

Kojonup



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

20 March 2018

MINUTES FOR THE COUNCIL MEETING TO BE HELD ON 20 FEBRUARY 2018

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MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President declared the meeting open at 3.05pm and alert the meeting of the procedures for emergencies including evacuation, designated exits and muster points and draw the meeting's attention to the disclaimer below:

Disclaimer

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

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

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

2 ATTENDANCE & APOLOGIES

Cr Ronnie Fleay	President
Cr Ned Radford	Deputy President
Cr John Benn	
Cr Graeme Hobbs	
Cr Jill Mathwin	
Cr Ian Pedler	
Cr Sandra Pedler	
Cr Judith Warland	

STAFF

Anthony Middleton	Acting Chief Executive Officer
Rob Cowie	Regulatory/Administration and Payroll Officer
Michelle Dennis	Development Services Coordinator
Lorraine Wyatt	Executive Assistant

LEAVE OF ABSENCE

Nil

APOLOGIES

Rick Mitchell-Collins	Chief Executive Officer
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3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 PETITIONS, DEPUTATIONS & PRESENTATIONS

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTES

ORDINARY MEETING 20 FEBRUARY 2018

Minutes of the previous Ordinary Council Meeting which was held on 20 February 2018 were previously circulated under separate cover and are at **Attachment 7**.

OFFICER RECOMMENDATION/COUNCIL DECISION

16/18 Moved Cr Radford, seconded Cr Hobbs that the Minutes of the Ordinary Meeting of Council held on 20 February 2018 be confirmed as a true record.

CARRIED 8/0

8 ANNOUNCEMENTS by the Presiding Member without discussion

Council would like to offer our thoughts and sympathies to the following families

To Pat Bunny and family on the passing of Graham, our thoughts are with you at this time.

To the family of Max Hart, we are saddened by Max's loss and offer you our thoughts.

To Brodie Potter and family at the sudden passing of your mother Christine Hueppauff, our deepest sympathies are with you.

9 DECLARATIONS OF INTEREST

Nil

10 **KEY PILLAR 1 – ‘PLACE’ REPORTS**

10.1 **NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE PUBLICATION AND PRINTING APPROVAL**

AUTHOR	Jane Kowald, NRM/Landcare Officer
DATE	Wednesday, 14 March 2018
FILE NO	GS.PRG.7
ATTACHMENT	10.1.1- Common Roadside Weeds Brochure

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP1 – Place	1.2 Be happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	1.2.6 Develop environmental management plans for significant Shire Reserves (N1.2.2)

DECLARATION OF INTERST

Nil.

SUMMARY

Following the Natural Resource Management Committee meeting held on 22 February 2018, as part of the South West Catchments Council Project (GW.GWS13.SK), a roadside weed pamphlet has been produced to be distributed to all residences in the Shire of Kojonup. All expenses relating to the graphic design, printing and posting of the pamphlet is covered by the South West Catchments Council funding (Budget account 5614).

BACKGROUND

The Natural Resource Management Committee is advisory to council and cannot print the pamphlet without Council approval.

COMMENT

The photo for Bridal Creeper on the current version of the pamphlet is incorrect, showing Watsonia. This will change before printing.

CONSULTATION

Members of the Natural Resource Management Committee.

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Graphic design, printing and posting of the Roadside Weeds pamphlet amounts to \$2,500 coming from budget account 5614 – SWCC.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

17/18 Moved Cr Radford, seconded Cr Mathwin that the ‘Common Roadside Weeds Brochure’ as attached be printed for distribution, with the change of the Bridal Creeper photo and the cost of graphic design, printing and postage of \$2,500.00 be taken from budget account 5614.

CARRIED 8/0

10.2 NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE – MINUTES AND 2018 MEETING DATES

AUTHOR	Jane Kowald, NRM/Landcare Officer
DATE	Wednesday, 28 February 2018
FILE NO	GS.PRG.7
ATTACHMENT	10.2.1 – Minutes for the Natural Resource Management Committee Meeting 30 November 2017

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP1 - Place	1.2 Be happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	1.2.6 Develop environmental management plans for significant Shire Reserves (N1.2.2)

DECLARATION OF INTEREST

Nil.

SUMMARY

The purpose of this report is to receive the minutes of the Natural Resource Management Advisory Committee and to consider recommendations made within.

BACKGROUND

Natural Resource Management Committee meeting dates for 2018 were suggested for council approval to forward plan for members of the Committee.

COMMENT

Dates suggested do not clash with Ordinary Council Meetings or the Story Place/Gallery Work Group.

The committee recommendation is as follows:

COMMITTEE DECISION 48/17

That the below dates for the Natural Resource Management Committee meetings be considered by Council for adoption, subject to change if found unsuitable for the majority of Natural Resource Management Committee members:

1. *Thursday, 22 February 2018*
2. *Thursday, 24 May 2018*
3. *Thursday, 23 August 2018*
4. *Thursday, 22 November 2018*

CARRIED

CONSULTATION

Members of the Natural Resource Management Committee

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

18/18 Moved Cr Benn, seconded Cr Warland that the Council:

- 1. Receive the Natural Resource Management Advisory Committee minutes for the meeting held 30 November 2017; and**
- 2. Adopt following meeting dates for the Natural Resource Management Advisory Committee:**
 - Thursday, 22 February 2018**
 - Thursday, 24 May 2018**
 - Thursday, 23 August 2018**
 - Thursday, 22 November 2018**

CARRIED 8/0

10.3 NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE - MINUTES

AUTHOR	Jane Kowald, NRM/Landcare Officer
DATE	Wednesday, 28 February 2018
FILE NO	GS.PRG.7
ATTACHMENT	10.3.1 – Unconfirmed Minutes for the Natural Resource Management Committee Meeting 22 February 2018

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP1 - Place	1.2 Be happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	1.2.6 Develop environmental management plans for significant Shire Reserves (N1.2.2)

DECLARATION OF INTERST

Nil.

SUMMARY

The purpose of this report is to receive the minutes of the Natural Resource Management Advisory Committee and to consider recommendations made within.

BACKGROUND

At the NRMAC meeting held 22 February 2018, the committee made a number of recommendations to the Council which are summarised below.

- 3/18 Eastern States Wattles were removed from the Shire reserve bounded by Tunney Road, Soldier Road, the Old Rubbish Tip Road and the Recycle Transfer Station. As the reserve now has significant woody debris as result from the weeding, the Natural Resource Management Committee suggests burning of the area in autumn, providing there is follow-up weed control and infill planting of native species.
- 4/18 The Gravel reserve along the Collie-Changerup Road (refer to Attachment 11.4.1 – Site Maps of the Natural Resource Management Committee Unconfirmed Minutes 22 February 2018) will be rehabilitated in a joint project with Greening Australia and the Shire of Kent. The area around the gravel pit will be direct seeded with mixed native species.
- 10/18 The Bushfire Advisory Committee seeks approval from the Natural Resource Management Committee to burn the Standpipe Reserve on the Kojonup-Katanning Road as it presents a high bushfire threat.

COMMENT

The follow-up work is essential to reduce the germination of weed species, creating a more biodiverse environment. The area burnt is about 7 Ha, infill planting of 700 stems/Ha, totalling 4,900 stems. At \$0.80/stem, a budget of \$3,920 will be required. Costs for spraying weeds are as follows; \$1,320 (20 hours at \$66/hr) for labour and \$200 for chemical.

The costs involved to rehabilitate the gravel pit reserve are considerable, with several staff having input to the site's preparation and on-going maintenance. While it is unlikely that the gravel resource will be used again, especially if it is under native vegetation, the Natural Resource Management Committee felt it would be beneficial to the public to reclassify it to a Recreation/Flora and Fauna Reserve.

The Natural Resource Management Committee are satisfied that the Bushfire Advisory Committee have shown need for the Standpipe Reserve to be burnt to reduce fuel load and recommends the burning of the reserve providing appropriate weed control takes place post-burn, as follows:

COMMITTEE DECISION

3/18 *That the Natural Resource Management Committee recommends to council that the area bounded by Tunney Road, Soldier Road, the Old Rubbish Tip Road and the Recycle Transfer Station be burnt in autumn 2018 with follow up weed control and infill planting with native species.*

4/18 *That the Natural Resource Management Committee recommends to Council that the gravel reserve along the Collie-Changerup Road be reclassified to a Recreation/Flora and Fauna Reserve.*

10/18 *That the Natural Resource Management Committee recommends to Council that they have no objections to the Standpipe Reserve along the Kojonup-Katanning road being burnt for fuel reduction purposes, providing appropriate after-burning weed control is carried out.*

CONSULTATION

Members of the Natural Resource Management Committee

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The following items would need to be considered by Council for inclusion into the 2018/2019 draft budget:

3/18:

1. \$3,920.00 for the purchasing of 4,900 stems of mixed native species;
2. Labor for spraying weeds, 20 hours @ \$66/hr = \$1,320.00;
3. Chemical for spraying weeds, \$200.00.

4/18 Nil

10/18 The following items would need to be considered by Council for the 2018/2019 budget allocation:

1. Labor for spraying weeds, 20 hours @ \$66/hr = \$1320.00;
2. Chemical for spraying weeds, \$200.00.

RISK MANAGEMENT IMPLICATIONS

Hazard reduction burns are an effective bush fire risk reduction treatment.

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

19/18 Moved Cr Warland, seconded Cr Benn that the Council:

- 1. Receive the Natural Resource Management Advisory Committee minutes for the meeting held 22 February 2018;**
- 2. Approve the Natural Resource Management Advisory Committee decision 3/18 that the area bounded by Tunney Road, Soldier Road, the Old Rubbish Tip Road and the Recycle Transfer Station be burnt in autumn 2018 with follow up weed control and infill planting with native species, referring \$5,440 to the 2018/2019 draft budget for spraying and infill planting of the area burnt as follows:**
 - i. \$3,920 for the purchasing of 4,900 stems of mixed native species;**
 - ii. \$1,320 for labor; and**
 - iii. \$200 for chemical**
- 3. Approve the Natural Resource Management Advisory Committee decision 4/18 that the Council commence the process requesting the State Government change the gravel reserve along the Collie-Changerup Road to be reclassified to a Recreation/Flora and Fauna Reserve.**
- 4. Approve the Natural Resource Management Advisory Committee decision that they have no objections to the Standpipe Reserve along the Kojonup-Katanning road being burnt for fuel reduction purposes, providing appropriate after-burning weed control is carried out, referring the following to the 2018/2019 draft budget:**
 - iv. \$1,320 for labor; and**
 - v. \$200 for chemical.**

CARRIED 8/0

11 **KEY PILLAR 2 – ‘CONNECTED’ REPORTS**

Nil

12 KEY PILLAR 3 – ‘PERFORMANCE’ REPORTS

12.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (FEBRUARY 2018)

AUTHOR	Anthony Middleton – Acting CEO
DATE	Friday, 16 March 2018
FILE NO	FM.FNR.2
ATTACHMENT(S)	12.1.1 – February 2018 Monthly Financial Statements

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3 Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil.

SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the period ending 28 February 2018.

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 2017 to 28 February 2018 represents eight (8) months, or 67% of the year. The following items are worthy of noting:

- Surplus position of \$878,796.
- Operating results:
 - 77% of budgeted operating revenue has been received; and
 - 66% of budgeted operating expenditure spent;
- Capital expenditure achieved 49% of budgeted projects;
- The value of outstanding rates equates to 10.6% of 2017/2018 rates raised, which includes previous years arrears and instalment options but excludes deferred rates;
- Cash holdings of \$4.05m of which \$3.76m 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.

CONSULTATION

Nil.

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

20/18 Moved Cr Mathwin, seconded Cr Benn that the monthly financial statements for the period 1 July 2017 to 28 February 2018, as attached, be noted.

CARRIED 8/0

12.2 MONTHLY PAYMENTS LISTING

AUTHOR	Melissa Binning – Finance Officer
DATE	Monday, 12 March 2018
FILE NO	FM.AUT.1
ATTACHMENT	12.2.1 – Monthly Payment Listing 01/02/2018 to 28/02/2018

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP 3 - Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of February 2018

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 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

Refer to the VROC Strategic Plan

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

21/18 Moved Cr Warland, seconded Cr Radford that in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments as attached made under delegated authority:

FROM – 1 February 2018		TO – 28 February 2018
Municipal Cheques	13984 – 13993	\$23,782.81
EFTs	20613 – 20765	\$250,137.46
Direct Debits		\$512,110.28
Total		\$786,030.55

be received.

CARRIED 8/0

12.3 COMPLIANCE AUDIT RETURN 2017

AUTHOR	Anthony Middleton – Acting Chief Executive Officer
DATE	Friday, 9 March 2018
FILE NO	CM.REP.1
ATTACHMENT(S)	12.3 - Compliance Audit Return 2017

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
n/a	n/a	n/a

DECLARATION OF INTERST

Nil.

SUMMARY

The purpose of this report is to adopt the Compliance Audit Return for 2017.

BACKGROUND

Local Government (Audit) Regulation 14 requires a local government to carry out a compliance audit for each calendar year.

COMMENT

The completion of the Compliance Audit Return is mandatory for each local government. The return has been completed following a review of processes and documentation for each activity / area in which compliance is being assessed against the Local Government Act 1995 and its associated regulations. The return is to be adopted by the Council and submitted to the Department of Local Government and Communities by 31 March each year.

Regulation 14 also requires that the local government’s Audit Committee review the return and report the results of that review to the Council prior to adoption and submission to the Department. The Audit Committee considered this item at its meeting held on 20 February 2018 and resolved as follows:

‘...that the Compliance Audit Return for 2017, as attached, be adopted.’

CONSULTATION

Audit Committee Meeting held 20 February 2018.

STATUTORY REQUIREMENTS

The Local Government Audit Regulations 1996, Regulation 14 states:

- “(1) a local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) the local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.”

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

RISK MANAGEMENT IMPLICATIONS

Maximising compliance with legislation minimizes the risks to the organization of non-compliance and any associated penalties, damage to image or reputation that may occur.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

22/18 Moved Cr Mathwin, seconded Cr Hobbs that the Compliance Audit Return for 2017, as attached, be adopted.

CARRIED 8/0

12.4 FINANCIAL MANAGEMENT – BUDGET REVIEW 2017/2018

AUTHOR	Anthony Middleton – Acting Chief Executive Officer
DATE	Friday, 9 March 2018
FILE NO	FM.FNR.2
ATTACHMENT	12.4 – Budget Review 2017/2018

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3 Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTERST

Nil.

SUMMARY

The purpose of this report is to consider a review of the Annual Budget for 2017/2018.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* state that a local government must undertake a budget review annually.

Regardless of statutory requirements, conducting a budget review at least once each year is sound financial management practice. It enables the Council to analyse the financial performance of the year to date and make changes to the authorisations that it puts in place for the performance of the local government’s functions.

COMMENT

The detailed budget review papers are attached to this agenda as a separate document. Previous years’ reviews have entailed a detailed line-by-line review process, culminating in many minor adjustments being made to numerous accounts. This budget review has been performed focussing on several major projects and/or functions, with a more holistic assessment being made at a sub-program level.

The four (4) major items that have necessitated changes within the budget are as follows:

1. Direct Road Grant – reduction in income of \$60,000:

Following the successful lobbying of the local government vehicle licensing exemptions, the State Government retained its budget position by reducing the direct road grants by an equivalent amount. Unfortunately, this was advised after the Shire of Kojonup budget was adopted;

2. Water Re-use Projects – additional \$77,000 expenditure:

This additional funding is required as last year's carry over budget was not budgeted for (\$52,000) and a successful State Government grant of \$66,000 has been obtained, which necessitates an additional \$25,000 of Council matching funds;

3. The Kodja Place Rammed Earth Walls – Additional \$35,000 expenditure:

Following Council decision 4/18 at the 20 February 2018 Council Meeting, which included "immediately address defective rammed earth walls to protect asset from further deterioration", this provision has been made. Options will be assessed by the Senior Management Team (SMT) on 15 March 2018 and an agenda item for the Council's consideration shortly thereafter. This provision represents a start on the project (considering only three months of the financial year remain) and does not suggest the total cost of a permanent fix;

4. Sporting Complex Retaining Wall and Pedestrian Ramp – Additional \$95,000.

Whilst design work is currently being undertaken for a solution to this issue, this additional budget provision will assist when total costs are known.

As a result of the four major items above, other items contained within the attached budget review document include:

- An additional \$250,200 cash to be provided by operations, through a combination of increased revenue and decreases in expenditure, to fund the additional \$250,200 capital expenditure requirements. This is the ideal scenario for a mid-year budget review;
- The graph on page 5 clearly shows the net changes to operations at a sub-program level, with positive figures showing the need for more funding and negative figures representing savings made;
- No changes proposed to the Plant Replacement Program (p12);
- No changes proposed to loans (p13);
- No changes proposed to reserve accounts (p14);
- The new swimming pool fence on the eastern side (account C158 – p10), incorporating a sporting complex entry statement, has been deferred until 2018/2019 to help fund the complex retaining wall and pedestrian ramp (account C203 - p10).
- The removal of the State Government's Swimming Pool Revitalisation Grant of \$32,500 (account 6303 – p33) has also resulted in a corresponding reduction of capital expenditure for Swimming Pool Capital Equipment (account C158 – p10);
- A transfer of \$22,000 to 'Salaries - Admin' (account 1852 – p22) from 'Salaries – Other Law, Order & Public Safety' (account 2752 – p24) to account for a change of duties to better resource emergency management within Corporate Services staff;

CONSULTATION

The Senior Management Team, Ranger/Building Maintenance Coordinator and Development Services Coordinator have assisted in the compilation of the Budget Review document.

STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulation 33A states:

“Review of budget

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
- (3) A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
**Absolute majority required.*
- (4) Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.”

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The budget review recommends changes to the adopted budget and, therefore, changes the projects previously authorised by the Council. Whilst individual projects have varying financial implications, the resulting changes maintain a balanced budget. Refer to page 8 of the Budget Review document.

RISK MANAGEMENT IMPLICATIONS

Nil.

ASSET MANAGEMENT IMPLICATIONS

Nil.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute Majority.

OFFICER RECOMMENDATION

23/18 Moved Cr S Pedler, seconded Cr Benn that the 2017/2018 Annual Budget be amended in accordance with the proposed changes in the attached 2017/2018 Budget Review document.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

12.5 EMPLOYEE MANUAL

AUTHOR	Rob Cowie – Regulatory and Admin Officer
DATE	Tuesday, 13 March 2018
FILE NO	CM.POL.2 - Corporate Management, Policy, Manual
ATTACHMENT(S)	12.5.1 - Employee Manual

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
Performance	3.1 Be a continually engaged and strategic community which leads and organises throughout the entire stakeholder group.	3.1.2 – Have a highly rated Customer Service from a cohesive, happy and contemporary working party teams

DECLARATION OF INTERST

Nil

SUMMARY

To consider the adoption of the updated Employee Manual

BACKGROUND

The previous Employee Manual was created in January 2015 and utilised from then for all staff and new employees.

COMMENT

A major re-write of the 2015 Employee Manual has been undertaken. A working group was formed to review and alter the manual where required. As part of this process, it was agreed that the previous manual was unclear in its intended audience as it was written for both management as a guide and employees as a “policy”. The committee was in agreeance that the Employee Manual should be intended for use of the employee only, in clear and easy to understand language. This change required a complete overhaul of the original manual which is attached for the Council’s consideration.

CONSULTATION

The working group established consisted of a member of staff from each of the work areas for the Shire. This group met regularly to discuss and work through issues and arrived at the final Employee Manual as presented.

STATUTORY REQUIREMENTS

Occupational Health and Safety Act 2004

POLICY IMPLICATIONS

The following current Policies contained in the Policy Manual will also be reviewed and revised as they reference the Employee Manual:

- 2.2.1 Staff Equal Opportunity
- 2.2.2 Elimination of Harassment in the Workplace
- 2.2.9 Workplace Drug and Alcohol Use
- 2.2.13 Employee Assistance Program

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

24/18 Moved Cr Warland, seconded Cr Benn that the Employee Manual, as attached, be adopted.

CARRIED 8/0

12.6 ANNUAL REPORT 2016/2017 & MEETING OF ELECTORS

AUTHOR	Anthony Middleton – Acting Chief Executive Officer
DATE	Friday, 16 March 2018
FILE NO	FM.AUD.2 & FM.FNR.1
ATTACHMENT(S)	12.6.1 Annual Report 2016/2017 12.6.2 Auditor’s Management Letter

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3 Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTERST

Nil.

SUMMARY

The purpose of this report is to accept the 2016/2017 Annual Report, incorporating the Annual Financial Report and Audit Report, and to set a date for the annual meeting of electors.

BACKGROUND

Each local government is to prepare an annual report for each financial year. The report is a record of the Shire’s activities for the financial year and is an integral part of the accountability principles established for local governments in WA.

COMMENT

The Annual Financial Report, Audit Report and Management Letter will be considered by the Audit Committee at its meeting to be held 20 March 2018. Their recommendation will be circulated to elected members prior to the Council Meeting.

The Audit Report and Annual Financial Report both form part of the Annual Report which is attached to this item. The Auditor’s management letter is provided as additional information to the Council for transparency and full disclosure.

The attached Annual Report provides a summary of the key financial indicators and ratio’s for the financial performance of the Shire of Kojonup as at 30 June 2017, in easy to understand ‘traffic lights’ colour combinations.

The Annual Elector’s Meeting must be held within 56 days of accepting the annual report, with appropriate time being allowed after adoption to give notice of the meeting, say 14 days. This effectively means that the Annual electors meeting needs to be held between 4 April 2018 and 15 May 2018. In previous years, the Annual Electors Meeting has been held in the evening following the Council Meeting, so it is therefore recommended that the meeting be

held on Tuesday 17 April 2018. It is also proposed to hold the meeting at the Sporting Complex, following previous year's very warm meetings in the Lesser Hall.

The Annual Electors Meeting will be publicised in the Great Southern Herald, Shire web site and Shire Facebook page as soon as possible after the date is set, and in the next available Kojonup News.

CONSULTATION

Audit Committee, Auditors and Senior Staff.

STATUTORY REQUIREMENTS

Section 5.26 to 5.33; 5.53 & 5.54 - Local Government Act 1995

Regulation 51(2) of the Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

This item reports on the financial position of the Shire as at 30 June 2017. The recommendation does not in itself have a financial implication.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

That:

- 1. The 2016/2017 Annual Report, including the Annual Financial Report, as attached be adopted; and**
- 2. The Annual Meeting of Electors be held on Tuesday 17 April 2018 in the Sporting Complex, Kojonup, commencing at 7:00pm.**

ITEM 12.6 WAS WITHDRAWN AND WILL BE PRESENTED TO COUNCIL VIA A SPECIAL COUNCIL MEETING AT A DATE YET TO BE DETERMINED.

13 KEY PILLAR 4 – ‘PROSPERITY’ REPORTS

Nil

14 KEY PILLAR 5 – ‘DIGITAL’ REPORTS

Nil.

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW BUSINESS

COUNCIL DECISION

25/18 Moved Cr Benn, seconded Cr Warland that items:

16.1 Sporting Complex Ramp And Retaining Wall

16.2 Application For Development Approval – New Shed For Wash Down/Maintenance, Kojonup Waste Transfer Station, Tunney Road, Kojonup.

16.3 Application For Development Approval – Workers Accommodation Units At No. 4 Kojonup-Katanning Road, Kojonup.

16.4 Audit Committee Recommendation

Be accepted onto the Agenda for discussion and consideration.

CARRIED 8/0

16.1 SPORTING COMPLEX RAMP AND RETAINING WALL

AUTHOR	Michelle Dennis – Development Services Coordinator
DATE	Tuesday, 20 March 2018
FILE NO	CP.DAC.12
ATTACHMENT(S)	16.1.1 – Preliminary Plan

STRATEGIC/CORPORATE IMPLICATIONS

“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 1 Place	1.2 – Be a happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	1.2.2 – Implement and action a Sport, Recreation and Open Space Master Plan. 1.2.5 – Improve disability access to infrastructure and services. 1.2.11 – Sporting Infrastructure Upgrades – Sports Complex Building Defects/Building Compliance/Service Area for bins; Oval drainage/collection of storm water; West Access Upgrade.
KP – 3 Performance	3.3 – Use a Building Assessment Framework and control our investment in building maintenance.	3.3.1 – Implement an asset rationalisation process based on the Building Assessment Framework. 3.3.2 – Maximise usage of community facilities whilst reducing the financial obligation on the Shire and its people.

DECLARATION OF INTERST

Nil

SUMMARY

To confirm a preferred ramp and retaining wall design for the Sporting Complex to facilitate the pedestrian access and road upgrades.

BACKGROUND

In late 2013, the Shire engaged a Registered Building Surveyor Contractor to undertake an assessment of the Kojonup Sporting Complex for National Construction Code (i.e. Building Code of Australia) compliance. This report identified a number of non-compliant items, particularly in relation to access to the building following upgrades to the building that commenced in 2010. While some internal rectification works have been undertaken, external works were placed on hold, pending the outcome of the Sports Precinct Master Planning process. The Sporting Complex Master Plan was received by Council in July 2015.

At its Ordinary March 2016 meeting, the Council resolved that Council:

- 1) *Requires additional time to ensure all engineering, surface types and infrastructure options are fully known, costed and discussed with User Groups and the Community during the 2016/2017 financial year before committing to a long term development plan for the Sports Complex;*

- 2) *In the short term hot mix Netball Court No. 3 at a cost of \$35,000.00; and*
- 3) *Make provision in the 2016/2017 Budget to provide new Vehicular/Pedestrian access via site 18 of the Sports Precinct Master Plan with associated drainage improvements and improved car parking as outlined in the Chief Executive Officer's report.*

The abovementioned report in item 3 identified the need to improve the interface between pedestrians and vehicles.

Road works are currently being undertaken to alter the vehicle access points to the Oval and provide improved pedestrian safety outcomes. During the site works, storm water was observed to be eroding soil adjacent to the sport complex building at the Oval level and washing into the passageway at the Swimming Pool/Hockey building level. An inspection has occurred to the restricted area under the wooden deck which suggests that significant erosion of the soil beneath the structure is occurring – so much so that road works were ceased pending the outcome of an assessment by a consulting Structural and Civil Engineer.

The site visit by the consulting Engineer in January 2018 identified the need to consider improved drainage to prevent further erosion and to provide retaining walls to support the new road infrastructure. The consulting Engineer was also requested to provide the design of an accessible ramp to enable equitable access between the Swimming Pool/ Hockey level and the Sporting Complex/Oval level.

COMMENT

While the Sporting Complex can be used in isolation from all other parts of the grounds (i.e. parking and access from the one level) during many of the bookings, both levels are used by the user groups, necessitating an ability to access the Sporting Complex building from the lower Hockey/Swimming Pool level and vice versa. Previously this was achievable via the roadway between the Hockey oval and the Sporting Complex, however, as part of access improvements, this access has now been blocked off to both vehicles and pedestrians.

The National Construction Code includes considerations for equitable access to public buildings and adopts Australian Standard 1428.1 “Design for access and mobility: General requirements for access - New building work” (‘AS1428.1) as a minimum standard. As suggested by the title of the standard, this standard is triggered when new building work is undertaken.

For the Sporting Complex, the National Construction Code stipulates that equitable and dignified access is required to all areas normally used by the occupants. This means that if access is provided between the two Complex levels, then all users must be able to achieve the access. Where access is provided by a ramp, AS1428.1 sets out the standards that the ramp needs to comply with such as the maximum gradient (i.e. how steep), the maximum length of a ramp before a landing is provided (i.e. rest breaks), the minimum width of the ramp, hand rail and kerb rail requirements and considerations for persons with visual impairments.

The existing paved ramp is noncompliant with AS1428.1, was identified as a significant tripping and slip hazard following the compliance inspection in 2013 and has been blocked off from use since late 2013. The existing timber ramp* and timber stairs* to the deck level, concrete stairs* between the walkway and oval level, concrete landings* outside the Squash and Complex doors are also noncompliant with current standards (*noting that these do not appear to have been part of the building works completed in 2012).

The consulting Engineer has provided a preliminary design as illustrated in Attachment 16.1.1. The consulting Engineer has utilised existing ground levels (post road works) in an effort to minimise earthworks which will also hopefully avoid building/facility service conflicts (of which some service locations are currently unknown). Feedback from user groups identified an opportunity to convert the existing paved noncompliant ramp into a stair case and provide a ramp “leg” from the hockey building side which are also illustrated. The design Engineer has also considered the ability for the area in front of the deck to provide tiered seating for additional viewing/presentation purposes as suggested by Councillors during the site visit held 6 March 2018.

The existing concrete stairs to the east of the existing deck have been identified as a hazard given their inconsistent going and riser dimensions (i.e. stair width and stair height), resulting in the access being blocked off from use in late 2013. The concrete landing portion of these stairs at the Oval level has recently been identified to be subsiding, following erosion of the ground beneath it. As part of these current works, there is an opportunity to demolish these stairs and install a retaining wall. Given the overall height of the wall required to prevent slippage of the resultant road works and future pedestrian path, the design engineer has suggested that the retaining wall be placed towards the building. This would then facilitate additional fill to be placed into the area and create an additional deck level at the front of the building at a future stage. This option is also illustrated on the drawings (2018-6798-02).

The preliminary plans were presented to a user group meeting held at the Sporting Complex on 19 March 2018. The group were supportive of the proposed works at the grounds with the following additional considerations:

- The proposed new stair case, over the existing non-compliant paved ramp, was considered too narrow to facilitate walking side by side. It was requested that this be doubled in width to enable greater use (e.g. two football teams exiting at once);
- Occasionally trainers are required to stretch players from the Oval to the change rooms. The width of the stretcher, with a person on either side, is approximately 2.1m. The stretcher is 2.2m long. Depending on the size of the player being moved, there could be four to six people carrying the stretcher. The ramp would therefore be more functional if it was increased in width to 2.1m and the landing at the change in direction increased to facilitate the turning circle of the stretcher.
- It was suggested that the gas bottles be removed from the ramp area for aesthetic reasons and moved closer to the building (final position in consultation with plumber and user groups).
- Ensure that the western leg of the proposed new ramp aligns with the existing hockey club room access.
- Modify the position of the cul-de-sac to the area adjacent to the wind sock (towards the west of its current position). This would facilitate an improved safety outcome for children, particularly when the future playground is installed.
- Utilise a removable chain instead of bollards at the temporary traffic control points (cul-de-sacs) to enable more effective traffic control and expedite removal in the event of ambulance access/egress.
- Positioning the eastern retaining wall at the position recommended by the engineer (at existing small lower level retaining wall) was strongly supported – provided it was constructed to facilitate any future works such as a future deck, roof structure etc. It was considered that the priority was for the wall to be sufficient height to facilitate current works, but with the “in ground” components designed for future stages.

Winter sports will be commencing shortly (football 7 April 2018) and now that road/access works have affected the access between the different areas of the Sporting Complex, this project has some urgency. The purpose of this report is for the Council to endorse the preliminary design as the preferred option so that Shire staff can progress its implementation immediately. The proposed budget amendment outlined in agenda item 12.4 is to assist to fund this project; with contractors to be asked to price the project into discrete areas to facilitate a staged approach if necessary.

CONSULTATION

Council briefing session 6 February 2018

Councillor site visit held 6 March 2018

User group meetings held 12 March 2018 and 19 March 2018

Structural and Civil Engineers

Anthony Middleton, Acting Chief Executive Officer

Craig McVee, Manager Works and Services

STATUTORY REQUIREMENTS

In Western Australia, the *Building Act 2011* stipulates the minimum construction standards applicable to building works, including the adoption of the National Construction Code. In addition to our State legislation the Federal *Disability Discrimination Act 1992* applies.

POLICY IMPLICATIONS

Council Policy 2.3.4 “Asset Management” incorporates a Building Assessment Framework when considering new infrastructure or renewal and maintenance of existing infrastructure. This is a qualitative assessment that considers how a building meets the Community Strategic Plan commitments, level of efficiency with regards to operational and maintenance costs, how fit for purpose the building is and its historical and cultural value; applying a weighting and a score out of 100. In July 2017 the Sporting Complex was assessed and achieved a score of 79 out of 100 – the second highest score of all Shire buildings.

While not specific to Council buildings, Council Policy 3.17 “Customer Service Charter” includes commitments to “progressively improving access to our services to people with disabilities and people from culturally and linguistically diverse backgrounds”.

In addition the Shire’s Disability Access and Inclusion Plan Implementation Plan 2014-2019 includes the following:

Outcome 1:

People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire of Kojonup

Strategy 8:

Review the Shire’s sport and recreation services, facilities and programs regarding access and inclusion for peoples with disabilities

Changes to the current access at the Sporting Complex will assist in working towards the above strategy.

FINANCIAL IMPLICATIONS

Pending the outcome of agenda item 12.4; there is \$95,000 available in Council’s 2018/2019 budget to progress this project as a matter of priority.

RISK MANAGEMENT IMPLICATIONS

In addition to operational and compliance risks of not progressing with the ramp and retaining walls, this project contains reputational risks to the organisation. While it is

important that an outcome is expedited to minimise disruption for facility users, it is imperative to ensure that the resultant works comply with minimum building standards and meet facility user performance standards.

ASSET MANAGEMENT IMPLICATIONS

The Shire's Asset Management Plan identifies the need for having an appropriate level of service and performance measurement system in place. The recent assessment against the Building Assessment Framework ranks the Sporting Complex second of all Shire buildings with maintenance/upgrades therefore considered warranted. As the owner of the property, the Shire has a responsibility to ensure that access to its facilities are appropriate to their use.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

26/18 Moved Cr Mathwin, seconded Cr Radford that Council:

- 1. Adopt the preliminary pedestrian access ramp and retaining wall design for the Kojonup Sporting Complex as illustrated in Attachment 16.1.1, subject to the following changes:**
 - a. Double the width of the access stairs adjacent to (western side of) the deck area;**
 - b. Increase the width of the new access ramp to 2.1m and alter the width of the landing at the change in direction to facilitate the turning circle of a 2.2m long stretcher;**
 - c. Align the western leg of the new access ramp with the existing hockey room access (angle toward the north);**
 - d. Relocate the bulk gas bottles away from the work area toward the change rooms in a location that ensures gas truck access;**
 - e. Ensure that the eastern retaining wall is sufficiently designed to facilitate future deck and/or paved viewing area design options; and;**
 - f. Reposition the western cul-de-sac to the area adjacent to the wind sock (towards the west of its current position).**
- 2. Instruct the Chief Executive Officer to progress construction of the ramp and retaining wall by formalising the preliminary design as illustrated in Attachment 16.1.1 and calling for quotations for construction; and**
- 3. Acknowledge that a Building Permit will be required to be obtained before works for the construction of a pedestrian access ramp and retaining wall may commence on site at the Sporting Complex.**

CARRIED 8/0

Regulatory/Administration Officer left the meeting at 3.58pm

16.2 APPLICATION FOR DEVELOPMENT APPROVAL – NEW SHED FOR WASH DOWN/MAINTENANCE, KOJONUP WASTE TRANSFER STATION, TUNNEY ROAD, KOJONUP.

AUTHOR	Phil Shephard – Town Planner
DATE	Friday, 16 March 2018
FILE NO	CP.USA.2
ATTACHMENT	16.1.1 Application letter/plans

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP4 – Prosperity	4.3 - Be attracting support industries and divers and new sectors to the region.	4.3.1 - Whilst growing business, advocate and manage for expected water efficiency, energy efficiency and waste management to support regional and state-wide environmental standards.

DECLARATION OF INTEREST

Nil.

SUMMARY

To consider a proposal for development approval to develop a new shed to cover the existing wash down/maintenance area at the Kojonup Waste Transfer Station.

The proposal is on land within a Public Purposes local scheme reservation under Town Planning Scheme No. 3 (TPS3) and no delegation is available to staff to deal with the application and it must be presented to Council for consideration.

The recommendation is to approve the proposal subject to conditions and advice.

BACKGROUND

Nil.

COMMENT

Proposal

The development includes constructing a new 14m x 12m shed for wash down and maintenance purposes of their existing trucks/machinery as shown in the attached plans and images to be located adjoining an existing shed.



*Aerial image showing existing buildings and site of proposed new shed
(Source: Landgate Map Viewer Plus)*

The existing wash down pad is connected to an oil separator and separate sump/drain. The shed will be constructed of steel frames and concrete floor with zincalume wall and roof sheeting.

The shed will be located within the present lease area for Warren Blackwood Waste and will assist improve their rubbish and recycling services on the property. The lease area is within Reserve 11301 (Lot 367) which has a long history of use for rubbish disposal, waster transfer and recycling purposes. There are many existing buildings constructed within the lease area and used by Warren Blackwood Waste.

The reserve is under the care and control of the Shire of Kojonup and leased to Warren Blackwood Waste to undertake rubbish collection/disposal and recycling services.

Town Planning Scheme No. 3 controls

The property is contained within a Public Purposes local scheme reservation under Town Planning Scheme No. 3 (TPS3).

In respect of reserved land under the Scheme, TPS3 (c.2.2) requires:

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

- (a) the objectives as outlined below; and*
- (b) the ultimate purpose intended for the reserve;*
and the Council shall, in the case of land reserved for the purposes of a public authority, confer with that authority before granting its consent.

The objectives for the Public Purposes reserve (c.2.3.2) under TPS3 are:

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

The proposal is consistent with the use/development of the property for waste disposal and related activities and the purpose of the Crown Reserve.

Bushfire Planning

The property is shown as bushfire prone by the Department of Fire and Emergency Services mapping and the applicants may require a Bushfire Management Plan and/or Evacuation Plan to be prepared as required under the WA Planning Commission's Policy SPP 3.7 Planning in Bushfire Prone Areas' as a condition of development approval to be prepared and implemented to address the present risk.

Conclusion

The proposal is generally consistent with the objectives for the Public Purposes reserve and should be approved subject to conditions and advice.

Alternate Options

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

1 *Not support the proposal*

The Council can choose to not support the proposal if it is considered to be inconsistent with the objectives and purpose for the reserve.

2 Support the proposal

The Council can choose to support the proposal if it is considered to be consistent with the objectives and purpose for the reserve.

3 Defer the proposal

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

CONSULTATION

Nil required.

STATUTORY REQUIREMENTS

Planning and Development Act 2005 - This application is required to be determined in accordance with the requirements of Town Planning Scheme No. 3 which is an operative local planning scheme under the Act.

POLICY IMPLICATIONS

There are no Council policies relevant to this report.

FINANCIAL IMPLICATIONS

The proponent must pay the development application fee of \$147 as set down in the adopted 2017/2018 List of Fees and Charges.

RISK MANAGEMENT IMPLICATIONS

Risk Description	Risk Likelihood	Risk Consequence	Risk Classification	Risk Treatment
Council does not support the proposal	Unlikely (D)	Minor (2)	Low	Managed by routine procedures, unlikely to need specific application of resources

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications relevant to this report. All assets will need to be removed from site at the cessation of the lease unless otherwise determined by the Council in consultation with Warren Blackwood Waste.

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 Community Development

Goal Five: Build capacity to enable communities to achieve.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

27/18 Moved Cr Radford, seconded Cr I Pedler that the Council grant development approval for the new shed for wash down/maintenance activities at Lot 367 (Reserve 11301) Tunney Road, Kojonup subject to the following conditions:

- 1) The use/development to be generally in accordance with the attached stamped approved plans, unless a variation has been approved by the Chief Executive Officer.**
- 2) The preparation and implementation of a Bushfire Management and/or Evacuation Plan to comply with the WA Planning Commission's Policy SPP 3.7 Planning in Bushfire Prone Areas'.**

Advice Notes:

- i. The construction of the shed cannot proceed until you have obtained a Building Permit,**
- II. All assets will need to be removed from site at the cessation of the lease unless otherwise determined by the Council in consultation with Warren Blackwood Waste**

CARRIED 8/0

16.3 APPLICATION FOR DEVELOPMENT APPROVAL – WORKERS ACCOMMODATION UNITS AT No. 4 KOJONUP-KATANNING ROAD, KOJONUP.

AUTHOR	Phil Shephard – Town Planner
DATE	Friday, 16 March 2018
FILE NO	A8094
ATTACHMENT	16.2.1 Application plans 16.2.2 Bushfire Attack Level Assessment Report

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP4 – Prosperity	4.1 Be providing business assistance for growth in small local industry. 4.3 Be attracting support industries and diverse and new business sectors to the region.	4.1.1 Amend TPS to encourage economic development and private investment. 4.3.4 Drive population growth through the support of local industry, development of new industry and promotion of Kojonup’s point of difference.

DECLARATION OF INTEREST

Nil.

SUMMARY

To consider a proposal for development approval to develop 3 x 4-bedroom units for workers accommodation on the above property. The proposal involves a ‘use not listed’ under Town Planning Scheme No. 3 (TPS3) and it must be presented to Council for consideration.

The recommendation is to determine the proposal may be consistent with the purpose and objectives for the zone and commence advertising of the proposal for public comment.

BACKGROUND

Nil.

COMMENT

Proposal

The development includes 4 units of 3-bedrooms (16m²) each as shown in the attached plans to be located adjacent to the existing house to be used for workers accommodation.



Aerial image showing lot boundary in red and surrounding buildings (Source: Landgate Map Viewer Plus)

The plans attached for the units show they are prefabricated and 14.4m long x 4.2m wide and single-storey each with a bed, en-suite and couch/bench. The units would be constructed with a front 1.5m-wide verandah and repainted inside and out in a pastel (not white) colour. 1 on-site parking bay will be provided for each unit (12-bays).

The areas around the units will be landscaped and a common amenities area will be provided for shade/bbq/gazebo etc.

The existing house will be used as a manager's residence.



Street view image showing front of property from Kojonup-Katanning Road and existing driveway and dwelling (Source: Google Earth Pro)

The property is 2,908m² in area and has frontage to Kojonup-Katanning Road. Adjoining land uses include a church (to the south), roadhouse (to the west), residential (to the east) and school (to the north). There is an existing dwelling and detached garage constructed on the site.

The property is zoned Residential and has a density code of R10/20 under TPS3 and is connected to water supply, sewer, electricity and telecommunications infrastructure.

Town Planning Scheme No. 3 controls

The proposal is primarily aimed at accommodation of workers on a temporary basis engaged in construction and agricultural projects around Kojonup. This use does not fit within the other types of use class included within TPS3 such as residential building, bed and breakfast, holiday accommodation or motel.

The proposed land use is referred to as a 'use not listed' and in this situation the Council must decide initially whether to reject or support the proposal.

TPS3 (c.3.3.5) requires:

If the use of land for a particular purpose is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the interpretation of one of the use classes, the Council may:

- (a) *determine that the use is not consistent with the objectives and purpose of the particular zone and is therefore not permitted; or*
- (b) *determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the zone and thereafter follow the advertising procedures of Clause 6.2 in considering an Application for Planning Consent.*

The objectives for the Residential zone (c.3.2.1) under TPS3 are:

The use of land in the Residential Zone shall be consistent with the following objectives:

- (a) *The zone shall be predominantly residential.*
- (b) *Non-residential uses shall be compatible in character, scale and operation with the predominant residential use.*
- (c) *A non-residential use shall only be permitted if the use does not detract from the amenity of the area.*

The proposal is considered to be generally consistent with the objectives for the Residential zone and will provide additional accommodation primarily for workers to the district. The proponent has committed to ensuring the development is functional and made attractive with landscaping and on-site vehicle parking and will comply with all relevant standards.

The surrounding uses include a roadhouse/motel units, school and church with 1 residential property adjoining the eastern boundary and should the proposal be supported by Council, they will be provided with a copy of the application and invited to provide a submission. This referral process including public advertising/display of the proposal would enable the Council to assess its suitability and impacts on the amenity of the area.

Council could also decide the use is not consistent with the objectives for the Residential zone and reject the proposal.

Bushfire Planning

The property is shown as bushfire prone by the Department of Fire and Emergency Services mapping and the application includes a Bushfire Attack Level Assessment Report (BAL) as required under the WA Planning Commission's Policy SPP 3.7 Planning in Bushfire Prone Areas'.

The BAL recommends some modifications to the development site to achieve compliance and a reassessment when the required works have been completed. Should the proposal proceed, a condition of development approval will require a Bushfire Management Plan and/or Evacuation Plan to be prepared and implemented to address the present risk.

Conclusion

The proposal is considered to be generally consistent with the objectives for the Residential zone and should be referred and advertised for public comment to assess its suitability and impacts on the amenity of the area.

Alternate Options

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

1 Not support the proposal

The Council can choose to not support the proposal if it is considered to be inconsistent with the objectives for the zone.

2 Support the proposal

The Council can choose to support the proposal if it is considered to may be consistent with the objectives for the zone and proceed to obtain public comment.

3 Defer the proposal

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

CONSULTATION

Should the Council determine to proceed and advertise the proposal, the comment period is a minimum of 14 days.

STATUTORY REQUIREMENTS

Planning and Development Act 2005 - This application is required to be determined in accordance with the requirements of Town Planning Scheme No. 3 which is an operative local planning scheme under the Act.

POLICY IMPLICATIONS

There are no Council policies relevant to this report.

FINANCIAL IMPLICATIONS

The proponent must pay the development application fee of \$1,344 as set down in the adopted 2017/2018 List of Fees and Charges. In addition, advertising charges will be recouped from the proponent.

RISK MANAGEMENT IMPLICATIONS

Risk Description	Risk Likelihood	Risk Consequence	Risk Classification	Risk Treatment
Council does not support the proposal	Unlikely (D)	Minor (2)	Low	Managed by routine procedures, unlikely to need specific application of resources

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications relevant to this report.

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

Nil.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

28/18 Moved Cr Fleay, seconded Cr Radford that Council:

- 1) In accordance with c.3.3.5(b) of TPS3 determine by absolute majority that the proposed workers accommodation use/development on No. 4 Kojonup-Katanning Road, Kojonup may be consistent with the objectives for the Residential zone and undertake referral to adjoining/nearby landowners and advertise the proposal for public comment for a period of not less than 14-days.**

- 2) Delegate to the CEO the power to determine the development application for the proposed workers accommodation on No. 4 Kojonup-Katanning Road, Kojonup following the advertising period including the placement of conditions and/or advice on the approval in consultation with the Town Planner. Should any submissions be received that the CEO determines cannot be adequately dealt with by the placement of a condition/advice or that would warrant staff recommending the application be refused, the application will be referred to the April 2018 meeting for determination.**

CARRIED BY AN ABSOLUTE MAJORITY 8/0

16.4 AUDIT COMMITTEE RECOMMENDATION

Cr Mathwin, chair of the Audit Committee tabled the following recommendation from their meeting held earlier in the day and requested Council's consideration.

29/18 Moved Cr Warland, seconded Cr Hobbs that Council adopt the Audit Committee Recommendation to hold a community information meeting to discuss the future of Kodja Place going forward with agenda items from the community to be submitted prior to the meeting

LOST 3/5

The Council noted that questions on notice will be invited for the Annual Electors meeting and it was felt that there was not sufficient time to organise and prepare for a second community meeting.

17 **CONFIDENTIAL REPORTS**

Nil.

18 **NEXT MEETING**

Tuesday, 17 April 2018 commencing at 3:00pm.

19 **CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 4.17pm.

20 **ATTACHMENTS (SEPARATE)**

- Item 7 **7.1.1** Minutes of the Ordinary Council Meeting held 20 February 2018
- Item 10.1 **10.1.1** Common Roadside Weeds Brochure
- Item 10.2 **10.2.1** Minutes for the Natural Resource Management Committee Meeting held 30 November 2017.
- Item 10.3 **10.3.1** Unconfirmed Minutes for the Natural Resource Management Committee Meeting 22. February 2018.
- Item 12.1 **12.1.1** February 2018 Monthly Financial Statement.
- Item 12.2 **12.2.1** Monthly Payment Listing 01/02/2018 – 28/02/2018.
- Item 12.3 **12.3.1** Compliance Auditor Return 2017.
- Item 12.4 **12.4.1** Budget Review 2017/2018.
- Item 12.5 **12.5.1** Employee Manual
- Item 12.6 **12.6.1** Annual Report 2016/2017
- 12.6.2** Auditor’s Management Letter
- Item 16.1 **16.1.1** Preliminary Plans
- Item 16.2 **16.2.1** Application letter/plans
- Item 16.3 **16.3.1** Application plans
- 16.3.2** Bushfire Attack Level Assessment Report

Presiding Member

Date