

Kojonup



One community, many choices

SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

16 October 2018

MINUTES FOR THE COUNCIL MEETING HELD ON 16 OCTOBER 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 Graeme Hobbs	
Cr Jill Mathwin	
Cr Ian Pedler	
Cr Sandra Pedler	
Cr Judith Warland	

STAFF

Rick Mitchell-Collins	Chief Executive Officer
Anthony Middleton	Manager of Corporate and Community Services
Sue Northover	Manager of Aged Care Services
Craig McVee	Manager of Works and Services
Claire Servaas	Records Officer
Phil Shephard	Planner
Lorraine Wyatt	Executive Assistant

LEAVE OF ABSENCE

Nil

APOLOGIES

Nil

3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING 18 SEPTEMBER 2018

Minutes of the previous Ordinary Council Meeting which was held on 18 September 2018 were previously circulated under separate cover and are at **Attachment 7.1.1**

OFFICER RECOMMENDATION/COUNCIL DECISION

118/18 Moved Cr Benn seconded Cr Hobbs that the Minutes of the Ordinary Meeting of Council held on 18 September 2018 be confirmed as a true record.

CARRIED 8/0

8 ANNOUNCEMENTS by the Presiding Member without discussion

On behalf of Council, the Shire President offered condolences to the family and friends of Jean Jenkins and Margaret House

9 DECLARATIONS OF INTEREST

Item 10.2 Great Southern Regional Sport and Recreation Plan – Endorsement

- Cr Fleay declared an Interest in Common as she has been a committee member throughout the process of drafting the Great Southern Regional Sport and Recreation Plan.

Item 13.2 Request to Vary Development Approval Plan for Motel Units No. 70 Albany Highway, Kojonup.

- Cr Radford declared an Indirect Financial Interest in item 13.2 as he is an owner of a bed and breakfast in direct competition to this applicant.

Item 13.4 Application For Development Approval – Proposed Short Term Accommodation No. 4 McHenry Street, Kojonup.

- Cr Radford declared an Indirect Financial Interest in item 13.4 as he is an owner of a bed and breakfast in direct competition to this applicant.

Item 13.4 Application For Development Approval – Proposed Short Term Accommodation No. 4 McHenry Street, Kojonup.

- The Manager of Works and Services declared a Proximity Interest as he is the owner of the adjacent property.

10 **KEY PILLAR 1 – ‘PLACE’ REPORTS**

10.1 SPORTING PRECINCT ADVISORY COMMITTEE – RECEIVAL OF MINUTES

AUTHOR	Anthony Middleton – Manager Corporate & Community Services
DATE	Thursday, 4 October 2018
FILE NO	CP.DAC.12
ATTACHMENT(S)	10.1.1 – Kojonup Sports Precinct Master Plan - Concept Site Master Plan 10.1.2 – Minutes – 11 September 2018 10.1.3 – Minutes – 2 October 2018

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 1 Place	1.2 – Be a happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	1.2.3 - Provide community infrastructure that attracts outsourced or privately run facilities and programs. 1.2.4 - Plan and develop appropriate passive recreation facilities (S2.2.3) 1.2.10 - Sporting Infrastructure Upgrades: <ul style="list-style-type: none">• Showgrounds Dam• Sports Complex Building Defects/Building Compliance/Service Area for bins• East Pool Fence upgrade• Lease Complex – include line marking by clubs• West Access Upgrade• Power Metering• Oval drainage/collection of stormwater

DECLARATION OF INTEREST

Nil.

SUMMARY

The purpose of this report is to receive the minutes from the Sporting Precinct Advisory Committee meetings held on 11 September 2018 and 2 October 2018 and consider one (1) recommendation made within regarding the location of a future playground and outdoor gymnasium equipment.

BACKGROUND

At its meeting held 21 July 2015, the Council received the Kojonup Sports Precinct Master Plan (Concept Site Master Plan Attached). This site plan shows a proposed ‘Outdoor exercise

equipment' area at number 03, located on Benn Parade between the swimming pool car park and hockey field, however, does not identify any future playground.

At its meeting held 18 October 2016, the Council resolved as follows (motion 135/16):

“That Council:

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

Two site plans within this agenda item highlight the specific area for the construction of the playground.

At its meeting held 20 March 2018, the Council when adopting plans for the construction of the new pedestrian access ramp and retaining wall, resolved as follows (motion 26/18):

“...f) Reposition the western cul-de-sac to the area adjacent to the wind sock (towards the west of its current position)...”

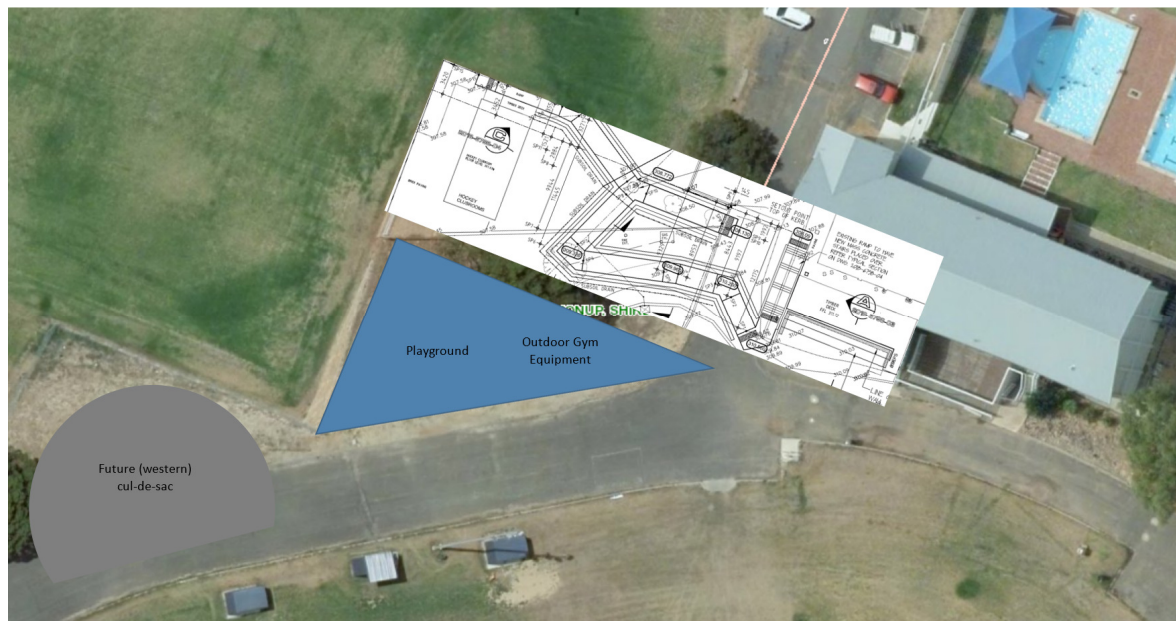
COMMENT

Minutes of two recent meetings held with user groups of the Sporting Complex held on 11 September 2018 and 2 October 2018 are attached. These meeting primarily have:

- Identified minor user issues at the complex (e.g. rubbish bin and flag pole placement)
- Commenced discussions for an alternative management / operational model for users at the complex i.e. establish an ‘umbrella’ Kojonup Sporting Club that lease the facility on behalf of all member clubs.
- Sought progress on defining an area for the nature playground proposed by the Hockey Club and outdoor gymnasium equipment.

With regards to the first two dot points above, the minutes of the two meetings held are attached for Councillors information. With regards to dot point three, the existing Council resolution (motion 135/16) provides sufficient direction for the playground. With regards to the outdoor gymnasium equipment, the Kojonup Sports Precinct Master Plan (Concept Site Master Plan - Attached) shows a proposed ‘Outdoor exercise equipment’ area at number 03, located on Benn Parade between the swimming pool car park and hockey field.

Following discussions with the user groups, it is recommended that the Kojonup Sports Precinct Master Plan be updated to add a new item ‘Nature Playground’ and move item 03 ‘Outdoor Exercise Equipment’ to the area between the new ramp (south of the ramp) and the to-be-constructed western cul-de-sac, at the oval level. The following plan illustrates:



The exact layout and plan of individual playground and outdoor exercise equipment components will be designed in conjunction with possible suppliers and presented to the Sporting Precinct Advisory Committee.

CONSULTATION

Sporting Precinct Advisory Committee

STATUTORY REQUIREMENTS

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The 2018/2019 Annual Budget includes provisions for the Ramp/Retaining Wall and Carpark/Access projects. There is no provision for the construction or purchase of playground or outdoor gymnasium equipment. The Hockey Club has a grant for fencing of the playground and therefore this planning work needs to occur

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

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

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

ASSET MANAGEMENT IMPLICATIONS

Ensure where possible that funds are set aside for future maintenance and renewals at the Sports Complex in accordance with the Long Term Financial Plan projections so as not to place an unrealistic financial burden or unrealistic expectations on ratepayers or Council.

Council may enter into a Memorandum of Understanding arrangement or include in the annual user agreement with the Hockey Club responsibilities for the maintenance and renewal of equipment which for a nature playground is substantially less than the play equipment presently within Apex Park.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

That:

- 1. The minutes of the Sporting Precinct Advisory Committee meetings held 11 September 2018 and 2 October 2018 be received;**
- 2. Motion 135/16 be re-affirmed; and**
- 3. The Kojonup Sports Precinct Master Plan (Concept Site Master Plan) be updated to add a new item 'Nature Playground' and move item 03 'Outdoor Exercise Equipment' to the area between the new ramp (south of the ramp) and the to-be-constructed western cul-de-sac, at the oval level as illustrated in this agenda item.**

COUNCIL DECISION

119/18 Moved Cr Fleay seconded Cr Mathwin that:

- 1. The minutes of the Sporting Precinct Advisory Committee meetings held 11 September 2018 and 2 October 2018 be received;**
- 2. Motion 135/16 be re-affirmed;**
- 3. The Kojonup Sports Precinct Master Plan (Concept Site Master Plan) be updated to add a new item 'Nature Playground' and move item 03 'Outdoor Exercise Equipment' to the area between the new ramp (south of the ramp) and the to-be-constructed western cul-de-sac, at the oval level as illustrated in this agenda item; and**
- 4. The plan also be updated to reflect the removal of the indoor basketball court and other changes which have occurred within the precinct.**

CARRIED 8/0

Reason for change: Council wished to ensure that the 'Concept Site Master Plan' is progressively updated as projects occur.

Cr Fleay declared an Interest in Common as she has been a committee member throughout the process of drafting the Great Southern Regional Sport and Recreation Plan.

10.2 GREAT SOUTHERN REGIONAL SPORT AND RECREATION PLAN – ENDORSEMENT

AUTHOR	Anthony Middleton – Manager Corporate & Community Services
DATE	Sunday, 7 October 2018
FILE NO	CP.DAC.12
ATTACHMENT(S)	10.2.1 – Great Southern Regional Sport and Recreation Plan 10.2.2 - Great Southern Regional Sport and Recreation Plan – Supporting Documentation

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 1 Place	1.2 – Be a happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	1.2.3 - Provide community infrastructure that attracts outsourced or privately run facilities and programs. 1.2.4 - Plan and develop appropriate passive recreation facilities (S2.2.3) 1.2.10 - Sporting Infrastructure Upgrades: <ul style="list-style-type: none"> • Showgrounds Dam • Sports Complex Building Defects/Building Compliance/Service Area for bins • East Pool Fence upgrade • Lease Complex – include line marking by clubs • West Access Upgrade • Power Metering • Oval drainage/collection of stormwater

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to seek the Council’s endorsement of the Great Southern Regional Sport and Recreation Plan (the Plan).

BACKGROUND

Financial contributions were made to the development of a regional plan for recreation infrastructure in the Great Southern by all eleven (11) member local governments of the Great Southern Recreation Advisory Committee. The (then) Department of Sport and Recreation

also contributed substantial funds to the project and provided contract management for the project.

The Plan was commenced in May 2016, however, due to contractual issues a new consultant was engaged in May 2017, which has delayed the project's completion.

COMMENT

The project brief was to produce a plan that would provide strategies for developing and maintaining sport and recreation facilities that not only meet the needs of the local community, but also provide access to recreation for residents across the Great Southern Region.

The Plan provides strategies to address the challenges faced by local governments of meeting the increasing cost of managing ageing assets and increasing community expectations for improved facilities. The plan will provide valuable guidance to funding organisations to ensure proposed future projects align with regional priorities set by the Great Southern Recreation Advisory Committee.

The pertinent sections of the plan for the Shire of Kojonup include:

Section 5 – Key Delivery Implications:

‘Club Development

- *The shire needs to build capacity in the community and will have to play a critical facilitation role to support the volunteer base and ensure effective club governance is implemented.*

Facility Development

- *Further engagement with the DoE is required to explore alternative ways of delivering sport and recreational opportunities which could reduce costs of servicing and provide a greater localised benefit.*

Events and Tourism

- *Undertake a Cycle Plan for the townsite to connect to heritage/cultural and sporting/recreation infrastructure.*
- *Opportunities should be explored to align horse, cycle and walking trails.*
- *The old stock route from Kojonup to Denmark should be a consideration for future development but can only be achieved in partnership with neighbouring LG's.*
- *There is potential to look at a regional eventing festival with the Shire of Plantagenet.*

Health and Wellbeing

- *The importance of using sport as a vehicle to address drug use, mental health and wellbeing.'*

Section 6 – GSR Strategic Issues and Opportunities:

<i>Local Government</i>	<i>Key Facility Investment Commitments</i>	<i>Relative Regional Priority</i>
<i>Shire of Kojonup:</i>	<i>- Additional shade and life of pool tank at the Kevin O'Halloran Memorial Swimming Pool to increase community use.</i>	<i>H</i>

	<ul style="list-style-type: none"> - <i>Re-alignment and rationalisation of the Kojonup recreational precinct (including lighting).</i> 	<i>H</i>
	<ul style="list-style-type: none"> - <i>Re-alignment of Agricultural Showground and potential co-location with sporting infrastructure.</i> 	<i>Local</i>
	<ul style="list-style-type: none"> - <i>Re-alignment of skate park.</i> 	<i>Local</i>
	<ul style="list-style-type: none"> - <i>Integration with regional trails development.</i> 	<i>H</i>
	<ul style="list-style-type: none"> - <i>Oval drainage.</i> 	<i>Local</i>
	<ul style="list-style-type: none"> - <i>Resurfacing and covering of netball courts.</i> 	<i>Local</i>
	<ul style="list-style-type: none"> - <i>The current master plan should be reviewed:</i> <ul style="list-style-type: none"> ○ <i>Redesign of current clubhouse building adjacent to the pool and ensure compliance.</i> ○ <i>Cover the netball courts for multi-functional sporting and occasional market use.</i> ○ <i>Re-align the skate park to align more effectively with the sporting complex and adjacent school.</i> ○ <i>Investment in the swimming pool including shade and increasing the life of the pool tank.</i> 	

It is recommended that minor amendments be requested to the Shire of Kojonup portion within section 6 above as follows:

1. Change ‘Resurfacing and covering of netball courts’ from a “*Local*” relative regional priority to a “*High*”. This recognises the potential for regional markets, agricultural shows, conferences and sporting events to utilize this upgraded facility.
2. Change “*Re-align the skate park to align more effectively with the sporting complex and adjacent school*” to “*Re-align the skate park to align more effectively with other youth facilities.*”

Endorsement of the Plan is required by each of the 11 local governments in the Great Southern Region prior to release for public comment in November 2018.

CONSULTATION

State and regional sporting associations, local clubs and facility managers were consulted throughout the development of the plan. Following endorsement by the Council, the Plan will be released for public comment.

STATUTORY REQUIREMENTS

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

ASSET MANAGEMENT IMPLICATIONS

This is a strategic plan for the provision of infrastructure in the region, and as such, aims to utilise assets in the most efficient manner.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

All VROC members are part of the Great Southern Recreation Advisory Committee. The Plan will provide a regional strategy for the development and maintenance of sport and recreation infrastructure for the Great Southern.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

120/18 Moved Cr I Pedler seconded Cr Warland that:

- 1. The Great Southern Regional Sport and Recreation Plan be endorsed.**
- 2. The following minor amendments be requested to the Shire of Kojonup portion within section 6.1 of the plan:**
 - a) Considering the potential use for regional markets, agricultural shows, conferences and sporting events to utilize this upgraded facility, change ‘Resurfacing and covering of netball courts’ from a “*Local*” relative regional priority to a “*High*”; and**
 - b) Change “*Re-align the skate park to align more effectively with the sporting complex and adjacent school*” to “*Re-align the skate park to align more effectively with other youth facilities*”.**

CARRIED 8/0

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

11.1 AGED CARE RURAL AND REMOTE INFRASTRUCTURE GRANT OPPORTUNITIES.

AUTHOR	Sue Northover – Manager Aged Care Services
DATE	Friday 5 October 2018
FILE NO	CP.DAC.2
ATTACHMENT(S)	Nil

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP 2 – Connected	2.2 Have enhanced our aged-care and health provisions by progressing our connections with regional and state-wide groups.	2.2.4 Enable a sustainable aged care service through public – private partnership. 2.2.9 Design and upgrade the Springhaven Lodge kitchen.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to advise Council of the opportunity to apply for grant funding of up to \$500,000 to enhance/ improve infrastructure within Springhaven Lodge.

BACKGROUND

On 12 September 2018 the Federal Government – Department of Health announced rural, regional and remote aged care services could apply for up to \$500,000. The key objectives of the grant opportunity is to provide funding to regional, rural and remote aged care services to upgrade old or unsuitable infrastructure or to improve or upgrade existing buildings that:

- Support the delivery of aged care services
- Address the need for urgent maintenance and building upgrades to address impacts on quality, safety and accessibility of services and associated staff housing.

The intended outcome of the grant opportunity is to improve access and/or quality of aged care services in regional, rural and remote Australia. Grant applications close 24 October 2018.

COMMENT

The Manager Aged Care Services will submit an application for grant funding for the following improvements/upgrades at Springhaven Lodge if agreed by Council as follows:

- Installation of a new kitchen at Springhaven Lodge including all appliances. During installation a mobile kitchen will need to be hired so meals can continue to be served at the facility.
- Installation of self-opening/closing doors glass doors at the entrance to Springhaven Lodge. The artwork on the current glass panels depicting the Shire will be incorporated in the new doors. These doors will improve access for residents in and out of the facility and lower the risk of falls.
- Upgrade of laundry including the purchase of new washing machines and dryers.

- New floor coverings to quiet room, passage and small lounge to compliment the installation of new carpet squares to the recreation room completed last year.
- Complete refurbishment of upstairs staff living quarters including upgrade of kitchen, painting, floor coverings and window treatments.
- Replacement of floor coverings throughout the corridors of the facility.
- Widening of doorways of resident's rooms so electric beds can be wheeled out of rooms as required instead of staff having to carry them out of rooms on their side.
- Upgrade to kitchen in the recreation room.

Pricing for all the above renovations is currently being completed. I have listed the projects in order of preference. The Development Services Coordinator has advised that if we change the footprint of the facility our fire system would need a full upgrade including sprinklers and this would take up all the grant funding. The proposed application therefore does not include any extensions to the care office, MACS office or the treatment room as discussed at the briefing session last month.

CONSULTATION

Council Briefing Session 18 September 2018.
Springhaven Staff
Senior Management Team

STATUTORY REQUIREMENTS

Aged Care Act 1997 (must be compliant to apply for grant as defined under the act).
Currently operating an aged care service located in *Modified Monash Model Classification 3-7*. (Springhaven Lodge is classification 5).

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

If grant approved improvements to facility as listed above will be funded externally – not by the Shire of Kojonup.

RISK MANAGEMENT IMPLICATIONS

Upgrades as listed will assist the facility in maintaining a safe, quality service for both residents and staff.

ASSET MANAGEMENT IMPLICATIONS

Improvements to our assets at Springhaven Lodge.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

121/18 Moved Cr Mathwin seconded Cr Radford that Council approves the CEO applying for Aged Care Rural and Remote Infrastructure Grant as per the list of projects included in the MACS report above.

CARRIED 8/0

12 **KEY PILLAR 3 – ‘PERFORMANCE’ REPORTS**

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

AUTHOR	Anthony Middleton – Manager Corporate & Community Services
DATE	Monday, 8 October 2018
FILE NO	FM.FNR.2
ATTACHMENT(S)	12.1.1 – September 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 30 September 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 30 September 2018 represents three (3) months, or 25% of the year.

The following items are worthy of noting:

- Closing surplus position of \$3.18m;
- Operating results:
 - 53% of budgeted operating revenue has been received; and
 - 21% of budgeted operating expenditure spent;
- Capital expenditure achieved 9% of budgeted projects;
- The value of outstanding rates equates to 23.0% of 2018/2019 rates raised (includes instalments);
- Cash holdings of \$5.96m of which \$3.59m 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

122/18 Moved Cr Benn seconded Cr S Pedler that the monthly financial statements for the period 1 July 2018 to 30 September 2018, as attached, be noted.

CARRIED 8/0

12.2 MONTHLY PAYMENTS LISTING

AUTHOR	Melissa Binning – Finance Officer
DATE	Friday, 5 October 2018
FILE NO	FM.AUT.1
ATTACHMENT	12.2.1 – Monthly Payment Listing 01/09/2018 to 30/09/2018

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 September 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

123/18 Moved Cr Radford seconded Cr S Pedler 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 September 2018		TO – 30 September 2018
Municipal Cheques	14066 – 14073	\$16,476.98
EFTs	22100 – 22254	\$316,421.24
Direct Debits		\$353,209.92
Total		\$686,108.14

be received.

CARRIED 8/0

Cr Radford requested clarification on the use of hooded tops as part of PPE as it may detract users exercising adequate side vision on work sites. CEO via MWS to seek feedback from OHS Committee.

12.3 ADMINISTRATION OFFICE AND LIBRARY CLOSURE DURING THE 2018/2019 CHRISTMAS AND NEW YEAR PERIOD

AUTHOR	Lorraine Wyatt – Executive Assistant
DATE	Monday, 8 October 2018
FILE NO	CM.PRO.1
ATTACHMENT(S)	Nil

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP3 - Performance	3.2 – Be exceptional in two-way communication within our community, and market our brand outside of our community.	3.2.2 - Engage with our residents and industry members through increased use of social media. 3.2.3 - Develop and implement a formal media and two-way communications strategy 3.2.7 - Develop and Adopt a Communications Strategy 3.2.8 - Develop and Adopt a Community Engagement Plan

DECLARATION OF INTEREST

Nil.

SUMMARY

To approve the Administration Office and Library closure during the 2018/2019 Christmas and New Year period.

BACKGROUND

The temporary closure of the Administration Office and Library during the Christmas and New Year holiday period has occurred for several years and it is suggested that the same arrangements take place during the 2018/2019 Christmas and New Year period.

COMMENT

It is proposed that the Administration Office and Library be closed from 4.30pm on Friday 21 December 2018 until Wednesday 2 January 2019 as follows:

Friday 21 December 2018 – Normal work day closing at 4.30pm

Monday 24 December – Administration office and Library closed utilizing a “Picnic Day” as per the Enterprise Bargaining Agreement

Wednesday 2 January 2019 – Administration Office and Library reopens at 8.00am

Staff will be required to utilise leave accruals which can include:

- annual leave
- rostered days off
- time in lieu; or
- leave without pay (by prior arrangement with the CEO)

Staff who are planning to work throughout this period can only do so with the approval of the CEO.

CONSULTATION

All of Staff meeting Wednesday 3 October 2018

STATUTORY REQUIREMENTS

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

124/18 Moved Cr Warland seconded Cr Benn that approval be granted for:

- 1. The closure of the Administration Office and Library during the Christmas and New Year period from 4.30pm Friday 21 December 2018 to 8.00am Wednesday 2 January 2019; and**
- 2. That local public notice of the closure be advertised.**

CARRIED 8/0

12.4 2019 ORDINARY COUNCIL MEETING DATES

AUTHOR	Lorraine Wyatt – Executive Assistant
DATE	Monday, 8 October 2018
FILE NO	GO.CNM.6
ATTACHMENT(S)	Nil

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP3 - Performance	3.2 – Be exceptional in two-way communication within our community, and market our brand outside of our community.	3.2.2 - Engage with our residents and industry members through increased use of social media. 3.2.3 - Develop and implement a formal media and two-way communications strategy 3.2.7 - Develop and Adopt a Communications Strategy 3.2.8 - Develop and Adopt a Community Engagement Plan

DECLARATION OF INTEREST

Nil.

SUMMARY

Council is being asked to adopt Council Meeting dates for the 2019 year.

BACKGROUND

In accordance with the Regulation 12 of the *Local Government (Administration) Regulation 1996*, Local Governments are required to give local public notice of the date, time and place with respect to ordinary council meetings and, committee meetings which are proposed to be open to members of the public and shall be held within the proceeding 12 month period.

COMMENT

In October 2005 it was resolved that Council meetings will be held on the third Tuesday of each month commencing at 3:00pm except where dates clash with a public holiday or internal staffing management.

There is no Council meeting held during the month of January and the July meeting includes budget adoption. In order to ensure the end of financial year processes are completed, this Council meeting has been held on the fourth Tuesday of the month rather than the third.

2019 is also Local Government Election year and elections will be held on Saturday 19 October 2019. The October Ordinary Council meeting would have been scheduled to be held on Tuesday 15 October however, it is recommended that this meeting occur post-election being Tuesday 22 October 2019.

The December Council meeting has typically been held on the second Tuesday of December and it is recommended that this practise continue.

Regulation 12 of the *Local Government (Administration) Regulations 1996* requires that the scheduled Ordinary Council meetings which will be open to the public, are given local public notice at least once per year and that the notice should include the date, time and location of the meetings.

Given all of the above, the proposed meeting schedule for 2019 is as follows:

19 February 2019
19 March 2019
16 April 2019
21 May 2019
18 June 2019
23 July 2019
20 August 2019
17 September 2019
22 October 2019
19 November 2019
10 December 2019

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Local Government Act 1995 - Section 5.25(1)(g). Regulations about council and committee meetings and committees

Local Government (Administration) Regulations 1996 - Section 12. Meetings, public notice of

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

125/18 Moved Cr Mathwin seconded Cr Radford that:

- 1. Ordinary Council Meetings be scheduled for the third Tuesday of each month for 2019 commencing at 3:00pm with the following exceptions:**
 - No scheduled meeting to be held in January;
 - The July meeting be held on the fourth Tuesday to make allowance for the Annual Budget adoption; and
 - The December meeting be held on the second Tuesday given timing to Christmas break period.
- 2. The following dates be approved for the 2019 year for Council Meetings:**
 - 19 February 2019
 - 19 March 2019
 - 16 April 2019
 - 21 May 2019
 - 18 June 2019
 - 23 July 2019
 - 20 August 2019
 - 17 September 2019
 - 22 October 2019
 - 19 November 2019
 - 10 December 2019
- 3. Local public notice be given of the approved Council meeting dates for the 2019 year.**

CARRIED 8/0

12.5 QUOTATION FOR THE SUPPLY AND DELIVERY OF PRIME MOVER TRUCK

AUTHOR	Craig McVee, Manager Works and Services
DATE	9 October 2018
FILE NO	FM.TND.3
ATTACHMENT(S)	12.5.1 - Evaluation Matrix

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP3– 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.

DECLARATION OF INTEREST

Nil.

SUMMARY

The purpose of this report is to consider quotes for the supply and delivery of a Prime Mover Truck including trade-in of Council’s existing 1998 Nissan UD (KO134).

BACKGROUND

Council has provided funds in the 2018/19 Budget for the purchase of a new Prime Mover in accordance with the 10 year Plant Replacement Program. The trade-in of the Shire’s existing Prime Mover (Nissan UD) was also included in the Replacement Program and Budget.

COMMENT

Requests for quotes was submitted via eQuotes (Ref VP121948 – Prime Mover) on WALGA website on Tuesday 18 September 2018 with a closing date of Thursday, 4 October 2018 at 3pm.

The following quotes were received at the close of the period:

Company	Purchase Price (ex GST)	Trade In	Net Change Over	Make/Model
Bunbury Trucks	\$188,800	\$22,050	\$166,750	Hino FS2848 6x4
Bunbury Trucks	\$191,600	\$22,050	\$169,550	Fuso FV54 6x4
Bunbury Trucks	\$259,800	\$22,050	\$237,750	Mercedes Benz Actros 2651
South West Isuzu	\$202,660	\$18,000	\$184,660	Gigamax 510 EXY Premium

The trucks were rated in an evaluation matrix (attached), the Hino FS2848 Prime Mover met all specs requested in the eQuote and scored 36 out of a total rating 50.

The Fuso FV54 does not meet the requested GCM. Fuso FV54 rated 20 out of 50.

The Mercedes Benz Actros 2651 does not meet the allocated budget allowance. The Mercedes Benz Actros 2651 rated 26 out of 50.

The Isuzu Gigamax 510 met all the specs however the GCM is less than the Hino FS2848, although it does meet the budgeted allowance for 2018/19. The Isuzu Gigamax 510 rated 30 out of 50.

It is therefore recommended that the eQuote be awarded to Bunbury Trucks for the supply of 1 (one) Hino FS2848 Prime Mover at a net changeover of \$166,750.00. The allowance allocated in the 2018/19 Budget was \$185,000 which is a plant replacement budget saving of \$18,250.

CONSULTATION

Consultation was undertaken as part of the 2018/19 Plant Replacement Program and the truck replacements became part of the 2018/19 Budget.

STATUTORY REQUIREMENTS

WALGA eQuotes was used to submit the tender request. According to the *Local Government (Functions and General) Regulation 1996*:

(2) *Tenders do not have to be publicly invited according to the requirements of this Division if –*

(b) The supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;

POLICY IMPLICATIONS

The Purchasing & Creditor Control Policy 2.1.2 states: “where a WALGA preferred supplier is used, the need to obtain quotes is removed.” Two quotes were obtained from suppliers via the WALGA eQuotes site.

FINANCIAL IMPLICATIONS

The 2018/19 Budget provides for a net changeover of \$185,000. The Officer Recommendation, if adopted, will result in a budget saving of \$18,250.

RISK MANAGEMENT IMPLICATIONS

The 10 year Plant Replacement Program ensures the safety of employees and minimizes financial risk to the Shire by maintaining a high standard of plant while reducing maintenance expenses. This ensures minimum lost time due to breakdowns of old equipment and loss of productivity and possible risk of injury to employees.

ASSET MANAGEMENT IMPLICATIONS

As part of the 10 year Plant Replacement Program the new trucks replace existing older trucks which will reduce maintenance expenses and productivity efficiencies of the asset.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

126/18 Moved Cr Radford seconded Cr Warland that the eQuote be awarded to Bunbury Trucks for the supply of 1 (one) Hino FS2848 Prime Mover Truck for the nett changeover amount of \$166,750.00.

CARRIED 8/0

13 KEY PILLAR 4 – ‘PROSPERITY’ REPORTS

13.1 PROPOSED BOUNDARY REALIGNMENT LOTS 304 & 305 BILSTON STREET, KOJONUP.

AUTHOR	Phil Shephard – Town Planner
DATE	Monday, 8 October 2018
FILE NO	A13755, A7195 & A5959
ATTACHMENT(S)	13.1.1 – Resubdivision plan

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

DECLARATION OF INTEREST

Nil.

SUMMARY

To consider a referral from the WA Planning Commission to resubdivide the above 2 industrial lots as shown in the attached plan.

The recommendation is to not support the resubdivision of the lots and support an amalgamation of the lots.

BACKGROUND

The resubdivision proposal has been referred by the Western Australian Planning Commission (WAPC) to Council with a request for any information, comment or recommended conditions that Council seek to have the Commission consider in assessing the application.

Council is reminded that all applications for subdivision/amalgamation are submitted to, and determined by, the WAPC in consultation with relevant stakeholders (State Government bodies and Local Government). The WAPC provides 42 days for comments (closing on 23 October 2018) to be received from stakeholders. It is the WAPC’s decision to act on any advice or recommendation received from Council.

COMMENT

There are some 28 authorized buildings/structures identified on the property during a site inspection conducted as part of the resubdivision application. In particular, the area shown on the resubdivision plan as a ‘New Concrete Slab’ has a shed constructed upon it (see image below) which will form part of the new side boundary between the lots. The plan does include a note referring to the need for a parapet wall to be constructed although no additional information is provided.



Unauthorised shed on right



Existing Lots 304 & 305 Bilston Street, Kojonup bordered in red (Image Landgate Map Viewer Plus)

The subject lots are zoned Industrial under Town Planning Scheme No. 3. Lot 304 is 3,495m² in area and Lot 305 is 2,214m² in area and the Shire had previously advised the applicants surveyors that a 3m minimum side setback was required if no fire isolation was achieved within the buildings.

The new lots will be 2,602m² in area (Lot A) and 3,106m² (Lot B) as shown on the attached resubdivision plan.

The buildings/structures on the property affect the required setback to any new lot boundary. As some buildings have not received development approval or building permits, it is not known if they achieve the required setbacks and/or construction standards for industrial use buildings. The WAPC have been advised of the outstanding building matters on the lots.

Given this uncertainty, the lots could be amalgamated rather than resubdivided at this stage. The WA Planning Commission can also choose to support the proposal with conditions or may defer the application pending additional information if they consider it necessary.

The outstanding building matters are being followed up by staff and these will be subject of a separate report to Council in the future.

Conclusion

The proposed resubdivision is not supported and the lots should be amalgamated.

Alternate Options

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

2 Refuse the request

The Council can choose to refuse to support the resubdivision. If refused, the Council need to provide grounds for not supporting the request.

2 Approve the request

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

3 Defer the proposal

The Council can choose to request the WAPC defer the matter for a period of time and seek additional information from the proponent before proceeding to make a decision.

The decision of the WAPC is a reviewable determination under the *Planning and Development Act 2005* and the applicant/landowner may apply to the State Administrative Tribunal for a review of the decision and/or condition made by the WAPC.

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

Nil.

RISK MANAGEMENT IMPLICATIONS

Risk Description	Risk Likelihood	Risk Consequence	Risk Classification	Risk Treatment
Council does not support the resubdivision	Possible ©	Minor (2)	Medium	Managed by specific monitoring or response procedures.

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

That Council advise the WA Planning Commission that it does not support the proposed resubdivision of Lots 304 and 305 Bilston Street, Kojonup as shown in WAPC File 157170 and would support the amalgamation of the lots.

COUNCIL DECISION

127/18 Moved Cr Benn seconded Cr Radford that Council advise the WA Planning Commission that it supports the proposed resubdivision of Lots 304 and 305 Bilston Street, Kojonup as shown in WAPC File 157170 subject to the following conditions:

- 1) The issuing of a certified Building Permit showing the currently unauthorised shed complies with the relevant construction standards and can be located on the new boundary.**

CARRIED 8/0

Reason: At the time of writing the report the information provided indicated the existence of a concrete pad. Further information provided to Council and verified in the email below received at 1.48pm prior to the Council Meeting showed an unauthorised structure located on the concrete pad. Council was of the opinion that the application could be supported if the applicant was able to demonstrate the structure was compliant with applicable construction standards and appropriate fire ratings, therefore allowing for retrospective building approval to be issued.

“Dear Shire President, Deputy Shire President and Councillors,

As the owners of Lots 304 and 305 Bilston Street, Kojonup, we would like to provide the following information in respect to Agenda Item 13.1 – Proposed Boundary Realignment of Lots 304 & 305 Bilston Street, Kojonup.

A recommendation to not support the boundary realignment has been provided by the assessing planning officer on the basis that there are unauthorised buildings on the site that may not meet the required setbacks and/ or construction standards for industrial use buildings. We wish to confirm that we have engaged a Town Planner and Building Surveyor who are currently preparing the necessary approvals for the unauthorised works. In addition, the boundary wall of the existing building will be upgraded to ensure compliance with the BCA. We require the boundary realignment in order to retain separate Electrical Consumer Mains given the limited power supply in the area and our current operational demand. We also wish to keep the Blast Shed and Paint Shop on separate title and independent from other infrastructure. It is for these reasons we did not apply for an amalgamation in the first place. The attached email trail shows correspondence between our engaged surveyor and Phil Shepard clearly stating our intentions and requesting feedback on the proposal, and although only verbal, the response was that there should be no issue

with such actions. This also shows our due diligence in seeking approval, albeit verbal, before commencing construction.

We would like to reiterate that the boundary realignment is required to enable compliance to be achieved and the retrospective applications to be submitted. As such, we would appreciate your support of the boundary realignment to enable us to seek approval for the unauthorised structures.

*Regards
CGS Team.”*

Cr Radford declared an Indirect Financial Interest and left the meeting at 3.22pm

13.2 REQUEST TO VARY DEVELOPMENT APPROVAL PLAN FOR MOTEL UNITS No. 70 ALBANY HIGHWAY, KOJONUP.

AUTHOR	Phil Shephard – Town Planner
DATE	Monday, 8 October 2018
FILE NO	A6411
ATTACHMENT(S)	13.2.1 - Letter and amended site plan

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

DECLARATION OF INTEREST

Nil

SUMMARY

To consider a request from the landowners to vary a condition of development approval for some recently approved motel units on the above property.

The recommendation is to support the request.

BACKGROUND

Council at its 19 June 2018 meeting (Resolution: 72/18) considered the original application and resolved as follows:

That development approval for the Motel use/development on No. 70 (Lot 12) Albany Highway, Kojonup be granted 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) A maximum of eight (8) single-room accommodation units and one (1) office/storeroom is permitted.*
- c) The buildings to be in a colour/tone to the satisfaction of the Chief Executive Officer.*
- d) The buildings to be setback from the boundaries in accordance with the TPS3 requirements.*
- e) The provision of 9 on-site parking bays (1 bay per unit/office) suitable for the patron’s vehicles to the satisfaction of the Chief Executive Officer. No parking of patron’s vehicles is permitted on the road verge or adjoining land.*
- f) The new access/egress crossover point onto Albany Highway to be sited, designed and constructed to the satisfaction of the Shire of Kojonup in consultation with Main Roads WA.*
- g) The accommodation units to be connected to the Water Corporation deep sewer and water supply networks.*
- h) All stormwater to be retained and/or disposed of or reused on-site.*
- i) The site to be landscaped including shade trees and vegetation between the buildings and boundaries in accordance with a Landscaping Plan to be submitted for approval by the Chief Executive Officer.*

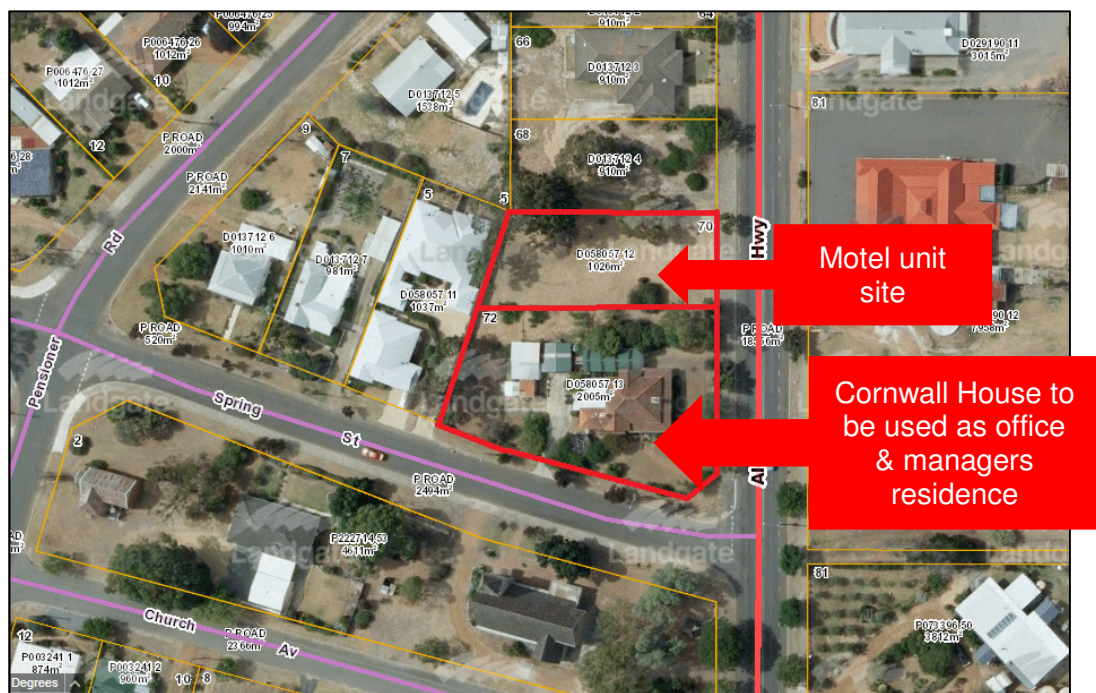
- j) The provision of a 1.8m high screen fence along the side boundaries at the proponents cost.
- k) The proponent to prepare a bushfire management plan and/or evacuation plan to achieve compliance with the WA Planning Commission's State Planning Policy 3.7 'Planning in Bushfire Prone Areas' to the satisfaction of the Chief Executive Officer in consultation with the Department of Fire and Emergency Services.

Advice Notes:

- a) The placement of the units and construction of the verandah additions requires a separate Building Permit to be obtained prior to any works commencing.
- b) The provision of a rubbish service for the proposal will need to be negotiated through the Shire.
- c) It is important that the accommodation units and patrons are properly managed to ensure there is no disruption or adverse impacts on the surrounding properties.

COMMENT

The landowners have submitted an amended site plan and written request (copy attached) seeking approval for the new site plan. The applicants have advised they have purchased adjoining Lot 13 (to the south) and will incorporate this dwelling to be used as administration office and caretakers dwelling/managers residence into the motel business.



The main changes to the original approved plan are:

- Relocation of 3 units from the south-side to the rear of the lot
- All patron parking along southern side boundary
- Previous office unit to be constructed as dedicated universal access motel unit.

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.

The proposed changes to the site plan are considered relatively minor and can be supported. The relocation of the 3 motel units to the rear of the property still achieves 3m which is twice the required setback for the building under the R-Codes.

The use of the adjoining property known as Cornwall House as the office/managers residence is consistent with the commercial zoning of the land. The dwelling is contained on the Shire's Municipal Inventory (Heritage Place No. 25777) for the following reasons and would not prevent the dwelling's use in conjunction with the motel business.

Cornwall House has aesthetic, social and historic significance. It is an attractive and authentic Federation Bungalow style residence on a prominent corner location and set in a mature landscaped gardens appropriate to the style of the house. It is associated with Emily and John Cornwall who were well known and active members of the local community and proprietors of the Royal Hotel. Many social events were held at the house.



Cornwall House (image from SHO Inherit)

As the proposal adjoins land at the rear of the site along Pensioner Road that is zoned Residential, TPS3 requires the Council consider the following scheme provision in assessing the application:

5.8 DEVELOPMENT ON LAND ABUTTING A RESIDENTIAL ZONE

In determining an Application for Planning Consent relating to any non-residential development on land abutting a Residential Zone the Council may;

- a) assess the proposed development for conformity with such standards as the Council considers necessary to address the potential nuisance of the proposed development on the residential areas; and,*
- b) impose such conditions considered by the Council to be necessary to ameliorate the impact of the proposed development on residential areas.*

The proponent has committed to ensuring the development is functional and made attractive with boundary fencing, landscaping and on-site vehicle parking and will comply with all relevant standards.

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 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 modify the original site plan. The Council under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> may vary or delete any condition of development approval.
(k) the built heritage conservation of any place that is of cultural significance;	The motel units will adjoin Cornwall House which is contained on the Shire's Municipal Inventory for its cultural heritage values. The proposal will not adversely affect the heritage values of the adjoining site.
(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;	The proposal will not adversely affect the heritage values of the area.
(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 units are considered compatible in height, bulk, scale and appearance with other similar structures in the commercial areas in Kojonup.
(n) the amenity of the locality including the following- (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	The proposal is not expected to negatively impact on the environment, character or amenity of this commercial locality.
(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal	The land is considered suitable for the proposed development.

Matter to be Considered	Response
inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;	
(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 changes to the original site plan are considered minor and consistent with the intent of the original plan. The approval should be varied to incorporate the new site plan.

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 vary the approved plan. 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

128/18 Moved Cr S Pedler seconded Cr I Pedler that Council approve the request and delete the original site plan and incorporate the new site plan and reword conditions a) and b) for the motel use/development on No. 70 Albany Highway, Kojonup as follows:

- a) The development to be generally consistent with the attached stamped approved New Site Plan and where marked in red, unless a variation has been approved in writing by the Chief Executive Officer.**
- b) A maximum of nine (9) single-room accommodation units is permitted.**

CARRIED 8/0

Cr Radford returned to the meeting at 3.25pm

13.3 PROPOSED REAL ESTATE SALE SIGNS LOT 101 SOLDIER ROAD, KOJONUP.

AUTHOR	Phil Shephard – Town Planner
DATE	Thursday, 11 October 2018
FILE NO	A455
ATTACHMENT(S)	13.3.1 - Sign and site plans

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

DECLARATION OF INTEREST

Nil.

SUMMARY

To consider an application for development approval to erect 2 real estate sale signs on the above property.

The new signs do not comply with some of the requirements of the Council’s Town Planning Scheme No. 3 and adopted Town Planning Scheme Policy No 3 – Advertising Signs and cannot be considered under delegated authority and must be referred to the Council for a decision.

The recommendation is to grant development approval subject to conditions.

BACKGROUND

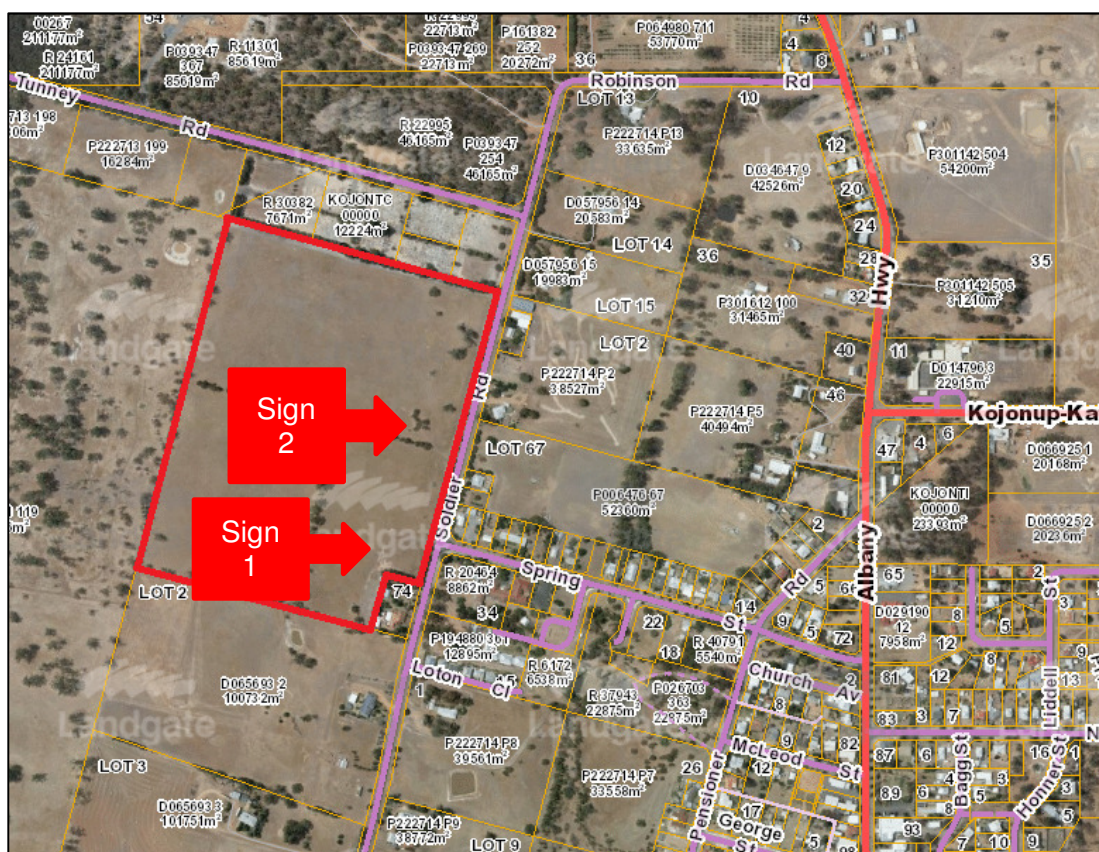
The landowner has conditional approval from the WA Planning Commission to subdivide the above property into residential lots and is now seeking approval to erect and display 2 real estate sale signs (copy attached).

COMMENT

Proposal

The proposal includes erecting 2 signs (Sign A 2.4m x 2.4m and Sign B 2.4m x 1.8m) to advertise the lots. The signs include lot and sales information and the landowner has requested the signs be permitted to be displayed for 3-years until July 2021.

The property has frontage to Soldier Road and the signs will be located within the subject property.



Lot 101 Soldier Road bordered in red showing proposed sign positions (Image Landgate Map Viewer Plus)

Zoning and Land Use/Development

The property is contained within the Residential zone under Town Planning Scheme No. 3 (TPS3) and has conditional approval from the WA Planning Commission to be subdivided into the residential lots as shown on the attached plans.

Clause 5.17 Control of Advertising is used to control advertising signs within the Shire. In respect to sign applications, c.5.17.3 Consideration of Applications states:

Without limiting the generality of the matters which may be taken into account when making a decision upon an application for Planning Consent to erect, place or display an advertisement, the Council shall examine each such application in the light of the objectives of the Scheme and with particular reference to the character and amenity of the locality within which it is to be displayed, the amenity of adjacent areas which may be affected and traffic safety.

Some types/forms of signs are exempt from requiring Council approval. Schedule VI Exempted Advertisements pursuant to c.5.17 of TPS3 includes the following exemptions:

<i>Temporary Signs</i>	<i>Exempted Sign Types and Number (All non-illuminated unless otherwise stated)</i>	<i>Maximum Area of Exempted Sign</i>
<i>Property transactions – Advertisement signs displayed for the duration over which</i>		

<i>Temporary Signs</i>	<i>Exempted Sign Types and Number (All non-illuminated unless otherwise stated)</i>	<i>Maximum Area of Exempted Sign</i>
<i>property transactions are offered and negotiated as follows:</i>		
<i>(a) Dwellings</i>	<i>1 sign per street frontage for each property relating to the sale, leasing or impending auction of the property at or upon which the sign is or the signs are displayed</i>	<i>Each sign shall not exceed an area of 2m²</i>

The proposed signs at 5.76m² (Sign A) and 4.32m² (Sign B) both exceed the 2m² maximum area of an exempt sign under TPS3 and must be approved by Council before they can be displayed.

Town Planning Scheme Policy No. 3 – Advertising Signs

The Town Planning Scheme Policy No. 3 advises that any advertising sign that is not exempt shall be assessed in accordance with this Policy and any application that does meet these Policy requirements will be submitted to Council for consideration.

The Policy includes a Table indicating the types of permissible signs within each zone under TPS3. Within the Residential zone: real estate directional, public information and business direction signs; are all permissible types of sign under the Policy.

The Policy has 3 objectives as follows:

- a) To guide and control the design, materials and siting of advertising signs in the Shire.
- b) To integrate advertising signs into the Shire to provide relevant information at appropriate locations to guide visitors to businesses and properties.
- c) To provide advice on the types of signs permitted within the Shire.

The Policy advises when considering a proposal for any new advertising sign, Council will have regard to a number of matters that are discussed below.

Policy Requirement	Comment
a) The approved land use and activities operating on the site and the need and purpose for the sign;	The land has subdivisional approval from the WAPC and the sign will display the lots for sale.
b) The compatibility of the sign with any existing signs on the site and other approved signs for similar activities;	There are no other signs on the site. The display of land sale signs is common when releasing lots to the market and the signs are considered consistent with other signs in the past.
c) Whether the sign complements or detracts from the dominant character of the surrounding landscape and the architectural style	Whilst large and occupying a vacant site, the purpose of the signs is to attract potential purchasers and they are considered temporary in nature as they

Policy Requirement	Comment
and character of the building, site or area;	will be displayed until July 2021 or sooner if the lots are sold.
d) The impact of the sign on vehicular and pedestrian traffic and surrounding land uses and its size, design, location or the use of illumination or devices such as flashing or moving elements; and	The signs are not expected to adversely impact on vehicles or pedestrians or any surrounding land uses. The signs will be located on the front boundary of the property and will not be illuminated or have any moving elements.
e) Whether rationalisation or reduction in the number of existing signs is appropriate and achievable.	There are no existing signs on the site.

The Policy advises that Council will not approve any advertising sign that in its opinion will have an adverse visual impact on surrounding land and buildings, streetscape and/or the overall locality.

TPS3 Considerations

The *Planning and Development (Local Planning Schemes) Regulations 2015* (c.67) requires the Council in considering an application for development approval including signs 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).
(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 considered consistent with the orderly and proper planning of this area in Kojonup.
(g) any local planning policy for the Scheme area;	The proposed signs are considered consistent with the objectives and requirements of Town Planning Scheme Policy No. 3 – Advertising Signs.
(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 signs are considered compatible in height, bulk, scale and appearance with other similar real estate sale signs in Kojonup.
(n) the amenity of the locality including the following-	The proposal is not expected to negatively impact on the environment,

Matter to be Considered	Response
(i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	character or amenity of this commercial locality.
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	The proposal is not expected to adversely affect traffic flow or safety in the area.
(w) the history of the site where the development is to be located;	The land has subdivisional approval and the proposed signs will display the lots for sale.

Conclusion

The proposed signs are considered appropriate to display the lots for sale and should be approved subject to conditions.

Alternate Options

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

1 Not approve the proposal

The Council can choose to refuse the application. If refused, the Council need to provide grounds for not approving the application.

2 Approve the proposal

The Council can choose to approve the application, 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

Town Planning Scheme Policy No. 3 – Advertising Signs apply to this report (see Comments section of report above).

FINANCIAL IMPLICATIONS

The proponent must pay the development application fee of \$147 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 approve the new signs	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

129/18 Moved Cr Mathwin seconded Cr S Pedler that Council grant development approval for the 2 new real estate sale signs (Sign A 2.4m x 2.4m and Sign B 2.4m x 1.8m) for display on Lot 101 Soldier Road, Kojonup subject to the following conditions:

- a) The signs to be displayed as shown in the attached stamped approved plans, unless a variation has been approved in writing by the Chief Executive Officer.
- b) The signs to be removed after 31 July 2021 unless an extension has been approved in writing by the Chief Executive Officer.
- c) The signs must be erected within the boundaries of Lot 101 and are not permitted within the road reserve.

Advise Notes:

- a) *Please ensure the signs are securely fixed to their structure or supports and maintained in a safe condition.*
- b) *Should the lots on which the signs are being displayed be sold you do not need any additional Council permission to relocate the signs to an adjoining lot.*

CARRIED 8/0

Cr Radford declared an Indirect Financial Interest and left the meeting at 3.29pm.
The Manager of Works and Services declared a Proximity Interest and left the meeting at 3.29pm

13.4 APPLICATION FOR DEVELOPMENT APPROVAL – PROPOSED SHORT TERM ACCOMMODATION No. 4 MCHENRY STREET, KOJONUP.

AUTHOR	Phil Shephard – Town Planner
DATE	Thursday, 11 October 2018
FILE NO	A10165
ATTACHMENT(S)	13.4.1 Application plan and letter

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

DECLARATION OF INTEREST

Nil

SUMMARY

To consider a proposal for development approval to use the existing dwelling for short term accommodation.

The recommendation is to refer the application to neighbours for comment prior to making a decision on whether approve or refuse the application.

BACKGROUND

Nil.

COMMENT

Proposal

The landowners are requesting approval to use the existing 2-bedroom dwelling for short term accommodation for a maximum of 6 persons and have submitted the attached letter outlining the proposal and how it would be managed. A small sign will be placed at the front of the property to direct patrons.

The dwelling has frontage and access to McHenry Street which is sealed and kerbed and a local road under the care of control of the Shire of Kojonup. No changes to the existing access is required. Parking for 2 vehicles is available on-site with 1 bay in a garage. The landowners plan to undertake some additional landscaping within the front garden area.

The proposal is different to other accommodation proposals approved by Council such as bed and breakfasts or motel units etc. where there is an owner/manager on-site. In this case, the owners will not live on-site, and bookings will be arranged through Kodja Place and Airbnb etc.



Aerial image showing property bordered in red and surrounding properties (Source: Landgate Map Viewer Plus)



Street view from McHenry Street showing dwelling (Source: Google Earth Pro)

The property is 903m² in area and adjoining land uses include residences (to the north, south and west) with the Kojonup IGA opposite. The property has access to the water supply, sewer, electricity and telecommunications infrastructure.

Town Planning Scheme No. 3 controls

The property is zoned Residential with a density code of R20 under Town Planning Scheme No. 3 (TPS3).

The proposed use does not fit within the other types of use class included within TPS3 such as residential building, bed and breakfast, home occupation, holiday accommodation, lodging house or motel etc.

The proposed land use is referred to as a 'use not listed' and in this situation the Council must follow the requirements of c.64 'Advertising applications' of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

This requires Council to first determine if the use may be consistent with the objectives of the zone and that notice of the application should be advertised before determining the application. The Regulations require a minimum 14-day submission period and enable Council to set down how the application is to be advertised which may include one or all of the following actions: direct referral to neighbours, public advertising in a newspaper, public advertising on a website, or placing a sign on the property.

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

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

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

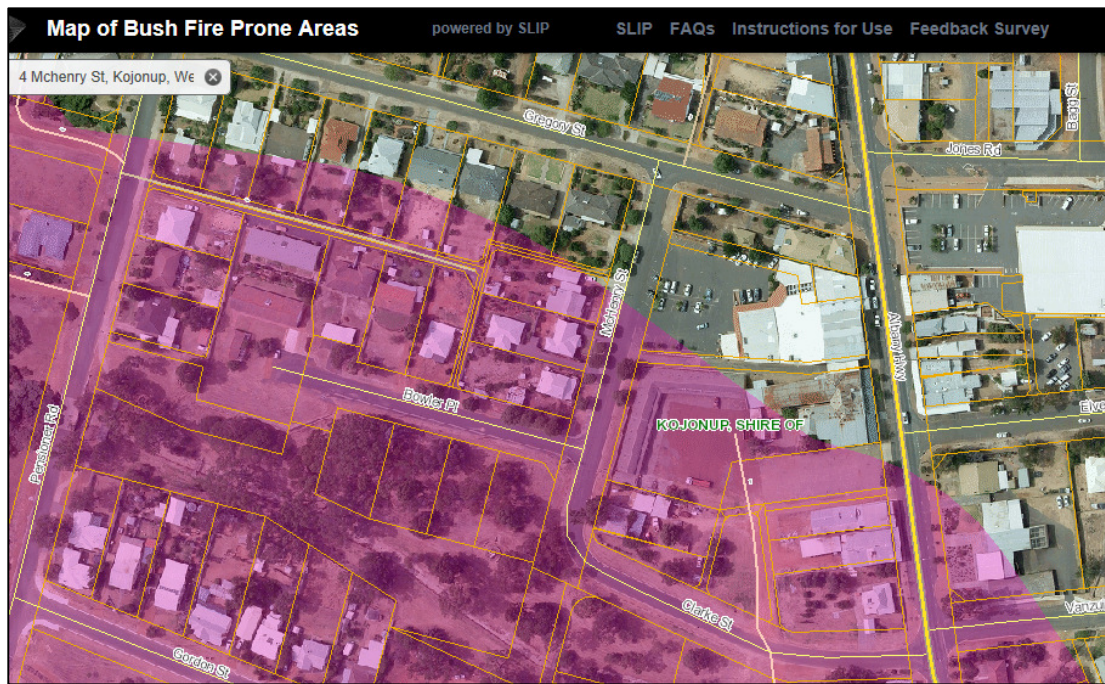
- (a) The zone shall be predominantly residential.*
- (b) Non-residential uses shall be compatible in character, scale and operation with the predominant residential use.*
- © A non-residential use shall only be permitted if the use does not detract from the amenity of the area.*

The proposal is considered to be generally consistent with the objectives for the Residential zone. The landowners have committed to ensuring the development promotes Kojonup and its local attractions, is well managed and made attractive with landscaping and on-site vehicle parking and will comply with all relevant standards.

Given the proposal is to use an existing dwelling, if the proposal was to be advertised, then referral to adjoining residential landowners and display of the Shire's website is considered sufficient notice of the application and would enable the Council to assess its suitability and impacts on the amenity of the area.

Bushfire Planning

The property is shown as bushfire prone by the Department of Fire and Emergency Services mapping and the proponent will have to address the bushfire risk. Should the proposal proceed, a condition of development approval will require a Bushfire Management Plan and/or Evacuation Plan to be prepared and implemented to address the present risk.



TPS3 Considerations

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

Matter to be Considered	Response
(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	The proposal is considered consistent with the objectives for the TPS3 (c.1.6) and maybe consistent with the objectives for the Residential Zone (c.3.2.1).
I any approved State planning policy;	The proposal to comply with: State Planning Policy 3.7 'Planning in Bushfire Prone Areas'.
(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 use of the existing dwelling will incorporate on-site parking and landscaping to reduce the impact of the development on surrounding properties.
(n) the amenity of the locality including the following- (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	The proposal is not expected to negatively impact on the environment, character or amenity of this residential locality.
(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	The proponent has committed to providing landscaping within the site to soften the building surrounds etc.

Matter to be Considered	Response
(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 (see other bush fire comments below).
I 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.
(s) the adequacy of – (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;	The proposal will not require any changes to access arrangements and all parking can be provided on-site.
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	The proposal is not expected to generate any substantial increase in traffic to the site or adversely traffic safety in the area.
(u) the availability and adequacy for the development of the following – (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability;	The dwelling has access to existing infrastructure including deep sewer, water supply, electricity, telecommunications etc. Rubbish disposal service is available. Universal access requirements for disabled persons may be required through the Building Permit process.
(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;	The proposal is not expected to have any adverse impact on the community and will provide another accommodation style for visitors/workers to the Shire. It is important that there is a wide range of accommodation facilities including motels, caravan park, private rentals, b&b's etc available within Kojonup and the district.
<i>c.78E. (1) of the Planning and Development (Local Planning Schemes) Amendment Regulations 2015</i> In considering an application for development approval for development to which this Part applies, the local government is to have regard to the bushfire resistant construction requirements of the Building Code.	The property is identified as bushfire prone and the proponent should also prepare a bushfire management plan and/or evacuation plan as a condition of approval to achieve compliance with the WA Planning Commission's State Planning Policy 3.7 'Planning in Bushfire Prone Areas'. The final details will be determined in consultation with the Department of Fire and Emergency Services.

Conclusion

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

Alternate Options

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

3 *Not support the proposal*

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

2 *Support the proposal*

The Council can choose to support the proposal if it is considered to may be consistent with the objectives for the zone and give notice of the application.

4 *Defer the proposal*

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

CONSULTATION

Should the Council determine to proceed and advertise the proposal, the comment period is a minimum of 14-days. Advertising to include referral to the adjoining landowners and notice placed on the Council's website.

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

There are no Council planning policies relevant to this report.

FINANCIAL IMPLICATIONS

The proponent must pay the development application fee of \$147 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 proposal	Possible ©	Insignificant (1)	Low Risk	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

130/18 Moved Cr I Pedler seconded Cr Warland that Council:

- 1) In accordance with c.3.3.5(b) of TPS3 determine that the proposed use of the existing dwelling at No. 4 McHenry Street, Kojonup for short term accommodation may be consistent with the objectives for the Residential zone and undertake referral to adjoining landowners and advertise the proposal on the Council's website for public comment for a period of not less than 14-days.**
- 2) Delegate to the CEO the power to determine the development application for the proposed use of the existing dwelling at No. 4 McHenry Street, Kojonup for short term accommodation following the advertising period including the placement of conditions and/or advice on the approval in consultation with the Town Planner. Should any submissions be received that the CEO determines cannot be adequately dealt with by the placement of a condition/advice or that would warrant staff recommending the application be refused, the application will be referred to the November 2018 meeting for determination.**

CARRIED 6/1

Cr Radford and Manager of Works and Services returned to the meeting at 3.36pm.

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

14.1 PROJECT PLAN – GOING FORWARD ELECTRONICALLY

AUTHOR	Claire Servaas – Records Officer
DATE	Tuesday, 2 October 2018
FILE NO	IM.RCM.2
ATTACHMENT(S)	14.1 - Project Plan – Going Forward Electronically

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP 5 - Digital	5.1 Be fuelling our knowledge to support business growth, operational excellence and farming productivity.	5.1.3 – Move to a fully electronic records system by 2019.

DECLARATION OF INTEREST

Nil.

SUMMARY

The Project Plan – “Going Forward Electronically” is a guide on how the Shire of Kojonup will implement the change to the digitisation of all records and move away from paper based documents.

BACKGROUND

To ensure that all members of the Shire of Kojonup team are aware of the changes happening to the records process within the Shire, the Project Plan – Going Forward Electronically is being put to the Councillors for their approval.

COMMENT

The Shire of Kojonup’s record keeping system is at present half electronic and half paper based. The Shire of Kojonup currently use IT Vision’s SynergySoft software to capture their records and convert all paper records to electronic via scanning them into their system. Staff use the digital copy on a day-to-day basis, however, the master record is the paper copy.

The paper copy is retained in a file in the records room in the office and held in accordance with the General Disposal Authority (GDA). The Shire of Kojonup are aiming to implement a fully electronic system as the paper based system is not complete, for example emails are only registered electronically and not on the paper file. SynergySoft is an easy to use system that is able to assist the Shire of Kojonup in becoming fully electronic and reduce paper documents.

Becoming Fully Electronic will help the Shire of Kojonup save paper, reduce mail costs, save a huge amount of space that is currently taken up by paper records and archive boxes and make information and document sharing easier. The Shire of Kojonup currently holds archive boxes at Broomehill Repository where they pay for the use of the room, electricity and fuel to drop off and retrieve boxes. The Shire also has four separate work sites and a fully electronic system will improve access to records captured at the three remote sites within the Shire and enable easier and faster sharing availability of documents across all departments.

The State Records Office (SRO) supports the implementation of Digital Records and records are to be managed in accordance with the State Record Commission (SRC) Standard 8: Digital recordkeeping. The State Records Office has approved the attached plan for implementation.

In the creation of the Project Plan – Going Forward Electronically, workshops were held by the Records Officer with each Shire department manager and staff to consult other departments on their digitisation requirements going forward and to ensure that all staff were kept up to date on the current status of the project. Things that were discussed were what equipment would be needed for that specific department, what records are currently being kept as paper based documents, what it would cost to implement this project based on the software and equipment required and how long this project may take.

CONSULTATION

Regulatory Services Team
Corporate Services Team
Works and Services Team
Aged Care Services Team
Governance Team
Community Development and Tourism Team
Senior Management
State Records Office

STATUTORY REQUIREMENTS

The Project Plan – Going Forward Electronically sets out the changes to come for the Record Keeping Plan that is not due for review until September 2020. The Record Keeping Plan is a requirement of the State Records Office.

State Records Act 2000:

Section 19. Government organizations to have plans.

Every government organization must have a record keeping plan that has been approved by the Commission under *section 23*.

POLICY IMPLICATIONS

The Records Management Policy relates to the Project Plan – Going Forward Electronically however does not have any need to be reviewed as it is still a true and accurate document regardless of the changes that are being undertaken with the project at hand.

FINANCIAL IMPLICATIONS

Below is a chart that outlines what equipment is to be purchased to be able to implement the Project “Going Forward Electronically”, next to the equipment there is how much that specific item will cost and what account in the “Shire of Kojonup Annual Budget 2018-2019” the money for that equipment is being held in. *Please note that the Adopted budget figures include other expenses unrelated to the project plan.*

Required Equipment	Budget	Account	18/19 Adopted Budget
Wide format printer / Scanner (RICOH MP CW2201SP)	\$15'000	C137	\$60'000
ICare Software	\$30'000	C372	\$30'000
Large Monitor x 3	\$230	C137	\$60'000
Computers for Springhaven x 3	\$4000	C137	\$60'000
2 x laptops manager and one general staff. (Depot)	\$3000	C137	\$60'000
Day Box Purchase	\$265 for a pack of 50	2275	\$10'000
Disaster Recovery Bin and Contents	\$300	2275	\$10'000
Staff training/time	In-house existing	Wages	-

RISK MANAGEMENT IMPLICATIONS

- There is a low risk that staff may not understand the process and think it is too hard so may just find it easier not to do it. To stop this mentality the Records Officer has been and will continue to provide training on the records process, always answering questions and helping out when ever needed.
- There is a high risk that software will become outdated. That will make it hard to retrieve files if the software is not updated in time. To prevent this happening our software is regularly updated and kept up with the current technology.
- The Shire of Kojonup uses Synergysoft Records system and all the data is currently held on two terminal servers that mirror each other. One is at Kodja Place and the other is in the Administration Office. The terminal server is backed up every night to ensure that all data captured is reflected at both locations. If a natural disaster i.e. flood or fire was to claim both of the terminal servers there would be no retrieving the data. The Shire of Kojonup is currently looking at moving to Altus records system by IT Vision. Altus is a web based software and the data is kept up in the “cloud” and will not be effected by a natural disaster.

ASSET MANAGEMENT IMPLICATIONS

Reduce archives which opens up space within the Shire Administration office.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple.

OFFICER RECOMMENDATION/COUNCIL DECISION

131/18 Moved Cr S Pedler seconded Cr Warland that Council adopt the Project Plan – Going Forward Electronically as attached for implementation.

CARRIED 8/0

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW BUSINESS

Nil

17 CONFIDENTIAL REPORTS

Nil

18 NEXT MEETING

Tuesday, 20 November 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 3.45pm.

20 ATTACHMENTS (SEPARATE)

- Item 7 7.1.1 Minutes of the Ordinary Council Meeting held 18 September 2018
- Item 10.1 10.1.1 Kojonup Sport Precinct Master Plan – Concept Site Master Plan
- 10.1.2 Minutes – 11 September 2018
- 10.1.3 Minutes – 2 October 2018
- Item 10.2 10.2.1 Great Southern Regional Sport and Recreation Plan
- 10.2.2 Great Southern Regional Sport and Recreation Plan – Supporting Document
- Item 12.1 12.1.1 September 2018 Monthly Financials
- Item 12.2 12.2.1 Monthly Payment Listing 01/09/2018 to 30/09/2018
- Item 12.5 12.5.1 Evaluation Matrix
- Item 13.1 13.1.1 Resubdivision Plan
- Item 13.2 13.2.1 Letter and Amended Site Plan.
- Item 13.3 13.3.1 Sign and Site Plans
- Item 13.4 13.4.1 Application Plan and Letter
- Item 14.1 14.1.1 Project Plan – Going Forward Electronically

Presiding Member

Date