

Kojonup



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

18 September 2018

MINUTES FOR THE COUNCIL MEETING TO BE HELD ON 18 SEPTEMBER 2018

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MINUTES

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

The Shire President declared the meeting open at 3.00pm and alerted 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.

Acknowledgement of Country

The Shire of Kojonup acknowledges the first nations people of Australia as the Traditional custodians of this land and in particular the Keneang people of the Noongar nation upon whose land we meet.

We pay our respect to their Elders past, present and emerging

Prayer led by Cr S Pedler

Gracious Father, we acknowledge you as our Maker and Judge. We ask for wisdom for our reigning monarch Queen Elisabeth. Grant to her good health and strength in the executing of her duties.

We pray for all Ministers and Cabinet members of the Australian Federal and State Government. Grant to them wisdom in the welfare of Australia, so that truth and justice is established for all Australians.

Lastly Gracious Father, we pray for ourselves. We ask that you might grant to us the ability to speak with integrity and to work with uncompromising diligence. Grant to us the wisdom to make good decisions, remembering that we are one community. Grant to us the good humour to keep things in perspective in a community that is a diverse population.

We ask that we might always be mindful of the safety and welfare of the people of Kojonup. Grant to all who serve on Public Committees the ability to listen and work together with mutual respect for one another. Bless us with the personal joy of knowing that we have done our best.

2 ATTENDANCE and APOLOGIES

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

STAFF

Rick Mitchell-Collins	Chief Executive Officer
Phil Shephard	Planner
Heather Marland	Senior Finance Officer
Lorraine Wyatt	Executive Assistant

LEAVE OF ABSENCE

Nil

APOLOGIES

Cr Graeme Hobbs	
Anthony Middleton	Manager of Corporate and Community Services
Judy Stewart	Senior Administration Officer
Robert Cowie	Regulatory/Admin & Payroll Officer

GUESTS (3.00pm – 3.20pm)

Wayne Green	DFES District Superintendent Great Southern
George Bailye	
John Lewis	
Christine Lewis	

MEMBERS OF THE GALLERY

David Prasser-Jones (3.47pm – 3.49pm)

3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 PETITIONS, DEPUTATIONS AND PRESENTATIONS

In accordance with the Shire of Kojonup Standing Orders, the Presiding Member changed the order of proceedings. This item was dealt with as the first order of proceedings for the day at 3.00pm.

Department of Fire and Emergency Services (DFES) District Superintendent Great Southern, Wayne Green presented 60 year service medals and certificates to George Bailye and John Lewis.

Guests left the meeting.

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING 21 AUGUST 2018

Minutes of the previous Ordinary Council Meeting which was held on 21 August 2018 were previously circulated under separate cover and are at **Attachment 7.1.1**

OFFICER RECOMMENDATION/COUNCIL DECISION

103/18 Moved Cr Benn seconded Cr Warland that the Minutes of the Ordinary Meeting of Council held on 21 August 2018 be confirmed as a true record.

CARRIED 7/0

8 ANNOUNCEMENTS by the Presiding Member without discussion

On behalf of Council, the Shire President offered condolences to the family and friends of Valmaie Perkins and Donald Webb

9 DECLARATIONS OF INTEREST

Item 10.1: Kojonup Railway Station Area – Conservation Plan and Interpretation Strategy.

- Cr G Hobbs, Cr Radford and Cr J Benn have previously declared an interest.

Item 10.3: Storyplace/Mosaic Accessioning Project

- Cr Benn, Cr Radford and Cr Hobbs have previously declared an interest on matters pertaining to 'The Kodja Place'.

Councillor Radford declared an Impartiality Interest and left the meeting at 3.21pm.
 Councillor Benn declared an Impartiality Interest and left the meeting at 3.21pm.

In accordance with the Shire of Kojonup Standing Orders Local Law, the Presiding member changed the order of proceedings. As Cr Benn and Cr Radford had both declared interests in items 10.1 Kojonup Railway Station Area – Conservation Plan and Interpretation Strategy and 10.3 Storyplace/MOSAIC Accessioning Project, it was decided that these items should be heard consecutively.

10 KEY PILLAR 1 – ‘PLACE’ REPORTS

10.1 KOJONUP RAILWAY STATION AREA – CONSERVATION PLAN AND INTERPRETATION STRATEGY.

AUTHOR	Rick Mitchell-Collins – Chief Executive Officer Phil Shephard – Town Planner
DATE	Tuesday, 4 September 2018
FILE NO	RC.MUS.4
ATTACHMENT(S)	Nil

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP1 – Place	1.4 Be enjoying a Main Street which is an inviting meeting place where we celebrate our history and heritage in a modern way.	1.1.2 Celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups.
KP3 - Performance	3.3 Use a Building Assessment Framework and control our investment in building maintenance. 3.4 Be organised and transparent with our financial management.	3.3.1 Implement an asset rationalisation process based on the Building Assessment Framework. 3.4.2 Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Cr G Hobbs, Cr Radford and Cr J Benn have previously declared an interest as members of the Kojonup Tourist Railway Association Inc.

SUMMARY

The Kojonup Railway Station precinct is contained on the statutory State Register of Heritage Places under the *Heritage of Western Australia Act 1990*. To ensure the cultural heritage values of the place are maintained it is recommended that a Conservation Management Plan be prepared in conjunction with commencing implementation of the Interpretation Strategy adopted by Council at the 14 November 2017 Council Meeting (Decision 135/17).

BACKGROUND

The Kojonup Railway Station (fmr) Group (Loading Platform, c.1912; Goods Shed, 1922; Station Building, 1925; Spotted Gums, 1920s; Bus Shed, 1943; Wool Loading Platform)

were included on the statutory State Register of Heritage Places on 16 May 2008) under the *Heritage of Western Australia Act 1990* and this places obligations on both the Shire (as owner/manager) and other users such as the Kojonup Tourist Railway Inc. to manage, use and develop the site to protect the heritage values of the site.

In 2015 the Kojonup Tourist Railway Inc. approached the Shire with a proposal to display a steam locomotive and this led to the preparation of the Interpretation Strategy: Future Use and Development of the Kojonup Railway Station and Line report and recommendations by Helen Munt - Heritage and Interpretation Consultant which was adopted by the Shire at its 20 June 2017 meeting (Decision 61/17).

COMMENT

There are 2 proposals for consideration which are discussed separately below:

Conservation Management Plans

The State Heritage Office advise the purpose of a Conservation Management Plan (CMP) is to guide conservation and management of a heritage place and includes identifying the heritage significance of the place and providing policies for the sustainable future and management of the place.

A CMP includes 3 steps:

- 1 **Understanding the significance of the place.** This part records the history and changes to the railway station area over time and includes recording the physical condition of the place. This information is then used to produce a Statement of Significance and identify zones (and elements) showing the relevant significance of these towards the overall heritage of the place.
- 2 **Developing policies to guide maintenance and change.** This part identifies opportunities and constraints arising from part 1 and would include any planned future developments for the railway station area such as the proposed steam locomotive and/or relocation of the men's shed etc. as well as the current physical condition of the place. This part concludes by developing policies for the issues that arise.
- 3 **Developing an action plan.** The final part is to develop an action plan that includes a schedule of conservation works and maintenance schedule.

The CMP is prepared by a heritage consultant within the guidelines established by the State Heritage Office and a standard brief for consultants is available. Staff has sought cost estimates for the preparation of a CMP and has been advised a budget of \$30,000 should be included to cover consultant brief, architect costs, historian costs, project management etc. Staff are now seeking feedback from the State Heritage Office on funding from them towards the preparation of the CMP based on a \$1 for \$1 contribution.

In this instance, the CMP will need to look beyond the registered area of the railway station and line and consider the recommendations in the Interpretive Strategy. The final costs may be less due to the existing heritage information derived from the listing on the State Register and the background information included in the Interpretive Strategy.

Interpretive Strategy

The Interpretive Strategy prepared in 2017 is primarily about preserving the heritage of the site whilst providing guidance on potential future developments and activities such as the proposed steam locomotive and/or relocation of the men's shed, facilities for RV's etc.

associated with the railway station and line and includes a number of recommendations for the site.

A number of the recommendations from the Interpretive Strategy around repainting the station building, maintenance, removing some vegetation etc. have already been completed.

The Interpretive Strategy recommends the Shire engage a suitably qualified and experienced consultant to further develop and detail the interpretation material, devices and installations for the place. The outcome will provide a 'shovel ready' plan for graphic design, materials selection, a colour and font palette and text, as well as provide costings which can then be used to initiate a project budget and staging of the implementation.

Staff have sought cost estimates for the preparation of the Interpretive Strategy and have been advised a budget of \$22,000 should be included to cover consultant brief, consultant fees (refine interpretive approach/installations/elements identified/conceptual design with indicative costs), project management etc. Dependent on final costs, budget may also allow for some design/documentation of final designs for elements. This budget would not include fabrication and installation costs.

Some of the elements expected as outcomes from the Interpretive Strategy are likely to crossover with the proposed **Townscape Plan** to be prepared and staff would request Council defer the Interpretive Strategy until the Townscape Plan has been completed.

Conclusion

The preparation of a CMP in conjunction with the implementation of the next stage of the Interpretive Strategy is in line with the recommendations of the adopted Interpretive Strategy and represents an ideal opportunity to achieve the preservation of the railway station area whilst enabling the enhancement of this important tourist/recreation asset in Kojonup.

Alternate Options

The Council has several options available to it, which are discussed below:

- 1 Not support the proposal
The Council can choose to not support the proposal, in part or whole. If this option was chosen, the plans would not proceed, and Council would continue to manage the railway station area as is.
- 2 Support the proposal
The Council can choose to support the proposal, in part or whole. If this option was chosen, staff would prepare consultants briefs and seek quotes from consultants to complete the work.
- 3 Defer the proposal
The Council can choose to defer the matter for a period of time and seek additional information if necessary.

CONSULTATION

Helen Munt (Heritage and Interpretation Consultant)

STATUTORY REQUIREMENTS

Heritage of Western Australia Act 1990 - The Kojonup Railway Station (Fmr) Group is contained on the State Register of Heritage Places.

POLICY IMPLICATIONS

There are no Council planning policies relevant to this report.

FINANCIAL IMPLICATIONS

The contribution for the CMP could be taken from account 6054 Townscape Plan (2018/19 budget of \$22,000) aligned with a \$1 for \$1 contribution from the State Heritage Office.

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

The Kojonup Railway Station area is managed by the Shire of Kojonup under the Management Order issued for the land. The station buildings and area are maintained by the Shire and is included in the Asset Management Plan. As the only remaining example of light rail asset in Western Australia, Kojonup should not be expected to fully fund the projects given the asset is of state significance.

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

Southern Link VROC Strategic Directions 2015-2020

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

104/18 Moved Cr I Pedler seconded Cr Warland that Council:

- 1. Seek a financial contribution from the State Heritage Office (on a \$1 for \$1 basis) for the preparation of a Conservation Management Plan (maximum budget \$30,000).**
- 2. Defer implementation of the next stage of the Interpretative Strategy until the proposed Townscape Plan has been prepared.**

CARRIED 5/0

10.3 STORYPLACE/MOSAiC ACCESSIONING PROJECT

AUTHOR	Rick Mitchell-Collins – Chief Executive Officer
DATE	Thursday 6 September 2018
FILE NO	GO.CNM.9
ATTACHMENT	10.3.1 - ICR28953 KPCF Inc. and OCR10355

STRATEGIC/CORPORATE IMPLICATIONS		
Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”		Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 1 Place	1.1 – Have maximised our “One Community” program through specific events, celebration of built form and enhancement of our environment.	1.1.2 – Celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups. 1.1.3 – Grow ‘The Kodja Place’ to become an iconic WA attraction. 1.2.3 – Provide community infrastructure that attracts outsourced or privately-run facilities and programs.
KP – 2 Connected	2.1 – Be growing our state-wide and local tourism and shopping capabilities through regional alliances.	2.1.2 Promote and facilitate Kojonup as a short-term tourism destination to and from Albany. 2.1.4 – Reach out to investors for management of amenities and future industry growth. 2.1.5 Foster a strong relationship with Kojonup’s Aboriginal community to further recognise and grow the recognition of Aboriginal culture and leadership in the Shire. 2.1.10 – Kodja Place Building Improvements: Repair/replace defective walls and wall cladding; CCTV and security upgrade; Solar Array
KP – 3 Performance	3.1 – Be a continually engaged and strategic community which leads and organises throughout the entire stakeholder group 3.3 – Use a Building Assessment Framework and control our investment in building maintenance. 3.4 – Be organised and transparent with our financial management	3.1.1 Build partnerships with WA recreation, business and tourism 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 INTEREST

Cr Benn, Cr Radford and Cr Hobbs have previously declared an interest on matters pertaining to 'The Kodja Place'.

SUMMARY

To acknowledge receipt of the Kodja Place Community Fund Inc. (KPCF) correspondence dated 19 August 2018 and consider Council's financial contribution towards the KPCF Inc. Storyplace/Gallery MOSAiC Project.

BACKGROUND

Councils since the inception of 'The Kodja Place' have supported the need to collect stories and items from our community for display in the Storyplace/Gallery. In recent years, Council has allocated funds to allow audio and video interviews to be collected as possession of this raw material can then be transcribed/digitized for future use in the Storyplace/Gallery.

Previous meetings held by the KPCF Inc. have impressed on Council the need to leverage funds from external funding authorities such as Lotterywest to ensure the best value for money outcomes. Council also encourages at least a \$ for \$ leveraging of ratepayer funds towards projects it undertakes.

The KPCF Inc. via an extra ordinary meeting prior to holding its Annual General Meeting on 15 August 2018, has informed Council via the attached letter from Chairman, Alan Egerton-Warburton dated 19 August 2018, that the Fund does not agree to the Shire of Kojonup lodging the Storyplace/Gallery MOSAiC application with Lotterywest, preferring instead to self-fund the project and seeking a Council allocation of \$7920.

COMMENT

Council certainly supports the need for annual funding allocations to be made to allow the collection and transcribing of interviews, etc. to occur as without this material no stories would be told for future generations. The Storyplace/Gallery Work Group's terms of reference align to this need:

To advise and assist Council and the Community realise the Community Strategic Plan 2017 -2027 Community Outcomes and Strategic Deliverables including "One Story, Many Voices" within the Storyplace/Gallery at The Kodja Place by **planning projects, identifying resources (plant, equipment, human) and funding required to enhance the curatorial/multi-media and MOSAiC aspects of the Storyplace/Gallery** as identified in the adopted Kodja Place Master Plan in particular (Recommendations 12A to 16A) and adopted Curatorial Audit recommendations prepared by Dr Sue Graham-Taylor.

The KPCF Inc. decision to self-fund the project will not achieve any leveraging of the anticipated \$14,407 Lotterywest funding towards the application.

Council has to determine if it supports the KPCF Inc. self-funding the project and whether or not Council wishes to make a financial contribution.

Alternatively, Council may wish to lodge its own application with Lotterywest and other external bodies this financial year based on the new Work Group recommendations to Council regarding priorities within the Storyplace/Gallery. For example, repairs need to be undertaken to the School Bus and the Kojonup Aboriginal Corporation has expressed a desire

to 'build' on Ted Smith's story and display as the present documentation is difficult to read. The Marribank Aboriginal Corporation is also exploring opportunities for the children's drawings to be displayed at Kodja Place.

The community remains divided on the future of the Kodja Place and whilst supporters espouse a cultural 'copyright' on the creative efforts, Council has to ensure the financial/workplace/legal viability is not to the detriment of other areas under the Shires responsibility.

Council also has responsibility via the Volunteer Management Handbook to provide a consistent resource for volunteers and staff working with volunteers. The Volunteer Charter clearly lists the expectations of both the Shire of Kojonup and volunteers.

1.3 Volunteer Charter

Volunteers can expect the Shire of Kojonup to:

- ✓ involve volunteers in meaningful and worthwhile tasks
- ✓ recognise the different roles of volunteers and paid staff
- ✓ provide and maintain a safe and healthy work environment
- ✓ assess volunteer skills to match tasks with expectations, interests and time commitments
- ✓ respect and acknowledge the contribution of volunteers
- ✓ provide an agreed level of supervision, support, resources, instruction and training
- ✓ maintain effective dialogue and build trusting relationships with volunteers
- ✓ provide adequate formal and informal channels of communication for positive and constructive feedback, consultation and the exchange of relevant information
- ✓ provide personal accident and public liability insurance

Shire of Kojonup will expect volunteers to:

- ✓ abide by our Code of Conduct
- ✓ work as part of the Shire of Kojonup team and demonstrate professional behaviour towards Shire staff, other volunteers and the community
- ✓ respect and maintain confidentiality and privacy
- ✓ comply with the Shire's work health and safety requirements and to wear any personal protective equipment (PPE) provided
- ✓ have a clear understanding of the duties of the role and follow specific instructions, requirements, policies and guidelines and take reasonable care of themselves and others
- ✓ undertake appropriate orientation and training relevant and necessary to the volunteer role
- ✓ recognise and not exceed individual physical and skill limits
- ✓ provide feedback and constructive comment aimed at improving the Shire of Kojonup's management of volunteer activities

If Council makes a financial contribution by way of a donation to the KPCF Inc. towards the project what checks and balances will be in place to ensure the project outcomes are met?

It is very pleasing that the KPCF Inc. supports the aims and objectives of the Storyplace/Gallery Work Group and that Mr Egerton-Warburton has accepted the nomination.

CONSULTATION

Council Briefing Sessions

Meeting with Alan Egerton-Warburton and Barba Hobbs 21 June 2018.

STATUTORY REQUIREMENTS

Local Government Act 1995

Occupational Health and Safety Act 1984 (WA)

Equal Opportunity Act 1984 (WA)

Best Practice Volunteering Australia (VA) National Standards for involving volunteers in Not-For-Profit Organisations.

POLICY IMPLICATIONS

Policy 2.3.8 Volunteer Management

Objective:

To provide a Volunteer Management system that integrates and coordinates the core policies processes and activities the organisation has in place for working with volunteers. It is made up of policies, procedures and work documents which control how the volunteer program is implemented from day to day.

The KPCF Inc. does not possess such a policy that explicitly addresses legal and workplace requirements especially when operating in a Shire owned and operated facility, hence Council's preference to lodge the Lotterywest application as a Shire project.

FINANCIAL IMPLICATIONS

Council records indicate that \$15,392 (Code 8109) was expended on Story Area/ (MOSAiC) in the 2016/17 financial year, \$13,072 in the 2015/16 financial year and \$8,664 in the 2014/15 financial year.

The total project proposal originally lodged by KPCF Inc. is \$34,246.00 including 'In Kind' assistance of \$9,398.00.

Council is also conscious that other members of the community are questioning the amount of funding required to operate the Kodja Place Precinct which resulted in an underlying deficit of \$643,950 (a reduction of \$91,616.00 on 2017/18 budget projections) of which half of the expense represented Depreciation, Insurance, Admin overheads, utility provision and grounds maintenance.

Community concerns for/against Kodja Place continued at the Annual Electors Meeting held in May 2018. The 2018/19 Annual Budget has reflected a further reduction of \$32,000 on the previous years' operating loss to \$611,000.

The CEO tabled a Confidential Discussion Paper at the 24 June 2018 Council Meeting which compared the 2002 Business Plan against 2017/18 Actuals. A vast majority of the 2002 modelling has never been achieved resulting in Council subsidising the Kodja Place Precinct in excess of \$250,000 per annum from the first year of operation.

Council clearly understands the challenges of achieving realistic revenue and staffing levels that have not been fully realised, hence the introduction of a new management model in the 2014/15 financial year which more accurately reflects a 364 day operation.

RISK MANAGEMENT IMPLICATIONS

The Storyplace/Gallery Work Group has not had the opportunity to meet in order to discuss what processes, systems, priorities, resources etc., presently exist or are required to progress its terms of reference including formal/informal arrangements/MOU's with groups and organisations such as Kojonup Aboriginal Corporation, Marribank Aboriginal Corporation, Kojonup Historical Society, Kodja Place Community Fund, WA Museum, etc.

Council needs to ensure there is a clear plan and approach including prioritised budget considerations which can be staged including the preparation of applications seeking external support. Lack of coordination despite the best of intentions is counterproductive and contradicts the intent of Council's Volunteer Management framework.

ASSET MANAGEMENT IMPLICATIONS

Items within the Storyplace/Gallery are provided (on loan) by various community members and it is important that the conditions attached to each item are clearly documented and recorded. Council is aware of the need for an integrated approach to establishing, reviewing and enhancing processes and systems which supports the efforts of our wonderful volunteers. The Work Group can assist Council and volunteers update the various data bases so that there is not an over reliance on one or two members undertaking this task. Council and the community need to be able to know what items etc., are displayed and stored at the Kodja Place and on what terms they are displayed/stored and what are the consequences/implications if damaged or lost?

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

106/18 Moved Cr Warland seconded Cr I Pedler that Council defer any decision on donating funds towards the Kodja Place Community Fund Inc. Accessioning Project until the matter has been considered by the Storyplace/Gallery Work Group who will meet prior to the 16 October 2018 Council meeting.

CARRIED 5/0

Cr Benn and Cr Radford returned to the meeting at 3.26pm.

10.2 CHANGING PURPOSE OF RESERVE 22498 FROM GRAVEL TO RECREATION.

AUTHOR	Jane Kowald – NRM/Landcare Officer Phil Shephard – Town Planner
DATE	Tuesday, 4 September 2018
FILE NO	PR.RES.22498
ATTACHMENT(S)	Nil

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP1 – 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.	1.2.4 Plan and develop appropriate passive recreation facilities.

DECLARATION OF INTEREST

Nil.

SUMMARY

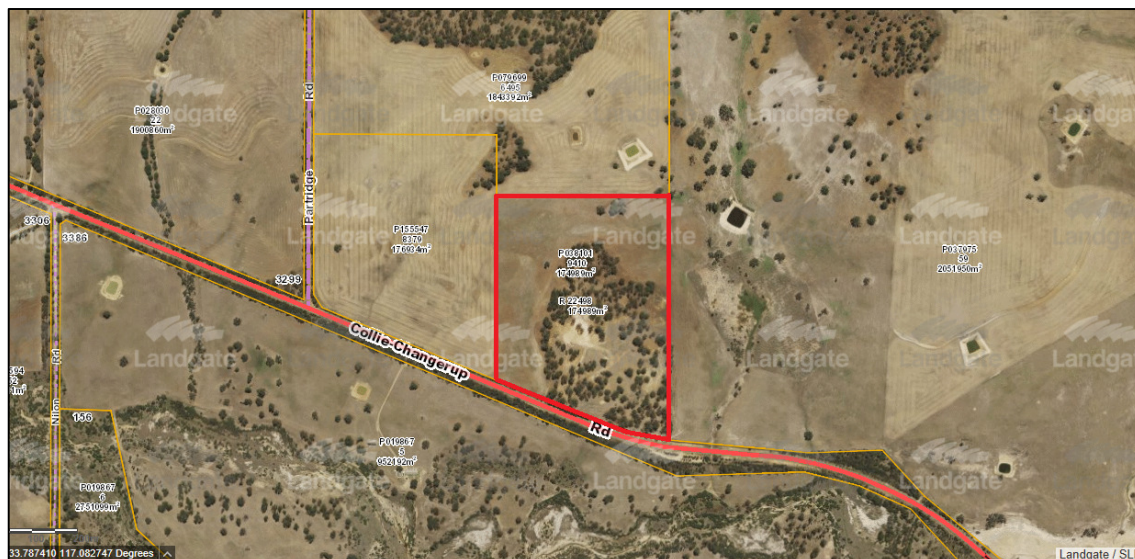
Reserve 22498 was created for the purpose of Gravel extraction. The gravel has now been exhausted and the purpose should be changed to Recreation to reflect its use in the future.

BACKGROUND

Nil.

COMMENT

Reserve 22498 is 17.4989 hectares in size and located approximately 7.2 kilometres west along the Collie-Changerup Road from Albany Highway (see image below). The reserve is a C class reserve with its management vested in the Shire of Kojonup.



Reserve 22498 Collie-Changerup Road bordered in red (image Landgate Map Viewer Plus)
 The gravel resources have been exhausted and the reserve has been subject to some revegetation by the Shire in 2010 and 2011 to complement the remnant jarrah and wandoo vegetation stands that remain. To reflect this, the purpose of the reserve should be changed from Gravel to Recreation to reflect its future use as a passive recreation/fauna habitat reserve which is undergoing revegetation.

The proposal to change the purpose of the reserve is required to be approved by the Minister for Lands/Department of Planning, Lands and Heritage and staff recommend their approval now be sought.

Alternate Options

The Council has several options available to it, which are discussed below:

- 1 Not support the proposal
 The Council can choose to not support the proposal. If this option was chosen, the reserve purpose would remain gravel and Council would continue to manage the reserve as is.
- 2 Support the proposal
 The Council can choose to support the proposal. If this option was chosen, staff would refer the request to change the reserve purpose to the Minister for Lands/Department of Planning, Lands and Heritage for their consideration.
- 3 Defer the proposal
 The Council can choose to defer the matter for a period of time and seek additional information if necessary.

CONSULTATION

Nil required.

STATUTORY REQUIREMENTS

Land Administration Act 1997 and associated Regulations - The Act/Regulations govern land administration matters within WA including Crown reserves and enables the Minister to create, cancel and change reserves.

POLICY IMPLICATIONS

There are no Council planning policies relevant to this report.

FINANCIAL IMPLICATIONS

There is no fee payable to the Minister/Department to request a change to the purpose of the reserve.

RISK MANAGEMENT IMPLICATIONS

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

Risk Description	Risk Likelihood	Risk Consequence	Risk Classification	Risk Treatment
purpose to recreation				

ASSET MANAGEMENT IMPLICATIONS

Reserve 22498 is managed by the Shire of Kojonup under the Management Order issued for the reserve and the land is maintained by the Shire and included in the Asset Management Plan.

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

Southern Link VROC Strategic Directions 2015-2020

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

105/18 Moved Cr Mathwin seconded Cr Radford that Council request the Minister for Land/Department of Planning, Lands and Heritage change the purpose of Reserve 22498 from 'Gravel' to 'Recreation' to reflect its future use as a passive recreation/fauna habitat reserve.

CARRIED 7/0

10.4 NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE MINUTES

AUTHOR	Jane Kowald, NRM/Landcare Officer
DATE	Wednesday, 12 September 2018
FILE NO	GO.CNM.9
ATTACHMENT	10.4.1 – Unconfirmed Minutes for the Natural Resource Management Committee meeting 23 August 2018

STRATEGIC/CORPORATE IMPLICATIONS		
Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”		Corporate Business Plan 2017 – 2021 “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 unconfirmed minutes of the Natural Resource Management (NRM) Advisory Committee held on the 23 August 2018.

BACKGROUND

The Natural Resource Management Advisory Committee reports to Council on its efforts to fulfil the Committees adopted Terms of Reference via minutes of meetings.

COMMENT

Nil

COMMITTEE DECISION

Nil

CONSULTATION

Members of the Natural Resource Management Advisory Committee

STATUTORY REQUIREMENTS

Established under Section 5.8 of the Local Government Act 1995 to advise Council on NRM matters and projects that should be promoted or pursued utilising Council, Landcare Trust funds or sourcing external funds.

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

107/18 Moved Cr Mathwin seconded Cr Warland that Council receive the Natural Resource Management Advisory Committee unconfirmed minutes for the meeting held 23 August 2018.

CARRIED 7/0

11 KEY PILLAR 2 – ‘CONNECTED’ REPORTS

11.1 BUSHFIRE ADVISORY COMMITTEE RECOMMENDATIONS AND MINUTES

AUTHOR	Robert Cowie, Administration/Regulatory Officer
DATE	Friday 7 September, 2018
FILE NO	ES.CIR.2
ATTACHMENT	11.1.1 – Minutes for the Bushfire Advisory Committee Meeting held 5 September 2018

STRATEGIC/CORPORATE IMPLICATIONS		
Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”		Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP 2 - Connected	2.3 – Be providing for a safe and secure environment by working with State and Federal authorities.	2.3.1 - Maximise community safety through safe urban design and advocate for enhanced emergency service provisions.

DECLARATION OF INTEREST

Nil.

SUMMARY

The Bushfire Advisory Committee (BFAC) is established under Section 67 of the *Bush Fires Act 1954* and plays an important role in the Council’s decision making process. Minutes of these meetings will be presented to Council to ensure information flow.

BACKGROUND

Following the Kojonup BFAC meeting held on Wednesday 5 September 2018, the BFAC discussed various topics, all contained within the supplied Minutes.

COMMENT

One of the items discussed at the BFAC meeting was that the Shire of West Arthur have requested that one of the designated Fire Control Officers (FCO’s) from their Shire, be nominated within our Shire as a Dual FCO for the 2018/19 fire season.

In the past, this authority has been delegated to the Chief Executive Officer (CEO) for ratification, but since 2014 these requests have been submitted to Council for their approval.

The BFAC has recommended to Council that the approval for Dual FCO’s be reinstated as a Delegated Authority for the CEO, with consultation from the current Chief Bush Fire Control Officer and Presiding Member of the BFAC, to approve.

CONSULTATION

Members of the Bush Fire Advisory Committee.

STATUTORY REQUIREMENTS

Section 38, 40 & 67 of the *Bush Fires Act 1954*

POLICY IMPLICATIONS

There are no known Shire of Kojonup policy implications.

FINANCIAL IMPLICATIONS

There are no known financial implications.

RISK MANAGEMENT IMPLICATIONS

There are no known risk management implications.

ASSET MANAGEMENT IMPLICATIONS

There are no known asset management implications.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

There are no known VROC implications

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION/COUNCIL DECISION

108/18 Moved Cr Radford seconded Cr Benn that Council:

- 1. Receives the Bush Fire Advisory Committee minutes for the meeting held 5 September 2018; and**
- 2. Adopts Decision 8/18 of the Kojonup Bush Fire Advisory Committee meeting held 5 September 2018.**

CARRIED 7/0

12 KEY PILLAR 3 – ‘PERFORMANCE’ REPORTS

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

AUTHOR	Anthony Middleton – Manager Corporate & Community Services
DATE	Wednesday, 12 September 2018
FILE NO	FM.FNR.2
ATTACHMENT(S)	12.1.1 – August 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 31 August 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 2018 to 31 August 2018 represents two (2) months, or 17% of the year.

The following items are worthy of noting:

- Closing surplus position of \$3.62m;
- Operating results:
 - 51% of budgeted operating revenue has been received; and
 - 15% of budgeted operating expenditure spent;
- Capital expenditure achieved 6% of budgeted projects;
- The value of outstanding rates equates to 26.0% of 2018/2019 rates raised (includes instalments);
- Cash holdings of \$5.9m of which \$3.6m is held in cash backed reserve accounts; and
- Page 10 & 11 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

109/18 Moved Cr Mathwin seconded Cr Warland that the monthly financial statements for the period 1 July 2018 to 31 August 2018, as attached, be noted.

CARRIED 7/0

12.2 MONTHLY PAYMENTS LISTING

AUTHOR	Melissa Binning – Finance Officer
DATE	Friday, 7 September 2018
FILE NO	FM.AUT.1
ATTACHMENT	12.2.1 – Monthly Payment Listing 01/08/2018 to 31/08/2018

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 August 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

110/18 Moved Cr Radford seconded Cr Benn 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 August 2018		TO – 31 August 2018
Municipal Cheques	14055 – 14065	\$17,339.34
EFTs	21893 – 22099	\$749,834.18
Direct Debits		\$511,751.55
Total		\$1,278,925.07

be received.

CARRIED 7/0

12.3 WORKFORCE PLAN 2017-2021

AUTHOR	Rick Mitchell-Collins – Chief Executive Officer
DATE	Monday 27 August 2018
FILE NO	PE.EST.1
ATTACHMENT	12.3.1 - Workforce Plan 2017-2021 (updated)

STRATEGIC/CORPORATE IMPLICATIONS		
Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”		Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP 3 – 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 experience from a cohesive, happy and technology-driven workforce. 3.1.3 Encourage interaction and input to the Shire of Kojonup, particularly through contemporary working party teams.

DECLARATION OF INTEREST

Nil

SUMMARY

To present to Council the reviewed Workforce Plan which provides an overview of the capability, capacity and skillsets possessed by our team as well as gaps, opportunities and challenges faced by a small rural based Shire in attracting, retaining and developing staff.

BACKGROUND

The *Local Government Act 1995* Section 5.56(1) and 5.56(2) requires that each local government is ‘to plan for the future of the district’, by developing plans in accordance with the regulations. The Workforce Plan forms part of the Integrated Planning and Reporting Framework which is an essential planning tool not only for today but beyond tomorrow.

COMMENT

Kojonup’s workforce and organisational structure of 2017/18 is vastly different to that of 1997/8 as are the tasks, functions, services and planning we undertake in order to deliver realistic and sustainable outcomes. **Kojonup’s workforce planning strives to have the right people, with the right skills and resources in the right place, at the right time and cost to deliver the right outcomes** listed in SMART Possibilities!

Workforce planning helps identify resources/costs required to achieve an organisation’s purpose while constantly managing change. Workforce planning assists ‘peoples’ knowledge and understanding of the ‘business’ of Council to build a resilient, cohesive and sustainable organisation that is demonstrated through work ethic, performance, culture, values and behaviour.

CONSULTATION

Council Briefing Session
 Senior Management Team

STATUTORY REQUIREMENTS

Local Government Act 1995 Section 5.56(1) and (2)

POLICY IMPLICATIONS

Policy Manual - Section 2.2 Human Resources addresses the following employee related aspects which apply to team members and form part of the Employee Induction:

- 2.2.2 Elimination of harassment in the workplace
- 2.2.3 Employee Conferences, Seminars and Workshops
- 2.2.4 Education Assistance
- 2.2.5 Presentations – Departing Employees
- 2.2.6 Salary Packaging – Senior Employees
- 2.2.7 Staff Housing
- 2.2.8 Motor Vehicles – Officers
- 2.2.9 Workplace Drug & Alcohol use
- 2.2.10 Leave – Community Service
- 2.2.11 Shire Uniforms
- 2.2.12 Employee Training
- 2.2.13 Employee Assistance Program
- 2.2.14 Occupational Health & Safety

FINANCIAL IMPLICATIONS

The compilation of the Workforce Plan does not in itself have financial implications, however the Shire of Kojonup possesses a workforce of 68.9 FTE (full time equivalent) with an annual wages bill of approximately \$3.7 million which is the equivalent income raised through annual rates and charges. Wages are offset by grant income and fees and charges, but unlike similar sized councils, the Shire of Kojonup also owns and operates Springhaven and the Kodja Place.

Given the aging and long term nature of our workforce, provision is being made for long service leave, retirement and annual leave accruals. Traineeship opportunities are always being assessed as an avenue for new career opportunities into local government however placements have been few and far between. Succession planning is critical allowing opportunities for team members to grow and attain skill sets passed on by retiring members. Natural attrition will continue and improved housing provision will be achieved from the ‘Building Better Regions Fund’ Regional staff housing initiative which will commence in the 2019/20 financial year. Financial considerations regarding training and development opportunities will continue to be included in the annual budget together with PPE/OH&S provision, IT, Plant and Equipment resources as essential elements of continuous improvement. FTE levels and Enterprise Bargaining Agreements will continue to be closely monitored to **have the right people, with the right skills and resources in the right place, at the right time and cost to deliver the right outcomes.**

RISK MANAGEMENT IMPLICATIONS

Workforce Management and Culture – Risk Management Plan considerations listed below also align with our financial implications, policy requirements and asset management outcomes as the CEO, Managers and Supervisors will continue to:

- Review gaps and omissions identified in the Workforce Plan
- Review Organisational Systems Policies and Processes
- Review Training and Development Plans
- Embed Risk Based Performance Indicators within the organisation

- Ensure all current staff are trained and held accountable for risks in functions they have direct responsibility.
- Ensure Risk Management Awareness and Training is included in all inductions of new staff.

ASSET MANAGEMENT IMPLICATIONS

As previously stated – people are our greatest asset as they operate IT, plant and equipment, liaise with and bear the brunt of criticism from the community they serve.

Training and development are essential to ensure council possesses an active, experienced and innovative workforce that is more than capable of operating, maintaining and prolonging the life of our substantial assets. Performance measures such as workers compensation claims, lost time through injury, condition and operational life of plant and equipment, condition reports, absenteeism, complaints and compliments, workplace culture and behaviours all affect how we as an organisation and as individual team members strive to improve the Shire of Kojonup and achieve the deliverables listed in the Community Strategic Plan.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Strategic Directions (Human Resources) - Goal Four – Increase capacity through collaboration

Strategy 1:

Share systems and processes between member LGAs

Strategy 2:

Develop professional specialities for each LGA

Strategy 3:

Share training and professional development at the officer level.

The Shire of Kojonup presently provides resource sharing services of Building Surveyor and Environmental Health with partner shires.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

111/18 Moved Cr S Pedler seconded Cr Mathwin that Council adopt the reviewed Workforce Plan 2017- 2021 as tabled by the Chief Executive Officer.

CARRIED 7/0

12.4 WRITE –OFF OF RATES

AUTHOR	Heather Marland, Senior Finance Officer
DATE	Monday, 10 September 2018
FILE NO	A11494
ATTACHMENT(S)	Nil

STRATEGIC/CORPORATE IMPLICATIONS		
Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”		Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3	3.4 Be organised and transparent with our financial management.	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 for Council to consider a request “to freeze rates so they don’t accrue interest” for A11494 Lot 89 Blackwood Rd Muradup until access to the property is resolved.

BACKGROUND

The property in question is a vacant block (1.21 ha) in Muradup which currently has no constructed road access. An Agenda Item requesting access/egress was included in the 19th September 2017 Council Meeting. A copy of Council Decision 108/17 has been included to provide further background.

COMMENT

The applicant’s first approach was over the front counter, who was advised to put the request in writing and that it would be taken to council for consideration.

There is currently an outstanding amount of \$3010.88 – as per the below table.

A11460 - Financial Summary				
Levies	Receipts	Balance	C/A	Description
855.81	0.00	855.81	C	2018/2019 Rates
1636.23	0.00	1636.23	A	Arrears Rates
269.66	0.00	269.66	C	Interest
21.18	0.00	21.18	A	ESL Interest Charge
82.00	0.00	82.00	C	EMERGENCY SERVICES LEVY
146.00	0.00	146.00	A	EMERGENCY SERVICES LEVY
3010.88	0.00	3010.88		*** TOTALS ***

Assessment 11494 has not had a nil balance since March 2014, since then until now \$4944.87 has been billed in rates/ESL and \$500.06 in interest. The last payment received was \$400.00 in August 2016.

CONSULTATION

Manager of Corporate & Community Services

STATUTORY REQUIREMENTS

Local Government Act 1995- states:

6.44. Liability for rates or service charges

(1) The owner for the time being of land on which a rate or service charge has been imposed is liable to pay the rate or service charge to the local government.

(2) If there are 2 or more owners of the land they are jointly and severally liable to pay the rate or service charge, as the case requires.

6.47. Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

* Absolute majority required.

6.51. Accrual of interest on overdue rates or service charges

(1) A local government may at the time of imposing a rate or service charge resolve to impose interest (at the rate set in its annual budget) on —*

(a) a rate or service charge (or any instalment of a rate or service charge); and

(b) any costs of proceedings to recover any such charge, that remains unpaid after becoming due and payable.

* Absolute majority required.

(2) The rate of interest that may be set by the local government prescribed as the maximum rate of interest that may be set for the purposes of this section.

(3) Accrued interest is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.

(4) If a person is entitled under the Rates and Charges (Rebates and Deferments) Act 1992 or under this Act (if the local government in a particular case so resolves) to a rebate or deferment in respect of a rate or service charge —

(a) no interest is to accrue in respect of that rate or service charge payable by that person; and

(b) no additional charge is to be imposed under section 6.45(3) on that person.

(5) Regulations may provide for the method of calculation of interest.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Currently there is \$269.66 of penalty interest charged against this assessment.

RISK MANAGEMENT IMPLICATIONS

A precedence may be set that would result in loss of rate income for the Council and could result in a financial impost on other rate payers.

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority (if the request is granted).

OFFICER RECOMMENDATION/COUNCIL DECISION

112/18 Moved Cr Radford seconded Cr Mathwin that Council rejects the request for freezing of rates and the accrual of interest for A11494 Lot 89 Blackwood Rd Muradup.

CARRIED 6/1

12.5 WAIVING OF RATES DISCOUNT AMOUNT

AUTHOR	Heather Marland, Senior Finance Officer
DATE	Monday, 10 September 2018
FILE NO	A23113 and A24052
ATTACHMENT(S)	Nil

STRATEGIC/CORPORATE IMPLICATIONS		
Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”		Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3	3.4 Be organised and transparent with our financial management.	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 for Council to consider waiving the payment of the discount amounts of \$132.77 (A23113) and \$413.10 (A24052) when payment was received 4 days after the discount period.

BACKGROUND

An email was received on 21 August from the co-owner of A23113 and A24052 advising that rates at the discounted amount were paid on 14 August, four days past the discount period. The co-owners intention had been to pay rates on the due date of 10 August but a medical incident on 9 August resulted in an unplanned trip to Perth for surgery. The rates were paid upon arrival back in Kojonup. The land owner was advised that the granting of the discount would be a Council decision and as such supporting documentation was required, of which she readily provided.

COMMENT

A review of payments on A23113 and A24052 show that previous years payments have been received during the discount period.

A precedent can be set by allowing the waiving/extension of the discount period, the question can be asked, what is an extraordinary situation?

CONSULTATION

Manager of Corporate Services

STATUTORY REQUIREMENTS

Local Government Act 1995- states:

6.44. Liability for rates or service charges

(1) The owner for the time being of land on which a rate or service charge has been imposed is liable to pay the rate or service charge to the local government.

(2) If there are 2 or more owners of the land they are jointly and severally liable to pay the rate or service charge, as the case requires.

6.46. Discounts

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may, when imposing a rate or service charge, resolve to grant a discount or other incentive for the early payment of any rate or service charge.*

** Absolute majority required.*

6.47. Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

** Absolute majority required.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

If Council agrees to grant the extension for the discount period for A23113 and A24052 it will be at the cost of \$545.87

RISK MANAGEMENT IMPLICATIONS

A precedence may be set that would result in loss of rate income for the Council and could result in a financial impost on other rate payers.

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority (Absolute, if request is approved).

OFFICER RECOMMENDATION/COUNCIL DECISION

113/18 Moved Cr Benn seconded Cr Warland that Council rejects the extension of the discount period for Assessments A23113 and A24052.

CARRIED 7/0

12.6 DELEGATION REGISTER REVIEW

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Monday, 10 th September 2018
FILE NO	PE.AUT.2
ATTACHMENT(S)	12.6.1 - Delegation Register (current) showing tracked changes 12.6.2 – Delegation Register (Final - not tracked)

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP3 - 3 Performance	3.4 - Be organised and transparent with our financial management.	3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money. 3.4.3 - Commit to future state-wide measurement systems testing local government performance.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the annual review of the Delegation Register.

BACKGROUND

Section 5.46 (2) of the *Local Government Act 1995* requires that delegations be reviewed at least once every financial year. The Delegation Register was last reviewed by the Council in September 2017.

COMMENT

The Council of the Shire of Kojonup has resolved to adopt and delegate the functions referred to within the attached Delegations Register to the Chief Executive Officer (CEO). Under the *Local Government Act 1995*, the Council is only able to delegate to the CEO and the CEO may then on-delegate to other Officers. When a decision is made under delegation, it is as if that decision has been made by the Council.

A review of the Delegation Register has been undertaken in accordance with the *Local Government Act 1995* to ensure that it contains the requirements for the Shire of Kojonup to function efficiently and to ensure good governance.

Earlier at this Ordinary Meeting the endorsement of Dual Bush Fire Control Officers (those Officers covering mutual shire boundaries) was considered as an addition to the CEO’s list of delegated authorities; this review of the Delegations Register includes the addition of that delegation. Whilst Instrument of Delegation ‘FIRE004 – Appointment of Fire Control Officers’ was repealed in November 2014, this proposed Instrument of Delegation F007

covers delegated authority to the Chief Executive Officer for the appointment of *Dual Bush* Fire Control Officers (BFCO) representing BFCO's that have been individually appointed by their respective local governments.

CONSULTATION

Relevant administration staff.

STATUTORY REQUIREMENTS

The *Local Government Act 1995*, sections 5.42 to 5.46 and Regulation 19 of the *Local Government (Administration) Regulations 1996* relate to delegations.

Specifically, section 5.42 of the *Local Government Act 1995* allows for the delegation of some powers and duties from the Council to the CEO. Section 5.42 states:

- (1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.*
**Absolute majority required.*

A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

This report or its recommendation does not in itself have a financial implication. However, a number of delegations provide the ability for officers or committees to exercise power to approve tenders or commit funding.

RISK MANAGEMENT IMPLICATIONS

This report ensures legislative compliance and continues a framework of delegations to ensure that the Council and staff are aware of and are undertaking their respective roles and responsibilities.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

114/18 Moved Cr Mathwin seconded Cr Warland that the Delegation Register dated September 2018, as attached, be adopted in accordance with section 5.42 of the *Local Government Act 1995*.

CARRIED 7/0

13 KEY PILLAR 4 – ‘PROSPERITY’ REPORTS

13.1 KOJONUP FREIGHT ROUTE – ALIGNMENT SELECTION REPORT

AUTHOR	Rick Mitchell-Collins – Chief Executive Officer
DATE	Thursday 30 August 2018
FILE NO	TT.PLN.3
ATTACHMENT	13.1.1 - Kojonup Freight Route Alignment Selection Report

STRATEGIC/CORPORATE IMPLICATIONS		
Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”		Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP 4 – Prosperity	4.2 Have added value to agricultural sectors to attract new people to the region	4.2.3 Identify and adopt alternate Heavy Haulage Route into the Kojonup Planning Scheme. 4.4.1 Support Main Street Urban Renewal through in-kind support and policy development.
KP 2 – Connected	2.1- Be growing our state-wide and local tourism and shopping capabilities through regional alliances.	2.1.3 Cooperate to increase activation of Main Street and better use of underutilised Main Street spaces. 2.3.1 Maximise community safety through safe urban design and advocate for enhanced emergency service provision.

DECLARATION OF INTEREST

Nil

SUMMARY

To present to Council the Kojonup Freight Route Alignment Selection Report prepared by Main Roads WA to allow a formal response from the Shire of Kojonup to be recorded and forwarded to Main Roads WA.

BACKGROUND

Discussion of a Heavy Vehicle Route has occurred in some form since the 1950’s and possession of the ‘Alignment Selection Report’ following community consultation in 2016 is welcomed but also indicates that:

1. *“Out of the 1200 feedback forms mailed out, 70 were received from a broad cross-section of the community, including affected landowners, town business owners and general community representatives. . . . Not all submissions indicated preferences and some offered more general comments.”*
2. *“A significant number of respondents, who indicated a preference for Option 1 or 2, or general support for a freight route, qualified their response by raising the need for careful consideration of the junction treatments to ensure that as many light vehicles still used Albany Highway through the town. There were many comments about the need to have signage pointing to Albany and Katanning via Kojonup with some suggesting signing the freight route*

for heavy haulage only. It is well understood that there is still significant concern in the community that a freight route would take business away from the town however provision of a freight route may also present a number of opportunities for the town including the amenity on and around the main street.” (Page 29)

Main Roads WA seek Council’s endorsement or otherwise as requested at Item 8.11 of the Alignment Selection Report, noting that Main Roads WA as per Item 9.1 identified the following issues as part of the consultation process which are to be developed/investigated further during the Alignment Definition Stage:

- Land impacts
- Property severance and access
- Noise implications
- Staging options
- Intersection arrangements
- Investigation of impact on east-west traffic along Blackwood Road
- Consultation with directly impacted landowners
- Consultation with impacted businesses and;
- Heritage and environmental assessments.

Council’s feedback will enable Main Roads WA to progress the concept design. It is important to note emphasis on term CONCEPT design. It should also be acknowledged that from a design perspective any time saved by trucks not entering Kojonup may be a significant saving over a period of time to the owner.

COMMENT

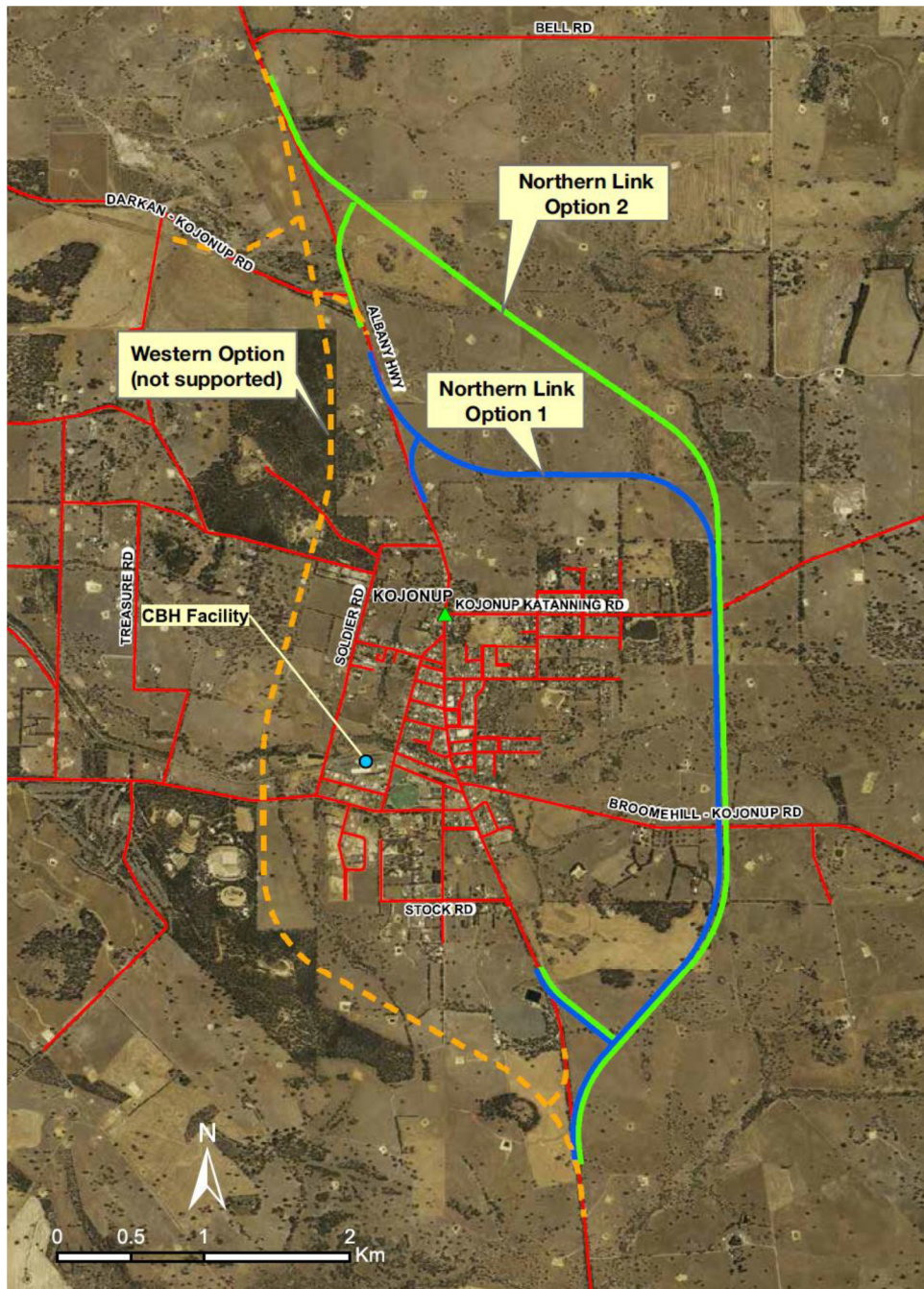
The Alignment Selection Report Item 9 concludes:

“After consideration of the constraints and the community and key stakeholder consultation process (including with the local community) Option 2 is recommended as the preferred option to be taken forward into the Alignment Definition planning phase given the following key considerations when compared to Option 1:

- *Option 2 has a lower impact on residential buildings within 300m buffer*
- *Option 2 has significantly lower longitudinal grades of less than 4% than option 1 (improving efficiencies and assisting to manage noise);*
- *Option 2 removes an intersection from the main alignment and a number of local property access points from the main freight route alignment providing safer access to the Darkan – Kojonup Road (including for accessing various agricultural services and transport needs). Option 1 would require two intersections (town access and Darkan – Kojonup Road) and direct property access to the main freight route;*
- *Option 2 received a greater level of community preference to Option 1; however, both of the eastern options were supported in the need for a town freight route. Upon further detailed assessment as part of the shortlisting review Option 2 provided improved grade and geometry, better freight efficiency and safety when compared to Option 1.*

Therefore, East Option 2 is recommended for referral to the Shire of Kojonup seeking their endorsement and progression to Alignment Definition.

It is noted at the time of writing this report that funds to progress to Alignment Definition have not been identified.”



It should be noted that the report considered existing, planned and future road networks, vehicle types and usage, traffic flow and safety assessment, road and infrastructure corridor options, environmental, social, engineering and economic constraints.

Questions/Comments raised by community members in discussions with Council and the Shire President in addition to those listed under BACKGROUND above included:

- Will the Freight Route be regarded or become a By-Pass of Kojonup for motorist's not just trucks travelling on the Albany Highway?
- What design treatments will Main Roads WA implement at each entry point to Kojonup that ensures only trucks will use the Freight Route?
- What considerations (if any) have been made for improving the Kojonup Main Street such as off-street parking especially for caravans, trailers, larger vehicles, footpath realignments, limiting Main Street parking, removal/relocation of flower beds, rubbish

bins, etc., installing courtesy speed indicators, instead of constructing a new freight route, given technology in vehicles is always being enhanced?

- Request to direct traffic through the Shire Library car park, entering at the highway, exiting on to Harrison road, therefore removing the need to restrict the parking bays on Albany highway opposite Country Kitchen.
- Request to consider a 40kph speed limit for the Main Street given Collie, Narrogin, Wagin and Albany presently have this speed limit in place.
- Have Transport operators been asked if 40kph on our Main Street is achievable travelling up/down the hill?
- How many transport operators stop at Hillview because it is the only level “truck stop” on the Main Street? Would they continue to stop if new Freight Route eventuates?
- Request for the permanent placement of solar powered Speed Courtesy detectors in the Main Street.
- The traffic through the town is absolutely critical to the success of the retail businesses in Kojonup. We need to encourage people to stop in ways that are convenient and comfortable.
- Will Council have to assume responsibility for the section of the Albany Highway/Main Street following the construction of the new Freight Route?
- The Albany Highway is a state responsibility and should remain as such even if a freight route is developed in the future!
- Why didn't Main Roads WA ask community if allocating \$20M to improve our Main Street is better value than spending \$200M on a freight route?
- What will the annual maintenance and renewal cost be to Council if Main Roads transfers the section of Albany Highway/Main Street and what affect does it have on Councils Long Term Financial Plan and Asset Management Plan?

CONSULTATION

Updates in Koji News and E News seeking community feedback

Andrew Duffield and Brad Lenton – Main Roads WA Great Southern attended the Council Briefing Session on 12 December 2017 where Councillors indicated/asked:

- It was never the intention of Council to divert all trucks to the freight route. Our major concerns relate to motorist and pedestrian safety, effluent from stock trucks spilling onto the main street and a truck losing a trailer or jack knifing causing a major incident especially if carrying flammable or dangerous chemicals/liquid.
- Will the freight route ultimately become the Albany Highway effectively Bypassing Kojonup?
- How realistic is Main Roads preferred route coming to fruition?
- Where will funding come from given other priorities in WA?
- Will Main Roads expect Council to take responsibility for Albany Highway when the freight route is completed?
- Need to explore traffic calming options for existing Main Street such as ‘No Right Turn’ for Elverd Street, Jones Road, Gregory Street and Harrison Place. Limiting parking on Main Street and promoting off street parking with more people friendly areas.
- Planning Scheme implications and future use zones?
- Further Community consultation in relation to answers to questions asked above?

The CEO wrote to Main Roads WA as follows:

“Council is keen to explore engaging a Main Roads WA traffic design engineer to work with us in order to prepare concept plans for community display of the traffic

calming/pedestrian/off street parking options of the Kojonup Main Street including but not limited to the following: -

- *Redesigning Car Park at rear of Memorial Hall with improved access for caravans and RV's at Hillman Park or existing access adjacent to the Library.*
- *Left Hand only turns from McLeod Street to Vanzulecom Street.*
- *New access and off-street car parking off Bagg Street to service Curly Wig down to Old CRC building eliminating need for the existing car park between Hire n Style and Butcher's shop.*
- *Assess areas where footpath can be narrowed allowing improved parking on Main Street*
- *Identify areas conducive for improved pedestrian crossing points including street furniture, community notice board, special events etc.*
- *Improved intersection design nibs and car parking layout.*
- *Improved signage including speed display at north and south ends of the main street.*
- *Visual plan showing removal of identified problem street trees and what replacement trees would look like.*

It would be appreciated if such a resource can be made available including a scoping visit and the estimated cost Council would need to include in its budget review which occurs in February/March 2018."

Unfortunately, Main Roads WA advised that it did not have a traffic design engineer/urban planner available and that Council should seek alternative professional sources.

STATUTORY REQUIREMENTS

Local Government Act 1995

Road Traffic Act 1974

POLICY IMPLICATIONS

Works & Engineering

Any future change in ownership and management of the Albany Highway/Main Street may necessitate changes/review of the following policies:

4.1 – Vehicular Crossover (Driveways)

4.2 - Street Trees

4.7 – Directional Service and Tourism Signage

FINANCIAL IMPLICATIONS

Funding needs to be secured from State/Federal governments for upgrading of the Albany Highway which should include any future Heavy Vehicle Freight Route and turning lanes/Intersection improvements at Crapella Road, Cherry Tree Pool Road, GD Pork and Feedlot (Cheviot Hills) as part of an Albany Highway Strategic Upgrade Plan. Main Roads WA have recently indicated that bridge works over Mandalup Creek adjacent to Samson Road on the Albany Highway are planned to commence in September 2018 leaving the town of Kojonup the 'missing link' in future planning.

A Federal Election is due by May 2019 and the State Government may be able to influence major parties to consider funding of the Albany Highway as an election commitment?

As indicated under Asset Management Implications below the addition of the Albany Highway/Main Street to Council's road network would be a significant financial burden on our ratepayers given that it would be reclassified as a local road rather than part of the Albany Highway. Council should adopt a precautionary approach as the freight route concept should be in addition to the present responsibility of Main Roads WA not the Shire of Kojonup.

RISK MANAGEMENT IMPLICATIONS

Main Roads WA is presently responsible for the Albany Highway/Main Street from kerb to kerb and cost shifting this responsibility to Council is an extreme risk.

There was a noticeable reduction in motorists speed when the Speed Courtesy Detectors were recently displayed in the Main Street. Installing larger Speed Courtesy Detectors as a permanent fixture would provide a visual reminder to motorists. Estimated cost \$22,000 but may be reduced if part of a Roadwise initiative?

ASSET MANAGEMENT IMPLICATIONS

If the Albany Highway/Main Street road value is for example \$4 million with 2% pa capital renewal value = \$80,000 annually plus another \$100,000 annually in depreciation over 40 years or 5.15% increase in rates each year. The recent works undertaken on Pensioner Road were in excess of \$360,000. The Albany Highway section is 4 times the length of Pensioner Road.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Regional Economic Development

Goal One:

Stimulate economic growth and business opportunity:

Strategy 2:

Collaborate on safe and efficient road networks:

The Albany Highway is a major transport and tourism route linking the Great Southern Region with Perth and Regional WA and the Southern Link VROC partners all have the Albany Highway within each shire.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

115/18 Moved Cr Radford seconded Cr Benn that Council seek assurance from Main Roads WA that the Kojonup Freight Route – Alignment Concept Design report include further community consultation to address the questions/comments referred to in this report in addition to the list under Item 9.1 of the Alignment Selection Report.

CARRIED 7/0

13.2 WATER STANDPIPES – ACTION PLAN

AUTHOR	Rick Mitchell-Collins – Chief Executive Officer
DATE	Thursday, 6 September 2018
FILE NO	WS.SRP.1
ATTACHMENTS	13.2.1 - Kojonup Action Plan 13.2.2 – Frequently Asked Questions 13.2.3 – Kojonup Map – Standpipes 13.2.4 - Photos

STRATEGIC/CORPORATE IMPLICATIONS		
Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”		Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP 4 – Prosperity	4.1 Be providing business assistance for growth in small local industry.	4.1.3 Advocate regionally, state-wide and federally for issues such as traffic control and water quality.

DECLARATION OF INTEREST

Nil

SUMMARY

To seek Council approval to adopt a ‘Kojonup Water Standpipe Action Plan’ that ensures controlled access and use of potable and non-potable water supply is delivered from the Stock Road standpipes.

BACKGROUND

There are 5 (five) water standpipes located throughout the Shire of Kojonup which are used predominately by farmers for agricultural purposes, such as spraying and watering of stock during the warmer months. They are also used for firefighting purposes as well as for water binding for Shire and Department of Main Roads WA roadworks. Potable water is used for domestic purposes in emergency situations where households who rely on rainwater catchment from roofs into water storage tanks may need to supplement their supply during summer months or drought periods. (Refer attachments)

The standpipes are in the following locations:

- Stock Road X 2. One of the standpipes - Account No. 9007692223, Meter No. FM0100370 is a potable overhead scheme supply and the second - Account No. 9022358960, Meter No. FK1600044 is a non-potable low-level fast fill standpipe with water derived from the disused Water Corporation South Town dam.
- Katanning Road – Account No. 9007810517, Meter No. Z040716 - This standpipe is an overhead fill potable scheme supply with a concrete water storage tank in reasonable condition.
- The intersection of Katanning Road and Carlecatup Road - Account No. 9007810461, Meter No. H040972 - This standpipe is an overhead fill scheme supply.
- Muradup townsite- Account No. 9007797797, Meter No. BC1536493 - This standpipe is an overhead fill scheme supply with a badly deteriorated concrete water storage tank which requires either major repair or replacement.

With the exception of the 2 x Stock Road standpipes the remaining 3 (three) are operated under an honour system which requires users to record their consumption for which they are charged by Council. However, this system is abused by some users who don't record details of their usage and the cost is ultimately borne by Council (Ratepayers).

The Stock Road potable standpipe is fitted with water monitoring equipment and is only accessible to users who obtain a swipe card from Council which enables full cost recovery of water consumed by users.

COMMENT

The recently constructed non-potable standpipe at Stock Road is in the process of having Avdata water monitoring equipment installed and the Waterman's unit on the other Stock Road standpipe will be replaced with an Avdata unit to take advantage of the billing arrangements they offer as part of their customer service to clients. Access to both the Stock Road standpipes will be through the use of a fob key which will replace the swipe card presently used with the Waterman's controller system.

Under the recent Showgrounds Dam project, it was proposed to install a standpipe at the dam which was one of the requirements of the Department of Water and Environment Regulation (DWER) who part funded the project. However, due to there already being sufficient standpipes within the Shire it was agreed by DWER that funds would be better spent installing water monitoring equipment at the new Stock Road non-potable standpipe and the Deed of Agreement to reflect the change of the Scope of Works was varied accordingly.

The decision not to provide an additional standpipe at the Showgrounds demonstrates Councils intentions to rationalise standpipe arrangements across the Shire to Stock Road as it provides access to both potable and non-potable water supplies, is very visible and geographically centrally located. Water Corp have given a written undertaking that the Stock Road Spill Way will be upgraded in 2020/21 financial year with the ultimate aim of gifting the South Dam to the Shire of Kojonup. This action is supported given the external funding obtained in recent years diverting water to the new pipeline installed for the Kodja Place and Apex Park.

Infrastructure associated with the Muradup and Katanning Road Standpipes is tired but rather than decommission the infrastructure entirely it is recommended that locks be placed on the 3 (Three) remaining standpipes with access only in emergency situations as determined by an authorised person such as the Chief Executive Officer, with a key given to the Manager Works & Services and one placed in each of the DFES supplied fire trucks to access the standpipe at any time for firefighting or emergency purposes.

CONSULTATION

David Juers – Water Corp - Head of Customer and Industry Partnerships

Wendy Mathews – Water Corp

Shire President has also met with Sue Murphy – CEO Water Corp

STATUTORY REQUIREMENTS

Water Services Act 2012

POLICY IMPLICATIONS

There are no policies presently aligned with Water Standpipes as to location, usage and accessibility other than costs as prescribed in the Fees & Charges Register 2018/19.

The adoption of a Water Standpipe Action Plan will be translated into a Council Policy.

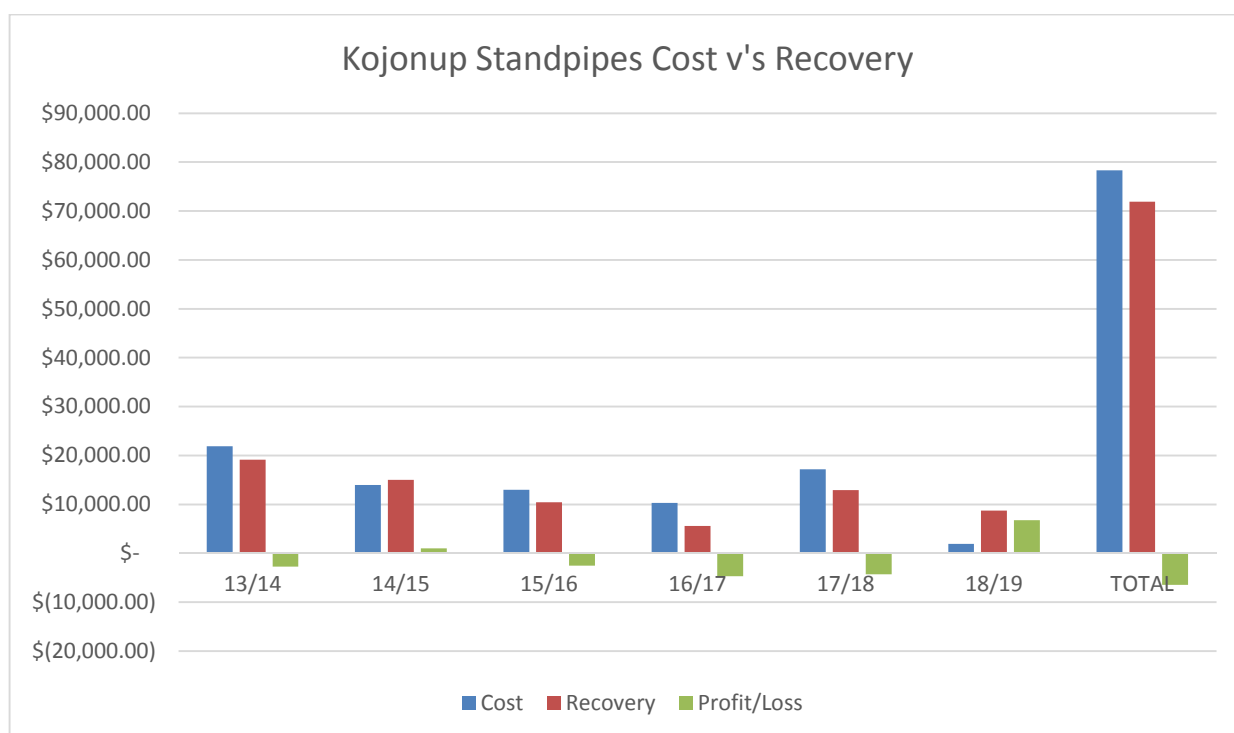
FINANCIAL IMPLICATIONS

The installation/conversion of a standpipe to a solar powered Avdata unit is approximately \$18,000 - \$20,000 each or an additional \$54,000 - \$60,000.

Council should also recognize that there is an obligation for all users to take specific measures to increase storage capacity for both potable and non-potable water otherwise “Waterwise” Programs and initiatives have no context and are merely ‘feel good’ concepts. Australia is a dry continent and water is such a vital resource that it should never be taken for granted!

Unfortunately, there are those in society that abuse the system by deliberately not recording water taken from standpipes and attempts to rectify same may lead to the service being lost.

Kojonup Standpipes Cost v's Recovery			
	Cost	Recovery	Profit/Loss
13/14	\$ 21,878.45	\$ 19,140.95	-\$ 2,737.50
14/15	\$ 14,004.12	\$ 15,018.61	\$ 1,014.49
15/16	\$ 13,000.39	\$ 10,454.36	-\$ 2,546.03
16/17	\$ 10,286.20	\$ 5,590.85	-\$ 4,695.35
17/18	\$ 17,213.20	\$ 12,946.85	-\$ 4,266.35
18/19	\$ 1,949.35	\$ 8,748.50	\$ 6,799.15
TOTAL	\$ 78,331.71	\$ 71,900.12	-\$ 6,431.59
16/17 and 17/18 Financial year Notes			
Due to technical issues with Waterman’s Data collection, no invoice for Stock Rd Standpipe. All usage for this period invoiced in 18/19 FY			
Non Billed Water 2016-2018			
Shire of Kojonup			\$ 2,990.40
Fire Trucks			\$ 378.00
TOTAL			\$ 3,368.40



RISK MANAGEMENT IMPLICATIONS

An extreme risk exists for Water Corp and the properties it serves if the reticulated pipeline supply from Collie is disrupted or compromised as essential everyday services rely on a continuous water supply. Farmers as part of their respective risk management strategies are influenced by weather as it is difficult to graze livestock or grow crops in dust. The prolonged drought conditions presently being experienced in NSW and Queensland demonstrates the devastating plight of farmers, families, communities and economy. Farmers can increase dam capacity or install tanks to catch rain water but again such strategies are only as good as the amount of rain received. Farmers should be encouraged to undertake such improvements aided by state or federal incentives in an attempt to drought proof as much as possible.

Council has deliberately focused on the Stock Road standpipes as this location provides options for potable and non-potable supplies with the remaining standpipes being a fall back strategy as and when required. Council will continue to rely on Water Corp maintaining a reticulated water supply from Collie but has strategically increased storage capacity to reuse, recycle and capture storm water runoff. It is also imperative that pressure from the Water Corp potable supply is not jeopardized for general use.

Water Corp is adopting a 'User Pays' philosophy for extracting water from its infrastructure and the table above demonstrates that ratepayers are unfortunately subsidizing users who do not pay!

ASSET MANAGEMENT IMPLICATIONS

There is a historical basis for Council providing farmers with access to water standpipes for agricultural purposes, such as spraying and watering of stock during the warmer months as well as domestic purposes during drought or below average rainfall events.

Council in conjunction with Water Corp, Great Southern Development Commission (GSDC) and the State Government (Country Local Government Fund, Royalties for Regions) have undertaken a number of crucial projects upgrading the 'Turkey Nest' Storage facility, installing new chlorination tanks, cleaning/extending drains/catchment at the Showground

dam, laying pipe from the South Dam to Stock Road, Apex Park and Kodja Place and upgrading the Truck Wash facility at the Saleyards as part of our Water Reuse and Recycling Program. The Muradup and Katanning Road infrastructure is tired but can be sustained if the standpipes are locked and used for emergency situations given Stock Road is Council's main focus for both potable and non-potable supplies.

Changes proposed by Water Corp to reduce water flow may impact users but again change is a constant and we learn to adapt.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Goal One:

Stimulate economic growth and business opportunity

Strategy 3:

Improve the provision and maintenance of infrastructure

Action 2:

Generate support to extend water infrastructure to all VROC Shires

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

116/18 Moved Cr Radford seconded Cr I Pedler that Council adopt a 'Kojonup Water Standpipe Action Plan' as follows:

- 1. Establishes the Stock Road Standpipes as the primary location for the controlled access and use of potable and non-potable water supply via a registered 'user pays' Avdata system.**
- 2. Locks be placed on the 3 (Three) remaining standpipes with access only in emergency situations as determined by an authorised person namely the Chief Executive Officer.**
- 3. Key access be given to the Manager Works & Services, and a key to be placed in each of the DFES supplied fire trucks to access the standpipe for firefighting or emergency purposes.**
- 4. Water Corporation be provided a copy of the 'Water Standpipe Action Plan' to ensure standpipe infrastructure meets Water Corporations new meter sizes, flow rates and charging criteria which will be introduced on 1 July 2019.**
- 5. Water Corporation advise the Shire of Kojonup if water pressure from use of the Stock Road potable standpipe will decrease continuous supply to properties connected to the scheme.**

CARRIED 7/0

David Prasser-Jones entered the chamber at this stage of the meeting.

13.3 REQUEST TO VARY DEVELOPMENT APPROVAL CONDITION FOR ADDITIONS/ALTERATIONS TO OFFICE BUILDINGS No. 119-123 ALBANY HIGHWAY, KOJONUP.

AUTHOR	Phil Shephard – Town Planner
DATE	Tuesday, 11 September 2018
FILE NO	A24165
ATTACHMENT(S)	13.3.1 - Landowners Request and Amended Plan

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP 4 - Prosperity	4.4 Have collaborated to enhance and attract diverse retail to ensure a successful and renewed Main Street.	Assessment and approval of subdivision and development applications under the authority of the <i>Planning and Development Act 2005</i> .

DECLARATION OF INTEREST

Nil.

SUMMARY

To consider a request from the landowners to vary a condition of development approval for some recently approved office additions/alterations to their office buildings.

BACKGROUND

Council at its 24 July 2018 meeting (Resolution: 89/18) considered the original application and resolved as follows:

That Council grant development approval for the building additions/alterations to the Professional Office use/development on No. 119-123 (Lots 1, 7/9 and 8/10) Albany Highway, Kojonup subject to the following conditions/advice:

- a) *The development to be generally consistent with the attached stamped approved plan and where marked in red, unless a variation has been approved in writing by the Chief Executive Officer.*
- b) *The lots being amalgamated to the satisfaction of the Chief Executive Officer prior to the building permit being issued.*
- c) *Stormwater from the building additions to be collected and disposed/reused onsite.*

Advice Notes:

- a) *The building additions/alterations requires a separate Building Permit to be obtained prior to any works commencing.*
- b) *In relation to development approval condition (b), this would be considered addressed by providing:*
 - 1. *Formal contract with a licensed land surveyor confirming that they have been engaged to complete the lot amalgamation process.*
 - 2. *Evidence of formal application having been lodged with the Western Australian Planning Commission (e.g. WAPC application number).*
 - 3. *Written undertaking from land owner confirming willingness to finalise lot amalgamation process.*

COMMENT

The landowners have provided a written request and plan (copy attached) showing that all proposed building works will now be constructed within the respective lots and do not wish to pursue the amalgamation of the lots due to the costs.

The *Planning and Development (Local Planning Schemes) Regulations 2015* (c.77) ‘Amending or cancelling development approval’ allows the Council to consider requests from landowners to amongst other things, amend or delete, any condition to a development approval. The Council may either approve the request with or without conditions or may refuse the request.

Given that the reason for placing the amalgamation condition and advice note was due to the structures in the original plans being constructed across the lot boundaries and this is no longer the case, the condition can be deleted.

TPS3 Considerations

The *Planning and Development (Local Planning Schemes) Regulations 2015* (c.67) requires the Council in considering an application for development approval including when considering the variation and/or deletion of a condition of 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 is considered consistent with the objectives for the TPS3 (c.1.6) and Commercial Zone (c.3.2.3).
(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 is a discretionary land use within the Commercial Zone and can achieve the required development standards and is considered consistent with the orderly and proper planning of this area in Kojonup. The Council has received a request from the landowner to delete a condition of development approval. The Council under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> may vary or delete any condition of development approval.
(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 proposed additions/alterations are considered compatible in height, bulk, scale and appearance with other similar structures in the commercial areas in Kojonup. The building works will now be contained within each lot.
(n) the amenity of the locality including the following- (i) environmental impacts of the development;	The proposal is not expected to negatively impact on the environment, character or amenity of this commercial locality.

Matter to be Considered	Response
(ii) the character of the locality; (iii) social impacts of the development;	
(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 proposed development.
(r) the suitability of the land for the development taking into account the possible risk to human health or safety;	The proposal is not considered to increase risk to human health or safety.

Conclusion

The proposed building works have been amended to ensure the structures are contained within the respective lot boundaries and the amalgamation condition may be deleted.

Alternate Options

The Council has several options available to it, which are discussed below:

1 Refuse the request

The Council can choose to refuse the request to delete the condition of development approval. If refused, the Council need to provide grounds for not supporting the request.

2 Approve the request

The Council can choose to approve the request, in part or whole, and with or without conditions.

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.

The decision of the Council is a reviewable determination under the *Planning and Development (Local Planning Schemes) Regulations 2015* (c.76) 'Review of decisions' and the landowner may apply to the State Administrative Tribunal for a review of the decision and/or condition made by the Council.

CONSULTATION

Nil required.

STATUTORY REQUIREMENTS

Planning and Development Act 2005 and *Planning and Development (Local Planning Schemes) Regulations 2015* - 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 planning policies relevant to this report.

FINANCIAL IMPLICATIONS

The proponent must pay the development application fee of \$295 as set down in the adopted 2018/19 List of Fees and Charges.

RISK MANAGEMENT IMPLICATIONS

Risk Description	Risk Likelihood	Risk Consequence	Risk Classification	Risk Treatment
Council does not support the request	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

Southern Link VROC Strategic Directions 2015-2020

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

117/18 Moved Cr Benn seconded Cr Mathwin that Council approve the request and delete condition of development approval b) and accompanying advice note b) for the building additions/alterations to the Professional Office use/development on No. 119-123 (Lots 1, 7/9 and 8/10) Albany Highway, Kojonup based on the amended plan submitted by the landowners showing all building improvements will be contained within their respective lot boundaries.

CARRIED 7/0

David Prasser-Jones left the meeting.

14 **KEY PILLAR 5 – ‘DIGITAL’ REPORTS**

Nil

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW BUSINESS

Nil

17 CONFIDENTIAL REPORTS

Nil

18 NEXT MEETING

Tuesday, 16 October 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 3.52pm.

20 **ATTACHMENTS (SEPARATE)**

- Item 7 7.1.1 Minutes of the Ordinary Council Meeting held 21 August 2018
- Item 10.3 10.3.1 ICR28953 and OCR10355
- Item 10.4 10.4.1 Unconfirmed Minutes for the Natural Resource Management Meeting held 23 August 2018
- Item 11.1 11.1.1 Minutes for the Bush Fire Advisory Committee Meeting Held 5 September 2018
- Item 12.1 12.1.1 August 2018 Monthly Financials
- Item 12.2 12.2.1 Monthly Payment Listing 01/08/2018 to 31/08/2018
- Item 12.3 12.3.1 Workforce Plan 2017 – 2021 (Updated)
- Item 12.6 12.6.1 Delegations Register – Showing Tracked Changes
- 12.6.2 Delegations Register (Final – Not Tracked)
- Item 13.1 13.1.1 Kojonup Freight Rout Alignment Selection Report
- Item 13.2 13.2.1 Kojonup Action Plan
- 13.2.2 Frequently Asked Questions
- 13.2.3 Kojonup Map – Standpipes
- 13.2.4 Photos
- Item 13.3 13.3.1 Landowners Request and Amended Plan