

# Kojonup



**SHIRE OF KOJONUP**

# **MINUTES**

**Ordinary Council Meeting**

**21 February 2017**

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## MINUTES

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

The Shire President declared the meeting open at 3:02pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points and drew the meeting's attention to the disclaimer below:

*Disclaimer*

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

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

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

### 2 **ATTENDANCE & APOLOGIES**

Cr Ronnie Fleay	Shire President
Cr Robert Sexton	Deputy Shire President
Cr Frank Pritchard	
Cr Ian Pedler	
Cr Graeme Hobbs	
Cr Ned Radford	
Cr Judith Warland	
Cr Jill Mathwin	

Mr Rick Mitchell-Collins	Chief Executive Officer
Mr Anthony Middleton	Manager Corporate Services
Mr Mort Wignall	Manager Regulatory Services
Mr Phil Shephard	Town Planner
Miss Miranda Wallace	Executive Assistant

<b>Members of the Gallery</b>	<b>2</b>
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**3      SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

**4      PUBLIC QUESTION TIME**

**4.1    MR DEREK PIESSE – ST MARY’S ANGLICAN CHURCH**

Mr Piesse thanked the Presiding Member and Council for the opportunity to speak to the meeting and tabled **Attachment 4.1**. Mr Piesse read the attachment aloud to the meeting.



**Attachment 4.1****REPORT TO KOJONUP SHIRE COUNCIL MEETING ON 21<sup>ST</sup> FEB 2017****RE: Future Parking at St Marys**

It was unfortunate that parking plans for the Boniface Care Lawrence House Centre building were not submitted with the previous plans.

The building committee and Parish Council do not have any problems with the current parking at St Marys mainly due to the extensive area around all of the buildings. We don't see the necessity for any built up parking areas at this stage but realise a number of parking signs would have to be installed.

Not only would any built up parking area detract from the present attractive setting, the anticipated cost involved would be far too extensive to proceed with imposing a huge burden on the Church funds putting the future of the building in doubt.

We are fully aware of the fact that in years to come if parking becomes a problem we would address the issue with the Shire.

The current building plans have included a disabled car park on the north side of the building as close to the main entrance as possible.

At a recent funeral at St Marys with 300 people in attendance it was very evident parking was not a problem. People were able to park on Church grounds with room to spare. Spring St and Church Ave were not congested mainly because the direction of the funeral traffic headed east. No vehicles parked on the north side of these roads.

We believe there is adequate space along the north side of Church Ave between Albany Hwy and the new building to park 17-20 cars in a parallel nature having access to the gravel side track and also keeping a visible distance back from Albany Hwy. This doesn't include extra parking on the east side of the Church (west of the Albany Hwy) where at least another <sup>15</sup>20 cars can park. Another suitable area of size for parking is around the old Church –all on Church grounds

When the building is completed we do not envisage any parking problems as the building will not be used to full capacity the entire time.

RE: Shire Agenda Recommendations

Both the Parish Council and the Boniface Care Building committee are committed to taking photographs of old buildings and trees to be demolished.

RE: Building Material

Material to be used is of a grey toning weather board nature for the external walls. A grey shade of colourbond for the roof is to be used not cream as it is continually referred to. Cream has never been our choice of colour.

Due to cash restraints the feature stone will not be used except for maybe a small feature area.

We acknowledge the need for landscaping on the completion of the building.

In closing can we thank the Shire for their continued support and suggestions put forward in making this building a reality. We are sure it will serve the community well in many ways.

Church Warden and Boniface Care Building committee member

Derek Piesse

**5      PETITIONS, DEPUTATIONS & PRESENTATIONS****5.1    MR PHIL SHEPHARD (SHIRE TOWN PLANNER) – PRESENTATION TO COUNCIL**

The Town Planner took the opportunity to present the Presiding Member and the Shire Council of Kojonup with a copy of his book which was recently published entitled ‘The World’s Fastest E-Type Jaguar: The Quest for the Record’.

The Town Planner gave a brief overview of the book and he has also given a copy to the Kojonup Library. In the future the Town Planner would like to bring the E-Type Jaguar to Kojonup to present to the Kojonup community, for example: at workshops with the Men’s Shed group.

**6      APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7      CONFIRMATION OF MINUTES**

ORDINARY MEETING 13 DECEMBER 2016

**COUNCIL DECISION**

**1/17      Moved Cr Pritchard, seconded Cr Hobbs that the Minutes of the Ordinary Meeting of Council held on 13 December 2016 be confirmed as a true record.**

**CARRIED    8/0**

**8      ANNOUNCEMENTS by the Presiding Member without discussion**

*The Presiding Member welcomed Council & Staff back for 2017 and commented that she hoped 2017 may it be a great year and she is looking forward to working with you everyone. She reminded the meeting that there will be a Council Election this year and she hoped to stir up some interest.*

## **9     DECLARATIONS OF INTEREST**

### **Item 12.2:**

- Cr Pritchard declared an ‘Impartiality’ interest as he is a Council member of St Mary’s Anglican Parish.
- Cr Pedler declared a ‘Proximity’ interest as he lives directly opposite the proposed development site and also a ‘Financial – Direct’ interest as he is paid to act as an Auditor for St Mary’s Anglican Parish.
- Cr Radford declared an ‘Impartiality’ interest as he is a committee member of St Mary’s Anglican Parish.
- Cr Warland declared an ‘Impartiality’ interest as she is committee member of St Mary’s Anglican Parish.

*The Presiding Member suggested that the meeting proceed ahead to Item 12.2 for the benefit of the public in attendance.*

*Item 12.2 was considered now but has been recorded in the order of the Agenda.*

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

AUTHOR: Anthony Middleton – Manager Corporate Services  
 DATE: Thursday, 12 January 2017  
 FILE NO: FM.FNR.2  
 ATTACHMENT: 10.1 Quarterly Statement of Financial Activity

**DECLARATION OF INTEREST**

Nil.

**SUMMARY**

The purpose of this report is to note the Quarterly Financial Statements for the period ending 31 December 2016.

**BACKGROUND**

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

**COMMENT**

This is only the second set of statements prepared since the amendment to Council Policy 2.1.6 in November 2016, and the first set of quarterly statements. As such they contain more detailed information and total 38 pages in size.

The attached Statement of Financial Activity for the period 1 July 2016 to 31 December 2016 represents six (6) months, or 50% of the year. The following items are worthy of noting:

- Surplus position of \$2.35m;
- Operating results:
  - 59% of budgeted operating revenue received; and
  - 54% of budgeted operating expenditure spent;
- Capital expenditure achieved 32% of budgeted projects;
- The value of outstanding rates equates to 16.0% of 2016/2017 rates raised, which includes previous years arrears and instalments not yet due but excludes deferred rates;
- Cash holdings of \$4.45m of which \$3.03m is held in cash backed reserve accounts;
- Page 7 & 8 of the statements detail major variations from year to date (amended) budgets in accordance with Council Policy 2.1.6.

The following capital expenditure projects have exceeded their authorized budgets (This is an allocation error between three accounts and will be amended for future reports):

COA	Description	Resp. Officer	Original Budget	YTD Actual	% of Annual Budget
C297	Independent Living Units - Land	CEO	\$108,000	\$158,088	146%

The Council's attention is again drawn towards the financial results of the Black Cockatoo Café. As at 31 December 2016 the café is \$60,261 in operating deficit as can be seen on page 34. This deficit is growing each month and continues to be of concern.

**CONSULTATION**

Nil.

**STATUTORY REQUIREMENTS**

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

**POLICY IMPLICATIONS**

There are no policy implications for this report.

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC/CORPORATE IMPLICATIONS**Community Strategic Plan 2013-2023

## Outcomes

- G1 – Being Well Governed

Corporate Business Plan 2013 – 2017

## Objectives

- G1.1.2 – Maintain a structured forward planning process in accordance with legislation and community aspirations
- G1.1.4 – Maintain robust systems and controls

**RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications for this report.

**SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**3/17      Moved Cr Radford, seconded Cr Mathwin that the monthly financial statements for the period 1 July 2016 to 31 December 2016, as attached, be noted.**

**CARRIED      8/0**

## 10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Brodie Potter - Finance Officer  
DATE: Friday, 10 February 2017  
FILE NO: FM.AUT.1  
ATTACHMENT: 10.2.1 Monthly Payment Listing 01/12/2016 – 31/12/2016  
10.2.2 Monthly Payment Listing 01/01/2017 – 31/01/2017

### DECLARATION OF INTEREST

Nil

### SUMMARY

To receive the list of payments covering the months of December 2016 and January 2017

### 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 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

**COUNCIL DECISION/OFFICER RECOMMENDATION**

- 4/17** Moved Cr Pritchard, seconded Cr Hobbs 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 December 2016		TO – 31 January 2017
Municipal Cheques	13822 – 13837	\$60,308.24
EFTs	17666 – 18034	\$1,166,087.69
Direct Debits		\$931,860.56
Total		\$2,158,256.49

be received.

**CARRIED 8/0**



### 10.3 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (JANUARY 2017)

AUTHOR: Anthony Middleton – Manager Corporate Services  
 DATE: Monday, 13 February 2017  
 FILE NO: FM.FNR.2  
 ATTACHMENT: 10.3 Monthly Statement of Financial Activity

#### DECLARATION OF INTEREST

Nil.

#### SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the period ending 31 January 2017.

#### BACKGROUND

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

#### COMMENT

The attached Statement of Financial Activity for the period 1 July 2016 to 31 January 2017 represents seven (7) months, or 58% of the year. The following items are worthy of noting:

- Surplus position of \$2.0m;
- Operating results:
  - 62% of budgeted operating revenue received; and
  - 62% of budgeted operating expenditure spent;
- Capital expenditure achieved 42% of budgeted projects;
- The value of outstanding rates equates to 11.8% of 2016/2017 rates raised, which includes previous years arrears and instalments not yet due but excludes deferred rates;
- Cash holdings of \$4.34m of which \$3.03m is held in cash backed reserve accounts;
- Page 7 & 8 of the statements detail major variations from year to date (amended) budgets in accordance with Council Policy 2.1.6.

The following capital expenditure projects have exceeded their authorized budgets (This is an allocation error between three accounts and will be amended for future reports):

COA	Description	Resp. Officer	Original Budget	YTD Actual	% of Annual Budget
C297	Independent Living Units - Land	CEO	\$108,000	\$158,288	147%

The Council's attention is again drawn towards the financial results of the Black Cockatoo Café. During the month of January 2017, the results have stabilised due to the holiday trade, with an increase in sales experienced of \$4,000. The operating deficit of the café is now \$57,805, down from \$60,261 as at 31 December. This deficit needs to be closely monitored as February will see an increase in expenses to pay for January's goods sold, whilst not receiving the holiday trade.

During the month of December 2016 the final loan repayment was made on loan 127 (Kodja Place Development), meaning the Shire only has three (3) existing loans which includes a self-supporting loan for the Kojonup Bowling Club.

### **CONSULTATION**

Nil.

### **STATUTORY REQUIREMENTS**

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

### **POLICY IMPLICATIONS**

There are no policy implications for this report.

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC/CORPORATE IMPLICATIONS**

Community Strategic Plan 2013-2023

Outcome G1 - Being Well Governed

Corporate Business Plan 2013-2017

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

Objective G1.1.4 Maintain robust systems and controls

### **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications for this report.

### **ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications for this report.

### **SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil.

### **VOTING REQUIREMENTS**

Simple Majority

### **COUNCIL DECISION/OFFICER RECOMMENDATION**

**5/17      Moved Cr Mathwin, seconded Cr Warland that the monthly financial statements for the period 1 July 2016 to 31 January 2017, as attached, be noted.**

**CARRIED      8/0**

## 10.4 COMPLIANCE AUDIT RETURN 2016

AUTHOR: Anthony Middleton – Manager Corporate Services  
DATE: Friday, 10 February 2017  
FILE NO: CM.REP.1  
ATTACHMENT: 10.4 Compliance Audit Return

### DECLARATION OF INTEREST

Nil

### SUMMARY

The purpose of this report is to adopt the Compliance Audit Return for 2016.

### BACKGROUND

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

### COMMENT

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

Regulation 14 also requires that the local government's Audit Committee review the return and report the results of that review to the Council prior to adoption and submission to the Department. The Audit Committee will be considering this item prior to the Council Meeting and their recommendation will be circulated at the meeting.

### CONSULTATION

Chief Executive Officer, Executive Assistant and Audit Committee.

### STATUTORY REQUIREMENTS

The *Local Government Audit Regulations 1996*, Regulation 14 states:

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

### POLICY IMPLICATIONS

There are no policy implications for this report.

### FINANCIAL IMPLICATIONS

There are no financial implications for this report.

**STRATEGIC/CORPORATE IMPLICATIONS**Community Strategic Plan 2013-2023

Outcome G1 - Being Well Governed

Corporate Business Plan 2013-2017

Objective G1.1.4 Maintain robust systems and controls

**RISK MANAGEMENT IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications for this report.

**SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**6/17      Moved Cr Warland, seconded Cr Pedler that the Compliance Audit Return for 2016, as attached, be adopted.**

**CARRIED      8/0**

**Attachment 10.4**

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

**Kojonup – Compliance Audit Return 2016**

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2016.	N/A		Anthony Middleton
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2016.	N/A		Anthony Middleton
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2016.	N/A		Anthony Middleton
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2016.	N/A		Anthony Middleton
5	s3.59(5)	Did the Council, during 2016, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Anthony Middleton

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

**Delegation of Power / Duty**

No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Anthony Middleton
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Anthony Middleton
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Anthony Middleton
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Anthony Middleton
5	s5.18	Has Council reviewed delegations to its committees in the 2015/2016 financial year.	N/A		Anthony Middleton
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Anthony Middleton
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Anthony Middleton
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Anthony Middleton
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Anthony Middleton
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Anthony Middleton
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Anthony Middleton
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2015/2016 financial year.	Yes		Anthony Middleton
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Anthony Middleton

**Disclosure of Interest**

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Miranda Wallace
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Miranda Wallace

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Miranda Wallace
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Miranda Wallace
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Miranda Wallace
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2016.	Yes		Miranda Wallace
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2016.	Yes		Miranda Wallace
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Miranda Wallace
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Miranda Wallace
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Miranda Wallace
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Miranda Wallace
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Miranda Wallace
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Miranda Wallace
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Miranda Wallace

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No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Miranda Wallace
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Miranda Wallace

**Disposal of Property**

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Anthony Middleton
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Anthony Middleton

**Elections**

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Miranda Wallace

**Finance**

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Anthony Middleton
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Anthony Middleton
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Anthony Middleton
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Anthony Middleton



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No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government within 30 days of completion of the audit.	Yes		Anthony Middleton
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government by 31 December 2016.	Yes		Anthony Middleton
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Anthony Middleton
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Anthony Middleton
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Anthony Middleton
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Anthony Middleton
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Anthony Middleton
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Anthony Middleton
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Anthony Middleton
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Anthony Middleton

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**Local Government Employees**

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Anthony Middleton
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Anthony Middleton
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Anthony Middleton
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Anthony Middleton
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Anthony Middleton

**Official Conduct**

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Miranda Wallace
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Miranda Wallace
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Miranda Wallace
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Miranda Wallace
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Miranda Wallace
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Miranda Wallace

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Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Anthony Middleton
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Anthony Middleton
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Anthony Middleton
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Anthony Middleton
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Anthony Middleton
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Anthony Middleton
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Anthony Middleton
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Anthony Middleton
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Anthony Middleton
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Anthony Middleton
11	F&G Reg 21 & 22	Did the local governments' advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		Anthony Middleton
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Anthony Middleton

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No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Anthony Middleton
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Anthony Middleton
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		Anthony Middleton
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Anthony Middleton
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Anthony Middleton
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Anthony Middleton
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Anthony Middleton
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Anthony Middleton
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Anthony Middleton
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Anthony Middleton

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No	Reference	Question	Response	Comments	Respondent
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	Yes		Anthony Middleton
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	Yes		Anthony Middleton
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Anthony Middleton

## 10.5 FINANCIAL MANAGEMENT – BUDGET REVIEW 2016/2017

AUTHOR: Anthony Middleton – Manager Corporate Services  
DATE: Friday, 10 February 2016  
FILE NO: FM.FNR.2  
ATTACHMENT: 10.5 Budget Review 2016/2017

### DECLARATION OF INTEREST

Nil

### SUMMARY

The purpose of this report is to consider a review of the Annual Budget for 2016/2017.

### BACKGROUND

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

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

### COMMENT

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

The changes proposed within the attached budget review document are as follows:

- A transfer within computer expenditure from capital expenditure (account C137 on p7) to operating expenditure of \$15,000 (account 2042 on p17);
- An additional \$10,000 to 'Purchase of Land' (account C305 on p8) to fund possible costs associated with the transfer of the RSL Hall to the Shire of Kojonup's ownership;
- A saving of \$10,000 on 'Netball Court Resurfacing' (account 274 on p8);
- An additional \$30,000 for 'New Access to Sporting Complex' (account C278 on p8) to adequately undertake this project, funded through a \$38,000 reduction in 'Street Kerbing Renewal' (account C216 on p8);
- No changes proposed to the Plant Replacement Program (p10);
- No changes proposed to loans (p11);
- No changes proposed to the reserve accounts (p12);
- An additional \$78,000 allocated to Salaries and Superannuation of The Black Cockatoo Café (page 29) to better reflect year-to-date actual expenditure. This changes the budget for the Café to an operating deficit of \$78,000 (after removing Cool Room grant of \$20,000). This has been primarily funded by increasing the budget for Springhaven Lodge 'Personal Care Subsidy' (account 4013 on p21) by \$72,000;
- Reducing the budget for 'Community Development Consultants' by \$10,000 (account 6103 on p22); and

- Reducing the budgets for ‘Kojonup Promotions’ and ‘Brochures’ at The Kodja Place by \$4,000 each (accounts 8101 and 8314 on p28) while increasing ‘Kodja Place/Kojonup Visitors Centre Website’ and ‘Development Plan by \$10,000 each (accounts 8358 and 8324 on p28).

## **CONSULTATION**

The Senior Management Team, Senior Horticulturalist and Development Services Coordinator have assisted in the compilation of the Budget Review document.

## **STATUTORY REQUIREMENTS**

Local Government (Financial Management) Regulation 33A states:

### **“Review of budget**

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

## **POLICY IMPLICATIONS**

There are no policy implications for this report.

## **FINANCIAL IMPLICATIONS**

The budget review recommends changes to the adopted budget and, therefore, changes the projects previously authorised by the Council. Whilst individual projects have varying financial implications, the resulting changes maintain a balanced budget. Refer to page 4 of the Budget Review document.

## **STRATEGIC/CORPORATE IMPLICATIONS**

Community Strategic Plan 2013-2023

Outcome G1 - Being Well Governed

Corporate Business Plan 2013-2017

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

Objective G1.1.4 Maintain robust systems and controls

## **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications for this report.

## **ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications for this report.

## **SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Absolute Majority

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**7/17      Moved Cr Sexton, seconded Cr Radford that the 2016/2017 Annual Budget be amended in accordance with the proposed changes in the attached 2016/2017 Budget Review document.**

**CARRIED/LOST BY AN ABSOLUTE MAJORITY      8/0**

*3:29pm – The Members of the Gallery and the Town Planner departed from the Chamber.*

*The Presiding Member suggested that the meeting proceed ahead to Item 12.3 due to the departure of the Town Planner from the Chamber.*

*Item 12.3 was considered now but has been recorded in the order of the Agenda.*



**11     WORKS & SERVICES REPORTS**

Nil.

## 12 **REGULATORY SERVICES REPORTS**

### 12.1 REQUEST FOR CLOSURE OF TRUNCATION ON SPRING STREET & UN-NAMED RIGHT-OF-WAY, KOJONUP

AUTHOR: Phil Shephard – Town Planner  
DATE: Friday, 10 February 2017  
FILE NO: A6015  
ATTACHMENT: Nil

#### **DECLARATION OF INTEREST**

Nil.

#### **SUMMARY**

To consider a formal request from the architect/landowners of Lot 36 Spring Street, Kojonup to consider closing the road truncation adjoining the front of the lot.

#### **BACKGROUND**

The architect/landowner and builder have previously submitted plans for development approval that included a secondary driveway utilising the truncation as the access point to Spring Street.

This proposal was considered by Council at its 18 October 2016 meeting (Resolution 134/16) and Council resolved as follows:

*“That the Council not approve the additional driveway and crossover through the road truncation at Lot 36 Spring Street, Kojonup on the basis that:*

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

#### **COMMENT**

Following the October 2016 decision of Council, the architect and landowners met with staff to discuss options that may allow the proposed secondary driveway to proceed. Staff sought advice from the Department of Lands regarding the closing of the truncation and the land being incorporated into the lot.

The Department of Lands have advised that, if the proposed closure is supported by Council, the Council can request the Minister to acquire the right-of-way as Crown land under s.52 of the *Land Administration Act 1997*. The Department will support the partial closure of the right-of-way as requested by the architect and landowner.

As part of the consultation process required by the Department of Lands, Council is required to submit the following information with the request:

- Council report/signed minutes supporting the closure.
- Copy of referral to right-of-way landowner(s), responses/objections, if deceased/unavailable evidence of searches performed to locate them.
- Copy of referral to adjoining landowner(s), responses/objections.
- Copy of referral to government utility and servicing authorities confirming their agreement for the proposed closure (e.g. Wester Power, Water Corporation, Telstra, Alinta Gas etc.).

- Plan showing proposed allocation/sale of land in right-of-way to the adjoining landowner(s) and to identify any necessary easements.
- Copy of adjoining landowners' acceptance to purchase land in right-of-way.

The decision on whether the proposal will ultimately proceed is with the Minister/Department of Lands following submission on the information. Any sale of the land in the right-of-way would be negotiated by the Department directly with the adjoining landowner and all sale funds would be payable to the State Government.

The property and truncation are shown in the image below.



*Lot 36 Spring Street, Kojonup bordered in red with truncation shown in yellow (Image Goggle Maps)*

At this stage, the decision required by Council is to decide whether the proposal is supported, or not, to enable staff to proceed accordingly.

#### Alternate Options

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

##### *1 Support the proposal*

The Council can choose to support the proposed closure of the truncation part of the right-of-way, as is, or require changes. If supported the proposal would be referred for comment as required by the Department of Lands any submissions received would need to be considered by the Council prior to a final decision being made on whether to proceed or not.

##### *2 Not support the proposal.*

The Council can choose to not support the proposal closure. If this option was chosen, the proposal would not proceed and the architect/landowner would be advised accordingly.

##### *3 Defer the proposal*

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

**CONSULTATION**

Patrick Hubble – Architect/Director Hubble Design  
 Cathy Carr – Catholic Education Office  
 Department of Lands (Bunbury Office)  
 Development Services Coordinator

**STATUTORY REQUIREMENTS**

*Land Administration Act 1997* – controls amongst other matters Crown land and its acquisition and disposal within the State. The Minister is empowered to acquire the right-of-way as Crown land under s.52 of the Act.

**POLICY IMPLICATIONS**

There are no policies that affect this proposal.

**FINANCIAL IMPLICATIONS**

The costs for the administration/referral of the proposed closure would be met by Council as there is no fee or charge included in the adopted 2016/2017 List of Fees and Charges.

**STRATEGIC/CORPORATE IMPLICATIONS**

There are no recommendations from the Community Strategic Plan 2013 – 2023 that affect this proposal or from the Corporate Business Plan 2013 - 2017.

**RISK MANAGEMENT IMPLICATIONS**

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

<b>Risk Description</b>	<b>Risk Likelihood</b>	<b>Risk Consequence</b>	<b>Risk Classification</b>	<b>Risk Treatment</b>
Council does not support the proposed truncation closure	Unlikely	Insignificant	Low	Managed by routine procedures, unlikely to need specific application of resources

**ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications from this report.

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

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That the Council support the proposed closure of, all or part of, the right-of-way (Lot 68) off Spring Street, Kojonup and staff commence the referral process under s.52 of the *Land Administration Act 1997* and report back to Council on any submissions received.

**COUNCIL DECISION**

**9/17      Moved Cr Sexton, seconded Cr Pedler that the Council not support the proposed closure of, all or part of, the right-of-way (Lot 68) off Spring Street, Kojonup.**

**CARRIED      8/0**

**REASON FOR CHANGE:** Council felt that amount of extra work involved in the referral process was an unnecessary expense and that putting a side gate into the existing East side fence at Lot 36 Spring St to access the rear of the yard, would suffice. Council also wished to keep the truncation open.

12.2 ST. MARY'S ANGLICAN CHURCH / BUNBURY DIOCESAN TRUSTEES PROPOSAL TO DEVELOP LAWRENCE HOUSE CENTRE FOR MINISTRY/PARISH, WELFARE AND COMMUNITY ACTIVITIES.

AUTHOR: Phil Shephard – Town Planner  
DATE: Monday, 13 February 2017  
FILE NO: A6130  
ATTACHMENT: 12.2.1 Application letter  
12.2.2 Plans  
12.2.3 Heritage Consultant Advice (x2)  
12.2.4 Applicant's Response to Heritage Advice

**DECLARATION OF INTEREST**

Nil.

**SUMMARY**

To consider the proposal to construct a new multi-use community building between the existing church and rectory buildings at the St Mary's Anglican Church site on Spring Street/Church Avenue.

The proponents have also requested Council waive the development application fee to minimise its costs and as it will be primarily used for welfare related purposes in the Kojonup community and beyond.

**BACKGROUND**

This item was reported to Council at its 13 December 2016 meeting. The Council resolved (Resolution: 168/16) to defer the item till the 21 February 2017 meeting to enable the St Mary's Anglican Parish to discuss the recommendation and conditions.

Staff advised the applicant of the Council's decision and the officer recommendation/conditions and requested they provide a response to the advice. The applicants have responded to each point in the recommendation as set out in the attached letter (dated 6 February 2017). Their response was referred to Helen Munt (Heritage and Interpretation Consultant) and her response is also included within the attachments.

**COMMENT**

Proposal

The proposed new building would be approximately 300m<sup>2</sup> in area (21.58m x 12.65m) including a building of approximately 230m<sup>2</sup> and 70m<sup>2</sup> verandah area as shown on the attached plans. The building (maximum wall height of 4.94m and maximum roof height of 6.98m) is proposed to be clad with a mixture of weatherboard and feature stone cladding for the walls and cream coloured metal sheeting for the roof and verandah.

The attached plans show the building will include a kitchen, toilets, office, storerooms, children's and meeting rooms and a 92m<sup>2</sup> main hall area with access via steps and ramps on both sides of the building.





*Aerial image showing churches and proposed new community building site bordered in red (Source: Google Earth)*

The plans show the building will be facing towards Spring Street and setback between 1.8-3.2m from the small masonry wall to the front boundary (to Spring Street), 4m from the rear boundary (to Church Avenue), 10.1m from the existing church building (East-side) and 15m from the existing rectory building (West-side).



*Street view image looking south from Spring Street showing proposed new community building site between St Mary's Anglican Church building (left) and rectory building (right) (Source: Google Earth)*



*Street view image looking South-East from Spring Street showing St Mary's Anglican Church building and verge area*

The plans also show a children's lawn area to be created adjoining the new building with new 1.8m high coloured metal sheeting fence between the rectory in the South-West towards Church Avenue.

A new disabled parking bay is shown adjoining the front entrance to the building on Spring Street. The proponents advise this parking bay may encroach on the Council owned verge area, and if so, request that the Council permit its development as it is ideally located and suited for the purpose.

The proponents advise the new building will become the headquarters for their ministry and parish activities as well as catering for other community activities aimed at improving lives, building resilience and community. They have secured expressions of interest from several organisations to use the space and provide health, education and social activities.

#### Local Heritage

The St Mary's Anglican Church (Place 10605) and adjoining Old Church of England (Old St Mary's Church) (Place 01401) are included on the Shire's Municipal Inventory (MI) for their cultural heritage significance to the community.

The MI records that the old church was constructed in 1911 and when it became too small to meet the parish needs, the new church was built in 1958, and subsequently the old church became the Parish Hall. The MI records the new church is constructed with rough faced stone walls and a steeply pitched gabled roof over the main transept. This steep pitch is emulated on an entrance gateway at the front and the belltower on the North-East corner. This information points to the distinctive appearance of the new church.



The proponents advise they are aware that the church is not heritage listed on the State or National Registers and that it is on the Shire's MI. They have chosen "... a stone cladding on the walls which will hopefully blend the two, so they complement one another in the look and presentation ...". They also advise "...the cream coloured colorbond sheeting to blend in with the colours used on surrounding properties.".

Staff sought comment from Helen Munt (Heritage and Interpretation Consultant) regarding the proposed new building and its impacts on the heritage listing. The advice received (included as attachment) supports the application with some comments for Council consideration including:

- The general design is mostly harmonious with the church building and recommends the detailing also match the church building for example the size and vertical/horizontal layout.
- The use of the featured stone cladding is only supported if it looks like authentic stone walling and not a poor mimic to the church. It should be high-quality material and produce a good visual outcome.
- Does not support the proposed weatherboards or cream coloured roofing proposed. Recommends to be in keeping with the new church, the walls should be grey or cream rendered masonry/brick walls and roof should be either plain galvanised or zincalume or a tone that matches the new church.
- Any elements to be removed for the development including trees should be photographed for inclusion in the MI.
- Approval should require the proponents acknowledge and identify any items such as from former structures on the site for inclusion in the MI.

The comments also include a concern for the possible future of the old church building given the new building and request for an update from the Church on the future use and management of this heritage place.

The Council has yet to established a heritage list as required under the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and therefore no statutory heritage planning controls apply to the proposal at this time.

#### Land use/development

The church land (as with all other local churches) is contained within a Special Use zone with a permitted land use of Place of Worship under the Shire of Kojonup Town Planning Scheme No. 3 (TPS3).

This land use is defined in TPS3 as follows:

*Place of Worship – includes buildings used primarily for the religious activities of a church but does not include an institution for primary, secondary, or higher education, or a residential training institution;*

Clause 3.5 'Special Use Zone' of TPS3 requires that any land and buildings within a special use zone to only be used for the special purpose designated, in this case that is as a place of worship. The advice from the proponents to as well as conduct religious activities, allow for other organisations/groups to undertake social, educational and recreational activities for the community in the new building, means that the proposal is better classed as a community use/purpose use rather than meeting the strict interpretation of place of worship.

It is acknowledged that churches seek to play an increasing role in the life of a community away from their traditional focus and the proposal by the St Mary's Anglican Church / Bunbury Diocesan Trustees to provide a multi-use building to undertake social, educational and recreational activities for the community forms part of this new approach.

To acknowledge and support this change, it is recommended that the Council consider amending the existing scheme controls to include community use/purposes as a permitted use at all 5 of the existing Special Use zones for churches within Kojonup within the new Local Planning Scheme. It is not expected that this change would mean that all churches would develop these types of facility, however it would remove any confusion or doubt over the acceptability of these being developed adjacent to churches, support their multi-use and allow for organisations/groups (other than the church) to undertake social, educational and recreational activities for the community rather than meeting the strict interpretation of place of worship.

TPS3 (c.5.4 Development Table) requires any development that is permitted under the Scheme shall conform to the requirements for that use as specified in Table II - Development Table. There are no specific requirements for either church and/or community purpose/use and c.5.4.1 advises where requirements for a particular use are not set out, the development shall conform to the provisions for the predominant use of the zone in which it is situated, as determined by the Council, or where such provisions are inappropriate, to such requirements as the Council shall determine.

The Development Table sets out minimum setbacks, maximum plot ratio, minimum landscaped area and minimum car parking standards for proposals to achieve. TPS3 allows the Council to vary these standards if required subject to the variation achieving certain criteria (c.5.6).

#### *Setbacks*

The front setback of 3 - 4.5m to the new building from Spring Street and rear setback of 4m to Church Avenue will be less than that of the existing churches (between 5- 7 m) and rectory buildings (house and garage). The long narrow shape of the lot affects these setbacks to a greater degree than the side setbacks.

#### *Plot Ratio*

The plot ratio will be less than 0.2 or 20% of the total lot area.

#### *Landscaping*

No landscaping has been proposed in the application.

#### *Car Parking*

Apart from the disabled bay to be provided, no additional car parking for either staff and/or visitors to the site, has been proposed in the application.

The proposal, as with all churches in Kojonup, have very differing and distinctive qualities and characteristics and cannot reasonably be judged as a homogenous group and each one must be treated on its own merit.

#### *TPS3 Considerations*

The *Planning and Development (Local Planning Schemes) Regulations 2015* (c.67) requires the Council in considering an application for development approval have regard to those

matters relevant to the application from the list. Those relevant matters are discussed in the table below:

Matter to be Considered	Response
(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	The proposal does not conflict with the TPS3 objectives and is considered to be generally compliant with the provisions contained in TPS3.
(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;	<p>The proposal involves a discretionary use/development involving a community purpose/use in the Special Use zone for a church site which is considered permissible at Council's discretion.</p> <p>The proposal is recommended to be approved subject to certain conditions being met. In addition, Council is also requested to consider amending the new planning scheme to recognise the move from churches to providing community facilities and activities as well as traditional parish activities and religious services.</p> <p>There are no other draft amendments or planning instruments that affect this proposal.</p>
(k) the built heritage conservation of any place that is of cultural heritage significance;	<p>The churches are both included on the Shire's MI for the cultural heritage values. They both have distinctive architecture that reflects the period in which they were constructed.</p> <p>The new building seeks to complement the new church building using design and certain materials/tones to attempt to blend the old with the new.</p> <p>The proposal has been referred to the Shire's heritage consultant for advice and the application has been supported subject to certain comments that relate to the materials and colours to be used.</p>
(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 new building will be distinct from others in the street that are all predominantly residential buildings with a single-storey scale and appearance.
(n) the amenity of the locality including the following - (i) environmental impacts of the development; (ii) the character of the locality;	The increase in use of the site through the advent of the new community facility is expected to impact on the amenity of the locality. It will increase the amount of people and cars visiting and parking at the

Matter to be Considered	Response
(iii) social impacts of the development;	site and create additional noise from visitors and traffic.
(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;	The proposal is not expected to adversely affect the natural environment or any water resources.
(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	There are some small areas of garden landscaping at the new church and around the rectory buildings with some mature trees sparsely located on-site. Wherever possible these mature trees should be retained and some landscaping undertaken around the new building.
(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;	The land is considered suitable for the proposal and is not affected by any known natural hazard.
(r) the suitability of the land for the development taking into account the possible risk to human health or safety;	The land is considered suitable for the proposal and is not considered to increase possible risk to human health or safety if developed.
(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;	<p>The church has operated without any formal parking area to date with church visitors parking along the verges and areas surrounding the church building.</p> <p>As noted above, the new building is expected to increase the amount of people and cars visiting and parking at the site and the proposal has only included 1 accessible parking space, partly on the verge.</p> <p>Spring Street has a concrete footpath alongside the kerb line and increased parking use of the verge is not considered a long-term solution. Ideally the verge area would be developed with indented parking spaces (as undertaken recently by the Council at the day care centre) and the footpath relocated to reduce any future vehicle/pedestrian conflicts from arising. This would ordinarily be placed as a condition of development approval and constructed and funded by the proponents to the Shire's satisfaction with input from a consulting engineer.</p>

Matter to be Considered	Response
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	The amount of traffic to be generated is unknown although it is expected to increase traffic to and from the site. All surrounding roads are sealed, kerbed and drained and the existing road network is expected to be able to cater for any increase in local traffic. Refer also to the comments in (s) above.
(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;	There is no public transport available in Kojonup. The development has access to servicing infrastructure including drainage, sewer, water, electricity and telecommunications networks. Rubbish collection is available. The building has been designed to be universally accessible including pedestrian paths etc.
(w) the history of the site where the development is to be located;	The site has a long-standing use as a church for worship purposes since 1911.
(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;	The proposal is expected to impact positively on the community as a whole by increasing the community facilities/activities available.

The proposal is considered to generally comply with those relevant matters listed in the above table, apart from the comments from the heritage consultant of building materials/colours and the parking concerns.

*Church Response to December 2016 Council Decision*

The Applicants have provided a detailed response to the draft conditions recommended at the December 2016 meeting (letter dated 6 February 2017) which advises as follows:

Recommended Condition	Church Response	Staff Comment
a) The development to be in accordance with the attached stamped approved plans and where marked in red, unless a variation has been approved by the Chief Executive Officer.	Accept condition, some minor changes (children's toilet and play area) and proposed cladding materials made to original plan submitted.	Changes to plans noted. No change required to condition.
b) The building design to be modified to include: i) The use of a roofing material/colour that matches the existing	Will use colorbond sheeting which is closet match in colour to church roof.	Changes to wall and roof sheeting noted. The heritage consultant supports the use of plain galvanized or zincalume or

Recommended Condition	Church Response	Staff Comment
<p>church building roof to the satisfaction of the Shire of Kojonup.</p> <p>ii) The walls to be either a grey or cream tone/colour that matches the existing church building walls to the satisfaction of the Shire of Kojonup.</p>	<p>Advise the costs of the stone wall sheeting is prohibitive and will only be used as a feature wall material and walls will mainly be painted fibro cement cladding (colour to match the existing church walls).</p>	<p>a tone that matches the roof of the church building.</p> <p>The heritage consultant does not support the use of the proposed fibro cement cladding and recommends either cement (grey or cream) rendered masonry walls or face brick be used.</p> <p>The condition should be changed to reflect the choices made by the church.</p>
<p>c) All stormwater runoff from the roof and paved areas being retained and/or disposed of on-site unless approved for discharge into the Shire's stormwater system.</p>	<p>Request approval to discharge stormwater from building into Council's drainage system.</p>	<p>Comments noted.</p> <p>No change to condition required.</p>
<p>d) Landscaping within the front and rear setback areas on Spring Street and Church Avenue including landscaping beds and shade trees to be planted and maintained to the satisfaction of the Shire of Kojonup.</p>	<p>Condition accepted.</p>	<p>Comments noted.</p> <p>No change to condition required.</p>
<p>e) The proposed accessible car parking bay on the verge is approved subject to:</p> <p>i) Construction costs being met by the proponents.</p> <p>ii) The footpath being altered to ensure it is capable of withstanding vehicle crossing.</p> <p>iii) They acknowledge it may need to be removed should future roadworks require it.</p>	<p>Condition accepted.</p>	<p>Comments noted.</p> <p>No change to condition required.</p>
<p>f) The payment of a financial contribution towards the upgrading of Spring Street (or</p>	<p>Request this condition be removed. Advise they believe that there is</p>	<p>Comments noted.</p> <p>The proposed alternative to utilise an on-site car parking</p>

Recommended Condition	Church Response	Staff Comment
Church Avenue) including the provision of angled parking bays in the verge to the satisfaction of the Shire of Kojonup. The upgrading amount shall be negotiated by the Chief Executive Officer and shall cover the land and construction costs for the parking bays. The funds shall be kept in a reserve account specifically for this purpose.	sufficient car parking area available on the lot.	area as opposed to the verge parking is acceptable. The condition should be changed to reflect the use of an on-site car parking area.
g) Buses shall utilise the existing access and driveway between the church and new building to transport visitors to and from the site.	Condition accepted although don't expect buses will be needed.	Comments noted. No change to condition required.
h) The new building to be connected to deep sewer, water supply, telecommunications and electricity networks.	Condition accepted.	Comments noted. No change to condition required.
i) Any external lights are to be positioned and shielded so as not to cause any direct, reflected or incidental light to encroach beyond the property boundaries, in accordance with Australian Standard AS4282/1997.	Condition accepted.	Comments noted. No change to condition required.
j) The proponents making arrangements to the satisfaction of the Environmental Health Officer for a rubbish storage area and collection service.	Condition accepted.	Comments noted. No change to condition required.
k) The proponents to provide a photographic record of any mature trees/vegetation	Condition accepted.	Comments noted. No change to condition required.

Recommended Condition	Church Response	Staff Comment
removed and any items such as former structures identified during the construction process.		

The main contentious point involves the external cladding materials, especially the walls. On the one hand the Church as proponents have advised that the cost of using stonework is prohibitive and they seek to use mainly painted weatherboard cladding with a feature stone walling used in the gable ends and one side wall. The heritage consultant, on the other hand, does not support the use of the weatherboard cladding although concedes that if Council finds this acceptable it is recommended that if they are not painted cream it is more acceptable and will reduce its visual appearance.

### Alternate Options

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

*1 Not support the proposal.*

The Council can choose to not support the proposal, in part or whole, giving reasons for the refusal. If this option was chosen, the development application would not be able to proceed.

*2 Support the proposal*

The Council can choose to support the proposal, as is, or make changes. If supported, the development would be able to proceed subject to compliance with any conditions set out in the approval.

*3 Defer the proposal*

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

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

### **CONSULTATION**

Helen Munt – Heritage and Interpretation Consultant.  
Anglican Church (Bunbury Diocese)

### **STATUTORY REQUIREMENTS**

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

### **POLICY IMPLICATIONS**

There are no local planning policies affecting the proposal.



**FINANCIAL IMPLICATIONS**

The proposal has an estimated development value of \$850,000 and the development application fee in accordance with the Shire's adopted 2016/17 Schedule of Fees and Charges would be \$2,599.50. The proponents have requested Council waive the development application fee to minimise its costs and as it will be primarily used for welfare related purposes in the Kojonup community and beyond.

**STRATEGIC/CORPORATE IMPLICATIONS**Strategic Community Plan 2013 – 2023

Outcomes:

- E2 - Building prosperity
- N1 – Feeling good about living in Kojonup

Objectives:

- E2.1 – Building local economic capacity to generate wealth and provide a variety of employment opportunities.
- N1.4 – Providing community support and development.

Corporate Business Plan 2013 – 2017

Outcomes:

- Staying Active and Entertained

Actions:

- S2.1.3 – Promote Kojonup as a place to live.

**RISK MANAGEMENT IMPLICATIONS**

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

<b>Risk Description</b>	<b>Risk Likelihood</b>	<b>Risk Consequence</b>	<b>Risk Classification</b>	<b>Risk Treatment</b>
Council does not support the proposed new community purpose/use building on the church land	Unlikely	Minor	Low	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.

**ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications affecting the proposal.

**SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) STRATEGIC PLAN IMPLICATIONS**Southern Link VROC Strategic Directions 2015-2020

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

Regional Community Development

Goal Five: Build capacity to enable communities to achieve.

**VOTING REQUIREMENTS**

Simple Majority

*This item was considered after Item 9 but has been recorded in the order of the Agenda.*

*3:17pm – Cr Pedler declared a ‘Proximity’ and ‘Financial – Direct’ interest and departed from the Chamber. Cr Pritchard, Cr Warland and Cr Radford declared ‘Impartiality’ interests but the Presiding Member allowed them to remain within the Chamber to debate and vote upon the item.*

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**2/17 Moved Cr Mathwin, seconded Cr Sexton that Council:**

- 1) Grant development approval for the new multi-use community building between the existing church and rectory buildings on Lot 53 Spring Street, Kojonup subject to the following conditions:**
  - a) The development to be in accordance with the attached stamped approved plans and where marked in red, unless a variation has been approved by the Chief Executive Officer.**
  - b) The building design to be modified to include:**
    - i) The use of a roofing material/colour (such as grey coloured colorbond) that matches the existing church building roof to the satisfaction of the Shire of Kojonup.**
    - ii) The weatherboard cladding to be painted in a tone/colour that reflects the existing church building walls to the satisfaction of the Shire of Kojonup.**
  - c) All stormwater runoff from the roof and paved areas being retained and/or disposed of on-site unless approved for discharge into the Shire’s stormwater system.**
  - d) Landscaping within the front and rear setback areas on Spring Street and Church Avenue including landscaping beds and shade trees to be planted and maintained to the satisfaction of the Shire of Kojonup.**
  - e) The proposed accessible car parking bay on the verge is approved subject to:**
    - i) Construction costs being met by the proponents.**
    - ii) The footpath being altered so it is capable of withstanding vehicle crossing.**
    - iii) They acknowledge it may need to be removed should future roadworks require it.**
  - f) The provision of an on-site car parking area (1 bay for every 4 persons the building can accommodate) to be sealed, drained and line marked to the satisfaction of the Shire of Kojonup.**
  - g) Buses shall utilise the existing access and driveway between the church and new building to transport visitors to and from the site.**
  - h) The new building to be connected to deep sewer, water supply, telecommunications and electricity networks.**
  - i) Any external lights are to be positioned and shielded so as not to cause any direct, reflected or incidental light to encroach beyond the property boundaries, in accordance with Australian Standard AS4282/1997.**

- j) **The proponents making arrangements to the satisfaction of the Environmental Health Officer for a rubbish storage area and collection service.**
- k) **The proponents to provide a photographic record of any mature trees/vegetation removed and any items such as former structures identified during the construction process.**

*Advice Notes:*

- *The construction of the building requires a separate Building Permit to be obtained prior to any works commencing.*
- 2) **That Council amend the new draft planning scheme to include community use/purpose at all 5 of the existing Special Use zones for churches within Kojonup to remove any confusion or doubt over the acceptability of these being developed adjacent to churches, support their multi-use and allow for organisations/groups (other than the church) to undertake social, educational and recreational activities for the community rather than meeting the strict interpretation of place of worship.**
  - 3) **That Council agree to waive the \$2,599.50 development application fee to support this community facility and request the proponents provide an update on the future use and management of the original church building.**

**CARRIED 7/0**

*3:25pm – Cr Pedler returned to the Chamber.*

**Attachment 12.2.1**

THE ANGLICAN CHURCH OF AUSTRALIA

THE DIOCESE OF BUNBURY

7 Oakley Street, PO Box 15  
Bunbury, Western Australia 6231Telephone (08) 9721 2100  
Email: secretary@bunbury.org.au

Mrs Ronnie Fleay,  
President Kojonup Shire Council,  
president@kojonup.wa.gov.au

Dear Mrs Fleay,

**Re: Boniface Care – “Lawrence House Centre”**

I am writing to you on behalf of The Bunbury Diocesan Trustees. This letter is attached to our Development Application which is being submitted by The Bunbury Diocesan Trustees.

Our vision and aim is to build a welfare related Centre, called the Lawrence House Centre on Church land which is bounded by Albany Highway, Church Ave, Spring Road and Pensioner Street.

The Centre will become the headquarters for all of our Boniface Care Ministries, Parish activities and ministries, as well as a home for other Community activities which are aimed at improving lives, building resilience and strengthening the sense of care, belonging and welcome within the Community.

A number of organisations have already expressed an interest in partnering with us and will be seeking to use these facilities. They include: Anglicare WA, Southern Ag Care, Probus Club, Southern Singers Community Choir, Amity Health (Diabetes Education Programme), and Helen Bignell Physiotherapy (Exercises).

The Anglican parish church as you know is not heritage listed on the State or National Registers (only on the Shire's inventory). However, we plan to use a stone cladding on the walls which will hopefully blend the two, so they complement one another in the look and presentation of the two buildings. We have chosen to go with a cream coloured colour bond sheeting, to blend in with the colours used on surrounding properties. Disability Parking has been planned to be situated near the porch of the Centre, which is just across from the entrance of the Church itself. However, we realise this might encroach upon the Council verge on the edge of the property. If this turns out to be the reality, we would also like to request permission to use this location as it is the most appropriate, being near both front doors and on flat ground and the most suitable from a disability access perspective.

We are also respectfully requesting the Shire waive the fees associated with this construction and building once it is completed to minimise its costs, as it will be primarily used for welfare related ministries to assist those in need within the Community and beyond.

Thank you very much for your assistance with processing this application. The plans are currently being finalised and will be sent through to you as soon as they are completed.

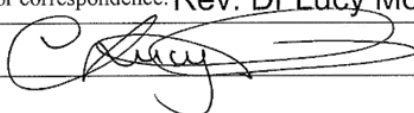
On behalf of our church and local community and The Anglican Diocese of Bunbury, I look forward to hearing from you in due course. Please do let me know if there is any other information that would be helpful for you in making the decision.

Yours sincerely

Rev. Dr Lucy Morris  
Diocesan Secretary

THE OFFICE OF THE DIOCESAN SECRETARY

## Application for development approval

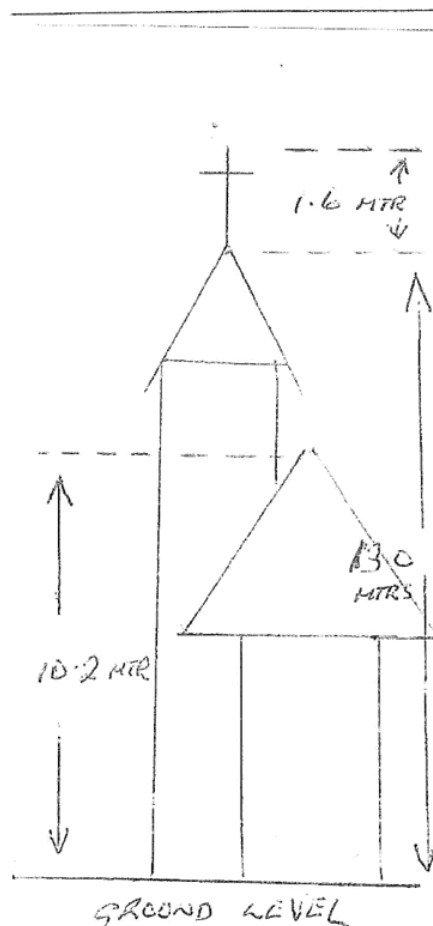
Owner details		
Name: The Bunbury Diocesan Trustees		
ABN (if applicable): 78 272 188 449		
Address: PO Box 15 BUNBURY WA Postcode 6231		
Phone: 08 9721 2100 Work: _____ Home: _____ Mobile: 0408 916 129	Fax: _____	Email: secretary@bunbury.org.au
Contact person for correspondence: Rev. Dr Lucy Morris		
Signature: 		Date: 1 December 2016
Signature: _____		Date: _____
The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development Regulations (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).		

Applicant details		
Name: Boniface Care		
Address: PO Box 15 BUNBURY WA Postcode 6231		
Phone: 09 9721 2100 Work: _____ Home: _____ Mobile: _____	Fax: _____	Email: admin@bunbury.org.au
Contact person for correspondence: As Above		
Signature: _____		Date: 1 December 2016

Property details		
Lot No:	House/Street No:	Location No: 53
Diagram or Plan No: 222714	Certificate of Title Vol. No:	Folio: IX / 156
Title encumbrances (e.g. easements, restrictive covenants): _____		
Street name: Spring Street		Suburb: Kojonup WA 6395
Nearest street intersection: Albany Highway		

Proposed development	
Nature of development:	<input checked="" type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and use
Is an exemption claimed for part of the development?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is the exemption for:	<input checked="" type="checkbox"/> Works <input checked="" type="checkbox"/> Use
Description of proposed works and/or land use: To build a services and welfare related Centre on Church land to support the local community and the surrounding environs as a regional service and community hub.....	
Description of exemption claimed (if relevant): To waive fees associated with the development of the building and the future operations of the building.	
Nature of any existing buildings and/or land use: St Mary's Anglican Church and Rectory	
Approximate cost of proposed development: Costings currently being finalised & will be submitted when completed - approx. costs in the region of \$850,000.	
Estimated time of completion: 18 months once funding sources finalised	

OFFICE USE ONLY	
Acceptance Officer's initials:	Date received:
Local government reference No:	



KOJONUP ANGLICAN CHURCH.  
29-10-2016.

**Attachment 12.2.3****HELEN MUNT** HERITAGE AND INTERPRETATION CONSULTANT

hbm@linq.net.au

**SHIRE OF KOJONUP  
HERITAGE ADVISORY SERVICE**

Place	<b>Church of England Precinct</b>
Issue	<b>New community welfare centre "Lawrence House Centre"</b>
Attention	<b>Philip Shepherd, Planner</b>
Date	<b>5 December 2016</b>

Thank you for the opportunity to provide advice on the above application for planning consent. I note this building is listed as Considerable on the revised Shire's heritage inventory (2016) as part of the Church of England Precinct. My comments are based on assessing heritage values and impacts mainly to the current St Mary's Church building (1958) and to a lesser degree the original St Mary's Church (1911) and the precinct as a whole. As the rectory has little significance any impacts to this building will be minimal. In general I would support the application to build a new centre in this precinct with the following comments for consideration:

1. The height, form and scale of the proposed centre will be a significant addition to the precinct which will in turn have a measurable physical impact and change the current aesthetic. However, as it is predominantly situated behind the church building its impact in relation to sight lines/vistas from the main road and from the corners (Church Ave and Spring St) as well as the inherent heritage values should not be overly adverse. An elevation (either plan form or photograph) showing the relationship of the new building to the existing buildings from north and south in terms of its scale would assist in making a much more definitive assessment. Its proposed location also places it relatively close to the church building. However, given the space and spread of the precinct it should be able to be accommodated without too much interference and visual impact.
2. The general design is mostly harmonious with the church building. The detailing of the fenestration could possibly match the church building more closely – for example the size and vertical/horizontal layout.
3. The main concern I have is with the choice of fabric. The inclusion of sections of feature stone walls on the new building could result in an acceptable connection to the church building but only if it looks like authentic stone walling and not a poor mimic to the church. I would only support the use of the feature stone wall if it could be proven that this is a high quality material and will produce a good visual outcome.
4. The other issue with the fabric relates to the statement in the application about blending in with the surrounding properties. I wouldn't encourage the applicant in attempting to blend in with surrounding residential properties (for example the house on the corner of Albany Hwy and Church Ave) but keep the fabric choice and colour scheme distinctively along the aesthetics of the church precinct. I would not support the use of the proposed Nuline fibre cement weatherboard cladding for the walls nor cream Colorbond sheeting for the roof. I would advise that cement (grey or cream) rendered masonry walls or face brick is used in place of the weatherboard. Roof sheeting should either be plain galvanized iron (or zincalume) or a tone that matches the roof of the church building.



**HELEN MUNT** HERITAGE AND INTERPRETATION CONSULTANT

hbm@linq.net.au

**SHIRE OF KOJONUP  
HERITAGE ADVISORY SERVICE**

5. I cannot see on the application where there is reference to possible demolition or removal of any current structures or other elements – such as significant trees and other plantings. There is a mature gum which is located in the building envelope and should be identified if being removed and also some small ancillary structures. A photographic record of any removed elements.
6. The planning consent should also come with a requirement to acknowledge and identify any remnants that may be revealed during the ground works (such as from former structures).

**Other Issues:**

The only other comment I would make is what does the construction of this new facility mean for the original 1911 church building – which when the new church was built was utilised as the parish hall? While new facilities allow for expansion of services and activities, they should always factor in the cost to the heritage buildings and the potential for making these important assets redundant, underutilised and with little funding or resources left available to maintain them. It would be interesting to have an update on the plans for the future use and management of the parish hall in the event that this proposal proceeds.

I hope these comments are of some assistance.

I have also attached the relevant information from the place form which is not yet available on the public domain of the Heritage Council's Inherit Database for your information.

Regards



**Helen Munt**

HELEN MUNT HERITAGE AND INTERPRETATION CONSULTANT

hbm@linq.net.au

**SHIRE OF KOJONUP  
HERITAGE ADVISORY SERVICE****CHURCH OF ENGLAND PRECINCT – HERITAGE INVENTORY LISTING****Category**

Considerable Significance

**Statement of Significance**

The Church of England group of buildings have aesthetic, historical and social significance. The original church was the first Anglican Church to be built in the area. The new St Mary's Church was designed by prominent WA architect, Marshall Clifton and is a good example of Post-War Ecclesiastic architecture, as well as having landmark quality at the top of the main street of town. Together, the buildings representative a continuous use by the Anglican Church.

**Physical Description**

The precinct, or group of buildings, comprises Old St Mary's Church (1911) now used as Parish Hall, the new St Mary's Church (1958), and the Rectory.

The old church is situated on a corner block opposite the old school. It is on the same street as the new St Mary's Church with the Rectory between the two church buildings. The old church is constructed in three parts- an original rectangular brick section with a high pitched gabled roof to the north; a wing at right angles on the south side; and a timber entrance porch, a later addition, on the west side. The west wall of the brick building has been rendered while the rest is exposed brick. A wooden cross stands on the apex of the roof on the east side. A low timber railing fence borders the church on three sides.

The new St Mary's Church has rough faced coursed stone walls and a steeply pitched gabled roof over the main transept. This steep pitch is emulated on an entrance gateway at the front and in the bell-tower on the north-west corner. Over the entrance doorway is a large hexagonal stained glass window. A small wing extends to the south. The grounds are sparsely vegetated apart from some mature trees.

**Historical Background**

Church of England services were held in the district on an irregular basis for many years. Visits by the Bush Brothers from the Williams' Church of England allowed isolated communities to attend church services. In 1911, the first St Mary's Anglican Church was opened. It was built by Tom Perkins Senior. The small church was the focal point of the Anglican community until the new St Mary's was built in 1958 to hold a larger congregation. The new church was designed by prominent WA architect, Marshall Clifton and was dedicated as a War Memorial. The old church is still used today as a Parish Hall. A rectory was also built next to the new St Mary's church.

The new St Mary's Church was included in the Statewide War Memorial Survey (1996)

**Phil Shephard**

---

**From:** Helen Munt <hbm@linq.net.au>  
**Sent:** Friday, 10 February 2017 2:16 PM  
**To:** Phil Shephard  
**Subject:** ICR24696 - RE: Boniface Care 'Lawrence House Centre' Kojonup  
**SynergySoft:** ICR24696

Hi Phil

Thanks for sending through the revised plans.

Without having a copy of the council decision that was sent to the Diocese I'm not sure what was recommended in terms of the changes to the fabric. I see that they have taken away most of the stone walling and only have some feature stone walling which is better and addresses my concern about the quality of the stone (sheeting?) they had initially proposed. From reading their letter I assume they have done this because they have realised they probably cannot afford to do it. Using the stone only as a feature wall also concurs with my original advice. However, it needs to be reinforced that the stone should be of a variable colour as per the church building – the photograph you sent through of stone walling (3035\_large\_Cbbfield-TEXAS\_360) seems to be a uniform colour which would be in danger of looking like limestone. If they really cannot afford to use proper variated stone, then instead of stone for the feature wall they could use facebrick? Given the size of the building it would be good to break it up a bit texturally.

I know that the Diocese just want to get on with this project, and you will be unlikely to have them change their external walls completely at this stage, however, I can only reiterate and stand by my earlier comment about the fabric of the external walls:

*The other issue with the fabric relates to the statement in the application about blending in with the surrounding properties. I wouldn't encourage the applicant in attempting to blend in with surrounding residential properties (for example the house on the corner of Albany Hwy and Church Ave) but keep the fabric choice and colour scheme distinctively along the aesthetics of the church precinct. I would not support the use of the proposed Nuline fibre cement weatherboard cladding for the walls nor cream Colorbond sheeting for the roof. I would advise that cement (grey or cream) rendered masonry walls or face brick is used in place of the weatherboard. Roof sheeting should either be plain galvanized iron (or zincalume) or a tone that matches the roof of the church building.*

All other buildings in the Church of England precinct are masonry buildings so ideally this should be too. But if you don't feel you can press that matter, then I understand. As long as my original advice (which is purely from a heritage perspective) is on the record. I guess as long as the weatherboard is not "cream" it makes it more acceptable and will lessen its visual impact. Will be interesting to see what the chosen colour will be as the church stone has several different hues (as noted above).

I would be happy to concede the use of Colorbond for the roof of the new building in a colour that matches the church roof or even Zincalume. At least that fabric type connects to fabric of the old church building roof – even though the current church and rectory are tiled. HOWEVER, THIS IS REALLY IMPORTANT.... when they are re-roofing the old church that should be in **short sheet corrugated galvanised iron** (Z600 sheets) **not** Colorbond. Given the environmental conditions in Kojonup there could be no justification for using Colorbond (or Zincalume) or long sheets on the old church building.

Unless I am overlooking it I also cannot see anywhere where they've addressed another of my comments - *reference to possible demolition or removal of any current structures or other elements – such as significant trees and other plantings*. Or have they determined that there are none or perhaps Council didn't require this to be addressed?

Please let me know if there was anything else in the revisions I have missed that you wanted me to comment on.

Happy to discuss further if required or clarify any of the above.

regards  
Helen

**From:** Phil Shephard [mailto:planner@kojonup.wa.gov.au]  
**Sent:** Monday, 6 February 2017 12:24 PM  
**To:** 'Helen Munt' <hbm@linq.net.au>  
**Subject:** Fw: Boniface Care 'Lawrence House Centre' Kojonup

Hi Helen  
Are you able to consider these revised plans please for St Mary's and provide your comments by the end of this week.  
Regards  
Phil

---

**From:** Michelle Dennis  
**Sent:** Monday, 6 February 2017 11:14 AM  
**To:** Phil Shephard  
**Subject:** FW: Boniface Care 'Lawrence House Centre' Kojonup

**From:** Lucy Morris [mailto:secretary@bunbury.org.au]  
**Sent:** Monday, 6 February 2017 11:08 AM  
**To:** Shire of Kojonup <council@kojonup.wa.gov.au>; Michelle Dennis <health@kojonup.wa.gov.au>  
**Cc:** J Hopkins <joeandwendy@tpg.com.au>  
**Subject:** Boniface Care 'Lawrence House Centre' Kojonup

Dear Phil and Michelle

Please find attached the letter from the Anglican Diocese of Bunbury Trustees as requested by the Council at its last meeting. I hope this is the information that you need and please let me know if there is anything else that is required. I have copied Fr Joe Hopkins into this email as he is your point of contact and leading this project.

Many thanks for your assistance in this matter, it is very much appreciated. We look forward to hearing from you in due course.

Warm regards

Lucy

**Attachment 12.2.4**

THE ANGLICAN CHURCH OF AUSTRALIA

THE DIOCESE OF BUNBURY

7 Oakley Street, PO Box 15  
Bunbury, Western Australia 6231Telephone (08) 9721 2100  
Email: [secretary@bunbury.org.au](mailto:secretary@bunbury.org.au)6<sup>th</sup> February, 2017

Mr Phil Shepherd,  
Shire Planner,  
Shire of Kojonup  
93 Albany Highway  
KOJONUP WA 6395

Dear Phil,

**Re: Boniface Care “Lawrence House Centre” Kojonup.**

Thank you for your letter dated 6<sup>th</sup> January in response to our development application for the above building project, which was considered by the Kojonup Shire Council at its December meeting. The Diocesan Executive, members of the Kojonup Parish Council and the members of the Boniface Care sub-committee responsible for this project have each discussed the “Officers Recommendations and Conditions” that were attached. Following is our response to each of the items raised.

- 1 a) We are very appreciative that you have recommended that this application be approved and wish to extend our sincere thanks for this. But understand that the matter must still go back to the February Council meeting for final approval. We have attached a further set of plans to go with our response. Some changes should be noted to the children’s toilets and play area, plus the material to be used on the outside of the building.
- 1 c) Our plan is to use colour bond sheeting which is the closest match in colour to the roof of the church.
- 1 d) As the use of stone sheeting has been questioned, and we have been advised that the cost is prohibitive: we plan to explore this further and may end up only having a feature wall in this product. The rest of the external walls will be covered in Fibro Cement Cladding which will be painted to match the walls of the church as closely as possible.
- 1 e) We would like to request Council’s approval to have the stormwater runoff discharged into the Shire’s stormwater system please.
- 1 f) We agree to undertake such landscaping.
- 1 g) We agree to the conditions attached to the provision of the disabled parking bay being partially on Council verge land.
- 1 h) This particular condition will place us under considerable financial stress. We humbly submit that there is sufficient room for parking on site as can be seen when large funerals and weddings are celebrated at the church. To construct this building we are having to apply for a grant from Lottery West as we simply do not have the funds to complete the project on our own. Further we anticipate that this new building will rarely be used to its full capacity although we hope that it will be in time. Therefore, we would respectfully request this condition be removed from being a part of the approval process for this building, which will,

THE OFFICE OF THE DIOCESAN SECRETARY



THE ANGLICAN CHURCH OF AUSTRALIA

THE DIOCESE OF BUNBURY

7 Oakley Street, PO Box 15  
Bunbury, Western Australia 6231Telephone (08) 9721 2100  
Email: secretary@bunbury.org.au

- as you have already noted, be used primarily for welfare purposes, and children's ministry.
- 1 i) We are happy to agree to this condition, even though we do not envision buses will be needed.
  - 1 j) We are happy to comply with this condition, as it was our plan to do so already.
  - 1 k) We are happy to comply with this condition.
  - 1 l) We are happy to comply with this condition.
  - 1 m) We are happy to comply with this condition.
- 2 We commend the Council on this move, and thank you for your forward thinking.
- 3 We wish to thank the Council for your generosity in agreeing to waive the development application fee for this project. We very much appreciate this, as we anticipate the total cost of the project will be considerable.

With regards to the future use and management of the original church building: while this has been discussed at Parish Council level, no decisions have been made as yet. Their initial thinking is that the building should be used as a museum with the original furniture being replaced as was, and records of those married, baptised and buried from that church being put on display. The building could then be open to the general public and tourists at various times. Currently the building is still used by the parish from time to time, and at present a community group are painting the street banners for the Shire to hang in the main street of town. When the Parish Council has agreed on the future use of this building, it will need the approval of the Bunbury Diocesan Trustees before going ahead with their plans. Management of the building will remain with the local Parish Council.

Phil, thank you again for all the assistance you are giving us with this important project.

Yours in Christ

**The Rev. Dr Lucy Morris**  
**Diocesan Secretary**  
Anglican Diocese of Bunbury.  
PO Box 15,  
BUNBURY WA 6231

**Copy: Fr Joe Hopkins**



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Coral Stone	Fossil Reef	\$125.55 per carton	0.93m²	33kg	\$164.70 per carton	2.44 Lm	33kg	5%	10%	102 to 305mm	102 to 406mm	25 to 32mm	64 to 216mm
Country Ledgestone	Aspen Black Rundle Bucks County Chardonnay Echo Ridge White Oak Wolf Creek	\$141.75 per carton	1.05m²	48kg	\$164.70 per carton	2.44 Lm	47kg	5%	15%	38 to 165mm	108 to 559mm	29 to 60mm	102 to 305mm
Dressed Fieldstone	Aspen Bucks County Chardonnay	\$141.75 per carton	1.05m²	54kg	\$164.70 per carton	2.44 Lm	48kg	5%	15%	64 to 356mm	102 to 559mm	32 to 67mm	102 to 305mm
Pro-Fit™ Alpine Ledgestone	Black Mountain Chardonnay	\$125.55 per carton	0.93m²	46kg	\$164.70 per carton	2.44 Lm	47kg	NA	5%	102mm only	203mm, 305mm, 508mm	19 to 57mm	102mm, 203mm, 305mm
Pro-Fit™ Ledgestone	Mojave Platinum Shale Southwest Blend	\$137.70 per carton	1.02m²	42kg	\$164.70 per carton	2.44 Lm	35kg	NA	5%	102mm only	203mm, 305mm, 508mm	13 to 38mm	102mm, 203mm, 305mm
Southern Ledgestone	Aspen Bucks County Chardonnay Echo Ridge	\$130.95 per carton	0.97m²	48kg	\$164.70 per carton	2.44 Lm	41kg	5%	25%	13 to 152mm	102 to 508mm	25 to 67mm	102 to 305mm
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\* Carton coverage based on standard 12mm joint for all products except Pro-Fit™ Ledgestone, Pro-Fit™ Alpine Ledgestone.

\*\*Additional quantity required for waste, cuts and optimum selection of size and colour.

Cover images (clockwise): Blend of Dressed Fieldstone and Southern Ledgestone in Aspen (Bacic Group), Southern Ledgestone in Aspen, Country Ledgestone in Wolf Creek, Southern Ledgestone in Aspen.

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### 12.3 NOMINATION OF SHIRE OF KOJONUP COUNCILLOR REPRESENTATIVES ONTO GREAT SOUTHERN JOINT DEVELOPMENT ASSESSMENT PANEL

AUTHOR: Rick Mitchell-Collins – Chief Executive Officer  
DATE: Tuesday, 31 January 2017  
FILE NO: LP.PLN.13  
**ATTACHMENT: Nil**

#### DECLARATION OF INTEREST

Nil.

#### SUMMARY

The Shire of Kojonup representatives on the Great Southern Joint Development Assessment Panel (GSJDAP) have completed their 2-year term of appointment and the Minister for Planning has again called for nominations from Local Government Authorities as per below extract from correspondence received 10 January 2017.

The recommendation is to nominate 2 Councillors and 2 Alternate members as Shire of Kojonup representatives for appointment by the Minister onto the GSJDAP.

Dear Mr Mitchell-Collins,

#### DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

As you would be aware, Development Assessment Panels (DAP) member appointments expire on 26 April 2017.

Members whose term has expired will be eligible for re-consideration at this time. Under regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011* (DAP Regulations), your local council is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on your respective DAP as required. The local government nominations process require online submissions at the following - <https://consultation.planning.wa.gov.au/office-of-the-director-general/fec6cd28>

**Nominations are required to be received by 28 February 2017.**

Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 April 2020. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.

When selecting nominees, the Council should consider that local government elections may result in a change to DAP membership if current councillors, who are DAP members, are not re-elected. If members are not re-elected, the local government will need to re-nominate for the Minister's consideration. DAP members are entitled to be paid for their attendance at DAP meetings and training, unless they fall within a class of persons excluded from payment. Further details can be found in the *Premier's circular – State Government Boards and Committees Circular (2010/02)*.

If you have any queries regarding this request for nominations, please contact the DAPs secretariat on (08) 6551 9919 or email [daps@planning.wa.gov.au](mailto:daps@planning.wa.gov.au). Further information is available online at <https://www.planning.wa.gov.au/Development-Assessment-Panels.asp>.

Yours sincerely

  
Gail McGowan  
Director General

2 January 2017

**BACKGROUND**

Council at its 17 February 2015 meeting resolved as follows:

*“10/15 Moved Cr Mathwin, seconded Cr Benn that Council nominates Councillors Pedler and Fleay as the Shire of Kojonup representatives on the Great Southern Joint Development Assessment Panel and Councillors Pritchard and Cr Mathwin as alternate members and submit these to the Minister for Planning for approval.”*

The GSJDAP became operational on 1 July 2011. The Shire is located in the Great Southern Joint Development Assessment Panel which consists of the following local governments: City of Albany, Shire of Broomehill-Tambellup, Shire of Cranbrook, Shire of Denmark, Shire of Gnowangerup, Shire of Jerramungup, Shire of Katanning, Shire of Kent, Shire of Kojonup, Shire of Plantagenet and Shire of Woodanilling.

**COMMENT**

The present representatives may renominate noting that Cr Pritchard and Cr Fleay’s 4 year term on Council expires in October 2017. The nominations are subject to approval by the Minister for Planning. The frequency of GSJDAP meetings is determined by the number of applications received for consideration.

The GSJDAP consists of 5 members with one presiding member, two specialist members and 2 Local Government members. The Local Government’s membership depends on which local government area is affected and sitting fees are paid to representatives (unless excluded by Regulations).

If the Council fails to nominate 2 representatives, the Minister will have the power to appoint 2 members to the GSJDAP to represent the interests of the local community. These must be eligible to vote in elections for that local area and have relevant knowledge or experience that, in the opinion of the Minister, will enable them to represent the interests of their local community.

The period of appointment for GSJDAP members is 3 years. Unless already completed, following their appointment GSJDAP members are required to undertake training on the Development Assessment Panel legal framework and planning decision-making processes. DAP members cannot sit on a DAP and determine applications until they have completed the training.

The GSJDAP is responsible to consider the following types of planning applications:

1. *Mandatory DAP applications*  
A development (which is not an excluded application) where the estimated cost of development is \$7m or more.
2. *Optional DAP applications*  
A development (which is not an excluded application) where the estimated cost of development is more than \$3m but less than \$7m and which has not been delegated to the DAP by Council. An applicant may also elect to refer an application of this type to the DAP for a determination.

Excluded applications are still to be determined by the Shire which includes:

- The construction of a single dwelling.

- The construction of less than 10 dwellings or multiple dwellings, including aged and/or dependent persons dwellings.
- The construction of carports, patios, outbuildings or incidental development.

## **CONSULTATION**

Council Briefing Session – 7 February 2017

## **STATUTORY REQUIREMENTS**

*Planning and Development Act 2005*

*Planning and Development (Development Assessment Panels) Regulations 2011*

*Local Government Act 1995*

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

Nil.

## **STRATEGIC/CORPORATE IMPLICATIONS**

Community Strategic Plan 2013 – 2023

Outcomes:

- E2 – Building Prosperity

Corporate Business Plan 2013 – 2017

Objective:

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

## **RISK MANAGEMENT IMPLICATIONS**

Broadens elected members planning knowledge and skill set which can be applied when determining applications to be considered by the Shire.

## **ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications for this report.

## **SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

The item is not covered in the Southern Link VROC Strategic Directions 2015-2020.

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER RECOMMENDATION**

That Council nominates Councillors \_\_\_\_\_ and \_\_\_\_\_ as the Shire of Kojonup representatives on the Great Southern Joint Development Assessment Panel and Councillors \_\_\_\_\_ and \_\_\_\_\_ as alternate members and submit these to the Minister for Planning for approval.

*This item was considered after Item 10.5 but has been recorded in the order of the Agenda.*

**COUNCIL DECISION**

- 8/17**      **Moved Cr Sexton, seconded Cr Warland that Council nominates Councillors Fleay and Pedler as the Shire of Kojonup representatives on the Great Southern Joint Development Assessment Panel and Councillors Mathwin and Hobbs as alternate members and submit these to the Minister for Planning for approval.**

**CARRIED      8/0**

*3:32pm – The Town Planner returned to the Chamber.*

**12.4 APPLICATION TO KEEP BEES ON COUNCIL RESERVES – MR CHRIS CHOW**

**AUTHOR:** Mort Wignall – Manager Regulatory Services  
**DATE:** Friday, 10 February 2017  
**FILE NO:** PR.RES.10691 & PR.RES.9774  
**ATTACHMENT:** 12.4 Application & Site Maps – Mr Chris Chow

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The applicant is seeking Council's approval to place beehives on Council Reserves at Farrar and Boscabel Chittinup Road.

**BACKGROUND**

The Department of Parks and Wildlife has received an application from Mr Chris Chow to place beehives on the abovementioned Reserves which are located within the Shire of Kojonup.

Both sites have been previously assessed and approved by the Department of Parks and Wildlife for beekeeping by a previous apiarist who ceased activities over 10 (ten) years ago. However, due to the time that has elapsed since beekeeping was undertaken on the Reserves and prior to them approving Mr Chow's application they need to know if Council has any objection to the bee hives again being placed on the Reserves.

In my discussions with both the Department of Parks & Wildlife and Mr Chow I advised that Mr Chow needs to apply to Council for approval to locate the bee hives on the reserves and if approval is forthcoming I will advise him and the Department of Parks & Wildlife accordingly.

**COMMENT**

Mr Chow wishes to place his bee hives on the reserves, the locations of which are shown on the attached maps. He proposes to operate the hives on a seasonal basis for about three months of the year. He will not be undertaking any processing of honey onsite and his activities will be limited to "robbing" of the beehives.

I have liaised with Craig McVee our Manager of Works & Services and Chairman of the Kojonup Aboriginal Corporation regarding any matters of cultural significance on any of the Reserves and he advised he has no objection to the application to place beehives on the Reserves.

Under Council's Health Local Laws relating to Bee Keeping, a person shall not keep or permit the keeping of bees unless approval to do so has been given by the Council. Further, if in the opinion of an Environmental Health Officer, the approved beehives are causing a nuisance, the Council may direct any bees or beehives to be removed within a specified time.

**CONSULTATION**

Department of Parks & Wildlife

Mr Craig McVee, Chairman of Kojonup Aboriginal Corporation

**STATUTORY REQUIREMENTS**

Shire of Kojonup Health Local Laws 2000 – Bee Keeping

**POLICY IMPLICATIONS**

There are no known Shire of Kojonup Policy Implications

**FINANCIAL IMPLICATIONS**

There are no known Shire of Kojonup Financial Implications

**STRATEGIC/CORPORATE IMPLICATIONS**

Community Strategic Plan 2013 – 2023

Outcomes:

- E2 – Building Prosperity

Corporate Business Plan 2013 – 2017

Objectives:

- E 21 – Building local economic capacity to generate wealth and provide a variety of local employment opportunities.

**RISK MANAGEMENT IMPLICATIONS**

There are no known Shire of Kojonup Risk Management Implications

**ASSET MANAGEMENT IMPLICATIONS**

There are no known Shire of Kojonup Asset Management Plan Implications

**SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Regional Economic Development- Goal 1: Stimulate economic growth and business opportunity.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**10/17 Moved Cr Sexton, seconded Cr Hobbs that Council approve the application from Chris Chow to place bee hives on Council Reserves 10691 Farrar and 9774 Boscabel-Chittinup Road, subject to the following conditions:**

- **There is no processing of honey permitted on any of the Reserves; and**
- **Beehives will only be placed on the Reserves for up to 3 (three) months each year.**

**CARRIED 8/0**



**12.5 APPLICATION TO KEEP BEES ON COUNCIL RESERVES – MR PHIL SAMMUT**

**AUTHOR:** Mort Wignall – Manager Regulatory Services  
**DATE:** Thursday, 9 February 2017  
**FILE NO:** PR.RES.7620, PR.RES.31141 & PR.RES.12033  
**ATTACHMENT:** 12.5 Application & Site Maps – Mr Phil Sammut

**DECLARATIONS OF INTEREST**

Nil

**SUMMARY**

The applicant is seeking Council's approval to place bee hives on Council Reserves, 7620 Collie-Changerup Road, Reserve 31141 Magini Road and Reserve 12033 Boscabel-Chittinup Road.

**BACKGROUND**

The Department of Parks and Wildlife has received an application from Mr Phil Sammut to place beehives on the abovementioned Reserves which are located within the Shire of Kojonup.

Both sites have been previously assessed and approved by the Department of Parks and Wildlife for beekeeping by a previous apiarist who ceased activities over 10 years ago. However due to the time that has elapsed since beekeeping was undertaken on the Reserves and prior to them approving Mr Sammut's application they need to know if Council has any objection to the bee hives being placed on the reserves.

**COMMENT**

Mr Sammut wishes to place beehives on Reserves, the locations of which are shown on the attached site maps. He proposes to operate the hives periodically throughout the year dependent on weather conditions. He will not be undertaking any processing of honey onsite and his activities will be limited to "robbing" of the beehives.

Reserve 31141 is a gravel reserve and I have liaised with Craig McVee, our Manager of Works and Services who has no objection to the placement of beehives on the reserve. I have also consulted with Craig regarding any matters of cultural significance regarding the Reserves and as Chairman of the Kojonup Aboriginal Corporation, advised he has no objection to the application.

Under Council's Health Local Laws relating to Bee Keeping, a person shall not keep or permit the keeping of bees unless approval to do so has been given by the Council. Further, if in the opinion of an Environmental Health officer, the approved beehives are causing a nuisance, the Council may direct any bees or beehives to be removed within a specified time.

**CONSULTATION**

Department of Parks & Wildlife  
Mr Craig McVee, Chairman, Kojonup Aboriginal Corporation

**STATUTORY REQUIREMENTS**

Shire of Kojonup Health Local Laws 2000 – Bee Keeping

**POLICY IMPLICATIONS**

There are no known Shire of Kojonup Policy Implications.



**FINANCIAL IMPLICATIONS**

There are no known Shire of Kojonup Financial Implications

**STRATEGIC/CORPORATE IMPLICATIONS**Community Strategic Plan 2013 – 2023

Outcomes:

- E2 Building Prosperity

Corporate Business Plan 2013 – 2017

Objectives:

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

**RISK MANAGEMENT IMPLICATIONS**

Nil

**ASSET MANAGEMENT IMPLICATIONS**

Nil

**SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Regional Economic Development – Goal 1: stimulate economic growth and business opportunity

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION/OFFICER RECOMMENDATION**

- 11/17     Moved Cr Mathwin, seconded Cr Warland that Council approve the application from Mr Phil Sammut to place beehives on Council Reserves 7620 Collie-Changerup Road, Reserve 31141 Magini Road and Reserve 12033 Boscabel-Chittinup Road, subject to no processing of honey permitted on any of the Reserves.**

**CARRIED     8/0**

**Attachment 12.5****Dominique Magini**

---

**From:** Stonier, Caroline <Caroline.Stonier@DPaW.wa.gov.au>  
**Sent:** Monday, 30 January 2017 1:24 PM  
**To:** Shire of Kojonup  
**Subject:** ICR24643 - FW: APIARY SITE APPLICATION ON SHIRE OF KOJONUP  
**Attachments:** Sammut\_5008.pdf; Sammut\_3918.pdf; 2783\_Sammut.pdf; 2783\_3918\_5008.pdf

**Importance:** High

Good afternoon

Can you advise if the email below has been given to anyone for approval please as I have not had a response as yet.

Thank you  
Caz Stonier  
Apiary Coordinator  
Parks and Wildlife

---

**From:** Stonier, Caroline  
**Sent:** Wednesday, 23 November 2016 12:52 PM  
**To:** council@kojonup.wa.gov.au  
**Subject:** APIARY SITE APPLICATION ON SHIRE OF KOJONUP  
**Importance:** High

Good afternoon

I have an application from Mr Phil Sammut to apply for 3 apiary sites which fall within the Shire of Kojonup. Maps are attached and sites are shown as pending.

AS 2783 - Local Government Reserve - Shire of Kojonup -Reserve 7620  
AS 3918 - Local Government Reserve - Shire of Kojonup -Reserve 31141 - Gravel  
AS 5008 - Reserve 12033 - Shire of Kojonup - Recreation

We require approval from the Shire of Kojonup to have the beekeeper place bees on these sites. Please note that all sites are currently vacant but have previously been assessed and approved by the Shire in 2006.

If you require any more information from me, please let me know.

Regards  
Caz

Caz Stonier  
Apiary Coordinator  
Parks and Visitor Services  
Department of Parks and Wildlife  
Ph: 9219 8765  
Email: [caroline.stonier@dpaw.wa.gov.au](mailto:caroline.stonier@dpaw.wa.gov.au)



Department of  
Parks and Wildlife



## Apiary Site Permit:2783



November 23, 2016

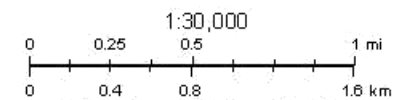
CPT\_APIARY\_SITES

Pending

DPaW Regions

Unmanaged Reserves

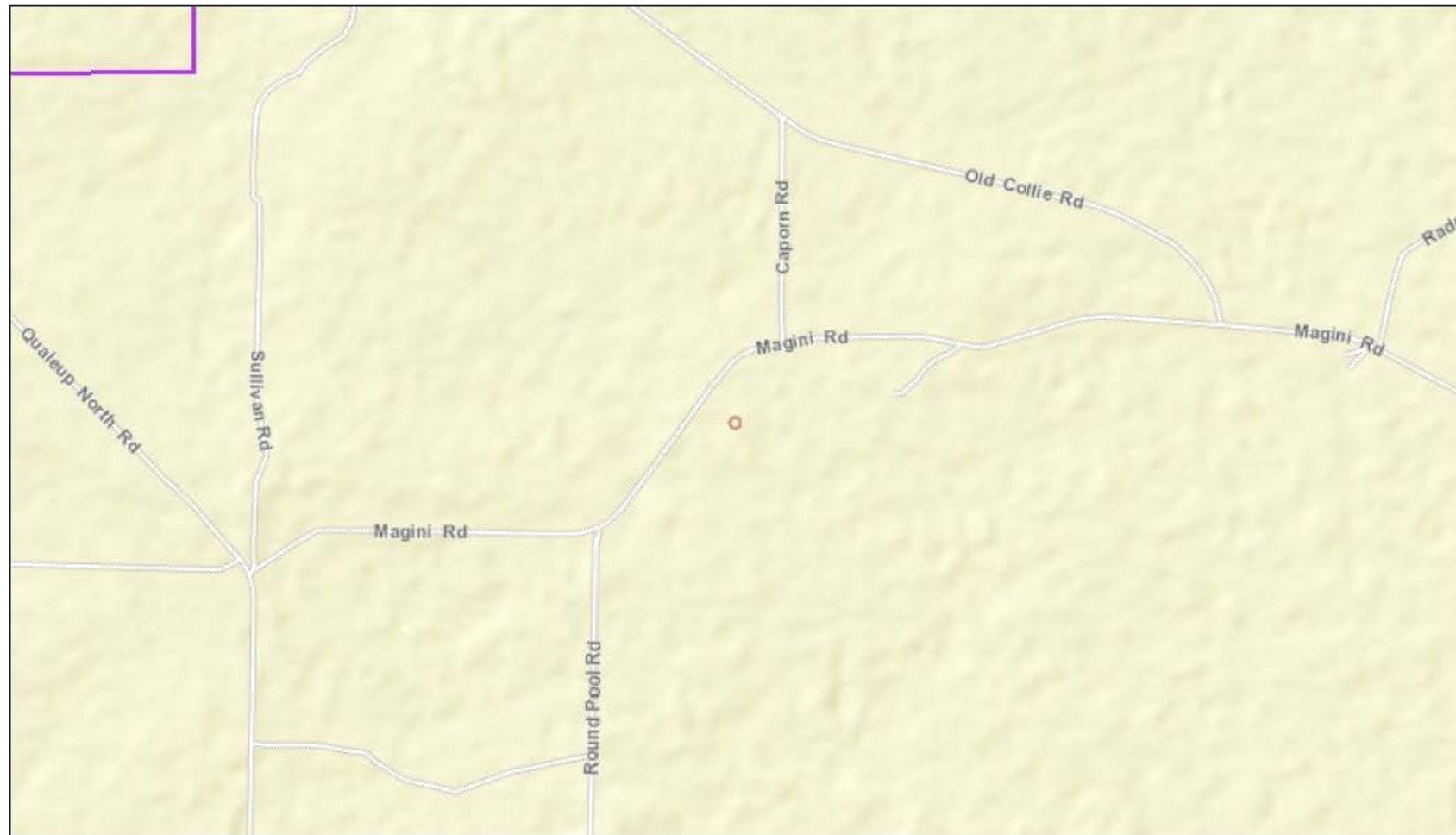
Unallocated Crown Land



Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), MapmyIndia, NGCC, © OpenStreetMap contributors, and the GIS User Community

GIS Branch | Compiled by GIS Branch under instruction from Director Regional Services. Boundary changes are supplied by relevant regional managers. | Esri, HERE, DeLorme, NGA, USGS | Apiary Coordinator (Leasing Unit)

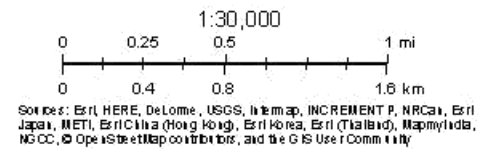
## Apiary Site Permit:3918



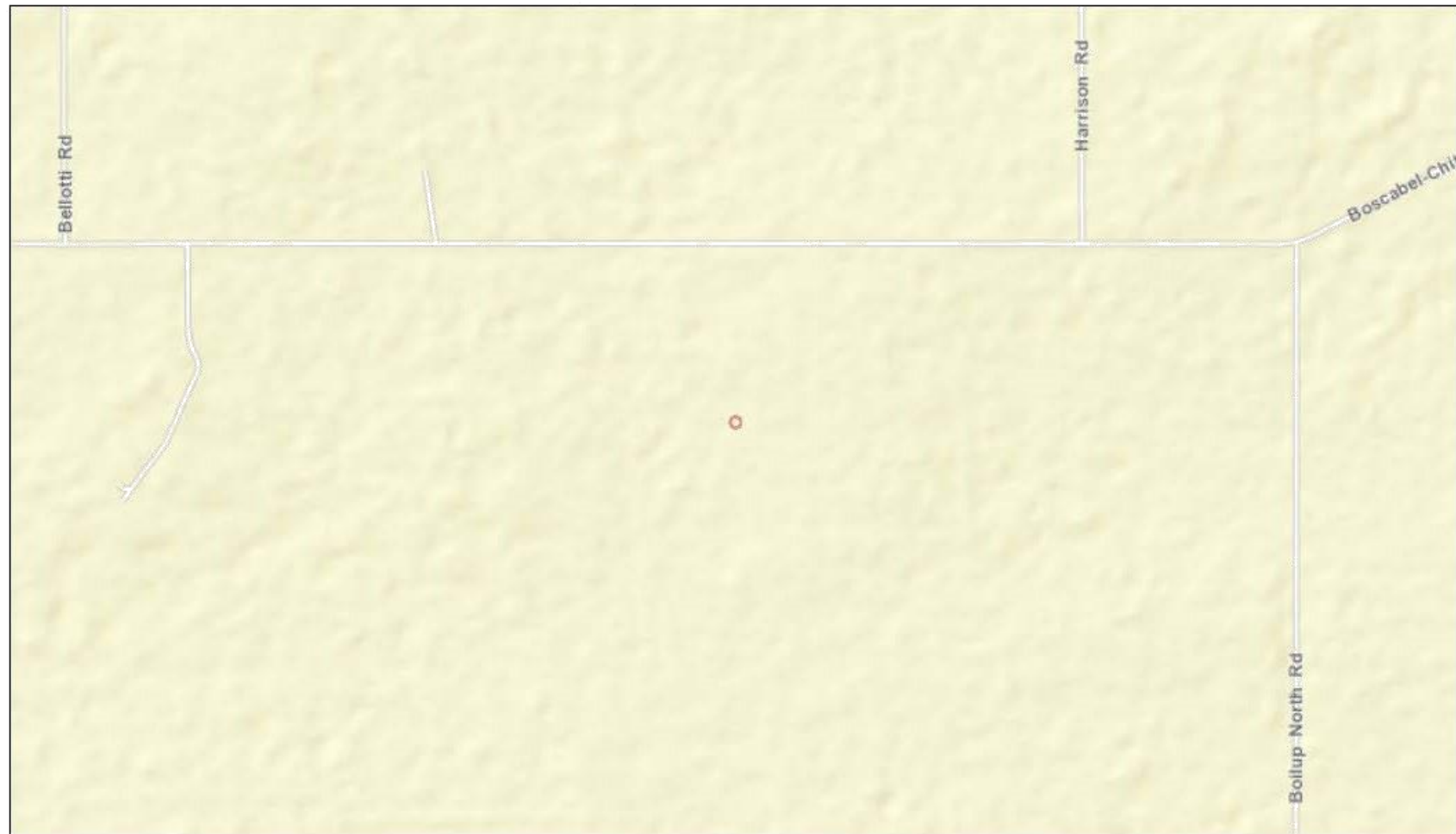
November 23, 2016

## CPT\_APIARY\_SITES

- Pending
- DPaW Regions




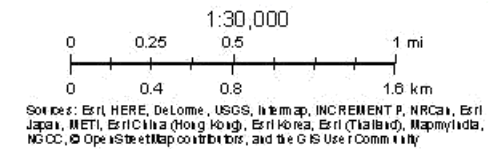
## Apiary Site Permit:5008



November 23, 2016

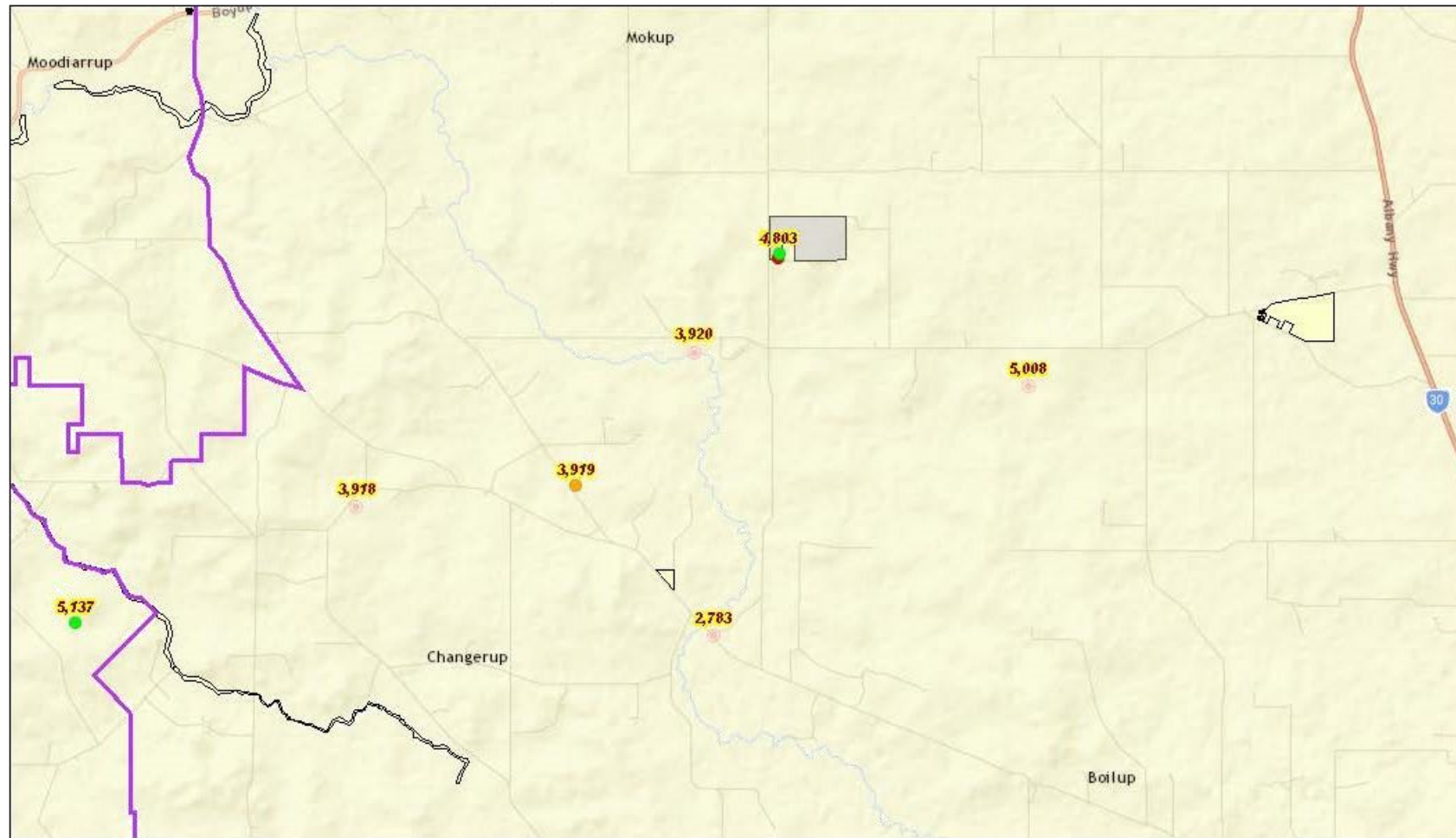
## CPT\_APIARY\_SITES

-  Pending
- DPaW Regions



Apiary Coordinator (Leasing Unit)  
 GIS Branch | Compiled by GIS Branch under instruction from Director Regional Services. Boundary changes are supplied by relevant regional managers. | Esri, HERE, DeLorme, NGA, USGS

## Apiary Site Permit: 2783/3918/5008



January 30, 2017

## CPT\_APIARY\_SITES

- Current
- Pending

● Not to be re-issued

● Vacant

DPaW Regions

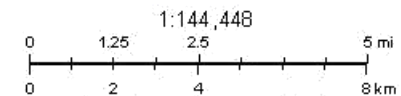
DPaW Districts

Unmanaged Reserves

Unallocated Crown Land

## Parks &amp; Wildlife Managed Estate

5(1)(g) Reserve



Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Taiwan), MapmyIndia, NGCC, OpenStreetMap contributors, and the GIS User Community

GIS Brack (Compiled by GIS Brack under instruction from Director Regional Services. Boundary changes are supplied by relevant regional managers.) Esri, HERE, Garmin, NGA, USGS | Apiary Coordinator (Using Unity)

**Mort Wignall**

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**From:** Philip Sammut <phil.sammut@bigpond.com>  
**Sent:** Friday, 10 February 2017 4:53 PM  
**To:** Mort Wignall  
**Subject:** Sites

Hi again sorry to answer your questions about using the site ,the time we usually use the site depends on the year it self and also depending on the season so the answer depends on that . We will rob the hives and do the extracting off site . Many thanks phil sammut

Sent from my iPad



## 12.6 APPLICATION FOR DEVELOPMENT APPROVAL – OUTBUILDING AT LOT 9 ALBANY HIGHWAY, KOJONUP

AUTHOR: Phil Shephard – Town Planner  
DATE: Friday, 10 February 2017  
FILE NO: A13169  
ATTACHMENT: 12.6 Site and Floor of Outbuilding

### DECLARATION OF INTEREST

Nil.

### SUMMARY

To consider the application for development approval to construct a new 9m x 8m outbuilding on the above property as shown on the attached plans. The new outbuilding, if approved, would result in a cumulative outbuilding floor area of 216m<sup>2</sup> which exceeds the maximum floor area of 200m<sup>2</sup> permitted under Council's adopted Town Planning Scheme Policy.

This exceeds the delegation available to staff to deal with the application and it must be referred to Council for a decision. The recommendation is to grant development approval subject to conditions.

### BACKGROUND

Nil.

### COMMENT

The lot has recently been developed with a new dwelling and 16m x 9m outbuilding. The applicants are now seeking approval for a 9m x 8m outbuilding. The outbuilding will be constructed of steel frames and clad with 'surfmist' coloured colorbond sheeting.

The site is shown in the image below:



*Lot 9 Albany Highway, Kojonup bordered in red showing existing approved dwelling and outbuilding sites and proposed new outbuilding site (Image Google Earth)*



The lot has frontage and access/egress to Albany Highway.

Urban servicing including water, telecommunications and power are available to the site. No sewer is connected to the lot.

#### Zoning and Land Use/Development

The land is zoned Special Rural under Town Planning Scheme No. 3 (TPS3).

The proposed new outbuilding would create a cumulative floor area of 216m<sup>2</sup> for all the outbuildings on the site which exceeds the maximum floor area of 200m<sup>2</sup> in Council's adopted Town Planning Scheme Policy No. 5 'Outbuildings in the Residential, Residential Development and Special Rural Zones'.

The position of the outbuilding appears to exceed the 15m minimum setback required to all boundaries and will be located in front of the dwelling when the property is viewed from Albany Highway. The cladding materials/colours matches the existing improvements on the lot.

#### Bushfire Planning

The proposed site for the outbuilding is within the DFES bushfire prone area mapping and building requirements may apply to the construction of the outbuilding to comply with AS3959 Construction of buildings in bushfire-prone areas.

#### Matters to be considered

The Scheme (c.6.3.2) requires the Council have regard to a number of relevant matters which are discussed below in considering whether to approve/refuse the application.

<b>Matter to be Considered</b>	<b>Response</b>
(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	The proposed development of the outbuilding is considered consistent with the aims and provisions of TPS3 for the development of special rural zoned land.
(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 proposed development is consistent with the orderly and proper planning of the area.
(c) any approved State planning policy;	The proposed development is consistent with the aims and provisions of the following SPP: 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 proposed outbuilding is consistent with other approved outbuildings in the special rural zoned areas around Kojonup in terms of size, height, bulk and scale.

the height, bulk, scale, orientation and appearance of the development;	
(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 have a negative impact on the amenity of the 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;	No clearing of any trees/shrubs is mentioned in the application and no additional landscaping is considered necessary in this instance.
(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 site is not known to be affected by any natural hazard including flood, subsidence, erosion etc. The property is within the DFES bushfire prone mapping and may need to incorporate measures to comply with AS3959.
(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;	No changes to the existing access/egress are proposed in the application.
<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.	See (q) above.

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

*1 Not approve the proposal*

The Council can choose to refuse to approve the proposal and advise the proponent giving reasons. If this option was chosen, the outbuilding would not be able to be constructed.

*2 Approve the proposal*

The Council can choose to approve the proposal, 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 proponents, if deemed necessary to complete the assessment, before proceeding to make a decision.

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

**CONSULTATION**

Nil undertaken.

**STATUTORY REQUIREMENTS**

*Planning and Development Act 2005* – Town Planning Scheme No. 3 is an operative local planning scheme under the Act.

**POLICY IMPLICATIONS**

The Council has an adopted Town Planning Scheme Policy No. 5 ‘Outbuildings in the Residential, Residential Development and Special Rural Zones’.

The objectives and relevant sections of the Policy are included below:

*Objective*

- a) *To set controls on the size of outbuildings permitted within the Residential, Residential Development and Special Rural zoned areas of the Shire.*
- b) *To achieve a balance between providing for the various legitimate needs of residents for outbuildings for storage and minimising any adverse impacts outbuildings may have on neighbours or a street/neighbourhood.*

*Policy Requirements**Development Standards*

*The outbuilding shall comply with the standards in the following Table:*

<b>Zone</b>	<b>Max. Wall Height (m)</b>	<b>Max. Ridge Height (m)</b>	<b>Max. Floor Area (gross floor area of all outbuildings on lot)</b>
<i>Special Rural</i>	4.5	6.0	200m <sup>2</sup>

*When considering a proposal for an outbuilding, Council will have regard to:*

- a) *Any approved land use and activities operating on the site and the need and purpose for the outbuilding;*
- b) *The compatibility of the outbuilding with its surroundings and any other existing approved outbuildings in the street/area;*
- c) *Whether the outbuilding complements or detracts from the dominant character of the surrounding landscape and the architectural style and character of the building, site or area; and*
- d) *Whether rationalisation or reduction in the number of existing outbuildings can be achieved.*

**FINANCIAL IMPLICATIONS**

The applicant is required to pay the planning application fee of \$147 as set out in the adopted 2016/17 Schedule of Fees and Charges.

**STRATEGIC/CORPORATE IMPLICATIONS**

The item is not covered in the Community Strategic Plan 2013 – 2023.

**RISK MANAGEMENT IMPLICATIONS**

The item covers several risk areas to Council including strategy and planning, community, environment and heritage, legal and political and services and functions. The organisational risk and proposed treatment or mitigation is summarised in the following table:

<b>Risk Description</b>	<b>Risk Likelihood</b>	<b>Risk Consequence</b>	<b>Risk Classification</b>	<b>Risk Treatment</b>
Council does not grant development approval for the outbuilding	Unlikely	Minor	Low	Manage by routine procedures, unlikely to need specific application of resources.

**ASSET MANAGEMENT IMPLICATIONS**

Nil.

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

The item is not covered in the Southern Link VROC Strategic Directions 2015-2020.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**12/17 Moved Cr Radford, seconded Cr Pritchard that Council grant development approval for the new 9m x 8m outbuilding on Lot 9 Albany Highway, Kojonup subject to the following conditions:**

- 1) The development to be in generally in accordance with the stamped approved plans, unless a variation has been approved by the Chief Executive Officer.**
- 2) The outbuilding to be clad in ‘surfmist’ coloured metal sheeting to match the dwelling and other approved outbuilding on the site.**

*Advice Notes:*

- 1) You are required to obtain a Building Permit prior to any construction activity commencing.*
- 2) Your property is within a bush fire prone area designated by the Department of Fire and Emergency Services and certain construction requirements may apply to the construction of the outbuilding.*
- 3) The total floor area for outbuildings approved on your property exceeds the maximum 200m<sup>2</sup> permitted under Council’s adopted Town Planning Scheme Policy No. 5 and it is unlikely that additional outbuildings would be approved without exceptional circumstances applying.*

**CARRIED 8/0**

## **13 EXECUTIVE & GOVERNANCE REPORTS**

### **13.1 WORKFORCE PLAN**

AUTHOR: Rick Mitchell-Collins - Chief Executive Officer

DATE: Monday, 13 February 2017

FILE NO: PE.EST.1

**ATTACHMENT:** 13.1 Workforce Plan 2014-2018 (Updated)

#### **DECLARATION OF INTEREST**

Nil

#### **SUMMARY**

The *Local Government Act 1995* Section 5.56(1) and (2) requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations.

#### **BACKGROUND**

Under the Integrated Planning and Reporting Advisory Standards and Framework a Workforce Plan details the workforce requirements to deliver our Strategic Community Plan and Corporate Business Plan. The Workforce Plan is for a period of four years and should be reviewed annually.

The Workforce Plan 2014-2018 was adopted by Council on 15<sup>th</sup> October 2013 and reviewed on 21<sup>st</sup> October 2014 and again on 22<sup>nd</sup> October 2015.

#### **COMMENT**

A further review of the Workforce Plan 2014-2018 has now been completed including Senior Management Team comment and amendment.

#### **CONSULTATION**

Senior Management Team

Regulatory & Admin Officer (Payroll)

#### **STATUTORY REQUIREMENTS**

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996.*

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC/CORPORATE IMPLICATIONS**

Community Strategic Plan 2013 - 2023

Outcomes:

- G1 – Being Well Governed
- S1 – Creating opportunities for Youth
- E2 – Building Prosperity

Corporate Business Plan 2013 - 2017

## Objectives:

- G1.3 – Support regional collaboration and resource sharing
- S1.3 – To increase the opportunity for Kojonup residents to begin a career in Local Government
- E2.1 – Building local economic capacity to generate wealth and provide a variety of local employment opportunities

**RISK MANAGEMENT IMPLICATIONS**Compliance with S5.56 of the *Local Government Act 1995*Compliance with the *Local Government (Administration) Regulations 1996*.**ASSET MANAGEMENT IMPLICATIONS**

Nil

**SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**Southern Link VROC Strategic Directions 2015-2020

Human Resources

Goal:

Increase capacity through collaboration.

Strategy:

S1: Share systems and processes between member LGA's

S2 : Develop professional specialities for each LGA:

S3 : Share training and professional development at the officer level.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**13/17     Moved Cr Sexton, seconded Cr Mathwin that Council adopt the review of the Workforce Plan 2014-2018.**

**CARRIED     8/0**

## 13.2 KOJONUP COMMUNITY RESOURCE CENTRE (CRC)

AUTHOR: Rick Mitchell-Collins – Chief Executive Officer  
DATE: Friday, 27 January 2017  
FILE NO: CS.SVP.5  
ATTACHMENT: 13.2.1 Copies of previous Finance Committee Minutes  
13.2.2 Kojonup News Constitution  
13.2.3 Kojonup Community Resource Centre Constitution  
13.2.4 Kojonup Community Resource Centre Profit & Loss Statements  
13.2.5 Kojonup Community Resource Centre Assets / Depreciation Schedule

### DECLARATION OF INTEREST

Nil

### SUMMARY

To seek Council's interest in assuming full responsibility and control of the Kojonup Community Resource Centre (CRC) including a new management model and operational focus following an initial approach from CRC Chair – Francis Trouchet and Committee of Management Member – Lyn Boys to the Shire President and CEO in October 2016 advising that the CRC was facing financial difficulty and that despite the support of The Kojonup News would most likely cease trading in March 2017 but definitely by June 2017.

### BACKGROUND

The CRC or Kojonup Telecentre was officially opened on 15 February 1999. The Finance Committee Meeting minutes dated 16 February 1999 indicated that *“The issue of incorporation will be discussed at the next meeting of the Kojonup Telecentre Management Committee. The Memorandum of Understanding will have to lie on the table until Kojonup News and Kojonup Telecentre become incorporated associations. Under the present arrangement, the Shire of Kojonup cannot enter an agreement with these parties as it would be entering into a contract with itself.”*

*Finance Committee Minutes dated 20 April 1999:*

*“A Solicitor has redrafted the MOU (F/139/98) between Kojonup News, Kojonup Telecentre and the Shire of Kojonup. The redrafted agreement has significant variations to the original MOU and has been a source of contention. This matter will be discussed at the next management committee meeting to be held 27 April 1999.”*

*Finance Committee Minutes dated 19 May 1999:*

*“Discussions with the Editor of Kojonup News reveal that Kojonup News wishes to operate independently from the Shire of Kojonup. Kojonup News will be an independent organization once incorporated, and the Shire of Kojonup will have no legal entitlement in relation to operations and financial management of Kojonup News. . . . Kojonup News has been a voluntary organization for 17 years and has provided an invaluable service to the community.”*

Kojonup News and the CRC developed respective Constitutions as attached and Council purchased the Old Bank Building on the understanding that it would be used principally for the CRC with associated use by Kojonup News given they needed access to equipment and to fold newsletters.

The objects of CRC are:

1. Provide employment opportunities in Kojonup and enable members of the community to enhance their technological skills
2. Keeping pace with rapidly developing technologies and informing the community on a regular basis
3. Provision of new services not currently available in the Shire of Kojonup
4. Obtain and maintain a high community profile
5. Provide affordable access to computer hardware and software
6. Provide a computer training and educational facility
7. Facilitate growth and development of all businesses
8. Obtain funding from donations, grants and other sources
9. Provide Internet access to all residents in the Shire of Kojonup

Council visited the CRC on 7 February 2017 and met with Francis (Frankie) Trouchet, Lyn Boys and Neil McRae. The Kojonup News has a dedicated room and computers within the CRC building and relies on the CRC equipment to photocopy and staple the fortnightly editions.

Mrs Boys indicated that members are not getting any younger and Neil's skillset is vital to producing the finished newsletter.

#### **COMMENT**

The CEO, Manager Community Development & Tourism and Community Development Officer met with Rob Leicester, Manager Business and Social Development, Department of Regional Development following Minister Redman's announcement in September 2016 that \$56 million would be made available to the existing 106 existing CRC's over the next 4 years.

Mr Leicester advised that Kojonup had not been receiving State Government financial support for the past 2 years and was not included in the above new funding round.

Based on the above objects of the CRC it would be extremely difficult to derive sufficient operational income if training and educational sessions were not held on a regular basis to cater for the varying levels of IT competency within the community.

Rental for Medicare, Centrelink and Australian Taxation Office (ATO) portals generates a small annual income of approximately \$7000. Kojonup News is the major client expending approximately \$700 per month in photocopying. Colour laser printing and laminating is the next largest revenue source but with revenue totaling \$31,000 and total expenses exceeding \$51,000 the CRC in its present form is not sustainable. Yet, neighbouring CRC's have adopted a more pro-active approach to programs, events, activities and training sessions in order to keep pace with community needs in a technologically driven environment.

The CEO has approached Kojonup Pharmacy to ascertain if the Medicare portal could be accommodated in the business and given that the Pharmacy no longer has a banking portal, this could be achieved subject to staff training requirements.

The ATO and even Centrelink portals could be established in the Shire Library as computer terminals already exist for internet and Wi-Fi access.

In considering various scenarios Council must answer the following questions:

- What will Libraries and CRC's look like in the next 5 – 10 years?



- Will CRC's need a long desk with Computer terminals or will people be using stand up stations, bean bags or lounge chairs where they simply plug in their iPad or smart phone?
- Instead of books and DVD's will people simply "download" apps or ebooks?
- What are the pros/cons of community groups sharing photo copiers, computers etc., under one roof?
- Does a better 'working' CRC model exist elsewhere that should be considered for Kojonup?

There are a number of scenarios available to Council, for example: -

1. Do nothing in the hope that a community organization such as the Kojonup Community Growth Association would be interested in a partnership with the CRC.  
The Kojonup News would then have to negotiate the purchase of equipment it requires in order to publish the fortnightly news and seek Council approval to rent the building if alternative premises are not available.  
Realistically the CRC would cease to exist in Kojonup although for the past 2 years it has been operating outside the state guidelines. This is not a preferred option as the vast majority of Council's in Western Australia have some form of CRC!
2. Council assess what equipment it wishes to purchase that could be reallocated within the Administration Section of Council or at Kodja Place and list the CRC building for sale or lease. Council and Kojonup News would then negotiate a facility and equipment hire agreement to print the Kojonup News with print layout being the full responsibility of Kojonup News given that the organization's constitution clearly states that it is totally independent in relation to its operations and financial management.

This would allow (at least in the short term) ATO and Centrelink portals to be transferred to the Shire Library and any computer training or other activities/events aligned to CRC functions to be determined by the Community Development Officer and Manager Community Development & Tourism with the approval of Council.

The activities/events could be conducted either at Kodja Place, RSL Building, Sports Complex, Lesser Hall or in the Reception Lounge. The main emphasis here is that Council has choice rather than retaining the existing CRC building.

3. A medium/long term strategic objective (aligning with Councils Asset Management Planning to rationalize ageing assets) is the co-location of CRC, Library, Southern DIRT, NRM/Landcare officer even Community Growth Association and Historical Society into a revamped RSL Building allowing each greater opportunity to share IT, copiers, equipment under one roof. The Library/CRC Model is widely practiced and supported in other shires and for small rural shires such as Kojonup duplication of buildings and office equipment is not sustainable.

Master Planning for the Kodja Place Precinct recognizes Kodja Place (KP) as the Cultural and Heritage "Community Hub." A revamped RSL Building or the Council Administration building may be more community aligned instead of increasing the footprint of KP despite human Resources being available at KP. Council needs time to assess such options.

**CONSULTATION**

Council Briefing Session – 18 October 2016 and site visit 7 February 2017

Rob Leicester, Manager Business and Social Development, Department of Regional Development

Hon. Tuck Waldron, Member for Wagin

Francis Trouchet, Lyn Boys & Neil McRae– CRC

Senior Management & Community Development Officer

Bruce Warland – Kojonup Pharmacy

**STATUTORY REQUIREMENTS**

*Associations Incorporation Act 1987*

*Local Government Act 1995*

**POLICY IMPLICATIONS**

Policy 3.16 – Community Consultation Charter which aims to reflect Council’s commitment to open and effective consultation with the community in the process of making important decisions about the wellbeing of the community.

**FINANCIAL IMPLICATIONS**

Council owns the CRC building and is therefore ultimately responsible for building maintenance and any capital improvements. It derives no income from rental.

No HR allocations and associated costs are presently incurred by Council for the CRC. Such an allocation could conservatively range between \$35 - \$55k per annum depending on the management model chosen and equipment required.

Council would recoup IT costs from Centrelink and ATO portal agreements if relocated in the Shire Library. The existing CRC is hemorrhaging financially and has only survived to date through the generous financial assistance of the Kojonup News. ‘Band Aid’ solutions will not be effective as a new contemporary management and business approach is required after 17 plus years that builds on the success and structure of neighbouring CRC’s such as Gnowangerup and Denmark.

**STRATEGIC/CORPORATE IMPLICATIONS**

Community Strategic Plan 2013 - 2023

Outcomes:

- N1 – Feeling good about living in Kojonup

Corporate Business Plan 2013 - 2017

Objectives:

- N1.4 – Providing Community Support and Development

**RISK MANAGEMENT IMPLICATIONS**

Growing community capacity and capability can be achieved by:

- Introducing/updating technology at Kodja Place to encourage volunteers to use Mosaic data,
- Providing IT at Springhaven for use by residents to do crosswords etc.,
- Offering computer/IT training opportunities for community members and how to set up emails or accessing the world-wide web, Skype, Facebook etc.
- Encouraging youth to use the CRC as an extension of the school and participate in community projects and activities.

The risk is not having or not using IT to its full potential or not being receptive to learn and becoming stagnant!

The CRC and Kojonup News rely heavily on the availability of Mr McRae to ensure equipment is operable and graphic design/layout accords with templates. This over reliance on one person is an extreme risk as no one person should be irreplaceable!

#### **ASSET MANAGEMENT IMPLICATIONS**

Whole of Life considerations, Integrated planning, Structural Integrity, “Fit for Purpose” considerations, Business continuity and Long Term Financial Planning implications is required and reflected in Council’s Asset Management Plan, Annual budget and any Tenancy Agreements.

#### **SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Learning from established CRC’s of the opportunities to share activities, events, functions, training etc., that would not otherwise be possible in isolation given costs and distance.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **COUNCIL DECISION/OFFICER RECOMMENDATION**

**14/17 Moved Cr Sexton, seconded Cr Pritchard that Council:**

- 1. Investigates the CRC Building as part of the Asset Management Review presently being undertaken to determine options available for the future provision of a “Community Hub” which includes consideration of existing and future needs at the Council Administration Building, CWA Building, RSL Hall and Kodja Place including cost/benefit analysis.**
- 2. Outcomes of the Asset Management Review be considered in framing the 2017/2018 Budget, and**
- 3. Advise Kojonup CRC that Council is prepared to relocate the ATO and Centrelink portals within the Council Library from April 2017.**

**CARRIED 8/0**

## Attachment 13.2.1

Finance Committee Minutes  
18<sup>th</sup> March 1998

## 10 FEBRUARY 1998 MONTHLY FINANCE REPORT

## F56/98 RECOMMENDATION:

That the February 1998 Finance Report from the Finance Manager as attached to the agenda be received.

Moved Cr Mathwin

Seconded Cr Pember

Carried

## 11 TELECENTRE - PUBLIC MEETING

As per recommendation F25/98 a public meeting was held in the Lesser Hall on Monday 9<sup>th</sup> March 1998, commencing at 7.00pm. A total of 26 people attended the meeting and a number of people gave apologies or expressed their desire to attend but could not due to prior commitments.

Mr Bill Ginbey, who works for the Department of Commerce and Trade in the area of Regional Planning being Telecentre support, gave a video presentation and discussed the past, present and future of Telecentres in Western Australia.

Mrs Debbie Rice also attended the meeting. She is the Regional Facilitator for the Southern Region for Telecentre support. She resides in Denmark and would be closely involved with the set up of a Telecentre if it was to proceed.

**A summary of information provided at the meeting is as follows:**

- The understanding of today's technology is perceived as the greatest benefit of a Telecentre
- Grant funding is likely to be \$30,000 capital and \$20,000 operating (salary expenses), the operating portion is likely to be recurring.
- Funding isn't the sole funding for Telecentre operation, ongoing costs must be met by ongoing activities.
- Telecentre support unit was formed in 1992
- Original focus of Telecentres was Tertiary Education then expanded to TAFE based education, currently this accounts for about 25% of services.
- Telecentres nowadays are tailored to meet specific requirements of individual communities, there are even some mobile Telecentres for remote locations
- Some Telecentres have had to relocate as their original buildings have not been able to maintain their growth in operations, other Telecentres have co-located with other organisations to provide mutual benefits.
- Western Australia is the only place in the world with a network of Telecentres and is at the forefront of Telecentres in the world.
- There are currently 48 Telecentres in Western Australia, 12 have been opened in the past 3 months. The Telecentre support Unit is aiming for 100 Telecentres to form a full network across the state in the next couple of years.
- A Telecentre must become an incorporated organisation
- A Telecentre is a non-profit organisation that is community owned and managed and should provide new services not already existing. It should not be in competition with others or duplicate services.
- Telecentres are aimed at smaller communities. The support unit says that 8,000 people is a guide. When populations are around 8,000 then most of the required services will be provided by private enterprise and a Telecentre will be unnecessary
- A guarantor is required to provide \$10,000 security per annum for the first two years. To date no guarantor has been requested to come up with guaranteed funds.

*Robert Sexton*

28 APR 1998

Finance Committee Minutes  
18<sup>th</sup> March 1998

**Opportunities to provide niche/unique services:**

Desktop Publishing, Printing, E-mail addresses, Business Incubation ie resources available to small businesses getting of the ground, BOCs ticketing (preferential), Centrelink (labour market services), Banking Services, Teleyouth and Teleseniors, Horizons (education channel), providing local call access to the Internet, Computer training classes.

A steering committee must be formed to do a needs analysis for the Shire of Kojonup. Three important matters to resolve initially is the purpose, activities and location of the Telecentre. Seven people have offered to sit on a steering committee.

The grant funding could subsidise some of the Finance Manager and Librarian's salary if it was housed in the Shire Administration Building.

**F57/98**

**RECOMMENDATION:**

In response to community support Council recognises that there is a strong desire to set up a Telecentre in the Shire of Kojonup.

Moved Cr Pember

Seconded Cr Mathwin

Carried

**F58/98**

**RECOMMENDATION:**

Council offer to be guarantor as required by the Telecentre support unit if this venture proceeds on the proviso that Council will be the controlling body of the Telecentre.

Moved Cr Pember

Seconded Cr Mathwin

Carried

**F59/98**

**RECOMMENDATION:**

That Cr Graham Pember and the Finance Manager be nominated to the Steering Committee for the evaluation of setting up a Telecentre in the Shire of Kojonup. The Steering Committee to be an advisory committee of the Council.

Moved Cr Mathwin

Seconded Cr Pember

Carried

**F60/98**

**RECOMMENDATION:**

A meeting of the Steering Committee be held in the Council reception room on Monday 30<sup>th</sup> March 1998, commencing at 7.00pm. Council to incur all postage and telephone costs associated with the meeting.

Moved Cr Pember

Seconded Cr Mathwin

Carried

Finance Committee Meeting  
Minutes, 8<sup>th</sup> December 1998

## GENERAL BUSINESS

### Kojonup Telecentre

There is a progress report on the Kojonup Telecentre in the Finance Report attached to these minutes.

Attached to these minutes is a draft Memorandum of Understanding between the Kojonup Telecentre, Shire of Kojonup and Kojonup News. This document places certain obligations on each party to the Memorandum.

F139/98

**MOVED** Cr Bailye that:

- 1) The Shire of Kojonup endorse the contents of the Memorandum of Understanding that detail the obligations of the Shire of Kojonup as follows:
  - a) Pay full going rates with 10% discount for bulk advertising in relation to Kojonup News
  - b) Contribute cash to assist with the administration of the Kojonup Newspaper. Will make an annual budget allocation of \$1,000 per annum, noting that this has not been required to date.
  - c) Contribute cash to assist with the administration of the Telecentre. Will make an annual budget allocation of \$2,000 per annum.
  - d) Have at least one Councillor on the committee and this will be appointed prior to the Annual General Meeting of the Telecentre
  - e) Will provide financial and other management services via the Finance Manager or equivalent as required by the Telecentre to the maximum of three days per month
- 2) Council delegate authority to the Chief Executive Officer to finalise the Memorandum of Understanding between the Kojonup Telecentre, Shire of Kojonup and Kojonup News.

**SECONDED** Cr Mathwin

**CARRIED**

22 FEB 1999





**DRAFT MEMORANDUM OF UNDERSTANDING****BETWEEN****KOJONUP TELECENTRE****AND****KOJONUP NEWS****AND****THE SHIRE OF KOJONUP****DATED** \_\_\_\_\_**Kojonup News will**

- ✓ Provide news and information on a fortnightly basis via newsletter to every household within Kojonup District
- ✓ To provide this newsletter at no charge to the householder
- ✓ To finance the newsletter by charging for both display and classified advertisements
- ✓ Provide up to one full page per month for disseminating information for the Telecentre

**Kojonup Telecentre will**

- ✓ Provide a central reference point for Kojonup News – take all counter, telephone and facsimile queries
- ✓ Maintain a database of subscribers, mailing list – encompassing total records management, aim for electronic records
- ✓ Send out and collect annual subscription notices
- ✓ Edit and collate advertising
- ✓ Invoice and collect monies for services rendered on behalf of Kojonup News
- ✓ Receive, process and draw cheques for payment of accounts
- ✓ Banking of monies received and monthly financial reports – endeavour to provide this at the first editing session of each month
- ✓ Maintain stationery supplies
- ✓ Provide secretarial support as required including secretary of Annual General Meeting

**Shire of Kojonup will**

- ✓ Pay full going rates with 10% discount for bulk advertising in relation to Kojonup News
- ✓ Contribute cash to assist with the administration of the newspaper. Will make an annual budget allocation of \$1,000 per annum noting that this has not been required to date.
- ✓ Contribute cash to assist with the administration of the Telecentre. Will make an annual budget allocation of \$2,000 per annum.

22 FEB 1999

*Robert A. ...*



- ✓ Have at least one Councillor on the committee and this will be appointed prior to the Annual General Meeting of the Telecentre
- ✓ Will provide financial and other management services via the Finance Manager or equivalent as required by the Telecentre to the maximum of three days per month

**General**

- ✓ Applemac, Quark Express and Printer to remain under the control of Kojonup News

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER  
SHIRE OF KOJONUP

\_\_\_\_\_  
CHAIRMAN  
KOJONUP TELECENTRE

\_\_\_\_\_  
EDITOR  
KOJONUP NEWS

22 FEB 1999

*Robert Sexton*

Special Finance Committee  
Meeting Minutes  
6<sup>th</sup> July 1999

2

A Telecentre management Committee meeting is scheduled for Monday 5 July and Cr Robertson, Council's appointed delegate, will be attending.

#### Recommendation

That the draft Memorandum of Understanding between the parties concerned be resolved as quickly as possible.

#### Notes from discussion at the meeting:

Kojonup News identified two key issues that were causing them problems:

1. Lack of space for paper folding
2. Computer usage/ownership

It was agreed that a short-term solution to the lack of space for paper folding would be solved by setting up trestles in the Lesser Hall for Thursday mornings when paper folding is conducted. This occurs on a fortnightly basis and will be performed by the Shire of Kojonup's Hall Manager. If the Lesser Hall is not available alternative arrangements will be made. The alternatives are likely to be the Council Reception Room or Council Chambers.

A longer-term solution to the lack of space was to relocate. A favourable option is to purchase the building that used to be Challenge Bank. Investigations need to be made to assess the availability of grant funding under the Rural Transaction Centres scheme and if any funding available from the Lotteries Commission. Cr Bailye commented that funding for Rural Transaction Centres was available from the Commonwealth Government for communities with populations under 3,500.

In relation to usage of the Telecentre facilities it was agreed that the most suitable arrangement would be for Kojonup News to have exclusive usage of facilities on Thursdays and Fridays to set the paper, collect advertising and issue accounts. To accommodate this arrangement it was suggested that the hours of operation of the Telecentre be changed to give Kojonup News the required access. This would mean that the Telecentre would be open on Mondays and not open on Thursdays.

Wayne Hill, Vice Chairman of the Telecentre Management Committee, expressed his dissatisfaction at not being invited to the meeting at the commencing time of 5.30pm and requested an explanation. The Presiding Member, Cr Keith Ashton, stated that it was the intention to get the views of both Kojonup News and Kojonup Telecentre and to achieve a working solution as soon as possible. Cr Ashton offered an apology for any inconvenience caused and that there was no intention to mislead either committee.

Cr Robertson commented on the need to resolve legal problems in relation to the requirements of the Telecentre Support Unit. According to the Telecentre Support Unit this requires all computer facilities purchased with their grant to be available to other members of the community and for Kojonup News to pay for computer and facilities usage. Apparently, the Apple Mac computer is different in configuration to DOS based products and in a sense the Kojonup News does enjoy some exclusiveness because not many people know how to operate it.

Cr Bailye stated that the \$10,000 contribution by Kojonup News required documentation to verify the obligations of each party in relation to the \$10,000 and that some form of acknowledgment be included in the final wording of the Memorandum of Understanding between Kojonup News, the Shire of Kojonup and Kojonup Telecentre.

It was noted that both organisations are working towards becoming Incorporated Associations in their own right.

Both parties expressed a strong desire to work together for the mutual benefit of the community. Both organisations believed that this is achievable.

The Presiding Member closed the meeting by saying that "Council is behind both organisations" and desires to see both of them succeed.

#### CLOSURE

There being no further general business to discuss the Presiding Member Cr Ashton closed the meeting at 6.40pm.

  
Presiding Member

30.8.99  
Date

## Attachment 13.2.4

**Kojonup C.R.C.**

P.O. Box 268  
Kojonup WA 6395

**Profit & Loss [With Year to Date]****June 2016**

8/02/2017  
10:08:30 AM

	Selected Period	% of Sales	Year to Date	% of YTD Sales
<b>Income</b>				
<b>Sales</b>				
Services				
Membership	\$0.00	0.0%	\$193.64	0.6%
Internet Use	\$95.81	5.0%	\$1,377.11	4.4%
Wi Fi Internet Access	\$5.45	0.3%	\$65.47	0.2%
Computer Use	\$2.73	0.1%	\$39.27	0.1%
Fax Use	\$22.11	1.2%	\$479.31	1.5%
Scanning	\$51.83	2.7%	\$422.90	1.4%
CD Burning	\$0.00	0.0%	\$53.61	0.2%
Secretarial/ DTP work	\$128.50	6.8%	\$2,255.91	7.2%
Equipment / Venue Hire	\$190.92	10.1%	\$1,731.85	5.5%
Product Sales				
Photocopying	\$534.89	28.2%	\$6,819.06	21.8%
Colour Laser Printing	\$295.85	15.6%	\$8,180.30	26.1%
Laminating	\$6.36	0.3%	\$1,153.80	3.7%
Binding	\$0.00	0.0%	\$537.26	1.7%
Computer Consumables	\$0.00	0.0%	\$17.64	0.1%
Total Sales	\$1,334.45	70.3%	\$23,327.13	74.6%
<b>Contract Income</b>				
Centrelink Access Point	\$0.00	0.0%	\$4,170.75	13.3%
ATO Information Provision	\$0.00	0.0%	\$1,572.72	5.0%
Veterans' Affairs Info	\$500.00	26.3%	\$1,000.00	3.2%
Koji News Electricity Refunds	\$0.00	0.0%	\$552.36	1.8%
Koji News Phone Refunds	\$64.84	3.4%	\$664.61	2.1%
Total Income	\$1,899.29	100.0%	\$31,287.57	100.0%
<b>Cost Of Sales</b>				
<b>Purchases</b>				
Services Purchases				
Internet Use Costs	\$0.00	0.0%	\$579.45	1.9%
Contract Secretarial/ DTP	\$0.00	0.0%	\$158.64	0.5%
Product Purchases				
Photocopying Costs	\$52.53	2.8%	\$835.84	2.7%
Laser Printing Costs	\$217.09	11.4%	\$3,517.37	11.2%
Laminating Costs	\$0.00	0.0%	\$273.42	0.9%
Binding Machine Costs	\$0.00	0.0%	\$17.27	0.1%
Other Purchases				
Ricoh MP6000 Expenses	-\$480.70	(25.3%)	-\$0.01	0.0%
Total Purchases	-\$211.08	(11.1%)	\$5,381.98	17.2%
Total Cost Of Sales	-\$211.08	(11.1%)	\$5,381.98	17.2%
Gross Profit	\$2,110.37	111.1%	\$25,905.59	82.8%
<b>Expenses</b>				
<b>General &amp; Administrative Exp</b>				
Bank Charges				
Bank Account Charges	\$10.00	0.5%	\$217.50	0.7%
Depreciation - Computer/ Equip	\$4,293.71	226.1%	\$4,293.71	13.7%
Depreciation - Furn & Fittings	\$716.50	37.7%	\$716.50	2.3%
Dues & Subscriptions	\$0.00	0.0%	\$540.00	1.7%
Office Supplies	\$0.00	0.0%	\$102.75	0.3%
Freight Paid	\$0.00	0.0%	\$227.87	0.7%
Bad Debts	\$0.00	0.0%	\$18.18	0.1%
Total General & Administrative Exp	\$5,020.21	264.3%	\$6,116.51	19.5%
<b>GST Adjustments</b>				
BAS Adjustments and Rounding	\$0.00	0.0%	-\$0.79	0.0%
<b>Advertising/Promotion Expenses</b>				
Web Site Charges	\$31.82	1.7%	\$437.27	1.4%

**Kojonup C.R.C.****Profit & Loss [With Year to Date]****June 2016**8/02/201  
10:08:31 AM

	Selected Period	% of Sales	Year to Date	% of YTD Sales
Total Advertising/Promotion Expenses	\$31.82	1.7%	\$437.27	1.4%
Operating Expenses				
Postage	\$90.91	4.8%	\$368.18	1.2%
Insurance	\$0.00	0.0%	\$1,520.33	4.9%
Telephone	\$143.64	7.6%	\$1,539.71	4.9%
Electricity	\$0.00	0.0%	\$2,254.81	7.2%
Repairs and Maintenance	\$0.00	0.0%	\$41.65	0.1%
Total Operating Expenses	\$234.55	12.3%	\$5,724.68	18.3%
Employment Expenses				
Provision for Holiday Pay	\$924.79	48.7%	\$924.79	3.0%
Provision for Long Service Lve	\$780.00	41.1%	\$780.00	2.5%
Wages & Salaries	\$2,378.50	125.2%	\$34,904.00	111.6%
Other Employer Expenses	\$228.00	12.0%	\$2,997.63	9.6%
Total Employment Expenses	\$4,311.29	227.0%	\$39,606.42	126.6%
Total Expenses	\$9,597.87	505.3%	\$51,884.09	165.8%
Operating Profit	-\$7,487.50	(394.2%)	-\$25,978.50	(83.0%)
Other Income				
Interest Income	\$0.00	0.0%	\$608.72	1.9%
Kojonup News Grant	\$0.00	0.0%	\$10,909.08	34.9%
Total Other Income	\$0.00	0.0%	\$11,517.80	36.8%
Other Expenses				
Net Profit / (Loss)	-\$7,487.50	(394.2%)	-\$14,460.70	(46.2%)

**Kojonup C.R.C.**

P.O. Box 268  
Kojonup WA 6395

**Profit & Loss [With Year to Date]****January 2017**

8/02/2017  
10:11:08 AM

	Selected Period	% of Sales	Year to Date	% of YTD Sales
<b>Income</b>				
<b>Sales</b>				
Services				
Membership	\$0.00	0.0%	\$439.09	2.2%
Internet Use	\$78.34	3.5%	\$629.55	3.2%
Computer Use	\$0.00	0.0%	\$46.35	0.2%
Fax Use	\$28.20	1.3%	\$225.59	1.1%
Scanning	\$27.73	1.3%	\$259.30	1.3%
CD Burning	\$0.00	0.0%	\$25.45	0.1%
Secretarial/ DTP work	\$0.00	0.0%	\$784.98	4.0%
Equipment / Venue Hire	\$16.36	0.7%	\$656.36	3.3%
Product Sales				
Photocopying	\$1,704.45	77.2%	\$5,437.28	27.6%
Colour Laser Printing	\$237.63	10.8%	\$4,263.22	21.6%
Laminating	\$28.19	1.3%	\$540.26	2.7%
Binding	\$0.00	0.0%	\$43.20	0.2%
Computer Consumables	\$0.00	0.0%	\$6.54	0.0%
Total Sales	\$2,120.90	96.0%	\$13,357.17	67.7%
Contract Income				
Centrelink Access Point	-\$52.33	(2.4%)	\$4,722.69	23.9%
ATO Information Provision	\$0.00	0.0%	\$786.36	4.0%
Koji News Electricity Refunds	\$89.07	4.0%	\$538.79	2.7%
Koji News Phone Refunds	\$51.45	2.3%	\$318.72	1.6%
Total Income	\$2,209.09	100.0%	\$19,723.73	100.0%
<b>Cost Of Sales</b>				
<b>Purchases</b>				
Services Purchases				
Internet Use Costs	\$0.00	0.0%	\$463.36	2.3%
Contract Secretarial / DTP	\$0.00	0.0%	\$134.83	0.7%
Product Purchases				
Photocopying Costs	\$0.00	0.0%	\$336.20	1.7%
Laser Printing Costs	\$0.00	0.0%	\$1,469.93	7.5%
Laminating Costs	\$0.00	0.0%	\$570.05	2.9%
Binding Machine Costs	\$0.00	0.0%	\$129.77	0.7%
Other Purchases				
Ricoh MP6000 Expenses	-\$557.78	(25.2%)	\$0.01	0.0%
Total Purchases	-\$557.78	(25.2%)	\$3,104.15	15.7%
Total Cost Of Sales	-\$557.78	(25.2%)	\$3,104.15	15.7%
Gross Profit	\$2,766.87	125.2%	\$16,619.58	84.3%
<b>Expenses</b>				
<b>General &amp; Administrative Exp</b>				
Bank Charges				
Bank Account Charges	\$0.00	0.0%	\$60.00	0.3%
Dues & Subscriptions	\$0.00	0.0%	\$1,443.00	7.3%
Office Supplies	\$29.18	1.3%	\$82.97	0.4%
Freight Paid	\$0.00	0.0%	\$147.69	0.7%
Total General & Administrative Exp	\$29.18	1.3%	\$1,733.66	8.8%
GST Adjustments				
BAS Adjustments and Rounding	\$0.00	0.0%	-\$0.17	0.0%
<b>Advertising/Promotion Expenses</b>				
Web Site Charges	\$0.00	0.0%	\$218.18	1.1%
Total Advertising/Promotion Expenses	\$0.00	0.0%	\$218.18	1.1%
<b>Operating Expenses</b>				
Postage	\$0.00	0.0%	\$90.91	0.5%
Telephone	\$98.22	4.4%	\$830.45	4.2%
Electricity	\$296.91	13.4%	\$1,796.00	9.1%

**Kojonup C.R.C.****Profit & Loss [With Year to Date]****January 2017**8/02/2017  
10:11:08 AM

	Selected Period	% of Sales	Year to Date	% of YTD Sales
Repairs and Maintenance	\$0.00	0.0%	\$41.65	0.2%
Total Operating Expenses	\$395.13	17.9%	\$2,759.01	14.0%
Employment Expenses				
Wages & Salaries	\$2,400.00	108.6%	\$18,000.00	91.3%
Other Employer Expenses	\$228.00	10.3%	\$1,710.00	8.7%
Total Employment Expenses	\$2,628.00	119.0%	\$19,710.00	99.9%
Total Expenses	\$3,052.31	138.2%	\$24,420.68	123.8%
Operating Profit	-\$285.44	(12.9%)	-\$7,801.10	(39.6%)
Other Income				
Interest Income	\$0.00	0.0%	\$345.63	1.8%
Kojonup News Grant	\$0.00	0.0%	\$5,454.54	27.7%
Total Other Income	\$0.00	0.0%	\$5,800.17	29.4%
Other Expenses				
Net Profit / (Loss)	-\$285.44	(12.9%)	-\$2,000.93	(10.1%)

**14     AGED CARE SERVICES REPORTS**

Nil

**15     COMMUNITY DEVELOPMENT & TOURISM REPORTS**

Nil



**16 COMMITTEES OF COUNCIL****16.1 NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE****OFFICER RECOMMENDATION**

That the attached unconfirmed minutes for the Natural Resource Management Advisory Committee meeting held 9 February 2017 be received and recommendations contained therein be approved by Council.

**COUNCIL DECISION**

**15/17 Moved Cr Pritchard, seconded Cr Sexton that the attached unconfirmed minutes for the Natural Resource Management Advisory Committee meeting held 9 February 2017 be received and the recommendations requiring Council approval as follows be approved by Council:**

**NRM ADVISORY COMMITTEE DECISION 4/17**

**That the Natural Resource Management Advisory Committee asks the Shire Council to consider allocating no more than \$200 of NRM funds to the advertising of the Public Seminar by submitting a flyer to the Kojonup News.**

**NRM ADVISORY COMMITTEE DECISION 5/17**

**That Presiding Member Frank Pritchard, on behalf of the Natural Resource Management Advisory Committee, requests copies from the Shire of Kojonup of maps and all available information pertaining to the reserves within the Kojonup Shire for all members of the committee.**

**NRM ADVISORY COMMITTEE DECISION 6/17**

**That the Natural Resource Management Advisory Committee:**

- 1. Seeks permission from the Shire of Kojonup to establish Sharp Rush eradication sites on the road reserves mentioned in 11.2.**
- 2. Seeks assistance from the Shire of Kojonup with the application of chemical at the eradication sites, assisted by Marina Murray and Frank Pritchard.**
- 3. Seeks approval to hold a Sharp Rush Eradication field day organised by Jane Kowald, Frank Pritchard and Kath Mathwin at the eradication sites.**

**NRM ADVISORY COMMITTEE DECISION 9/17**

**That the Natural Resource Management Advisory Committee recommends to Council to control outbreaks of Afghan Thistle that have been observed in various locations nominated by Graham Blacklock in Attachment 12.1 and that the discussion paper be submitted to the Kojonup News for printing.**

**CARRIED 8/0**

REASON FOR CHANGE: The committee decisions that the Natural Resource Management Advisory Committee wished for Council approval on were included in Council's Decision so that Attachment 16.1 did not need to be directly referenced when reading Council's Decision. Cr Pritchard also cited a typo for NRM Advisory Committee Decision 6/17 which should read as 'sites' as opposed to 'site'.

*Cr Pritchard took the opportunity to comment as Presiding Member of the Natural Resource Management Advisory Committee that NRM Advisory Committee Decision 4/17 has already been executed and therefore, Council is post-ratifying the Committee's Decision.*

**16.2 KOJONUP BUSH FIRE ADVISORY COMMITTEE****OFFICER RECOMMENDATION**

That the attached unconfirmed minutes for the Kojonup Bush Fire Advisory Committee meeting held 13 February 2017 be received and recommendations contained therein be approved by Council.

**COUNCIL DECISION/**

- 16/17 Moved Cr Sexton, seconded Cr Radford that the attached unconfirmed minutes for the Kojonup Bush Fire Advisory Committee meeting held 13 February 2017 be received and recommendations requiring Council approval as follows be approved by Council:**

**BUSHFIRE ADVISORY COMMITTEE DECISION 2/17**

**That the Bushfire Advisory Committee recommends that the Shire of Kojonup delegate authority for the Chief and Deputy Chief Bushfire Control Officers to:**

- 1. Visit feedlots located within the Shire at the start of each fire season;**
- 2. Inspect and if required, recommend appropriate measures, to allow said feedlots to be exempt from the Shire of Kojonup Harvest and Vehicle Movement Bans for the purpose of feeding stock for the duration of the fire season only; and**
- 3. Issue an 'Exemption Notice' in writing to the feedlot owner.**

**BUSHFIRE ADVISORY COMMITTEE DECISION 3/17**

**That the Bushfire Advisory Committee recommends that the Shire of Kojonup establishes a Technical Work Group consisting of the Presiding Member – Bushfire Advisory Committee, Chief Bushfire Control Officer, Manager Corporate Services, Building Maintenance Coordinator, Digby Stretch and Cr Ned Radford to prepare and present a formal report addressing the following terms of reference:**

- 1. Assess the current and future communications requirements for fire coverage of the Shire.**
- 2. The communication tower should be so sited that the land the tower stands on is either owned or controlled by the Shire Council.**
- 3. That unrestricted access to the tower must be available at all times. This is necessary for maintenance purposes and for defence of the Tower in a wild fire.**
- 4. The Communications Tower must be a stand-alone system. This may mean a combination of battery/solar/backup generator. It is an advantage in general usage to be connected to the power grid, however in a wildfire it is usual for the power grid to become inoperative and cannot be relied upon. Therefore, a stand-alone system is considered an imperative.**
- 5. The tower must be capable of carrying different types of antennae that may be required to operate simultaneously: e.g., The Bushfire Network, Shire Network and possibly Telstra or other users.**

6. The type of radio, the frequency bands allocated and any alternative means of communications should all be examined. The expectation is; “that as effective a communication system as can be afforded will be in place for the 2017/2018 fire season”.

**BUSHFIRE ADVISORY COMMITTEE DECISION 4/17**

That the Bushfire Advisory Committee recommends that the Shire of Kojonup make a submission to the Minister responsible for Emergency Services with a copy to the Office of Premier that sets out Kojonup’s position in relation to the subjects raised at the meeting held 31 January 2017 at the Hon Joe Francis MLA’s office.

**BUSHFIRE ADVISORY COMMITTEE DECISION 6/17**

That the Bushfire Advisory Committee recommends that the Shire of Kojonup call tenders for the disposal of the Mobrup Fire Truck on an “As Is, Where Is” basis. The WAREN Radio and emergency lighting currently in the truck is to be removed prior to tender.

**BUSHFIRE ADVISORY COMMITTEE DECISION 7/17**

That the Bushfire Advisory Committee recommends that the Shire of Kojonup amend membership on the Bushfire Advisory Committee to include the immediate retiring Chief Bushfire Control Officer for a period of at least one (1) year.

**BUSHFIRE ADVISORY COMMITTEE DECISION 8/17**

That the committee form a Sub-Committee, endorsed by Council, to discuss and make recommendations on the process required to deliver safe Fire Management options for the burning of Reserves in the Shire, made up of the following members:

- CBFCO or their nominee;
- CEO of the Shire or their nominee;
- NRM Member Presiding Member or their nominee; and
- VFRS Captain or their nominee.

**CARRIED 8/0**

REASON FOR CHANGE: The committee decisions that the Bushfire Advisory Committee wished for Council approval on were included in Council’s Decision so that Attachment 16.2 did not need to be directly referenced when reading Council’s Decision. Cr Sexton also cited an omission for Bushfire Advisory Committee Decision 6/17 which should have had ‘Mobrup’ written before ‘Fire Truck’ in the decision to specify which particular fire truck.

**17     MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**18     NEW BUSINESS****18.1     AUDIT COMMITTEE MEETING (21 FEBRUARY 2017) RECOMMENDATIONS**

*Cr Mathwin advised that a Recommendation for 'Section 12 – New Business' of the Audit Committee Minutes had been put to the Committee and 'Carried'. She requested that Council note the Audit Committee's Decision.*

**17/17     Moved Cr Fleay, seconded Cr Warland that Council notes the following decision of the Audit Committee:**

**AUDIT COMMITTEE DECISION 6/17**

**That the Audit Committee notes its concern at the financial losses experienced at the Black Cockatoo Café and encourage the Council to monitor closely and take action if required.**

**CARRIED     8/0**

**19     CONFIDENTIAL REPORTS**

Nil

**20     NEXT MEETING**

Tuesday, 21 March 2017 commencing at 3:00pm.

**21     CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 4:37pm.

**22     ATTACHMENTS (SEPARATE)**

Item 10.1	Quarterly Statement of Financial Activity – December 2016
Item 10.2.1	Monthly Payment Listing 01/12/2016 – 31/12/2016
Item 10.2.2	Monthly Payment Listing 01/01/2017 – 31/01/2017
Item 10.3	Monthly Statement of Financial Activity
Item 10.5	Budget Review 2016/2017
Item 12.2.2	Plans
Item 12.4	Application & Site Maps – Mr Chris Chow
Item 12.6	Site and Floor of Outbuilding
Item 13.1	Workforce Plan 2014-2018 (Updated)
Item 13.2.2	Kojonup News Constitution
Item 13.2.3	Kojonup Community Resource Centre Constitution
Item 13.2.5	Kojonup Community Resource Centre Assets / Depreciation Schedule
Item 16.1	Unconfirmed Natural Resource Management Advisory Committee Minutes – Thursday, 9 February 2017
Item 16.2	Unconfirmed Kojonup Bush Fire Advisory Committee Minutes – Monday, 13 February 2017

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*Presiding Member*

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*Date*