

Kojonup



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

18 October 2016

MINUTES FOR THE COUNCIL MEETING HELD ON 18 OCTOBER 2016**TABLE OF CONTENTS**

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MINUTES

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

The Shire President declared the meeting open at 3:02pm 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 Ian Pedler	
Cr Graeme Hobbs	
Cr Ned Radford	
Cr Jill Mathwin	
Cr Judith Warland	
Mr Rick Mitchell-Collins	Chief Executive Officer
Mr Anthony Middleton	Manager Corporate Services
Mr Mort Wignall	Manager Regulatory Services
Mr Phil Shepherd	Town Planner
Miss Miranda Wallace	Executive Assistant
Mr Robert Cowie	Regulatory Administration Officer
Members of the Public	3

APOLOGIES

Nil

3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

4.1 MR JAMES HOPE – PROPOSED GRAIN CLEANING FACILITY

The Presiding Member invited Mr James Hope to speak to the meeting regarding Item 18.1 – “Submissions on Proposed Grain Cleaning Business & Future Food Processing Business for Pt. Lot 9999 Thornbury Close, Kojonup”.

Mr James Hope:

Mr Hope thanked the Presiding Member and Council for allowing him to speak to the meeting. He took the opportunity to respond to a number of queries raised by the submissions on the proposed grain cleaning business and future food processing business which were echoed by the Town Planner in Item 18.1.

5 PETITIONS, DEPUTATIONS & PRESENTATIONS

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Mathwin requested a leave of absence for the month of November 2016 from Council duties.

COUNCIL DECISION

127/16 Moved Cr Warland, seconded Cr Radford that Cr Mathwin be granted leave of absence from the 15 November 2016 Council Meeting.

CARRIED 8/0

7 CONFIRMATION OF MINUTES

ORDINARY MEETING 20 SEPTEMBER 2016

COUNCIL DECISION

128/16 Moved Cr Pritchard, seconded Cr Radford that the Minutes of the Ordinary Meeting of Council held on 20 September 2016 be confirmed as a true record.

CARRIED 8/0

8 ANNOUNCEMENTS by the Presiding Member without discussion

Nil

9 DECLARATIONS OF INTEREST

Item 18.1

- Cr Radford declared a 'Proximity' interest in this item as he lives within 500 metres of the proposed development site.

The Presiding Member deemed this a 'trivial interest' and declared that Cr Radford would not have to depart from the Chamber for Item 18.1.

- Cr Pedler declared a 'Financial – Indirect' and an 'Impartiality' interest in this item as he has provided services in the past to opposition businesses in the same street and also for another business in the same industry in the Kojonup area.

The Presiding Member suggested that the meeting proceed ahead to Item 18.1 for the benefit of the public in attendance.

COUNCIL DECISION

129/16 Moved Cr Mathwin, seconded Cr Warland that the meeting proceed to Item 18.1 "Submissions on Proposed Grain Cleaning Business & Future Food Processing Business for Pt. Lot 9999 Thornbury Close, Kojonup" to address this item ahead of the remaining Agenda items.

CARRIED 8/0

Item 18.1 was considered now but has been recorded in the order of the agenda.

10 CORPORATE SERVICES REPORTS**10.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (SEPTEMBER 2016)**

AUTHOR: Anthony Middleton – Manager Corporate Services
 DATE: Tuesday, 11 October 2016
 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 30 September 2016.

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 2016 to 30 September 2016 represents three (3) months, or 25% of the year. The following items are worthy of noting:

- Surplus position of \$3.52m;
- Operating results:
 - 45% of budgeted operating revenue received; and
 - 20% of budgeted operating expenditure spent (no depreciation raised to date);
- Capital expenditure achieved 10% of budgeted projects;
- The value of outstanding rates equates to 23.9% of 2016/2017 rates raised, which includes previous years arrears and instalments not yet due but excludes deferred rates (refer to page 17 of the statements);
- Cash holdings of \$5.84m of which \$2.92m 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
C053	Day Care Centre Car Park	MWS	\$15,000	\$19,964	133%

CONSULTATION

Nil.

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

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

Strategic Community Plan 2013 – 2023

Outcomes:

- G1 – Being Well Governed

Corporate Business Plan 2013 – 2017

Actions:

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

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

131/16 Moved Cr Pedler, seconded Cr Mathwin that the monthly financial statements for the period 1 July 2016 to 30 September 2016, as attached, be noted.

CARRIED 8/0

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Christine Coldwell – Finance Officer
DATE: Monday, 10 October 2016
FILE NO: FM.AUT.1
ATTACHMENT: 10.2 Monthly Payment Listing 01/09/2016 – 30/09/2016

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of September 2016.

BACKGROUND

Not applicable.

COMMENT

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

Any comments or queries regarding the list of payments is to be directed to the 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.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

132/16 Moved Cr Pedler, seconded Cr Warland that in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996* the list of payments, as attached, made under delegated authority:

	FROM	TO	TOTAL
Date	1 September 2016	30 September 2016	
Municipal Cheques	13774	13790	\$36,450.16
EFT's	16996	17193	\$696,161.91
Direct Debits			\$521,382.12
			\$1,253,994.19

be received.

CARRIED 8/0

11 WORKS & SERVICES REPORTS

Nil

12 REGULATORY SERVICES REPORTS

12.1 UPDATED LOCAL EMERGENCY MANAGEMENT ARRANGEMENT

AUTHOR: Rob Cowie – Regulatory & Administration Officer
DATE: Friday, 7 October 2016
FILE NO: EM.CIR.2
ATTACHMENT: 12.1 Local Emergency Management Arrangements 2016

DECLARATION OF INTEREST

Nil.

SUMMARY

To endorse the updated Local Emergency Management Arrangements for the Shire of Kojonup.

BACKGROUND

The Local Emergency Management Arrangements (LEMA) are required under State Government legislation. The Arrangements have been endorsed by Council in December 2009, Council Decision Number 136/09. A revision of the arrangements in September 2011 was conducted by the Kojonup Local Emergency Management Committee (LEMC). The Arrangements were then endorsed by Council in February 2012, Council Decision number 9/12.

COMMENT

This document was produced originally in 2004 and updated and amended as required. The revised plans are required to be sent to State Emergency Management Committee (SEMC) to be endorsed. It is recommended that Council adopt these revised Local Emergency Management Arrangements for the Kojonup Shire.

CONSULTATION

The plan has been revised by consultation with various agencies that form the LEMC Committee for the Shire of Kojonup.

STATUTORY REQUIREMENTS

Emergency Management Act 2005, Division 2, section 41.

POLICY IMPLICATIONS

There are no known Shire of Kojonup Policy implications.

FINANCIAL IMPLICATIONS

There are no known Shire of Kojonup Financial implications.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013 – 2023

Objectives:

- N2.4 – Maintain community safety.

Corporate Business Plan 2013 – 2017

Actions:

- N2.4.1 – Maintain a community driven response to bushfire risk management.

RISK MANAGEMENT IMPLICATIONS

There are no known Risk Management implications.

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no known Asset Management Plan implications.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

133/16 Moved Cr Sexton, seconded Cr Radford that Council adopts the Local Emergency Management Arrangements for the Shire of Kojonup as attached.

CARRIED 8/0

12.2 REQUEST FOR ADDITIONAL DRIVEWAY TO LOT 36 SPRING STREET, KOJONUP

AUTHOR: Phil Shephard – Town Planner
DATE: Friday, 7 October 2016
FILE NO: A6015
ATTACHMENT: 12.2 Application Plans

DECLARATION OF INTEREST

Nil.

SUMMARY

To consider allowing an additional driveway entrance across the road truncation to the proposed detached shed for the new dwelling being constructed.

BACKGROUND

Nil.

COMMENT

The dwelling has been under construction for some time and the architects for the project have now requested approval for the proposed shed to utilise an additional 5.94m-wide paved driveway to the property off Spring Street as shown on the attached plan.

The dwelling has been constructed with a double garage and 5.4m-wide paved driveway to the west side of the property.

The proposed site and a shelter structure had previously been discussed with the builder on-site and was supported by staff. The shelter structure was to be constructed of frames with no walls and a translucent sheet roof with no formal driveway constructed. The formal proposal submitted involves a shed with Colorbond metal sheeting walls and roof and a paved formal driveway.



*Lot 36 Spring Street, Kojonup showing truncation bordered in red.
(Image Synergy database)*

The proposed shed is consistent with the setbacks, open space, floor area and wall height requirements under the Residential Design Codes (R-Codes) that govern residential

development in the Shire. It also complies with the requirements under the Shire's adopted Town Planning Scheme Policy for outbuildings in the Residential zone.

The additional driveway does not achieve the Deemed-to-Comply requirements of the R-Codes as it:

- exceeds the total aggregate driveway width of 9m for any one property; and
- The driveway is closer than 6m to a street corner.

In these instances, the Council must assess the proposal against the Design Principles as follows:

P5 Vehicular access provided for each development site to provide:

- *Vehicle access safety;*
- *Reduced impact of access points on the streetscape;*
- *Legible access;*
- *Pedestrian safety;*
- *Minimal crossovers; and*
- *High quality landscaping features.*

The additional driveway is not considered to achieve the above principles and will crossover the road truncation and whilst the adjoining lot to the east (which is designated as a right-of-way with access benefits to Lots 35 and 36) has not been developed with a constructed road, the use of a road truncation for access to the property on a formal basis, is not recommended.

If the proposed additional driveway is supported by Council, staff would recommend the applicants be required to approach the adjoining landowners and purchase the land in the truncation. This land would then be amalgamated into their title and effectively remove the truncation and the current objection.

Alternate Options

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

1 Support the proposal

The Council can choose to support the proposal, as is, or require changes. If supported the proposed shed and additional driveway can be constructed.

2 Not support the proposal

The Council can choose to not support the proposal, in part or whole. If this option was chosen, the proposal may not proceed.

3 Defer the proposal

The Council may elect to defer the matter for a period of time and seek additional information, if deemed necessary, before proceeding to make a decision.

This is a discretionary decision and the applicant has a right to request a review of any decision and/or condition made by the Local Government to the State Administrative Tribunal if aggrieved by the decision and/or any condition.

CONSULTATION

Michael Prandi – Builder

Development Services Coordinator

Manager Works and Services

STATUTORY REQUIREMENTS

Planning and Development Act 2005 – The Shire’s Town Planning Scheme No. 3 is an operative local planning scheme under the Act. The processing of the development application is required to comply with the requirements of Town Planning Scheme No. 3 under the provisions of the *Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015*.

Residential Design Codes - The R-Codes guide and control residential development under the Shire’s Town Planning Scheme No. 3.

POLICY IMPLICATIONS

The proposed shed is consistent with the Shire’s adopted Town Planning Scheme Policy No. 5 – Outbuildings in the Residential, Residential Development and Special Rural Zones as discussed in the Comment Section of the report.

FINANCIAL IMPLICATIONS

The proponents are required to pay the development application fee of \$147 in accordance with the Shire’s adopted 2016/2017 Schedule of Fees and Charges.

STRATEGIC/CORPORATE IMPLICATIONS

There are no recommendations from the Community Strategic Plan 2013 – 2023 that affect this proposal.

RISK MANAGEMENT IMPLICATIONS

The item covers several risk areas to Council including strategy and planning, compliance and reputation functions. The organisational risk and proposed treatment or mitigation is summarised in the following table from the Shire’s Risk Management Plan:

Risk Description	Risk Likelihood	Risk Consequence	Risk Classification	Risk Treatment
Council does not support the proposed additional driveway access	Likely	Insignificant	Medium	Managed by specific monitoring or response procedures

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications from this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) STRATEGIC PLAN IMPLICATIONS

There are no recommendations from the Southern Link VROC Strategic Directions 2015-2020 that affect this proposal.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

134/16 Moved Cr Hobbs, seconded Cr Radford that Council not approve the additional driveway and crossover through the road truncation at Lot 36 Spring Street, Kojonup on the basis that:

- 1) It does not comply with the Deemed-to-Comply requirements of the R-Codes as it both exceeds the total aggregate driveway width of 9m for any one property and the driveway is closer than 6m to a street corner; and**
- 2) It does not satisfy any of the Design Principles of the R-Codes for driveways.**

CARRIED 8/0

13 EXECUTIVE & GOVERNANCE REPORTS

Nil.

14 AGED CARE SERVICES REPORTS

Nil

15 COMMUNITY DEVELOPMENT & TOURISM REPORTS

15.1 SPORTS PRECINCT – NATURE PLAYGROUND

AUTHOR: Rick Mitchell-Collins – Chief Executive Officer
DATE: Friday, 23 September 2016
FILE NO: PR.DAC.11
ATTACHMENTS: Nil

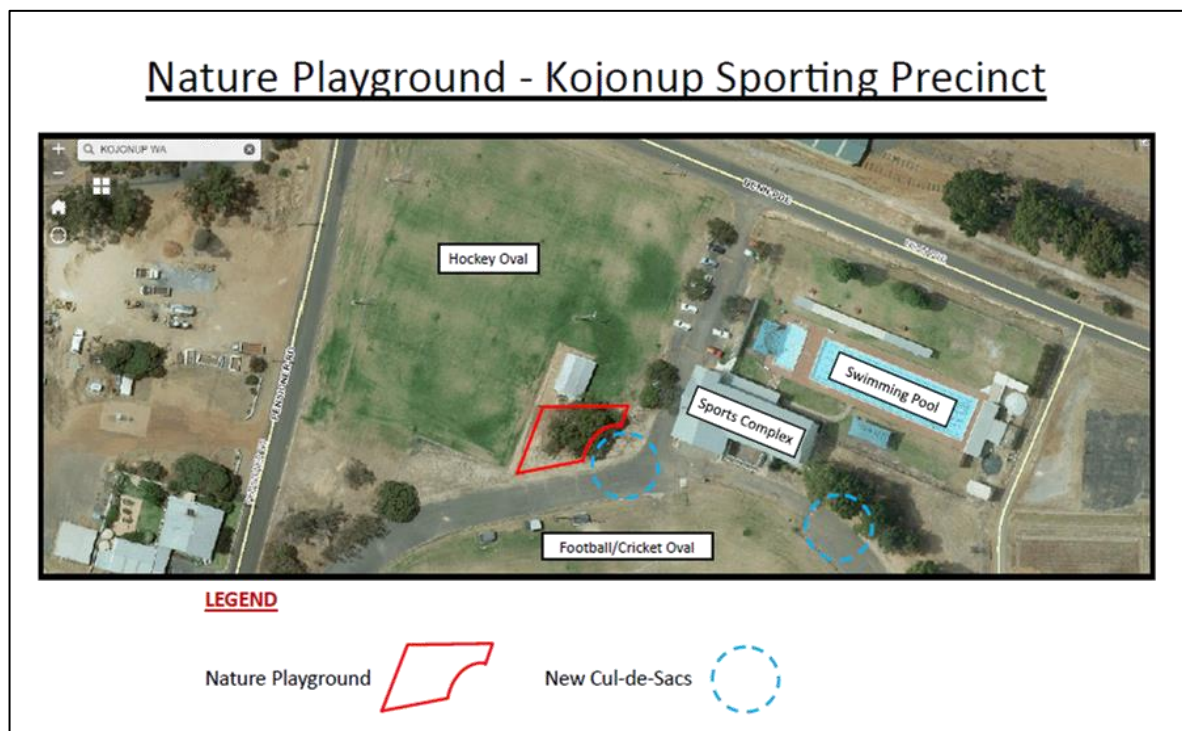
DECLARATION OF INTEREST

Nil

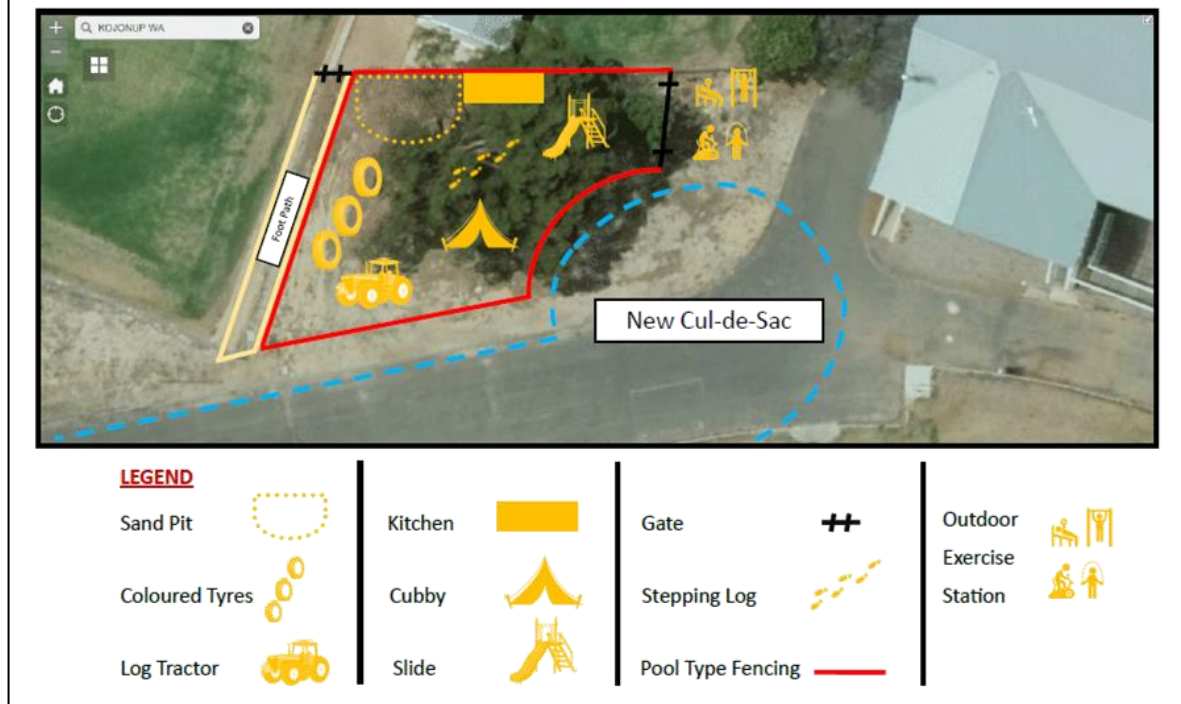
SUMMARY

To seek Council approval for the Kojonup Hockey Club in conjunction with other Sports Complex User Groups and the Shire of Kojonup to utilise the area of sloping land between the Sports Complex and Hockey Club House as a Nature Playground.

If approval is issued these works would coincide with the new access road and associated works to be undertaken by Council at the Sports Complex – February/March 2017.



Nature Playground - Kojonup Sporting Precinct



BACKGROUND

The Sports Precinct Master Plan undertaken by ABV Leisure Consulting identified the opportunity for a playground to be sited closer to Benn Parade but this was subject to the existing complex car park being used for an indoor Gym. The suggested nature playground site does not impinge on the proposed Gym site or the existing or future car park expansion to service the swimming pool, hockey ground or sports complex. Use of the proposed area as a nature playground will enhance the area, tie in with the new access arrangements, improve drainage can be accessed from the oval or complex car park and is therefore supported by officers.

COMMENT

Hockey Club correspondence 21 September 2016:

“The Kojonup Hockey Club would like to create a nature playground area adjacent to the hockey club rooms as we discussed at our meeting on Tuesday 20th September. This will allow a safe place away from vehicles for children to play during training and games. This area will also be of benefit to the football, netball, fitness and squash clubs and may be used by families attending the swimming pool as well.

We intend to surround the area bordered by the fence along the retaining wall, the back of the hockey club and along the edge of the road of the new cul de sac (that you indicated will be completed in January – March 2017) with a pool fence that is high enough to be secure and contain children. We are intending to have two personnel gates with lift up pool gate latches – one to lead on to the hockey club veranda and one to be closer to the sports complex. We also plan for a wider gate opening off the new car park behind the hockey club building that can be opened to allow vehicle access to the play area for renovations.

The interior of the playground will include a swing, slide, and sandpit with log balancing step border, a log with stairs cut into it, coloured cement tyres, cubby, rocks, a mud kitchen and a log tractor. All of these except the swing and slide will be created and installed during a hockey club busy bee so there will be no cost except time and effort. The swing and slide will be purchased. Please see attached draft plan and indicative photos of possible layout.

Kojonup Hockey Club have secured a CBH local infrastructure grant of \$3500 to contribute to the cost of the fence, and a Sports and Recreation shared equipment grant of \$500 to contribute to the cost of the play equipment. The Kojonup Hockey Club also has funds available to contribute to outstanding costs for the fence and playground equipment.

We are requesting that the shire assists in the development of this playground by:

- 1. moving the drain that is in the playground area,*
- 2. having the large tree assessed and any required work completed by an arborist,*
- 3. indicate which tree branch is suitable for a swing to be attached,*
- 4. providing sand for a sandpit area and water soak area,*
- 5. providing mulch for fall areas,*
- 6. labour and equipment to tidy the site,*
- 7. labour and equipment to install the pool fence.*

Please do not hesitate to contact either myself, Richard Avery or Nadine Bilney if you have any questions or wish to discuss further.

*Sincerely,
Katie Daw”*





OFFICER COMMENT

The nature playground constructed in accordance with State Playground Guidelines will be a welcomed addition to the Sports Complex as no playground presently exists. It is pleasing that the Hockey Club has been proactive in securing external funding towards the project however Council needs to clearly establish an Open Place Plan that recognises where playgrounds and other outdoor activities should be located and is Council then expected to maintain same after construction/installation?

There is also sufficient area outside the nature playground to install outdoor exercise equipment as recommended in the Master Plan for older children/adults as a future stage to the project.

CONSULTATION

Kojonup Hockey Club
Manager Works & Services – Craig McVee
Horticultural Supervisor – Marina Murray
Civil Engineer – Paul Robertson
Council Briefing Session 6 September 2016 – CEO update
Kid Safe WA
Community Development Officer

STATUTORY REQUIREMENTS

Local Government Act 1995

POLICY IMPLICATIONS

Policy 3.16 - Community Consultation Charter states:

“Each specific community consultation process may be undertaken in a slightly different way, reflecting the differing nature of the issue at hand. However, all community consultation undertaken by the Shire will be carried out in accordance with this Charter.

Clearly, in effectively consulting the community, many diverse and different views, opinions and preferences will be conveyed to Council. We will not always be able to reconcile these differences, nor make decisions or take actions that align with everyone’s viewpoint.

The important thing, we believe, is that everyone in Kojonup has an open, accessible and equal opportunity to ‘have a say’ on important issues that impact their lives and an explanation of Council’s position in relation to that matter.

In many cases, Council is required by legislation to carry out community consultation in a very specific manner, for example when selling Council land or in processing planning permit applications. This legislative requirement may either set a minimum standard / method of consultation or an exact standard / method of consultation.

In other cases, Council staff and Councillors will assess each situation to make an assessment about if and what kind of consultation is required and appropriate. In the event that Council decides, for good reason, that community consultation is not warranted, Council may inform the community about the issue and provide contact details of an appropriate staff member for community members to contact to discuss the matter.

We are committed to ensuring that for important matters within the Shire we will consult the community to both:

- a. Ensure that we have all information available to make informed decisions;
and*
- b. Provide the opportunity for all citizens to contribute to the outcomes in their community*

Based on all of these inputs, including a range of community views, opinions and preferences, Council will make a decision or take a course of action that best serves the interests of the Kojonup community.”

FINANCIAL IMPLICATIONS

There will not be a major financial requirement from council as construction works required on the new access road to the oval and cul de sacs at each end of the sports complex have been included in the 2016/17 budget. Council will need to engage the services of an arborist to assess the condition and undertake any limb works to the existing large gum tree but this forms part of council’s ongoing public tree risk assessment. The Hockey Club will work co-operatively with council and erecting the fence for example could be undertaken as a community working bee under council supervision. Council must be aware that once the

playground is constructed that it will predominantly accept responsibility for future maintenance and ultimately future replacement/renewal.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013 – 2023

Objectives:

- G1.2 – Maintain a structured forward planning process in accordance with legislation and community aspirations.
- S2.2 – Maintain an active, healthy and social community.

Corporate Business Plan 2013 – 2017

Actions:

- G1.2.3 – Incorporate strategic, operational and asset management plans into a long term financial plan.
- S2.2.2 – Prepare a master plan for the Kojonup recreational precinct.
- S2.2.3 – Plan and develop appropriate passive recreation facilities.

RISK MANAGEMENT IMPLICATIONS

Ensure building, grounds, amenity, public and disability access is compliant within the Sports Complex with the appropriate controls, signage, policies and agreements in place to inform users of their and the shires responsibilities.

Use of Pool type fencing will enable parents to see into the playground and the self-closing mechanisms will ensure young children are not able to leave the playground unless assisted by an older child or adult.

Appropriate signage applicable to nature playgrounds will be erected in accordance with Australian Standards.

ASSET MANAGEMENT IMPLICATIONS

Ensure where possible that funds are set aside for future maintenance and renewals at the Sports Complex in accordance with the Long Term Financial Plan projections so as not to place an unrealistic financial burden or unrealistic expectations on ratepayers or Council. Council may enter into a Memorandum of Understanding arrangement or include in the annual user agreement with the Hockey Club responsibilities for the maintenance and renewal of equipment which for a nature playground is substantially less than the play equipment presently within Apex Park.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) STRATEGIC PLAN IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION /OFFICER RECOMMENDATIONS

135/16 Moved Cr Mathwin, seconded Cr Warland that Council:

- 1. Approves and looks forward to working collaboratively with the Kojonup Hockey Club and others to develop a Kids Safe WA approved nature play area on the sloping land between the Hockey Club Rooms and Sports Complex as part of the new access arrangements scheduled to be undertaken by Works and Services during February/March 2017; and**
- 2. In the Sports Complex User Agreements make provision for a joint asset management arrangement between Council and User Groups in respect of maintenance and life cycle costs associated with the nature playground.**

CARRIED 8/0

16 COMMITTEES OF COUNCIL

16.1 COMMITTEES OF COUNCIL UNCONFIRMED MINUTES

COUNCIL DECISION/OFFICER RECOMMENDATION

136/16 Moved Cr Warland, seconded Cr Pedler that the attached unconfirmed minutes for the:

- **Natural Resource Management Advisory Committee meeting held 22 September 2016; and**
- **Kodja Place Advisory Committee meeting held 6 October 2016**

be received by Council.

CARRIED 8/0

17 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

18 **NEW BUSINESS****18.1** **SUBMISSIONS ON PROPOSED GRAIN CLEANING BUSINESS & FUTURE FOOD PROCESSING BUSINESS FOR PT. LOT 9999 THORNBURY CLOSE, KOJONUP**

In order to consider this item prior to the harvest season commencing, this item has been tabled for the Council's consideration.

This item was considered after item 9 but has been recorded in the order of the agenda.

AUTHOR: Phil Shephard – Town Planner
DATE: Monday, 17 October 2016
FILE NO: A22353
ATTACHMENT: **18.1.1 Copies of Submissions Received**
 18.1.2 Application Letter & Plans

DECLARATION OF INTEREST

Nil.

SUMMARY

To consider the submissions received on the development application to establish a grain cleaning business on a portion of Lot 9999 Thornbury Close, Kojonup.

BACKGROUND

The Council at its 20 September 2016 meeting (Resolution 122/16) resolved in part to authorise the Chief Executive Officer to sign the development application form (as the Council was the landowner) lodged by Great Southern Grains Pty Ltd to enable staff to commence the referral period for the application as required under Town Planning Scheme No. 3 (TPS3).

The application was referred to all property owners within a 500m radius of the site and advertised in local newspapers and at the Shire office/website, etc. for a minimum of 14 days as required.

The comment period concluded on Friday, 14 October 2016 and 7 submissions have been received for consideration.

COMMENT**Proposal**

The application advises the proposal is to lease the land and operate the grain cleaning business for the harvest period this year with the intent of purchasing the land at an agreed price once the subdivision was granted. The application advises apart from the grain cleaning business, they are planning other production activities on the site in the future based on their existing rural produce and manufacturing/processing activities.

The grain cleaning business is the only part of the proposal that was advertised for comment. The leasing/purchase of the land is not covered by this report and is the subject of other processes and reports to Council.

The applicant advises the grain cleaning facility will:

- Process grain to remove unwanted material to meet CBH or other domestic buyer specifications.
- Prepare harvest grain samples for replanting.

- Create 1 full-time annual employment position with other 1 – 2 seasonal employment opportunities on-site.
- Require 6 silos (105m³ capacity) each to be installed on concrete pads.
- Utilise portable infrastructure for grain load-in grid, grain cleaner machine with temporary shelter and grain augers.
- Relocate a transportable site shed/office building onto the site.
- Hours of operation will depend on demand with maximum work hours during harvest to be 6:00am – 10:00pm, 7 days a week. The application advises the majority of truck movements is expected from 7:00am – 7:00pm (advise will set curfew if truck noise becomes a problem).
- Ablutions will be temporary for this year using a portable toilet.
- A generator will be used to supply electrical power this year.
- Once the harvest is over, the applicants are planning to build sheds to house the seed cleaning equipment and future oat processing/food packaging equipment.
- Expect harvest to commence in mid-November and have limited time to get established and wish to start building the facility as soon as approval is granted.
- Will place a contact details sign at the entrance of the premises and on their website should anyone want to raise issues.
- Are committed to sealing internal roads and planting a vegetation buffer once final configuration of the site is known.

The proposed land to be used for the grain cleaning business is shown bordered in red in the image below.



Aerial view of proposed site



View of land from Thornbury Close, Kojonup (looking South East)



View of land from Thornbury Close, Kojonup (looking North East)

Zoning and Land Use

The proposal for a grain cleaning business is defined as an Industry – Rural land use under TPS3 which is defined as follows:

Industry: Rural - means an industry handling, treating, processing or packing primary products grown, reared or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality;

This is an SA discretionary approval within the Industrial zone under TPS3 and was advertised/referred for comment prior to the application being determined by Council.

Submissions received

The submissions received were all from landowners that responded to the request for comments. Whilst all of the submissions supported local business development and its benefits to Kojonup, only 1 submission stated support for the proposal, with the other 6 stating they are either concerned, object or oppose the application proceeding.

The comments contained within the submission supporting the proposal alluded to the direct and indirect employment benefits that will come from the new business.

The comments contained within the submissions not supporting the proposal are summarised below:

- Concerned the business will need to expand beyond the proposed area and this should be considered so it can expand without impacting on surrounding landowners. The present application states 6 silos and 4 augers and questions how many others will be required next season.
- Advise there has been no communication or consultation by the applicants with surrounding landowners.
- The application doesn't identify infrastructure required after the initial 3 months of operation.
- The application lacks details on achieving compliance with environmental regulators requirements. Consider the present application is flawed and confusing and fails to demonstrate and show how the dust, noise and odour emissions will be satisfactorily managed. Question if the DER will be engaged to inspect the site and if their approval will be given before the Shire make their decision.
- Believe the application should not proceed and request additional information on the issues raised in the submissions regarding impacts on surrounding landowners.

- Concerned the site is too close to residential and school areas. Believe the development should be at least 500m from the nearest residential boundary. Question the applicants claim that the nearest dwelling is 250m away from the site.
- Concerned about noise impacts (road trains, augers, reversing beepers, trucks idling/engine brakes, seed cleaner operations, diesel generator) and cumulative impacts from other seed cleaner works on surrounding landowners. Concerned about noise levels generated after 6:00pm when noise travels further and surrounding daytime noises have finished. Questions who will police noise standards.
- Questions hours of operation. Concerned the application does not detail tonnes of grain to be treated and/or hours of operation.
- There is no plan available showing distance to boundaries for generator, silos or augers.
- Concerned about dust impacts from grain cleaning, particularly Ergot, which is toxic to humans and stock. Concerned the application contains no adequate dust control measures and the health impacts, from inadequate control of the grain dust and being blown over adjoining areas, can be significant including for residents with asthma, skin allergies and hay fever, etc. Comment the proposed vegetation buffer will not be effective. Comment that water is not practical to suppress grain dust. Concerned about health impacts of seed treatments.
- Comments about grain combustibility and questions fire control measures.
- Questions pest control measures. Will these measures have odour or health risks to residents and pets?
- Questions odour, waste storage and disposal measures of by-products and wet grain which can cause offensive odours and become a health hazard.
- Question the applicants claim that the predominant Easterly wind direction will effectively reduce dust and noise emissions and advises the West wind will bring with it dust and noise. Advise the weather is unpredictable and cannot be relied on.
- Concerned about night operations that will produce light emissions from trucks, grain cleaning operations, etc. into surrounding properties.
- Questions if Thornbury Close and truck parking areas are adequate to cater for the proposed and any expanded use that may occur. Concerned that no weighbridge is proposed and the use of CBH weighbridge may cause traffic congestion in Pensioneer Road, etc. Comment that Thornbury Close should be sealed to reduce dust being generated from trucks.
- Questions the employment claims in the application.
- Concerned about high levels of dust and noise emissions expected and questions why the proposal needs to be adjacent to residential development and the school and considers it should be developed away from these areas (i.e. in a more rural location).
- Questions the suitability of the site once the heavy haulage route around Kojonup is developed and suggest an alternative industrial area be pursued.

The matters raised in the submissions are dealt with below:

EPA Generic Separation Distances/Buffers

Within Western Australia, the main agencies responsible for pollution control and management and industry regulation is the Environmental Protection Authority (EPA) and Department of Environment Regulation (DER). These agencies set down guidelines and regulations under the *Environmental Protection Act 1986* (EP Act) and associated Regulations that prescribe standards dealing with industrial and other emissions on sensitive land uses such as residences, play grounds/recreation centres, hotels/motels, schools, etc.

The EPA advise that most land uses are associated with emissions, waste products or materials that require careful management to prevent adverse impacts on the environment and human amenity, safety and health. They advise the typical emissions from a grain cleaning premises include dust, odour and noise.

The EPA has established a hierarchy for the management of emissions and wastes. This recognises that where production of emissions and wastes cannot be avoided they should be addressed by either:

- Minimised by implementing best practice measures;
- Contain emissions within the individual industry site boundary and/or within the industrial estate and/or within a buffer area; or
- Demonstrate that there is no unacceptable impact on nearby sensitive land uses and the environment.

The EPA have produced Guidance Statement No. 3 Separation Distances between Industrial and Sensitive Land Uses (June 2005) to assist applicants, Councils and the public with information about expected impacts and/or emissions from certain industrial activities and recommends generic separation distances (buffers) to sensitive land uses. The Guidelines define a separation distance as the shortest distance between the boundary of the area that may potentially be used by an industrial land use and the boundary of the area that may be used by a sensitive land use.

The grain cleaning business is described in the Guidelines as follows:

Industry	Description of industry	DoE Licence or Registration category	Key government agencies for advice or approvals	Code of Practice (CoP) /environmental requirements	Impacts					Buffer distance in metres and qualifying notes
					Gas	Noise	Dust	Odour	Risk	
Grain cleaning (no milling)	Premises on which grain or seed is cleaned, graded, sorted or processed		Local gov't			√	√	√		300 – 500 depending on size

The use of a buffer between industrial and sensitive land uses is to avoid or minimise potential conflicts between incompatible land uses and it the responsibility of the landowner and/or operator to demonstrate and take all reasonable and practicable measures to minimise emissions and off-site impacts onto nearby sensitive land uses and the environment.

The EPA advise the preferred method for determining buffers involves site-specific technical studies, however an alternative is to use the generic separation distances. These EPA generic separation distances are not intended to be absolute and should be used for guidance in assessing applications and do not take into account the impacts of emissions on sensitive natural environments, cumulative impacts, health impacts, and non-typical emissions. In most cases, land use conflicts resulting from industrial emissions are not expected where the generic separation distances are achieved.

The Guidelines advise where the generic separation distance is not achieved, a site specific scientific study must be presented to demonstrate that a lesser distance will not result in unacceptable impacts. Further, if the distance from the industrial land use to the sensitive

land use is less than the recommended separation distance and it cannot be demonstrated that unacceptable environmental impacts are likely to be avoided, then other options should be pursued, such as:

- Modifying the project to reduce emissions via engineering controls such as process design, process enclosure or other means; and
- Pursuing land use planning and management controls (e.g. land acquisition, rezoning) to reduce environmental impacts to acceptable levels.

In this case, there are some dwellings located less than the 300m minimum generic separation distance recommended in the Guidelines from the boundary of the proposed grain cleaning business site.

As noted in the submissions received, whilst the impacts of odour, noise and dust emissions from the grain cleaning operations have been identified by the applicants, there is no report with the application that quantifies these impacts and/or provides details on site management practices showing how these standards will be met.

Historically, the Shire has received very few noise or dust complaints emanating from the industrial area. There have been no known odour complaints. The industrial area contains a diversity of small to medium-scale industrial uses and developments with the majority operating during normal daylight hours with some activities such as the grain cleaner, concrete batching plant and transport companies occurring outside of these hours as required. Some of these businesses use air compressors and portable generators (such as for lighting towers) that are located externally to the buildings.

Ideally, complaints should firstly be directed to the operators of the premises for their consideration and action and it is pleasing to see that the applicants have committed to displaying their contact details to allow anyone to raise issues with them directly.

Should a resident choose to make a complaint about noise, dust or odour emissions to the Shire, they would be requested to complete a diary of events to assist the investigation and noise monitoring equipment (borrowed from the DER) and/or site inspections would be undertaken to define the problem. If an offence has occurred, the operator is required to take action to rectify the problem to the satisfaction of the Shire. As this operation is not a prescribed activity under the *Environmental Protection Act 1986*, the Shire would be the lead agency when responding to complaints.

Noise Emissions

As noted in the submissions, the proposal is expected to generate noise from a number of sources including from the trucks and the grain cleaning, use of augers, loading/unloading, generator etc.

Some noise emissions are exempted by the Regulations including those from motor vehicles operating on a road, a safety warning device or reversing alarm fitted to a motor vehicle operating on a road), a reversing alarm fitted to a motor vehicle, mobile plant, mining or earthmoving equipment or to a startup or movement alarm fitted to plant (if the alarm is required by another law).

This proposal, as with all others, must not exceed the assigned noise levels under the *Environmental Protection (Noise) Regulations 1997* during operation which are set out in the Table below. The noise levels are set at the premises receiving the noise so can vary from property to property. If noise emissions exceed the standards it is considered unreasonable

and defined as pollution under the EP Act and the operations can be stopped until it is rendered compliant and in addition financial penalties may apply for the non-compliance.

Type of premises receiving noise	Time of day	Assigned level (dB)		
		LA 10	LA 1	LA max
Noise sensitive premises: highly sensitive area	0700 to 1900 hours Monday to Saturday	45 + influencing factor	55 + influencing factor	65 + influencing factor
	0900 to 1900 hours Sunday and public holidays	40 + influencing factor	50 + influencing factor	65 + influencing factor
	1900 to 2200 hours All days	40 + influencing factor	50 + influencing factor	55 + influencing factor
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and public holidays	35 + influencing factor	45 + influencing factor	55 + influencing factor
Noise sensitive premises: any area other than highly sensitive area	All hours	60	75	80
Industrial and utility premises other than those in the Kwinana Industrial Area	All hours	65	80	90

The Regulations also allow for a person to seek approval from the Minister to allow noise emissions to exceed the standards.

The proposed grain cleaning business will naturally increase the amount of noise emitted from the industrial area and the applicants claim that use of a prevailing wind from the East will reduce noise impacts to residential neighbours is not accepted as being practical. The applicants will need to ensure that all equipment such as the grid area, augers, generator, etc. are suitably located away from the surrounding residential developments and enclosed/shielded and operations are conducted to reduce overall noise emissions. These actions should be responsive to any changing conditions that may be experienced. The future housing of some of the equipment in sheds and removal of the portable generator will contribute to reducing the source/amount of noise produced.

Dust Emissions

The applicants acknowledge the operations will produce dust from the grain handling and truck movements and advise a temporary shelter will be constructed over the grain cleaner and all efforts will be made to minimise any dust leaving the site such as using water trucks.

The applicants intend at the completion of this harvest to seek Council approval to construct sheds to house the seed cleaning and other planned future processing operations.

The proposed grain cleaning business will increase the amount of dust that may be blown from the industrial area and as with noise, the applicants claim that use of a prevailing wind from the East will almost eliminate dust impacts onto residential neighbours is not accepted as being practical.

The applicants will need to ensure that all equipment such as the grid area, augers, silos are enclosed/shielded and internal roadways, etc. are treated (such as with water) to reduce dust being produced on the site and carried by the wind to adjoining properties. The end of Thornbury Close is not sealed and it can be expected that this area will also produce dust from vehicles using the site and this area should be sealed and/or treated in the short-term to reduce this from occurring.

The applicants advise due to the wet winter experienced in the region, they will be cleaning grain that is contaminated with Ergot fungus and this fungus is known to be extremely toxic to humans and animals (AWB Wheat Quality Fact Sheet).

The applicants propose that at the end of the harvest all material removed by seed cleaning will be removed from the site with options to dispose of the grain including selling material, composting or disposal to landfill and further work to assess disposal options is to be undertaken. The applicants will need to adequately store the waste grain to prevent dust from occurring until the grain is removed from the site.

These actions should also be responsive to any changing conditions that may be experienced and the future housing of some of the equipment in sheds and sealing/surfacing of truck and vehicle movement areas including Thornbury Close will contribute to reducing the dust produced from the site.

The introduction of a tree planting strip along the Eastern side boundary of the site would also act as a windbreak and assist to trap and reduce the amount of dust leaving the site. This is considered important given the planned future expansion of activities. In the short-term, the applicants may need to use fencing or other screening methods around the operations.

Odour Emissions

The proposal is expected to produce odours from a number of sources including from the grain handling/storage activities, fumes from trucks and other machinery, etc.

The applicants will need to ensure that all activities are undertaken in a manner that reduces odours being produced on the site and carried by the wind to adjoining properties. Given the history of the industrial area, and lack of odour complaints relating to any existing business being received, it is not expected that the grain cleaning business will create odour emissions that would adversely affect the neighbouring residential areas.

The introduction of a tree planting strip along the Eastern side boundary of the site would also assist to disperse any odours that were produced.

Other matters raised in the submissions

To address the other matters raised in the submissions received, the following responses are provided:

- The Shire is only considering the development application as it was received (i.e. 6 silos and 4 augers) and any future expansion of the business will require further development approval to be issued.

- Any communication or consultation by the applicants with surrounding landowners was outside of the Shire's control. The Shire referred the proposal to all landowners within a 500m radius of the site for comment.
- The Council has the option to choose to defer the application and require the applicants complete a site specific study on the proposal and its impacts on the surrounding residential areas prior to making a decision on whether to approve/refuse the application. The Council may also choose to approve the proposal as is and require the applicants to complete the site specific study of the proposal and its impacts on the surrounding residential areas to support the expansion plans. The Shire has not consulted the DER and their approval is not required for the grain cleaning business, although it may be required for the future expansion and other activities proposed on the site dependent on its size/scale.
- The applicants would ordinarily be required to prepare a fire management plan for the site as a condition of development approval.
- The Shire is unaware of any existing rodent problems in the industrial area. All owners/occupiers of premises in the Shire are responsible to eradicate rodents and pests and the Shire can require an owner/occupier take action to address the problem within a specified time.
- The applicants would need to ensure that storage of waste products (including wet grain) does not cause any potentially offensive odours and all wastes are disposed of in an approved manner.
- The applicants would ordinarily be required to position and/or shield any work lights used in night operations to ensure they do not encroach beyond the boundary as a condition of development approval.
- Given the nature of the new business, the applicants have not been able to provide an estimate of the expected truck traffic to the site. As with other businesses in the industrial area, all trucks visiting the site, should be parked on the site and off Thornbury Close whenever possible. The cul-de-sac head on Thornbury Close should be sealed to assist prevent dust generation and this would ordinarily be placed as a condition of development approval. The road will also need to be classified by MRWA to cater for the size of truck using the site.
- It is recommended that the Shire seek input from the consulting engineer to design and cost the construction of local roads in the industrial area. This should include looking at an option for a driveway from the North (across the Shire materials yard) to the site.
- The Shire is only considering the development application as it was received for the industrial area. The proposal involves a discretionary land use within the Industrial zone and the Council must decide whether to approve/refuse that application. Whilst the submissions supporting the proposal being developed in a rural location away from houses are acknowledged, the Council cannot determine that the application shall be constructed on another site.
- The proposed route of the heavy haulage around Kojonup has not been finalised by Main Roads WA and the Shire has not considered any plans for a new industrial area as there is still some 12 hectares available in the existing zoned area.

Ideally, the application would have been supported with a site specific study on the proposal and its impacts on the surrounding residential areas and how the known dust, noise and odour emissions are to be addressed to ensure they don't adversely affect the adjoining residential areas. Whilst the concerns of the submitters are acknowledged and they have all commented on known impacts from grain cleaning operations such as dust, noise and odour, they are not considered to raise concerns that cannot be addressed by conditions of development approval and compliance with relevant standards.

The proposal for this harvest is considered to be of a small rural scale at this stage and should be expected to operate successfully. If it is not operated successfully then the Shire can expect to receive complaints regarding the grain cleaning business. Some of the proposed expansion plans seem to fall within the definition of prescribed premises under the *Environmental Protection Act 1986* and formal environmental approval will also be required from the EPA/DER before proceeding.

TPS3 Considerations

The *Planning and Development (Local Planning Schemes) Regulations 2015* (c.67) requires the Council in considering an application for development approval have regard to those matters relevant to the application from the list. Those relevant matters are discussed in the table below:

Matter to be Considered	Response
(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	The proposal does not conflict with the Scheme objectives and is considered to be compliant with the matters contained in the Scheme.
(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving;	The proposal involves a discretionary use/development in the Industrial zone which is permissible at Council's discretion. There are no other draft amendments or planning instruments that affect this proposal.
(c) any approved State planning policy;	The proposal is considered to be generally compliant with State Planning Policy 4.1 State Industrial Buffer Policy.
(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	The proposal is consistent with other uses/developments in the industrial area.
(n) the amenity of the locality including the following - (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	The proposal has the potential to have adverse environmental and social impacts on the adjoining residential areas if emissions are not effectively controlled and managed. If the application is approved, it should be subject to conditions to ensure this occurs.
(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;	The proposal is not expected to adversely affect the natural environment or any water resources.

Matter to be Considered	Response
(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	There are no trees or other vegetation on-site. If the application is approved, it should be subject to conditions to introduce landscaping buffers (particularly along the Eastern boundary of the site) to assist with addressing dust emissions and odour dispersion
(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;	The land is considered suitable for the proposal and is not affected by any known natural hazard.
(r) the suitability of the land for the development taking into account the possible risk to human health or safety;	The land is considered suitable for the proposal and is not considered to increase possible risk to human health or safety if effectively controlled and managed.
(s) the adequacy of - (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;	As with other businesses in the industrial area, all trucks visiting the site, should be parked on the site and off Thornbury Close whenever possible. If the application is approved, it should be subject to this condition including the sealing of the cul-de-sac head on Thornbury Close to assist to prevent dust generation. The applicants have committed to sealing the internal roads when the final site layout is known.
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	The amount of truck traffic to be generated is unknown. Thornbury Close is approved for road train use and this section may need to also be classified by MRWA. It is also recommended that the Shire seek input from the consulting engineer to design and cost the construction of local roads in the industrial area. This should include looking at an option for a driveway from the North (across the Shire materials yard) to the site. This will ensure that the any required road upgrading to support the proposed development can be factored in to future applications.
(u) the availability and adequacy for the development of the following - (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste;	The applicants advise the site will use temporary power via a generator and a portable toilet for this year's harvest. In the future, servicing with water and power will be completed through the subdivision process. If the application is approved, the proposal will need to provide a suitable method of

Matter to be Considered	Response
(iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability;	waste storage, management and disposal to the satisfaction of the Shire's EHO.
(v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;	The submitters support the development of new business opportunities in Kojonup.
(w) the history of the site where the development is to be located;	The site is presently vacant and has not been used for industry in the past. It has historically been used for cropping and grazing activities.
(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;	The proposal is expected to impact positively on the community, albeit the submitters may be disappointed if the proposal proceeds.
(y) any submissions received on the application;	See Comments section of the report.
<i>c.78E.(1) of the Planning and Development (Local Planning Schemes) Amendment Regulations 2015</i> In considering an application for development approval for development to which this Part applies, the local government is to have regard to the bushfire resistant construction requirements of the Building Code.	Some part of the premises has been identified as bushfire prone by the DFES mapping and any future buildings will be required to comply with the requirements of the Building Code.

Alternate Options

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

- 1 *Support and approve the proposal*
The Council can choose to support and approve the proposal as is or require changes to the development. If approved, the proposal would be able to proceed subject to compliance with any applicable conditions.
- 2 *Not support the proposal.*
The Council can choose to not support and refuse the proposal, in part or whole. If this option was chosen, the Council would be required to provide reasons for refusing the application. The proposal would not be able to proceed.
- 3 *Defer the proposal*
The Council may elect to defer the matter for a period of time and seek additional information, if deemed necessary, before proceeding to make a decision.

This is a discretionary decision of the Council and the applicant has a right to request a review of any decision and/or condition made by the Local Government to the State Administrative Tribunal if aggrieved by the decision and/or any condition. An appeal must be lodged within 28 days of being notified of the decision/condition to be appealed.

CONSULTATION

The proposal was referred out for comment as follows:

- Sent to all landowners within a 500m radius of the site.
- Advertised in Great Southern Herald (Thursday, 29/9/2016 & 6/10/2016).
- Advertised on the Shire’s Notice Board.
- Contained on Shire’s website (Current Planning Application – Public Notices)
- Contained in the Shire’s E-News (Edition 93 29/9/2016 and Edition 94 7/10/2016)

The referral period concluded on Friday, 14 October 2016. The referral period effectively ran from 23/9/2016 – 14/10/2016, a total of 22-days (16 working days) which exceeds the minimum 14-day comment period required under the deemed provisions from the *Planning and Development (Local Planning Schemes) Regulations 2015*.

A number of submissions were received for consideration and these are discussed in the Comment section of the report.

STATUTORY REQUIREMENTS

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

Environmental Protection Act 1986 and *Environmental Protection (Noise) Regulations 1997*
The proposal must comply with the Act and meet the assigned noise levels under the Regulations during construction and operations.

POLICY IMPLICATIONS

There are no local planning policies affecting the proposal.

FINANCIAL IMPLICATIONS

The applicants are required to pay the development application fee in accordance with the Shire’s adopted 2016/2017 Schedule of Fees and Charges.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013 – 2023

Outcomes:

- E2 – Building Prosperity

Corporate Business Plan 2013 – 2017

Objectives:

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

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) STRATEGIC PLAN IMPLICATIONS

Southern Link VROC Strategic Directions 2015-2020

The proposal will assist the Southern Link VROC achieve the following goals:

Regional Economic Development – Goal One: Stimulate economic growth and business opportunity:

Regional Community Development – Goal Five: Build capacity to enable communities to achieve.

RISK MANAGEMENT IMPLICATIONS

The item covers several risk areas to Council including strategy and planning, compliance and reputation functions. The organisational risk and proposed treatment or mitigation is summarised in the following table from the Shire's Risk Management Plan:

Risk Description	Risk Likelihood	Risk Consequence	Risk Classification	Risk Treatment
Council does not approve the proposal	Unlikely	Minor	Low	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.
Council approves the proposal	Possible	Moderate	Moderate	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring.

ASSET MANAGEMENT IMPLICATIONS

The lease/sale of land from the existing industrial area will provide additional income to the Council and reduce the maintenance costs into the future.

VOTING REQUIREMENTS

Simple Majority

3:12pm – Cr Pedler declared a 'Financial – Indirect' and an 'Impartiality' interest in this item as he has provided services in the past to opposition businesses in the same street and also for another business in the same industry in the Kojonup area and he departed from the Chamber.

OFFICER RECOMMENDATION A

That Council note the submissions and:

- 1) Defer the application and request the applicants to prepare a site specific study by a suitably qualified environmental consultant to quantify the expected environmental impacts of dust, noise and odour from the operations and its impacts on surrounding residential development and to provide recommendations to ensure these achieve the standards set down by the *Environmental Protection Act 1986* and Department of Environment Regulation;
- 2) Seek input from the consulting engineer to design and cost the construction of local roads in the industrial area. This should include looking at an option for a driveway from the North (across the Shire materials yard) to the site; and
- 3) That Council advise all submitters of the decision and thank them for their input.

COUNCIL DECISION/OFFICER RECOMMENDATION B

130/16 Moved Cr Sexton, seconded Cr Mathwin that Council note the submissions and grant development approval for the Industry – Rural (grain cleaning business) at Pt. Lot 9999 Thornbury Close, Kojonup in accordance with the Shire of Kojonup Town Planning Scheme No. 3, subject to the following conditions:

- 1. The development and operations shall be generally in accordance with the attached stamped approved plans/document with any minor variations to be approved by the Shire of Kojonup Chief Executive Officer;**
- 2. All stormwater runoff being drained into basins/holdings ponds on the property to the satisfaction of the Shire of Kojonup;**
- 3. The grain cleaning and associated operations to be sealed/enclosed/shielded to reduce potential for dust emissions leaving the site to the satisfaction of the Shire of Kojonup;**
- 4. The machinery (such as the generator) to be located away from the adjoining residential properties and enclosed/shielded to reduce potential for noise emissions leaving the site to the satisfaction of the Shire of Kojonup;**
- 5. The internal roadways to be treated/sealed to reduce potential for dust emissions leaving the site to the satisfaction of the Shire of Kojonup;**
- 6. The unsealed section of Thornbury Close to be sealed to the satisfaction of the Shire of Kojonup;**
- 7. A Tree Planting Plan to be prepared and implemented along the Eastern boundary of the site to the satisfaction of the Shire of Kojonup. The Plan shall show location, species and size of trees and shrubs to be planted to assist to screen the development and reduce potential for dust and odour emissions;**
- 8. The loading and unloading of trucks shall be carried out entirely within the site, wherever possible;**
- 9. The new crossover onto Thornbury Close shall be located, designed and constructed to the satisfaction of the Shire of Kojonup;**
- 10. Advice to be provided regarding the proposed disposal methods for refuse/waste products (including grain) from the operations to the satisfaction of the Shire of Kojonup prior to operations commencing;**
- 11. A Fire Management Plan to be prepared and implemented to the satisfaction of the Shire of Kojonup in conjunction with the Department of Fire and Emergency Services prior to operations commencing;**
- 12. Lighting devices are to be positioned and shielded so as not to cause any direct, reflected or incidental light to encroach beyond the property boundaries;**
- 13. The provision of a sign at the site advising of the operators contact details (names/phone numbers) to enable residents to raise concerns/issues with them directly; and**
- 14. That Council advise all submitters of the outcome of the application and thank them for their input.**

Advice Notes:

- a) Planning approval should not be construed as an approval to commence works as a separate Building Permit is also required.**
- b) Part of the premises have been identified as bushfire prone by the Department of Fire & Emergency Services mapping and any future buildings will be required to comply with the requirements of the Building Code.**
- c) This approval is for the grain cleaning business only and the future expansion of this activity or addition of the other planned food processing/manufacturing activities will require a separate development application and approval.**
- d) Please be advised that submissions opposing your application were received by the Council concerned with dust, noise and odour emissions (amongst other matters) and to ensure your continued success you should ensure that you are aware of your responsibilities to comply with the relevant Environmental Protection Act 1986 and Department of Environment Regulation standards. Failure to achieve the standards may result in complaints, closure of operations, orders to rectify issues and/or financial penalties for non-compliance.**

CARRIED 6/1

3:20pm – Cr Pedler returned to the Chamber.

19 CONFIDENTIAL REPORTS**19.1 KODJA PLACE PRECINCT MASTER PLAN – GIBSON GROUP CONCEPT DEVELOPMENT**

AUTHOR: Rick Mitchell-Collins – Chief Executive Officer

DATE: Friday, 14 October 2016

FILE NO: ED.IND.1

ATTACHMENT The Kodja Place Master Planning – Concept Development**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

137/16 Moved Cr Pedler, seconded Cr Pritchard that the meeting be closed to the public in accordance with Section 5.23 (2) of the *Local Government Act 1995* to discuss:

- (c) **A contract entered into, or which may be entered into, by the Local Government which relates to a matter to be discussed at the meeting.**

CARRIED 8/0

3:34pm – The Town Planner, Manager Regulatory Services & the Regulatory Administration Officer departed from the Chamber.

COUNCIL DECISION/OFFICER RECOMMENDATION

138/16 Moved Cr Fleay, seconded Cr Radford that Council advise Gibson International that it supports Option One (1) of the Conceptualisation Design together with the following recommendations and comments as provided by the Kodja Place Advisory Committee and Council:

Design Requirement	Gibson's Concept Recommendation	KPAC Recommendations & Comments
2. Visibility – Public Approaches	Hierarchy of signage: <ul style="list-style-type: none"> · Identity & information main highway · Main entrance points · Carpark & foot traffic points 	Agreed
	Improve road & foot traffic sightlines	Agreed
3. Connectivity between precinct & adjacent areas	Create a presence at other town & shire locations	Agreed
	Visually & physically connect KP to Apex Park	Agreed

<p>4. Improve ease of arrival & define precinct</p>	<p>Improve carpark facilities</p>	<p>a) Agreed but amend to read ‘<i>Improve parking facilities for all vehicle types</i>’ to include coaches & caravans, as per Reverse Brief Design Requirement 4.</p> <p>b) Incorporate lighting for parking areas and footpaths (accommodate future solar opportunities).</p> <p>c) Broomehill Rd access to The Kodja Place carpark needs to move further East to meet Main Roads WA requirements for minimum distance from highway.</p>
	<p>Remove bus stop</p>	<p>a) The annotated drawing states ‘relocate bus stop off-site’. Consider if there is value in keeping the TransWA bus stop within the precinct i.e. as an additional promotion for The Kodja Place and bringing more people onsite. <i>Advice Note – the design should not be compromised by TransWA and if preferred location does not suit TransWA then it can relocate elsewhere in town.</i></p> <p>b) The shelter and map board to be relocated off-site due to impact on sightlines. Consideration to be given to retaining (some of) the seating. <i>Advice Note – the stonework has local cultural (Italian) significance however Craig McVee (who helped build the stonework) was not opposed to it being removed.</i>”</p>
<p>5. Create a unified entrance/lobby</p> <p>6. Integrate & enhance Black Cockatoo cafe facilities</p>	<p>Spatial accommodation table</p> <p>Options 1, 2, 3</p>	<p>Consideration to be given to the following in each respective function area:</p> <ul style="list-style-type: none"> • Café – Dining Room – Occupancy rate of 50 – 60. • Kitchen – potentially accommodate a small space for café administration (eg:

<p>8. Improve functionality of retail & Information Centre zone & visitor servicing</p> <p>9. Provide accommodation to allow simultaneous community & client functions</p>		<p>computer/printer nook to allow independence of the café if leased) and include a cool room.</p> <ul style="list-style-type: none"> • Storage –Allocate a separate cleaning/chemicals storage space or locker room storage for kitchen staff. • Expanded Foyer/Entrance – needs to be able to cater for up to 2 coach groups (i.e.: 44 passengers per coach) and allow space for other visitors. It should also be able to be used as an alternative function space. • Retail Space – allow for visitor information area, i.e.: displaying of brochures and maps as per requirements of being an accredited visitor centre. • Community Room – must have toilet facilities and also be able to cater for food related activities and training. • Art/Craft Studios – potentially locate as part of an expanded building footprint as part of existing stage area. An area for computer lab training also required. <p>Option 1 the agreed preference – front-of-house components are agreed subject to the following recommendations:</p> <p>a) Proceed with the curve/elbow at the North-West corner allowing for signage/marketing and also some visibility into and out of the building, e.g. to show activity & retail display.</p> <p><i>Advice Note – the summer sun is particularly fierce on this North Western aspect. Consider curved walls</i></p>
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		<p><i>creating an interesting aesthetic space versus functionality of accommodating retail & other fittings.</i></p> <p>b) Consideration to be given to acoustics regarding proximity of North Western corner of the building to the highway traffic, i.e.: road trains.</p> <p>c) Keep the existing stone wall that's in/above Visitor Centre, which is part of the local Italian story and consider incorporating into master planning to enhance street-appeal and create an entrance statement.</p> <p>d) The Activity Lounge is too narrow. Consider expanding the Function Room to the North.</p> <p>e) Proceed with moveable wall between Activity Lounge and Function Room. <i>Advice Note – appropriate sound proofing of function room required.</i></p> <p>f) Seek to provide back-of-house access from the Kitchen to the Function Room. To achieve, consider expanding Function Room to the North.</p> <p>g) Provide supervisory office space at front-of-house. Consider North East corner of Retail Area.</p> <p>h) Include kitchen facilities in the Community Room.</p> <p>i) Include tea room facilities for staff/volunteers at front-of-house, including small fridge, microwave, running water – must be separate to Community Room facilities.</p> <p>j) Functionality of enclosed cafe decking to be considered to ensure that wait staff and</p>
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		patrons can comfortably navigate tables and seating.
7. Provide adequate office & back-of-house space	Spatial accommodation table Options 1, 2, 3	<p>Comments for Option 1 concept:</p> <p>a) Consideration to be given to the operational requirements of staff including storage areas. For example:</p> <ul style="list-style-type: none"> • Visitor Servicing – 1 x full time and 2 x part time equivalents; • Administration Marketing – 4 x full time and 2 x part time equivalents; • Gardening/Maintenance/Cleaning Staff – 1 x full time and 1 x part time equivalent; and • Kojonup Aboriginal Corporation – 1 x full time equivalent plus 2 x part time equivalents. <p>b) Consideration also to be given to the inclusion of a staff lunch room area.</p> <p>c) In the Master Plan functional uses to be listed, particularly other functional uses for the following areas as shown in Option 1:</p> <ul style="list-style-type: none"> – The existing, combined small meeting room and MOSAiC/curatorial office and storeroom on the South side of the Storyplace – The office and associated server room on the West side. – Garden Store <p>d) Other factors to consider in certain areas include:</p> <p>b) The West side office is impacted by the flushing of the urinal in the adjacent toilet. This to be address so that the space is fully functional.</p> <p>c) Consider whether a small, dedicated office meeting space can be</p>

		<p>accommodated (to avoid clashes with office work space and client/community use of front-of-house spaces).</p> <p>d) Consider the best use of the server room in the reconfigured space.</p> <p><i>Advice Notes - the room is presently air conditioned for maintenance of the servers, multi-media & security hardware. If all or most multimedia hardware can be located in the Kodj Gallery/Storyplace, consider what administration IT hardware will need to be housed on site (The Kodja Place is networked with the Shire Office), including the MOSAiC server and security equipment.</i></p> <p>e) Storeroom (East end of Storyplace Gallery) – the roller door access is a limiting factor but consider including this space when determining the best office/storage configuration in response to other comments above and the revised spatial accommodation.</p>
<p>10. Provide accommodation for makers (e.g. artists) & youth</p>	<p>Spatial accommodation table</p> <p>Options 1, 2, 3</p>	<p>Comments for Option 1 concept:</p> <p>a) Leave the stage where it is (The Kodja Place will deal with sunstrike by programming activities at suitable times) and consider locating the makers' space (including storage) adjacent to the stage and positioned so that visitors can see activity taking place and be encouraged to visit the makers.</p> <p>b) Provide for a versatile maker's space featuring:</p>

		<ul style="list-style-type: none"> – A sink that will also be accessible to an adjacent outdoor kitchen – Flooring suited to mess and paint etc., e.g. school group activities – Storage. <p>c) Incorporate a performers' change room. Consider making this a dual function of the makers' space given the stage is used relatively infrequently and sometimes after hours.</p>
<p>11. Improve outdoor zones as interpretive spaces and venues and potentially introduce new attractions</p>	<p>Concept Recommendations</p> <p>Courtyard, Rose Maze and Landscaping Concept Drawings</p>	<p>To avoid opening The Kodja Place after hours, include a toilet that can be accessed from the outside by workers or visitors holding outdoor events after operating hours. Consider a chemical toilet as an option if the sewerage outfall is not too complicated/expensive.</p> <p>Dot Point 1 – Consider reducing the lawn area to address maintenance issues <i>Advice Note – the courtyard lawn is subject to waterlogging in winter due to inadequate sub-surface drainage. Take into consideration summer glare and heat associated with the use of hard materials and the importance of maintaining a space that's welcoming to children and audiences.</i></p> <p>Dot Point 2 – Amend dot point to read 'Native species and other features to emphasise the local indigenous landscape ...' as the concept of defining the courtyard as a Noongar/local landscape as a counterpoint to the European Rose Maze is strongly endorsed.</p> <p>Dot point 4 – Consideration will be given to a perspective drawing of the mound. <i>Advice</i></p>

		<p><i>Note – limited support for its inclusion for the reason that it would limit the broader functionality of the courtyard. The Three Women’s storylines should be kept in the courtyard and enhancements made and integration with the landscaping. Advice Note - Maria’s & Elizabeth’s storylines are suggestive of the dotted lines in Craig McVee’s mural in the Kodj Gallery: “The small white dots represent the white man (wadjelas) exploring new and unfamiliar country sides”, etc. Consider incorporating the mound in the central area of the Rose Maze. Better definition of its function in this space is required.</i></p> <p>Dot Points 5, 7 & 20 – Amend to ‘Rose Maze’, not ‘Rose Garden’.</p> <p>Dot Point 5 – Consider that embedded sleepers may not be appropriate as to prevent termite attack toxic chemicals may need to be regularly applied.</p> <p>Dot Point 6 – Amend to ‘Incorporate bush pockets along pathway.’</p> <p>Dot Point 7 – Consider that additional drainage is likely required to tackle winter waterlogging at the Rose Maze entrance and some of the maze perimeter to the left and right.</p>
		<p>Dot Point 10 – Agreed. Consider adding some native animal tracks or similar as etchings on the flat rocks.</p> <p>Dot Point 11 – Picnic tables and shade umbrellas not desired.</p>

		<p>Dot Point 12 – Removable shade cloths above stage audience also not required.</p> <p>Dot Point 15 – Amend to ‘Pea metal and local river stone.’</p> <p>Dot Point 16 – Amend to ‘Local native plants/grasses.’</p> <p>Dot Point 17 –Hybrid willow not desired. Clarification required regarding where wind break to be planted.</p> <p>Dot Point 20 – Amend to ‘Broomehill’ not ‘Broomefield’</p> <p>Dot Point 22 – Shade cloths in this area not desired. Consider alternatives, e.g.: a pergola that links to the sculptural feature. <i>Advice Note – 3 trees have been established. Determine function of this central area to help with decision making.</i></p> <p>Dot Point 26 – Tall sculpture feature desired. Rose sculpture not generally desired.</p> <p>Dot Point 27 – Consider extending courtyard landscaping concept out to the highway verge. Features might include:</p> <ul style="list-style-type: none">• A sloped area with a tapering, retaining wall on the 3 sides• Planting and hard landscaping would be low profile closer to the highway to preserve safe sight lines and visibility to the building signage• Consider realigning the footpath to a meandering course with landscaping extending across it close to the highway.
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<p>12. Upgrade interpretive stories, displays & features in the exhibition zones (Kodj Gallery & Storyplace)</p>	<p>Concept Recommendation: Bring it to Life</p>	<p>Agreed.</p>
	<p>Concept Recommendation: Fill in the Gaps!</p>	<p>Agreed, particularly the use of the vertical spaces in the galleries and incorporating projections.</p>
	<p>Concept Recommendations: Curatorial Report: One feature of the curatorial plan was minimal text. Feedback indicates that perhaps it was too minimal. Recommendation: Signifying themes – help people understand what they need to interpret.</p>	<p>Agreed.</p>
	<p>Concept Recommendation: Improve Legibility</p> <ul style="list-style-type: none"> • Text size • Surfaces • Contrast 	<p>Agreed. Consider using acrylic panels in certain contexts. Advice Notes – could effectively be used when a display is layered such as the rain gauge object behind the windmill graphic in the Farming display. The legibility of any text/images printed on such panels would need to be greatly improved.</p>
<p>13. Increase presence of Three Women’s Stories, addressing:</p> <ul style="list-style-type: none"> • Strengthen presence of women’s voice • Use as a core interpretive hook across precinct and wider township 	<p>Concept Recommendation: Audio guide for Gallery and Rose Maze.</p>	<p>Amend to ‘Audio Guide for Kodj Gallery, Storyplace and Rose Maze’.</p> <p>Queries raised and an answer requested for include:</p> <ul style="list-style-type: none"> • What are the pros and cons of options to deliver oral histories/audio stories to visitors? Are QR codes a better option for visitors using their own smartphones? Are audio guides better suited as equal access is granted to all and not just those with smart phone? • How would security/management issues with the audio guides (especially their use in the Rose Maze) be handled?

		<ul style="list-style-type: none"> • Since The Three Women’s Stories are integral to the Rose Maze, would the use of audio guides there be for the purpose of incorporating new stories or does Gibson envisage providing the existing stories as audio too? • The use of audio guides would enable the incorporation of many people’s voices. Presumably Gibson is proposing that male voices be included too? • Assuming only patrons who have paid to access the whole precinct would be issued with an audio guide, how would the Three Women’s Stories be used as an interpretive hook in the Black Cockatoo Cafe?
	<p>Concept Recommendation: Use three women stories as interpretive emblems across township</p>	<p>Agreed.</p>
<p>14. Connect digital collection to exhibition & community facilities</p>		<p>Further explanation/specific recommendations would be appreciated regarding how the connection occurs. Is it via curated stories and/or direct access to the MOSAiC database?</p> <p>Could the proposed intranet be adopted as part of the approach?</p> <p>Access pods in the Activity Lounge are endorsed.</p>
<p>15. Develop ability to introduce and promote newly curated story content</p>		<p>Agreed that The Kodja Place website should enable promotion of new story content (the changeable News & Events window on the Home page is intended to cover this need). The concept of the Temporary Exhibition along the North wall of the Storyplace is strongly supported. Consideration to be</p>

		<p>given to soundproofing the temporary wall if possible. As the temporary exhibit area is proposed to provide for ‘both digital and physical’ display content, how will digital media be supported in this space?</p>
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Comments on the Storyplace Floorplan:

1. General Comments:

- The existing type of display structures preferred because of their 3D nature and interesting features – they are unique to The Kodja Place
- ‘Layering’ as a design element (including the ability to incorporate physical objects to help with the storytelling and create 3D displays and provision of benchtops/shelving, etc. for specially created display books, etc.) to be maintained.
- An opportunity to discuss the outcomes of the community workshops run by Sue Graham-Taylor for the Curatorial Audit and the five key questions it addressed regarding changes in the district and issues facing the community is requested. Important stories that are missing from the existing displays include the following:

“The military connection and role of Kojonup in all wars, and stories of men and women who served was emphasised, as well as the need for Italian POW stories and stories of the community response to war. Stories of Noongar people who served were missing for some, as were stories of the cultural changes in the community. The need for a Maori presence in The Kodja Place was stressed by five groups. The connections between The Kodja Place and other Kojonup sites were missing for some, as was the link with the Historical Society. There was also a call for more women’s stories, including stories of women and technology in agriculture, the CWA and volunteer and community group contributions more generally.

Stories are needed on sawmilling, horses, town businesses and wildflowers. It would seem that more depth to the wool story is required, including stories of sheep innovation and change in breeds, as well as changes in the shearing industry.

A ‘wow’ factor is needed to show what Kodja Place has to offer for those who are not interested in museums. One visitor experience lacking was the opportunity to take a ‘selfie’ and leave a mark in the form of a message or a photo.”

Military stories are likely to be addressed in the RSL Hall precinct.

2. Farm Office Display

Consideration to be given to the re-orientating the Farm Office display into the Shearing Shed space which would solve the problems of its invisibility to visitors and awkward location along a passageway. *Advice Note – potential issues include*

how it fits in the narrative flow within a space that is themed as a Shearing Shed. The Farm Office is about 'The business of farming' - 'making a crust' and farm management (budgeting, scale of costs, collaboration, data analysis, e.g. crop yields, etc.) and other farming-related local businesses, as well as work and survival. Note the map showing a number of the farms where Noongar people worked.

Consideration should be given as to the location of where the stories of 'making a crust'/livelihoods not directly related to farming are told.

3. Bush Poles

Consideration should be given to accommodating or possibly relocating the bush poles within the gallery as it is desired that they are retained. *Advice Note – some of the existing bush poles are missing in the proposed floorplan. 'The bush' is intended to be one of the high-level themes of the Storyplace.*

4. Landscape & Landcare Display

The bush and nature story has not been adequately 'told' in the existing displays. Consideration should be given to the Landscape & Landcare display (in the narrative flow) as an option for this.

5. Farming Display

- **Consideration should be given to more space for the Farming display.** *Advice Note – the existing display incorporates creating the farms; modern farming (including the outdoor processes and use of technology), the weather factor and seasonal activities, diversity of farming, ('you can grow anything here') and the cultural perspectives offered through the Location Map and Opportunities Cabinet.*
- **Poignant links to the Acknowledgement Wall and Reserve House were intended.**
- **It is agreed that the Farming display needs to be updated to reflect contemporary changes, e.g. the increase in cropping.**

6. Reserve House

It should be noted that regarding projections, there are no windows on the South wall of the Reserve House; only the North, West and East.

7. Stolen Generations, Carrolup, Ted Smith Display

- **Note spelling of 'Carrolup'.**
- **Consideration to be given to relating the 'Acknowledgement Wall' display to the displays marked 'Stolen Generation', 'Carrolup' and 'Ted Smith' as this display name was chosen by the Noongar community.**
- **Note that it is expected that a lot of new material will be received as a result of the current Kojonup Noongar Oral History Project, particularly more photos.** *Advice Note - the stories will cover a range of Noongar Elders' experiences, including discrimination. Some of these stories may belong in this display area, while other will be woven into other displays, such as in the Sport Corridor display.*
- **Note that the 'Carrolup Native Settlement', in the North East corner of the Shire is part of the Stolen Generations story and a place where Aboriginal children from far and wide, including a number of local Noongar children,**

were taken. *Advice Note – at least one local child was taken to Roelands Native Mission Farm near Bunbury. During the Stolen Generations era there was constant fear among Noongar families that their children would be taken away by the police in accordance with government policy at that time As well as this aspect of the Carrolup/Stolen Generations story, access to digital copies of some of the original artworks created by children who were taken to Carrolup may be obtained (subject to permission).*

- **Consider retaining the juxtaposition of the ‘Acknowledgement Wall’ and ‘Creating Farms’ displays in the existing exhibition.** *Advice Note – in the ‘Creating the Farms’ display it is vital to show the contribution of the Noongar community to the development of farms in the district which occurred concurrently with the Stolen Generation era and the struggle for Citizenship Rights.*
- **Correct Floorplan annotation to read “...Ted Smith’s 26-year battle for Citizenship rights’.** *Advice Note - the last document in the current display shows his ‘Document of Citizenship’.*

8. **Bushtucker and Farm Kitchen Displays**

Note that the Floorplan proposals for ‘Bushtucker’ and ‘Farm Kitchen’ displays don’t appear to reflect the intention of the existing displays. *Advice Note – family is symbolised by the Kitchen – the hub of family life. The display is about family life in Kojonup now – it’s a contemporary space for all families and it’s not limited to a farm kitchen. All families have things in common, including living in a modern home (the Reserve House is a past experience) but it also celebrates cultural identity, e.g. through food including bush tucker and the wedding cake. It intends to show that family is the core unit that strengthens the ability to ‘hang in there’ (e.g. farming families and the importance of kinship in Noongar culture). It is a space for stories about home-making and home life such as stocking up the pantry, cutting up a beast, the threat of fire, isolation – even now, with farm amalgamations and depopulation. Distance is a big part of the rural experience for farm and town families, forcing family separations for access to education, work, sport and other opportunities.*

Further discussion for a major Bushtucker display required. *Advice Note – in the existing Kitchen display the bushtucker cabinet is visible from both the entrance to the Reserve House and the modern kitchen as a way of showing the continual importance of bushtucker to Noongar culture. The Curatorial Audit recommends extending the bushtucker cabinet right into the Kitchen bench to emphasise that message.*

9. **School Bus**

It is supported that the School Bus be moved to the verandah. Consideration to be given to the issues of maintenance and longevity. *Advice Note - are there ways to improve sun/weather protection for the bus that won’t detract from its function as a drawcard and play space for children and a means to ‘activate’ the courtyard?*

10. **School Display**

Consideration to be given to renaming this zone as the name does not adequately reflect the intentions of the zone. *Advice Note – the display relates to country childhoods and how distance has shaped the district including the development of Kojonup’s original outlying small schools and communities with their own halls and sporting facilities that featured cricket, tennis, dances and Christmas Tree gatherings.*

Although some of these halls and tennis courts continue to be used, many have waned over time with the arrival of bitumen roads and fast cars. Within the lives of the district's current senior citizens, life in the district has dramatically changed. What changes lie ahead?

11. Children's Interactive Spaces

The proposal to include interactive floor-projections and other interactive displays for children at and adjacent to the current site of the school bus is supported. *Advice Note – the content of the interactive floor-projection and the proposed seating for hosted teacher sessions has yet to be discussed.*

12. Townscape/Local History Display

More information requested regarding proposed plans. *Advice Note – what would it convey? E.g.: would it give greater attention to the town's origins than is covered by the Town & People display? The Storyplace sets out to tell the contemporary story of Kojonup with narratives about past experiences and events woven through the gallery as context for understanding how Kojonup has arrived at the present day.*

13. Spring Bar

The proposed in-bench TV screens are not strongly supported. *Advice Note – will the Spring Bar continue to have a 'pub feel' if the TV monitor is replaced with some in-bench screens? Currently a group can sit together at the Spring Bar and watch local sports stories on the larger screen, like they might in a real pub.*

14. Beyond Marmalade

General support for moving the 'Beyond Marmalade' display into the new Entrance/Lobby although not yet discussed in depth.

15. Storyplace Multimedia Package

Further discussion requested on how to incorporate the collection of over 5,000 photos as part of the story telling. *Advice Note – to what extent will screens feature as part of the multimedia package for the Storyplace? Similarly, what opportunity will there be to display video stories?*

Will an intranet site or equivalent be adequate to house a diverse mix of curated media (photo galleries, video and audio stories, written stories and documents) that will:

- *Add depth to the surface layer of the exhibition, especially for local people, international visitors, repeat visitors and students; and*
- *Complement the 'Temporary Exhibition' display by providing a means to permanently house new story content (without requiring amendments to the surface level of displays)?*

Support given to consider options to darken the Northern section of the Storyplace to enable more lighting effects, e.g. projections. *Advice Note – however, what impact will the reduction of natural daylight coming through the Northern windows into the Storyplace have on the internal heating of the area which otherwise has none?*

16. The Kodj Gallery

Is Gibson planning to develop further concept recommendations regarding the Kodj Gallery?

17. Spatial Chart

NB: The tabulated space requirements below include current allocations within the existing buildings. Where necessary additional floor space is listed under “Preferred provision.”

Function	Occupancy	sq.m / occupant	Area (sq.m)	Current Provision	Preferred Provision	Notes for consideration
Café - Dining room	50 - 60	1.3	65	65	65	Full-service operational standards
Café - Enclosed Deck	45	1.3	59	83	90	Assume all-weather enclosure to deck
Kitchen		40%	49	20	32	(if deck not included, then reduce to 30 sq.m) Do we need to accommodate a small space for café admin (e.g. computer/printer nook to allow independence of the café if leased?) Preferred provision does not include cool room space.
Storage		20%	10	n/a	10	Dry Goods store in addition to kitchen? Do we need to allocate separate cleaning /chemicals storage or locker room storage for kitchen staff?
Function Space	50 - 60	1.3	59	n/a	65	Space allocation as for café as will allow flexibility for one coach group for example to be in function room whilst second tour group in Storyplace/Gallery and even a 3 rd group in café.
Expanded Foyer/ Entrance	80-90	0.9	81	n/a	80	This should be able to cater for up 2 coach groups (i.e. 44pax per coach) and allow space for other visitors. Space could also be used as an alternative function/exhibition space.
Retail Space	40	1.7	68	99	100	Based on historic visitation per annum - increase to allow for substantial growth i.e. displaying of brochures/maps? Accredited visitor centres are required to provide information on all 5 regions of Western Australia with a key focus on the town and sub- region i.e. Kojonup as part of the Great Southern Region and wider Australia’s South West region which is currently depicted on the back wall of the retail space (Brochure racking space will be important as it will be an income source) With the remaining 4 regions, the basic requirement is the displaying of the Regional Tourism Organisations Holiday Planner, however, many centres brochure rack popular destinations and tourism providers. In addition, Kojonup is the only accredited VC in the upper Great Southern and once we implement an online booking system we would have the opportunity to capture operators within the Hidden Treasures Shires
Office Accommodation	4	22.9	92	36 38	90 (including mix of hot desks & dedicated	Visitor Servicing: (Minimum 1 Full-time and 2 P/T) Counter: 2x point of sale and Booking/Retail Staff; Information Table/Space big enough to display maps, computer/iPad for digital

					work stations)	<p>reference which is located near brochures (to discuss potential itineraries/travel routes etc.), small office with visual access to visitor centre (to allow Visitor Services Officer some privacy to make phone calls meet with suppliers/admin and ability to assist when required (Initially VSO plus 2 p/t staff to service the visitor centre and retail area room which I anticipate will grow to full time positions once demand grows). There also needs to some brochure storage within a close range to visitor servicing (currently it is located at the other end of the building behind the community room.</p> <p>Administration/Marketing (Min 4 F/T & 2 P/T Office space for: Precinct Manager (will require privacy), Administration Officer (P/T), Community Development Officer, Events/Marketing & Functions Coordinator, Youth/Education Program Officer, IT/AV Officer (P/T)</p> <p>Other staff (Min 1 F/T & 1 P/T) via Works & Services Depot Garden/Maintenance staff Cleaner</p> <p>Kojonup Aboriginal Corporation office (Min 1 F/T plus Jack) Cultural Development Officer</p> <p>Jack's Tours (succession planning – trainee for Jack?)</p> <p>What allowances have been made for staff amenities e.g. lunch room</p>
Community Room	40	2	80	50	80	Refitted to suit community food-related activities and training
Art/craft Studios	3	25	75	n/a	75	Possibly in re-purposed stage area. Need to identify somewhere we can set up when required a computer lab for training
Admin Storage	4	2	8	1.5	10	Storage space estimated on basis of current provisions.
Arts/Crafts Storage		33%	25	n/a	25	Messy store for arts and craftwork materials, projects, equipment
Functions Storage		20%	16	18	16	Storage for tables, chairs, lecterns, etc.
Retail Storage		15%	10	n/a	10	Stockroom for all product ranges
Total			697	410.50	748	

Advice Note – Council is aware that the existing building footprint needs to be increased by approximately 60% - 70% to accommodate Option 1 concept as well as attempt to future proof functionality which is supported.

CARRIED 8/0

COUNCIL DECISION/OFFICER RECOMMENDATION

139/16 Moved Cr Warland, seconded Cr Pedler that the meeting be reopened to the public (at 3:45pm).

CARRIED 8/0

20 **NEXT MEETING**

Tuesday, 15 November 2016 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 3:46pm.

22 **ATTACHMENTS (SEPARATE)**

- Attachment 10.1 Monthly Statement of Financial Activity – September 2016
- Attachment 10.2 Monthly Payment Listing 01/09/2016 – 30/09/2016
- Attachment 12.1 Local Emergency Management Arrangements 2016
- Attachment 12.2 Application Plans
- Attachment 16.1.1 Natural Resource Management Advisory Committee Minutes - 22
September 2016
- Attachment 16.1.2 Kodja Place Advisory Committee Minutes – 6 October 2016
- Attachment 18.1.1 Copies of Submissions Received
- Attachment 18.1.2 Application Letter & Plans
- Attachment 19.1 Confidential Report

Presiding Member

Date