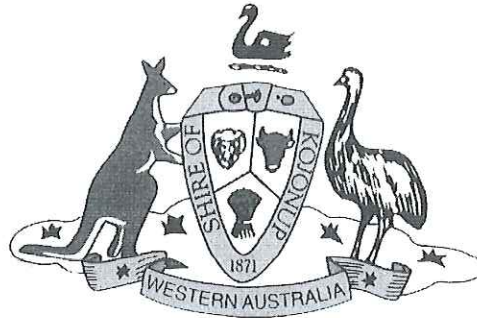


SHIRE OF KOJONUP



Council Agenda

19th May 2015

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is given that a meeting of the Council will be held in Council Chambers, Administration Building Albany Highway, Kojonup on Tuesday 19th May 2015 commencing at 3:00pm.

Qualified Persons Advice etc.

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.

Your attendance is respectfully requested.

A handwritten signature in blue ink, appearing to read 'Rick Mitchell-Collins', written over a horizontal dashed line.

RICK MITCHELL-COLLINS
CHIEF EXECUTIVE OFFICER

14 May 2015

SHIRE OF KOJONUP**AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 19th May 2015****TABLE OF CONTENTS**

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A G E N D A

1 **DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

The Shire President shall declare the meeting open and alert the meeting of the procedures for emergencies including evacuation, designated exits and muster points and draw the meetings 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.

2 **ATTENDANCE & APOLOGIES**

Cr Ronnie Fleay	Shire President
Cr Robert Sexton	Deputy Shire President
Cr Ian Pedler	
Cr Jane Trethowan	
Cr John Benn	
Cr Frank Pritchard	
Cr Ned Radford	
Cr Jill Mathwin	

Mr Rick Mitchell-Collins	Chief Executive Officer
Mr Anthony Middleton	Manager of Corporate Services
Mr Mort Wignall	Manager of Regulatory & Community Services
Mr Craig McVee	Manager of Works & Services
Mrs Susan Northover	Manager of Aged Care Services
Ms Zahra Shirazee	Manager – The Kodja Place Precinct
Miss Dominique Hodge	Personal Assistant to the CEO
Mr Robert Cowie	Administration/Regulatory Officer
Mrs Stephanie Waldron	Works Administration Officer
Ms Heather Sheppard	Senior Project Officer

APOLOGIES

3 **SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

4 **PUBLIC QUESTION TIME**

5 **PETITIONS, DEPUTATIONS & PRESENTATIONS**

6 **APPLICATIONS FOR LEAVE OF ABSENCE**

7 **CONFIRMATION OF MINUTES**

ORDINARY MEETING 21st April 2015

COUNCIL DECISION

/15 Moved Cr _____, seconded Cr _____ that the Minutes of the Ordinary Meeting of Council held on 21st April 2015 be confirmed as a true record.

CARRIED/LOST /

8 **ANNOUNCEMENTS** by the Presiding Member without discussion

9 DECLARATIONS OF INTEREST

10 CORPORATE SERVICES REPORTS**10.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY – MARCH 2015**

AUTHOR: Anthony Middleton – Manager of Corporate Services
DATE: Friday, 8 May 2015
FILE NO: FM.FNR.2
ATTACHMENT: 10.1 Monthly Statement of Financial Activity – March 2015

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the period ending 31 March 2015.

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 Statement of Financial Activity for the period 1 July 2014 to 31 March 2015 represents nine (9) months, or 75% of the year. The following items are worthy of noting:

- Surplus position of \$397,637;
- Operating results:
 - 68% of budgeted operating revenue has been received (approximately \$686,000 behind year-to-date estimates); and
 - 69% of budgeted operating expenditure has been spent (approximately 444,000 saving on year-to-date estimates);
- 6.6% of total rates collectable are outstanding (this figure includes previous years arrears but excludes deferred rates) (refer to page 17);
- Cash holdings of \$4.08m of which \$3.59m is held in cash backed reserve accounts; and
- Page 7 & 8 of the statements detail major variations from year to date (amended) budgets in accordance with Council Policy 2.1.6.

CONSULTATION

Nil.

STATUTORY REQUIREMENTS

Financial Management Regulation 34 sets out the basic information which must be included in the monthly reports to Council.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

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

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013-2023 Focus Area 1 - Being Well Governed

Corporate Business Plan 2013-2017

Strategy 1.1.2 Maintain a structured forward planning process in accordance with legislation and community aspirations

Strategy 1.1.4 Maintain robust systems and controls

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the monthly financial statements for the period 1 July 2014 to 31 March 2015, as attached, be noted.

COUNCIL DECISION

/15 Moved Cr

, seconded Cr

CARRIED/LOST

/

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Brodie Potter – Finance Officer
DATE: Friday, 8 May 2015
FILE NO: FM.AUT.1
ATTACHMENT: 10.2 Monthly Payment Listing 01/04/2015 – 30/04/2015

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the period 1st April 2015 – 30th April 2015.

BACKGROUND

Not applicable.

COMMENT

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

In accordance with the previous briefing session any comments or queries regarding the list of payments is to be directed to the Manager of Corporate Services via email prior to the meeting.

CONSULTATION

No consultation was required.

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 2.5 provides authorisations and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments 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 IMPLICATIONS

There are no asset management implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments made under delegated authority from 1/04/2015 to 30/04/2015 comprising of Municipal Cheques 13364 - 13419, EFT's 13782 to 13986 and Direct Debits 17352.1 – 17472.1 totalling \$1,130,572.27 and as attached to this agenda, be received.

COUNCIL DECISION

/15 Moved Cr

, seconded Cr

CARRIED/LOST

/

10.3 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY – APRIL 2015

AUTHOR: Anthony Middleton – Manager of Corporate Services
DATE: Sunday, 10 May 2015
FILE NO: FM.FNR.2
ATTACHMENT: 10.3 Monthly Statement of Financial Activity – April 2015

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the period ending 30 April 2015.

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 Statement of Financial Activity for the period 1 July 2014 to 30 April 2015 represents ten (10) months, or 83% of the year. The following items are worthy of noting:

- Surplus position of \$182,622;
- Operating results:
 - 70% of budgeted operating revenue has been received (approximately \$1.31m behind year-to-date estimates); and
 - 79% of budgeted operating expenditure has been spent (approximately \$363,000 saving on year-to-date estimates);
- Capital Expenditure sits at 37% of budgeted projects, or approximately \$3.1m less than year-to-date budgets;
- 5.9% of total rates collectable are outstanding (this figure includes previous years arrears but excludes deferred rates) (refer to page 17);
- Cash holdings of \$3.4m of which \$3.2m is held in cash backed reserve accounts; and
- Page 7 & 8 of the statements detail major variations from year to date (amended) budgets in accordance with Council Policy 2.1.6.

CONSULTATION

Nil.

STATUTORY REQUIREMENTS

Financial Management Regulation 34 sets out the basic information which must be included in the monthly reports to Council.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

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

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013-2023 Focus Area 1 - Being Well Governed

Corporate Business Plan 2013-2017

Strategy 1.1.2 Maintain a structured forward planning process in accordance with legislation and community aspirations

Strategy 1.1.4 Maintain robust systems and controls

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the monthly financial statements for the period 1 July 2014 to 30 April 2015, as attached, be noted.

COUNCIL DECISION

/15 Moved Cr

, seconded Cr

CARRIED/LOST

/

10.4 FINANCIAL MANAGEMENT – BUDGET AMENDMENTS – THE KODJA PLACE & WASTE MANAGEMENT

AUTHOR: Anthony Middleton – Manager of Corporate Services
DATE: Monday, 11 May 2015
FILE NO: FM.BUD.2
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to recommend changes to the adopted 2014/2015 budget to reflect recent Council decisions, project expenditure or staff suggestions.

BACKGROUND

The 2014/2015 Annual Budget was adopted on 22 July 2014. There have been minor changes made to the budget by Council resolution throughout the year and a mid-year budget review was adopted on 17 March 2015.

COMMENT

Three (3) budget amendments are proposed within this agenda item as follows (detailed figures are shown in the financial implication section below):

1. The Kodja Place – Repairs to Rammed Earth Walls

This amendment proposes to fund initial works required to improve the structure of The Kodja Place building. This expenditure follows a structural engineers report and discussions with the contractor. The total budget provision proposed to be added to the 2014/2015 adopted budget is \$15,000 and this will be funded via the Building Maintenance Reserve account.

2. The Kodja Place – Curatorial & IT improvements

This amendment is to cover \$28,000 of additional expenses incurred in the improvement in processes of the curatorial and information technology aspects of the interpretive gallery at the Kodja Place. These items include contractor time, the video history project, cabinet work, mental media and Sue Graham-Taylor. It is proposed that these expenses be funded through the proposed upgrades to the Memorial Hall, which are subject to a pending grant application and will not be spent prior to 30 June 2015.

3. Waste Oil Separator

The adopted budget for this project of \$5,500 requires an additional \$2,000 to proceed. This additional \$2,000 can be funded through the water standpipe card system (C309) which is under budget.

CONSULTATION

Manager of Regulatory & Community Services, Margaret Robertson.

STATUTORY REQUIREMENTS

Section 6.8 of the *Local Government Act 1995* requires that a local government is not to incur expenditure from its Municipal Fund unless it is included in its annual budget, or other specific provision.

Changes to the annual budget are to be by an absolute majority decision.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

This item recommends changes to the annual budget and therefore has a direct financial implication. All suggested changes maintain a balanced budget however.

The following table illustrates the recommended budget amendments:

1. Repairs to The Kodja Place Rammed Earth Walls		Current Adopted Budget	YTD Actual	Predicted Actual	(Over)/Under Budget	Proposed Budget Change	Proposed New Budget
C177	Kodja Place Capital Improvements	\$ -	\$ -	\$ 15,000	-\$ 15,000	\$ 15,000	\$ 15,000
		\$ -	\$ -	\$ 15,000	-\$ 15,000	\$ 15,000	\$ 15,000
To be funded from:							
	T/fer from Building Mtce Reserve	-\$ 207,000	\$ -	-\$ 222,000	\$ 15,000	-\$ 15,000	-\$ 222,000
		-\$ 207,000	\$ -	-\$ 222,000	\$ 15,000	-\$ 15,000	-\$ 222,000
Net Effect on Budget:						\$ -	
2. The Kodja Place - Curatorial & IT improvements		Current Adopted Budget	YTD Actual	Predicted Actual	(Over)/Under Budget	Proposed Budget Change	Proposed New Budget
8357	KP Consultants (incl IT)	\$ 40,000	\$ 40,224	\$ 60,000	-\$ 20,000	\$ 20,000	\$ 60,000
8109	Story Area	\$ 2,256	\$ 8,619	\$ 10,000	-\$ 7,744	\$ 8,000	\$ 10,256
		\$ 42,256	\$ 48,843	\$ 70,000	-\$ 27,744	\$ 28,000	\$ 70,256
To be funded from:							
C199	Memorial Hall	\$ 60,000	\$ 6,721	\$ 6,721	\$ 53,279	-\$ 28,000	\$ 32,000
		\$ 60,000	\$ 6,721	\$ 6,721	\$ 53,279	-\$ 28,000	\$ 32,000
Net Effect on Budget:						\$ -	
3. Waste Oil Recycler		Current Adopted Budget	YTD Actual	Predicted Actual	(Over)/Under Budget	Proposed Budget Change	Proposed New Budget
C270	Oil Separator	\$ 5,500	\$ -	\$ 7,500	-\$ 2,000	\$ 2,000	\$ 7,500
		\$ 5,500	\$ -	\$ 7,500	-\$ 2,000	\$ 2,000	\$ 7,500
To be funded from:							
C309	Standpipe Card System	\$ 20,000	\$ 15,289	\$ 15,289	\$ 4,711	-\$ 2,000	\$ 18,000
		\$ 20,000	\$ 15,289	\$ 15,289	\$ 4,711	-\$ 2,000	\$ 18,000
Net Effect on Budget:						\$ -	

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013-2023 Focus Area 1 - Being Well Governed

Corporate Business Plan 2013-2017

Strategy 1.1.2 Maintain a structured forward planning process in accordance with legislation and community aspirations

Strategy 1.1.4 Maintain robust systems and controls

RISK MANAGEMENT IMPLICATIONS

The continual review and adjustment of the annual budget in line with external factors minimizes the financial risk of the organisation.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That the 2014/2015 budget be amended as follows:

Account	Description	Adopted Budget	Proposed Budget Change	Proposed New Budget
C177	Kodja Place Capital Improvements	\$ -	\$ 15,000	\$ 15,000
	T/fer from Building Mtce Reserve	-\$ 207,000	-\$ 15,000	-\$ 222,000
8357	KP Consultants (incl IT)	\$ 40,000	\$ 20,000	\$ 60,000
8109	Story Area	\$ 2,256	\$ 8,000	\$ 10,256
C199	Memorial Hall	\$ 60,000	-\$ 28,000	\$ 32,000
C270	Oil Separator	\$ 5,500	\$ 2,000	\$ 7,500
C309	Standpipe Card System	\$ 20,000	-\$ 2,000	\$ 18,000
			\$ -	

COUNCIL DECISION

/15 Moved Cr

, seconded Cr

CARRIED/LOST

/

10.5 FINANCIAL MANAGEMENT – DRAFT POLICIES – FINANCIAL GOVERNANCE AND BORROWING MANAGEMENT

AUTHOR: Anthony Middleton – Manager of Corporate Services
DATE: Monday, 11 May 2015
FILE NO: FM.FNR.2
ATTACHMENT: 10.5.1 Draft Policy – Financial Governance
10.5.2 Draft Policy – Borrowing Management

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider draft policies to enable the Council to set direction on Financial Governance and Borrowings Management.

BACKGROUND

Nil.

COMMENT

The two proposed policies are attached.

Currently when compiling key financial documents, such as the annual budget, staff have no agreed direction on issues such as borrowing levels, borrowing purposes, reserve accounts and the like. The two attached policies begin to give this agreed direction.

Within the Borrowing Management policy, a measurement ratio is defined to set a preferred maximum level of debt. The target for this ratio is set within the policy at 0.08. Using figures contained within the 2013/2014 Annual Report, this ratio as at 30 June 2014 is 0.059. This represents our 'own' principle of \$441,489 compared to operating revenue of \$7.36m. To meet the maximum measurement ratio as at 30 June 2014, total principle outstanding would have needed to be \$5.89m. This represents a borrowing capacity of \$5.45m.

CONSULTATION

Earlier draft versions of this policy have been considered at Council briefing sessions on numerous occasions. The draft policies were developed based on standard policies provided within the UHY Haines Norton Chartered Accountants 2014 Management Reporting Manual.

STATUTORY REQUIREMENTS

Part 6 of the *Local Government Act 1995* governs the financial management of all local governments in WA. Specifically, section 6.20 - 6.24 deals with borrowings.

POLICY IMPLICATIONS

This item recommends the adoption of two new Council policies.

FINANCIAL IMPLICATIONS

The policies recommended to be adopted within this item govern the financial management of the Shire and will therefore have long term influence. However, the recommendation does not in itself have a financial implication.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013-2023 Focus Area 1 - Being Well Governed

Corporate Business Plan 2013-2017

Strategy 1.1.2 Maintain a structured forward planning process in accordance with legislation and community aspirations

Strategy 1.1.4 Maintain robust systems and controls

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the two draft Council policies ‘Financial Governance’ and ‘Borrowing Management’, as attached, be adopted.

COUNCIL DECISION

/15 Moved Cr , seconded Cr

CARRIED/LOST /

FINANCIAL GOVERNANCE POLICY - DRAFT

Background

This financial governance policy should be read in conjunction with other financial management policies, which contains the Shire's overarching financial objectives.

Objective

The Objective is to establishment financial management and governance principles to be applied to general financial decision making.

Policy

General Principles

The Shire will make decisions in relation to financial management and financial governance that encompass the following principles:

- Management of financial risk prudently, having regard to economic circumstances.
- Examples of financial risks to be managed prudently include the level of debt, commercial activities, community business activities, financial assets and liabilities.
- Implement spending and rating policies to promote stability and predictability.
- Fund physical assets with regard to intergenerational equity.
- Manage and maintain physical assets to achieve the maximum useful life from the initial investment.
- Ensure full, accurate and timely disclosure of financial information, unless commercial in confidence.

Major Projects

Each major building project or budget item coming before the Council for consideration shall be assessed against the following factors:

- Demonstrated community need;
- Estimated annual cost to the Shire of operating;
- Estimated annual cost to the Shire of maintenance;
- Agreed lease or tenure conditions by third party;
- Savings required to fund asset replacement at the end of its useful life;
- Economic or community development advantages to the area; and
- Identified funding sources, both for construction and operating, secured and potential.

Operating Results

The Council will structure its budget to achieve an outcome where operating revenue (less capital contributions) is at least sufficient to meet operating expenses. The extent of any operating surplus will be dependent on the resources necessary to manage the renewal of assets (including infrastructure assets and business activity assets) and considering intergenerational equity issues.

Cash Reserves

In addition to grant funding, the Shire's reserve accounts are one of the primary funding sources for major projects and will be prioritised in the annual budget.

Cash reserves are to be established and maintained to accumulate funds for the following purposes:

- To smooth funding allocations over future years.
- To offset liabilities in respect of previously earned employee entitlements to the extent they require an outflow of funds not allocated in the annual budget.
- To meet statutory obligations
- To fund renewal of existing physical/built assets.
- To fund future strategic initiatives and the provision of new services and facilities to future residents.
- To buffer against unpredictable events.
- To hold unspent grants and contributions.
- Other purposes as determined by the Council from time to time.

When preparing the annual budget each year, consideration will be given to establishing reserve accounts for major projects as contained within the Community Strategic Plan.

The Manager of Corporate Services will conduct an annual review for the Council addressing the appropriateness of each reserve account purpose, suitability of current balances, and deficiencies for the funding of future projects as identified in adopted forward plans.

Borrowing

Borrowing will be undertaken in accordance with the Shire's Borrowing Management Policy.

Regulatory Role

Where the Shire operates in a competitive environment while providing a regulatory or statutory role in that environment, it will maintain a management structure designed to minimise the potential for conflict between these two roles and encourage transparency to maintain confidence in its regulatory independence.

BORROWING MANAGEMENT POLICY - DRAFT**Background**

This Borrowing Management Policy should be read in conjunction with other Financial Management Policies, which contains the local government's overarching financial objectives.

A local government may borrow to perform the functions and exercise the powers conferred on it under the Local Government Act 1995.

Objective

The objective is to define the conditions under which the Council will consider the use of borrowings to fund its activities.

Principles

The Shire of Kojonup will exercise its power to borrow in a financially responsible and prudent way so as to promote equity amongst current and future ratepayers.

Statement of Policy**Overview**

The following is a general description of the Shire's policy objectives with respect to borrowing management:

- Prudently manage the council's borrowing to ensure sustainable funding.
- Minimise borrowing costs.
- Manage short-term cash flows in an efficient and prudent manner.
- Maintain market confidence in the local government's creditworthiness and financial stability.
- Plan future cash flow needs to assist with borrowing decisions.
- Maintain sufficient liquidity to meet planned and un-planned cash flow needs.

Matching revenue sources to service debt

To achieve prudent use of the Shire's borrowing powers, it is our objective that debt repayments are:

- matched by investments or assets that produce or have the potential to produce income that can service the debt; or
- Matched by binding agreements entered into with external parties to service the debts (e.g. self-supporting loans for community groups); or
- Supported by identified specific revenue sources (e.g. Specified Area Rates); or
- Supported by specific general revenue sources (such as rates or fees and charges) or identified reductions in future operating expenditure sufficient to match the repayment schedule.

Purpose of Borrowing

In general, the Shire will not borrow to fund operating expenditure. Loan funds are viewed as a valid form of funding source, under certain circumstances:

- Loans can be used when funding an asset that has a useful life exceeding the term of loan;
- Loans will not be used for plant and equipment, or assets that can easily be removed;
- Capital expenditure that provides a new intergenerational service or renews an existing service.
- short-term peak working capital requirements (overdraft or short-term fixed amounts)
- Investment in Major Land Transactions (Post Business Plan adoption).
- Investment in Major Trading Undertakings (Post Business Plan adoption).
- Investment in a Community Business Activities.
- Transitional/bridging funding for projects or acquisitions
- Loans help spread the cost of providing long term assets (such as land and buildings) to future users of the facility;

Borrowing in exception to this policy will only occur in either an emergency or when considered necessary and financially prudent on a case-by-case basis. In such cases, the Council would consider the:

- special circumstances;
- nature of the borrowing;
- its repayment terms; and
- the source of funding.

Before committing to a loan, a report outlining future loan commitments (both existing and planned), financial ratios and the Shire's borrowing capacity will be prepared and presented to the Council; and

Term of Debt

The maximum debt repayment period will be determined by taking into account:

- The expected useful lives of assets financed by the debt; and
- Considerations relating to intergenerational equity.
- It is preferred that loan terms not exceed fifteen (15) years, nor more than half of the total project cost;

Debt repayments levels (both interest and principal) will be determined by:

- The need to maintain prudent and sustainable debt levels;
- Comparison with the borrowing levels of WA local governments with similar economic profiles;
- Prevailing interest rates and possible future movements;
- The need to re-negotiate borrowings at future periods;
- The cash flow forecasts of any supporting asset used as a source of funds to service the debt; and
- The transitional or bridging nature of the borrowing.

The Council will consider its forecast borrowing requirements as part of its:

- Community Strategic Plan;
- Corporate Business Plan;
- Long Term Financial Plan;
- Asset Management Plan; and
- The adoption of the annual budget

Borrowing Parameters

To help ensure that the Shire achieves the objectives of the borrowing management policy the following outstanding borrowing parameters will prevail:

Measurement ratio:

$$\frac{\text{Total principal outstanding less self supporting loan principal}}{\text{General Funds (S 6.21 Act)}}$$

Restriction on Borrowings

To be prudent with its borrowing powers, the Shire will restrict its 'own purpose' borrowings to a measurement ratio of 0.80.

A measurement ratio exceeding 0.80 may be specifically approved by a resolution of the Council providing the amount above the threshold relates to a community business or commercial activity (as defined) that generate positive cash flows sufficient to offset the debt repayments without a negative impact upon general revenue.

Interest Rate Risk

To promote interest rate predictability and a linkage with nominated revenue sources, the Shire's preferred borrowing instrument is a fixed interest rate debenture. Within any total loan portfolio the maximum amount of loans with a variable floating interest rate is not to exceed 15%.

Institution Selection

In selecting the lender the Shire will undertake a transparent process which tests the current credit market and displays good governance principals.

Self-Supporting Loans

Refer to Council policy 2.1.4 – Self-Supporting Loans.

10.6 FINANCIAL MANAGEMENT – LONG TERM FINANCIAL PLAN

AUTHOR: Anthony Middleton – Manager of Corporate Services
DATE: Monday, 11 May 2015
FILE NO: FM.FNR.2
ATTACHMENT: 10.6 Draft Long Term Financial Plan 2015-2030

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider for adoption the draft Long Term Financial Plan 2015-2030.

BACKGROUND

On 26 October 2010, the Minister for Local Government introduced regulations which established new requirements for the Plan for the Future under the *Local Government Act 1995*. Under these new 'Integrated Planning' requirements, all local governments in WA are required to have adopted both a Community Strategic Plan and a Corporate Business Plan, both of which are supported by the following informing strategies:

- Asset Management Plan
- Workforce Plan
- Long Term Financial Plan

The formal consideration of the Long Term Financial Plan (LTFP) now completes the suite of documents required in the integrated planning process.

COMMENT

The LTFP is used to ensure that the Shire has the financial resources and capability to deliver on the objectives of the Community Strategic Plan into the future. It is developed in conjunction with requirements of the Workforce Plan and Asset Management Plan.

The LTFP comprises a fifteen (15) year timeframe and details considerable information about the operations and projects proposed over this timeframe, including the assumptions made to arrive at such forecasts, such as rating levels and inflationary pressures. Of particular importance is the ratios provided on page 51 showing the estimated financial performance over the time-frame.

CONSULTATION

Both senior staff and elected members have been involved in workshops for the preparation of the draft LTFP by UHY Haines Norton.

STATUTORY REQUIREMENTS

There is no specific legislation applicable to govern the requirements of a LTFP, apart from it being an informing document to the Corporate Business Plan, as defined by *Local Government (Administration) Regulation 19DA*.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

The LTFP will set the financial direction for the Shire over the next 15 years (or until its review) and will therefore have long term influence and impact in assisting decision making. However, the recommendation does not in itself have a financial impact.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013-2023 Focus Area 1 - Being Well Governed

Corporate Business Plan 2013-2017

Strategy 1.1.2 Maintain a structured forward planning process in accordance with legislation and community aspirations

Strategy 1.1.4 Maintain robust systems and controls

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

ASSET MANAGEMENT IMPLICATIONS

The LTFP and Asset Management Plan are closely linked in informing the Corporate Business Plan and Community Strategic Plan. They also have a direct impact on each other as the Asset Management plan requires careful forward financial planning to meet its objectives.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the Shire of Kojonup Long Term Financial Plan 2015-2030, as attached, be adopted.

COUNCIL DECISION

/15 Moved Cr

, seconded Cr

CARRIED/LOST

/

11 WORKS & SERVICES REPORTS

11.1 MAIN ROAD CONCURRENCE – PROPOSAL TO WIDEN SECTION OF ALBANY HIGHWAY

AUTHOR: Stephanie Waldron – Works Administration Officer
DATE: Tuesday, 21 April 2015
FILE NO: RO.ROA.250
ATTACHMENT: 11.1 Plans from Main Roads WA

DECLARATION OF INTEREST

Nil

SUMMARY

Main Roads WA wish to widen a section of the Albany Highway between Dujemerrup Road and Jago Road, Tunney for the construction of a north bound passing lane as per the attached Land Dealings Plans 201301-161 to 201301-162.

BACKGROUND

Not applicable.

COMMENT

The Officer supports the widening of this section of the Albany Highway. Land owners (CB & AS Anderson) and other affected parties have been approached to make arrangements for acquisition to enable the land to be dedicated as road reserve. Any improvement to the roads within the Shire of Kojonup should be embraced.

CONSULTATION

Main Roads WA.

STATUTORY REQUIREMENTS

In order for the project to proceed and additional land to be dedicated as road reserve it is a requirement of the *Land Administration Act 1997* that Local Authority concurrence be given to the dedication action.

Extract from *Land Administration Act 1997*:

“56. Dedication of land as road

- (1) If in the district of a local government—
- (a) land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government; or
 - (b) in the case of land comprising a private road constructed and maintained to the satisfaction of the local government—
 - (i) the holder of the freehold in that land applies to the local government, requesting it to do so; or
 - (ii) those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so;

or

- (c) land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years, and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road.

- (2) If a local government resolves to make a request under subsection (1), it must—
 - (a) in accordance with the regulations prepare and deliver the request to the Minister; and
 - (b) provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.
- (3) On receiving a request delivered to him or her under subsection (2), the Minister must consider the request and may then—
 - (a) subject to subsection (5), by order grant the request; or
 - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
 - (c) refuse the request.
- (4) On the Minister granting a request under subsection (3), the relevant local government is liable to indemnify the Minister against any claim for compensation (not being a claim for compensation in respect of land referred to in subsection (6)) in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.
- (5) To be dedicated under subsection (3)(a), land must immediately before the time of dedication be—
 - (a) unallocated Crown land or, in the case of a private road, alienated land; and
 - (b) designated in the relevant plan of survey, sketch plan or document as having the purpose of a road.
- (6) If land referred to in subsection (1)(b) or (c) is dedicated under subsection (3)(a), a person with an interest in that land (including a person who has the benefit of an easement created under section 167A of the TLA) is not entitled to compensation because of that dedication.”

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Main Roads WA will indemnify Council against all costs and charges that relate to the dedication action.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013-2023 Focus Area 1.4 Living in a Safe Community.

Corporate Business Plan 2013-2017

Strategy 1.4.1 To improve road safety.

RISK MANAGEMENT IMPLICATIONS

There are no Risk Management Implications resulting from this report as the works are to be undertaken by Main Roads WA.

ASSET MANAGEMENT IMPLICATIONS

There are no Asset Management Implications resulting from this report as the Albany Highway is a State/National responsibility and access to/from Council Roads will be developed in according to State/National Standards.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council concur to the dedication of the land required for road widening on the Albany Highway – between Dujemerrup Road and Jago Road, Tunney for the construction of a north bound passing lane as per the attached Land Dealings Plans 201301-161 to 201301-162 as under Section 56 of the *Land Administration Act 1997*.

COUNCIL DECISION

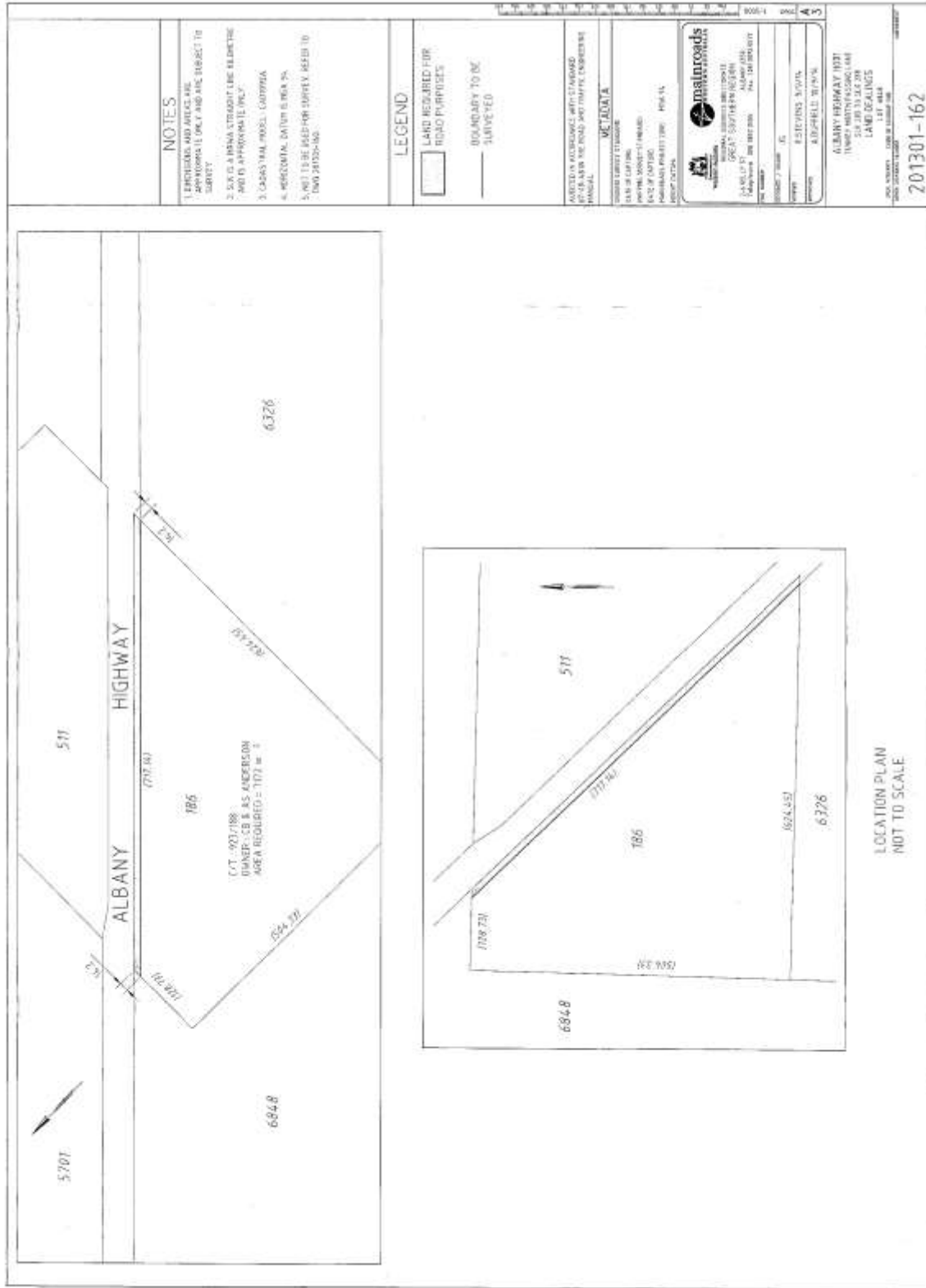
/15 Moved Cr

, seconded Cr

CARRIED/LOST

/





NOTES

1. ENCLININGS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY
2. SEE CL A BINA STRAIGHT LINE IN DIRECTION AND D APPROXIMATE ONLY
3. CASAS TAIL MODEL - CANTONIA
4. HORIZONTAL DATUM - B.M. 94
5. NOT TO BE USED FOR SURVEY. REFER TO DWG 201301-162

LEGEND

- LAND REQUIRED FOR ROAD PURPOSES
- BOUNDARY TO BE SURVEYED

DESIGNED BY: **mainroads**
 PROJECT NO: 201301-162
 DATE: 15/05/2015
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 APPROVED BY: [Name]

mainroads
 NATIONAL INFRASTRUCTURE CONSULTANTS
 100 WILSON ROAD, SUITE 100
 ALBANY, WA 6330
 TEL: (08) 9422 2000
 FAX: (08) 9422 2001
 WWW.MAINROADS.COM.AU

ALBANY HIGHWAY 1031
 (1031) - NORTH/SOUTH ROAD
 CANTONIA
 LANE CHANGES
 1:11 SCALE

201301-162

11.2 TENDERS – FLEET VEHICLES

AUTHOR: Craig McVee – Manager of Works & Services
 DATE: Tuesday, 12 May 2015
 FILE NO: PS.ACQ.3
 ATTACHMENT: 11.2 Spreadsheet of Tender Details

DECLARATION OF INTEREST

Nil

SUMMARY

Council is being requested to accept tenders for the supply and delivery of 2 x medium SUVs and 3 x small SUVs with/without trade of Council's existing 5 (five) shire fleet vehicles.

BACKGROUND

Council provided funds in the 2014/2015 Budget for the purchase of new shire fleet vehicles. The addition of trade or outright sale of Council's existing shire fleet vehicles was included in the 2014/2015 Budget Review. These items have been identified in Council's plant replacement program.

COMMENT

The required Statewide Public Notice in accordance with regulation 22 of the *Local Government (Functions & General) Regulations 1996* calling for tenders was advertised in The West Australian Newspaper on 25 April 2015.

Further advertising was also undertaken in the Great Southern Herald on 30 April 2015 and the Albany Advertiser on 28 April 2015.

All advertising was for the supply, trade or outright purchase of five shire fleet vehicles all having the closing date of 12pm, Monday 11 May 2015.

The following tenders were received at the close of the tender period.

Tenderer
Magic Nissan
Barnsby Ford
Albany Toyota
Albany City Motors
Great Southern Toyota
Edwards Motors
Albany Autos
Pickles Auctions

Spreadsheet attached with details.

CONSULTATION

No consultation was required.

STATUTORY REQUIREMENTS

Local Government (Function & General) Regulations 1996

POLICY IMPLICATIONS

Council Policy 2.1.3 Purchasing & Creditor Control sets the criteria for assessment of tenders.

FINANCIAL IMPLICATIONS

The 2014/2015 Budget Review provides for a net changeover of \$89,000. The officer recommendation if adopted, will result in an additional cost of \$11,818 to the budget with a net changeover cost of \$100,818.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013-2023 Focus Area 1.1 Being Well Governed

Corporate Business Plan 2013-2017

Strategy 1.1.2 Maintain a structured forward planning process in accordance with legislation and community aspirations.

RISK MANAGEMENT IMPLICATIONS

Ensure safe, functional and reliable plant is provided to staff that meets organisational requirements as well as operating efficiencies.

ASSET MANAGEMENT IMPLICATIONS

Assess and review economic benefits of changeover periods to ensure “value for money” returns to Council and ratepayers and plant replacement programs ability to fund same.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

We accept the tender from Great Southern Toyota and that we change over the five (5) shire vehicles for a trade in value of \$80,000 and purchase two (2) Kluger 2WD V6 wagon A/T GX at \$79,200, one (1) RAV4 diesel 5DR A/T cruiser AWD at \$46,300 and two (2) RAV4 petrol 5DR A/T GX-AWD at \$65,400 at a total change over cost of \$100,818 excluding GST.

We have the option to do change overs every 10,000km or 6 months.

COUNCIL DECISION

/15 Moved Cr

, seconded Cr

CARRIED/LOST

/

Dealer				
Magic Nissan	Price incl GST	Price incl extras	Trade In	Price incl GST
Nissan X-Trail Manual 1.6 turbo diesel	\$ 35,117		Holden Caprice	\$ 20,000
Nissan X-Trail Auto 1.6 turbo diesel	\$ 35,319		Jeep Grand Cherokee	\$ 22,000
Juke Hatch 1.2 manual	\$ 23,470		Ford Kuga	\$ 12,500
Juke Hatch 1.6 auto	\$ 24,250		Camry Altise 38KO	\$ 6,500
Juke Hatch 1.6 4WD	\$ 32,260		Camry Altise - K05	\$ 4,000
				\$ 65,000
Pickles Auctions			Outright Purchase	
			Holden Caprice	\$ 18,000
			Jeep Grand Cherokee	\$ 25,000
			Ford Kuga	\$ 12,000
			Camry Altise 38KO	\$ 6,000
			Camry Altise - K05	\$ 5,000
				\$ 66,000
Barnsby Ford	Price incl GST	Price incl extras	Trade In	Price incl GST
Jeep Grand Cherokee 3.0 turbo diesel	\$ 50,350		Holden Caprice	\$ 19,500
Ford Territory TX RWD V6 turbo diesel	\$ 38,092		Jeep Grand Cherokee	\$ 22,000
Ford Territory TX AWD V6 turbo diesel	\$ 42,767		Ford Kuga	\$ 16,000
Ford Territory TS RWD V6 turbo diesel	\$ 42,533		Camry Altise 38KO	\$ 6,500
Ford Territory TS AWD V6 turbo diesel	\$ 47,208		Camry Altise - K05	\$ 5,800
Jeep Compass FWD2.0 petrol auto	\$ 26,680			\$ 69,800
Ford EcoSport Ambiente 1.5 petrol auto FWD	\$ 20,511	\$ 22,089		
extras: tow bar, driving lights and mounting bar	\$ 1,578			
Ford Kuga Ambiente 1.5 petrol auto FWD	\$ 25,511			
Ford Kuga Trend 2.0 petrol auto AWD	\$ 32,111	\$ 33,716		
extras: tow bar, driving lights and mounting bar	\$ 1,605			
Albany Toyota	Price incl GST	Price incl extras	Trade In	Price incl GST
Kluger 2WD V6 wagon A/T GXL	\$ 44,991	\$ 47,855	Holden Caprice	\$ 18,000
extras: driving lights, tow bar, crystal pearl, delivery	\$ 2,864		Jeep Grand Cherokee	\$ 25,000
Kluger AWD V6 wagon AT GXL	\$ 48,591	\$ 51,455	Ford Kuga	\$ 11,000
extras: driving lights, tow bar, crystal pearl, delivery	\$ 2,864		Camry Altise 38KO	\$ 7,000
RAV4 petrol 5dr M/T GXL-2WD	\$ 27,711	\$ 30,249	Camry Altise - K05	\$ 6,000

extras: driving lights, tow bar, crystal pearl, delivery	\$ 2,538			\$ 67,000
RAV4 petrol 5dr CVT GXL-2WD	\$ 29,911	\$ 32,449		
extras: driving lights, tow bar, crystal pearl, delivery	\$ 2,538			
RAV4 petrol 5dr A/T GXL-AWD	\$ 32,551	\$ 35,089		
extras: driving lights, tow bar, crystal pearl, delivery	\$ 2,538			
RAV4 diesel 5dr M/T GXL-AWD	\$ 33,431	\$ 35,969		
extras: driving lights, tow bar, crystal pearl, delivery	\$ 2,538			
RAV4 diesel 5dr A/T GXL-AWD	\$ 35,631	\$ 38,169		
extras: driving lights, tow bar, crystal pearl, delivery	\$ 2,538			
Albany City Motors	Price incl GST	Price incl extras	Trade In	Price incl GST
Holden Colorado 7 LT diesel	\$ 37,135	\$ 39,825	Holden Caprice	\$ 20,000
extras: tow bar, driving lights, 3rd key, metallic	\$ 2,690		Jeep Grand Cherokee	\$ 21,000
Holden Colorado 7 LTZ diesel	\$ 39,847	\$ 42,537	Ford Kuga	\$ 15,000
extras: tow bar, driving lights, 3rd key, metallic	\$ 2,690		Camry Altise 38KO	\$ 7,000
Holden Captiva 5 LT petrol 2WD	\$ 27,012	\$ 29,672	Camry Altise - K05	\$ 7,000
extras: tow bar, driving lights, 3rd key, metallic	\$ 2,660			\$ 70,000
Holden Captiva 5LZ petrol AWD	\$ 29,802	\$ 32,462		
extras: tow bar, driving lights, 3rd key, metallic	\$ 2,660			
Holden Captiva 7 LS petrol 2WD	\$ 28,686	\$ 31,451		
extras: tow bar, driving lights, 3rd key, metallic	\$ 2,765			
Holden Captiva 7LT petrol AWD	\$ 34,266	\$ 37,031		
extras: tow bar, driving lights, 3rd key, metallic	\$ 2,765			
Holden Captiva 7 LTZ petrol AWD	\$ 37,986	\$ 40,751		
extras: tow bar, driving lights, 3rd key, metallic	\$ 2,765			
Nissan Xtrail ST CVT 5 seat 2WD	\$ 25,928	\$ 29,031		
extras: tow bar, driving lights, 3rd key, metallic	\$ 3,102			
Nissan Xtrail ST-L CVT 5 seat 2WD	\$ 31,419	\$ 34,521		
extras: tow bar, driving lights, 3rd key, metallic	\$ 3,102			
Nissan Xtrail ST CVT 5 seat 4WD	\$ 29,070	\$ 32,172		
extras: tow bar, driving lights, 3rd key, metallic	\$ 3,102			
Nissan Xtrail ST-L CVT 5 seat 4WD	\$ 34,029	\$ 37,131		

extras: tow bar, driving lights, 3rd key, metallic	\$ 3,102			
Nissan Xtrail Ti CVT 5 seat 4WD	\$ 39,159	\$ 42,261		
extras: tow bar, driving lights, 3rd key, metallic	\$ 3,102			
Great Southern Toyota	Price incl GST	Price incl extras	Trade In	Price incl GST
Kluger 2WD V6 wagon A/T GX	\$ 35,838	\$ 39,600	Holden Caprice	\$ 19,000
extras: nudge bar, tow bar, colour grey, lights, delivery	\$ 3,762		Jeep Grand Cherokee	\$ 29,000
Prado T/D wgn M/T GX	\$ 44,451	\$ 47,899	Ford Kuga	\$ 18,000
extras: nudge bar, tow bar, lights, 3rd key, delivery	\$ 3,448		Camry Altise 38KO	\$ 7,500
Prado T/D wgn A/T GX	\$ 46,589	\$ 50,037	Camry Altise - KOS	\$ 6,500
extras: nudge bar, tow bar, lights, 3rd key, delivery	\$ 3,448			\$ 80,000
Prado T/D wgn AT GXL	\$ 53,061	\$ 56,509		
extras: nudge bar, tow bar, lights, 3rd key, delivery	\$ 3,448			
RAV4 petrol 5DR M/T GXL-2WD	\$ 27,104	\$ 29,100		
extras: nudge bar, lights, delivery	\$ 1,996			
RAV4 petrol 5DR CVT GXL-2WD	\$ 29,354	\$ 31,350		
extras: nudge bar, lights, delivery	\$ 1,996			
RAV4 diesel 5DR A/T cruiser-AWD	\$ 42,613	\$ 46,300		
extras: nudge bar, lights, delivery, cyrsal pearl, mats	\$ 3,687			
RAV4 petrol 5DR M/T GX-2WD	\$ 23,400	\$ 26,800		
extras: nudge bar, tow bar, lights, 3rd key, delivery	\$ 3,400			
RAV4 petrol 5DR CVT GX-2WD	\$ 25,600	\$ 29,000		
extras: nudge bar, tow bar, lights, 3rd key, delivery	\$ 3,400			
RAV4 petrol 5DR A/T GX-AWD	\$ 29,300	\$ 32,700		
extras: nudge bar, tow bar, lights, 3rd key, delivery	\$ 3,400			
Edwards Motors	Price incl GST	Price incl extras	Trade In	Price incl GST
Captiva 5 LT 2.4 2WD petrol auto	\$ 28,761	\$ 28,761	Holden Caprice	
extras incl: driving lights, tow bar				
Captiva 5 LTZ 2.4 2WD petrol extras incl: driving lights, tow bar	\$ 31,551	\$ 31,551	Jeep Grand Cherokee	
Captiva 5 LT AWD 2.2 diesel auto	\$ 32,481	\$ 32,481	Ford Kuga	
extras incl: driving lights, tow bar				
Captiva 5 LTZ AWD 2.2 diesel auto	\$ 35,271	\$ 35,271	Camry Altise 38KO	
extras incl: driving lights, tow bar				
Mazda CX5 Maxx sport 2WD 2.0 petrol auto auto extras incl: driving lights, tow bar	\$ 33,489	\$ 33,489	Camry Altise - KOS	
Mazda CX5 Maxx sport AWD 2.5 petrol auto auto extras incl: driving lights, tow bar	\$ 36,064	\$ 36,064	Trade total value	\$ 66,800
Mazda CX5 Maxx sport AWD 2.2 diesel auto auto extras incl: driving lights, tow bar	\$ 38,811	\$ 38,811		

Mazda CX5 GT AWD 2.5 petrol auto auto extras incl: driving lights, tow bar	\$ 42,589	\$ 42,589		
Mazda CX5 GT AWD 2.2 diesel auto auto extras incl: driving lights, tow bar	\$ 44,345	\$ 44,345		
Holden Trax LS 2WD 1.8 petrol auto auto extras incl: driving lights, tow bar	\$ 24,376	\$ 24,376		
Holden Trax LTZ 2WD 1.8 petrol auto auto extras incl: driving lights, tow bar	\$ 26,331	\$ 26,331		
Mazda CX3 Maxx 2WD 2.0 petrol auto auto extras incl: driving lights, tow bar	\$ 25,607	\$ 25,607		
Mazda CX3 Maxx AWD 2.0 petrol auto auto extras incl: driving lights, tow bar	\$ 27,207	\$ 27,207		
Albany Autos	Price incl GST	Price incl extras	Trade In	Price incl GST
Isuzu MUX LSM 3.0 diesel wagon auto extras: delivery, nudge bar, light bar, tow bar	\$ 30,780 \$ 2,755	\$ 33,535	Holden Caprice	\$ 20,100
Isuzu LSU 3.0 auto wagon diesel extra: dealer delivery	\$ 32,760 \$ 695	\$ 33,455	Jeep Grand Cherokee	\$ 21,200
Isuzu 3.0 4X4 LSM auto diesel extra: dealer delivery	\$ 36,806 \$ 695	\$ 37,501	Ford Kuga	\$ 15,000
Isuzu 3.0 LSU diesel auto MUX wagon 4x4 extra: dealer delivery	\$ 38,947 \$ 695	\$ 39,642	Camry Altise 38KO	\$ 6,000
Isuzu 3.0 diesel LST 4x4 wagon auto extra: dealer delivery	\$ 42,120 \$ 695	\$ 42,815	Camry Altise - KO5	\$ 5,800
Subaru Forester auto wagon extras: delivery, tow bar, nudge bar, light bar	\$ 29,990 \$ 2,390	\$ 32,380		\$ 68,100

12 COMMUNITY & REGULATORY SERVICES REPORTS**12.1 REVIEW OF ASBESTOS MANAGEMENT PLAN**

AUTHOR: Mort Wignall – Manager of Regulatory & Community Services
DATE: Tuesday, 5 May 2015
FILE NO: PE.OHS.5
ATTACHMENT: [12.1 Shire of Kojonup Asbestos Management Plan](#)

DECLARATION OF INTEREST

Nil

SUMMARY

To seek Council's endorsement of the annual review of Council's Asbestos Management Plan relating to Council's workplaces.

BACKGROUND

It's a requirement of the *OSH Regulations 1996* and Code of Practice for the Management and Control of Asbestos in Workplaces that the Asbestos Management Plan is reviewed annually to assess any changes to the physical condition of any building with asbestos containing material (ACM) and where necessary, amend the plan to reflect the current status of the respective building, structure, appurtenances etc.

COMMENT

An inspection of all buildings included on the ACM Building Register has been undertaken and the Asbestos Management Plan has been amended accordingly.

The Curly Wig Hair Salon has been acquired by Council and we are in the process of acquiring the Men's Shed. Both premises have been added to the ACM Building Register as part of the review process as both buildings have ACM.

CONSULTATION

Council staff.

Tenants of any of the buildings.

Management committees or their Chairperson as appropriate.

STATUTORY REQUIREMENTS

OSH Regulations 1996

Code of Practice for the Management and Control of Asbestos in Workplaces

POLICY IMPLICATIONS

Council Policy 2.3.4 Occupational Health and Safety applies. Key objectives of the policy include: Reduce, eliminate and control workplace hazards and provide employees with safety information training and learning appropriate to the hazards they are likely to encounter.

FINANCIAL IMPLICATIONS

Funding for ongoing repair, maintenance and removal of buildings with ACM is considered as part of the annual draft budget process.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013-2023 Focus Area 1.4 Living in a safe community.

Corporate Business Plan 2013-2017

Strategy 1.4.4 Maintain community safety.

RISK MANAGEMENT IMPLICATIONS

Occupational Safety and Health is one of the “Organisational Risk Assessment Categories” listed in our Risk Management Plan. Under Appendix Four of the Risk Management Plan one of the key objectives is “providing for the ongoing health and safety of all employees at the workplace”.

ASSET MANAGEMENT IMPLICATIONS

Section 12 of our Asset Management Plan relates to Council buildings and refers to the Shire providing buildings and associated structures to service community needs and support the Shire to deliver its services.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council endorse the review of the Asbestos Management Plan.

COUNCIL DECISION

/15 Moved Cr , seconded Cr

CARRIED/LOST /

12.2 KOJONUP OCCASIONAL CARE CENTRE INC.

AUTHOR: Heather Sheppard – Senior Project Officer
DATE: Thursday, 30 April 2015
FILE NO: CS.SVP.2
ATTACHMENT: 12.2 Kojonup Occasional Child Care Centre Inc. Strategic Plan

DECLARATION OF INTEREST

Nil

SUMMARY

To accept and endorse the draft Kojonup Occasional Child Care Centre Inc. Strategic Plan that has been developed in accordance with Council Decision 55/15 – Point 6.

BACKGROUND

Council at the Ordinary Meeting held 21 April 2015 approved the Senior Project Officer providing assistance to the Kojonup Occasional Day Care Centre Inc. in the provision of various strategic plans which are to be endorsed by Council as follows:

Council Decision 55/15

1. *That the Senior Project Officer be engaged in the provision of and be responsible for the following for the Kojonup Occasional Care Centre Inc. in the first instance commencing as soon as possible:*
 - *Finalise Strategic Plan and progress Goals and Actions*
 - *Prepare Risk Management Plan*
 - *Prepare Business Continuity and Disaster Recovery Plan*
 - *Review business plan and structure of the Centre*
 - *Review financial reporting obligations and update MYOB inputs to ensure data is current and compliant to enable production of monthly financial reports, bank reconciliations, payroll, group certificates, BAS, debtors and creditors, etc. to provide up to date and reliable financial information.*
 - *Provide "fee for service" basis for finance services provided by the Shire that is to be reviewed after 30 June 2015.*
 - *Update and circulate new Parent handbook covering fees and charges and procedures for booking, etc.*
 - *Review and update policies and procedures*
 - *Provide an Employee Manual with HR policies and procedures*
 - *Commence community engagement activities*
 - *Commence marketing activities including change of name and new website*
2. *That the Shire review and consider the provision of ongoing financial administrative support to meet the ongoing obligations of the Centre from 1 July 2015 with costs to be reimbursed by the Centre.*
3. *That an Elected Member and/or Senior member of staff has representation on the Committee.*
4. *That an Elected Member and/or Senior member of staff shall be included in future recruitment and selection processes.*
5. *That the Shire receives a copy of the monthly financial statements each month, annual budget and annual financial reports annually.*

6. That the Shire endorses the Strategic Plan, Business Plan, Risk Management Plan and Business Continuity and Disaster Recovery Plan.

COMMENT

The Senior Project Officer has been engaged to provide a Strategic Plan, Risk Management and Business Continuity and Disaster Recovery Plans to comply with grant applications prior to the new building being opened. The first meeting for the Strategic Plan has been held with a draft plan provided to The Kojonup Occasional Care Centre Inc. committee for discussion and final endorsement. The Strategic Plan was endorsed by the committee at its meeting held on 29th April 2015.

CONSULTATION

Kojonup Occasional Care Centre Inc. Committee and Early Years Director.

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Senior Project Officer costs included in 2014/2015 budget.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013- 2023

Focus Area 1.5 – Staying active and entertained

Corporate Business Plan 2013-2017

1.5: Staying Active and Entertained

1.5.2: Maintaining an active, healthy and social community.

RISK MANAGEMENT IMPLICATIONS

Compliance of Federal Government Financial reporting requirements

Ongoing stability of Centre

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council accept and endorse the Kojonup Occasional Care Centre Inc. Strategic Plan dated 30 April 2015.

COUNCIL DECISION

/15

Moved Cr

, seconded Cr

CARRIED/LOST

/

12.3 RELOCATION OF STEAM LOCOMOTIVE AND DISPLAY ON RESERVE 51700 BENN PARADE/GORDON STREET, KOJONUP.

AUTHOR: Phil Shephard – Town Planner
 DATE: Thursday, 23 April 2015
 FILE NO: RC.MUS.4
 ATTACHMENT: [12.3.1 Copy of referral to State Heritage Office](#)
[12.3.2 Response from State Heritage Office](#)

DECLARATION OF INTEREST

Cr Radford has previously declared an interest as President of the Kojonup Tourist Railway Inc.

SUMMARY

To consider the application to relocate a steam locomotive donated from Perth and display the locomotive in a purpose built enclosure adjoining Albany Highway (similar to the wool wagon) as an attraction for public enjoyment and to enhance the recognition of the heritage railway precinct and tourist railway in Kojonup.

The recommendation is to seek public comment on the proposal prior to determining the application.

BACKGROUND

Council at its 21 July 2012 meeting resolved as follows:

57/12 *That Council approve the location of the locomotive by the Kojonup Tourist Railway Inc. Lot 0 Benn Parade (“the Railway Reserve”) subject to:*

- 1 *The proposal being approved by the Heritage Council of Western Australia, specifically the location, form, and structure of the proposed locomotive housing.*
- 2 *Alteration of the Management Order for the reserve to allow the leasing of the area to the Kojonup Tourist Railway Inc. for the purpose of operating and maintaining a tourist railway.*
- 3 *Submission of a Development Application for issue of a Building License, showing the footprint of the locomotive housing structure is located within the approved building envelope.*
- 4 *That Council receive submissions.*

From the above resolution:

- Item 1 has been completed. The Tourist Railway Inc. submitted details to staff in February 2015 to enable it to be referred to the State Heritage Office for their comment and approval. The State Heritage Office have now provided their response which supports the project proceeding.
- Item 2 has been completed. The Management Order for Reserve 51700 (expiring in 2035) for the purpose of operating a tourist railway. The Shire may grant a licence to others over any part of the reserve for the designated purpose subject to compliance with the conditions in the Management Order.
- Item 3 is subject to future actions.
- Item 4 is the subject of this report.

COMMENT

The enclosure will be 27m x 6m and constructed of steel frames and clad with weldmesh fencing for the walls to protect the locomotive and metal sheeting for the roof.

Site

Reserve 51700 consists of some 7 lots and is approximately 2.95 hectares in area. The site was the Kojonup Railway Station and contains the original station building, large eucalypt trees and some other infrastructure such as sheds and ramps/cranes from that use (see image below).



Reserve 51700 Kojonup Railway Station Precinct showing proposed locomotive site

The proposed site for the locomotive is at the eastern end of the Reserve adjacent to Albany Highway.

The lot has frontage to Albany Highway, Benn Parade and Gordon Street and vehicle access to Benn Parade and Gordon Street. No changes are proposed in the application.

Full urban servicing including sewer, water, telecommunications, power and drainage are available to the site.

Management Order

The Shire has the Management Order for Reserve 51700 (expiring in 2035) for the purpose of operating a tourist railway. The Shire may grant a licence to others over any part of the reserve for the designated purpose subject to compliance with the conditions in the Management Order.

The Management Order requires at c.4(b), the Minister for Lands to approve excavation and earthworks on the reserve prior to them being undertaken. Given the proposed structure will involve some excavation works this shall be referred to the Minister for approval upon final design being completed.

Zoning and Land Use/Development

The land is contained within the Public Purposes Local Reserve under Town Planning Scheme No. 3 (TPS3).

The objectives for the Public Purposes Local Reserve are stated in c.2.3.2 as:

- a) To protect areas already set aside for public purposes by Crown Reserves.
- b) To enable Council to control development in public purposes reserves.

The proposed display of the steam locomotive within the railway heritage precinct at no charge to the public complies with the definition of Amusement and Recreation in TPS3.

c.2.2 'Matters to be Considered by the Council' of TPS3 requires:

Where an Application for Planning Consent is made with respect to land within a Local Reserve, the Council shall have regard to:

- (a) The objectives as outlined below; and
- (b) The ultimate purpose intended for the reserve;

and the Council shall, in the case of land reserved for the purposes of a public authority, confer with that authority before granting its consent.

Site & Development Requirements

In accordance with clause 5.4 of TPS3, any development shall conform to the requirements for that use specified in Table II - Development Table. As there is no specific requirements specified for amusement and recreation uses, c.5.4.1 requires the Council determine the requirements to comply having regard to the predominant use and objectives of the reserve.

Table II – Development Table establishes setbacks, plot ratio, landscaping and car parking requirements for the various listed uses, as discussed below:

Setbacks

The proposed site for the locomotive and shelter was approved by Council at its July 2012 meeting and this has been supported by the State Heritage Office.

Plot Ratio

The plot ratio is not considered relevant to the proposal.

Landscaping

No additional landscaping is proposed in the application.

Car Parking

No additional car parking is proposed in the application.

Determination of Applications:

The Scheme (c.6.3.2) requires the Council have regard to a number of matters which are discussed below in considering whether to approve/refuse the application.

Matter to be Considered	Response
Any matter which it is required by the Scheme to consider	The proposal is considered compliant with the matters contained in the Scheme namely the objectives for the public purposes local reserve and consistent with the purpose of the reserve for tourist railway.
The purpose for which the land is reserved, zoned or approved for use under the Scheme	The land is reserved for public purposes and the display of a steam locomotive within this heritage and tourist railway precinct is consistent with the purpose for the reserve.
The purpose for which the land in the locality is used	The immediate surrounds form part of the railway heritage precinct and this is bordered by residential uses and other public uses such as the recreation complex, Apex Park and commercial uses such as the service station etc.
The orderly and proper planning of the locality	The proposal is considered consistent with the orderly and proper planning of the locality.
The preservation of the amenities of the locality	The proposal is not expected to produce any adverse impacts in terms of emissions or adversely affect the existing amenity of this area.

In accordance with Council's resolution in July 2012, the proposal is recommended to now be advertised for public comment and input. As noted in the Background section of the report, the other items have been completed or are dependent on the outcome of the advertising and consideration of any submissions received.

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

1 Not approve the proposal

The Council can choose to refuse to advertise the proposal and the application and advise the proponent giving reasons. If this option was chosen, the locomotive would not be relocated and displayed in Kojonup and the shelter would not be able to be constructed.

2 Advertise the proposal

The Council can choose to proceed with the advertising of the proposal.

3 Approve the proposal

The Council can choose to approve the proposal, with or without conditions. This would mean the advertising required by the July 2012 decision would not proceed.

4 Defer the proposal

The Council can choose to defer the matter for a period of time and seek additional information from the proponents, if deemed necessary to complete the assessment, before proceeding to make a decision.

This is a discretionary decision and 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

As set out in c.9.2.3 ‘Advertising of Applications’ in TPS3, the proposal shall be referred directly to adjoining/nearby landowners along Benn Parade and Gordon Street, advertised in local newspapers, displayed on the Shire’s Public Notice Board and website for a minimum period of 21-days.

Any submissions received shall be reported to Council for determination.

STATUTORY REQUIREMENTS

Planning and Development Act 2005 – Town Planning Scheme No. 3 is an operative local planning scheme under the Act.

Heritage of Western Australia Act 1990.

POLICY IMPLICATIONS

This item does not affect any Council Policies.

FINANCIAL IMPLICATIONS

The applicant is required to pay the application fee of \$147 as set out in the adopted 2014/15 Schedule of Fees and Charges.

STRATEGIC/CORPORATE IMPLICATIONS

The proposal is consistent with the following outcome in the Community Strategic Plan 2013-2023:

Building Prosperity	
Shire’s Commitment	Timeframe
Support local tourism initiatives and the Kojonup Tourism Association.	Short term

RISK MANAGEMENT IMPLICATIONS

The item covers several risk areas to Council including strategy and planning, community, environment and heritage, legal and political and services and functions. The organisational risk and proposed treatment or mitigation is summarised in the following table:

Risk Description	Risk Likelihood	Risk Consequence	Risk Classification	Risk Treatment
Council does not proceed with the advertising for public submissions on the locomotive proposal	Unlikely	Minor	Low	Manage by routine procedures, unlikely to need specific application of resources. Proceed to advertise for submissions.

ASSET MANAGEMENT IMPLICATIONS

The future shelter building and locomotive shall be maintained by the Kojonup Tourist Railway Inc.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council advise the Kojonup Tourist Railway Inc. that is has received support for the proposal to relocate the steam locomotive and construct a shelter on Reserve 51700 'Tourist Railway' from the State Heritage Office and in accordance with Council's resolution of July 2012, will now proceed to advertise the proposal in accordance with c.6.2.3 of TPS3 for a minimum period of 21 days.

COUNCIL DECISION

/15 Moved Cr

, seconded Cr

CARRIED/LOST

/



Shire of Kojonup

93 Albany Highway, Kojonup
Postal Address: PO Box 163, Kojonup
Western Australia 6395

TELEPHONE: (08) 9831 2400
FACSIMILE: (08) 9831 1566
E-mail: council@kojonup.wa.gov.au
www.kojonup.wa.gov.au

Our Ref: RC.MUS.4

State Heritage Office
Bairds Building
Level 2, 491 Wellington Street
PERTH WA 6000

Dear Sir/Madam

PROPOSED DISPLAY OF STEAM LOCOMOTIVE AT KOJONUP RAILWAY STATION PRECINCT.

The Shire of Kojonup has previously supported a request from the Kojonup Tourist Railway Inc. to relocate and display a steam locomotive within the railway precinct. The area is part of Reserve 51700 vested in the Shire of Kojonup for the purposes of a tourist railway.

The station precinct is contained on the Shire's Municipal Heritage Inventory and State Register and the proposal is referred under the requirements of the *Heritage of Western Australia Act 1990* for your consideration and approval.

Please find attached information regarding the application including:

- Site plan of locomotive and shelter.
- Photos of locomotive.
- Draft plans of locomotive shelter.

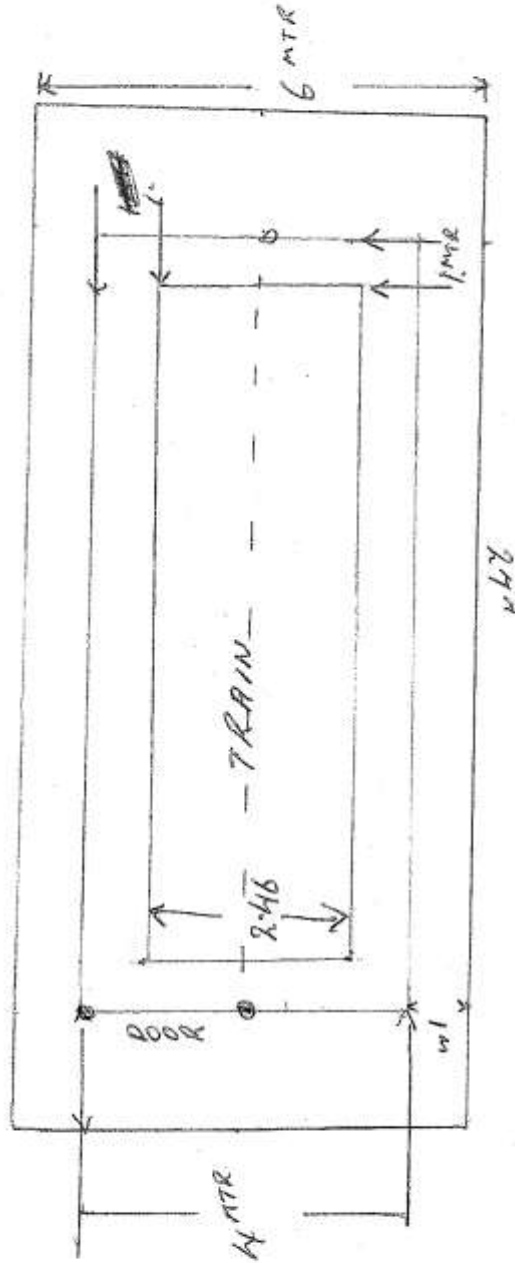
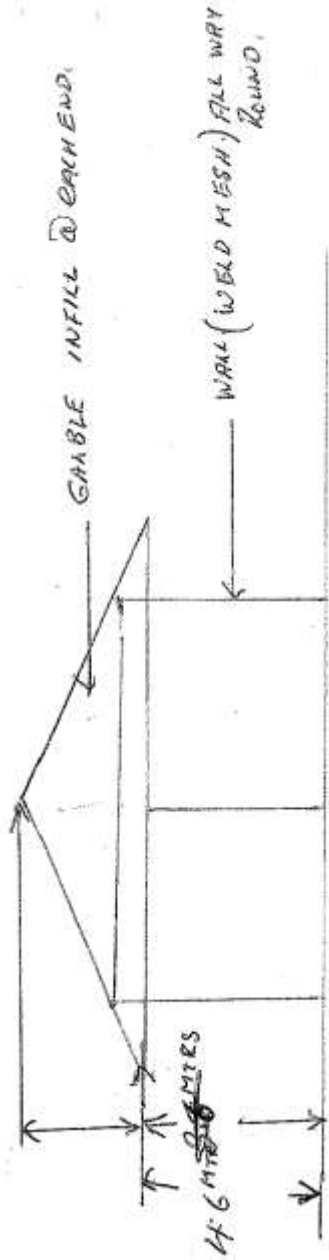
Should the Heritage Office need any additional details regarding the Tourist Railway Group, current activities, specifics of the locomotive, shelter and its operations etc., these should be directed to Cr Ned Radford (mobile 0400 230 309).

The Shire has supported the proposal and expects that it will generate additional interest and tourism activity within the railway precinct and Kojonup generally and looks forward to a positive response.

If you have any further queries regarding this matter please don't hesitate to contact me on 9831 2400 or via email at planner@kojonup.wa.gov.au

Yours sincerely,

Rick Mitchell-Collins
Chief Executive Officer
17 February 2015



(MARGIE
KEVIN BROWN)

PROPOSED WOL SACULTER



PROPOSED LOCO SHELTER

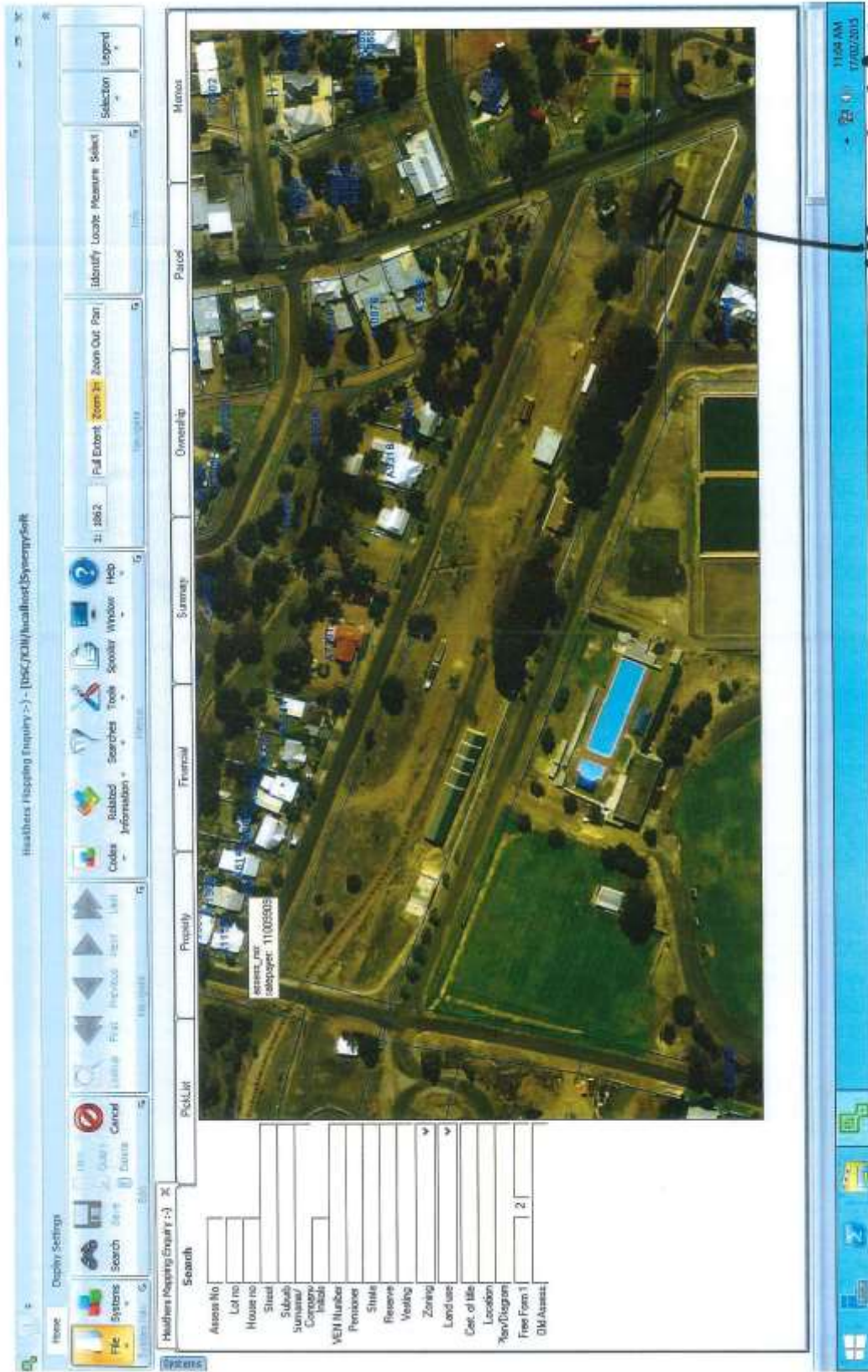




LOCOMOTIVE



LOCOMOTIVE



APPROXIMATE POSITION
OF PROPOSED SHED
& STEAM LOCOMOTIVE



STATE
HERITAGE
OFFICE

Working on behalf of the Heritage Council to recognise, conserve, adapt and celebrate our State's unique cultural heritage

27 February 2015

05 MAR 2015

Chief Executive Officer
Shire of Kojonup
PO Box 163
KOJONUP WA 6395

YOUR REF | RC.MUS.4
OUR REF | P1398-32906
ENQUIRIES | Lucy Duckham (08) 6552 4068

ICR19226

SHIRE OF KOJONUP				
FILE:	RC.MUS.4			
CEO	EC of HC	NPA	MCS	MRTS
RGR	SFO	WM	COPO	IB
NISM	SHA	PLAN		

Dear Sir

**Kojonup Railway Station (fmr) Group
LGA Application No. RC.MUS.4**

Under the provisions of Section 11 of the *Heritage of Western Australia Act 1990*, the proposed development as described below has been referred to the Heritage Council for its advice.

Place Number P1398
Place Name Kojonup Railway Station (fmr) Group
Street Address Lot 166 Gordon Street, Kojonup.
Referral date 20 February 2015
Development Description Proposed shed for steam locomotive

We received the following information:

Sketch plan of locomotive and shelter
Photographs of locomotive
Draft plans of locomotive and shelter

The referral for the proposed development has been considered in the context of the identified cultural significance of *Kojonup Railway Station (fmr) Group* and the following advice is given:

Findings

- The Kojonup Tourist Railway Inc wish to build a shed to house a restored steam locomotive within the Kojonup Railway Station Group curtilage.
- The shed will be 27m x 6m with a steel frame, pitched roof and weld mesh walls.
- The structure is in keeping with the current use of the place as a station and is fully reversible.
- Housing the locomotive is in keeping with the values associated with the place as a railway station.
- The proposed works will not have a negative impact on the registered place.

www.stateheritage.wa.gov.au
info@stateheritage.wa.gov.au

Advice

The proposed development, in accordance with the information submitted, is supported.

We would appreciate a copy of your Council's determination for our records.

Should you have any queries regarding this advice please contact Lucy Duckham at lucy.duckham@stateheritage.wa.gov.au or on 6552 4068.

Yours sincerely


Adelyn Siew
DEVELOPMENT MANAGER

12.4 BUSH FIRE ASSOCIATION – APPOINTMENT OF OFFICER’S 2015/2016 BUSHFIRE SEASON

AUTHOR: Robert Cowie – Administration/Regulatory Officer
 DATE: Wednesday, 29 April 2015
 FILE NO: ES.REG.1
 ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

To endorse the appointment of statutory and representative positions for the Shire of Kojonup and Kojonup Bush Fire Association for 2015/2016.

BACKGROUND

Each year the Shire of Kojonup appoints persons to undertake statutory and representative roles to perform the obligations under the *Bush Fires Act 1954*. Nominations are forwarded from the individual Brigades and Kojonup Bushfire Association.

COMMENT

Following the Annual General Meeting (AGM) held 14th April 2015 the Kojonup Bushfire Association has recommended that the following people be appointed to the Fire Control Officer (FCO) position for their respective brigades:

Ben Johnston	Captain/FCO, Boilup Brigade
Geoff Gale	Captain/FCO, Boscabel Brigade
Paul Norrish	Captain/FCO, Changerup Brigade
Owen Bignell	Captain/FCO, Cherry Tree Pool Brigade
Lachy Reid	Captain/FCO, Jingalup Brigade
Eric Wright	Captain/FCO, Kojonup Brigade
Pau Durack	Captain/FCO, Lumeah Brigade
Syd Loveland	Captain/FCO, Mobrurup Brigade
Mark Blewett	Captain/FCO, Muradup Brigade
Griffin Chomley	Captain/FCO, Orchid Valley Brigade
David Forrester	Captain/FCO, Qualeup Brigade
Duncan Burt	Captain/FCO, Ryans Brook Brigade
Bob Francis	Captain/FCO, Muradup Town

The appointments are subject to undertaking the appropriate FCO training. The next training session is to be advised. Any conditions, restrictions, or directions placed on FCOs who are standing again from last year will be continued.

The Association AGM also made the following appointments for Council ratification:-

Mr Digby Stretch (Zulu 1)	<ul style="list-style-type: none"> • Chief Bush Fire Control Officer • Fire Weather Officer • Issue permits for Clover Burr • Ability to advise Shire on Vehicle & Harvest Bans
Mr Tony Fisher (Zulu 2)	<ul style="list-style-type: none"> • Deputy Chief Bush Fire Control Officer • Deputy Fire Weather Officer • Issue permits for Clover Burr • Ability to advise Shire on Vehicle & Harvest Bans
Mr Murray Gibbs (Zulu 3)	<ul style="list-style-type: none"> • Senior Bush Fire Control Officer • Ability to advise Shire on Vehicle & Harvest Bans
Vacant (Zulu 4)	<ul style="list-style-type: none"> • Senior Bush Fire Control Officer • Ability to advise Shire on Vehicle & Harvest Bans

-
- | | |
|---------------------|--|
| Mr Geoff Gale | • Appointed as President of Kojonup Bushfire Association |
| Mrs Denise Berryman | • Appointed as Secretary of Kojonup Bushfire Association |

CONSULTATION

Consultation has occurred with the Brigades following call for nominations and consideration at individual Brigade AGM's. The Association AGM endorsed the FCO recommendations.

STATUTORY REQUIREMENTS

Section 38 & 40 of the *Bush Fires Act 1954*

POLICY IMPLICATIONS

There are no known Shire of Kojonup policy implications.

FINANCIAL IMPLICATIONS

There are no known Shire of Kojonup policy implications.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013-2023 – Focus Area 1.4 Living in a Safe Community.

Corporate Business Plan 2013-2017

Strategy 1.4.4.1 Maintain a community driven response to bushfire risk management.

RISK MANAGEMENT IMPLICATIONS

There are no known Shire of Kojonup policy implications.

ASSET MANAGEMENT IMPLICATIONS

There are no known Shire of Kojonup policy implications.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

1. That the Council endorse the nominations of the below listed officers to the position of Captain/Fire Control Officer for the 2015/2016 financial year:

Ben Johnston	Captain/FCO, Boilup Brigade
Geoff Gale	Captain/FCO, Boscabel Brigade
Paul Norrish	Captain/FCO, Changerup Brigade
Owen Bignell	Captain/FCO, Cherry Tree Pool Brigade
Lachy Reid	Captain/FCO, Jingalup Brigade
Eric Wright	Captain/FCO, Kojonup Brigade
Pau Durack	Captain/FCO, Lumeah Brigade
Syd Loveland	Captain/FCO, Mobrup Brigade
Mark Blewett	Captain/FCO, Muradup Brigade
Griffin Chomley	Captain/FCO, Orchid Valley Brigade
David Forrester	Captain/FCO, Qualeup Brigade
Duncan Burt	Captain/FCO, Ryans Brook Brigade
Bob Francis	Captain/FCO, Muradup Town

2. That Mr Digby Stretch be appointed as Chief Bush Fire Control Officer for the Shire of Kojonup for 2015/2016 financial year.
3. That Mr Tony Fisher be appointed as Deputy Chief Bush Fire Control Officer for the Shire of Kojonup for 2015/2016 financial year.
4. That Murray Gibbs be appointed as Senior Fire Control Officers for the Shire of Kojonup for 2015/2016 financial year.
5. That the Chief Fire Control Officer and the Deputy Chief Fire Control Officer be appointed as Fire Weather Officer and Deputy Fire Weather Officer, respectively, for the Shire of Kojonup for 2015/2016 financial year, and the two Senior Fire Control Officers be authorised to act in this role in their absence.
6. That the Chief Fire Control Officer, the Deputy Chief Fire Control Officer and the two Senior Fire Control Officers be appointed as the Officers authorised to impose Harvest and Movement of Vehicles Ban Officers for the Shire of Kojonup for 2015/2016 financial year.
7. That the Chief Fire Control Officer and the Deputy Chief Fire Control Officer be appointed as authorised officers to issue permits to burn for the collection of Clover Burr in the Shire of Kojonup for 2015/2016 financial year.
8. That Council notes the appointment of Mr Gale as President of the Kojonup Bushfire Association.
9. That Council notes the appointment of Mrs Berryman as Secretary for the Kojonup Bushfire Association.

COUNCIL DECISION

/15 Moved Cr

, seconded Cr

CARRIED/LOST

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12.5 FIREBREAK ORDER

AUTHOR: Robert Cowie – Administration/Regulatory Officer
DATE: Wednesday, 8 May 2015
FILE NO: LE.NOT.2
ATTACHMENT: 12.5 Fire Break Order 2015/2016

DECLARATION OF INTEREST

Nil

SUMMARY

To consider the Firebreak Order for 2015/2016.

BACKGROUND

Council issue a Firebreak Order each year, under section 33 of the *Bush Fires Act 1954*. The order requires certain things to be done with respect to fire hazard reduction / fire prevention on land. The order is distributed with the rates notice and any other publication conducted as required by the Act.

COMMENT

The format of the Firebreak Order will be in the same format as last year that can be kept on the fridge for easy reference. The attached document will only show content; the final format will be a folded, flip chart type document approximately 10cm x 20cm with a magnet on the back page.

Adoption of the Firebreak Order at this meeting will allow time for printing of the notices in time for inclusion with Councils annual Rate Notice mail out scheduled for July 2014.

CONSULTATION

The Firebreak Order is a working document that has evolved with consultation with the Bush Fire Advisory Committee over the last 11 years. Digby Stretch, CBFCA elect and Paul Retallack, Shire's Senior Ranger have also reviewed the document before being presented to Council.

STATUTORY REQUIREMENTS

Section 33 of the *Bushfires Act 1954* relates to Firebreak Orders.

POLICY IMPLICATIONS

There are no known Shire of Kojonup policy implications.

FINANCIAL IMPLICATIONS

The cost of producing the Firebreak notice will be incorporated in the 2015/2016 Budget.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013-2023 – Focus Area 1.4 Living in a Safe Community.

Corporate Business Plan 2013-2017

Strategy 1.4.4.1 Maintain a community driven response to bushfire risk management.

RISK MANAGEMENT IMPLICATIONS

There are no known Shire of Kojonup policy implications.

ASSET MANAGEMENT IMPLICATIONS

There are no known Shire of Kojonup policy implications.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council adopts the Firebreak order for 2015/2016 as attached to this agenda.

COUNCIL DECISION

/15 Moved Cr

, seconded Cr

CARRIED/LOST

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Notice to all land owners and occupiers
within the Shire of Kojonup

Pursuant to section 33 of the Bush Fires Act 1954

SHIRE OF KOJONUP

2015/2016 FIRE BREAK ORDER



By order of the Shire of Kojonup Council 19 May 2015
Rick Mitchell-Collins, Chief Executive Officer

BUSH FIRE BAN PHONE LINE: 9831 0145
BUSH FIRE EMERGENCY: 9831 1580 or 000
EMERGENCY SMS LIST: SHIRE 9831 2400

PROHIBITED BURNING TIME

1 November – 28 February

Permits may be issued between 1 Nov – 15 Dec for protective burning only. Between 16 Dec – 28 Feb no fires may be lit without the express permission of the Chief Bush Fire Control Officer. The Shire Council has authority to extend this date and you should consult with your local Fire Control Officer or ring the hotline on 9831 0145.

RESTRICTED BURNING TIME

1 October – 31 October & 1 March – 30 April

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

Permits will not be issued for townsite burning between 1 Mar – 30 Apr. Please note restricted burning times may be extended by the CBFCO, you should consult with your local Fire Control Officer or ring the hotline on 9831 0145.

NON RESTRICTED BURNING TIME

1 May – 30 September

Landholders must still take necessary precautions to keep their fires under control and on their own properties.

SPRAYING REMINDER

Chemical spraying of firebreaks on land within a gazetted townsite is to be completed to the Shire's satisfaction by the 15 September.

FIRE BREAK INSPECTION WARNING

3 December – All firebreaks and fire hazard reduction measures to be completed on land within the gazetted townsite.

4 December – Council will conduct its annual firebreak inspection of all land within the gazetted townsite.

14 December – All protective burning and firebreak precautions to be completed on land outside the gazetted townsite.

16 December – Council will commence its aerial and ground inspection process of all land outside the gazetted townsite.

IMPORTANT DATES

BURNING RULES

1. Patrolling of all fires is the responsibility of the landowner or occupier for as long as the fire poses a risk. These include clearing fires as well as protective burning.
2. All adjoining landowners must be notified on the morning of the intended burn whether clearing grass or protective burning is carried out.
3. No fire to be lit before 1300 hours (1pm). If extension of Restricted Burning Period continues after 30 April, a fire may be lit after 1000 hours or at the discretion of the Chief Bush Fire Control Officer.
4. For all grass and stubble fires, no trees or heaps of logs are to be burning within 40 metres of the outside of the perimeter break.
5. All stubble/grass burns conducted within the restricted burning period must have a 2.4 metre wide perimeter break cleared of all flammable material.
6. All other conditions on a WRITTEN PERMIT to burn must be complied with.

NON-COMPLIANCE WITH THE ABOVE MAY LEAD TO PROSECUTION.

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

TO REPORT A FIRE

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

Provide the following information:

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

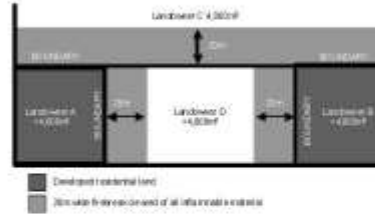
RADIO COMMUNICATIONS

VHF Channel 41	Mid Band Channel
UHF Channel 3	Prior to arrival at firesite
UHF Channel 11	Upon arrival at firesite
Channel 234 or 229	WAERN

BURNING RULES

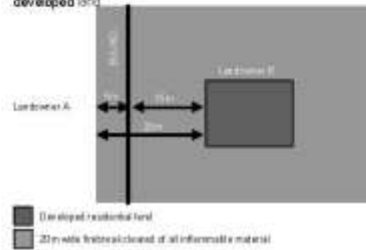
FIREBREAK DIAGRAM 1

A landowner with a boundary within 20m of a structure must ensure that they complete their portion of the required 20m perimeter fire break clear of flammable material



FIREBREAK DIAGRAM 2

Landowners with either vacant property OR land exceeding 4,000m² in size must ensure that a 20m boundary firebreak cleared of all inflammable material is installed along any boundary abutting the developed land



FIREBREAK DIAGRAMS

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

1. Urban Land (Land within a gazetted townsite)

During the period from the 3rd December to 31st May inclusive, you shall have the following firebreaks:

- On all land, regardless of size or how the land is zoned, a firebreak of no less than 20metres wide cleared of all inflammable material surrounding the perimeter of any homestead building, fuel installation (included drums), or group of such structures or installations. If burning is the method of hazard reduction employed; the inner and outer 2.4 metres of the firebreak must be totally cleared of all inflammable material prior to a burn being undertaken.
- On all land that is 4,000 square metres or less, regardless of how the land is zoned, all remaining flammable material to be reduced to a height of less than 50mm.
- Owners of property with an area greater than 4,000 square meters adjacent to developed residential property, a 20 metre boundary firebreak cleared of all flammable material on the land abutting residential land.
- Where chemical spraying is the method chosen as the means by which firebreaks are constructed, this is to be completed to the Shire's satisfaction by 15th September. If not, the Shire will do the work at the landowners' expense.

2. Rural Land (land outside a gazetted townsite)

Homesteads, Buildings, Haystacks, Bulk Fuel, Drums and Liquid Petroleum.

During the period from 14th December to the 31st May inclusive you shall have firebreaks at least 20metres wide, if provided by burning, cultivating or spraying, or 60 metres wide if provided by being closely grazed or mowed to the satisfaction of the Shire. The firebreaks are to be in such positions as are necessary to completely surround the perimeter of any homestead building (excluding isolated non flammable buildings), fuel installation (including drums), hay stacks (but only haystacks within 60 metres of any building) or group of such structures or installations. In each case, the outer 2.4 metres of the firebreak area must be totally free of any inflammable material and where mowing is the method used; all residue of the mowing process must be removed from the area.

3. Plantation/Tree Farm Land

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

URBAN / RURAL / PLANTATION LAND

Plantation/Tree Farms – An area exceeding three hectares planted for commercial purposes.

Boundary Firebreaks – (15 metre requirements) – a boundary firebreak is defined as an area fifteen metres wide cleared of all flammable materials and having no overhanging tree branches, to provide a vertical clearance of at least five metres.

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

Powerlines

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

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

Boundary Firebreaks

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

Exemptions

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

Firebreak Inspection

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

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

Harvesting

As per the Bush Fires Act 1954, it is compulsory that an engine powered pumping unit and not less than 600 litres of water must be in attendance during grain harvesting operations. Trailed units must have the towing vehicle attached at all times. The fire fighting unit must be located in or immediately adjacent to the paddock being harvested at all times.

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

Swathers, Balers and Track Chainers

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

Oxyacetylene, Arc Welders, Friction Cutting Equipment etc.

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

DEFINITIONS AND SPECIFICATIONS

FIRE CONTROL OFFICERS AND BRIGADES 2015/2016				
BRIGADE			FAX	MOBILE
BOLIUP				
Ben Johnston	Bravo 1	FCO	9832 8082	0429 328032
Brad Cussons	Bravo 2	LT	9832 8080	0407 984742
BOSCABEL				
Geoff Gale	Boscabel 1	FCO	9832 8098	0427 328098
Doug Harrison	Boscabel 2	LT	9832 8009	0447 983280
Glen Woodhams	Boscabel 3	LT	9832 8005	0427 328005
John Benn	Boscabel 4	LT		0427 116950
CHANGERUP				
Paul Norrish	Charlie 1	FCO	9833 1007	0428 919609
Ian Watson	Charlie 2	LT	9833 1209	0428 887599
Murray Magini	Charlie 3	LT	9863 1198	0429 198701
CTP				
Owen Bignell	CTP 1	FCO	9831 1907	0429 311383
Anthony Kowald	CTP 2	1st LT	9821 0046	0427 210074
Andrew Bushell	CTP 3	2nd LT	9821 0095	0409 111691
Neal O'Halloran	CTP 4	3rd LT	9831 0396	0429 371363
JINGALUP				
Lachy Reid	Jingalup 1	FCO	9833 6248	0428 336248
David Eatt	Jingalup 2	LT		0427 336286
Gary Draper	Jingalup 3	LT	9833 6268	0437 050233
KOJONUP				
Eric Wright	Keelo 1	FCO	9832 8003	0427 326033
Roger Blinney	Keelo 2	CPT	9831 1341	0428 341012
Graham McIlree	Keelo 3	LT		0427 384429
LUMEAH				
Paul Durack	Leema 1	FCO	9834 1026	0429 834102
Kit Anderson	Leema 2	LT	9834 3025	0488 343030
Tim Tresize	Leema 3	LT		0429 311795
MOBRUP				
Syd Loveland	Mobrup 1	FCO	9833 7512	0428 770276
Justin Fleay	Mobrup 2	LT	9833 7549	0427 270338
Ross Fryer-Smith	Mobrup 3	LT		0429 342202
MURADUP				
Mark Blewell	Mike 1	FCO	0898 321029	0428 250229
Ashley Sexton	Mike 2	LT	9832 1090	0438 927774
Bob Francis	Mike 3	TWN		0418 940844
ORCHID VALLEY				
Griffen Chomley	OV 1	FCO	9832 3081	0428 323005
Colin Ednie-Brown	OV 2	LT	9832 3081	0429 323071
Daniel Simpson	OV 3	LT	9832 3051	0427 525345
QUALEUP				
David Forrester	Qualeup 1	FCO	9832 3028	0427 323070
Andrew Marsh	Qualeup 2	LT	9833 2289	0428 992250
Trevor Wood	Qualeup 3	LT	9832 3076	0428 323074
Marty Hallet	Qualeup 4	LT	9832 3079	0417 093248
RYANS BROOK				
Duncan Burt	Romeo 1	FCO		0427 685378
Bevan Gibbs	Romeo 2	LT		0427 441348
Stuart Tohl	Romeo 3	LT	9834 2250	0447 342225
SECRETARY				
Denise Berryman	Mike 4	Sec	9832 1041	9832 1042

BRIGADE CONTACT DETAILS

ZULU CONTACTS			
Name	Position	CallSign	Contact Details
Digby Stretch	Chief FCO	Zulu 1	Ph 9833 7521 Mb 0428 540 521 Fx 9833 7540
Tony Fisher	Deputy FCO	Zulu 2	Ph 9831 1504 Mb 0428 311 504 Fx 9831 1845
Murray Gibbs	Senior FCO	Zulu 3	Ph 9834 2221 Mb 0427 02218 Fx 9834 2221
	Senior FCO	Zulu 4	Ph Mb Fx
SECRETARY			
Denise Berryman	Secretary	Mike 4	Ph 9832 1041 Fx 9832 1041
SHIRE CONTACT DETAILS			
Shire Office		9831 2400	
Works Depot Office		9831 2900	
After Hours Emergency Contact		0427 989 187	
Works Manager		0427 427 854	
EMERGENCY CONTACTS			
Ambulance		000	
Hospital		9831 2222	
Doctor (St Luke's Kojonup)		9831 0622	
Police		9831 2555	
Kojonup Fire & Rescue Service		9323 9333	
Bush Fire Emergency		9831 1580 or 000	
RADIO COMMUNICATIONS			
VHF Channel 41	Mid Band Channel		
UHF Channel 3	Prior to arrival at firesite		
UHF Channel 11	Upon arrival at firesite		
Channel 234 or 229	WAERN		

ZULU & SHIRE CONTACT DETAILS

13 EXECUTIVE & GOVERNANCE REPORTS**13.1 PROPOSED WINDING UP OF THE MOBRUP LAND CONSERVATION DISTRICT COMMITTEE (LCDC)**

AUTHOR: Rick Mitchell-Collins – Chief Executive Officer
DATE: Wednesday, 29 April 2015
FILE NO: EM.PRG.3
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

To seek Council approval for the Commissioner of Soil and land Conservation to wind up the Mobrurp Land Conservation District Committee.

BACKGROUND

The Mobrurp LCDC was a statutory committee established under *Sections 22 and 23* of the *Soil and Land Conservation Act 1945* to manage activities in the Mobrurp LCDC that was proclaimed by the Governor in 1986. When the members' term of appointment expired on 30 September 2004, the LCDC ceased to exist.

COMMENT

The Commissioner before presenting his recommendation to the Minister to wind up the Mobrurp LCDC, needs to obtain support for the proposal from the Local Government(s) within the district. As the Shire of Kojonup is within the Mobrurp LCDC, the Commissioner formally seeks support for the proposal.

CONSULTATION

Letter dated 13 April 2015 from the Commissioner to Council.

STATUTORY REQUIREMENTS

Soil and Land Conservation Act 1945

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC/CORPORATE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Ensures compliance with legislation.

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the Shire of Kojonup has no objection to the Commissioner of Soil and Land Conservation progressing the winding up of the Moberup Land Conservation District Committee as the members' term expired on 30 September 2004.

COUNCIL DECISION

/15 Moved Cr

, seconded Cr

CARRIED/LOST

/

13.2 LOCAL GOVERNMENT CONVENTION AND TRADE EXHIBITION 2015 - ATTENDANCE

AUTHOR: Rick Mitchell-Collins – Chief Executive Officer
DATE: Friday, 8 May 2015
FILE NO: GO.CLR.5
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to allow Councillors the opportunity to attend the annual Local Government Convention and Exhibition.

BACKGROUND

The Local Government Convention for 2015 will be held between Wednesday 5th and Friday 7th August 2015 at the Perth Convention and Exhibition Centre.

COMMENT

The full brochure is available from the Personal Assistant to the CEO if required or via <http://www.walga.asn.au/NewsPublications/tabid/66/id/2e04eb2e-ce2c-45ed-8f7a-090838c07188/Default.aspx>

This Convention includes the Annual General Meeting of the Western Australian Local Government Association (WALGA) and provides the year's most important professional development and networking opportunity to all Councillors.

CONSULTATION

Nil.

STATUTORY REQUIREMENTS

There is no specific legislation applicable to this item.

POLICY IMPLICATIONS

Council Policy 3.3 (Councillor Induction & Training) states that:

“All Councillors are encouraged to attend Local Government Week. The Shire President and Deputy Shire President are the Council's nominated delegates to attend the conference and vote on motions on the Council's behalf. The Council shall be required to authorise attendance by any other Councillor wishing to attend.”

FINANCIAL IMPLICATIONS

Attendance at this event is allowed for in the budget each year. Full conference registration costs \$1,475 and some additional components of the convention also have separate charges for attendance. Single day charges are available if full conference attendance is not desired.

As the conference will be held in the 2015/2016 financial year, all attendees authorised by the Council will be budgeted for.

The 2014/2015 allocation for all Conferences was \$20,000 with \$15,322 being incurred on this one conference alone.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013 – 2023 Focus Area 1: Being Well Governed

Corporate Business Plan 2013 -2017

Strategy 1.1.5 Develop and Maintain Councillors skills.

Strategy 1.1.5.1 Ensure training, development and networking opportunities are available to Councillors.

RISK MANAGEMENT IMPLICATIONS

Council is responsible for strategic decision making and ensuring adequate resources to meet the requirements of the integrated planning regulations of the *Local Government Act*. As such it is important that Councillors possess the skills to undertake this important function.

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the following Councillors, in addition to the Shire President and Deputy Shire President, be authorised to attend the 2015 Local Government Convention and Exhibition on 5 to 7 August 2015 at the Perth Convention and Exhibition Centre:

- Cr _____
- Cr _____
- Cr _____

COUNCIL DECISION

/15 Moved Cr _____, seconded Cr _____

CARRIED/LOST /

13.3 LOCAL GOVERNMENT CONVENTION AND TRADE EXHIBITION 2015 – VOTING DELEGATES

AUTHOR: Dominique Hodge – Personal Assistant to the CEO
DATE: Monday, 11 May 2015
FILE NO: GO.CLR.5
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to confirm the appointment of proxy delegates to the Western Australia Local Government Association (WALGA) AGM.

BACKGROUND

Council Policy 3.3 states:-

“Local Government Week

All Councillors are encouraged to attend Local Government Week. The Shire President and Deputy Shire President are the Council’s nominated delegates to attend the conference and vote on motions on Council’s behalf. The Council shall be required to authorise attendance by any other Councillor wishing to attend”

Therefore should the Shire President and Deputy Shire President unexpectedly be unable to attend the 2015 Local Government Convention, Council will be lose the opportunity of one or two votes during the Annual General Meeting (AGM).

COMMENT

Proxy Delegates should be a Councillor approved to attend the 2015 Local Government Convention as per Item 13.2 of this Council Meeting.

CONSULTATION

N/A

STATUTORY REQUIREMENTS

There is no specific legislation applicable to this item.

POLICY IMPLICATIONS

Council Policy 3.3

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

STRATEGIC/CORPORATE IMPLICATIONS

Strategy 1.1.5 – Develop and maintain Councillors skills

RISK MANAGEMENT IMPLICATIONS

A control measure to ensure Council can exercise its right to vote in the absence of nominated delegate.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Cr _____ acts as Council's Proxy in the unforeseen absence of the Shire President and Cr _____ acts as Council's Proxy in the unforeseen absence of the Deputy Shire President at the Western Australia Local Government Association Annual General Meeting (AGM) on Wednesday 5 August 2015.

COUNCIL DECISION

/15 Moved Cr _____, seconded Cr _____

CARRIED/LOST /

13.4 POLICY REVIEW – HUMAN RESOURCES/ADMINISTRATION

AUTHOR: Rick Mitchell-Collins – Chief Executive Officer
DATE: Friday, 8 May 2015
FILE NO: CM.POL.2
ATTACHMENT: [13.4.1 - Policy 2.2.3 – Employee Conferences, Seminars & Workshops](#)
[13.4.2 – Policy 2.2.11 – Shire Uniforms](#)
[13.4.3 – Policy 2.2.13 – Employee Training](#)
[13.4.4 – Policy 2.2.14 – Employee Assistance Program](#)

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to present to Council new and amended policies that previously formed part of the “All of Staff Agreement 2011” and were duplicated with existing Council Policies or have been reviewed as part of the Enterprise Agreement process and deemed suitable for inclusion as a policy rather than contained within the new Enterprise Agreement.

BACKGROUND

The Employee Joint Consultative Committee together with the CEO, Australian Services Union and HR Consultant has been progressively working through the development of a new Enterprise Agreement to replace the “All of Staff Agreement 2011” since July 2014.

Throughout the review process there were examples of Council possessing a policy that was duplicated in the Agreement. Alternatively the Agreement included matters such as attending Conferences, Seminars and Workshops that could be dealt with by Council policy as it allowed greater flexibility between employer and employee to review at least annually not 3 yearly as is presently the case with the “All of Staff Agreement.”

COMMENT

Council presently possesses the following policies:

2.2.3 Staff Training, Conferences & Seminars
2.2.11 Shire Corporate Staff Uniforms

The existing “All of Staff Agreement 2011” also includes reference to:

- Training (Clause 19)
- Conferences & Seminars (Clause 20)
- Employee Assistance Program (Clause 21)
- Corporate Staff Uniforms (Clause 37)
- Depot Staff Uniforms (Clause 38)

The new/amended Policies combine the intent of the above clauses and policies but also provide further clarification regarding process and applicability from an employee/employer perspective. It should be noted that a policy provides what can be done whereas procedures provides how to do it!

CONSULTATION

Council Briefing Sessions
Joint Consultative Committee Meetings
Australian Services Union

STATUTORY REQUIREMENTS

Fair Work Act 2009 (Cth)

Local Government Act 1995

National Employment Standards as contained in sections 59 to 131 of the *Fair Work Act 2009*

POLICY IMPLICATIONS

Council policies are made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

All policies are reviewed on an annual basis; however, this does not prevent or preclude a policy from an independent review, if circumstances (e.g. a change in legislation) warrant a review to be undertaken.

FINANCIAL IMPLICATIONS

Provision made in annual budget to cover employee entitlements, benefits and training including clothing and uniforms.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013 – 2023 Focus Area 1: Being Well Governed

Corporate Business Plan 2013 -2017

Strategy 1.1.2 Maintain a structured forward planning process in accordance with legislation and community aspirations

Strategy 1.1.4 Maintain robust systems and controls

RISK MANAGEMENT IMPLICATIONS

Ensure workforce planning is continuous and employees are provided resources to enhance skills, capacity and capabilities that strengthen the Shires capacity to achieve its Strategic objectives and employees are valued.

ASSET MANAGEMENT IMPLICATIONS

Ability to undertake tasks and functions in an efficient and effective manner via:

- Skilled/ reliable work force and
- Within budget and community expectations.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council adopt the following Policies:

- **2.2.3 – Employee Conferences, Seminars & Workshops**
- **2.2.11 – Shire Uniforms**
- **2.2.13 – Employee Training**
- **2.2.14 – Employee Assistance Program**

COUNCIL DECISION

/15 Moved Cr

, seconded Cr

CARRIED/LOST

/

2.2.3 EMPLOYEE CONFERENCES, SEMINARS & WORKSHOPS

Adopted or Reviewed by Council:	18/11/2014	Council Minute Reference:	172/14
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	Amended to capture exclusion from new All of Staff Agreement		
Delegation:			

OBJECTIVE

To provide employees opportunities to attend conferences, seminars and workshops that “add value” and continuous improvement to their positions as well as enhance skillsets and knowledge to the benefit of the employee, Shire and Community in meeting and delivering effective strategic and operational outcomes.

POLICY

1. The progression of employee development and continuous improvement is an ongoing commitment of Council ensuring the effective and efficient performance of employees as recognised in the Workforce Plan.
2. In respect of employees attending approved conferences, seminars or workshops with the Shire’s approval, the following expenses will be met by the Shire:
 - (a) Registration Fees;
 - (b) Accommodation and reasonable meal costs;
 - (c) Incidental expenses such as taxis and telephone calls;
 - (d) Travelling; and
 - (e) All travelling procedures must comply with the Occupational Safety and Health requirements.
3. The Shire will allow employees to travel to the course in work time i.e. if the course is held in Perth; the employee can depart Kojonup at 1.00 p.m. on the day prior to the course in order to arrive at the approximate normal finishing time. The same principle would apply for any other destinations.
4. The Shire may provide a vehicle for travel, however the vehicle must be returned to the Shire immediately on return to Kojonup, unless arrangements are made to the Shire’s satisfaction for an extension. If a Shire vehicle is unavailable the Shire will reimburse travelling expenses in accordance with ATO kilometre allowances as varied each year.
5. Dependent on the type of conference, seminar or workshop and content thereof an employee may be required as directed by their respective Manager, CEO or Council to submit a report or make a presentation enabling Council to remain informed of benefits derived from an employee’s attendance which may also be of benefit to the organisation in building corporate and employee knowledge and awareness.
6. No overtime or penalty rates will apply for any employee attending a conference, seminar or workshop under this policy.
7. An employee attending a conference, seminar or workshop subject to OSH requirements will be expected to wear the corporate uniform wherever possible to signify your representation of the Shire of Kojonup.
8. Employees will adhere to the Shires Code of Conduct at all times.

2.2.11 SHIRE UNIFORMS

Adopted or Reviewed by Council:	18/11/2014	Council Minute Reference:	172/14
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	Reworking of Policy 2.2.11 Shire Corporate Staff Uniforms reviewed by Council 18/11/2014 Decision 172/14		
Delegation:			

OBJECTIVE

To financially assist employees with the provision of a corporate uniform and compliance with Occupational Safety and Health requirements while projecting a positive team orientated corporate image to persons having dealings with the Shire of Kojonup whether working indoor or outdoor.

The shire uniform is usually worn during normal office hours, attendance at conferences, seminars and workshops, representing Council at various functions and events as well as day to day operations such as road works, swimming pool, mechanical, Kodja Place, Springhaven etc.

It is also to be noted that Council wishes to develop a new shire logo which upon adoption will replace the LG clothing logo. It is the intent of Council that predominantly indoor staff at the Council Office, Springhaven and Kodja Place will be provided a corporate uniform to the value of \$1,000 in the first year and \$450 per permanent employee thereafter.

POLICY

1. THIS POLICY DOES NOT APPLY TO CASUAL EMPLOYEES UNLESS AUTHORISED BY THE CEO.
2. The Shire shall contribute \$1,000 towards the initial cost of the new Shire of Kojonup corporate wardrobe per permanent employee for the first year and a further \$450 per permanent employee each subsequent financial year subject to any amount incurred above the shires contribution being repaid by the employee by 1 July in the next financial year or a longer period if agreed between the CEO and the employee.
3. Prior to a new Shire logo being adopted, the Shire will contribute \$500 towards the initial cost of a LG style uniform for the first year and \$400 per permanent employee each subsequent year subject to any amount incurred above the Shires contribution being repaid by the employee by 1 July in the next financial year or a longer period if agreed between the CEO and the employee.
4. In the event that an employee terminates their employment with the Shire within 6 months of their initial engagement the employee will be required to refund the full contribution made by the Shire to the purchase of their uniforms.
5. The Shire of Kojonup shall supply up to three sets of work clothes per annum to each operational employee who works either in the depot crew or predominately in an outside position.
6. The respective Manager(s) in conjunction with the outdoor OSH and Consultative Committee representatives will prepare an annual work clothes schedule for depot and outdoor employees that recognise the fair wear and tear of clothes.
7. Work clothes represent shirts, trousers, vests, polo tops, jumpers, jackets and shorts. A set of work clothes consists of 6 items that are interchangeable for example 2 shirts, 2 trousers and 2 jumpers = 6 items or 2 shirts and 4 trousers = 6 items.
8. An employee will be required to pay immediately in full or via agreed deductions from fortnightly pay for any item in addition to the 6 items allocated in any one financial year.
9. The Shire's Occupational Safety and Health Committee shall make input into the types of clothing and footwear issued.

2.2.13 EMPLOYEE TRAINING

Adopted or Reviewed by Council:	18/11/2014	Council Minute Reference:	172/14
Reviewer:	Chief Executive Officer		
Local Law:	N/A		
Procedure:	Reworking of Policy 2.2.3 Staff Training, Conferences and Seminars reviewed by Council 18/11/14 Decision 172/14		
Delegation:			

OBJECTIVES

1. To provide development opportunities to all employees as recognised in the Shire of Kojonup – Workforce Plan as the Shire is committed to the provision of employee training and professional development opportunities to ensure that employees achieve productivity aims relevant to their position.
2. All training needs will be considered as part of Council's Annual Budget considerations.
 - a) To achieve this, a minimum of 1.5% of employees' gross salaries will be allocated for specific training needs (inclusive of associated travel and accommodation costs) each year to ensure fair and equitable access to the training budget.
 - b) Where an employee undertakes such training it shall be conducted as far as practicable in the employee's usual working time and the employee shall not lose pay for attendance for extra travel associated with such training.
 - c) Fees, materials or any other reasonable costs associated with the training shall be reimbursed by the employer.
3. Relevant training is to be identified and documented during an individual's annual performance review.
4. It is recognised that employees will take ownership of their training needs and consult their managers to ensure that their training needs are met.

POLICY

The progression of employees through training and personnel development is an ongoing Workforce Plan goal ensuring the effective and efficient performance of employees.

Training and development opportunities will benefit the Shire of Kojonup through an improved knowledge base, increased skills and performance of employees and provide a platform for career pathways. The Council has adopted a Workforce Plan, which meets organisational, occupational and individual needs.

Specific aims of the Employee Training Policy include but are not limited to the following:

1. Develop an annual training calendar to ensure that training opportunities are provided to all employees and routinely encouraged.
2. To support the implementation to the Council's Delivery Program, training planning should include focus on; increasing information technology skills, communications, machinery and community development.
3. Ensure employees are adequately trained to ensure compliance with relevant departmental legislation including planning consent conditions, building regulations, industrial relations, traffic management plans and waste management etc.

4. Provide opportunities for works staff to retrain to reduce their need to perform manual labour.
5. In consultation with employees continue to develop the annual Development Review process identifying key achievements and commitment to the Shire.
6. Provide staff with training and education identified through the Development Review process.
7. Ensure that links to key areas of the Council's Delivery Program are made within staff review processes.
8. Ensure that supervisors and managers provide open and ongoing feedback to employees.
9. Develop and implement ongoing two-way communication processes that encourage staff to be involved in the organisation and their own professional growth.

2.2.14 EMPLOYEE ASSISTANCE PROGRAM**Adopted or Reviewed by Council:****Council Minute Reference:****Reviewer:** Chief Executive Officer**Local Law:****Procedure:** New policy to capture previous inclusion in All of Staff Agreement 2011**Delegation:****OBJECTIVE**

Where appropriate and required, provide provision for employees and elected members to access **confidential qualified support and assistance**.

POLICY

1. The Shire of Kojonup will provide by via LGIS Counselling Services and Southern Agcare an Employee Assistance Program that provides professional counselling for all elected members, employees and/or their immediate families wishing to access such counselling to help to resolve personal problems.
2. Employees accessing this counselling service shall be guaranteed total confidentiality and anonymity by the service provider. The Shire will only be informed of the number of workers that have accessed the service.
3. Employees are encouraged to make use of the Employee Assistance Program if they are experiencing difficulties in areas such as:
 - (a) Emotional problems;
 - (b) Martial or family concerns;
 - (c) Relationship difficulties;
 - (d) Financial concerns;
 - (e) Alcohol or other drug problems; or
 - (f) Problems such as those above that may result in conflict and absenteeism.
4. Employees are reminded that problems primarily stemming from issues in the workplace should be resolved through the Shire of Kojonup Employee Manual Section 3: Dealing with Employee Concerns and/or Clause 23 Dispute Settlement Procedure of the All of Staff Agreement 2011.

13.5 ELECTORS MEETING - MINUTES

AUTHOR: Dominique Hodge – Personal Assistant to the CEO
DATE: Wednesday, 6 May 2015
FILE NO: FM.FNR.2
ATTACHMENT: 13.5 Minutes of the Annual Electors Meeting held 21 April 2015

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the minutes of the Annual Elector's Meeting held on 21 April 2015.

BACKGROUND

Any decisions from the electors meeting are required to be referred to the Council for consideration.

COMMENT

The minutes from the Annual Electors Meeting are attached. There were no resolutions passed at the meeting that require the Council's consideration and therefore this item merely receives the minutes.

CONSULTATION

The Annual Electors Meeting is an opportunity for all residents to communicate with the Shire.

STATUTORY REQUIREMENTS

Section 5.27 of the *Local Government Act 1995* requires a general meeting of electors to be held once every financial year. Regulations prescribe matters to be discussed at such meetings as the contents of the Annual Report for the previous financial year and then any other general business.

Section 5.33 of the *Local Government Act 1995* states that:

"All decisions made at an electors meeting are to be considered at the next ordinary council meeting or at the first ordinary council meeting after that meeting".

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013-2023 Focus Area 1 - Being Well Governed.

Corporate Business Plan 2013-2017

Strategy 1.1.4 Maintain robust systems and controls.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the minutes of the Annual Electors Meeting held on 21 April 2015, as attached, be received.

COUNCIL DECISION

/15 Moved Cr

, seconded Cr

CARRIED/LOST

/

14 COMMITTEES OF COUNCIL**14.1 KOJONUP BUSH FIRE ADVISORY COMMITTEE****OFFICER RECOMMENDATION**

That the attached unconfirmed minutes of the Kojonup Bush Fire Advisory Committee held Monday 20th April 2015 be received by Council.

COUNCIL DECISION

/15 Moved Cr , seconded Cr

CARRIED/LOST /

14.2 KODJA PLACE ADVISORY COMMITTEE**OFFICER RECOMMENDATION**

That the attached unconfirmed minutes of the Kodja Place Advisory Committee held Thursday 23rd April 2015 be received by Council.

COUNCIL DECISION

/15 Moved Cr , seconded Cr

CARRIED/LOST /

14.3 AUDIT COMMITTEE**OFFICER RECOMMENDATION**

That the attached unconfirmed minutes of the Audit Committee held Tuesday 5th May 2015 be received by Council.

COUNCIL DECISION

/15 Moved Cr , seconded Cr

CARRIED/LOST /

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW BUSINESS

(of an urgent nature, introduced by a decision of the meeting).

16.1 DEVELOPMENT OF CEO'S DWELLING AND INDEPENDENT LIVING UNITS AT LOT P8 SOLDIER ROAD/LOTON CLOSE, KOJONUP

The proposed construction of the above dwellings requires the Shire to issue planning approval. The final plans will be available late this week (Friday 15 May 2015).

Given that the plans will be received after the agenda closes for the May 2015 meeting, staff will review the plans and table a report item at the Council Meeting for Council's consideration.

OFFICER RECOMMENDATION

That Item 16.1 Development of CEO's Dwelling and Independent Living Units at Lot P8 Soldier Road/Loton Close, Kojonup be discussed.

COUNCIL DECISION

/15 Moved Cr

, seconded Cr

CARRIED/LOST

/

17 CONFIDENTIAL REPORTS**17.1 CHIEF EXECUTIVE OFFICER – 2014/2015 PERFORMANCE REVIEW**

AUTHOR: Anne Lake – Consultant – Anne Lake Consulting
 DATE: Tuesday, 12 May 2015
 FILE NO: Personnel File
ATTACHMENT: 17.1 Confidential Report & Attachment

SUMMARY

The purpose of this report is to provide information to the Council on the Performance Review Committee's deliberations and recommendations arising from the Performance Review and the review of the Remuneration for Mr Rick Mitchell-Collins as Chief Executive Officer at the Shire of Kojonup for the 2014 review period.

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.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the meeting be closed to the public in accordance with s5.23 of the *Local Government Act 1995* to discuss:

- (a) a matter affecting an employee or employees.**

COUNCIL DECISION

/15 Moved Cr

, seconded Cr

CARRIED/LOST

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18 **NEXT MEETING**

Tuesday, 16th June 2015 commencing at 3:00pm.

19 **CLOSURE**

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

20 **ATTACHMENTS (SEPARATE)**

- Item 10.1 Monthly Statement of Financial Activity – March 2015
- Item 10.2 Monthly Payment Listing 01/04/2015 – 30/04/2015
- Item 10.3 Monthly Statement of Financial Activity – April 2015
- Item 10.6 Draft Long Term Financial Plan 2015-2030
- Item 12.1 Shire of Kojonup Asbestos Management Plan
- Item 12.2 Kojonup Occasional Child Care Centre Inc. Strategic Plan
- Item 13.5 Minutes of the Annual Electors Meeting held 21 April 2015
- Item 14.1 Unconfirmed Kojonup Bush Fire Advisory Committee Minutes – Monday 20th April 2015
- Item 14.2 Unconfirmed Kodja Place Advisory Committee Minutes – Thursday 23rd April 2015
- Item 14.3 Unconfirmed Audit Committee Minutes – Tuesday 5th May 2015
- Item 17.1 Confidential Report & Attachment