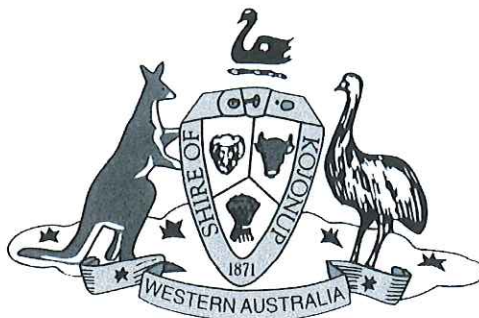


SHIRE OF KOJONUP



Council Agenda

17th June 2014

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 17th June 2014 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.

RICK MITCHELL-COLLINS
CHIEF EXECUTIVE OFFICER

12 June 2014

SHIRE OF KOJONUP**AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 17th June 2014****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 H. Sexton	Deputy Shire President
Cr Jane Trethowan	
Cr John Benn	
Cr Frank Pritchard	
Cr Ned Radford	

Mr Rick Mitchell-Collins	Chief Executive Officer
Mr Anthony Middleton	Manager of Corporate Services
Mr Mort Wignall	Manager of Regulatory & Community Services
Mr Phil Shephard	Town Planner
Miss Dominique Hodge	Personal Assistant to the CEO
Ms Joanne Macri	Community Services Officer

APOLOGIES

Cr Ian Pedler	Granted Leave of Absence at Meeting 19 May 2014
Cr Jill Mathwin	Granted Leave of Absence at Meeting 19 May 2014

3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 CONFIRMATION OF MINUTES

ORDINARY MEETING 19th May 2014

COUNCIL DECISION

/14 Moved Cr _____, seconded Cr _____ that the Minutes of the Ordinary Meeting of Council held on 19th May 2014 be confirmed as a true record.

CARRIED/LOST /

7 ANNOUNCEMENTS by the Presiding Member without discussion

8 PETITIONS, DEPUTATIONS & PRESENTATIONS

9 DECLARATIONS OF INTEREST

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

AUTHOR: Anthony Middleton – Manager of Corporate Services
DATE: Sunday, 8 June 2014
FILE NO: FM.FNR.2
ATTACHMENT: 10.1 Monthly Statement of Financial Activity

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the period ending 31 May 2014.

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.

COMMENTS

The attached Statement of Financial Activity for the period 1 July 2013 to 31 May 2014 represents eleven (11) months, or 92% of the year. The following items are worthy of noting:

- Surplus position of \$924,000. This does not include the \$756,000 storm damage clean-up reimbursement;
- 80% of budgeted operating revenue has been received and 86% of budgeted operating expenditure has been spent;
- Only 6.1% of total rates collectable are outstanding (this figure includes previous years arrears but excludes deferred rates). This figure includes the five properties that Council has taken action on to recover the rates;
- Cash holdings of \$3.34m of which \$2.36m is held in cash backed reserve accounts; and
- Page 7 of the statements details major variations from year to date (amended) budgets.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

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 IMPLICATIONS

Community Strategic Plan 2013-23 Focus Area 1 - Being Well Governed

Draft Corporate Business Plan 2013-17

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

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Brodie Hueppauff – Finance Officer
DATE: Friday, 9 May 2014
FILE NO: FM.AUT.1
ATTACHMENT: 10.2 Monthly Payment Listing 1/5/2014 – 31/5/2014

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the period 1st May 2014 to 31st May 2014.

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 ENVIRONMENT

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 IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

10.3 LEASE AGREEMENT BETWEEN DEPARTMENT OF EDUCATION AND SHIRE OF KOJONUP

AUTHOR: Heather Sheppard – Special Project Officer
DATE: Wednesday, 28 May 2014
FILE NO: CP.MTC.28
ATTACHMENT: 10.3 Draft Lease Agreement

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the terms and conditions of the Draft Lease Agreement between Department of Education and Shire of Kojonup for the shared use of facilities at Kojonup Oval situated on Lot 300 on Deposited Plan 180687 and being the whole of the land in Qualified Certificate of Crown Land Title Volume 3151 Folio 901 also known as Reserve 6171.

BACKGROUND

The Department of Education has an Agreement for the shared usage of the Kojonup Oval at the Sporting Precinct which has now expired. The Agreement provides for reimbursement of 20% of the operating expenses of the Oval excluding major works. The Department of Education have agreed to a new Agreement for 21 years.

Under the current Management Order vested in Council there is no provision for Council to enter into a Licence Agreement, however, the Minister of Lands has advised: *“the current management order over Reserve 6171 (shown in the government gazette dated 6 June 1958) does not include the power to licence. In order to amend the management of Reserve 6171 to include the power to licence, this department proposes to revoke the current management order and issue a new management order under section 46 of the LAA 1997 over Reserve 6171 for the purpose of ‘Recreation’ including the power to lease, sublease or licence for any term not exceeding 21 years with the prior consent of the Minister for Lands.*

In order to proceed with the proposed actions, would the Shire of Kojonup please advise if it agrees to the revocation of management order and issue of management order under section 46 of the LAA 1997.

COMMENTS

The draft Agreement is attached to this Agenda. The terms of use by Minister of Education is during the hours of 9am to 4pm during all school days and any other days as shall be agreed by the parties. Water used by the Local Government to water the facilities to be tested every 3 months with any adverse results provided to Department of Education. Insurances required of \$10m Public Liability and \$50m for Workers Compensation. Annual payments provided on production of invoices from the Shire.

CONSULTATION

Senior Project Officer assisted in negotiating the new Agreement.

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

Refund of 20% operational costs to the Shire

STRATEGIC IMPLICATIONS

Draft Corporate Business Plan 2013-17 Strategy 1.5.2 Maintaining an active, healthy and social community.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION**That:**

1. Council request that the Minister for Lands revoke the existing Management Order over Reserve 6171.
2. Council request a new Management Order under section 46 of the Land Administration Act 1997 over Reserve 6171 for the purpose of 'Recreation' including the power to lease, sublease or licence for any term not exceeding 21 years with the prior consent of the Minister for Lands.
3. Council, subject to the Ministers approval for the Council to grant a licence agreement, approve the terms and conditions contained in the Licence Agreement for a period of 21 years to commence from 1 July 2014 between the Department of Education and the Shire of Kojonup for the shared use of Kojonup Oval and that Council provide approval to the Chief Executive Officer to sign the Licence Agreement under Seal.

COUNCIL DECISION

/14

Moved Cr

, seconded Cr

CARRIED/LOST

10.4 INTEGRATED PLANNING – ASSET MANAGEMENT PLAN ADOPTION

AUTHOR: Anthony Middleton – Manager of Corporate Services
 DATE: Sunday, 8 June 2014
 FILE NO: CM.ASM.2
 ATTACHMENT: 10.4 Asset Management Plan

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the Asset Management Plan for adoption in accordance with integrated planning requirements of the Local Government Act 1995.

BACKGROUND

The integrated planning requirements of the Local Government Act can best be illustrated as follows:



As is shown above, the Asset Management Plan is a ‘second tier’ corporate plan that directly informs the Corporate Business Plan, and is affected by those major items contained within the Community Strategic Plan.

COMMENTS

Asset Management, and indeed the entire integrated planning process, represents a total change in focus, particularly for elected members, away from the annual budget cycle and into a long term, fully integrated, strategic approach.

The adoption of the attached Asset Management Plan is only the beginning of the asset management journey. Following the development, and adoption of the plan, further substantial work is required to be undertaken in the following areas:

- Defining the levels of service for each asset;
- Refining the quality of base data and information used to improve accuracy and confidence;
- Better define all assets, including the responsibility for each asset, and the associated community expectation and sustainable investment level of each;
- Developing an asset rationalisation program;
- Undertaking a real life assessment of the financial formulas used in the attached plan; and
- Inclusion of all asset classes (e.g. Plant & Equipment, playground equipment, Information Technology, etc.).

The tasks listed above are not small items, and in some cases will require extensive community consultation. It is envisaged that the Asset Management Plan be updated every second year and continually improved with the addition of the above points. This agenda item represents the first stage of a new and major focus area for both Councillors and senior staff.

CONSULTATION

Compiled by S Gash (in accordance with agreement), Senior Management Team and Officers which allowed the Asset Management Plan to be discussed at the Council briefing session held 3 June 2014.

STATUTORY ENVIRONMENT

Local Government (Administration) Regulation 19DA states:

“(3) A corporate business plan for a district is to —

- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and
- (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
- (c) develop and integrate matters relating to resources, including *asset management*, workforce planning and long-term financial planning.”

This is the only reference to the asset management plan contained within legislation.

POLICY IMPLICATIONS

Section 4 of the attached plan contains an Asset Management Policy and adoption of the recommendation will result in the creation of a new Council Policy for this important subject.

FINANCIAL IMPLICATIONS

As an informing document to the Shire’s Corporate Business Plan, the Asset Management Plan will have profound long term influence on the Shire’s finances. The adoption of this plan, i.e. this item, does not have a financial implication however.

STRATEGIC IMPLICATIONS

The Asset Management Plan is a ‘second tier’ corporate plan that directly informs the Corporate Business Plan. As such, it has major influence in setting the strategic direction of the organisation.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the attached ‘Asset Management Framework – Policy, Strategy and Improvement Plans 2013-2014’ be adopted.

COUNCIL DECISION

/14

Moved Cr

, seconded Cr

CARRIED/LOST

10.5 FINANCIAL MANAGEMENT – TRANSFERS TO RESERVE ACCOUNTS

AUTHOR: Anthony Middleton – Manager of Corporate Services
 DATE: Monday, 9 June 2014
 FILE NO: FM.FNR.2
 ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider transferring unspent budget allocations on major projects into a reserve account to account for future expenditure.

BACKGROUND

The Council has previously established reserve accounts to set aside money for use on a specific purpose in a future financial year.

COMMENTS

The 2013/2014 budget contains the following expenditure from Council's own sources, that have been identified by the author as suitable to transfer into a reserve account:

Budgeted Item (Account Number)	Budgeted Allocation – Council Funds	Estimated Amount Unspent - 30 June 14	Proposed Reserve to Transfer to	Balance of Reserve – 30 June 14
Office Equipment – Computers, Printers, Software & Furniture (C137)	\$46,000	\$40,000	New*	\$0
Staff Housing (New CEO Residence)(C157)	\$110,000	\$110,000	Staff Housing	\$44,778
Day Care/Toy Library & Play Group (C299)	\$132,138	\$117,000	Building Reconstruction	\$225,957
Major Plant Repairs (C162)	\$20,000	\$20,000	Plant	\$75,288
Medical Centre Study (3364)	\$35,000	\$20,000	G & P Church Medical Centre	\$500,000
Grand Totals	\$343,138	\$307,000		

The table above shows the proposed creation of a new reserve account, for the purpose of funding major information technology (IT) expenditure. Such a reserve would be commenced with the unspent funds from account C137, approximately \$40,000, and it is envisaged that it would operate similar to the Plant reserve currently operates. That is, an IT plan will be produced, detailing expenditure over a ten (10) year period, and the reserve will be utilized to even out the peaks and troughs in this expenditure.

*Legislation requires reserves be named and defined for their specific purpose. As such, the following is proposed:

Name: Information Technology Reserve

Purpose: to be used for the expenditure associated with major upgrades to information technology, computers, printers and software.

CONSULTATION

Consultation has occurred at a senior staff level.

STATUTORY ENVIRONMENT

Section 6.11 of the Local Government Act 1995 prescribes the establishment and operation of reserve accounts as follows:

“6.11. Reserve accounts

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —
 - (a) changes* the purpose of a reserve account; or
 - (b) uses* the money in a reserve account for another purpose,it must give one month's local public notice of the proposed change of purpose or proposed use.
* *Absolute majority required.*
- (3) A local government is not required to give local public notice under subsection (2) —
 - (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or
 - (b) in such other circumstances as are prescribed.
- (4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.
- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.”

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

The setting aside of money in a reserve account for a future purpose is sound financial management. The projects identified above have previously been prioritised and allocated resources accordingly, and this item ensures that these resources remain set aside for this purpose.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-23 Focus Area 1 - Being Well Governed

Draft Corporate Business Plan 2013-17

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION**That:**

1. A new Reserve Account titled “Information Technology Reserve” for the purpose of “to be used for the expenditure associated with major upgrades to information technology, computers, printers and software” be created; and
2. The following transfers to reserve accounts be authorised in the 2013/2014 financial year:

Transfer to Reserve:	\$
Information Technology	\$40,000
Staff Housing	\$110,000
Building Reconstruction	\$117,000
Plant	\$20,000
G & P Church Medical Centre	\$20,000
Total	\$307,000

COUNCIL DECISION

/14

Moved Cr

, seconded Cr

CARRIED/LOST

11 WORKS & SERVICES REPORTS

Nil

12 COMMUNITY & REGULATORY SERVICES REPORTS

12.1 GREGORY STREET LANEWAY

AUTHOR: Michelle Dennis – Environmental Health Officer
DATE: Wednesday, 4 June 2014
FILE NO: RO.ROA.062
ATTACHMENT: Nil

DECLARATION OF INTEREST
Nil.

SUMMARY

To consider laneway treatment options to prevent further damage to neighbouring fences by service vehicles.

BACKGROUND

The Shire is in receipt of a service request from residents on Gregory Street concerned about the use of a narrow laneway (figure 1) by delivery and rubbish collection trucks servicing businesses on Albany Highway that is causing damage to their boundary fences.

The Shire engaged Roger Machin, Licensed Surveyor, to provide an indication of the correct width and alignment of the laneway. **These preliminary works confirm that the laneway where the damage to the fencing is occurring is 3m wide.** Landgate informed that the laneway is Crown Land so it would be under the care and control of the Shire.



Figure 1(a) – Laneway View North from Gregory Street



Figure 1(b) – Laneway View South to Gregory Street

COMMENT

This laneway connects Gregory Street to George Street as illustrated in Figure 2 below.



Figure 2

A further laneway connects George Street to McLeod Street and Pensioner Road. At its Ordinary March 2009 meeting, Council considered the formal closure of laneways within the townsite due to reported antisocial issues. Council determined to:

1. *Not proceed with the permanent closure of the laneways within Kojonup.*
2. *Consider during 2009/10 Budget deliberations:*
 - (i) *Funding the placement of permanent locked gates with keys to be provided to landowners, service agencies and other authorised persons only, and*
 - (ii) *Providing signs at the beginning of the laneways advising that use and access of the laneway is restricted to landowners, service agencies and other authorised persons only.*
3. *Approach the local Police regarding additional patrols of the laneways to address the anti-social behavior concerns of residents.*

4. *Request that landowners adjoining the laneways maintain their dividing fences and properties to a suitable standard in an effort to discourage anti-social behavior and activities from occurring.*

As gates and signs are not in place along this further laneway it has been presumed that the initiative was unsuccessful in obtaining funding during the 2009/10 Budget deliberations.

For the Gregory Street laneway it is considered that Council has the following options.

- Option one – Maintain the status quo

The laneway is under the care and control of the Shire. The present unsealed construction of the laneway is causing gravel to be washed out onto the road through regular vehicle use which is exacerbated by the slope of the laneway and stormwater being discharged from adjoining properties. Gravel wash out can pose a hazard to road users and pedestrians. **To maintain the status quo is not recommended.**

- Option two – Close the laneway

The businesses serviced by the Gregory Street laneway have nil setbacks to Albany Highway therefore most deliveries occur via the laneway. One of the businesses is serviced by both a 240L mobile garbage bin collection and a bulk bin collection. This business is a food business and waste disposal is essential to safe food handling operations.

To have rubbish bins collected from Albany Highway would be dangerous and unsightly. There is also limited space for delivery vehicles to access these businesses via Albany Highway safely.

The laneway contains the main sewer line servicing the properties that adjoin the laneway. The formal closure of the laneway would require access easements to be included to enable servicing of the sewer as required.

It is considered that the formal closure of the laneway would be impractical and is not recommended.

- Option three – Purchase land to increase the laneway width

The property to the east of the laneway consists of a dwelling associated with the business. The western side of the dwelling is set back approximately 3m from the laneway. The garden area adjacent to the western side of the dwelling is currently undeveloped with a clothesline and small rainwater tank occupying the space. The property directly behind, behind Lot 108 Albany Highway, is not developed adjacent to the laneway.

An option may be for land to be purchased and then amalgamated into the laneway area, creating a wider laneway to facilitate larger vehicle movements. Council could then construct a kerb and seal the laneway to formalise its use and reduce gravel washing onto Gregory Street. The laneway could be shaped to act as a V-drain, assisting stormwater from the adjoining properties to discharge to the street.

To purchase the laneway the Shire is expected to pay the unimproved market value for the land. To facilitate two way vehicle movements, a minimum 6m width would be required for the length of the laneway. A 6m wide laneway is unlikely to be able to be achieved in this location given the proximity of existing structures; however a wider laneway of 5m would facilitate larger vehicle movements.

For a 5m laneway approximately 72m² of commercial zoned land would need to be acquired. Based on what is currently on the market in Kojonup, an unimproved commercial value of land may be \$45/m² (but would be subject to verification by a Licensed Valuer). While subdivision application fees do not apply for the resumption of land for a laneway, endorsement fees (\$572) and Landgate lodgement fees (\$480) would apply. A surveyor would need to prepare a plan suitable for

lodgement with Landgate (\$2500). The Shire does not have a kerb machine and would need to engage a contractor for this purpose. An approximate cost of \$44/m has been provided as a guide for kerbing (ie \$3080). To apply a seal an approximate cost of \$40/m² would need to be allocated. To seal the 180m² of laneway would equate to \$7200. Approximate cost for this option would be in the order of \$17000.

This option is not recommended as it involves considerable expense, benefits only a few properties and may create an undesirable precedent or unrealistic expectation of Council; given the number of laneways present within the townsite.

- Option four – Upgrades and vehicle restrictions

As the custodian of the laneway, Council may choose to prevent access to the laneway to delivery vehicles and waste trucks. Council can instruct businesses to arrange for their rubbish bins to be wheeled out for collection to Gregory Street and arrange for deliveries via smaller vehicles. Filling of the gravel washouts with new gravel and installing a sealed bin stand area would facilitate movement and placement of rubbish bins for collection; however would likely limit the business owners to use mobile garbage bins rather than larger bulk rubbish bins. The distance from the rear of the property to Gregory Street is considered to be no different to those residents living on larger lots with a rubbish service that need to wheel their bins to the street for collection.

As the properties are used for commercial purposes, they are not obliged to use the Shire's rubbish collection service ie they can negotiate a service independently to the Shire's service that could cater for more frequent collections if required.

Due to the presence of stormwater pipes discharging into the laneway, the Shire's Manager of Works and Services does not recommend only installing gravel as there would be continual maintenance requirements. Sealing the laneway to the boundary of Lot 84 is recommended as this is also where the land area flattens.

While the rubbish collection contractor is adamant that there is sufficient space to enter and exit the laneway in forward gear (using the business properties for access) without damaging fencing any restrictions placed on the use of the laneway should be consistent. Permanent signage informing of restrictions to the use of the laneway would also be required after consultation with affected businesses and residents. It is not intended to restrict the movement of light passenger vehicles through this laneway.

This option is recommended as it offers a compromise for the users of the laneway and the adjoining landowners. If this option is endorsed by Council a further report would be required to consider any feedback of the prescribed consultation.

CONSULTATION

Craig McVee, Manager of Works & Services
Phil Shephard, Shire Planner
Warren Blackwood Waste
Dial Before You Dig

STATUTORY REQUIREMENTS

If Council chose to close the laneway or purchase land to be incorporated into a laneway the process outlined by the *Land Administration Act 1997* is required to be followed.

Section 3.5 of the *Local Government Act 1995* permits Council to close a laneway to vehicles or certain classes of vehicles following public notice and consultation.

The *Local Government Act 1995* also enables Council to serve orders requiring repairs to thoroughfares.

12.2 BATHROOM CONSIDERATIONS – SPRINGHAVEN FRAIL AGED HOSTEL

AUTHOR: Michelle Dennis – Environmental Health Officer
DATE: Tuesday, 3 June 2014
FILE NO: CP.MTC.3
ATTACHMENT: 12.2.1 Photographs
12.2.2 Floor Plan

DECLARATION OF INTEREST

Nil

SUMMARY

To consider bathroom options at Springhaven to improve privacy and dignity for residents and safety for carers in accordance with Aged Care Standards and Occupational Safety and Health requirements.

BACKGROUND

Shire administration staff have been requested, following the bus tour conducted with Councillors and Senior Management on 1st April 2014, to investigate options for improvements to the bathroom facilities at Springhaven Frail Aged Hostel. The Hostel, constructed in 1982 and operated by the Shire, provides accommodation for up to 22 residents; 20 are full time residents and two rooms are allocated for respite care. Each bedroom is provided with an ensuite toilet, with bathing facilities provided via shared bathrooms. The Hostel is accredited by the Aged Care Standards and Accreditation Agency Ltd, enabling the Shire to obtain subsidies for the provision of this community facility within the town.

There are five shared bathrooms located within the Hostel. Two groups of two showers are provided off a corridor from the central sitting room area, with the remaining shower provided independently in the eastern wing as illustrated in attachment 12.2.2. Four of the shower rooms contain a shower area, bench and partition. These are located in close proximity to a toilet. One of the showers contains a toilet within the shower room as illustrated in photographs 1 to 3.

The floors to the showers are tiled over concrete. The walls are tiled at various heights. The rooms have internal dimensions of between 2000mm x 1900mm and 2500mm x 2300mm with doorways of between 770mm and 800mm wide.

All residents require assistance with showering from care staff and the following risks have been identified:

- Low partition walls have been included within the bathrooms which makes access into and within the bathrooms difficult.
- Care staff have informed that if residents fall within the bathroom, there is insufficient space to bring the resident to their feet safely while meeting Occupational Safety and Health safe work methods.
- If a resident does fall care staff use slide sheets to move residents into the corridor to be lifted. This is undignified and, due to the positioning of bathrooms close to common access ways and sitting rooms, offers no privacy to the resident.

Australian Standard 1428 *Design for access and mobility* is adopted by the Building Code of Australia. This standard sets out access and facility requirements for people with disabilities living independently. While it is used as a guide in the aged care setting, it does not allow for additional access for assisted toileting and showering eg while the toilets appear to have been installed with the principles of the standard in mind (see photograph 3), the positioning of the toilet close to the corner of the room does not provide access to both sides of the toilet by a carer. Restricted space can lead to constrained and awkward postures to assist a resident or problems with manoeuvring hoists. Hoists are not able to be utilised in four out of the five bathrooms.

The current bathrooms require extensive maintenance to resolve some damp issues, including new waterproofing and upgrades to plumbing fixtures. Adjoining rooms require some repairs to plastering. Tiles have lifted in many of the showers which is a potential trip hazard to residents and staff. Lifting tiles can also make adequate cleaning difficult. In some of the bathrooms the placement of the shower rose results in care staff becoming wet during assisted showering.

This report outlines three options.

- Do minimal maintenance
- Renovate existing bathrooms
- Construct new purpose built bathroom and repurpose existing bathrooms

COMMENT

The Building Code of Australia stipulates the ratio of sanitary and other facilities in residential buildings dependent on the building classification. While a new class of building was added to the Building Code in 2002 specifically for aged care buildings; known as Class 9c buildings, given the age of this building, this building is more likely a Class 3 ie;

A residential building, other than a building of Class 1 or 2, which is a common place of long term or transient living for a number of unrelated persons, including –

- (a) A boarding house, guest house, hostel, lodging house or backpackers accommodation; or*
- (b) A residential part of a hotel or motel or*
- (c) A residential part of a school; or*
- (d) **Accommodation for the aged**, children or people with disabilities; or*
- (e) A residential part of a health care building which accommodates members of staff; or*
- (f) A residential part of a detention center*

The ratio for toilets and showers in Class 3 is currently as follows:

Facilities for residents –

For each building or group of buildings, provide –

- (a) A shower, closet pan and wash basin for each 8 residents or part thereof for whom private facilities are not provided; and*
- (b) A suitable bath for each 30 residents or part thereof.*

The Hostel therefore requires a minimum of three showers and one bath. The Hostel currently provides five showers and no bath. Two care staff are currently rostered per shift. As all residents require some level of assistance showering, the facility has a shower roster to coordinate bathing of residents each day.

- Option 1 – Minimal maintenance

Nationally the Government is supportive of “aging in place”. While this encourages people to remain in their own homes longer, it has also resulted in residents remaining in Hostels longer.

Traditionally Hostels were for residents requiring low care and once higher care was required, residents were expected to move to Nursing Homes. The Federal Government changed funding arrangements offered to Hostels which enables higher care residents to be accommodated. Out of the 18 current residents at the Hostel, 16 would be assessed as meeting the “high care” category.

Minimal maintenance to the existing bathrooms ie replacement of damaged fixtures and fittings will not improve the access by staff for assisted showering, which is an increasing need. As people are getting larger and living longer the assistance levels will continue to change. Minimal maintenance will also not address the current damp issues; offering only a short term repair.

This option is not recommended as it is not considered to be value for money and makes no difference to the levels of safety that can be achieved for residents and staff during assisted showering.

- Option 2 – Renovate existing bathrooms

The complete removal of wall tiling, including the inbuilt partitions, would enable the damp to be addressed and improve manoeuvring for mobility aids and hoists. It is also an opportunity to correct some of the current water pooling issues and to reposition shower controls. Removing the internal partitioning would also remove the current injury risk to residents. Any renovations should also consider widening the existing doorways to provide for greater manoeuvring.

Shire staff have had difficulty in obtaining quotes for this option due to availability of contractors. While this option would greatly improve usability, the location of the bathrooms would remain unchanged, resulting in little improvement to privacy. The lack of hand wash basins within the bathroom also prevents prompts for residents to address their oral care during showering. **Option two is therefore not recommended.**

- Option 3 - Construct new purpose built bathroom, renovate and repurpose existing bathrooms

During investigations, Shire staff were able to view facilities at Leschenaultia House, which were constructed in 2000. This included two shared bathrooms (photographs 4 and 5). One was of a sufficient size for a bath. Each contained an assisted toilet. Staff at Leschenaultia House reported that they would not change anything about those facilities and that manoeuvring space was sufficient largely due to the open space immediately outside the entrance doors. These bathrooms had internal dimensions of 3120mm x 3530mm and 2340mm x 2750mm.

There is a clear space external to the Hostel (see photograph 7 and highlighted area in attachment 12.2.2) which would provide a wet area with internal dimensions of 5200mm x 7500mm (39m²). It is considered that this clear area would be suitable to install two bathrooms; one of sufficient size to allow for a shower trolley (example photograph 6). This area could also incorporate a circulation space outside the bathrooms to assist with manoeuvring of residents using mobility aids which would also offer additional privacy to users of the bathrooms from the residents using the adjoining recreation space.

Shire staff contacted the consultant architects (Holton Connor) who designed the facilities at Leschenaultia House to obtain a cost indication for the construction of bathrooms for aged care. They recommended allowing \$3000/m². For the clear space available this would amount to approximately \$140 000 (allowing for overall floor area of approximately 46m²). This does not allow for consultant fees for architectural or building permit assessment.

The renovation of the existing east wing bathroom by removing the internal partitioning and internal wall, creating one large shower room with toilet, would enable safe use by residents who may be able to shower independently.

The construction of a new bathroom would also enable repurposing of existing bathrooms that offer little privacy into facilities that would improve resident amenity. Suggestions from care staff include storage space for mobility devices as well as improvements to the hair dressing area.

The construction of a purpose built bathroom with provisions for renovating and repurposing existing bathrooms improves amenity for residents, offering more privacy for bathing as well as reducing workplace hazards for carer staff. Renovation of the east wing bathroom and the construction of two new showers (one sufficient for a bath via a shower trolley) would provide the three showers required.

Option three is therefore recommended.

CONSULTATION

Jean Daly, Nursing Manager, Kojonup Hospital
Sue Northover, Manager of Aged Care Services

Paul Retallack, Building Maintenance Coordinator
Michael Connor, Holton Connor Architects & Planners

STATUTORY REQUIREMENTS

Any alterations to the building will need consideration under the provisions of the *Building Regulations 2012* and therefore Building Code of Australia.

There are four standards with 44 outcomes for the Accreditation of aged care, with an emphasis on continual improvement. During a recent audit by the Accreditation Agency the Shire's Manager of Aged Care Services was asked what measures were being implemented to assist with the privacy and dignity of the residents. These measures would be improved by constructing new bathrooms.

POLICY IMPLICATIONS

There are operational policies within Springhaven that align with the outcomes for Accreditation.

FINANCIAL IMPLICATIONS

The Shire has a Springhaven Buildings Maintenance Reserve for the purpose of "Maintenance of Springhaven facility buildings" that contains approximately \$253,000. The asset management plan has not detailed priority works for Springhaven. It is therefore recommended that this Reserve be accessed to facilitate proposed works outlined in option three in the 2014/2015 financial year.

There is an Aged Care Approvals Round grant available through the Department of Social Services. This is a highly competitive grant, offering \$103 million across Australia. The Reserve contribution may be less if the Shire were successful in obtaining a grant for some of these works.

STRATEGIC IMPLICATIONS

The Shire's Community Strategic Plan includes reviewing the financial viability of Shire owned/managed aged care units.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council allocate up to \$190,000 from the Springhaven Buildings Maintenance Reserve in the 2014/15 budget for:

- 1. The construction of two purpose built bathrooms, one of sufficient size for a shower trolley; and;**
- 2. The renovation of the east wing toilet and shower room into one large room with minimal obstructions; and;**
- 3. Alterations to existing bathrooms to facilitate improved storage and hair dressing facilities.**

COUNCIL DECISION

/14 Moved Cr

, seconded Cr

CARRIED/LOST

/

Item 12.2.1 Attachment - Photographs



Photograph 1 - Springhaven

Shared bathrooms illustrating the location and extent of the low partition. The partition poses a striking risk to residents if they should fall. The partition also makes access to and manoeuvring within the bathroom difficult.



Photograph 2 - Springhaven

Item 12.2.1 Attachment - Photographs



Photograph 3 - Springhaven

The positioning of the toilet restricts access by carers to assist residents on both sides of the toilet. The positioning of the basin with relation to the toilet restricts those in a wheelchair from transferring onto the toilet independently. The partition adjacent to the shower is a striking risk and limits manoeuvring around the toilet. Due to the layout, this bathroom is very rarely used as a bathroom and is primarily being used for storage.

Item 12.2.1 Attachment - Photographs

**Photograph 4 – Leschenaultia House**

This shared bathroom has access around the hand wash basin and toilet to enable effective assistance to residents. The soap holder is recessed to reduce strike injury. The commode chairs also double as shower chairs in this facility.

**Photograph 5 – Leschenaultia House**

Item 12.2.1 Attachment - Photographs



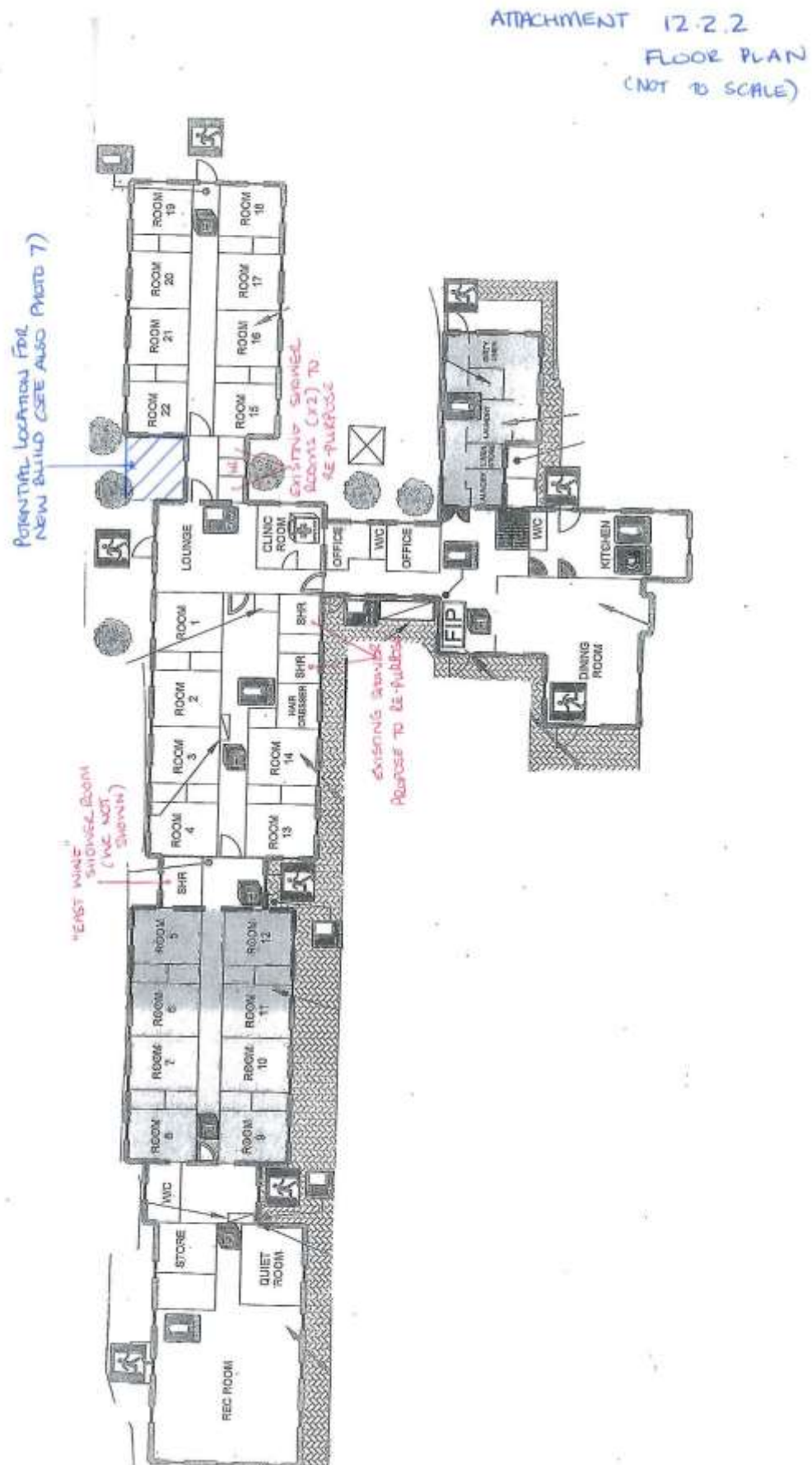
Photograph 6 - Leschenaultia House

Example of a shower trolley – the sides raise up to form a bath around a person who is moved onto the trolley for bathing.



Photograph 7 – Springhaven

Potential location for a new shared bathroom



12.3 SHIRE OF KOJONUP - COMMUNITY FUNDING PROGRAM 2014/2015

AUTHOR: Joanne Macri – Community Services Officer
DATE: Monday, 9 June 2014
FILE NO: FM.SPN.1
ATTACHMENT: 12.3 Shire of Kojonup Community Funding Program 2014-2015 - Summary

DECLARATION OF INTEREST

The author, Community Services Officer Joanne Macri, declares an interest in this item as a committee member of both the Kojonup Theatrical Society and the Kojonup Tennis Club.

SUMMARY

To consider submissions received from community and sporting groups who are seeking financial assistance from Council for the 2014/2015 financial year.

BACKGROUND

The Shire of Kojonup each year invites applications from incorporated community and sporting groups who are seeking financial support from the Shire during the 2014/2015 financial year.

The Funding Program considers requests for cash contributions and in-kind works (for capital and operational projects/activities) and maintenance to buildings/facilities.

Applications have been received from the following organisations:

1. Kojonup Historical Society
2. Kojonup Community Men's Shed
3. Kojonup Tennis Club
4. Kojonup Infant Health Clinic
5. Mobrup Polocrosse Club
6. Kojonup Gymnastics Club
7. Southern Agcare
8. Kojonup Tourist Association – Wildflower Weekend & Australia Day Breakfast
9. Kojonup P&A Society
10. Kojonup Theatrical Society
11. Great Southern District Display

COMMENT

The Shire of Kojonup Community Funding Program is aimed at assisting community groups and sporting clubs with funding for:

- Activities and Events, such as performer fees and advertising costs
- Equipment Hire
- Venue Hire
- Materials
- Equipment for clubs and groups (e.g. marquees, generators, sporting equipment, uniforms)
- Computer Equipment and Software
- Administrative costs
- Minor works to a building or premises
- Catering
- Bus hire/Excursions
- Other items that will benefit the community, club, organisation

Attached is a summary outlining the submissions from each community or sporting groups.

CONSULTATION

As per the requirements of the Community Funding Program, meetings have been held between representatives from each community group and the Community Services Officer to discuss their funding submission.

Consultation has also occurred with the Manager of Corporate Services, Manager Regulatory and Community Services and the Chief Executive Officer.

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

1.2 Community Funding Program (Capital & Operating)

FINANCIAL IMPLICATIONS

The outcome of this item will be referred to the 2014/2015 budget.

STRATEGIC IMPLICATIONS

Shire of Kojonup Community Strategic Plan 2013-2023

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council adopts as listed below the 2014/2015 Community Funding Program Applications for inclusion in the 2014/2015 budget as follows:

1. That Council continue to provide annual support to the following organisations:

- Kojonup Historical Society
 - Records Management/Accessioning \$2,000
- Kojonup Community Men's Shed – Facility rental \$5,000
- Kojonup Tourist Association – Wildflower Weekend \$1,000
- Kojonup Tourist Association – Australia Day Breakfast \$300
- Great Southern District Display – Perth Royal Show \$300
- Southern Agcare – Counselling Services \$1,000

2. The applications for upgrade to Council's facilities be supported as follows:

- Kojonup P&A Society
 - Showground Area – Works Assistance \$10,000
 - Showground Building Maintenance/Renewal \$8,000
- Kojonup Theatrical Society \$3,000
 - Carry over \$3,000 2013/2014 Community Funding Program
 - Donation \$3,000

3. Other applications be assessed as follows:

- Kojonup Infant Health Clinic
 - Electronic baby scales and carry bag/Training \$1,000
- Kojonup Gymnastics Club - Equipment \$1,250
- Moberup Polocrosse Club – Shed storage improvements \$1,500
- Kojonup Tennis Club – Professional advice on drainage (in-kind \$500)

COUNCIL DECISION

/14 Moved Cr

, seconded Cr

CARRIED/LOST

/

Shire of Kojonup Community Funding Program 2014/15 Applicants Summary

1. Describe the main purpose and character of your organisation and the service(s) it provides
2. Brief description of the Project
3. Who will benefit from this financial assistance, and how?
4. Additional information

Kojonup Historical Society - \$2,000

1. Maintain Historical Society records and article for the future of Kojonup and to preserve its history for future generations.
2. All running costs for the Historical Society for record keeping, electricity, Insurance, data entry and computer and printing costs, signage, plaques and other interpretive information.
3. Kojonup Community and tourists' visiting the town and those doing research that involves places and people from the town, as well as preserving the heritage of Kojonup for future generations.
4. The Historical Society is intending to apply for a small interpretive grant for the harness display which is housed in the Machinery Complex. This will be for signage, labelling, lighting and some labour cost included for research purposed. They are not asking for monetary support but would appreciate written support when the time comes.

Kojonup Community Men's Shed - \$5,000

1. Objects of the Men's Shed are to establish and operate a place where men can meet, socialise, enjoy mateship and camaraderie and source information on a variety of matters including health; To foster and promote health and wellbeing of members by providing an environment where practical skills may be acquired or enhanced through the medium of hobbies and workshop activities; To operate a place for the health and benefit of all men regardless of age, religion, ethnic origin, political beliefs or lifestyles, and to be accessible and affordable to all male members of the community, especially those to be considered at risk; To assist young men to gain confidence and prosper
2. Seeking financial assistance from the Shire for the continued lease of their current premises. The Shire provided financial assistance of \$5,000 in the 2013/14 Community Funding Program toward the lease of their premises.
3. Current members of the Men's Shed and Kojonup community in general will benefit from the continued operation of the Shed. The ongoing health benefits provided to men is extremely important and with the growth of the Shed, more substantial contributions to the community can be made as well as working in partnership with the Shire and other volunteer groups to better our community. Without financial assistance with regards to the rent, the Shed will struggle to meet this cost which in turn will limit the ability to undertake activities, projects and excursions.

Kojonup Infant Health Centre - \$1,500

1. The main purpose for the Kojonup Infant Health Centre is to obtain and manage funds that directly assist the Centre to provide vital health services for newborn babies to young children within our community. These services are available to all parents and children within the Kojonup Shire and include: weighing and general health checks for the various stages of development; immunisations; advice on infant and child issues such as feeding, sleeping, hearing, sight, allergies, rashes, behaviour and so on.
2. The committee is continually trying to raise funds to update and purchase new equipment for the Kojonup Infant Health Centre. This equipment is vital to assist the child Health Nurse not only in the clinic but when she conducts home visits. The Centre at present is trying to raise money to purchase a set of Electronic Baby Scales which are valued between \$700-\$1000 and a carry bag valued at approximately \$300. The scales are invaluable for precision weighing of newborns and growing babies. In addition, the Child Health Nurse continually requires current visual and electronic resources on important issues to assist and educate parents. They are also trying to purchase some books and DVD's on eating and sleeping patterns for infants and young children valued at \$120. The committee is also aware that the Infant Health Nurse receives very little funding from the Health Department for Professional Development Courses. There are numerous courses that would be beneficial for the Health Nurse to attend in order to better support the parents and children she assists within the Kojonup community. The Centre would like to provide the funds for the Health Nurse to attend a sleep program currently run by Ngala which is approximately \$150.
3. The parents, infants and children of the Kojonup Shire would benefit from financial assistance to the Infant Health Centre which would greatly assist their organisation to provide vital health services for newborn babies to young children using contemporary equipment as well as provide parents with current information on their children's health and wellbeing.

4.

The Kojonup Infant Health Centre is operated by the Child Health Nurse, Carol Nicholls, who is paid by the Health Department. Our job as committee members is to provide funds to the Centre, so the Child Health Nurse can offer vital health services for newborn babies and young children within the Kojonup Shire. All committee members are volunteers within the community.

Over the past number of years The Kojonup Infant Health Centre Committee has worked tirelessly to raise funds to purchase important medical equipment to assist the Child Health Nurse not only in the clinic but also when she conducts home visits. One of the most significant pieces of equipment purchased in 2011 for the Infant Health Centre was a Tympanometer (hearing testing machine), valued at \$5,445.00. These purchases are only made possible with the help and generosity of the Shire and certain community groups. One such organization, Renew, has recently donated \$700 to assist with the ongoing upgrade and purchase of equipment for the Infant Health Centre.

Due to our own error, we have failed to submit applications for Shire funding since 2010. Therefore, we have been unable to purchase much needed equipment for the Kojonup Infant Health Centre since the acquisition of the Tympanometer in November, 2011.

Kojonup Tennis Club Inc. – *in kind: professional advice on drainage*

1. The Kojonup Tennis Club provides facilities for social and competition tennis. They have 65 members and 80 junior members. For over 25 years they have run a popular competition over the summer months that bring in people from outlying areas to their club. This year there were over 65 participants. They have an active junior coaching program that is very popular. Tournaments are run for both seniors and juniors. The maintenance of the facility is shared with the Golf Club.
2. The Drainage Project is part of the resurfacing project for the tennis club (see attached below)
3. Kojonup Tennis Club will benefit directly and by saving on ongoing costs will potentially have funds to do further development of the site.

KOJONUP TENNIS CLUB DRAINAGE PROJECT

This project is a necessary part of our court maintenance project which we have planned for January 2015. The club is financing, with some assistance from anticipated grants from the Tennis Australia and Department Sports and recreation, an estimated \$50000 resurfacing project. There will be extra costs paid by the club if there is additional damage to the courts due to rain this winter. In 2006 we had a quote from a professional court surfer for over \$2000 to fix "puff ball" damage and since then we have been doing it ourselves most years in Springtime. Inspection of the end courts affected would reveal the work of amateurs resulting in patchwork effects and irregular surface.

The life span of the courts surface is the major financial commitment for the club. We are using "plexipave" which is the surface recommended and used by Tennis Australia for tournaments. Documentation from the contractor quoting for the resurfacing gives a 5 year guarantee depending on conditions such as stable court base and an expected life of 7 to 10 years with examples of clubs that have had much longer life out of their courts. We have had 8 years out of our courts although the damaged courts should have been replaced years ago.

\$50,000 after 8 years is \$6250 per year cost to the club in court deterioration.

\$50,000 after 10 years is \$5000 per year cost to the club in court deterioration.

From the above estimation, which does not include inflation, you can see that we would save about \$1250 per year over 8 years or \$10,000, if we get only another 2 years life out of our courts with better drainage. It should be noted that not all courts are affected by drainage, but it would be a much more expensive exercise just to have individual affected courts resurfaced at a different time to the other courts.

Bruce Warland



Mobrup Polocrosse Club Inc. - \$10,000

1. Mobrup Polocrosse Club organises and runs the Mobrup Riding School every year and has done so for over 50 years without a break. It also provides camping facilities for selected applicants throughout the year. It is also now the last remaining meeting area in the Mobrup district.
2. A three sided shed is currently housing jumps and other equipment. There is a need to make this secure and lockable by making the open side closed and lockable. All equipment currently lies on the ground or is stacked, so there is a need to add shelving on which to store the equipment. The club has also just taken possession of the contents of the Mobrup Hall prior to demolition, so this shed will become the only lockable storage area in the Mobrup district (not privately owned).
3. The Mobrup community – secure storage for equipment, along with the approximate 100 riders and their families that attend the Riding School.
4. Given the older age group of volunteers in the Polocrosse Club, it is requested that we can allocate some funds to pay someone to come and do the main work, and have the volunteers assisting where needed. A very small group of dedicated volunteers run this organisation and do so much to keep the grounds and facilities in working order that it would be preferable to have this job completed professionally.

Kojonup Gymnastics Club Inc. - \$3,600

1. The Kojonup Gymnastics Club has been incorporated since 1987. The club has been in recess for the past three years but has now started up again through Jacinta Sibley for Kinder Gym. The club meets at the Wool Shed at the Showgrounds as this is where the club conducted their classes a few years ago. The Gymnastics Club, in their view, feel that the showgrounds is the best sized space for their gear and the most functional and affordable place for their club in town. At the open day on 30th April 2014, 60 children under 5 registered their interest. Due to the large number of participants they are currently using the help of a coach from Katanning. The Kojonup Gymnastics Club offers wonderful skills and programs for children under 5 using the Gymnastics WA guidelines called Kinder gym for their lesson plans and skills sessions. The children of Kojonup Occasional Care attend for a session on Wednesday's and there are 40 other kids registered. Kojonup District High School has commenced Active after School (AAS) activities on a Tuesday at the Gymnastics Club. Discussions are underway with St Bernard's Primary School to participate in a program also.
2. Refurbishment of facilities:
Issues with the Wool Shed gutters and the water coming in – concerned the gear (worth approximately \$20,000) will be damaged. Prefer to leave the equipment out and not have to pack away after each session as they don't have the man power or hours to constantly move gear around as needed. Also feel there is nowhere in town with the sufficient run up space for teaching older kids to vault, plus many other skills that require floor space and run up space.
Would like to have the portable toilet put back out the showgrounds for use as it's easier and closer for the young children to use rather than walk to the other toilets.
Seeking funds to upgrade/purchase new equipment to replace some of their current equipment.
Seeking funds to go towards purchasing uniforms for the kids.
Seeking in-kind donations to help fund new coaches to be able to help Jacinta coach.
Seeking cash injection to advertise for coaches and if out of town coaches are obtained, seeking funds to pay for travel expenses etc.
3. The Kojonup Gymnastics Club feel that all the children of the Kojonup community that are of primary school age and lower will benefit from this assistance. The much needed equipment, building repairs, coach's assistance and nearby toilets all contribute to make a safer and more enjoyable facility for all. Without the help of funding from our local shire they feel they will be unable to run a fun and functioning Gym Club.
They are also looking at ways to fundraise to assist them with additional funds for their club.

The Kojonup Gymnastics Club is requesting cash and in-kind support to fix the guttering on the wool shed at the show grounds and for the purchase of new equipment and uniforms. In previous years when the Gymnastics Club was operating they had access to a portable toilet at the back of the wool shed. They are also requesting in their submission that a portable toilet be placed at the show grounds as it is easier for the smaller children to have close access to a toilet and not walk too far to the current permanent toilets.

Negotiations have already been made with the CEO and Jacinta Sibley to relocate the Gymnastic Club to the Memorial Hall in town as the condition of the wool shed at the show grounds is not safe. The hire cost of the Memorial Hall is to still be determined by the CEO but these costs will be structured and affordable for the Gymnastics Club. The CEO has also advised Jacinta Sibley from the Gymnastics Club that the portable toilet currently located at the cemetery will not be moved back to the show grounds.

Kojonup Tourist Association – Wildflower Weekend - \$1000

1. To promote the growth of tourism in the shire of Kojonup and publicise its facilities and attractions to target nature based local and external markets by coordinating festivals and events to maximise economic benefits for the community and growth of visitors to Kojonup.
2. The Kojonup Tourist Association is holding its 26th Annual Wildflower Festival in 2014. The aim of the festival is to provide an opportunity to showcase the fantastic flora and fauna of the Shire and encourage an awareness of the local environment. Every year they bring a spectacle of colour and scent that needs to be experienced to be believed.
The aim is to target the intrastate, interstate and international markets to increase the visitor numbers, length of stay and spending which will assist with the continued viability and sustainability of the Kojonup community.
3. The last five years the festival has been held at The Kodja Place with the objective of displaying the wildflowers to their optimum while increasing visitor numbers to The Kodja Place and focussing on the native plants flowering in the courtyard. The outcome has been two fold and successful, with increased numbers and spend per customer. All funds generated are used for the promotion and marketing of The Kodja Place of Kojonup thereby increasing the future viability and sustainability of The Kodja Place and Kojonup community.
4. The Wildflower season ranks as one of Western Australia's most fascinating and precious natural treasures. As diverse and colourful as the locals, the uniqueness and natural beauty of the wildflowers attracts thousands of tourists and scientists every year. The success of the Wildflower Festival has achieved over 25 years would not have been possible without the continued support of Council which is greatly appreciated.

The strategic promotions of the Wildflower Festival will be to utilise: word of mouth advertising, Travel articles, Travel Agents, brochures, specialised magazines, travel guide books, Visitor Centres and the internet which include the Kojonup Visitors Centre, Kodja Place, Kojonup Aboriginal site and the Tourism WA dedicated Wildflower site and western Australia.com.

Kojonup Tourist Association – Australia Day Breakfast - \$300

1. The main purpose of the Kojonup Visitor Centre is to provide exceptional visitor servicing by ensuring that visitors have access to comprehensive, up-to-date facilities, information including events which will increase the length of stay and the amount of spend. In focusing marketing and promotional growth of tourism implement and participate in marketing strategies that will increase Kojonup's tourism visitation and yield in a sustainable manner. Include The Kodja Place as a focus point for visitors to Kojonup reinforce and promote the positive link between local Indigenous and non-indigenous cultures.
2. Australia Day 26th January is our national day of celebration. It is the day we celebrate what's great about Australia and the values that unites us as Australians. The aim is to foster national pride in each and every Australian, to encourage Australians to live and work together as one, by fostering local community spirit. The Breakfast in the Park Celebration has been a very popular celebration since 1989. Australia Day celebration in Kojonup is a joint project with Kojonup Tourist Association organising the food, promotion and the day's proceedings. The Kojonup Lions Club cook the breakfast, announce their Citizen of the Year and Sports Star Awards. During the last ten years, Council has taken the opportunity to recognise worthwhile community input of individuals as well as local community groups who bring credit to the local community by their actions and efforts.
3. The Kojonup Visitors Centre strongly believes that we all benefit – individuals, community and Council. The breakfast gives the community an opportunity to come together on Australia Day and celebrate that we live in a free country and are proud Australians. It is an opportunity for Australians to come together to celebrate their country and culture. There are reflections on the achievements of the nation and explorations of ways to make the country and our community even better in the future. The awards that are presented give us the opportunity to reflect and acknowledge what we individually, as a community and Council, have achieved and made outstanding contributions to their community and country.

Kojonup P&A Society - \$10,000 +

1. The main purpose of the Kojonup P&A Society is to promote, encourage and assist development of agricultural, horticultural, viticultural and industrial resources of the Kojonup district. The P&A Society are also responsible for the organisation of the annual Kojonup Show which is a showcase for the districts achievements and resources as well as providing an important whole community social event.
2. Brief description of project:
 - Replacement of Horse Office
 - Hire of equipment
 - Grounds Maintenance
3. A successful Show showcases the district in a positive light providing benefit to the whole community. Maintenance and upgrading of the show ground facilities will ensure the safety and comfort of all users:
 - Koji Show patrons, exhibitors, competitors
 - Koji Gymnastics Club
 - Koji Equestrian Club
 - Koji Sheep Stud breeders – sale days, exhibitions
 - Koji Fire Brigade
 - Koji Football Club
 - Koji Hockey Club
 - Dog owners
 - General Public

Kojonup Theatrical Society - \$

Letter from Jane Lee, President Kojonup Theatrical Society to Shire of Kojonup in regards to the refurbishment/upgrade of the stage area of the Memorial Hall.



14th May 2014

Brief for Kojonup Shire
From the Theatrical Society
Re: Funding Application: Community Funding Program

Dear Manager of Community Services,

As requested by the Shire CEO

The Kojonup Theatrical Society submitted a funding application in 2013.

The premise of that previous application was to solicit funds and support from the Shire to improve/ refurbish the facilities of the stage area and equipment of Memorial Hall.

That application was supported by two independent reports done on the facility at a cost to the Theatrical Society, to validate the application. That application received support from the Shire in the form of \$3000. This money has not been exercised.

The Theatrical Society ran a community fundraising event in February 2014, to raise both awareness and funds to initiate our commitment to this endeavour. In the same month, The Theatrical Society also made a comprehensive presentation to the Shire, re this refurbishment and has since presented to the Shire a cheque of \$3000.

It is hoped that this brief, will outline the Theatrical Society's on going interest and commitment to this refurbishment for the community.

To write a further funding application we feel would be duplicitous. A future application would merely reiterate, what has been previously been made highly transparent and therefore, The Theatrical Society, asks that the Shire of Kojonup, and the Community Funding Program considers putting aside a sum of money each year, to help with the completion of this project.

The Theatrical Society, will as part of *their* commitment continue to endeavour run events that will (1) use the facility, (2) help procure funds to meet some of the expenses, until such time as the refurbishment has been completed.

The cost of this refurbishment is approximately \$70 000

Collectively, there is \$6000 in funds ready to contribute to this project. When the Community Funding Program sets aside additional funds this year, this total will obviously increase.

The Theatrical Society
Jane Lee
President.

Southern Agcare - \$1000

1. Southern Agcare is a not for profit organisation that offers a free mobile counselling service to 13 Shires in the Great Southern region. The staff are fully qualified counsellors and psychologists. They also provide community support services, Aboriginal counselling and support and emergency relief assistance to people in times of crisis.
2. Monetary assistance towards the cost of new pamphlets that will be distributed across the thirteen shires to promote Southern Agcare services.
3. By further promoting their profile, they will be helping rural families that would otherwise not have access to

these services. Especially families on lower incomes that would otherwise be disadvantaged by their remote location.

4. Southern Agcare Inc. has been running for 27 years. They rely on donations and assistance to provide this outreach service as certain things fall outside the scope of their government funding. The assistance received from donations and community grants allow them to provide a professional service across 13 Shires from Lake Grace to Darkan to Jerramungup and Albany and all areas inbetween.

Great Southern District Display - \$300

The Great Southern District Display Group presents a display at the Perth Royal Show showcasing the Great Southern. The total cost is approximately \$12,000 to present the display which covers accommodation, travel for the volunteers and display materials. The Royal Agricultural Society provides \$6000 towards costs and the Great Southern District Display depends on Local Government Authorities and Ag Societies in the area for the remainder of the funding.

The Great Southern District Display had a very successful display in 2013 in which they were the overall winner again.

This event is something I feel we should give an annual contribution to.

12.4 'ON YOUR BIKE WA' TOUR

AUTHOR: Joanne Macri – Community Services Officer
DATE: Monday, 9 June 2014
FILE NO: FM.SPN.1
ATTACHMENT: 12.4 'On Your Bike WA' Tour Brochure (2013)

DECLARATION OF INTEREST

Nil

SUMMARY

Council consider donating \$1,227, being Fees and Charges for the Sporting Complex and Oval for 'On Your Bike WA' for their stay in Kojonup on Tuesday 7th – Thursday 9th October 2014 as part of their annual tour.

BACKGROUND

Initiated in 1989 by the Cycling Touring Association with the support and assistance from the WA Tourism Commission and Bikewest, these tours have been designed to achieve three major goals:

- To encourage Western Australians and visitors to tour the beautiful countryside, forests and coastline which our state has to offer;
- To promote cycling as a healthy non-polluting, and above all, enjoyable form of exercise; and
- To keep costs to a minimum while offering a high standard of support services and catering.

The 'On Your Bike WA' tour is run by members of the Cycle Touring Association which is a not-for-profit organization. All of their tour leaders donate their time and skills to the organization and staging of the tours.

Wherever possible, catering for evening meals on tour is entrusted to a local service or community organization. They believe it offers the communities they visit some immediate and tangible benefit while fostering friendly interaction between local people and the visiting cyclists. This has proven to be a very successful arrangement in the past.

They provide a continental breakfast which is laid out for self service in the mornings. During the day they provide morning and afternoon tea stops which include refreshments and fruit.

To ensure that the tour group is adequately serviced and supervised, while at the same time ensuring that their reputation for friendly and personalized service support is maintained, they have set the maximum group size to 130 patrons.

Both the number in the tour and the low cost requirements allow overnight accommodation in tents which participants bring with them. All tents and personal baggage are transported from site to site in one of the tour support vehicles.

The overnight facilities the tour group is seeking should offer the following:

- A satisfactory area to erect tents. From their experience, they have found that a football/cricket/recreational ovals are ideal;
- Proximity to shower and toilet facilities which can accommodate approximately 130 adults (usual proportions 60% male, 40% female);
- Dining area to seat 130 people for evening meals and generally socialize; and
- Kitchen facilities to allow for storage of breakfast food and utensils.

The tour group hope to convince Local Governments that any assistance they provide to their tours is in the way of a promotional exercise and is repaid through boosted tourism both at the time of the tour visit and in the future. It has been their experience that in the 24 highly successful tours held to date that their cycle tourists tend to return to the areas visited using more conventional modes of transport and bringing other family members and visitors with them.

To date the group has visited more than 60 country local government areas, some more than once, and with continuing support and assistance of the people in country areas they look forward to staging many more successful On Your Bike WA tours.

COMMENT

Outlined below is the fees/charges structure for the Sporting Complex and Oval.

Recreation Sporting Complex – Fees & Charges

2 days/nights

Bond	\$450
Oval Hire	\$80 x2 = \$160
Main Upstairs Function Room/Kitchen Use/Bar	\$250 x2 = \$500
Change rooms	\$20 x2 = \$40
Additional tables (RSL Hall)	\$3.85 x10 = \$38.50 x2 = \$77
Total	\$1,227

CONSULTATION

Tour leader Tony Humphries has been in regular contact with Community Services Officer Joanne Macri and also engaged in a site visit of the Sporting Complex facilities on the 17th March 2014.

Council were briefed at the Briefing Session held 11th February 2014 about the tour in October.

As this organization is not for profit and require volunteers from among their participants, I would like Council to consider subsidizing either all or part fees and charges of their stay in Kojonup.

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Donation of \$1,227 being Fees and Charges for the Sporting Complex and Oval.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council donate the \$1,227 fees and charges being applied for ‘On Your Bike WA’ tour Tuesday 7th – Thursday 9th October 2014.

COUNCIL DECISION

/14 Moved Cr

, seconded Cr

CARRIED/LOST

/

The Cycle Touring Association of WA (inc) presents

On Your Bike Tour 2013

Blackwood Meander

Saturday 21 - Sunday 29 September 2013

**Dumbleyung – Wagin – Moodjarup –
Booyup Brook – Bridgetown – Balingup – Nannup – Augusta**



Volunteers

'On Your Bike' is organised by a sub-committee of the Cycle Touring Association of WA (inc) on a totally not-for-profit basis and requires volunteers from among the participants – you – to help out with some of the daily tasks involved for the smooth running of the tour. Tasking areas include:

- Helping out at breakfasts
- Baggage loading
- Helping out at and/or after the evening meal
- General cleanup
- Truck driving

If you would like to help in any of these areas or the dozens of other little tasks, please tick the box on the Volunteers section of the entry form.

We Provide

A real cyclist's breakfast of cereal, toast, a variety of toppings, juice and coffee, and most importantly the famous 'On Your Bike' porridge. If you think you need a good 'kick' to your ride, start on the day before a long ride then the porridge will fit the bill.

Morning tea by the roadside including tea, coffee and Milo. Fruit in season will be available.

A 'Sag Wagon' if it's all too much.

A hearty three course evening meal provided by local organisations. If you require vegetarian meals then please indicate on the entry form.

A vehicle to transport all your baggage between campsites.

Synopsis where appropriate.

A bike mechanic will be available each evening at standard commercial rates.

First aid and mechanical support.

Individualisation tags for your luggage, bike and you – in case you forget your journal, four gloves, wheel maps and route descriptions, or your water is spilled, so you or available electronically closer to the camp. Please indicate on the entry form your preferences.

Continuumcure Tour shirt.

A shoulder to cry on and/or a pit on the back when you achieve your personal goal.

The best 9 days of the year will have this year.

Automatic 6 month membership to the Cycle Touring Association of WA (inc). This offer only applies to non-members of the CTA who have not taken part in a previous On Your Bike tour.

You Provide

A reliable bicycle with a wide range of gears. It must be in good mechanical condition and we strongly recommend having it serviced at a local bike shop at least a month before the tour. Please read the 'Conditions' section on the entry form.

Cycling accessories – water bottles, pump, spare tubes, tools, a bicycle lock.

Your own travel insurance.

Approved cycling helmet.

Unbreakable plastic bowl, mug, mixing utensils, tea towel for morning breakfast.

At your camping gear – small waterproof tent, inflatable mattress and sleeping bag.

Sufficient clothing, bathers and toiletries.

Lunches: Except for the first and last days, we do not provide lunches. During the tour participants will be advised as to where lunches may be purchased.

Your own sense of adventure and be prepared to have fun!

Luggage

Your total allowance is 20 kg, of which no one bag can be more than 13 kg. Luggage will be weighed in check-in. Please pack your gear into suit duffel type bags. Suitcases are not acceptable.

A luggage drop off prior to the start of the tour is available to

make getting to Armadale easier on the trains. Luggage can be dropped off to East Victoria Park no later than the Thursday evening before the tour by contacting Terry on 9472 9887. The property owners and the Cycle Touring Association of WA (inc) accept no responsibility for any theft or damage whatsoever to luggage while it is at the property.

Transport

Transport will be available for you, your luggage and your bike to get to the start at Dumbleyung. The transport will leave from and return to the car park adjacent to the Armadale Railway Station. On the tour official support vehicles will meet the day-to-day needs.

Parking

For those participants that choose to drive to the start at Dumbleyung parking for the duration of the tour will be available in Dumbleyung for a small fee of \$10, payable on the day. The property owners and the Cycle Touring Association of WA (inc) accept no responsibility for any theft or damage whatsoever to the vehicle whilst it is parked at the property.

Safety

Approved cycle helmet must be worn while cycling.

- Headphones or music must not be worn while cycling.
- Alcohol may only be consumed in accordance with relevant legislation.
- Rowdy behaviour at the campsite will not be tolerated.
- Private support vehicles are not permitted to follow the ride, as they can be a hazard to cyclists. There will be sufficient official vehicles to meet our needs.

Training

Cycle regularly on quiet roads before the tour. Use the bike and do some long distance riding on the tour to ensure your saddle and any problems before the tour. It is 50 km long the day prior to the tour you should ride for at least 100 km. There will be a day of training on the tour for those who want it. There will be a day of training on the tour for those who want it. There will be a day of training on the tour for those who want it.

Age Conditions

Persons under the age of 16 on 21 September 2013 may not, we require the age of 16 on the day of the tour. Those under the age of 16 on the day of the tour must have a parent's or guardian's consent before they may participate.

Reunion Dinner

A post tour dinner has been arranged for tourists to get together to reminisce about experiences encountered on tour. A slide show presentation will be showing during the evening so take lots of photos while on tour to contribute to the presentation. The dinner will be held in Perth on Saturday 26 October 2013.

Tour Costs and Payments

FULL payment is required with the entry form. Early application is recommended as the tour is limited to 100 participants. All tour costs include GST.

Adult Entry for CTA member*	\$750
or 1st CYB tour	
(* lowest CTA membership valid to 31/03/2013)	
Adult Entry for non-member	\$790
Optional transport – Armadale Railway Station to Dumbleyung and return	\$60

Refund Policy

Cancellations received by Friday 23 August 2013 will receive a refund of 80% of the payment. Cancellations received after Friday 23 August 2013 will receive a refund of 20%.

For General Enquiries:
Phone Tony on 0408 955 908

Email: onyb@ctawwa.asn.au
or write to:
**On Your Bike WA, PO Box 174
Wendlebury WA 6013**

Blackwood Meander Tour 2013

The 25th On Your Bike tour will see us meander through the Blackwood River catchment from its upper reaches in the wheatbelt town of Dumblebyung all the way to the coast at Augusta where it meets the Southern Ocean. We begin our journey among the lakes and wetlands in the upper catchment of the river. From there the usually placid, occasionally wild, but always majestic Blackwood River travels almost 300 km to the sea. While we retrace the Blackwood River and its many tributaries, the tour meanders through a variety of landscapes which give way to tall karri and jarrah forests, prime habitat for the threatened Forest Red-Tailed Black Cockatoo. Along the way we will stay at a collection of charming historic towns nestled on the banks of the river.

Day 1 – Saturday 21 September

Perth to Dumblebyung by coach 240 km

Dumblebyung to Wagin 44 km

After having lunch at Dumblebyung it's On Your Bike for an afternoon ride as we begin our south westerly journey to the coast. Along the way we will pass Lake Dumblebyung, the largest open lake in WA's south where Donald Campbell broke the world water speed record in 1964. We then detour through the Gungahlin Lake Nature Reserve as we continue along back roads to Wagin, home to Woolloomooloo, the biggest sheep show in Australia. After setting up camp, take some time to explore the town, view the Giant Ram or visit the historical village.

Day 2 – Sunday 22 September

Wagin to Moodjarup 76 km

Today we leave behind the Giant Ram and head west past Mt. Latham to the small town of Arthur River, named after the longest tributary of the Blackwood River. After morning tea we turn south-west along quiet back roads, passing through the localities of Bekal and Duranillin, crossing the Arthur River before following it to Moodjarup. Today we set up camp on the banks of Lake Towerminning, a large and beautiful semi-freshwater lake with clean sandy beaches. The lake is used for a variety of water sports including sailing, kayaking and swimming and is a haven for bird watchers with over 57 bird species in the surrounding bushland and swamps.

Day 3 – Monday 23 September

Moodjarup to Boyup Brook 64 km

Just south of Moodjarup the Arthur River and Balingup River converge and become the Blackwood River. About 16 km further downstream we encounter the Blackwood River for the first time at Triggwell Bridge and stop to enjoy morning tea on the river bank. We then continue across the Blackwood River passing by Denningup and across the Blackwood River again before finally arriving in Boyup Brook. Tonight's camp is at the Fox Mill Recreation Ground on the banks of the Blackwood River – check out the flood markers on the buildings around camp.

Day 4 – Tuesday 24 September

Boyup Brook to Bridgetown 54 km

We leave Boyup Brook and head south across the Blackwood River following the road with the same name through gently undulating open farmland until we reach our morning tea stop at the small township of Myranup. Shortly after we turn west along Winnequip Road and head towards the Blackwood River for the second time at Winnequip Bridge, which is the start of the 20 km cycling leg of the gruelling Blackwood Marathon. From here the road climbs through a mixture of farmland and dense jarrah forest before the final downhill run into Bridgetown, one of the most picturesque towns in Western Australia. Take some time to enjoy a coffee and cake or even some lunch if you arrive early enough before setting up camp at the Bridgetown Agricultural Showgrounds for the next two nights.

Day 5 – Wednesday 25 September

Rest Day in Bridgetown

Rest Day – time to explore the town or just relax. Since the late 1970s Bridgetown has become increasingly attractive to tourists as a peaceful and picturesque country town and a popular destination for urban refugees seeking a rural lifestyle. With a population of about 25,000 it is the largest town along this year's tour and has many amenities to service tourists and visitors. There is the Jigsaw Gallery and Museum, which claims to host the only jigsaw collection of its kind in the Southern Hemisphere, two art galleries, three wineries, a cidery, two bakeries and a number of excellent cafes.

Day 6 – Thursday 26 September

Bridgetown to Balingup 48 km

We leave Bridgetown and head south across the Blackwood River and then turn west to climb out of Bridgetown. Yes, all roads out of Bridgetown are up! Take a moment to look back and admire the panoramic view over Bridgetown before we descend again to follow the Blackwood River through open farmland. We turn north along Marneup Ford Road and stop at the Blackwood River for morning tea before climbing up into the forests on our way to the timber and mining town of Greenbushes. From there we start our long gradual descent along quiet back roads as we head to Balingup.

Day 7 – Friday 27 September

Balingup to Nannup 43 km

A short ride today giving you ample time to explore Balingup before a gentle ride along the banks of the Blackwood River through a mixture of open farmland, vineyards, orchards and forests. After crossing the Blackwood River we stop for morning tea on the river bank before continuing on to Nannup.

Day 8 – Saturday 28 September

Nannup to Augusta 94 km


We leave Nannup for our last, and longest, riding day as we pass through several State Forests of jarrah, karri and pine plantations for more than 60 km. Along the way we take a scenic route via Jallarrup, crossing the Blackwood River twice. After morning tea at the Jallarrup Bridge we continue through the forests before emerging into open rolling farmland. We then cross the Blackwood River for the 10th and final time at Alexandra Bridge, before our Blackwood Meander ends at Augusta with the final 1.5 km along Blackwood Avenue, named of course after the Blackwood River. Tonight we are staying at the Turner Caravan Park, nestled on the banks of the Blackwood River and after our final dinner there is the traditional On Your Bike Concert to keep us all entertained.

Day 9 – Sunday 29 September

Augusta to Dumblebyung by coach 360 km

Dumblebyung to Perth by coach 240 km

After a good night of entertainment, we get up this morning, have breakfast, pack up camp, load the bikes onto the truck, and then get on the coaches back to where it all began. We will travel via Sues Road and Collie before arriving in Dumblebyung for lunch. After lunch we say our farewells and go our separate ways – until next year's tour!



12.5 DRAFT GREAT SOUTHERN REGIONAL PLANNING AND INFRASTRUCTURE FRAMEWORK (MARCH 2014)

AUTHOR: Phil Shephard – Town Planner
DATE: Friday, 6 June 2014
FILE NO: LP.PLN.13
ATTACHMENT: 12.5 Draft GSRP&IF Document

DECLARATION OF INTEREST

Nil

SUMMARY

To consider the recommendations of the draft Great Southern Regional Planning & Infrastructure Framework (draft GSRP&IF) prepared by the Department of Planning, WA Planning Commission and Great Southern Development Commission.

The recommendation is to provide a submission on the draft GSRP&IF.

BACKGROUND

The draft GSRP&IF has been prepared by the Department of Planning under the guidance of the Great Southern Regional Planning Advisory Committee. The Committee membership includes Department of Planning (Chair), Great southern Development Commission, WA Local Government Association (Shires of Plantagenet, Katanning and Jerramungup), Department of Environment and Conservation, Department of Health, Main Roads WA, LandCorp, Department of Regional Development and Lands, Department of Agriculture and Food, Department of Water and Department of Transport.

The GSRP&IF will set the strategic planning direction and prioritises infrastructure needs to guide future government investment decisions. When completed it will become a regional planning strategy under the State Planning Framework and local governments will be required to have due regard to the recommendations preparing and reviewing their local planning strategies and schemes.

The frameworks will be used by the Department of Planning to guide future land use, land supply, land development, environmental protection, infrastructure investment and delivery of physical/social infrastructure for the region and inform the WA Planning Commission's Infrastructure Coordinating Committee decisions.

The draft GSRP&IF contains:

- A vision for the Great Southern;
- Objectives and agreed strategic direction for economic growth, population, and sustainable settlements, transport, community infrastructure, essential services, natural assets and culture and heritage;
- 3 tables outlining Planning Initiatives (Table A), Committed Great Southern Infrastructure Projects (Table B) and Anticipated Directions for Regional Infrastructure (Table C); and
- A Framework Map.

COMMENT

The Department of Planning are seeking submissions prior to finalising the GSRP&IF and staff would recommend a submission be prepared to include the following points:

- 1) The preparation of the draft GSRP&IF should have included consultation directly with all Local Government's covered by the strategy.
- 2) Any regional planning committee formed to implement the completed GSRP&IF should include representatives of all Local Government's covered by the strategy.

- 3) The vision (2.1) for the draft GSRP&IF should remove reference to ‘multicultural’ as it is not relevant to the growth of the region’s population and cannot reasonably be expected to be implemented through a planning strategy.
- 4) The designation of Kojonup in the draft GSRP&IF as a sub-regional centre (2.4) is supported.
- 5) The economic growth section (2.3) should include:
 - Reference to the servicing constraints/costs to develop lots within the Kojonup.
 - The opportunity for additional intensive agriculture industries such as sheep/cattle feedlots, piggeries, poultry farms, feed production and compost manufacturing to be undertaken within the Shire.
 - Support for the development of the Moonies Hill windfarm proposal.
 - Recognition of the importance of bulk grain storage facilities and local transport businesses and operators to the local economy.
- 6) The transport network section (2.5) does not include any reference to a potential Heavy Vehicle bypass around Kojonup and the Council expects that this means there are no plans for Main Roads WA to plan for or pursue its development over the next 20-years.
- 7) The social infrastructure section (2.6) should include:
 - Reference to the proposed development of an integrated medical centre adjoining the hospital and additional aged person’s accommodation within Kojonup.
 - The importance of retaining and upgrading services at the Kojonup Hospital.
 - Reference to the Shire’s Mainstreet and Recreation Masterplan projects.
- 8) The initiatives outlined in the essential service infrastructure section (2.7) are supported as they support the removal of capacity constraints to the development of future residential, commercial and industrial land in Kojonup. The initiatives should clearly state that roof catchment potable water supplies may be approved in Special Rural zones where adequate rainfall/catchment are available.
- 9) The cultural, heritage and visual landscape section (2.9) should include recognition of the award winning Kodja Place and its contribution to cultural tourism in the region.
- 10) The review of the Lower Great Southern Strategy should be expanded to include all Local Governments covered by the GSRP&IF.

Any additional comments from Councillors can be included when the item is being discussed.

In considering the proposed submission on the draft GSRP&IF, Council has the following options available at this stage:

- 1) Not provide a submission; or
- 2) Provide the recommended submission; or
- 3) Modify and send a modified submission.

The submission period has been extended by the WA Planning Commission and closes at the end of the month.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Planning and Development Act 2005 – The completed GSRP&IF will become a Regional Strategy adopted under the State Planning Framework State Planning Policy by the WA Planning Commission.

POLICY IMPLICATIONS

There are no Council policies applying to this report.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council provide the following submission to the Department of Planning on the draft GSRP&IF:

- 1) The preparation of the draft GSRP&IF should have included consultation directly with all Local Government's covered by the strategy.
- 2) Any regional planning committee formed to implement the completed GSRP&IF should include representatives of all Local Government's covered by the strategy.
- 3) The vision (2.1) for the draft GSRP&IF should remove reference to 'multicultural' as it is not relevant to the growth of the region's population and cannot reasonably be expected to be implemented through a planning strategy.
- 4) The designation of Kojonup in the draft GSRP&IF as a sub-regional centre (2.4) is supported.
- 5) The economic growth section (2.3) should include:
 - Reference to the servicing constraints/costs to develop lots within the Kojonup.
 - The opportunity for additional intensive agriculture industries such as sheep/cattle feedlots, piggeries, poultry farms, feed production and compost manufacturing to be undertaken within the Shire.
 - Support for the development of the Moonies Hill windfarm proposal.
 - Recognition of the importance of bulk grain storage facilities and local transport businesses and operators to the local economy.
- 6) The transport network section (2.5) does not include any reference to a potential Heavy Vehicle bypass around Kojonup and the Council expects that this means there are no plans for Main Roads WA to plan for or pursue its development over the next 20-years.
- 7) The social infrastructure section (2.6) should include:
 - Reference to the proposed development of an integrated medical centre adjoining the hospital and additional aged person's accommodation within Kojonup.
 - The importance of retaining and upgrading services at the Kojonup Hospital.
 - Reference to the Shire's Mainstreet and Recreation Masterplan projects.
- 8) The initiatives outlined in the essential service infrastructure section (2.7) are supported as they support the removal of capacity constraints to the development of future residential, commercial and industrial land in Kojonup. The initiatives should clearly state that roof catchment potable water supplies may be approved in Special Rural zones where adequate rainfall/catchment are available.
- 9) The cultural, heritage and visual landscape section (2.9) should include recognition of the award winning Kodja Place and its contribution to cultural tourism in the region.
- 10) The review of the Lower Great Southern Strategy should be expanded to include all Local Governments covered by the GSRP&IF.

COUNCIL DECISION

/14 Moved Cr

, seconded Cr

CARRIED/LOST

/

12.6 DRAFT GUIDED DEVELOPMENT PLAN FOR LOTS 1, 84, 85, 100 & 101 KOJONUP-KATANNING ROAD, LOTS 50 & 105 JOHN STREET AND LOT 2 MURBY STREET, KOJONUP

AUTHOR: Phil Shephard – Town Planner
DATE: Monday, 2 June 2014
FILE NO: LP.SUB.3
ATTACHMENT: 12.6 Concepts Plans & Servicing Report

DECLARATION OF INTEREST

Nil

SUMMARY

To consider concept plans prepared for the future development/subdivision of this area for inclusion in a draft Guided Development Plan. The adoption of a Guided Development Plan is required for land zoned Residential Development in Town Planning Scheme No. 3.

The recommendation is to adopt a draft Guided Development Plan as a Town Planning Scheme Policy and undertake consultation with landowners and government agencies as set out in the Town Planning Scheme No. 3.

BACKGROUND

The Shire own Lot 85 Kojonup-Katanning Road, Kojonup and have previously developed 2 dwellings fronting Kojonup-Katanning Road. One of the dwellings operates as a medical clinic leased to St Luke's Family Practice.

COMMENTS

The land is zoned Residential Development under the Shire of Kojonup Town Planning Scheme No. 3 (TPS3). The objectives for the Residential Zone are contained within c.3.2.2 and state:

The use of land within the Residential Development Zone shall be consistent the following objectives:

- (a) The Council will not allow any development or support subdivision in a Residential Development Zone without the preparation of, and its approval of, a Guided Development Plan for the area.*
- (b) To allow a variety of uses in the zone without the need to rezone the area where minor modifications are required to the Guided Development Plan prior to the final subdivision.*

The subject land has a residential density code of R10/20 and c.5.7.3 (in part) of TPS3 states in relation to Residential Development:

- (b) Residential development with the R10/20 code shall be permitted at the R10 density, however, the Council may approve developments up to the R20 density as an 'AA use.*
- (c) Any development proposed at a density greater than R10, subject to clause (b) above, will only be considered by the Council if it can be proven that an effective method of effluent disposal, or connection to the reticulated sewer network, satisfactory to the Council's requirements, can be provided. If this cannot be provided, development of residential use shall be permitted to the R10 code.*

The land was investigated by Albany Office of Opus International Consultants (PCA) Pty Ltd and a Preliminary Services Report prepared to identify the feasibility and any fatal flaws should the land be developed for residential purposes. The Opus report concludes the existing infrastructure services are adequate to meet the demands of future residential development and no fatal flaws have been identified to prevent its development. They recommend a staged development proceed from the south (Murby Street).

The Preliminary Services Report identifies that:

- The site's soil has classification of M (moderately reactive) and infiltration of stormwater on-site is unlikely and developments/subdivision will need to be connected to existing stormwater infrastructure adjoining the land.
- Potable water to the developments/subdivision would be supplied by extensions to existing water supply infrastructure adjoining the land. Adequate capacity and pressure/flow rate is expected to be available.
- Due to site's soil classification, it is not considered to be suitable for septic tank wastewater treatment and developments/subdivision will need to be connected to existing sewer infrastructure adjoining the land. Adequate capacity to accommodate additional flows is expected to be available.
- Telecommunications and electricity are available in the area and developments/subdivision will need to be connected to existing servicing infrastructure adjoining the land. Adequate capacity is expected to be available.
- Road access should be able to utilise John Street and a new road off Murby Street to enable a through road. Advice it is unlikely that Main Roads would approve a new road off Kojonup-Katanning Road.
- Due to gentle slope and dependent on final design, retaining walls are not expected to be required.

The potential design for the future subdivision of the land was undertaken by Edge Planning & Property and 2 concept plans have been provided for Council to consider. The plans and their individual merits were discussed internally and with a local real estate agent to gain feedback and comment on their suitability to meet market demands.

The planning consultant advises the rationale behind the 2 concept plans are:

- Allow the Shire to create lots on Lot 85 independently of other landowners in the precinct.
- Not create additional road access to the Kojonup-Katanning Road.
- Provide north-south pedestrian/cyclist access to connect through to the school.
- Accommodate and treat stormwater created in the precinct.
- Create regularly shaped lots.
- Create lots in keeping with the character of the area and what are expected to be in demand by the market.
- Minimise roads but provide for connections to the west which are expected by the WA Planning Commission.
- Ensure the location of the proposed intersection of the proposed subdivision road on Lot 85 intersecting with Murby Street is separated from McBride Place.

The planning consultant advises Concept Plan 1 shows:

- a) No public open space being provided and subdividers would pay cash-in-lieu towards the upgrading of existing parks in the areas south of the subject land.
- b) Lot sizes are 850m² - 1,000m².
- c) Questions whether the proposed future road link to Schorer Street is required.

The planning consultant advises Concept Plan 2 shows:

- a) Public open space is provided and could include detention and treatment of stormwater. Comments that should adjoining Lots 1 and 2 subdivide, it would better to combine the areas and create a centralised public open space area within the precinct.
- b) Based on Liveable Neighbourhoods principle, the road adjoins the public open space.
- c) Lot sizes are larger at around 1,500m². Comments the WA Planning Commission may require smaller lots given the sites location close to the town centre.
- d) Minor additional work is required to orientate the lots and the public open space area on Lot 2.

The 2 designs show how the land could be subdivided into the future. Whilst only Lot 85 is owned by the Shire, the draft Guided Development Plan has been prepared over all of the land in this precinct included within the Residential Development zone. The design includes a primary objective to show how the existing dwellings owned by the Shire on the Kojonup-Katanning Road can be retained and accommodated into lots.

The Concept Plan No 1 (minus the public open space and requiring cash-in-lieu payments at the time of subdivision to be used to upgrade existing local parks in the area) is favoured by staff. This support is subject to the existing stormwater infrastructure being sufficient to cater for the expected additional stormwater to be produced from the developments/subdivision. If the system cannot cater for the additional stormwater, then the use of the public open space area to detain/evaporate stormwater may be required. Additional information to clarify the capacities is being sought from Opus.

Staff would also suggest a modification to the lots sizes to provide a variety of lots between 850m² - 1,500m² including the potential unit sites on Lots 1, 2 and 85. The subdivisional road shows a through road although staff would recommend the construction be undertaken to create a linked cul-de-sac system rather than a standard residential through road. The future connection through to Schorer Street is not supported.

Once the draft Development Guide Plan and Report has been finalised it needs to be adopted by Council.

TPS3 does not contain any provisions that set out the process for adoption of a Guide Development Plan referred to in c.3.2.2 and staff recommend that Council consider adopting the Guided Development Plan as a Town Planning Scheme Policy under TPS3. This would provide a process of adopting a draft plan, undertaking consultation on the draft plan, consideration of any submissions received and adoption of a final plan.

As the proposal involves the potential for future subdivision of the land it is recommended that the consultation include the Department of Planning/WA Planning Commission who control subdivision within the State. The lack of scheme controls for the adoption of a Guided Development Plan will be rectified within the new Local Planning Scheme in accordance with the Commission's standardised controls for these types of planning instrument now more commonly referred to as Structure Plans.

In considering the proposed draft Development Guide Plan, Council has the following options available at this stage:

- 1) Defer the proposal and seek additional advice if deemed necessary; or
- 2) Refuse to support the proposal; or
- 3) Support the proposal and proceed to undertake consultation on the draft plan.

CONSULTATION

Initial consultation has been undertaken with Opus International Consultants (PCA) Pty Ltd, Edge Planning & Property, L Bilney (Local Real Estate Agent).

To adopt a Town Planning Scheme Policy, consultation on the draft Policy is required as set out in c.7.6.2 of TPS3. In this instance, this would include advertising in local newspapers, direct referral to affected and adjoining/nearby landowners, servicing agencies and the Department of Planning/WA Planning Commission.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

There are no Council policies applying to this proposal.

The recommendation is to adopt a new draft Town Planning Scheme for the land in accordance with the requirements of TPS3.

FINANCIAL IMPLICATIONS

The Opus and Edge planning reports have been funded from the 2013/2014 budget. The cost for preparing the draft Town Planning Scheme Policy and completing the required consultations will be funded from the 2013/2014 budget.

Any costs to complete the development/subdivision of the land will be subject to a future report to Council.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

- 1) Authorise staff to complete the draft Guided Development Plan for Lots 1, 84, 85, 100 & 101 Kojonup-Katanning Road, Lots 50 & 105 John Street and Lot 2 Murby Street, Kojonup subject to the following modifications being completed by the consultants to the satisfaction of the Chief Executive Officer:**
 - i) Clarification on the capacity of the existing stormwater infrastructure to accommodate expected additional flows from the future development/subdivision of the land.**
 - ii) The design to be based on Concept Plan 1 (minus the public open space and requiring cash-in-lieu payments at the time of subdivision to be used to upgrade existing local parks in the area).**
 - iii) Lot sizes to provide a variety of lots between 850m² - 1,500m² including the potential unit sites on Lots 1, 2 and 85.**
 - iv) The subdivisional road to show a through road although the construction be undertaken to create a linked cul-de-sac system.**
 - v) No future road connection to Schorer Street is to be provided.**
- 2) Adopt the draft Guided Development Plan as a draft Town Planning Scheme Policy under c.7.6 of TPS3 and undertake consultation on the draft policy as set out in the Consultation section of this report.**

COUNCIL DECISION

/14 Moved Cr

, seconded Cr

CARRIED/LOST

/







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4 April 2014

Phil Shepherd
Town Planner
Shire of Kojonup
PO Box 163
KOJONUP WA 6395

W-A1385.00

Dear Phil

**Lot 85 Kojonup-Katanning Road, Kojonup
Preliminary Services Report**

1 Introduction

Opus were engaged by the Shire of Kojonup (the 'Shire') to provide a preliminary servicing report and concept subdivision cost estimate for Lot 85 Kojonup - Katanning Road, Kojonup (the 'Lot') as part of a planning scheme amendment suitable for adoption by Western Australian Planning Commission (WAPC).

The Lot is bordered by Kojonup - Katanning Road, John Street and Murby Road and is predominantly a vacant area. This report is to provide a preliminary assessment and cover a variety of aspects including the extent of the existing services, any 'fatal flaws' and advice on the logical staging of the subdivision. It is our understanding that a portion of the lot may be utilised as a residence for the Shire's Chief Executive Officer.

2 Lot characteristics

2.1 Ground conditions

The Lot can be described as having a gentle slope (1:25 or 4%) in a north-easterly to south-westerly direction and it relatively clear of vegetation apart for a number of large mature trees that are generally located in the north and eastern areas. There are areas of bare earth across the southern area, which includes some open unlined swales to direct the water towards Murby Road, whilst short grass is present in the south-eastern corner. Two single storey residential style buildings are located on the northern boundary (Kojonup-Katanning Road) whilst there is an abandoned shed near the end of John Street.



In order to be able to estimate the site's soil classification, seven pits were excavated using the Shire's small excavator (approximately 1 tonne) to a depth of approximately 2.0m or to the excavator refusal. Due to the preliminary nature of estimating the site's ground conditions and/or classification, the soil appraisal was conducted by Dr Danny Burkett who has previously completed geotechnical assessments and detailed laboratory tests on soils. This appraisal involved a simple technique of utilising water to estimate the consistency and nature of the soil (e.g., sand, silt, clay) and the likely plasticity (e.g., low, medium or high) of the clay material.

The outcome of this appraisal is that the ground conditions consist of;

- A shallow (0.0m to 0.4m) layer of topsoil (clayey sand, firm to stiff, brown, fine to medium grained, low plasticity clay), which overlays;
- Across the majority of the site there is a layer (0.4m – 1.3m/excavator refusal) of siltstone (yellow brown, stiff to hard, low to medium plasticity, fine to medium grained sand), and this overlays;
- Along the south-western boundary, a layer (1.0m – 1.7m) of sandy clay (very stiff, light brown, medium to high plasticity, fine grained sand).

Figure 1 presents the typical site conditions whilst it should be noted that in the south-eastern corner, there is a shallow (0.0m to 0.3m) layer of fill and bitumen.

In summary, it is considered that it is likely that if laboratory testing was undertaken on the site's soil, a classification of 'M' (moderately reactive) would be applied.



Figure 1 Pit 3 (typical of the site's soil conditions)

2.2 Potable water

As indicated on Figure 2, there are water mains located along Kojonup-Katanning Road, Forsyth Road and near the intersection of Murby Street with Macbride Place.

With regards to the DN200 reinforced concrete water main on Kojonup-Katanning Road, even though there are currently residential style buildings located along this road that are likely to be getting their water from this distribution main, it is unlikely that the Water Corporation will allow additional connections to this main. The reason for this is because it is a distribution main (as opposed to a reticulation main) and the Water Corporation can then increase or vary the pressure in this pipe without disturbing their customers. This indicates that if there are any new water connections required for developments on Kojonup-Katanning Road, these would be serviced by a water main extension from the existing DN100 reinforced concrete pipe on Forsyth Road.

It is probable that the water supply to the remainder of the Lot will be delivered from a water main extension that links the DN100 near the intersection of Murby Street and Macbride Place and the DN100 at the intersection of Murby Street and Forsyth Road. This will result in a looped main between these two locations and elimination the existing dead end. Depending upon the final road configuration to service the interior lots, a DN100 main would be located within this new road reserve and could come off either Murby Street or Forsyth Road/John Street.

The water pressure and flow to these lots would be similar to the surrounding developments and it is expected that this would be suitable for the Lot to be developed.

2.3 Wastewater

As also shown on Figure 2, the closest connection of the existing wastewater network is servicing Lot 128 Macbride Place which is on the corner of Murby Street and Macbride Place. It is a DN150 PVC pipe that has a pipe longitudinal grade of 1:25. For this pipe diameter, the minimum grade is 1:200. A review of the longitudinal grades of the wastewater pipes further downstream indicate that these are also on a similar grade.

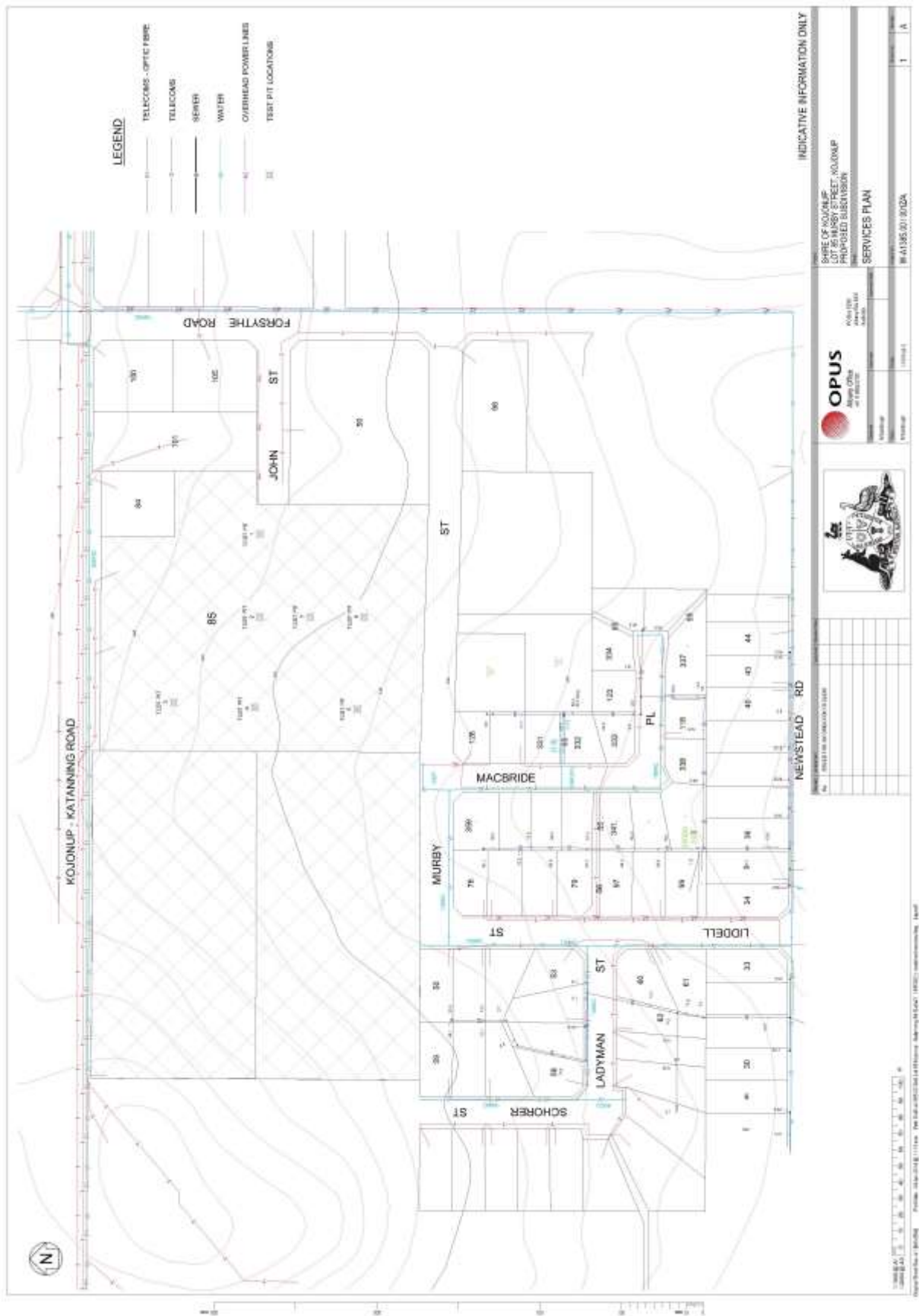
Because the site classification is likely to be 'M', it is not considered suitable for septic tank wastewater treatment and the Lot is located in close vicinity of the existing wastewater scheme, it is anticipated that it will be required to be serviced through the wastewater scheme. To service the Lot, it is expected that the wastewater pipe in Lot 128 Macbride Place will be extended into the proposed development in accordance with the normal utility infrastructure guidelines.

It is expected that the existing system has the capacity to accommodate the probable wastewater flows from the proposed development.

2.4 Stormwater runoff

Because of the anticipated site 'M' classification, infiltration of the stormwater runoff on site is unlikely and therefore it will need to be connected to the existing systems across Kojonup.





2.5 Telecommunications and electricity

The location of the existing telecommunications and overhead electricity assets are presented on Figure 2 and show that the extent of these networks surrounding the Lot and connections could come from either Murby Street or Forsyth Road. In accordance with the Western Power's policy, electricity to the Lot will need to be underground.

It is expected that the existing infrastructure will be able to accommodate the demands from the proposed development.

2.6 Road access

At this stage, the access to the proposed development should be able to utilise John Street and a new road to come off Murby Street to enable a through-road to exist. Because Kojonup-Katanning Road is controlled by Main Roads Western Australia and there is a nearby existing intersection at Forsyth Road, it is unlikely that approval will be given for another new road off Kojonup-Katanning Road.

2.7 Retaining walls

Although it is going to depend upon the nature of the proposed development of the Lot and the configuration of the road layout, it is not expected that retaining walls will be required for the individual lots due to the site's gentle slope.

3 Conclusion and recommendation

Based on the information presented above, it is expected that the existing service infrastructure has the required capacity to accommodate the demands that are expected from the proposed development and at this stage there does not appear to be any obvious 'fatal flaws' that could negatively influence the development of the Lot.

Due to the fact that;

- the water and wastewater services are located on the southern boundary;
- the telecommunications and electricity generally surround the Lot; and,
- there is existing street frontage along Murby Street

it is recommended that a staged development of the southern portion of the Lot is adopted because this reduces the length and extent of the infrastructure services that will be required.

Regards



Dr Danny Burkett
Business Manager
Technical Principal (Water)



13 EXECUTIVE & GOVERNANCE REPORTS**13.1 BACKFILLING GRAVES POLICY ADOPTION**

AUTHOR: Sophie Knight – Policy, Planning and Governance Officer
DATE: Monday, 26 May 2014
FILE NO: CM.POL.2
ATTACHMENT: 13.1 Backfilling Graves Policy

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to adopt the new Policy, Backfilling of Graves.

BACKGROUND

One of the issues highlighted at the Cemeteries and Crematorium Association of WA meeting in March 2014 was that as our cultures become more diversified there is a growing number of families wishing to take part in the backfilling of the grave. It was identified that this can pose a risk for the families involved and the Shire as subsoil types can be unstable. Currently the Shire of Kojonup doesn't have a policy to ensure the safety of the public wishing backfill a grave.

The policy was sourced from the Metropolitan Cemetery Board and was then workshopped by Craig McVee, Anthony Middleton, Lorreen Greeuw and Sophie Knight to suit the Shire of Kojonup's requirements.

COMMENT

The Shire of Kojonup has purchased fit for purpose shoring for the graves to ensure the safety of all involved.

A copy of the Backfilling Graves Policy is attached to this agenda for reference.

CONSULTATION

Craig McVee – Manager of Works & Services
Anthony Middleton – Manager of Corporate Services
Lorreen Greeuw – Senior Library Officer

STATUTORY REQUIREMENTS

Policies have no legal status but are guidelines for staff to act on various matters without the need for continual referral to the Council. Council may adopt, amend, waive policies under s2.7(2)(b) of the Local Government Act 1995.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

That Council adopts the Backfilling Graves Policy as presented.

COUNCIL DECISION

/14 Moved Cr , seconded Cr

CARRIED/LOST /

1.10 DRAFT – BACK FILLING GRAVES

Adopted or Reviewed by Council:	Draft	Council Minute Reference:
Reviewer:	Manager of Regulatory and Community Services	
Local Law:		
Procedure:		
Delegation:		

Draft

OBJECTIVE

To meet cultural and religious expectations, and the specific needs of families, relating to the backfill of graves where active participation is sought. Also to provide religious and cultural groups, and families, an opportunity to participate in backfilling a grave following the conduct of a funeral yet ensure that the Shire meets its obligations under the *Occupational Safety and Health Act 1984*.

POLICY

For religious, cultural and personal reasons people or groups may following the conduct of a funeral seek to assist in the full or partial backfill of a grave. It is important for requests of this nature be managed in a way that not only protects the safety and health of participants but establishes the process to be followed whilst respecting the sensitivities of those involved.

Requirements:

Request for private backfilling is to be received no less than five (5) hours prior to the conduct of a funeral.

The request is to be included on the Digging Requisition submitted by the Funeral Director.

Participation in the backfilling of a grave will not reduce the amount of the burial fee payable.

Backfilling is limited to the use of hand tools by members of the public.

Backfilling is limited to a maximum of six people.

If shoring is to be removed from the grave, this will be done only by a Shire of Kojonup employee or its nominated sub-contractor.

Individual family members are not permitted to enter the grave.

Families may simply request to observe the Shire of Kojonup backfilling a grave and this can be accommodated on a request being made no less than five (5) hours prior to the conduct of a funeral.

13.2 AGED CARE/MEDICAL/HEALTH SERVICES AND FACILITIES PLAN

AUTHOR: Rick Mitchell-Collins – Chief Executive Officer
DATE: Friday, 6 June 2014
FILE NO: PH.SVP.1
ATTACHMENT: 13.2.1 Kojonup Health Facilities Needs Assessment Final Report
13.2.2 Condition Report of Dr King's Surgery

DECLARATION OF INTEREST

Nil

SUMMARY

To receive and comment on the Kojonup Health Facilities Needs Assessment Report undertaken by Consultants, Hames Sharley and to provide additional information in order for Council to make an informed decision on the future provision of Aged Care/Medical/Health infrastructure.

BACKGROUND

As previously reported there is a growing expectation in the community that Council needs to proceed with the construction of a Medical Centre in order to leverage grant funds from Mr Church's huge bequest. Such an expectation is understandable, however in order for Council to make an informed decision consideration of the following matters is required:-

- "Whole of Life" costs of a new facility and impact on Long Term Financial Plan,
- Governance issues to be incorporated in a business plan in determining compliance with Accreditation/Risk Management, reporting requirements with Government Agencies etc., management structure, level and number of service agreements,
- Status of Southern Inland Health Initiative,
- Asset Management/Replacement/Rationalisation considerations for existing built infrastructure by Council,
- State Budget implications/opportunities,
- Agreement implications (if any) between State Health and Medical Practitioners/Allied Health providers,
- How effective existing GP services are given that two facilities now operate in Kojonup,
- Succession Planning intended by Dr King such as the possibility of engaging a trainee GP or fully accredited GP,
- Despite ceasing the Rural Women's GP (RWGP) program GP coverage is expanded by the availability of a female GP in Kojonup allowing the RWGP program to assist other less fortunate communities that may not have been previously covered or able to have expanded coverage,
- What will health provision be like in 5, 10, 20, 40 years.

COMMENT**Population growth**

The Great Southern Regional Economic Development 2013-2023 discussion paper released in July 2013 forecasts population growth within the Great Southern Region to steadily increase to a population of 68,700 by 2023 and potentially 90,000 by 2050 however the vast majority of growth will be in the coastal areas with a slight population decline in some rural areas. Katanning envisages a small population increase due to its "Super Town" status and mining opportunities which to this writer appears remote given the present economic indicators.

It would not be unreasonable to expect Kojonup's population growth to be minimal over the next 10 -20 years but still within a total population range of 2000 – 2400 dependent upon a number of factors such as economic activity, housing affordability/subdivision development, lifestyle, facility provision, health, education and communication services.

Based on the Health Facilities Needs Report (HFNR) demand for GP services would remain around 4000 visits per annum per 1000 population or approximately 30 - 37 patients per day for a 5 day week or 15 -18 patients per day per for each GP service for the above population growth forecasts.

Ageing Population

Kojonup's median age of 41 is above the state average of 37 according to ABS 2011 Census Data and is indicative of the "Baby Boomers" reaching retirement age over the next 10 years and as stated in the HFNR as the population ages so too will GP visits however the frequency of visits will need to be quantified over time.

Hospital Services

The HFNR recognises that any arrangement between GP's and the Kojonup and Katanning Hospitals is a contractual matter specifically between the respective parties. The main community priority should focus on a GP being available when needed – which is presently the case.

Whether community members have a particular preference on which hospital they wish to be treated is not a matter for Council as Health is a State Government responsibility and therefore contractual arrangements are "In Confidence." The main health/medical focus is ensuring that there is appropriate medical services/treatment available for the community depending on the nature and severity of attention required.

The Southern Inland Health Initiative recognises this community requirement with facilities such as the Kojonup, Katanning and Albany Hospitals being able to cater for differing levels of treatment.

Council also needs to be aware that any form of subsidy (precedent) to existing GP's utilising ratepayer funds may be expected to be reciprocated should a new provider contemplate establishing in Kojonup.

GP Services

Prior to the 2012/13 financial year Dr King provided the only resident GP Services for Kojonup. The community became anxious that if something happened to Dr King it would leave Kojonup vulnerable to continuity in GP Services.

Council as part of its Risk Management Strategy recognised that the likelihood of Dr King being able to provide continuity in GP Services (as none of us are getting any younger) was likely and the risk extreme as non-achievement of major key objectives could be substantiated resulting in public embarrassment, high impact news profile and potentially community dis-engagement and disruptive action. An extreme risk rating necessitated some action at that time!

History now shows that St Luke's Family Medical Practice has established itself at 34 Katanning Road with two resident Doctors, one of which being female providing community member's greater choice.

The term of the lease in accordance with Clause 3.1 states as follows:

"The term of this Lease shall be three (3) years commencing on the Commencement Date with options for a further two, three (3) year extensions. Notwithstanding that the lease agreement be terminated with immediate effect should a new purpose Medical Centre be built in Kojonup."

Both Doctors are happy with their respective facilities as there has been no approach to Council from either GP for a new shared Medical Centre as each GP has different operational systems and client numbers for both appear sustainable.

The "Extreme Risk" has now been reclassified a "Low Risk" as a direct result of attracting a second GP service for Kojonup.

Visiting Health Professionals

The HFNR makes provision within the indicative accommodation layout footprint for visiting health professionals as well as counselling and social services, however there are such professionals utilising rooms and offices to conduct physiotherapy, etc. services within the Town of Kojonup. Regardless of any new facility other GP's and Health Professionals still have a choice to establish offices, counselling rooms, etc. in other private premises as Council's planning scheme quite rightly should not dictate "restraint of trade" provisions.

Built Infrastructure

The HFNR indicates a gross floor area of 339m² is required to provide accommodation for two GP's, meeting room, consulting rooms, store/archiving, pantry, toilets, etc.

Existing floor area of built infrastructure within Kojonup

Dr King's Surgery	115m ²
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St Luke's Family Practice	170m ²
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Shortfall	<u>54m²</u>
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Total	339m²
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34 Katanning Road

Refurbishment of the building was undertaken in 2013 and is "Fit for Purpose" with general maintenance as per the Asset Management Plan being required in the Medium term. No further Capital expense is envisaged for the next 5 – 10 years.

Lot 44 Bagg Street

Please refer to the attached report prepared by the EHO particularly the comments regarding additions as the buildings structural integrity is sound and would be enhanced by the alternative option listed below.

Stakeholder Consultation

The HFNR includes reference to stakeholder consultation and Dr King and St Luke's Family Practice are content with existing facilities rather than a shared facility.

Recent contact with both GP's has occurred with St Luke's Family Practice indicating it is more than satisfied with the Katanning Road Surgery. Dr King is also very content with the Bagg Street Surgery. For the sake of an additional 54m² is a new \$2.5M facility warranted?

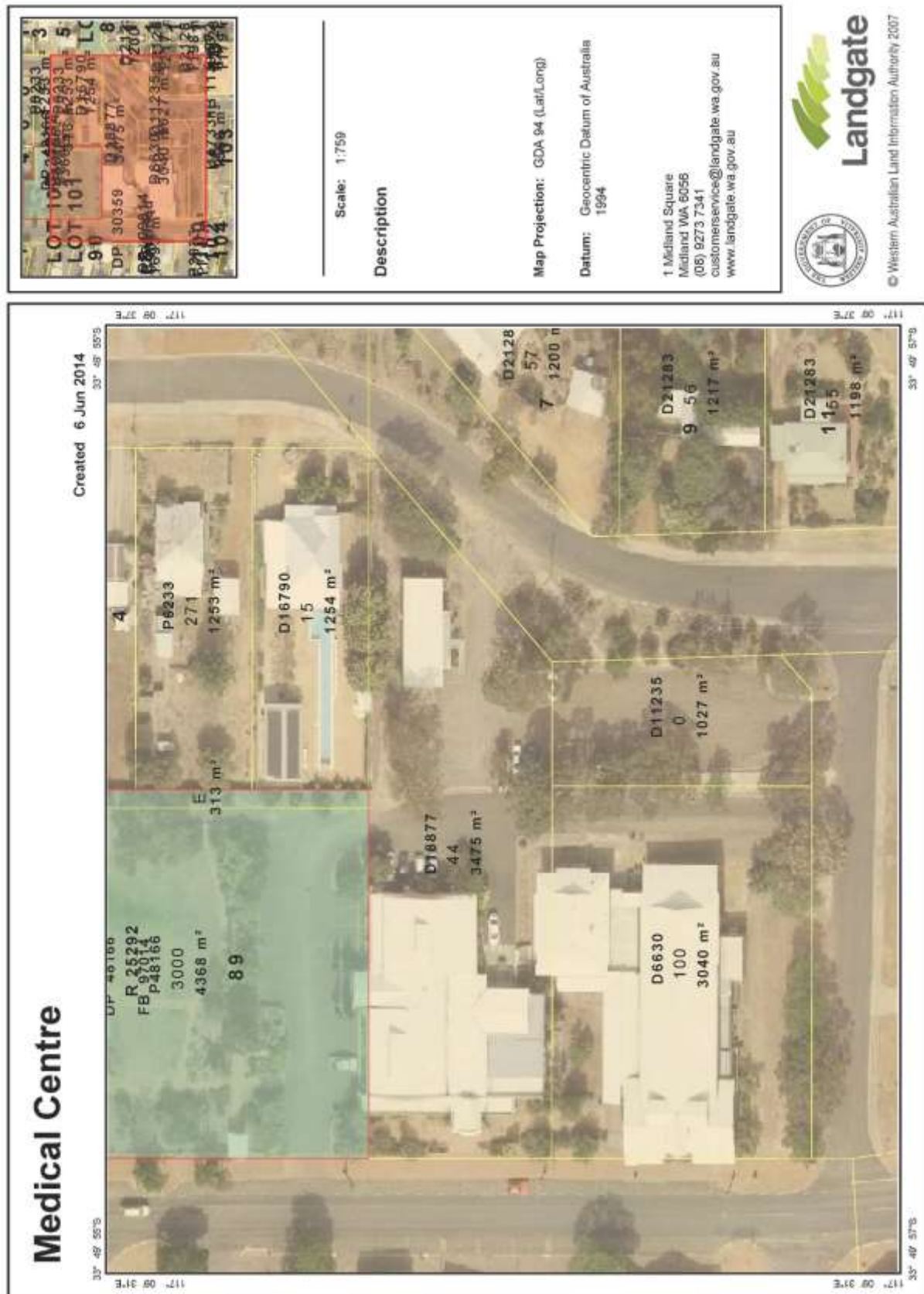
Alternative Option

The Bagg Street Surgery could be extended to provide new consulting rooms, meeting room, upgraded client/patient access, car parking, lighting, public amenities, etc. by utilising Mr Church's bequest and a proportion of CLGF grant funding for any shortfall with the existing surgery then renovated for continued use by Dr King and any future GP as part of Dr King's succession planning. The Federal Government has up to \$300k available on a matching \$ for \$ basis from the Rural Infrastructure Fund as a training component for new GP's in Rural Areas which may be an attraction for either Doctor.

The extended and upgraded Bagg Street Surgery could then be renamed the G & P Church Medical Centre.

There is also an opportunity as part of the Main Street Master Plan to improve existing car parking layout for the Memorial Hall and Council Chambers as well as incorporate a new public toilet to serve the precinct as the existing public toilets at the Memorial Hall are uninviting and no longer "fit for purpose" therefore a risk and continuing financial drain on council resources.

A Win/Win outcome for Council and the Community at significantly less cost than building a new facility which is well beyond the financial capability of Council in the short/medium term given the other issues with our overall Asset Management Planning.



STATUTORY REQUIREMENTS

Section 3.57 & 5.8 Local Government Act 1995

POLICY IMPLICATIONS

2.13 Council Advisory Committees Council Minute Ref: 75/13

FINANCIAL IMPLICATIONS

The reality of Council raising in excess of \$2.5M in the short/medium term is an unrealistic expectation given the present and future economic outlook of the State and Federal Governments.

The Draft Asset Management Plan (AMP) specifically states *“The most significant recurring theme for all local government organisations is the sustainability concerns related to financing the renewal gap. Ageing community infrastructure, cumulative infrastructure renewal backlog and changing community expectations for the assets being replaced contribute to an industry wide challenge.”*

The Shire of Kojonup has limited resources and is the custodian of a large number of assets. Therefore, when making decisions in relation to infrastructure assets, the Shire is committed to the philosophy of renewing assets before acquiring new assets. In addition, where possible, rationalizing assets that are no longer used or do not provide the agreed level of service.

Asset Management is the systematic process of effectively planning for, maintaining, upgrading and operating assets. The benefits to both the council and the community of improved asset management are:

- Strong governance and accountability in the delivery of efficient and effective services;
- Sustainable infrastructure investment decisions through the appropriate consideration of all options and the recognition of life cycle costs;
- Improved understanding of customer requirements and the alignment of the performance of assets to the community expectations; and
- Effective risk management.

The AMP in relation to Buildings lists a minimum estimated annual renewal expenditure target of 53% or in dollar terms \$580,000 per annum yet Council is presently only managing to allocate 16% or \$172,000. As a result Council has buildings that require roof/gutter replacements, have structural issues, remain vacant/underutilised/no longer “fit for purpose”, or not on separate title and therefore not capable of being sold to provide funds for new facilities.

STRATEGIC IMPLICATIONS

Community Strategic Plan Focus Area 1.6: Being Healthy

Draft Corporate Business Plan Strategy 1.6.1 – Ensure and promote adequate health services are available in Kojonup.

The HFNR clearly identifies under the heading of Management that the Shire should own and manage the facility as a landlord, not a provider of services. The Shire is facilitating the delivery of health services, not providing them.

This will occur for the alternative option; however Council will need to ensure Dr King has a lease agreement in place regarding the upgraded facility as none presently exists which is a major risk to both parties. A lease agreement is in place between Council and St Luke’s Medical Practice but will be reviewed in accordance with the terms and conditions contained therein.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receives the Kojonup Health Facility Needs Assessment Final Report and undertake the following actions:-

- 1. Engage external professional to design with cost estimates and staged time frames the extension/renovation of the Bagg Street Surgery to provide for a minimum building footprint of 180m² taking into consideration the indicative layout plan and identified room/space provisions from what is presently provided between the two existing facilities,**
- 2. Design plans be publicly displayed in the front foyer of the Administration Building at the Council Chambers for community information for a period as notified by the Chief Executive Officer and in accordance with Section 3.57 provisions of the Local Government Act 1995,**
- 3. The completed extension/renovation upon completion be named as the “G & P Church Community Health Centre” in recognition of the \$500,000 bequest,**
- 4. Tender documentation for each component of the Staged Development including demolition of Memorial Hall Public Toilets and new Car Parking layout be prepared for Council consideration prior to calling Tenders,**
- 5. Council officers endeavour to leverage \$ for \$ grant funding from Mr George Church’s bequest from State and Federal sources including LotteryWest, Great Southern Development Commission (GSDC) and Regional Development Australia (RDA) Great Southern, Southern Inland Health Initiative and Rural Infrastructure Fund.**

COUNCIL DECISION

/14 Moved Cr , seconded Cr

CARRIED/LOST /

**SHIRE OF KOJONUP**

INTER OFFICE MEMORANDUM

TO: CHIEF EXECUTIVE OFFICER

FROM: ENVIRONMENTAL HEALTH OFFICER

DATE: 10 JUNE 2014

OUR REF: CP.MTC.15-NFN966

SUBJECT: CONDITION OF DR KING'S SURGERY, BAGG STREET, KOJONUP

Dear Rick,

The Surgery is located on Lot 44, which also contains the Shire office. The Certificate of Title is a multi-lot title including Lot 0 which is the car park behind the Memorial Hall. A copy of the Certificate is attached for your reference. There is a document "A1A" noted against the more recent certificate information. Landgate have informed that this is not one of their documents and I am currently waiting on advice from the Western Australian Planning Commission as to whether this document relates to their department. If the lot is unencumbered and not a conditional tenure, then the Shire would have the opportunity to consider subdividing the Surgery from the Shire Office lot enabling the surgery to be sold to a suitable provider if required. There does not appear to be any restrictions as to the use of the site for a surgery, so extensions could be considered.

As requested I have undertaken a building assessment of the existing Surgery and discussed with Dr King and his medical receptionist Bev what they see as shortfalls in the existing building. Both Dr King and Bev commented that the building has served their needs very well for at least the last 20 years, but could do with a facelift internally to improve patient comfort in the waiting area. In particular the floor vinyl is reportedly difficult to clean. Dr King commented that they could do with some more storage, as their medical files are currently paper based and their records area is almost at capacity.

The main entry to the building is served by a ramp that could be improved with additional kerb rail and hand rails. Door widths have clear openings of between 750mm and 800mm. The entrance opens into the reception/waiting area and there are two consulting rooms. The western consulting room was added to the building with the Shire's asset management system suggesting it occurred in 1982. While I have been unable to establish the build date of the "original" surgery, Memorial Hall improvement plans dated 1975 showed the position of the existing Doctor's surgery.

Dr King commented that prams are not routinely used in Kojonup so they haven't had any issues with the ramp access or the door widths. Patients with wheelchairs and walking frames have been able to "squeeze" through the consult room doors. The western consulting room was used by a female Doctor for 14 years, however since funding was recently removed, this consulting room has been used by visiting practitioners including a chiropractor.

The ceilings appear sound as does the roof, eaves and guttering. Dr King commented that insulation in the ceiling space would assist with their heating and cooling efforts and he routinely blocks over the ceiling vents within his consulting room with cardboard. The presence of vent bricks in the external wall suggests that the walls are likely to be double brick. There are two large cracks in the rear wall (one near the utility room plumbing, the other near the join of the 1980s additions) that appear to have been repaired previously. There were no other structural items identified and overall the building appears to be in good condition.

Comments regarding additions

- The existing building contains a number of exit/entry doors. The construction of additions could consolidate the number of exit/entry points to improve security and potentially improve storage options, but could also provide access into the additions without service interruptions on site during construction.
- Storm and surface water movement should be established and addressed as part of the design process as this is likely the cause of the cracking in the external brickwork.
- Considerations for storage of cleaning implements and bins (currently stored on the front porch) as well as provisions for a cleaners sink should be included.
- There is currently one toilet available for use by staff and patients. Is there a need for separate facilities?

Yours sincerely,

Michelle Dennis
Environmental Health Officer

Application 1788/1958

Volume 1120 Folio 638
1209 854

WESTERN AUSTRALIA.

REGISTER BOOK.

Vol. 1213 Fol. 528

Certificate of Title

under "The Transfer of Land Act, 1893" ss 64, 14, 5A, 5.

Kojonup Road Board of Kojonup, is now the proprietor of an estate in fee simple subject to the easements and encumbrances notified hereunder in all those pieces of land delineated and coloured green on the map hereon containing together one acre seventeen and five-tenths perches or thereabouts, being portion of Kojonup Location 53 and being (firstly) Lot 44 on Diagram 18877 and (secondly) part of the land on Diagram 11235, save and except the right to mines of coal or other minerals.



Scale 2 chains to an inch.

Dated the sixth day of May One thousand nine hundred and fifty-eight.

G. Abbott
Registrar of Titles.



13.3 GOVERNANCE – REVIEW OF MEMORANDUM OF UNDERSTANDING (SHIRE OF KOJONUP AND R & J GOODALL & KOJONUP TOURIST RAILWAY ASSOCIATION INC.)

AUTHOR: Rick Mitchell-Collins – Chief Executive Officer
DATE: Wednesday, 11 June 2014
FILE NO: RC.MUS.4
ATTACHMENT: Nil

DECLARATION OF INTEREST

Cr Ned Radford – President of Kojonup Tourist Railway Association Inc.

SUMMARY

To undertake a six monthly review of the Memorandum of Understanding (MOU) and each parties compliance with commitments in accordance with Clause 3.0 (v) as per Council Decision 197/13 adopted at the 17 December 2013 Council Meeting.

BACKGROUND

The original intent of the MOU was to establish clear responsibilities for each of the parties regarding use/access of the Railway Reserve by the Kojonup Tourist Railway Association Inc. (KTR) and property owners R & J Goodall.

COMMENT

Unfortunately the continued non-closure of gates at Pensioner and Soldier Roads by the KTR has effectively strained good relationships between Council and the property owners to an extent that the MOU is effectively unworkable despite each party acknowledging in writing their acceptance of the obligations and responsibilities. The Property owner has indicated a purchase price for the sale of the land which is well beyond Council's price range and is not necessary if the KTR honoured it obligations and responsibilities.

Council is the Grantee under the registered Deed of Easement with the property owner not the KTR! Despite written and verbal attempts by the Shire President and Chief Executive Officer reminding the KTR President of the Associations obligations and responsibilities under the Deed and MOU it appears that the KTR or some of its members are prepared to ignore compliance, therefore necessitating Council to allocate scarce resources on a matter that should not have eventuated if the gates were closed after each use.

Unless the KTR is prepared to comply at all times with the Deed and MOU, Council has no alternative but to deny access to the KTR. At the moment there is no penalty within the MOU for non-compliance as it was hoped that such a provision was not required.

CONSULTATION

R & J Goodall.
Kojonup Tourist Railway Association Inc. President.
Site inspections with Shire President, Chief Executive Officer and Manager Works & Services.
Discussion at Council Briefing Sessions.

STATUTORY ENVIRONMENT

Landgate – Certificate of Title Registered Number 2/D59063 Registered by the Registrar of Titles 27 November 2012.

Registered Deed of Easement lodged by Michael Rogers and Associates – Barristers & Solicitors between RP & MD McGee and Shire of Kojonup dated 12 December 2000.

POLICY IMPLICATIONS

There are no policy implications for this report other than trying to establish goodwill between all parties.

FINANCIAL IMPLICATIONS

Surveying costs to establish drainage contours and dependent upon report minor maintenance may be required by grader or tractor with back blade to improve drainage. Estimated cost \$500.

STRATEGIC IMPLICATIONS

Draft Corporate Business Plan Focus Area 1.8 Building Prosperity.

Strategy 1.8.1.4 – Support local tourism initiatives and the Kojonup Tourism Association.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council formally advise the Kojonup Tourist Railway Association Inc. that gates at Pensioner and Soldier Roads are now required to be closed at all times other than the 5 minutes needed at each gate when using the railway line reserve. Failure to comply will result in the Railway Line Reserve being closed permanently by the Shire of Kojonup until compliance is achieved.

COUNCIL DECISION

/14 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).

17 CONFIDENTIAL REPORTS

Nil

5:00pm – Special Presentation – Certificate of Appreciation to be presented to Glenys Russell, Manager of the Kojonup Tourist Association in recognition of her contribution to tourism and the Kojonup Visitors Centre given the impending new management and operational structure to be introduced for the Kodja Place Precinct in 2014/2015.

18 NEXT MEETING

Tuesday, 15th July 2014 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
- Item 10.2 Monthly Payment Listing 1/5/2014 – 31/5/2014
- Item 10.3 Draft Lease Agreement
- Item 10.4 Asset Management Plan
- Item 12.5 Draft GSRP&IF Document
- Item 13.2.1 Kojonup Health Facilities Needs Assessment Final Report
- Item 14.1 Unconfirmed Kodja Place Advisory Committee Minutes – Thursday 29th May 2014