<b>Elected member 10</b>			
Meeting attendance fees	0	3,863	0
Annual allowance for ICT expenses	0	921	0
Travel and accommodation expenses	0	70	0
	0	4,854	0
<b>Total Elected Member Remuneration</b>	<b>159,852</b>	<b>153,938</b>	<b>145,700</b>
President's allowance	30,400	22,800	0
Deputy President's allowance	7,600	9,376	7,600
Meeting attendance fees	100,152	100,192	107,000
Annual allowance for ICT expenses	21,000	20,813	0
Travel and accommodation expenses	700	757	700
	159,852	153,938	115,300



**SHIRE OF KOJONUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**11. REVENUE AND EXPENDITURE**

**(a) Revenue and Expenditure Classification**

**REVENUES**

**RATES**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum payment, interim rates, back rates, ex-gratia rates, less discounts offered.

Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

**GRANTS, SUBSIDIES AND CONTRIBUTIONS**

All amounts received as grants, subsidies and contributions that are not capital grants.

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

**FEES AND CHARGES**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**SERVICE CHARGES**

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies the charges which can be raised. These are television and radio broadcasting, underground electricity and neighbourhood surveillance services and water.

Exclude rubbish removal charges which should not be classified as a service charge. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**INTEREST REVENUE**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**OTHER REVENUE / INCOME**

Other revenue, which cannot be classified under the above headings, includes dividends, discounts, rebates etc.

**PROFIT ON ASSET DISPOSAL**

Gain on the disposal of assets including gains on the disposal of long-term investments.

**EXPENSES**

**EMPLOYEE COSTS**

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Note AASB 119 *Employee Benefits* provides a definition of employee benefits which should be considered.

**MATERIALS AND CONTRACTS**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses (such as telephone and internet charges), advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc.

Local governments may wish to disclose more detail such as contract services, consultancy, information technology and rental or lease expenditures.

**UTILITIES (GAS, ELECTRICITY, WATER)**

Expenditures made to the respective agencies for the provision of power, gas or water.

Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**INSURANCE**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation and amortisation expenses raised on all classes of assets.

**FINANCE COSTS**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**OTHER EXPENDITURE**

Statutory fees, taxes, provision for bad debts, member's fees or levies including DFES levy and State taxes. Donations and subsidies made to community groups.

## 11. REVENUE AND EXPENDITURE

### (b) Revenue Recognition

Recognition of revenue from contracts with customers is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of Revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Fees and charges	Building, cemetery services, library fees, property hire, private works, planning, development, animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Adopted by Council annually or Set by State legislation or limited by legislation to the cost of provision	Applied fully based on timing of provision/entry, or based on timing of issue of the associated rights	Not applicable	Output method based on provision of service or completion of works, or on payment and issue of the licence, registration or approval
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims and reimbursable expenses	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed or when expense is incurred

**SHIRE OF KOJONUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**12. PROGRAM INFORMATION**

**Key Terms and Definitions - Reporting Programs**

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

**OBJECTIVE**

**ACTIVITIES**

**Governance**

To provide a decision making process for the efficient allocation of scarce resources.

Includes the activities of members of council and the administrative support available to the council for the provision of governance for the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

**General purpose funding**

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

**Law, order, public safety**

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

**Health**

To provide an operational framework for environmental and community health.

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

**Education and welfare**

To provide services to disadvantaged persons, the elderly, children and youth.

Maintenance of pre-school facilities.

**Housing**

To provide and maintain staff and elderly residents housing.

Provision and maintenance of staff housing and Springhaven Lodge.

**Community amenities**

To provide services required by the community.

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

**Recreation and culture**

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

Maintenance of public halls, civic centres, swimming pool, recreation centre and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

**Transport**

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of roads, streets, footpaths, depots, cycleways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting, etc.

**Economic services**

To help promote the shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of The Kodja Place. Provision of rural services including weed control, vermin control and standpipes, building control.

**Other property and services**

To monitor and control council's overheads operating accounts.

Private works operation, plant repair and operation costs and engineering operation costs.

**SHIRE OF KOJONUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**13. FEES AND CHARGES**

	<b>2024/25 Budget</b>	<b>2023/24 Actual</b>	<b>2023/24 Budget</b>
	\$	\$	\$
<b>By Program:</b>			
Governance	20	60	20
General purpose funding	8,000	8,966	7,000
Law, order, public safety	24,400	33,935	30,450
Health	1,400	3,258	3,600
Education and welfare	2,496	2,502	2,750
Housing	525,824	982,699	943,920
Community amenities	302,134	309,796	293,945
Recreation and culture	36,640	31,545	34,200
Transport	0	0	0
Economic services	127,790	139,748	134,500
Other property and services	10,484	52,958	10,000
	<b>1,039,188</b>	<b>1,565,467</b>	<b>1,460,385</b>

The subsequent pages detail the fees and charges proposed to be imposed by the local government.

SHIRE OF KOJONUP



## Audit & Risk Committee

### Minutes

7 August 2024

## **TERMS OF REFERENCE**

### **AUDIT & RISK COMMITTEE**

Established under Section 7.1 of the *Local Government Act 1995 (Act)* - every local government must have an Audit and Risk Committee (ARC).

#### **Terms of Reference**

ARC is responsible for assisting and independently advising Council in recommending appropriate actions and controls with regards to audit, risk oversight, governance, finances and systems of internal control.

Its role is to provide oversight related to significant risk exposures and control issues, including fraud risks, governance issues and other matters as necessary or requested by the CEO or Council. This is to ensure the Shire's activities are fully compliant with legislation, regulations, accounting and reporting Standards and that the Shire is executing its responsibility to the community in efficiently utilising their assets.

The ARC is not responsible for the executive management of these functions. The ARC will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

#### **Duties and Responsibilities:**

Members of the ARC are expected to observe the legal and regulatory obligations of the Local Government.

Committee members must not use or disclose information obtained through the ARC except in meeting the ARC's responsibilities, or unless expressly agreed by the President of the Shire.

Committee Members must adhere to the Code of Conduct for Council Members, Committee Members and Candidates and demonstrate behaviour which reflects the Shire's desired culture.

#### **ARC Members are expected to:**

1. act in the best interests of the Shire as a whole;
2. apply good analytical skills, objectivity and good judgement;
3. express opinions constructively and openly, raise issues that relate to the ARC's responsibilities and pursue lines of enquiry in relation to the "Risk Controls" the Shire has in place;
4. contribute the time required to meet their responsibilities; and
5. exercise due care, diligence and skill when performing their duties.

#### **Member Duties/Responsibilities:**

- Oversee the Shire's risk management, through:
  - a) Biennial review of the Shire's Risk Management Policy;
  - b) Recommending and reviewing the Shire's Risk Appetite Statement in order to recommend the organisation's Risk Tolerance to the Council;
  - c) Reviewing reports on the movement of the Shire's current strategic risks, and the emergence of new strategic risks;
  - d) Overseeing strategic risks which sit outside of the Shire's Risk Appetite ; and
  - e) Monitor and receive reports concerning the development, implementation and on-going management of the Shire's Risk Management Plan and the effectiveness of its Risk Management Framework;
- Overseeing the Shire's processes for managing fraud and corruption, by:
  - a) Performing oversight responsibilities and advising Council;

- b) Enquiring with the CEO and the Office of the Auditor General (OAG) about whether they are aware of any actual, suspected, or alleged fraud or corruption affecting the Shire; and
- c) Reviewing summary reports from the CEO on communication from external parties including regulators that indicate problems in the internal control system or inappropriate management actions.
- Overseeing the Shire's financial management and legislative compliance, by:
  - a) Reviewing the Shire's annual Compliance Audit Return and reporting the results of that review to Council, in accordance with the Local Government (Audit) Regulations 1996;
  - b) Receiving and reviewing reports from the CEO regarding the appropriateness and effectiveness of the Shire's legislative compliance and ensuring any non-compliances are rectified on a timely basis;
  - c) Considering and recommending adoption of the annual financial report to Council;
  - d) Receive and review the biannual reports from the Chief Executive Officer (CEO) regarding the appropriateness and effectiveness of the Shire's risk management, internal controls and legislative compliance and make recommendations to Council; and
  - e) Consider and recommend adoption of the Annual Financial Report to the Council;
- Overseeing the internal audit function, by:
  - a) Assessing and making a recommendation to Council on an Internal Audit Plan to ensure that it comprehensively covers material business risks that may threaten the achievement of strategic objectives and which identifies key risks and control mechanisms;
  - b) Reviewing the quality and timeliness of internal audit reports;
  - c) Monitoring the implementation of internal audit recommendations; and
  - d) Considering the implications of internal audit findings on the organisation, its risks, and controls.
- Fulfilling responsibilities pertaining to external audit, by:
  - a) Reviewing reports from the OAG, including auditor's reports, closing reports and management letters;
  - b) Reviewing management's response to OAG findings and recommendations;
  - c) Monitoring the implementation of recommendations from external audits;
  - d) Reviewing results of relevant OAG audit reports and better practice publications for guidance on good practices, including any assessment by the CEO; and
  - e) Examine the reports of the auditor after receiving a report from the CEO on the matters and:
    - a. determine if any matters raised require action to be taken by the Shire; and
    - b. ensure that appropriate action is taken in respect of those matters.

Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council.

### **Membership**

Four (4) Councillors; and  
Two (2) Community Members

### **Supporting Team Members**

Manager Financial & Corporate Services  
Governance & Rates Officer  
Chief Executive Officer or delegated nominee

### **Meetings**

Quarterly for ordinary meetings and as required related to audit functions.

**Open to Public:** No

**Voting:** Voting is in accordance with Section 5.21 of the *Act*.

**Confidentiality:** All Committee members will be required to adhere to the Shire's confidentiality requirements as per the Code of Conduct for Council Members, Committee Members and Candidates.

**Conduct of Meetings:** ARC Meetings will be held in accordance with the *Act*, subsidiary legislation, and the Shire's Standing Orders.

### **Committee Sitting Fees and Reimbursements**

The Shire is prohibited under Section 5.98-5.99 of the *Act*, and Regulation 30 of the Local Government (Administration) Regulations 1996, to pay a council member a fee for attending the ARC.

Currently, the Shire is prohibited from remunerating independent committee members; however, reimbursement of approved expenses for independent members may be paid to each independent external member in accordance with Section 5.100 of the *Act*.

The rules regarding remuneration for independent committee members are currently under review as part of the Local Government Reforms (2023). These guidelines are subject to any legislation changes.



**MINUTES OF AN AUDIT AND RISK COMMITTEE MEETING**  
**HELD ON 7 AUGUST 2024**

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## MINUTES

### 1 DECLARATION OF OPENING

The Chairman will declare the meeting open at 9.01am and alert the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

### 2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

#### MEMBERS

Cr Roger Bilney	Member (Chairperson)
Cr Kerry Mickle	Member
Jill Mathwin	Community Member

#### STAFF (OBSERVERS)

Grant Thompson	Chief Executive Officer
Tonya Pearce	Rates & Governance Officer
Dwayne Lottering	Property Services and Natural Resource Manager

#### APOLOGIES

Cr Paul Webb	Member
Cr Mick Mathwin	Member
Cathrine Ivey	Community Member

### 3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

### 4 CONFIRMATION OF MINUTES

Audit & Risk Committee Meeting held 7 May 2024 (Attachment 4.1)

#### OFFICER RECOMMENDATION/COMMITTEE DECISION

9AR Moved J Mathwin

Seconded Cr Mickle

That the minutes of the Audit & Risk Committee Meeting held on 7 May 2024 be confirmed as a true and accurate record.

CARRIED 3/0

For: Cr Bilney, Cr Mickle, J Mathwin

### 5 BUSINESS ARISING

Nil

### 6 DECLARATIONS OF INTEREST

Nil

## **7 SENIOR MANAGEMENT TEAM DISCUSSION**

In accordance with the Financial Management Review adopted in February 2019, one senior manager will attend the Audit & Risk Committee on a rotational basis to discuss the following:

- Update on Manager's areas of responsibility and current projects/issues;
- Questions on Notice from the Audit and Risk Committee;
- Management's own recommendations for improvement in key areas.

Dwayne Lottering introduced himself and briefed the Committee on his role as the Property Services and Natural Resource Manager.

*Dwayne Lottering Left the meeting at 9.20am*

## **8 COMMITTEE TIMETABLE**

As a guide and subject to availability, each Audit & Risk Committee agenda will contain the following (list to be expanded at the suggestion of members):

### **1st Quarter (January – March)**

- Committee Status Report
- Compliance Audit Return
- Summary of Risk Management
- Volunteer Management
- Leave Provision Adequacy

### **2nd Quarter (April – June)**

- Committee Status Report
- Summary of Risk Management
- Business Continuity Plan Review

### **3<sup>rd</sup> Quarter (July – September)**

- Committee Status Report
- Interim Audit Report
- Summary of Risk Management
- Insurance Overview

### **4<sup>th</sup> Quarter (October – December)**

- Committee Status Report
- Audit Report & Management Letter
- Annual Financial Report
- Annual Report
- Financial Management Review (each 3 years – 2021, 2024...)
- Risk, Legal Compliance & Internal Controls review (each 3 years – 2021, 2024...)
- Summary of Risk Management

The above list will remain at the commencement of each Committee agenda to act as a timetable and enable members to add to the items to be considered.

9 COMMITTEE STATUS REPORT

Date	Item Number & Title	Issue	Response	Status
2 November 2022	10.1 – Risk Management Update	Risk Management Framework, Risk Register and Key Organisational Risks Review.	To progress by September 2023	To be commenced
2 November 2022	11.2 – Financial Management Review	The recommendations and observations raised within the Report be reported back to the Audit and Risk Committee for monitoring.	FMR adopted by Council, issues currently being addressed by Manager Financial & Corporate Services	Ongoing
5 September 2023	Information Request	Roger House - Netball Courts costing (1/2 grant funded) figures – CEO/MFCS	CEO Updated Council on the costs	Completed
5 September 2023	Information Request	Cr P Webb - List of vehicles containing trackers – CEO		Present Next Meeting
5 September 2023	13.1 - Information Request	CEO and MFCS to look into feasibility of reduction in insurance premiums if the Shire was to increase insurance excesses	Requested with Insurer, assessing impact, not a straight correlation. MFCS to update ARC at next meeting	Commenced, status verified verbally from LGIS
5 September 2023	Documentation	New Organisational Workforce Structure – CEO	To be forwarded to Committee members after announcement of same	Completed, Workforce Plan to Council
6 February 2024	10.1 – Risk Dashboard Report	Boscabel Hall	MRS – check if people camping in grounds, arrange Boscabel Hall playground check.	Not started.
6 February 2024	11.3 – Volunteers insurance	Volunteers insurance	CEO to research.	Pending

**10     SUMMARY OF RISK MANAGEMENT**

**10.1   RISK MANAGEMENT UPDATE**

Please refer to the following attachments:

- 10.1.1         Risk Dashboard Report – August 2024
- 10.1.2         Risk Actions Report – August 2024

**11     OFFICER REPORTS**

**12     CEO UPDATES**

- 12.1   Springhaven Major Transaction Update – Business Plan, Business Sale Agreement, Lease Agreements.
- 12.2   Netball Court Project Review Update – CEO presented findings.

**13     OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH AS RAISED BY MEMBERS**

**COMMITTEE RECOMMENDATION/DECISION**

Moved Cr Mickle                      Seconded J Mathwin

The Audit & Risk Committee recommend that the lessons learnt from the sports precinct project and the recommended improvements for new projects be presented to Council at the next briefing session.

CARRIED 3/0

For: Cr Bilney, Cr Mickle, J Mathwin

**14     NEXT MEETING**

The next meeting of the Audit and Risk Committee is scheduled to be held on 5 November 2024 at 9:00am.

**15     CLOSURE**

There being no further business to discuss, the Chairperson thanked members for their attendance and declared the meeting closed at 11.10am.

ATTACHMENTS (SEPARATE)

4.1 – Unconfirmed Audit & Risk Committee Minutes 7 May 2024

10.1.1 - Risk Dashboard Report – August 2024

10.1.2 - Risk Actions Report – August 2024

UNCONFIRMED



# Privacy Policy

August 2024

# Privacy Policy

The Shire of Kojonup is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the *Privacy Act 1988* (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

## What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect includes names, addresses, email addresses, phone and facsimile numbers.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone and facsimile, by email, via our website [www.kojonup.wa.gov.au](http://www.kojonup.wa.gov.au), from media and publications, from other publicly available sources, from cookies and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our service providers and internal marketing services. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

## Sensitive Information

Sensitive information is defined in the *Privacy Act* to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained



- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

## **Third Parties**

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In the latter case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

## **Disclosure of Personal Information**

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

## **Security of Personal Information**

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years or at the minimum time required by the State Records Office (SRO).

## **Access to your Personal Information**

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

The Shire of Kojonup will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information, we may require identification from you (this may be a driver's licence, birth certificate or passport; however, proof is not limited to these three pieces of identification) before releasing the requested information.

## **Maintaining the Quality of your Personal Information**

It is important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

## **Policy Updates**

This Policy may change from time to time and is available on our website.

## **Privacy Policy Complaints and Enquiries**

If you have any queries or complaints about our Privacy Policy, please contact us at:

93-95 Albany Highway, Kojonup, WA, 6395

PO Box 163 Kojonup, WA, 6395

[Council@kojonup.wa.gov.au](mailto:Council@kojonup.wa.gov.au)

9831 2400

- **KOJONUP NATURAL RESOURCE MANAGEMENT (NRM) ADVISORY COMMITTEE**

Established under *Section 5.8 of the Local Government Act 1995* to advise Council on NRM matters and projects related to improving the Natural Resource assets that the Shire owns or is custodian.

The NRM Trust Fund Reserve to be no less than \$20,000.00 at any one time. The reserve is to be used for either leveraging or directly funding projects and operating costs directly related to NRM.

Council allocates an agreed annual amount towards NRM projects as approved by and prioritised with the Kojonup NRM Advisory Committee. Meetings to be held at least half yearly with a quorum of 50% required.

The Committee is not responsible for the executive management of these functions. The Committee will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

**Terms of Reference**

The Committee is to recommend and advise Council on appropriate partnership arrangements to more effectively align NRM and Community values for Natural resource assets.

The Committee's role is to guide the Council on the areas where research will enhance the economic, environmental, cultural and social outcomes within the Shire.

**Aims and Objectives**

To work collaboratively with the community under the following five (5) main areas:

**1. Economy, Community and Environment**

Develop an NRM strategy for the Shire of Kojonup based on natural asset condition and management driven by the triple bottom line approach.

**2. Stewardship and Partnerships**

Undertake or ensure environmental planning, policies to protect and preserve environmental assets, reserves and ecology within Kojonup's natural and agricultural ecosystems.

**3. Collaboration and Capacity Building**

Actively participate and promote sustainable NRM including education, research and policy development programs, on ground projects, and funding opportunities.

**4. Innovation and Education**

Increase awareness of constraints in the climate and develop management actions for the Shire, primary producers and local businesses to create opportunities, particularly focussing on Drought Resilience and future water management.

**5. Leadership and Responsibility**

Advisory capacity to support the Council in implementing Best Management Practices (BMPs) for Shire activities to improve the environmental performance of the organisation.

**Specific Identified Projects**

- Develop and implement a sustainable Bridal Creeper and Tagasaste Eradication program.

- Assist Council to progress the sustainable management of water resources including water harvesting and re-use opportunities in the Shire.
- To improve biosecurity by managing floral and faunal pests.
- Coordinate weed management and planting of native trees and shrubs to improve bio diversity, fauna habitat and natural resource management outcomes in conjunction with Schools, the Kojonup Aboriginal Corporation and community groups within identified Reserves such as:

- a) Myrtle Benn, Farrar and Quin Quin;
- b) Showground's area; and
- c) Blackwood Road arboretum.

#### **Membership**

- Three (3) Community Representatives as endorsed by Council
- Two (2) Councillors

#### **Supporting Team Members**

- Supervisor Horticulture Tradesperson
- Project Manager & Community Services Officer
- Chief Executive Officer or delegated nominee and
- NRM Officer

#### **Meetings**

Meetings to be held biannually.