

Kojonup



SHIRE OF KOJONUP

AGENDA

Ordinary Council Meeting

16 May 2017

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is hereby given that a meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on Tuesday, 16 May 2017 commencing at 3:00pm.

Qualified Persons Advice, etc.

I certify that with respect to all advice, information or recommendation provided to the Council in or with this Agenda:

- i. The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- ii. Where any advice is directly given by a person who does not have the required qualifications or experience, that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.

Your attendance is respectfully requested.

RICK MITCHELL-COLLINS
CHIEF EXECUTIVE OFFICER

10 May 2017

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A G E N D A

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

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

Disclaimer

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

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

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

2 **ATTENDANCE & APOLOGIES**

Cr Ronnie Fleay	Shire President
Cr Frank Pritchard	
Cr Ian Pedler	
Cr Graeme Hobbs	
Cr Ned Radford	
Cr Judith Warland	

Mr Rick Mitchell-Collins	Chief Executive Officer
Mr Anthony Middleton	Manager Corporate Services
Miss Miranda Wallace	Executive Assistant
Mr Rob Cowie	Regulatory/Administration Officer

APOLOGIES

Cr Jill Mathwin

LEAVE OF ABSENCE

Cr Robert Sexton	Deputy Shire President
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Nil

The Department of Local Government & Communities have previously advised that all Councillors must declare an interest for Policy 3.18 – iPad Usage for Councillors.

10 CORPORATE SERVICES REPORTS**10.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (APRIL 2017)**

AUTHOR: Anthony Middleton – Manager Corporate Services
 DATE: Monday, 8 May 2017
 FILE NO: FM.FNR.2
 ATTACHMENT: 10.1 Monthly Statement of Financial Activity

DECLARATION OF INTEREST

Nil.

SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the period ending 30 April 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 30 April 2017 represents ten (10) months, or 83% of the year. The following items are worthy of noting:

- Surplus position of \$1.15m;
- Operating results:
 - 73% of budgeted operating revenue received; and
 - 81% of budgeted operating expenditure spent;
- Capital expenditure achieved 46% of budgeted projects;
- The value of outstanding rates equates to 6.5% of 2016/2017 rates raised, which includes previous years arrears but excludes deferred rates;
- Cash holdings of \$3.72m of which \$3.05m 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 authorised budgets:

COA	Description	Resp. Officer	Original Budget	YTD Actual	% of Annual Budget
C299	Child Care Centre Construction	MRS	\$0	\$1,445	n/a
C297	Independent Living Units - Land	CEO	\$108,000	\$158,288	147%
C165	Landfill Site – Boundary Fence	MRS	\$25,000	\$28,739	115%
C257	Landfill Site – Access Road	MRS	\$0	\$118	n/a
C252	Town Drainage Renewal	MWS	\$10,000	\$19,548	195%

Account C297 is an allocation error, as this project has three (3) separate account numbers. The project as a whole has not exceeded the authorised budget.

The Council is thoroughly aware of the financial performance of the Black Cockatoo Café and a decision has now been made on its future ownership intentions. As an update, during

the month of April 2017 revenue increased with school holiday and Easter trade however, expenditure also increased resulting in another loss for the month of being \$1,689. As at 30 April 2017, the operating deficit (excluding capital grants) was \$91,175, surpassing the revised budget adopted in January of \$78,000.

CONSULTATION

Nil.

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

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

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 PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the monthly financial statements for the period 1 July 2016 to 30 April 2017, as attached, be noted.

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Christine Coldwell - Finance Officer
DATE: Friday, 5 May 2017
FILE NO: FM.AUT.1
ATTACHMENT: 10.2 Monthly Payment Listing 01/04/2017 – 30/04/2017

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of April 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 PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

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 April 2017		TO – 30 April 2017
Municipal Cheques	13862 – 13874	\$23,235.16
EFTs	18457 – 18643	\$421,891.71
Direct Debits		\$383,207.49
Total		\$828,334.36

be received.

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

10.3 DRAFT BUDGET – 2017/2018 LIST OF FEES AND CHARGES

AUTHOR: Anthony Middleton – Manager Corporate Services
DATE: Friday, 5 May 2017
FILE NO: FM.FEE.1
ATTACHMENT: 10.3 List of Fees and Charges 2017/2018

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider a draft list of fees and charges for the 2017/2018 financial year to give staff an indication of expected revenue levels to enable the draft budget to be compiled.

BACKGROUND

The Council is required by the *Local Government Act 1995* to adopt a list of fees and charges annually. This item does not adopt the list but merely acts as a draft budget input.

COMMENT

The draft list of fees and charges has undergone a review from all relevant staff and Elected Member briefing sessions.

Comparative figures are shown with the previous two financial years to enable changes to be easily highlighted and a contents page has been added in line with comments made at the 2 May 2017 briefing session.

CONSULTATION

All relevant staff have been given the opportunity to provide input. A review was also conducted at the Council briefing session held 2 May 2017.

STATUTORY REQUIREMENTS

Section 6.15 to 6.19 of the *Local Government Act 1995* legislates the imposition of fees and charges for a local government. Section 6.19 of this Act requires a local government to advertise the imposition of fees and charges that are not included in the annual budget.

Some fees are adopted under or provided by, other legislation, such as:

- *Dog Act 1976*;
- *Public Health Act 2016*;
- *Cemeteries Act 1986*; and
- *Waste Avoidance and Resources Recovery Act 2007*

POLICY IMPLICATIONS

There is no Council policy applicable to this item.

FINANCIAL IMPLICATIONS

The list of fees and charges, when adopted at the July 2017 Council Meeting, sets the level of many revenue items contained within the budget. Significant consideration needs to be given when setting each fee and charge and the effect that it will have on the usage of that facility and therefore the total revenue level obtained. For example: simply doubling a fee may not double the revenue as the number of ‘sales’ may be affected by increased prices.

STRATEGIC/CORPORATE IMPLICATIONSCommunity 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

A thorough and complete list of fees and charges assists with legislative compliance and ensures the generation of adequate revenue.

ASSET MANAGEMENT PLAN IMPLICATIONS

An appropriate list of fees and charges can assist to fund the required asset management activities.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the list of fees and charges, as attached, be referred to the 2017/2018 draft Budget process.

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

10.4 DRAFT BUDGET – 2017/2018 PROPERTY RATES

AUTHOR: Anthony Middleton – Manager Corporate Services
DATE: Friday, 5 May 2017
FILE NO: FM.BUD.2
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil.

SUMMARY

The purpose of this report is to consider the property rates and associated conditions for the 2017/2018 financial year to give staff an indication of expected revenue levels or time to model alternatives and enable the draft budget to be compiled.

BACKGROUND

This item does not adopt the rates or associated parameters but merely acts as a draft budget input.

COMMENT

Level of Rates/Calculation

There are several different methods available for rating within local government in WA. These include:

- General – based on valuation type;
- Differential – based on different land uses or zoning;
- Specified Area rates – definable area for facilities such as sewerage rates;
- Service Charges – As defined by the Act; or
- Voluntary levies – such as a land care levy

The Shire of Kojonup rates are based on the first dot point, general rates and a rate in the dollar is set for both valuation types. In the 2016/2017 financial year, 23% of rates raised were from properties on a gross rental valuation (GRV) (predominately within the town site), and 77% unimproved valuation (UV) (rural).

The proposed rate increase in the 2017/2018 draft budget will be in accordance with the Council's adopted Long Term Financial Plan. This is calculated using the (12 month) Perth March Consumer Price Index of 1.0% *plus* an additional 2%.

All Unimproved Values (rural properties) will be revalued by the Valuer Generals Office in accordance with relevant statutory legislation. As always, individual UV properties are likely to receive a greater variance (both increased and decreased) than the 3.0% proposed increase in actual rates levied for the year. Unfortunately this is beyond the Shire's control and anyone in this situation should refer to the Valuer General's Office.

It is proposed that the minimum rate of \$655 from last year be increased to \$675 in line with a 3% rates increase.

Discount

Section 6.12 (1) (a) of the *Local Government Act 1995* permits a local government to grant a discount or incentive for the early payment of money which is owed to the Council. The Council has historically offered a discount and it is again proposed that a 2.5% discount on

property rates paid within 14 days from the date of issue of the rate notice continue in 2017/2018.

\$49,877 was given in discount in 2016/2017, representing \$1.66m (or 45.5%) of rates accounts paid within the first 14 days.

Instalments

It is recommended that the Council continue to offer the following three (3) payment options as in previous years.

1. To pay the total rates and charges included on the rate notice in full by the 35th day after the date of issue of the rates notice. (Full payments received within 14 days are eligible for a discount of 2.5% on the amount of their current rate charge); or
2. To pay by two equal instalments. The first instalment will be due on the 35th day after the date of issue of the rates notice and the second instalment four calendar months after this date; or
3. To pay by four equal instalments. The first instalment will be due on the 35th day after the date of issue of the rates notice and the remainder at two calendar month intervals after this date.

Instalment Fee

It is recommended that an instalment fee of \$9.00 be charged for each instalment reminder issued after the first instalment is paid. This is the same as that charged in at least the three previous financial years.

Interest on Instalments

It is recommended that the maximum allowable interest rate of 5.5% per annum be applied to instalment payments. Again, this is consistent with the previous year's charges and statutory requirements.

Late Payment Penalty Interest

It is recommended that the Council adopt a late payment penalty interest of 11% per annum. It is proposed that the late payment penalty interest will apply to rates that remain unpaid where no election was made to pay the rate by instalments and on overdue instalment payments where an election was made to pay by instalments. Again, this is consistent with the previous year's charge and statutory requirements.

CONSULTATION

This item acts only as an indication to staff in the preparation of the 2017/2018 draft budget and is therefore an initial consultation process for officially adopting the rating levels and associated parameters which will occur at the July 2017 Council meeting.

All rating parameters recommended are as per previous years.

STATUTORY REQUIREMENTS

Section 6.25 to 6.82 of the *Local Government Act 1995* and Sections 52 to 78 of the *Local Government (Financial Management) Regulations 1996* relate to property rating requirements and procedures.

POLICY IMPLICATIONS

There is no Council policy applicable to this item.

FINANCIAL IMPLICATIONS

The property rating parameters proposed have evolved over previous financial years, have been established on the basis of delivering a balanced budget and are in accordance with the adopted long term financial plan of the Shire.

STRATEGIC/CORPORATE IMPLICATIONSCommunity 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

A control measure to raise rate revenue to offset budget expenditure as listed in the 2017/2018 budget.

ASSET MANAGEMENT PLAN IMPLICATIONS

Rating revenue assists to fund the required asset management activities.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the 2017/2018 draft Budget be prepared based on the following rating parameters:

- 1. Rating levels:**
 - a) Total rates raised to be increased by 3.0% from the 2016/2017 financial year; and**
 - b) A minimum rate of \$675 to apply to both unimproved and gross rental values.**
- 2. Where payments are received after the due date, penalty interest at a rate of eleven (11%) per centum per annum, to be calculated on a daily basis will be imposed on all outstanding Rates and Service Charges. Pensioners who are registered in accordance with the *Rates Rebates and Deferments Act 1993* are exempt from this provision.**
- 3. Those ratepayers who pay all of their rates, charges and arrears in full within 14 days of the date of rate notice issue be offered a discount of 2.5% on the amount of their 2017/2018 property rate charge.**
- 4. The following rates instalment payment options be offered:**

Option 1 – Payment in full.
Total amount of rates and charges included on the rate notice to be paid in full by 35 days from the date of issue of the rate notice. Full payments received on or before 14 days from the date of issue of the rate notice are eligible for a discount of 2.5% on the amount of their current rate charge for the 2017/2018 year.

Option 2 – Payments to be made by two (2) equal instalments.
The first instalment will be due on the 35th day after the date of issue of the rates notice and the second instalment four calendar months after this date.

Option 3 – Payments to be made by four (4) equal instalments.
The first instalment will be due on the 35th day after the date of issue of the rates notice and the remainder at two calendar month intervals after this date.
- 5. Where payments are made by instalment, an administration charge of \$9 for each instalment after the first instalment shall apply. Interest on instalments shall be 5.5% per annum calculated daily from the date the first installment is due to the date each subsequent installment is due in accordance with the *Local Government Act 1995*.**

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

11 WORKS & SERVICES REPORTS

Nil

12 REGULATORY SERVICES REPORTS

12.1 FIREBREAK ORDER – 2017/2018

AUTHOR: Rob Cowie – Administration/Regulatory Officer
DATE: Thursday, 27 April 2017
FILE NO: LE.NOT.2
ATTACHMENT: 12.1 Firebreak Notice 2017/2018

DECLARATION OF INTEREST

Nil

SUMMARY

To consider the Fire Break Order for 2017/2018.

BACKGROUND

Council issue a Fire Break Order each year, under section 33 of the *Bush Fires Act 1954*. The order requires certain things to be done with respect to fire hazard reduction and fire prevention on land. The order is distributed with the rates notice and any other publication conducted as required by the Act.

COMMENT

The format of the Fire Break Order will be in the same format as last year that can be kept on the fridge for easy reference. The attached document will only show content. The final format will be a folded, flip chart type document approximately 10cm x 20cm with a magnet on the back page.

Adoption of the Fire Break Order at this meeting will allow time for printing of the notices in time for inclusion with Councils annual Rate Notice mail out scheduled for July 2017.

The following changes were made to the 2016/2017 Firebreak Order:

- The Firebreak Diagram has been removed and replaced with General Information. This year a Plan for Survival” list has been included which can be changed each season.
- The names and numbers for the Brigade Contact Details have been updated.

CONSULTATION

The Fire Break Order is a working document that has evolved with consultation with the Bush Fire Advisory Committee.

STATUTORY REQUIREMENTS

Section 33 of the *Bushfires Act 1954* relates to Firebreak Orders.

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:

- N2 – Living in a safe community.

Corporate Business Plan 2013 – 2017

Objectives:

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

RISK MANAGEMENT IMPLICATIONS

The annual distribution of the Firebreak Order, sent out with the Rates, is the Shire's primary risk management tool for the mitigation and control of bushfire.

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no known Asset Management Plan implications

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the Firebreak Order for 2017/2018, as attached, be adopted by Council.

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

Attachment 12.1**Notice to all land owners and occupiers
within the Shire of Kojonup****Pursuant to section 33 of the Bush Fires Act 1954****2017/2018 FIRE BREAK ORDER**

By order of the Shire of Kojonup Council 18 May 2017
Rick Mitchell-Collins, Chief Executive Officer

BUSH FIRE BAN PHONE LINE: 9831 0145
BUSH FIRE EMERGENCY: 9831 1580 or 000
EMERGENCY SMS LIST: SHIRE 9831 2400

PROHIBITED BURNING TIME**1 November – 14 February**

Permits may be issued between 1 Nov – 15 Dec for protective burning only. Between 16 Dec – 14 Feb no fires may be lit without the express permission of the Chief Bush Fire Control Officer. The Shire Council has authority to extend this date and you should consult with your local Fire Control Officer or ring the hotline on 9831 0145.

RESTRICTED BURNING TIME**1 October – 31 October & 15 Feb – 13 April**

Permits are required for all fires lit during these Restricted Burning times and must be obtained from your local Fire Control Officer who will explain the conditions under which fires may be lit.

Permits will not be issued for townsite burning between 15 Feb – 13 Apr. Please note restricted burning times may be extended by the CBFCO, you should consult with your local Fire Control Officer or ring the hotline on 9831 0145.

NON RESTRICTED BURNING TIME**14 April – 30 September**

Landholders must still take necessary precautions to keep their fires under control and on their own properties.

SPRAYING REMINDER

Chemical spraying of firebreaks on land within a gazetted townsite is to be completed to the Shire's satisfaction by the 15 September.

FIREBREAK INSPECTION WARNING

1 December – All firebreaks and fire hazard reduction measures to be completed on land within the gazetted townsite.

4 December – Council will conduct its annual firebreak inspection of all land within the gazetted townsite.

11 December – All protective burning and firebreak precautions to be completed on land outside the gazetted townsite.

15 December – Council will commence its aerial and ground inspection process of all land outside the gazetted townsite.

IMPORTANT DATES

BURNING RULES

1. Patrolling of all fires is the responsibility of the landowner or occupier for as long as the fire poses a risk. These include clearing fires as well as protective burning.
2. All adjoining landowners must be notified on the morning of the intended burn whether clearing grass or protective burning is carried out.
3. No fire to be lit before 1300 hours (1pm). As from the 1st April, lighting times may be at the discretion of the Chief Bush Fire Control Officer.
4. For all grass and stubble fires, no trees or heaps of logs are to be burning within 40 metres of the outside of the perimeter break.
5. All stubble/grass burns conducted within the restricted burning period must have a 2.4 metre wide perimeter break cleared of all flammable material.
6. All other conditions on a WRITTEN PERMIT to burn must be complied with.

NON-COMPLIANCE WITH THE ABOVE MAY LEAD TO PROSECUTION.

The above rules are to be observed in all cases unless your Fire Control Officer gives special approval to any alternative provisions.

TO REPORT A FIRE

Contact Either Zulu or Fire Control Officer in the first instance or dial 9831 1580 or 000.

Provide the following information:

- Your name and contact number
- Fire location (information such as landmarks, road names, your location and the direction of smoke and estimated distance is helpful in establishing fire location)
- If it is a private property, supply the property owners name if known
- Provide details of site access if known

RADIO COMMUNICATIONS

VHF Channel 41	Mid Band Channel
UHF Channel 3	Prior to arrival at firesite
UHF Channel 11	Upon arrival at firesite
Channel 234 or 229	WAERN

BURNING RULES

Are you and your family at risk?

You need to think about the bushfire risk to your family and home:

- Do you live in or near bush?
- Do you have trees and shrubs within 20m of your house
- Is your house built on a slope?
- Have you got a Bushfire Survival Plan? If so, has it been more than 12 months since it was reviewed?

If you answered yes to one or more of these questions, then bushfire is a real risk to you and your family.

PLAN FOR SURVIVAL**GENERAL INFORMATION**

Pursuant to the powers contained in Section 33 of the Bush Fire Act 1954, you are hereby required to have firebreaks clear of all inflammable material, in the position, of the width, and for the period as specified.

1. Urban Land (Land within a gazetted townsite)

During the period from the 3rd December to 31st May inclusive, you shall have the following firebreaks:

- On all land, regardless of size or how the land is zoned, a firebreak of no less than 20metres wide cleared of all inflammable material surrounding the perimeter of any homestead building, fuel installation (included drums), or group of such structures or installations. If burning is the method of hazard reduction employed; the inner and outer 2.4 metres of the firebreak must be totally cleared of all inflammable material prior to a burn being undertaken.
- On all land that is 4,000 square metres or less, regardless of how the land is zoned, all remaining flammable material to be reduced to a height of less than 50mm.
- Owners of property with an area greater than 4,000 square meters adjacent to developed residential property, a 20 metre boundary firebreak cleared of all flammable material on the land abutting residential land.
- Where chemical spraying is the method chosen as the means by which firebreaks are constructed, this is to be completed to the Shire's satisfaction by 15th September. If not, the Shire will do the work at the landowners' expense.

2. Rural Land (land outside a gazetted townsite)

Homesteads, Buildings, Haystacks, Bulk Fuel, Drums and Liquid Petroleum.

During the period from 14th December to the 31st May inclusive you shall have firebreaks at least 20metres wide, if provided by burning, cultivating or spraying, or 60 metres wide if provided by being closely grazed or mowed to the satisfaction of the Shire. The firebreaks are to be in such positions as are necessary to completely surround the perimeter of any homestead building (excluding isolated non flammable buildings), fuel installation (including drums), hay stacks (but only haystacks within 60 metres of any building) or group of such structures or installations. In each case, the outer 2.4 metres of the firebreak area must be totally free of any inflammable material and where mowing is the method used; all residue of the mowing process must be removed from the area.

3. Plantation/Tree Farm Land

- Firebreaks shall be 15 metres wide on the boundaries of all plantations, tree farms, or such other locations as may be agreed to by the Council.
- Firebreaks shall be constructed around plantation compartments of approximately 50 hectares.
- A 50 metre perimeter firebreak around all buildings and fuel storage areas, cleared of all flammable material is required.

URBAN / RURAL / PLANTATION LAND

Plantation/Tree Farms – An area exceeding three hectares planted for commercial purposes.

Boundary Firebreaks – (15 metre requirements) – a boundary firebreak is defined as an area fifteen metres wide cleared of all flammable materials and having no overhanging tree branches, to provide a vertical clearance of at least five metres.

Planting Compartment – An individual area of approx 50 hectares surrounded by firebreaks cleared of all flammable material ten metres wide and five metres vertically. Internal firebreaks must be maintained in a trafficable condition and if needed trees on both sides of the firebreak are to be progressively pruned to allow unrestricted access to maintenance and fire fighting equipment to maintain an effective width of firebreak.

Powerlines

If a main power line failure occurs when a Movement of Vehicle Ban is in operation, report to the Chief Bush Fire Control Officer.

Western Power has a minimum requirement of ten metres clearance either side of the outside power pole. Generally, the clearance distanced from the powerline should be no less than the expected mature height of the trees planted in the outside row. However, in all instances where power lines are crossing land where it is proposed that plantations be planted, the owner should consult with Western Power, Bunbury 131351 for advice.

Boundary Firebreaks

Boundary firebreaks are not compulsory within the Shire of Kojonup Rural Area.

Exemptions

If it is considered impractical for any reason to clear firebreaks on the land as required by this notice you may apply to Council or its duly authorized officer no later than 60 days prior to the date by which firebreaks are required as per this notice for permission to provide firebreaks in alternative positions or take alternative action to abate fire hazards on the land. If Council or its duly authorized offices does not grant permission, you shall comply with the requirements of this notice.

Firebreak Inspection

In following the method adopted by Council to inspect the firebreaks required in this notice, it is not necessary for Council to notify you or give you any prior warning that legal action may proceed for failing to comply with the requirements of this notice.

Penalties: An infringement of \$250. A Penalty of up to \$5,000. A person in default is also liable, whether prosecuted or not to pay the cost of performing the work directed in this notice if it is not carried out by the required date.

Harvesting

As per the Bush Fires Act 1954, it is compulsory that an engine powered pumping unit and not less than 600 litres of water must be in attendance during grain harvesting operations. Trained units must have the towing vehicle attached at all times. The fire fighting unit must be located in or immediately adjacent to the paddock being harvested at all times.

Penalties: An infringement of \$250. A Penalty of up to \$5,000.

Swathers, Balers and Track Chainers

These are subject to the same conditions as Harvesting i.e. an engine powered pumping unit and not less than 600 litres of water be in attendance during operations from 1st Dec onwards (excluding canola swathings).

Oxyacetylene, Arc Welders, Friction Cutting Equipment etc.

These are subject to the same conditions; whilst used in the open; as swathers and balers and in addition, the work site must be adequately cleared of flammable material before the use of the above equipment

DEFINITIONS AND SPECIFICATIONS

FIRE CONTROL OFFICERS AND BRIGADES 2017/2018

BRIGADE			PHONE	MOBILE
BOILUP				
Ben Johnston	Bravo 1	FCO	9832 8015	0429 328032
Brad Cussons	Bravo 2	LT	9832 8060	0407 984742
BOSCABEL				
Geoff Gale	Boscabel 1	FCO	9832 8098	0427 328098
Doug Harrison	Boscabel 2	LT	9832 8009	0447 983280
Glen Woodhams	Boscabel 3	LT	9832 8074	0427 328005
John Benn	Boscabel 4	LT	-----	0409 116950
CHANGERUP				
Paul Norrish	Charlie 1	FCO	9832 1017	0428 919609
Ian Watson	Charlie 2	LT	9833 1209	0428 887599
Murray Magini	Charlie 3	LT	9863 1191	0429 198701
CTP				
Anthony Kowald	CTP 1	FCO	9821 0074	0427 210074
Andrew Bushell	CTP 2	1st LT	9821 0189	0409 111691
Dan Ladyman	CTP 3	2nd LT	9821 0114	0429 001981
Owen Bignell	CTP 4	3rd LT	9831 0333	0429 311383
JINGALUP				
Gary Draper	Jingalup 1	FCO	9833 6258	0437 050233
David Robinson	Jingalup 2	LT	9833 6293	0427 336293
Stacey Williams	Jingalup 3	LT	9833 6338	0439 986679
KOJONUP				
Roger Bilney	Keelo 1	FCO	9831 1657	0428 341012
Graham McIlree	Keelo 2	LT	9831 0570	0427 384429
Gavin Norrish	Keelo 3	LT	9831 1467	0429 311467
LUMEAH				
Hamish Thorn	Leema 1	FCO	9834 1097	0457 424986
Nick Trethowan	Leema 2	LT	9834 1035	0429 341035
David Mathwin	Leema 3	LT	9831 1761	-----
MOBRUP				
Ross Fryer-Smith	Mobrup 1	FCO	9834 2202	0429 342202
Thys Gorter	Mobrup 2	LT	9833 7524	0428 191303
Warren Parker	Mobrup 3	LT	9833 7552	0427 337552
MURADUP				
Ashley Sexton	Mike 1	FCO	9832 1105	0438 927774
David Brockman	Mike 2	LT	-----	0429 105390
Bob Francis	Mike 3	TWN	9832 1054	0418 940644
ORCHID VALLEY				
Griffen Chomley	OV 1	FCO	9832 3004	0428 323005
Colin Ednie-Brown	OV 2	LT	9832 3071	0429 323071
Daniel Simpson	OV 3	LT	9832 3051	0427 525345
QUALEUP				
Andrew Marsh	Qualeup 1	FCO	9833 2269	0427 323070
Trevor Wood	Qualeup 2	LT	9832 3074	0428 992250
Marty Hallet	Qualeup 3	LT	9832 3078	0417 093248
Clayton Simcock	Qualeup 4	LT	-----	0429 724246
RYANS BROOK				
Stuart Tohl	Romeo 1	FCO	9834 2225	0447 342225
Rhyce Mason	Romeo 2	LT	9834 2271	0428 983422
Justin Shepherd	Romeo 3	LT	-----	0427 380074
SECRETARY				
Denise Berryman	Mike 4	Sec	9832 1041	9832 1041

BRIGADE CONTACT DETAILS**ZULU CONTACTS**

Name	Position	CallSign	Contact Details
Tony Fisher	Chief FCO	Zulu Base	Ph 9831 1504 Mb 0428 311 504 Fx 9831 1845 eulograzing@westnet.com.au
Roger House	Deputy FCO	Zulu 2	Ph 9832 1031 Mb 0428 148 545 Fx 9832 1045 dorrington1@optusnet.com.au
Murray Gibbs	Senior FCO	Zulu 3	Ph 9834 2221 Mb 0427 022 218 Fx mgibbs@reachnet.com.au
Myles Reid	Senior FCO	Zulu 4	Ph Mb 0409 523 008 Fx reidmapl@activ8.net.au

SECRETARY

Denise Berryman	Secretary	Mike 4	Ph 9832 1041 Fx 9832 1041 mberryman@bordernet.com.au
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SHIRE CONTACT DETAILS

Shire Office	9831 2400
Works Depot Office	9831 2900
After Hours Emergency Contact	0427 989 187
Works Manager	0427 427 854

EMERGENCY CONTACTS

Ambulance	000
Hospital	9831 2222
Doctor (St Luke's Kojonup)	9831 0622
Police	9831 2555
Kojonup Fire & Rescue Service	000
Bush Fire Emergency	9831 1580 or 000

RADIO COMMUNICATIONS

VHF Channel 41	Mid Band Channel
UHF Channel 3	Prior to arrival at firesite
UHF Channel 11	Upon arrival at firesite
Channel 234 or 229	WAERN

ZULU & SHIRE CONTACT DETAILS

12.2 BUSHFIRE – APPOINTMENT OF OFFICERS FOR 2017/2018 BUSHFIRE SEASON

AUTHOR: Robert Cowie – Administration/Regulatory Officer
 DATE: Thursday, 27 April 2017
 FILE NO: ES.REG.1
 ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

To endorse the appointment of statutory and representative positions for the Shire of Kojonup and Kojonup Bush Fire Association for 2017/2018.

BACKGROUND

Each year the Shire of Kojonup appoints persons to undertake statutory and representative roles to perform the obligations under the *Bush Fires Act 1954*. Nominations are forwarded from the Kojonup Bushfire Advisory Committee via individual Brigades and Kojonup Bushfire Association.

COMMENT

Following the Annual General Meeting (AGM) held 3 April 2017, the Kojonup Bushfire Association has recommended to the Bushfire Advisory Committee that the following people be appointed to the Fire Control Officer (FCO) position for their respective brigades:

Ben Johnston	Captain/FCO, Boilup Brigade
Geoff Gale	Captain/FCO, Boscabel Brigade
Paul Norrish	Captain/FCO, Changerup Brigade
Anthony Kowald	Captain/FCO, Cherry Tree Pool Brigade
Gary Draper	Captain/FCO, Jinalup Brigade
Roger Bilney	Captain/FCO, Kojonup Brigade
Hamish Thorn	Captain/FCO, Lumeah Brigade
Ross Fryer-Smith	Captain/FCO, Mobrup Brigade
Ashley Sexton	Captain/FCO, Muradup Brigade
Griffin Chomley	Captain/FCO, Orchid Valley Brigade
Andrew Marsh	Captain/FCO, Qualeup Brigade
Stuart Tohl	Captain/FCO, Ryans Brook Brigade
Bob Francis	Captain/FCO, Muradup Town

The appointments are subject to undertaking the appropriate FCO training. The next training session is to be advised. Any conditions, restrictions or directions placed on FCO's who are standing again from last year will be continued.

The Association AGM also made the following recommendations for Council consideration:

Mr Tony Fisher	Chief Bush Fire Control Officer
(Zulu 1)	Fire Weather Officer
	Issue permits for Clover Burr
	Ability to advise Shire on Vehicle & Harvest Bans

Mr Roger House (Zulu 2)	Deputy Chief Bush Fire Control Officer Deputy Fire Weather Officer Issue permits for Clover Burr Ability to advise Shire on Vehicle & Harvest Bans
Mr Murray Gibbs (Zulu 3)	Senior Bush Fire Control Officer Ability to advise Shire on Vehicle & Harvest Bans
Mr Myles Reid (Zulu 4)	Senior Bush Fire Control Officer Ability to advise Shire on Vehicle & Harvest Bans

For the information of Council, the following Office Bearers were elected by the Association:

Mr Geoff Gale	President
Mrs Denise Berryman	Secretary

CONSULTATION

Consultation has occurred with the Brigades following the call for nominations and consideration at individual Brigade AGM's. The Association AGM endorsed the FCO recommendations.

STATUTORY REQUIREMENTS

Section 38 & 40 of the *Bushfires Act 1954*

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:

- N2 – Living in a safe community.

Corporate Business Plan 2013 – 2017

Objectives:

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

RISK MANAGEMENT IMPLICATIONS

There are no known Risk Management implications

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no known Asset Management Plan implications

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION**That:**

1. The Council endorse the nominations of the below listed officers to the position of Captain/Fire Control Officer (FCO) (subject to undertaking appropriate FCO training) for the 2017/2018 financial year:

Ben Johnston	Captain/FCO, Boilup Brigade
Geoff Gale	Captain/FCO, Boscabel Brigade
Paul Norrish	Captain/FCO, Changerup Brigade
Anthony Kowald	Captain/FCO, Cherry Tree Pool Brigade
Gary Draper	Captain/FCO, Jingalup Brigade
Roger Bilney	Captain/FCO, Kojonup Brigade
Hamish Thorn	Captain/FCO, Lumeah Brigade
Ross Fryer-Smith	Captain/FCO, Mobrup Brigade
Ashley Sexton	Captain/FCO, Muradup Brigade
Griffin Chomley	Captain/FCO, Orchid Valley Brigade
Andrew Marsh	Captain/FCO, Qualeup Brigade
Stuart Tohl	Captain/FCO, Ryans Brook Brigade
Bob Francis	Captain/FCO, Muradup Town

2. Tony Fisher be appointed as Chief Bush Fire Control Officer for the Shire of Kojonup for the 2017/2018 financial year.
3. Roger House be appointed as Deputy Chief Bush Fire Control Officer for the Shire of Kojonup for the 2017/2018 financial year.
4. Murray Gibbs be appointed as Senior Fire Control Officer for the Shire of Kojonup for the 2017/2018 financial year.
5. Myles Reid be appointed as Senior Fire Control Officer for the Shire of Kojonup for 2017/2018 financial year.
6. The Chief Fire Control Officer be appointed as Fire Weather Officer and the Deputy Chief Fire Control Officer be appointed as Deputy Fire Weather Officer for the Shire of Kojonup for the 2017/2018 financial year and the two Senior Fire Control Officers be authorised to act in this role in their absence.
7. The Chief Fire Control Officer, the Deputy Chief Fire Control Officer and the two Senior Fire Control Officers be appointed as the Officers authorised to impose Harvest and Movement of Vehicles Ban Officers for the Shire of Kojonup for the 2017/2018 financial year.
8. The Chief Fire Control Officer and the Deputy Chief Fire Control Officer be appointed as authorised officers to issue permits to burn for the collection of Clover Burr in the Shire of Kojonup for the 2017/2018 financial year.
9. Council notes the appointment of Mr Gale as President of the Kojonup Bushfire Association.
10. Council notes the appointment of Denise Berryman as Secretary for the Kojonup Bushfire Association.

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

12.3 INTERPRETATION STRATEGY FUTURE USE AND DEVELOPMENT OF THE KOJONUP RAILWAY STATION AND LINE (HELEN MUNT – HERITAGE AND INTERPRETATION CONSULTANT JANUARY 2017)

AUTHOR: Phil Shephard – Town Planner

DATE: Tuesday, 9 May 2017

FILE NO: RC.MUS.4

ATTACHMENT: 12.3.1 Interpretation Strategy – Kojonup Tourist Railway & Line
12.3.2 Kojonup Tourist Railway Inc. comments

DECLARATION OF INTEREST

Nil.

SUMMARY

To consider the report for the future use and developments at the Kojonup Railway Station precinct prepared for the Shire by the selected heritage consultant (Helen Munt).

The recommendation is to:

- Adopt the report and request staff prepare an Action Plan including projected timings/costings for Council consideration;
- Proceed with the relocation of the steam locomotive to the site;
- Advise the public the strategy has been adopted; and
- Advise the Kojonup Historical Society, Kojonup Visitor Centre and State Heritage Office the strategy has been adopted and provide an opportunity for them to comment.

BACKGROUND

The Council in April 2015 considered the proposal from the Kojonup Tourist Railway Inc. to relocate from Perth a donated P class (P508) steam locomotive to a site adjacent to the existing wool wagon at the eastern end of Reserve 51700 to Albany Highway. The locomotive would be housed in a 27m x 6m enclosure constructed of steel frames and clad with weld mesh fencing for the walls to protect the locomotive and metal sheeting for the pitched roof.

The Council in July 2015 resolved to advise the Kojonup Tourist Railway Inc. that whilst it supports the relocation of the steam locomotive, prior to deciding on its location within the railway precinct, it will engage the services of a Heritage and/or Interpretation Consultant to prepare an overall plan for the railway station heritage precinct. The plan will guide these types of developments within the reserve and will determine a site for the display of the locomotive.

The Council in October 2015 selected Helen Munt (Heritage and Interpretation Consultant) to complete the strategy for future use and development within the Kojonup Railway Station precinct.

COMMENT

The Kojonup Railway Station (fmr) Group (Loading Platform, c.1912; Goods Shed, 1922; Station Building, 1925; Spotted Gums, 1920s; Bus Shed, 1943; Wool Loading Platform) are contained on the statutory State Register of Heritage Places (permanent entry 16 May 2008) under the *Heritage of Western Australia Act 1990*.

This places obligations on both the Shire and Kojonup Tourist Railway Inc. to manage, use and develop the site to protect the heritage values of the site.

The Shire has the Management Order for Reserve 51700 (expiring in 2035) for the purpose of operating a tourist railway. The Shire may grant a licence to others over any part of the reserve for the designated purpose subject to compliance with the conditions in the Management Order. The precinct includes Reserve 51700 and consists of some 7 lots and is approximately 2.95 hectares in area.

The consultant has now completed the Interpretation Strategy for the Council to consider. The report is very comprehensive including background, history, analysis, strategies and actions for the future use and development within the Kojonup Railway Station precinct.

The report advises the fundamental heritage values associated with the Kojonup railway is:

- The only light construction branch line left existing in WA; and
- A good example of a group of railway structures that is further enhanced by the rare and unique 1920's planting of Spotted Gums.

The strategy achieves the requirements of the consultant's brief to address the following issues:

- To provide an overall plan for the railway heritage precinct to guide future use and development within the railway reserve;
- To make recommendations on the siting and use of future developments within the precinct based on the existing heritage values for the site;
- To consult with Kojonup Tourist Railway Inc, Kojonup Visitor Centre, Kojonup Historical Society and State Heritage Office;
- To allow opportunities for additional landowner and public comment; and
- To determine the best position for the recently acquired P class (P508) steam locomotive to be displayed.

The report was provided to the Kojonup Tourist Railway Inc. for their comment and they have responded positively to the report recommendations except the relocation of the RV dump point which is not supported due to existing convenient location for overnight guests and potential costs to relocate. The group also provided additional comments on various parts of the report and their proposals for the place over time. The support of the Kojonup Tourist Railway Inc. will be a major factor in the successful implementation of the strategy and its actions.

The actions are contained in section 2.7 of the report (pages 48 – 58 of the report) and includes 4 sub-sections with short, medium and longer term recommendations for implementing the strategy. Staff now recommend that these actions in section 2.7 be organised into an Action Plan including projected timings/costings for Council consideration.

Flowing from the report outcomes, Council can now proceed and approve the Kojonup Tourist Railway Inc. to relocate the P class (P508) steam locomotive within the green zone area shown on Figure 07: Kojonup Railway Station Precinct – Current indicating potential development areas (page 40 of the report). The site (opposite the wool wagon adjoining Albany Highway) is shown below and has now received the necessary approval from the State Heritage Office and is supported by the Interpretation Strategy. From the submissions received by Council in July 2015, it is still expected that some residents do not support the relocation of the steam locomotive to the site.

The final design of the enclosure to house the locomotive has not been settled between Council and the Kojonup Tourist railway Inc. and needs to achieve the objectives of providing security to the locomotive and providing an attractive visual appearance to passer-by's/visitors to the site.



Reserve 51700 Kojonup Railway Station Precinct showing proposed Locomotive Site



Albany Highway showing proposed Locomotive Site

The general Kojonup community were consulted in July 2015 on the proposal to relocate the P class steam locomotive to the railway station precinct. The community have not been provided with an opportunity to comment on the Interpretation Strategy and Council may choose to advertise the Interpretation Strategy for public comment prior to finalising the report and its recommendations.

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

- 1 *Not adopt the Interpretation Strategy*
The Council can choose to not adopt the strategy and advise the consultant giving reasons. If this option was chosen, the strategy outcomes would not proceed and none of the recommended actions would be implemented.

- 2 *Adopt the Interpretation Strategy*
The Council can choose to adopt the strategy, or make any modifications considered necessary. If this option was chosen, the strategy outcomes would proceed and the recommended actions would be implemented.
- 3 *Defer the Interpretation Strategy*
The Council can choose to defer the matter for a period of time and seek additional information from the consultant or other party, if deemed necessary, proceeding to decide.

CONSULTATION

- Kojonup Tourist Railway Inc.
- Helen Munt (Heritage and Interpretation Consultant) provided a briefing on the report and its outcomes to Councillors and Senior Staff in April 2017.

STATUTORY REQUIREMENTS

- *Planning and Development Act 2005* – Town Planning Scheme No. 3 is an operative local planning scheme under the Act.
- *Heritage of Western Australia Act 1990* - The Kojonup Railway Station (Fmr) Group is contained on the State Register of Heritage Places.

POLICY IMPLICATIONS

There are no Town Planning Scheme Policies that apply to this proposal.

FINANCIAL IMPLICATIONS

The completed project achieved the budget figure of \$10,769.09 (excluding GST). Additional funds estimated to be required to implement the strategy will be provided in the Action Plan including potential external funding sources.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2013 – 2023

Outcomes:

- S2 – Staying Active and Entertained

Corporate Business Plan 2013 – 2017

Objectives:

- S2.1.2 Promote Kojonup as a place to visit – tourism
- S2.1.4 Preserve and promote our history and culture

RISK MANAGEMENT IMPLICATIONS

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

Risk Description	Risk Likelihood	Risk Consequence	Risk Classification	Risk Treatment
Council does not adopt the Interpretation Strategy	Rare	Minor	Low	Manage by routine procedures, unlikely to need specific application of resources

Risk Description	Risk Likelihood	Risk Consequence	Risk Classification	Risk Treatment
Council does not approve the display of the steam locomotive	Possible	Minor	Medium	Managed by specific monitoring or response procedures

ASSET MANAGEMENT IMPLICATIONS

The Kojonup Railway Station precinct is managed by the Shire of Kojonup under the Management Order issued for the land.

The steam locomotive and shelter building are to be maintained by the Kojonup Tourist Railway Inc. as the proponents/operators of the facility and as part of the donor's conditions for the loan of the locomotive. The site of the shelter building forms part of land managed by the Shire of Kojonup and it is expected the shelter will be added to the Asset Management Plan.

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 plan.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION**That Council:**

- 1) **Adopt the Interpretation Strategy: Future Use and Development of the Kojonup Railway Station and Line (Helen Munt - Heritage and Interpretation Consultant January 2017) report and request staff to prepare an Action Plan including projected timings/costings for Council consideration.**
- 2) **Thank the Kojonup Tourist Railway Inc. for their input and advise they can now proceed with the relocation of the P class (P508) steam locomotive to a site within the green zone shown in Figure 7 of the report subject to the following requirements:**
 - **The final design details for the locomotive shelter and security fencing to be approved by the Council.**
 - **A Building Permit is required to be obtained prior to any siteworks or construction activity commencing.**
 - **The steam locomotive and shelter building are the responsibility of the Kojonup Tourist Railway Inc. and are to be maintained by the Kojonup Tourist Railway Inc. as the proponents/operators of the facility to the satisfaction of the Council.**
- 3) **Advise the public that the Interpretation Strategy has been adopted and can be viewed at the Shire Office, Library and online.**
- 4) **Advise the Kojonup Historical Society, Kojonup Visitor Centre and State Heritage Office that the Interpretation Strategy has been adopted and provide them with a copy and request to provide comments.**

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

Attachment 12.3.2**Page 3: Some main recommendations**

Agree all points except reinstating Dump point – cost not viable and could run into thousands of Dollars move. It is convenient for RV while parking overnight.

Page 22: Positioning of the P508

Green area (see Map Page 40) south side of the line opposite the Wool Wagon. Erect signage to reflect the examples of transportation prior to Road transport. Although the P Class locomotive did not run on the Katanning to Kojonup line it was of significant importance to Kojonup. Freight, Mail and Stock as well as passengers, including troops would have travelled to Katanning by rail to catch the P Class trains on the Great Southern Railway line linking Albany to Perth. This would have been a lifeline to Kojonup prior to Road Transport. The display of the P508 would be a drawcard to the Railway.

PART 2

Interpretative Strategy – Unlimited possibilities with signage, information boards, walk trails etc

Page 27: Historic sites and lost elements.**The Cream Shed – Original Ladies waiting room.**

We believe this is located in a shed on Glenys Russells property. It could be re-erected.

We also think the Soap sign on the outside of one of these buildings is in the possession of a local.

Hopefully this could be recovered for reproduction.

If ever the buildings taken to the Show grounds were to be made redundant perhaps they could also be bought back and place at the Railway precinct.

Page 29: The Wool Wagon

Put up signage to describe that this was the site of the Station Masters House.

Mention the connection between the horse drawn Wagon and Rail Transport.

We believe that the Tall Tree in the corner near the wool wagon may have been there when the Station Masters house was still in place but the others may have been planted many years ago by the town scape committee when it was still operating.

Page 31: Wagin Yard Semaphore Signals

The Wagin Semaphore Signals could be erected by the P508 in the Green area (see Map Page 40) south side of the line opposite the Wool Wagon. Although these were not used here they could be also a draw card to the area as an example of what was used on other lines.

Page 34: The locked gate at Apex Park is inhibiting visitors from accessing the Railway Precinct via Apex Park.

We understand that this is a major safety issue. Perhaps some signs in Apex Park advertising the Train and details of how to access the Railway station could be placed in the park suggesting an exit over the Potts Memorial Bridge and crossing the road

north of the bridge near the Garden Centre. The South side would be too dangerous due to the intersection of Albany Highway and Broomehill Road.

2.3.2 through to 2.6 would be very achievable over time by following the suggestions made by Helen.

2.7.1 – Where to Start

- By having the rubbish bin in its current location works well as we never have a rubbish problem near the station. Placing the Rubbish Bins in an attractive enclosure on the north east corner of the station can be done immediately.
- We are not too keen on lighting at the station on a nightly basis as well feel it may be an invitation for un-desirables to hang around the station. We have outside lighting on a timer when required.
- We have a fridge for cold drinks and facilities for making coffee but would only provide food on special occasions.
- We suggest keeping the Toilets closed except for when the Train is running. KTR maintain, clean the toilets and supply hand towel and toilet paper. If the Toilets were to be kept open costs would fall back to the Shire. There are other public toilets in the vicinity at the park and Kodja Place.

Page 51: Railway Station Building

We totally agree with removing or trimming the vegetation on the south of the Station Building.

Wool Loading Ramp near the New Shed.

As the drawing on Page 40 show the Wool loading ramp is heritage listed and is where we consider the ideal place for the Mens Shed. This area has been changed over time and on viewing the Ramp it appears that the timber is much newer than the ramp near the station with the crane. If we could get the area near the new shed removed from the Heritage List. We could then dismantle the Wool Loading Ramp and rebuild the ramp with the crane with the materials. Signage would then state what was done.

13 EXECUTIVE & GOVERNANCE REPORTS**13.1 POLICY 3.18 – REVIEW OF IPAD USAGE FOR COUNCILLORS**

AUTHOR: Anthony Middleton – Manager Corporate Services
 DATE: Tuesday, 18 April 2017
 FILE NO: FM.FNR.2
 ATTACHMENT: 13.1.1 Existing Council Policy 3.18
 13.1.2 Proposed revised Council Policy 3.18 – Tracked Changes
 13.1.3 Proposed revised Council Policy 3.18

DECLARATION OF INTEREST

The Department of Local Government and Communities have previously advised that all Councillors have an interest in the existing Council Policy 3.18.

As such, special approval will need to be obtained for individual Councillors to consider the item.

SUMMARY

The purpose of this report is to consider proposed amendments to Council Policy 3.18 – ‘iPad Usage for Councillors’ and to review the Information & Communications Technology (ICT) Allowance to fund proposed changes.

BACKGROUND

The Council moved to iPad communications in early 2014 to reduce the time and expense incurred in distributing paper copies of the agenda and minutes and to also increase the accessibility to Shire corporate documents by Councillors. Since this inception, technology and popularity of other portable devices has improved significantly, as has the availability of the ‘Docs-on-Tap’ software application. Today, the choice and availability of each Councillor’s device can be increasingly based on personal preference and the policy has been reviewed to reflect these changes.

COMMENT

The current Council Policy is based on the provision of ICT and data by the Shire, to individual Councillors, on a specific designated device (iPad). The review of the policy changes this focus to individual Councillors choosing and being responsible for their devices and data. The ICT Allowance should also be reviewed to ensure this is fair and equitable.

The current ICT Allowance payable (as per Council Policy 3.10) is \$2,625. It is considered appropriate that this allowance be set to fund the following expenses:

Item	Description	Per Annum
Telephone (mobile, home and/or facsimile)	Approx. \$100 per month	\$1,200
Home Internet Service	Approx. \$100 per month	\$1,200
Mobile Device Purchase (Tablet, Laptop, 2 in 1, etc.)	\$1,000 spread over 4 years	\$250
Data for mobile device	\$35 per month	\$420
		Total \$3,070

It is therefore considered that the ICT Allowance be increased to \$3,000 to accommodate this change in policy direction.

Changing the focus of the policy to enable individual Councillors to provide their ICT requirements has many benefits, including:

- Personal preference – Councillors are free to choose the type of device and operating system that best suits their individual needs;
- Conflicts of Interest – The change in Council Policy removes the need for the entire Council to declare an interest and seek State Government approval to consider the existing iPad Policy; and
- The practice is a better reflection of the current ICT Allowance presently paid.

CONSULTATION

Council Briefing Session – 18 April 2017.

STATUTORY REQUIREMENTS

Section 7B(2) of the *Salaries and Allowances Act 1975* requires the Salaries and Allowances Tribunal, at intervals of not more than 12 months, to inquire into and determine the amount of:

- Fees or the minimum and maximum amounts of fees to be paid under the *Local Government Act 1995* to elected Council members for attendance at meetings;
- Expenses or the minimum and maximum amounts of expenses to be reimbursed under the *Local Government Act 1995* to elected Council members; and
- Allowances, or the minimum and maximum amounts of allowances, to be paid under the *Local Government Act 1995* to elected Council members.

Clause 9.2 of the Tribunals 11 April 2017 determination states:

(1) In this section:

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;

(2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.

POLICY IMPLICATIONS

This item recommends the amendment of an existing Council policy.

FINANCIAL IMPLICATIONS

This change to policy shall better reflect the ICT Allowance currently paid to individual elected members. The proposed policy should have a neutral impact for elected members (refer to ‘Officer Comments’ section) and will also result in minor expenditure savings to the Shire.

STRATEGIC/CORPORATE IMPLICATIONS

This item is not mentioned in the Community Strategic Plan or Corporate Business Plan.

RISK MANAGEMENT IMPLICATIONS

There are no known Risk Management implications.

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no known Asset Management Plan implications.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple

OFFICER RECOMMENDATION

That, effective from 21 October 2017:

- 1. Council Policy 3.10 – ‘Councillor Fees & Reimbursements’ be amended by adding “The ICT Allowance be set at \$3,000 or 75% of the maximum level permitted, whichever is the greater” to the ‘Fees and Allowances’ section; and**
- 2. The revised Council Policy 3.18 – ‘Elected Member Information & Communication Technology (ICT)’, as attached, be adopted.**

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

Attachment 13.1.1**3.18 IPAD USAGE FOR COUNCILLORS**

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Manager Corporate Services		
Local Law:			
Procedure:	"Getting Started" instructions for Councillors available		
Delegation:			

OBJECTIVE

The purpose of this policy is to establish a usage agreement for all Councillors who are supplied with an iPad, having regard to usage, ownership and financial implications.

The aim of the policy is to ensure that all Councillors understand the terms and conditions associated with the provision of an iPad for Council use.

POLICY**1. Ownership**

The iPads will be distributed to all Councillors. The iPads remain the property of the Shire of Kojonup for the duration of a Councillors term. The ownership of the iPad is transferred to Councillors as a parting gift upon retirement or resignation from office subject to at least one full four year term being served.

The Council may from time to time agree to amend the timeframe in exceptional circumstances. Should a Councillor not wish to retain the iPad, it may be returned to the Shire in which case it will be restored to factory settings and any personal information will be removed.

2. Data/Internet Package

Each iPad will be provided with a data pack (sim card) which shall at all times remain the property of the Shire of Kojonup. The monthly fee for this service will be paid for by the Shire from Members Expenses. Upon retirement or resignation, the sim card for the service shall be returned so it can be used for incoming Councillors.

3. Terms and Conditions

The following terms and conditions must be adhered to at all times:-

- All applications (Apps) whether for private or Council/work use are to be purchased privately using a personal credit card or iTunes voucher.
- A data pack will be provided, and paid for, by the Shire of Kojonup.
- When Councillors are in the Kojonup Administration Building, internet access will be provided by connecting to the Councils wireless network (wi-fi). Access information (password etc) will be provided upon request. To ensure the integrity of Councils computer network, the password for the wi-fi must never be disclosed to another party.
- iPads may be used for incidental private use.

- iPads must not be used to access any information, applications or videos that are deemed inappropriate by Council policies or the Chief Executive Officer.
- If an iPad is damaged or lost, the Council may determine that the Councillor is liable for the replacement or repairs.

4. Reimbursement

Any applications (Apps) that are purchased from the App Store by Council members and are deemed imperative for operational use by the Chief Executive Officer may be reimbursed. Approval must be granted by the CEO for the reimbursement of Apps prior to purchase.

5. Documents Relating to Council Use

All documents required for Council and Committee meetings, information bulletins and Council Corporate documents will be uploaded into the “Docs on Tap” App.

The agenda for all Council meetings is required to be available 72 hours prior to the meeting (Local Government Act Section 5.5(1)). Councillors will receive an email in the week prior to the ordinary Council meeting advising that the agenda is available for viewing.

Councillors will be advised by email that new documents have been uploaded into Docs on Tap. It is the responsibility of the individual Councillor to ensure that they have read all information uploaded into the App. Any problems should be reported to the CEO immediately.

Attachment 13.1.2**3.18 IPAD USAGE FOR COUNCILLORS/SELECTED MEMBER INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)****Adopted or Reviewed by Council:** 17/11/15 16/5/17**Council Minute Reference:** 183/15TBA**Reviewer:** Manager Corporate Services**Local Law:** n/a**Procedure:** "Getting Started" instructions for Councillors available**Delegation:** n/a**OBJECTIVE**

The purpose of this policy is to define the ICT device requirements for elected members and to clarify the provision and ownership of such, establish a usage agreement for all Councillors who are supplied with an iPad, having regard to usage, ownership and financial implications.

The aim of the policy is to ensure that all Councillors understand the terms and conditions associated with the provision of an iPad for Council use.

POLICY

This policy will come into effect from 21 October 2017, when it will replace the existing Council Policy 3.18 – 'iPad Usage for Councillors'.

Reference should also be made to Council Policy 3.10 – 'Councillors Fees & Reimbursements' which sets the level of Councillor allowances, including the ICT Allowance.

Shire of Kojonup ICT Environment

The Shire of Kojonup predominately utilises the application (app) 'Docs-on-Tap' for the dissemination of agenda's, minutes and other Shire documents and information. 'Docs-on-Tap' is available on mobile devices that utilise the following platforms:

- iPad – iOS 6.0 Prerequisite
- Android
- Windows 10
- Windows 8
- Windows 7

In addition to the 'Docs-on-Tap' app, email is also utilised as a primary source of communication. Councillors will be issued with a Shire of Kojonup email address in the format of cr.surname@kojonup.wa.gov.au which is operated through Microsoft Exchange Server.

1. Ownership & ICT Requirements

Elected Members of the Shire of Kojonup shall provide their ICT device, data and communication requirements to fulfil the requirements of the position and an ICT Allowance is provided to enable this to occur. It is suggested as a minimum that the following be utilised to enable an elected member to undertake their duties:

- Mobile telephone – The mobile telephone number will be publicly advertised on the Shire website and some correspondence; and
- Mobile computing device – such as a tablet, laptop computer or iPad. This device will need to be compatible with the Shire email network and Docs-on-Tap application. Assistance is available from the Manager of Corporate Services if required prior to purchase.

Pre-payment of an individual Councillors ICT Allowance of up to \$1,000 is available for the purchase or upgrade of either of the two (2) components above, if not already privately owned.

As all devices are purchased by the individual elected member, all ownership and maintenance of such devices remains with the individual, both during and after their term of office.

The iPads will be distributed to all Councillors. The iPads remain the property of the Shire of Kojonup for the duration of a Councillors term. The ownership of the iPad is transferred to Councillors as a parting gift upon retirement or resignation from office subject to at least one full four year term being served.

The Council may from time to time agree to amend the timeframe in exceptional circumstances. Should a Councillor not wish to retain the iPad, it may be returned to the Shire in which case it will be restored to factory settings and any personal information will be removed.

2. **Data/Internet ~~Package~~Access**

Each mobile computing device ~~should~~ also utilise ~~iPad will be provided with~~ a data pack (sim card) to increase the mobility and effectiveness of the device, which shall at all times remain the property of the Shire of Kojonup. The monthly fee for this service will be paid for by the Shire from Members Expenses. Upon retirement or resignation, the sim card for the service shall be returned so it can be used for incoming Councillors. This data pack will be the responsibility of the individual elected member and the service provider and monthly package chosen is at their total discretion.

When Councillors are in the Kojonup Administration Building, internet access will be provided by connecting to the ~~Council~~Shire's wireless network (~~wi-fi~~Wi-Fi). Access information (password etc) will be provided upon request. To ensure the integrity of the ~~Shire's Councils computer network~~, the password for the ~~wi-fi~~Wi-Fi must never be disclosed to another party.

3. **Terms and Conditions**

The following terms and conditions must be adhered to at all times:-

- ~~All applications (Apps) whether for private or Council/work use are to be purchased privately using a personal credit card or iTunes voucher.~~
- ~~A data pack will be provided, and paid for, by the Shire of Kojonup.~~

- ~~When Councillors are in the Kojonup Administration Building, internet access will be provided by connecting to the Council's wireless network (wi-fi). Access information (password etc) will be provided upon request. To ensure the integrity of Council's computer network, the password for the wi-fi must never be disclosed to another party.~~
- ~~iPads may be used for incidental private use.~~
- The Shire's Wi-Fi network iPads must not be used to access any information, applications or videos that are deemed inappropriate by Council policies or the Chief Executive Officer (such as pornography);-
- A 'Bring Your Own Device' (BYOD) policy is currently being formulated by the Manager of Corporate Services. This policy will address issues such as virus protection, SPAM and security when utilising personally owned devices on the Shire network, including those of elected members covered by this policy; and
- If an iPad is damaged or lost, the Council may determine that the Councillor is liable for the replacement or repairs.
- Elected Member's computing devices such as tablets, smart phones and laptops that access the Shire's network shall be fitted with an access password to ensure security if the device is lost.

4. Reimbursement

Any applications (Apps) that are purchased ~~from the App Store~~ by Council-elected members and are deemed imperative for operational use by the Chief Executive Officer may be reimbursed. Approval must be granted by the CEO for the reimbursement of Apps prior to purchase.

5. Documents Relating to Council Use

All documents required for Council and Committee meetings, information bulletins and Council Corporate documents will be uploaded into the "Docs on Tap" App.

The agenda for all Council meetings is required to be available 72 hours prior to the meeting (*Local Government Act Section 5.5(1)*). Councillors will receive an email in the week prior to the ordinary Council meeting advising that the agenda is available for viewing.

Councillors will be advised by email that new documents have been uploaded into Docs on Tap. It is the responsibility of the individual Councillor to ensure that they have read all information uploaded into the App. Any problems should be reported to the CEO immediately.

Attachment 13.1.3**3.18 ELECTED MEMBER INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)**

Adopted or Reviewed by Council:	16/5/17	Council Minute Reference:	TBA
Reviewer:	Manager Corporate Services		
Local Law:	n/a		
Procedure:	"Getting Started" instructions for Councillors available		
Delegation:	n/a		

OBJECTIVE

The purpose of this policy is to define the ICT device requirements for elected members and to clarify the provision and ownership of such.

POLICY

This policy will come into effect from 21 October 2017, when it will replace the existing Council Policy 3.18 – 'iPad Usage for Councillors'.

Reference should also be made to Council Policy 3.10 – 'Councillors Fees & Reimbursements' which sets the level of Councillor allowances, including the ICT Allowance.

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1. Ownership & ICT Requirements

Elected Members of the Shire of Kojonup shall provide their ICT device, data and communication requirements to fulfil the requirements of the position and an ICT Allowance is provided to enable this to occur. It is suggested as a minimum that the following be utilised to enable an elected member to undertake their duties:

- Mobile telephone – The elected members' mobile telephone number will be publicly advertised on the Shire website and some correspondence; and
- Mobile computing device – such as a tablet, laptop computer or iPad. This device will need to be compatible with the Shire email network and Docs-on-Tap application. Assistance is available from the Manager of Corporate Services if required prior to purchase.

Pre-payment of an individual Councillors ICT Allowance of up to \$1,000 is available for the purchase or upgrade of either of the two (2) components above, if not already privately owned.

As all devices are purchased by the individual elected member, all ownership and maintenance of such devices remains with the individual, both during and after their term of office.

2. Data/Internet Access

Each mobile computing device *should* also utilise a data pack (sim card) to increase the mobility and effectiveness of the device. This data pack will be the responsibility of the individual elected member and the service provider and monthly package chosen is at their total discretion.

When Councillors are in the Kojonup Administration Building, internet access will be provided by connecting to the Shire's wireless network (Wi-Fi). Access information (password etc) will be provided upon request. To ensure the integrity of the Shire's computer network, the password for the Wi-Fi must never be disclosed to another party.

3. Terms and Conditions

The following terms and conditions must be adhered to at all times:-

- The Shire's Wi-Fi network must not be used to access any information, applications or videos that are deemed inappropriate by Council policies or the Chief Executive Officer (such as pornography, etc);
- A 'Bring Your Own Device' (BYOD) policy is currently being formulated by the Manager of Corporate Services. This policy will address issues such as virus protection, SPAM and security when utilising personally owned devices on the Shire network, including those of elected members covered by this policy; and
- Elected Member's computing devices such as tablets, smart phones and laptops that access the Shire's network shall be fitted with an access password to ensure security if the device is lost.

4. Reimbursement

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14 AGED CARE SERVICES REPORTS

Nil

15 COMMUNITY DEVELOPMENT & TOURISM REPORTS

Nil

16 COMMITTEES OF COUNCIL**16.1 BUSHFIRE ADVISORY COMMITTEE****OFFICER RECOMMENDATION**

That the attached unconfirmed minutes for the Bushfire Advisory Committee meeting held 12 April 2017 be received and the following recommendation(s) requiring Council approval be approved by Council:

“COMMITTEE DECISION 12/17

That the unconfirmed minutes of the Kojonup Volunteer Bushfire Brigade Annual General Meeting held 3 April 2017 be received and that:

- 1. The Kojonup Volunteer Bushfire Brigade be advised that the Committee is recommending the following to Council:**
 - a) That the diagrams from the Firebreak order be removed and that the wording will remain;**
 - b) The existing road laws remain applicable to any fire truck driver operating for the Shire of Kojonup or within the Shire boundary as 20 kilometres per hour over the speed limit is not justifiable even in an emergency; and**
 - c) That the Shire be requested to write to all brigades advising that individuals are responsible for repairs to non-WAERN radios...”**

17 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

18 NEW BUSINESS

Nil

19 CONFIDENTIAL REPORTS

Nil

20 NEXT MEETING

Tuesday, 20 June 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 pm.

22 ATTACHMENTS (SEPARATE)

Item 10.1	Monthly Statement of Financial Activity
Item 10. 2	Monthly Payment Listing 01/04/2017 – 30/04/2017
Item 10.3	List of Fees and Charges 2017/2018
Item 12.3.1	Interpretation Strategy – Kojonup Tourist Railway & Line
Item 16.1	Bushfire Advisory Committee Unconfirmed Minutes – 12 April 2017