

SHIRE OF KOJONUP



Council Minutes

17th November 2015

SHIRE OF KOJONUP**MINUTES FOR THE COUNCIL MEETING HELD ON 17 November 2015****TABLE OF CONTENTS**

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A G E N D A

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

The Shire President declared the meeting open at 3:06pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points and drew the meeting's attention to the disclaimer below:

Disclaimer

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

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

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

2 **ATTENDANCE & APOLOGIES**

Cr Ronnie Fleay	Shire President
Cr Robert Sexton	Deputy Shire President
Cr Frank Pritchard	
Cr Ned Radford	
Cr Ian Pedler	
Cr Jill Mathwin	
Cr Judith Warland	
Cr Graeme Hobbs	
Mr Rick Mitchell-Collins	Chief Executive Officer
Mr Mort Wignall	Manager of Regulatory Services
Miss Miranda Wallace	Executive Assistant
Mrs Michelle Dennis	Development Services Coordinator
Members of the Gallery	1

APOLOGIES

Mr Anthony Middleton	Manager of Corporate Services
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3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME**4.1 MS KERRY N MICKLE – ELDERS, KOJONUP**

Ms Mickle congratulated Councillors Warland & Hobbs on their election, Councillors Mathwin and Pedler on their re-election and Council for their efforts concerning the Kojonup Saleyards thus far.

Ms Mickle reported Elders; Kojonup received a pre-emptive invoice for the sheep sale at the Kojonup Saleyards due to occur on Friday, 27 November 2015. The invoice requested payment for the Shire of Kojonup's \$1.85 per head Saleyard Fee – General Sales. Ms Mickle indicated that the fee had previously been 50 cents per head and other saleyards in Western Australia did not have to pay such a high fee. With potentially another sale coming up before Christmas, Ms Mickle felt that the fee might be detrimental to sellers participating in future sheep sales at the Kojonup Saleyards.

The Chief Executive Officer commented that the invoice from the Shire of Kojonup should not have been issued prior to the sheep sale. He advised that a formal resolution of Council would be required in accordance with the provisions of the *Local Government Act 1995* to amend the Fees and Charges adopted by Council in July 2015.

3:09pm Kerry N Mickle – Elders, Kojonup departed the Chamber.

5 PETITIONS, DEPUTATIONS & PRESENTATIONS

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTESORDINARY MEETING 22nd October 2015**COUNCIL DECISION**

178/15 Moved Cr Sexton, seconded Cr Hobbs that the Minutes of the Ordinary Meeting of Council held on 22 October 2015 be confirmed as a true record subject to the following changes:

- **Under Item 10.1 – Kojonup Bushfire Advisory Committee Membership has been listed incorrectly and should be amended to reflect Council Decision 69/14.**

CARRIED 8/0**8 ANNOUNCEMENTS by the Presiding Member without discussion**

Nil

9 DECLARATIONS OF INTEREST

Cr Hobbs declared an interest in Item 13.3 as he is a member of the Kojonup Returned Services League.

Cr Frank Pritchard declared an interest in Item 13.3 as he is a member of the Kojonup Returned Services League.

Cr Robert Sexton declared an interest in Item 13.3 as he is the Deputy President of the Kojonup Returned Services League.

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

AUTHOR: Anthony Middleton – Manager Corporate Services
 DATE: Friday, 6 November 2015
 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 October 2015.

BACKGROUND

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

COMMENT

The attached Statement of Financial Activity for the period 1 July 2015 to 31 October 2015 represents four (4) months, or 33% of the year. The following items are worthy of noting:

- Surplus position of \$2.98m;
- Operating results:
 - 55% of budgeted operating revenue received (rates raised and some significant grants invoiced); and
 - 25% of budgeted operating expenditure spent (excludes depreciation);
- Capital expenditure achieved 16% of budgeted projects;
- The value of outstanding rates equates to 17.6% of 2015/2016 rates raised, which includes instalments 3 & 4, previous years arrears but excludes deferred rates (refer to page 17);
- Cash holdings of \$6.24m of which \$3.75m is held in cash backed reserve accounts;
- Page 7 & 8 of the statements detail major variations from year to date (amended) budgets in accordance with Council Policy 2.1.6.

The following capital expenditure projects have exceeded their authorized budgets:

COA	Description	Resp. Officer	Original Budget	YTD Actual	% of Annual Budget
C143	Newton Street Units	MRS	\$19,000	\$26,272	138%
C258	Depot	MWS	\$5,000	\$5,248	105%
C311	Site Office	MWS	\$25,000	\$33,445	134%

CONSULTATION

Nil.

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

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

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013 – 2023

Outcome G1 - Being Well Governed

Corporate Business Plan 2013 – 2017

Objective G1.1.2 Maintain a structured forward planning process in accordance with legislation and community aspirations

Objective G1.1.4 Maintain robust systems and controls

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

179/15 Moved Cr Mathwin, seconded Cr Pritchard that the monthly financial statements for the period 1 July 2015 to 31 October 2015, as attached, be noted.

CARRIED 8/0

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Brodie Potter – Finance Officer
DATE: Tuesday, 10 November 2015
FILE NO: FM.AUT.1
ATTACHMENT: 10.2 Monthly Payment Listing 01/10/2015 – 31/10/2015

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of October 2015.

BACKGROUND

Not applicable.

COMMENT

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

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

CONSULTATION

No consultation was required.

STATUTORY REQUIREMENTS

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

All payments made in line with Council Policy.

STRATEGIC/CORPORATE IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

180/15 Moved Cr Radford, seconded Cr Pritchard that in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments made under delegated authority from 1 October 2015 to 31 October 2015 comprising of Municipal Cheques 13521 - 13541, EFT's 14761 - 15011 and Direct Debits 81015 – DD18218.1 totalling \$1,234,198.10 and as attached to this Agenda, be received.

CARRIED 8/0

10.3 FINANCIAL MANAGEMENT – RESERVE ACCOUNTS DEFINITIONS

AUTHOR: Anthony Middleton – Manager Corporate Services
DATE: Sunday, 8 November 2015
FILE NO: FM.FNR.2
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to undertake a review of the definition of the following reserve accounts to reflect the revised Community Strategic Plan:

- Economic Development Reserve; and
- Youth Reserve.

BACKGROUND

The current definition of the Economic Development Reserve Account is as follows:

1. *“to be used for the advancement of economic development within the Shire of Kojonup.*
2. *to fund the ‘Supporting Main Street’ and ‘Building Prosperity’ objectives within the Community Strategic Plan, namely:*
 - *Partner with the community to encourage the creation of a local progress association (or similar) to support the social, economic and environmental advancement of Kojonup.*
 - *Undertake a study to identify the opportunities to enhance the main street, taking into consideration current and future uses.*
 - *Implement free WIFI access at Kodja Place and explore the feasibility of deploying free WIFI on the main street.*
 - *Advocate on behalf of the businesses and residents with government and telecommunications providers to ensure the community benefits from advances in telecommunications technology.*
 - *Draft a local economic development policy to create employment opportunities that attract and retain population in Kojonup.*
 - *Identify opportunities to source funding and resources for local projects from the super towns initiative.*
 - *Support local tourism initiatives and the Kojonup Tourism Association.”*

The current definition of the Youth Reserve Account is as follows:

“To fund the ‘Creating Opportunities for Youth’ objectives within the Community Strategic Plan, namely:

- *Explore opportunities with local schools and youth organisations to create a Youth Advisory Council to engage and advise the Shire and Councillors on youth issues.*
- *Promote the opportunities for traineeships and apprenticeships within local government.*
- *Partner with Kojonup District High School to promote the advantages of local education.*
- *Advocate for the retention of years 11 and 12 at Kojonup District High School.*
- *Explore opportunities to create adult learning opportunities in Kojonup, with a focus on partnering with local businesses and organisations.”*

At its meeting held 22 October 2015, the Council adopted a revised Community Strategic Plan, slightly amending the above two outcomes. As such, it is appropriate that these amendments flow through to the reserve account definitions.

COMMENT

Cash reserves are established in accordance with the Local Government Act 1995 and maintained to accumulate funds for the following purposes:

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

The revised Community Strategy Plan 2013 - 2023 changed outcome E2 'Building Prosperity' by adding the following actions:

- **E2.1.5** Support the creation of additional residential lots
- **E2.1.6** Expand the industrial estate as required
- **E2.1.7** Prepare new Town Planning Scheme

and changed Outcome S1 'Creating Opportunities for Youth' by deleting the following action:

- Explore opportunities to create adult learning opportunities in Kojonup, with a focus on partnering with local businesses and organisations.

It is therefore appropriate to amend the current reserve account definitions for the Economic Development Reserve and the Youth reserve in the same manner.

CONSULTATION

Nil.

STATUTORY REQUIREMENTS

Section 6.11 of the Local Government Act 1995 legislates reserve accounts and states:

- (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.

POLICY IMPLICATIONS

There are no policy implications for this report. The recommendation is consistent with the Council's financial governance policy.

FINANCIAL IMPLICATIONS

While the report does not in itself have a financial implication on the 'bottom line' of this years' finances, reserve accounts are one of the major funding sources for major projects and a very important financial tool in managing the finances of the Shire day-to-day.

STRATEGIC/CORPORATE IMPLICATIONS

Ensuring that long term financial planning consistently reflects the adopted strategic plans of the community and the Council is essential for success.

Community Strategic Plan 2013 – 2023

Outcome G1 – Being Well Governed

Corporate Business Plan 2013 – 2017

Objective G1.1.2 – Maintain a structured forward planning process in accordance with legislation and community aspirations.

Objective G1.1.4 – Maintain robust systems and controls.

RISK MANAGEMENT IMPLICATIONS

Maintaining a suitable forward planning process that is intrinsically linked to long term financial planning minimizes many risks, including those associated with the funding of major projects or the provision of essential equipment & infrastructure.

ASSET MANAGEMENT IMPLICATIONS

This item is central to good asset management, and the ability to fund identified major upgrades, renewal and replacement of assets as identified in the asset management plan. As previously mentioned, reserve accounts are one of the major funding sources for major projects and a very important financial tool in managing the finances of the Shire day-to-day, and therefore this review to ensure they remain focussed and appropriate is essential.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

181/15 Moved Cr Sexton, seconded Cr Radford that:

1. The Economic Development reserve account definition be amended to the following:

“To be used for the advancement of economic development within the Shire of Kojonup.

To fund the ‘Supporting Main Street’ and ‘Building Prosperity’ outcomes within the Community Strategic Plan, namely:

- **Partner with the community to encourage the creation of a local progress association (or similar) to support the social, economic and environmental advancement of Kojonup.**
- **Undertake a study to identify the opportunities to enhance the main street, taking into consideration current and future uses.**
- **Implement free WIFI access at The Kodja Place and explore the feasibility of deploying free WIFI on the main street.**
- **Advocate on behalf of the businesses and residents with government and telecommunications providers to ensure the community benefits from advances in telecommunications technology.**
- **Draft a local economic development policy to create employment opportunities that attract and retain population in Kojonup.**
- **Identify opportunities to source funding and resources for local projects from the Super Town’s initiative.**
- **Support local tourism initiatives and the Kojonup Tourism Association.**
- **Support the creation of additional residential lots.**
- **Expand the Industrial Estate as required.**
- **Prepare new Town Planning Scheme”.**

2. The Youth reserve account definition be amended to the following:

“To fund the ‘Creating Opportunities for Youth’ objectives within the Community Strategic Plan, namely:

- **Explore opportunities with local schools and youth organisations to create a Youth Advisory Council to engage and advise the Shire and Councillors on youth issues.**
- **Promote the opportunities for traineeships and apprenticeships within local government.**
- **Partner with Kojonup District High School to promote the advantages of local education.**
- **Advocate for the retention of years 11 and 12 at Kojonup District High School.”**

3. The above changes be advertised in accordance with *Section 6.11(2) of the Local Government Act 1995* and be recorded by way of a special note in the 2015/2016 Annual Report.

CARRIED 8/0

11 WORKS & SERVICES REPORTS

Nil

12 REGULATORY SERVICES REPORTS

12.1 PROPOSED ROAD CLOSURE; UNMADE, UNNAMED ROAD, BOSCABEL

AUTHOR: Michelle Dennis – Development Services Coordinator
DATE: Thursday, 5 November 2015
FILE NO: RO.RDC.2; A20586
ATTACHMENT: 12.1.1 Locality Plan & Title Information
12.1.2 Summary of Submissions

DECLARATION OF INTEREST

Nil

SUMMARY

To consider the formal closure of an unmade, unnamed road that traverses Lot 11 on Plan 23562; part of the farm referred to as “Cheviot Hills” as illustrated in attachment 12.1.1.

BACKGROUND

In response to a request from the landowner and potential developer of Lot 11 Albany Highway, at its Ordinary 15 September 2015 meeting, Council resolved to:

...agree to initiate the road closure process for closure of the unmade, unnamed road reserve across Lot 11 on Plan 23562 and instructs the Chief Executive Officer to undertake the requisite advertising of same.

An advertisement was placed in the Great Southern Herald and letters were sent inviting comment from adjoining neighbours, the local fire brigade and relevant servicing agencies by the 4 November 2015. At the close of advertising six written submissions were received. One enquiry was made at the Shire’s front counter by a previous land owner.

COMMENT

As summarised in the submission table (see attachment) no objections have been made regarding this proposal. Additionally none of the adjoining lots appear to be “landlocked”.

It is therefore recommended that Council instruct the Chief Executive Officer to formally request that the Minister for Lands close the unmade, unnamed road reserve across Lot 11 on Plan 23562.

CONSULTATION

Direct letters to adjoining neighbours, service agencies and local fire brigade.
Advertisement in the Great Southern Herald to the wider community.

STATUTORY REQUIREMENTS

Land Administration Act 1997

POLICY IMPLICATIONS

Nil - There are no policies within the existing Policy Manual that relate to requests for road closures.

FINANCIAL IMPLICATIONS

Nil. The requester has indicated their willingness to have the closed road amalgamated into their lot at their own cost.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013 – 2023

Outcome E2 –Building Prosperity

Corporate Business Plan 2013 – 2017

Objective E2.1 – Building local economic capacity to generate wealth and provide a variety of employment opportunities.

Consolidation of unmade road reserves and unused Crown Land enables the land to be made available for private land uses.

RISK MANAGEMENT IMPLICATIONS

There are potential financial risks to the landowner/developer should the matter proceed but not be finalized.

ASSET MANAGEMENT PLAN IMPLICATIONS

Nil. This road reserve is currently unmade and unnamed so is not currently included on the Shire's Road list.

VOTING REQUIREMENTS

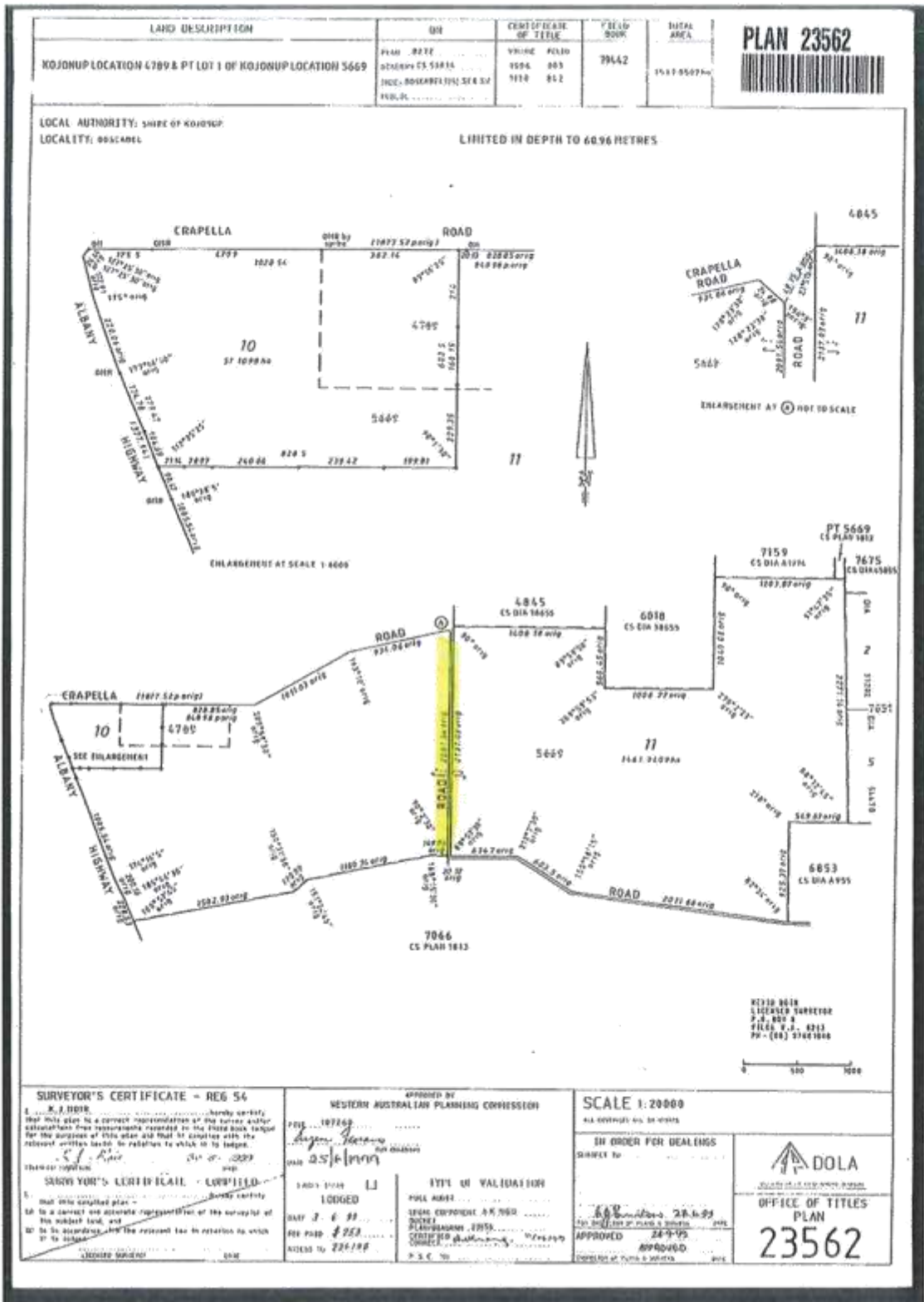
Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

182/15 Moved Cr Mathwin, seconded Cr Pedler that Council:

- 1. Note all submissions received during the advertising period of the proposed closure of the unmade, unnamed road reserve across Lot 11 on Plan 23562**
- 2. Instruct the Chief Executive Officer to formally request that the Minister for Lands close the unmade, unnamed road reserve across Lot 11 on Plan 23562**

CARRIED 8/0



Submission Table

Submitter	Summary of submission	Officer Comment / Recommendation
Adjoining neighbour	Provided the closure of the road doesn't have any negative impact on the traffic and road maintenance of Crapella Road; no objections.	This road is located wholly within a private property. Its closure is unlikely to have any impact on the traffic and therefore road maintenance of Crapella Road. Noted.
Department of Mines and Petroleum	No concern with the proposed road closure; however a formal clearance under the <i>Mining Act 1978</i> will require further assessment once a request is received from Department of Lands regarding any change in the land tenure.	Noted.
Department of Planning	No identified planning issues; therefore no objection.	Noted.
Telstra	No identified services within this area.	Noted.
Western Power	No objection at this stage; however any change to the ground below existing overhead cables will require prior approval.	Noted.
Water Corporation	No assets in this area; therefore no objection.	Noted.

13 EXECUTIVE & GOVERNANCE REPORTS

13.1 POLICY MANUAL – POLICIES REVIEW

AUTHOR: Heather Sheppard – Senior Project Officer
DATE: Monday, 2 November 2015
FILE NO: CM.POL.2
ATTACHMENTS: 13.1 Updated Policy Manual

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider a total review of the Policy Manual which was last reviewed in its entirety on 18 June 2013 (Council Decision 95/13)

BACKGROUND

The updated Policy Manual is attached and incorporates all the existing policies as at 18 June 2013 with some changes to reflect the current situation with new staff and all new policies adopted by Council since 18 June 2013 and excluding those policies that have been repealed since that date.

COMMENTS AND CURRENT STATUS

Some of the policies contained in the Council Policy Manual have been renumbered for consistency. For your convenience the changes are set out in the attachment. The changes in Policy numbers are based on the updated Policy Manual where all Corporate Services policies were reviewed by Council and adopted on 18 November 2014.

CONSULTATION

Senior Management Team

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. The Council may adopt, amend or waive policies under Section 2.7(2)(b) of the *Local Government Act 1995*.

POLICY IMPLICATIONS

This item reviews and updates the Council Policy Manual.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC/CORPORATE IMPLICATIONS

Strategic Community Plan 2013 – 2023

Outcome G1 – Being Well Governed

Corporate Business Plan 2013 – 2017

Objective G1.4 – Maintain robust systems and controls.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the revised and updated Policy Manual be adopted.

COUNCIL DECISION

183/15 Moved Cr Fleay, seconded Cr Sexton that the revised and updated Policy Manual be adopted subject to the following Policy being revisited:

- **4.3 – Naming &/Or Changing of Road, Street or Place Names – specific consideration be given to the cultural diversity of Kojonup including names that have a Noongar origin or association.**

CARRIED 8/0

REASON FOR CHANGE: Council felt that Policy 4.3 needs to reflect Noongar origins or association within Kojonup as well as our cultural diversity including southern European settlers.

Policies 2.2.3, 2.2.4 & 2.2.12 were tabled at the 19 May 2015 Council Meeting to reflect differences of attending a conference, seminar or workshop which did not necessarily contribute towards attaining a qualification as against a structured course either directly or indirectly related to an employees or elected members continued professional development where the attendee receives a certificate or recognition towards an undergraduate, post graduate or similar educational/learning outcome from a registered institution or training organisation.

Policy 2.3.3 (Native Title Claims Process) is this policy still valid after Native Title Claims have been extinguished in the South West Claim with the WA State Government? Cr Sexton suggested the Shire of Kojonup retain policy 2.3.3 in order to ensure Council consults the Noongar people in relation to any Native Title issues within the shire.

CEO advised that all policies will be progressively reviewed over the next 12 months.

13.2 FINANCIAL ASSISTANCE GRANTS TO LOCAL GOVERNMENT

AUTHOR: Rick Mitchell-Collins – Chief Executive Officer
 DATE: Tuesday, 27 October 2015
 FILE NO: GS.PRG.6
 ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

To seek Council's acknowledgement of the importance of federal funding through the Financial Assistance Grants program for the continued delivery of council services and infrastructure that would not otherwise be provided if reliant upon Council's annual rates, fees and charges.

BACKGROUND

Financial Assistance Grants are an important untied payment to councils from the Australian Government which is invested in essential community infrastructure and services ranging from local roads and parks to swimming pools and libraries. Councils received \$2.3 billion from the Australian Government in 2014/2015 under this important program.

COMMENT

The Government's decision in the 2014 Federal Budget to freeze the indexation of Financial Assistance Grants for 3 years beginning in 2014/2015 will unfortunately cost councils across Australia an estimated \$925 million by 2017/2018.

On the 29 June 2015, the Australian Government decided to bring forward the first two instalments of the 2015 – 2016 Financial Assistance Grant programme estimate for payment in 2014 – 2015. The "bring forward" payment will assist councils to continue to provide important services and have early access to funding for critical infrastructure.

Local Government Area	Financial Assistance Grant Entitlement for 2015 – 2016						
	B/Fwd Payments from 2015 – 2016 Made in June 2015			Cash Payments to be made in 2015 - 2016			
	General Purpose	Roads	Total	General Purpose	Roads	Special Road Works	Total
Kojonup	\$366,275	\$354,723	\$720,998	\$384,692	\$294,312		\$679,004

Implementation of the National Stronger Regions Fund over the next 4 years is to be commended but for councils such as Kojonup the competitive process may result in small councils missing out on funding that is vital in securing future infrastructure and sustainable service delivery.

For example GD Pork and Stone Axe Pastoral Company's proposed investment options within the Shire of Kojonup need to be complimented by fully serviced residential land in order to attract families who wish to work and reside in our wonderful area. Relying solely on Local Government to canvass Western Power, Water Corp, Telstra etc. to ensure infrastructure forward planning is affordable and achievable is totally unrealistic as they are government business entities that must achieve certain performance outcomes and

subsidizing headwork charges is not part of their portfolio particularly if the need for residential investment is predominantly private sector driven!

While Financial Assistance Grants are paid through each state's Local Government Grants Commission, the funding originates with the Commonwealth and it is important it is recognized as such in assisting Council to provide important community infrastructure.

CONSULTATION

Australian Local Government Association
Western Australian Local Government Association

STATUTORY REQUIREMENTS

Local Government (Financial Assistance) Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

FAGs represent the equivalent of 30% in annual rate revenue or the loss of approximately 15 -18 FTE employees.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013 – 2023

Outcome G1 – Being Well Governed

Corporate Business Plan 2013 – 2017

Objective G1.2 – Maintain a structured forward planning process in accordance with legislation and community aspirations.

RISK MANAGEMENT IMPLICATIONS

Potentially a huge financial risk to Council and Community if funding is decreased or withdrawn to the extent that viability of Council maybe threatened including loss of employment and resultant flow on effects to the rest of the community.

ASSET MANAGEMENT IMPLICATIONS

Infrastructure renewal and maintenance would be dramatically affected by reduced grant funding necessitating projects to be cancelled or deferred indefinitely.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

184/15 Moved Cr Mathwin, seconded Cr Radford that Council:

- 1. Acknowledges the importance of continued federal funding through the Financial Assistance Grants program for the continued delivery of Council services and infrastructure;**
- 2. Will ensure that this federal funding and other funding provided by the Federal Government under relevant grant programs is appropriately identified as Commonwealth Grant Funding in Council publications, including annual reports.**

CARRIED 8/0

13.3 KOJONUP RSL HALL

AUTHOR: Rick Mitchell-Collins – Chief Executive Officer
DATE: Thursday, 5 November 2015
FILE NO: CU.PBR.1/A10355
ATTACHMENTS: 13.3.1 Correspondence from RSLWA State President – 28 October 2015
13.3.2 Public Building Assessment Report – 23 April 2014
13.3.3 Structural Integrity Report – K Lodge Engineering – November 2014

DECLARATION OF INTEREST

Cr Sexton, Cr Hobbs & Cr Pritchard had previously declared an interest in this item.

3:40pm – Cr Sexton, Cr Pritchard & Cr Hobbs departed the Chamber.

SUMMARY

To seek Council's approval for the Kojonup RSL Hall to be transferred to the Shire of Kojonup from RSL WA conditional upon a mutually acceptable Memorandum of Understanding (MOU) being endorsed to protect in perpetuity the "peppercorn" tenure of the Kojonup Sub-Branch and to see the precinct reflect the history of Kojonup and those who served to ensure the story and heritage is told into the future.

BACKGROUND

Council records reveal that the Shire has leased the RSL Hall from RSLWA from December 1996 until it expired in July 2001 (Lease No.91). Since this time no formal lease or agreement has been executed. Council has continued to pay all costs such as insurance, power, grounds maintenance and general building maintenance on the proviso that rental or hire charges are retained by the Shire.

Membership of the Kojonup Sub-branch like many other RSL branches throughout Australia has decreased over time to an extent that it is no longer realistic for the RSL to maintain the building. Given the sacrifices made by so many in the Kojonup area should Council with the support of the community assume ownership of the building in order to signify our continued acknowledgement and respect for past, present and future service men and women?

Sometimes the significance of places cannot merely be measured in dollar terms. It is essential that future responsibility and uses for the RSL Hall, Cenotaph and Potts Memorial be meticulously planned as part of the Main Street Redevelopment rather than ad hoc because it seemed like a good idea at the time!

2017 marks the 75th Anniversary of Kokoda and the battle of El Alamein and through Kojonup Remembers we are paying tribute to those who fought in WW1 and the affect it had on those left behind. Future generations must never forget the sacrifices made to ensure our Nation and Commonwealth has the freedom it enjoys as the world would have been very different to what we experience!

The challenge will be to ensure that whatever future plans for the area may be contemplated that the community recognises not only the benefits but the "whole of life" costs and that progress may be deferred subject to the availability of external funds.

Alternatively, service groups and organisations as a direct result of having an agreed forward development plan can undertake events, fundraising, working bees etc. that reduce the reliance on finite ratepayer funds as Kojonup has demonstrated in the past that by sharing a common vision and goal we can achieve projects that would otherwise remain a dream.

COMMENT

An initial Public Building Assessment report was prepared by Council's Development Services Coordinator which shows that the Fair Value of the RSL Hall as at December 2014 was \$215,000.00 with a projected replacement value in today's terms of \$990,000.00 for a facility that is used on average 1 day per month.

The same report identified some non-compliance issues and maintenance works required which necessitated Council engaging a structural engineer to inspect the buildings integrity with the conclusion being "Adequate."

Finally, a local building contractor was asked to quote on maintenance work required.

This then raises vital questions such as:

1. Is Council prepared to outlay a substantial amount of money on a building it does not own?
2. If Council did spend the money would use of the building increase and would users be prepared to pay an increased hire fee to contribute to such improvements?

On the other hand the RSL Hall architecturally has a magnificent façade and ambience plus an excellent location adjacent to The Kodja Place, Apex Park and Potts Memorial that captures the very essence of Kojonup's past, present and future. However, to achieve this full potential requires careful planning, access to funding and the willingness and commitment of Council and the Community.

Building maintenance needs to be undertaken to ensure the RSL Hall is "Fit for Purpose" as a public building however spending \$50,000.00 to maintain the status quo will not realise the full potential of the building or future uses. The RSL also requires some commitment from Council and the Community that the RSL Hall and War Memorial is preserved given the sacrifices made by those who have served in conflicts and their loved ones.

The Kojonup RSL Hall and War Memorial is a special place and should remain as such in any future planning as part of the Main Street Master Plan Redevelopment.

So what are some of the potential opportunities for the RSL Hall?

- Co-locating the Kojonup Library with the Community Resource Centre.
- War Museum and display of memorabilia through a collaborative arrangement between RSLWA, Sub-Branch and Historical Society as an extension of The Kodja Place Storyplace and Gallery and Potts Memorial.
- Linking/Relocating Potts Memorial to the RSL Hall via a "Walk of Respect" with plaques, etc. depicting conflicts and the sacrifices made by the Kojonup Community.
- Incorporating Kojonup Tourist Association to share building with the RSL and Historical Society to promote displays, tours, walks, buildings etc. thereby encouraging visitors that Kojonup is a destination rather than a comfort stop and provide increased spend to businesses.

CONSULTATION

Council Briefing Session – 15 September 2015

Main Street Master Plan – Public consultation held 2014

STATUTORY REQUIREMENTS

Local Government Act 1995

POLICY IMPLICATIONS

No policy presently exists however alignment with the Memorial/Lesser Hall Community Usage/Management Policy 1.5 which outlines the use, occupancy arrangements and management of the hire of the Memorial/Lesser Halls may be required depending on the future use of the RSL Hall.

FINANCIAL IMPLICATIONS

Appendix G, Page 83 of the 2015/2016 Budget lists the fees & charges presently applicable for the RSL Hall which will need to be reviewed as part of Council and Community deliberation on the future use of the RSL Hall.

The Public Buildings Assessment Report advises that upwards of \$50,000.00 will be required in the first instance to make the building “Fit for Purpose” including allocations for annual maintenance.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013 – 2023

Outcomes:

- E1 – Supporting Main Street
- E2 – Building Prosperity
- N1 – Feeling good about living in Kojonup
- S2 – Staying Active & Entertained
- G1 – Being well governed

Corporate Business Plan 2013 -2017

Objectives:

- E1.1.1 – Undertake a study to identify opportunities to enhance the Main Street, taking into consideration current and future uses.
- E2.1.3 – Identify opportunities to source funding and resources for local projects.
- N1.3.2 – Develop environmental management plans for significant shire reserves.
- S2.1.4 – Preserve and promote our history & culture.
- G1.2.1- Undertake an asset management planning process to review and rationalize shire buildings to maximize their use and value to the community.
- G1.2.5 – Maintain an effective asset management policy that defines co-location and rationalization.

RISK MANAGEMENT IMPLICATIONS

Areas that have not been addressed can result in the Organisation having exposure to risks.

Item to be assessed.....	N/A	Yes	No
1. Does the initiative / service/facility /strategy link to a key results area of the strategic plan?			
2. Have you determined the goals and objectives?			
3. Have key stakeholders been identified?			
4. Do you have the appropriate resources available over the life of the initiative / service/facility /strategy?			
a. Financial			
b. Physical assets			
c. Human - skills / knowledge/			
d. Time			
e. Maintenance			
f. Replacement costs			
5. Are there any political issues?			
6. Are there any supply chain issues?			
7. Do you have a management plan for the life of the initiative / service/facility /strategy?			
8. Does the initiative / service/facility /strategy have an 'owner'?			
9. Is there potential for changes that may impact on the initiative / service / facility /strategy?			
10. Do you have an approval / development and / or implementation timeline?			
11. Have you identified any operational risks that will require further assessment or treatments?			
12. Have you planned for monitoring progress?			
13. Have you determined review requirements once established?			
14. Have you a contingency plan for cost / time over runs?			
15. Are there other options you can consider?			
16. Are there any other concerns			

Council will be required to address each of the above requirements as part of its deliberations not only for the transfer of ownership of the RSL Hall but future usage!

ASSET MANAGEMENT IMPLICATIONS

Council's Fair Value report indicates a number of buildings that have reached their effective life and with the recent transfer of the CWA building into Council ownership and the possibility of the RSL Hall being transferred; Council **must** review and rationalize the number of buildings it can realistically retain and maintain as this problem is not a surprise!

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Accept RSLWA's offer to have ownership of the Kojonup RSL Hall and land (Lot 255 on Diagram 63072, Volume 1188, Folio 262) transferred to the Shire of Kojonup subject to:
 - a) A Memorandum of Understanding (MOU) being prepared which clearly stipulates arrangements between Council and RSLWA for use of the building

- or other venue for ANZAC Day, Remembrance Day and any other significant events/activities/displays related to the defence force past, present and future.
- b) Council conducting a series of Planning Sessions with Kojonup RSL Sub-Branch, Historical Society, Kojonup Tourist Association, Rotary, Lions, Apex, The Kodja Place Advisory Committee, the Library, the Community Resource Centre and the Men's Shed in order to determine present and future purposes for the building and shared use as part of an agreed Development Plan for CWA, Men's Shed, Apex Park, The Kodja Place, Benn Parade and Main Street precincts.
 - c) Transfer of the RSL Hall being undertaken in accordance with the provisions of the *Local Government Act 1995*
 - d) Draft leases/agreements are tabled for Council's consideration in due course.
 - e) A review of Fees & Charges & Usage policies being undertaken by the CEO as part of the Planning Sessions.
 - f) The CEO update the Public Building Assessment Report and financial requirements of the RSL Hall together with any recommended improvements identified as part of the Planning Sessions for Council's future consideration.
 - g) Council as a priority will review the number of buildings it can realistically retain and maintain in an attempt to utilise any funds received from the sale of surplus or underutilised buildings towards attracting external grant funding.

COUNCIL DECISION

185/15 Moved Cr Radford, seconded Cr Pedler that Council:

1. **Accept RSLWA's offer to have ownership of the Kojonup RSL Hall and land (Lot 255 on Diagram 63072, Volume 1188, Folio 262) transferred to the Shire of Kojonup subject to:**
 - a) **A Memorandum of Understanding (MOU) being prepared which clearly stipulates arrangements between Council and RSLWA for use of the building or other venue for ANZAC Day, Remembrance Day and any other significant events/activities/displays related to the defence force past, present and future.**
 - b) **Transfer of the RSL Hall being undertaken in accordance with the provisions of the *Local Government Act 1995***
 - c) **Draft leases/agreements are tabled for Council's consideration in due course.**
 - d) **The CEO update the Public Building Assessment Report and financial requirements of the RSL Hall together with any recommended improvements identified as part of the Planning Sessions for Council's future consideration.**
 - e) **Council as a priority will review the number of buildings it can realistically retain and maintain in an attempt to utilise any funds received from the sale of surplus or underutilised buildings towards attracting external grant funding.**

CARRIED 5/0

3:53pm – Cr Sexton, Cr Hobbs & Cr Pritchard returned to the Chamber.

COUNCIL DECISION**186/15 Moved Cr Sexton, seconded Cr Pritchard that Council:**

- 1. Conduct a series of Planning Sessions with Kojonup RSL Sub-Branch, Historical Society, Kojonup Tourist Association, Rotary, Lions, Apex, The Kodja Place Advisory Committee, the Library, the Community Resource Centre and the Men's Shed in order to determine present and future purposes for the building and shared use as part of an agreed Development Plan for CWA, Men's Shed, Apex Park, The Kodja Place, Benn Parade and Main Street precincts.**
- 2. Conduct a review of Fees & Charges & Usage policies being undertaken by the CEO as part of the Planning Sessions.**

CARRIED 8/0**REASON FOR CHANGE:**

Council as a result of the declarations of interest lodged by Councillors Sexton, Pritchard and Hobbs, dealt with the Officer Recommendation in two parts:

1. The transfer of the RSL Hall and associated elements should agreement be approved, and
2. The need to undertake Planning Sessions with the community in order to prepare an overall Development Plan for the area.

03 NOV 2015

THE RETURNED & SERVICES LEAGUE OF AUSTRALIA WA BRANCH INCORPORATED

**Personal From:
Graham Edwards AM - State President**



28 October 2015

Ms Ronnie Fleay
Shire President
Shire of Kojonup
93-95 Albany Highway
KOJONUP WA 6395

16220 913

SHIRE OF KOJONUP

CU-PBR.1 / A10355

CEO	CO-ORD	FIN	GEN	HR	LEGAL	PLANNING	PROJ	REC	TRAINING

Ge Fleay

Dear Ms Fleay, *RONNIE*

RE: MEETING OF 15 SEPTEMBER 2015 – KOJONUP RSL SUB-BRANCH

Time has escaped me and I do apologise for taking so long to thank you for your time and hospitality on Tuesday, 15 September 2015 when our CEO and I visited your Shire Office to discuss matters involving the RSL Sub-Branch premises.

I thank you and your Councillors for their strong commitment to the local heritage and commemorative history of the area. We are grateful and most appreciative that the Shire wants to see the precinct reflect the history of Kojonup, those who served and to ensure the story and heritage is told into the future.

The RSLWA Board was very positive about the outcome of our discussions and endorsed the proposal that the hall be returned to the ownership of the council. This of course will be subject to a mutually acceptable MOU being drawn up which will protect in perpetuity the "peppercorn" tenure of the Sub-Branch.

To conclude this process our CEO RSLWA is happy work with your officers to process this outcome and to formulate a mutually acceptable Memorandum of Understanding.

I am appreciative of your personal strong support for this outcome and also for the very supportive attitude of your council in working with the RSL to ensure a positive, enduring and beneficial local outcome.

We look forward to a completion by March 2016.

Yours sincerely,

Graham Edwards AM
State President

In reply please quote: H:\SB\SB1\Correspondence\Kojonup\003

Email: state.pres@rslwahq.org.au • Phone: 9287 3799 • Mail: PO Box 3023, EAST PERTH WA 6892

RSL Hall – Spencer Street Kojonup

Fair Value as at December 2014 \$215 000 Replacement Value \$990 000

4	-	Townsite	Spencer Street	Kojonup	RSL Hall	Stone and tile clad hall on concrete footings with timber and concrete floors and attached toilets	990,000	50	11	215,000	3	-
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MEMORANDUM

TO: MORT WIGNALL
FROM: MICHELLE DENNIS
DATE: 23 APRIL 2014
SUBJECT: RSL HALL – ROUTINE PUBLIC BUILDING ASSESSMENT
FILE REF: CP.MTC.11

Please find below the results of a routine public building assessment of the RSL Hall. Included are some general observations and comments regarding accessibility. I also took the opportunity to note any obvious repairs required for consideration of the upcoming budget and have attempted to prioritise these items.

- **Hall Usage**

Based on a review of the bookings for the last year, it appears as though the hall is used for approximately 1 day per month. The types of activities noted are funeral and church services, workshops, visiting specialists and as a dry weather alternative to Story Time in the Park. The annual ANZAC Day service is also conducted in the hall. The hall meets the definition of a public building.

- **Public Building Assessment**

A copy of the building plans from 1952 were retrieved prior to the site assessment. These showed some inconsistencies with what has been constructed on site. The building plan has been annotated to show the differences with a copy placed on the working public building file.

The main inconsistency of note is that the male toilets are not accessible from within the building. Users of the male toilets are required to exit the building either via a porch door onto Spencer Street or a rear door that is currently obstructed by chair storage to the rear of the enclosed porch area.

A building plan was located on file for the external male toilet, however the proposed doorway through the external wall of the now table storage area was not constructed. The resultant toilet configuration within the male toilet is also different on the plan to what has been constructed.

Based on usage and layout, the RSL Hall would be considered a low risk public building. Table 1 illustrates the non-compliances identified.

Table 1

Item	Details of non-compliance	Comment/Recommendation
Documentation	Certificate of approval not displayed	Arrange for copy of Maximum Accommodation certificate to be affixed to a prominent position within the hall.
	Log book for emergency lighting/exit signs and RCDs not available	Arrange for required testing of exit signs and RCDs. Consider purchase of a log book for recording of this information.
Electrical	Switchboards are accessible by public	Cover of inside switchboard (i.e. sub board) needs repair and a lock to prevent access. External meter box (with old style fuses) needs lock installed to prevent access.
Exit doors	Non-compliant locks (ie pad bolts) present on designated exit doors	Replace pad bolts with strap bolts. Place on the inside (rather than outside) of doors wherever possible to improve security.
	Door mechanism sticking	Espagnolette bolts require servicing to free up mechanism
Exit signs	Two (out of three) signs not illuminated	Signs require servicing
Steps & Landings	The double door from the enclosed porch area terminates on a landing that is more than 1m high above the adjoining ground without a barrier that is at least 1m high.	This is an old building, so while this isn't a requirement, it is noted for information for consideration as part of any future upgrades to the building. This doorway provides access to the adjoining park via stairs. If it isn't used and to minimise the risk, it may be useful to fix these doors shut for the short term.
Toilets	Cleanliness	The "open" nature of the men's toilet allows for leaf litter and insect to access the area. May need to consider cleaning prior to hall hire as a standard procedure.
Food hygiene	No hand wash basin provided.	Though there are plenty of work benches across the two "kitchens" there are limited facilities with only a double bowl sink and two ovens provided. Food preparation here may need to be limited to heat and serve/low risk options as part of any conditions of hire.

- **Maximum accommodation**

Where a public building was in use before the current (1992) regulations, complied with the previous regulations and has undergone no alterations since that time, officers are able to consider the previous (i.e. 1969) regulations. The original building was constructed in 1952. The building records and age of the additions suggest that the works were likely to have been carried out well before the current regulations.

It is considered that the main hall and the adjoining enclosed porch would be used by a single hall user. For this reason, the maximum accommodation number was assessed based on the total floor area of both these spaces. The floor area is the limiting factor, with a maximum accommodation number of 150 people calculated (i.e. no change to previous assessment). See calculation sheet for the assessment assumptions.

- **Accessibility**

The RSL Hall is included on the Shire's Municipal Inventory. No building works have been carried out recently so the provisions of the Accessibility Standard have not been required to be complied with e.g. while a universal access (or disabled toilet) has not been provided, it is not required to be provided at this stage.

As part of the Shire's commitment through its Disability Access and Inclusion Plan, the Shire aims to improve access to its services and facilities.

The main entrance to the building is accessed via a ramp from the adjoining car park and Spencer Street. While this pathway is accessible the threshold of the front door is 50mm, which may prove difficult to negotiate by mobility device and pram users.

The men's toilet is currently accessed from outside the building. This would not meet the test for "equitable and dignified access" of the current access standard. If the usage of the hall is proposed to increase, consideration of providing access to the male toilets via the hall should be considered. This could be achieved via the door through the rear of the existing enclosed porch, with the area outside regraded to meet the standard for ramps and pathways. A cover could also be included to provide all weather access.

- **Maintenance**

Table 2 identifies considerations for maintenance works and a priority based on risk to the building fabric (i.e. structure) or building user.

Table 2

Item	Comment	Priority
Windows over front door (particular right hand side window)	Transoms have rotted, with the potential for the glass to fall out if the door is slammed.	High
Stormwater/ waste water pipes	Covers are missing off several of the storm water/ waste water pipes. Consideration of replacement to prevent ingress of leaves and other debris	Medium
Rain water pipes	Galvanised stormwater pipe on front left hand side of building needs reattachment to discharge stormwater away from stonework. Plastic elbow on base of plastic pipe (Spencer Street side) outside kitchen needs replacement to discharge stormwater away from stone work.	High Medium
Electrical	Lock required on main and sub boards	High
Facia	Needs repair/repainting	Low
Roof tiles	Roof tiles are missing at the change in roof pitch on the Uniting Church (eastern) side of the building.	High
Gutters	Need cleaning	Medium
Overhanging tree branches	Consider removal to assist with gutter maintenance	Low
Roof vent	The roof vent on the eastern side of the building (gable end) is damaged. It is clearly accessible by pests/large enough for a small person to access.	High
Graffiti	Small amount of graffiti on eastern side of the building	Low (not offensive)
Timber windows	Many require some preventative maintenance (i.e. painting) to protect them from the weather	Medium
Lintel	The lintel over the kitchen window (facing Albany Hwy) requires rust treatment to prevent further deterioration	High
Servery room	Windows have a few chips in them (but holding)	Low
Enclosed porch	Reattach ceiling lining (caution appears to be asbestos)	High
General	Light bulb missing in second ladies toilet, fluro in enclosed porch requires replacement	Low
WCs	Paint peeling in lower areas of walls	Low
Cleaning	“Spit balls” need removal from ladies toilet	Low

KEVIN LODGE ENGINEERING

'17 NOV 2014

Kevin Lodge MIEAus.CPEng,
3 Pember Rd E, Denmark 6333
Ph/Facs 9848 2790
kleng@westnet.com.au
11th November 2014
Job 519B – 11/14
Page 1 of 3

Paul Retallack
Building Maintenance Officer
Shire of Kojonup

REPORT; RSL HALL, KOJONUP,
CONDITION OF BUILDING, & FUTURE MAINTENANCE ITEMS

GENERAL CONDITIONS

The site and building were inspected on the 23rd October 2014. Construction was ~ 1970s.

Summary description of building. Stone work walls.

Single storey. Front porch has a flat concrete roof over, supported in steel columns & the stone walls.

Roof. Cement tile with central ridge(s) – majority. Some other sections are corrugated steel, & others Trimdek clad. The main Hall has 2 trusses with beams between to support rafters.

Ceiling. Level in parts at ~3000mm. Lining is plaster board.

Walls – external. Stonework on strip footings.

Walls – internal. Stonework on strip footings.

Floor. Hardwood timber stumped, timber bearers & joist.

MAINTENANCE ITEMS

Generally in order of priority;

- Concrete roof [flat] over front porch. Needs to be pressure cleaned and coated with a durable epoxy that will fill the cracks and also seal the coving against the stone walls. This coating would be similar to that used on an industrial floor, and UV resistant. The coating is to water proof the cracks [not extensive or wide], and the join with the walls.
- Cement tile roof over main hall & service rooms. Whilst parts appear to be “undulating”, this is not unusual for a tile roof. The roof structure is satisfactory. There are signs of roof leakages which have resulted in deterioration of internal items. To prevent further deterioration inside, the roof will need re-cladding. Replace tiles with steel sheeting, and provide adequate tie-down throughout to all members. Depending upon the state of the existing tie-down, this may require design & inspection by an engineer, prior to re-cladding.
Other smaller sections of existing steel sheet roof would be replaced. These include the existing Trimdek over the “closed-in verandah” space, the kitchen [has a box gutter], the stage & the Male toilet.
Trimdek will need to be re-instated over the “closed-in verandah” due to its low pitch. Otherwise this roof could be re-pitched steeper – starting higher up the main roof.
- Secure & bird-proof the gable vent [east end].
- The opening in Female toilet. Install lintels [2 of 100 x 6 EA] or remove stonework over.

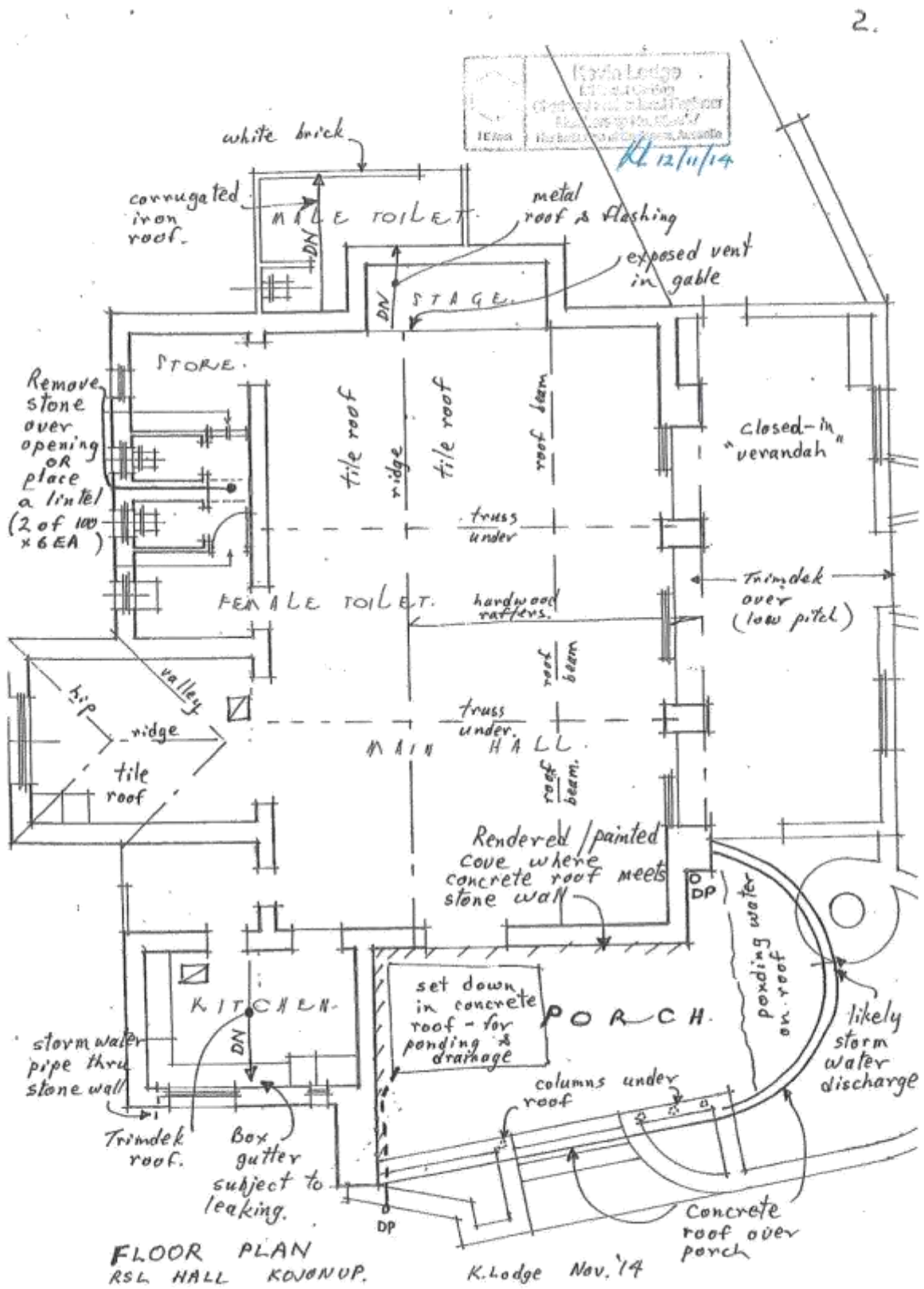
CONCLUSION

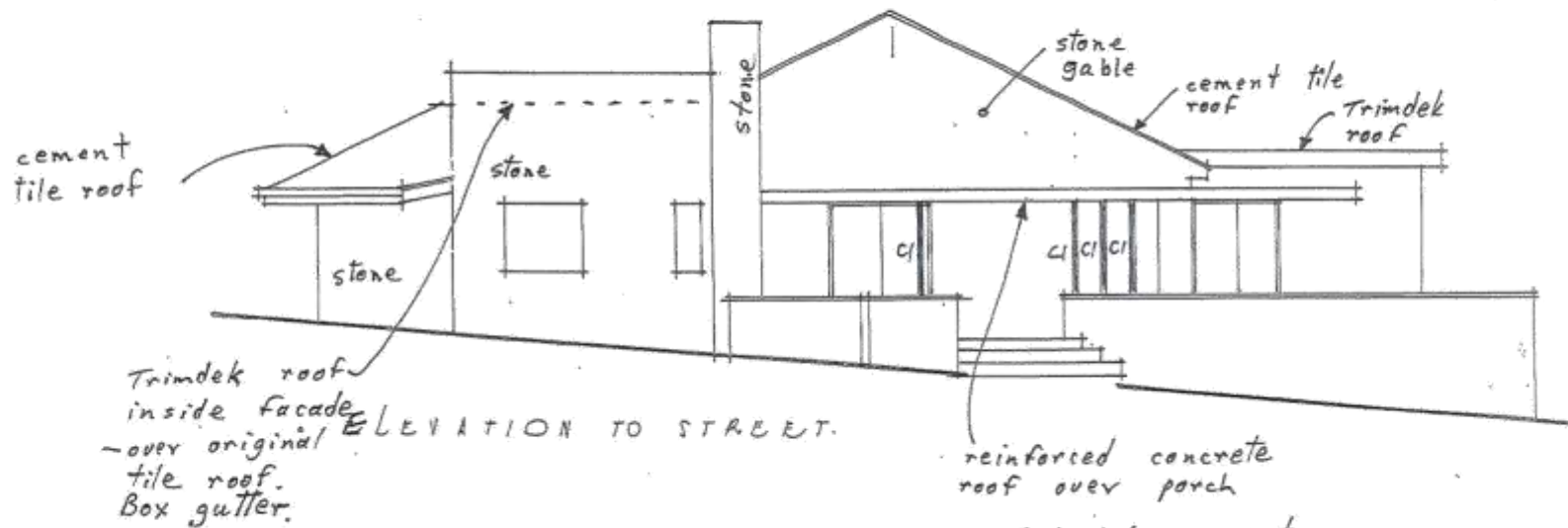
The structural integrity is adequate.

Regards,  Kevin Lodge



Attached; 2 of A4, Floor Plan & Elevation





Trimdek roof
inside facade
- over original
tile roof.
Box gutter.

reinforced concrete
roof over porch
c1 - steel tube support
column to concrete
roof.

12/11/14



RSL HALL - KOJONUP
K. Lodge Nov. 74.

13.4 CLOSURE OF SHIRE OFFICE AND LIBRARY OVER 2015/2016 CHRISTMAS & NEW YEAR PERIOD

AUTHOR: Miranda Wallace – Executive Assistant
DATE: Tuesday, 10 November 2015
FILE NO: CM.PRO.1
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

To approve the Office and Library closure over the 2015/2016 Christmas and New Year period.

BACKGROUND

Closing the Office and Library temporarily for a few days over the Christmas and New Year holiday period has become normal practice in recent years. A similar approach is once again suggested for the 2015/2016 period.

COMMENT

It is proposed that the Office will be closed for the Christmas/New Year break from 2:00pm on Thursday, 24 December 2015 and reopen on Tuesday, 5 January 2016 at 8:30am with 4 January 2015 being the nominated “Picnic Day” in accordance with the existing Enterprise Bargaining Agreement. The extra day will also allow extra time for the re-painting of the main Shire Office and President’s Room should any unforeseen delays occur over the Christmas and New Year break period.

CONSULTATION

The proposed closures will be advertised in the local press if approved by the Council.

STATUTORY REQUIREMENTS

There are no known statutory requirements.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

The financial costs will be minimal – advertising.

STRATEGIC/CORPORATE IMPLICATIONS

As the annual Christmas/New Year period is usually quiet and is an opportunity for staff to take annual leave, as required. This has been accepted practice in the past.

RISK MANAGEMENT IMPLICATIONS

Staff use accrued leave therefore reducing leave liability to the Shire and enabling staff to have a stress free break knowing the office is closed during this time.

ASSET MANAGEMENT IMPLICATIONS

There are no implications on the asset management plan.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

187/15 Moved Cr Pedler, seconded Cr Radford that approval is granted to close the Office and Library for the Christmas/New Year break from 2:00pm on Thursday, 24 December 2015 and reopen on Tuesday, 5 January 2015 at 8:30am and that local notice be given as required.

CARRIED 8/0

13.5 SETTING OF COUNCIL MEETING DATES 2016

AUTHOR: Miranda Wallace – Executive Assistant
DATE: Tuesday, 10 November 2015
FILE NO: GO.CNM.6
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

Council is being asked to resolve to adopt Council Meeting dates for the 2016 year.

BACKGROUND

In October 2005 Council resolved that Council meetings be held on the third Tuesday of each month commencing at 3.00pm except where the date clashes with a public holiday or internal staffing management.

COMMENT

The above practice has continued since with the only variation being the second Tuesday in December given timing to Christmas Day and no January meeting being held following harvesting. It is proposed that Council continue with what is current practice.

Regulation 12 of the Local Government (Administration) Regulations 1996 requires that at least once per year a local government is to give local public notice of the dates on which and time and place which the ordinary meetings will be held.

CONSULTATION

None necessary

STATUTORY REQUIREMENTS

Local Government (Administration) Regulations 1996 – regulation 12 and Local Government Act 1995 section 5.25

POLICY IMPLICATIONS

None applicable

FINANCIAL IMPLICATIONS

Nil

STRATEGIC/CORPORATE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION**188/15 Moved Cr Mathwin, seconded Cr Hobbs that:**

- 1. Council meetings be held on the third Tuesday of each month, except December which will be held the second Tuesday given timing to Christmas Day and January where no meeting will be held. All meetings are to commence at 3:00pm.**
- 2. The following dates be approved for the 2016 year:**
 - **Tuesday, 16 February 2016**
 - **Tuesday, 15 March 2016**
 - **Tuesday, 19 April 2016**
 - **Tuesday, 17 May 2016**
 - **Tuesday, 21 June 2016**
 - **Tuesday, 19 July 2016**
 - **Tuesday, 16 August 2016**
 - **Tuesday, 20 September 2016**
 - **Tuesday, 18 October 2016**
 - **Tuesday, 15 November 2016**
 - **Tuesday, 13 December 2016**
- 3. That Local Public Notice be given of the approved Council Meeting dates for the 2016 year.**

CARRIED 8/0

14 AGED CARE SERVICES REPORTS

Nil

15 COMMUNITY DEVELOPMENT & TOURISM REPORTS

Nil

16 COMMITTEES OF COUNCIL

Nil

17 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

18 NEW BUSINESS

Nil

19 CONFIDENTIAL REPORTS**19.1 WASTE SERVICES – REQUEST FOR QUOTATION FOR SOUTHERN LINK VROC**

AUTHOR: Anthony Middleton – Manager Corporate Services
DATE: Monday, 9 November 2015
FILE NO: GR.LRL.2 / WM.SVP.7
ATTACHMENT: Nil

SUMMARY

The purpose of this item is to consider quotations received for the provision of:

- Waste Collection Services; and
- Transfer Station and Landfill Management Services.

STATUTORY REQUIREMENTS

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

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

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

189/15 Moved Cr Pedler, seconded Cr Warland that the meeting be closed to the public in accordance with Section 5.23 of the Local Government Act 1995 to discuss:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and**
- (e) (ii) a matter that if disclosed, would reveal information that has a commercial value to a person.**

CARRIED 8/0

4:05pm – Michelle Dennis departed the Chamber.

COUNCIL DECISION/OFFICER RECOMMENDATION

190/15 Moved Cr Sexton, seconded Cr Pedler that, in regards to Request for Quotation Number VROC001:

- 1. No quotation be accepted for the Transfer Station & Landfill Management Services component and that existing purchasing and management arrangements for these services and facilities continue until a further decision of the Council is reached;**
- 2. The quotation from Warren Blackwood Waste be accepted for collection services for a five (5) year period (with an option of two (2) plus two (2) years), in accordance with the pricing schedule submitted. It is noted that the exact pricing agreed will be subject to the decisions made by other Southern Link VROC members and a discount may apply if all four members appoint Warren Blackwood Waste; and**
- 3. The Chief Executive Officer undertake necessary steps to formalise all documentation associated with the current transfer station and landfill management operations, land tenure, contracts, accounting offsets with a view to finalising within the next twelve (12) months.**

CARRIED 8/0

COUNCIL DECISION / OFFICER RECOMMENDATION

191/15 Moved Cr Warland, seconded Cr Hobbs that the meeting be reopened to the public.

CARRIED 8/0

Rick Mitchell-Collins (Chief Executive Officer) took the opportunity to thank Mort Wignall (Manager Regulatory Services) and Anthony Middleton (Manager Corporate Services) for their work on this Agenda Item.

20 NEXT MEETING

Monday, 14 December 2015 commencing at 3:00pm.

21 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 4:24pm.

22 ATTACHMENTS (SEPARATE)

- Item 10.1 Monthly Statement of Financial Activity
- Item 10.2 10.2 Monthly Payment Listing 01/10/2015 – 31/10/2015
- Item 13.1 Updated Policy Manual
- Item 19.1.1 IW Projects Consultant – Quotation Assessment
- Item 19.1.2 IW Projects Consultant – Formal Assessment
- Item 19.1.3 IW Projects Consultant – Qualitative Criteria Assessment

Presiding Member

Date