

SHIRE OF KOJONUP



Council Minutes

20th November 2012

SHIRE OF KOJONUP**MINUTES FOR THE COUNCIL MEETING HELD ON 20th November 2012****TABLE OF CONTENTS**

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MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President declared the meeting opened at 3:00pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points and read aloud 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 & LEAVE OF ABSENCE

Cr Jane Trethowan	Shire President
Cr John Benn	Deputy Shire President
Cr Frank Pritchard	
Cr Jill Mathwin	
Cr Rosemary Hewson	
Cr Ian Pedler	
Cr Greg Marsh	
Cr Michael Baulch	

Mr Anthony Middleton	Acting Chief Executive Officer
Mr Craig McVee	Manager of Works and Engineering
Mr Mort Wignall	Manager of Regulatory & Community Services
Mrs Heather Marland	Senior Finance Officer
Miss Dominique Hodge	Personal Assistant to the Chief Executive Officer
Mrs Anna Boschman	Community Services Coordinator
Miss Sophie Knight	Policy, Planning and Governance Officer

APOLOGIES

Nil

3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

3:01pm Cr Marsh left the Chamber.

3:02pm Cr Marsh returned to the Chamber.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 CONFIRMATION OF MINUTESORDINARY MEETING 16th October 2012**COUNCIL DECISION****113/12 MOVED Cr Benn seconded Cr Pritchard that the Minutes of the Ordinary Meeting of Council held on 16th October 2012 be confirmed as a true record.****CARRIED****8/0****7 ANNOUNCEMENTS by the Presiding Member without discussion**

The Shire President, Cr Trethowan, informed the meeting of:

- The Regional Road Group Meeting in Denmark on 5 November;
- The Great Southern Recreation Advisory Group Meeting in Cranbrook on 15 November.
- The Shire's Integrated Planning process currently underway and encouraged all present to fill in a survey if they haven't already.

8 PETITIONS, DEPUTATIONS & PRESENTATIONS

Nil

9 DECLARATIONS OF INTEREST

Nil

10 FINANCE REPORTS**10.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY**

AUTHOR: Kim Dolzadelli – Manager Corporate Services
DATE: Wednesday, 14 November 2012
FILE NO: FM.FNR.2
ATTACHMENT: 10.1 Monthly Statement of Financial Activity 1st July 2012 to 31st October 2012
10.1 Appendix A – Springhaven Aged Care Facility Monthly Statement of Financial Activity 1st July 2012 to 31st October 2012

DECLARATION OF INTEREST

Nil

SUMMARY

To accept the Monthly Statement's of Financial Activity for the period of 1st July 2012 to 31st October 2012.

BACKGROUND

Preparation and presentation to Council of monthly reports are a statutory requirement, with these to be presented to the next ordinary meeting following the close of a month, or it may be presented to the ordinary meeting in the following month after that.

The reporting requirements, as per Financial Management Regulation 34, for the Statement of Financial Activity came into force from 1st July 2005.

COMMENTS

The Statements of Financial Activity for the period 1st July 2012 to 31st October 2012 show a solid position with 78.04% of rates collected to 31st October 2012 and a total amount of cash holdings of \$2,968,047.23 of which \$1,859,413 is held in fully cash backed Reserves; of these cash funds \$2,807,767 was invested in short term Term Deposits.

The Officer highlights the variance between the Year to Date Budgeted Estimated Surplus and Year to Date Actual Surplus position is predominantly made up of the accumulated expenditure with respect to the Storm Damage Cleanup for which funding has yet to be received; the Claim for this funding has been submitted to Main Roads WA. No further works will be undertaken on this project until the inwards flow of cash funds from the WANNDRRA funding arrangements and the end of the current fire season. The Storm Damage Cleanup project will be reassessed prior to recommencement of the project.

Officers have been monitoring cashflow closely and this will continue to be a key focus.

Council is advised that the onsite component of the Audit of the Annual Financial Statements for the year ended 30th June 2012 was carried out between the 30th October and 1st November 2012; no issues worthy of mention were raised during this process and it is envisaged that a fully signed off Auditors Report will be received by the end of November 2012.

The Officer also highlights the inclusion of Appendix A to the Statement of Financial Activity; this report is specific to Springhaven Aged Care Facility and includes the following information as requested by Council at its briefing session held Tuesday 16th October 2012:

- Income Statement by Nature & Type,
- Detailed Income Statement,
- Graphical Representation Net Result by Month By Multiple Years, and
- Capital Expenditure & Statement of Reserves.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Financial Management Regulation 34 sets out the basic information which must now be included in the monthly reports to Council. Financial Management Regulation 33A sets out the requirements with respect to the Review of Budget.

POLICY IMPLICATIONS

None applicable.

FINANCIAL IMPLICATIONS

Occasionally Council may be asked to authorise certain budget amendments/variations by way of separate Senior Officer Reports, but those proposed variations will be taken into account in the monthly Statements of Financial Activity when a full budget review is put before Council. Amendments **are not** being sought in this Agenda.

STRATEGIC IMPLICATIONS

This will only occur where it involves variations to the multiple year proposals previously put forward. Impacts to the “Closing Balance” position will also occur or where a Budget Review highlights the requirement for amendments to occur.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the Monthly Statement's of Financial Activity for the periods of 1st July 2012 to 31st October 2012, as attached, be accepted.

COUNCIL DECISION

114/12 MOVED Cr Marsh seconded Cr Mathwin that the Monthly Statement's of Financial Activity for the periods of 1st July 2012 to 31st October 2012, as attached, be accepted.

CARRIED 8/0

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Kim Dolzadelli – Manager Corporate Services
DATE: Monday, 12 November 2012
FILE NO: FM.AUT.1
ATTACHMENT: 10.2 Monthly Payment Listing

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments that were made from 1st October 2012 to 31st October 2012.

BACKGROUND

Not applicable.

COMMENT

The attached list of payments is submitted for receipt by the Council.

CONSULTATION

No consultation was required.

STATUTORY ENVIRONMENT

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 F3 provides authorities and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments made are for items where Council has provided a budget authority.

STRATEGIC IMPLICATIONS

There are no strategic implications involved with presentation of the list of payments.

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 made under delegated authority from 1/10/2012 to 31/10/2012 comprising of Municipal Cheques 12453 to 12495, EFT's 9368 to 9518 and Internal Payment Vouchers 4150 to 4177 totalling \$1,526,166.04 and as attached to this agenda, be received.

COUNCIL DECISION

115/12 MOVED Cr Hewson seconded Cr Marsh that in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority from 1/10/2012 to 31/10/2012 comprising of Municipal Cheques 12453 to 12495, EFT's 9368 to 9518 and Internal Payment Vouchers 4150 to 4177 totalling \$1,526,166.04 and as attached to this agenda, be received.

CARRIED

8/0

10.3 MURADUP ANALOGUE TV ANTENNA SWITCH OFF

AUTHOR: Sophie Knight – Policy, Planning and Governance Officer
DATE: Thursday 8th November 2012
FILE NO: ET.AGR.1
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

TV is currently broadcast in both analogue and digital signals. The analogue TV signals are being phased out (or switched off) across the country from now until the end of 2013. This means that Australian TV will be broadcast using digital-only signals. This will include the Shire owned tower in Muradup.

Some Muradup residents have previously been advised that a subsidy may be paid by the Shire in lieu of upgrading the tower to digital. The purpose of this report is to consider whether a subsidy will be paid to the residents in Muradup as a result of losing the television service.

BACKGROUND

Discussions to not upgrade the tower to digital were held at a Council Briefing Session on Tuesday 20th September 2011 with the consultation of Jo White from J & P Electronics. Please find below an excerpt from Mr Whites letter dated 7th September 2011 stating he's recommendation.

“On the subject of the Muradup transmitter, my suggestion is that this not be upgraded to digital specs but is allowed to lapse at the end of 2013. The cost, in time and money, for the upgrade will be prohibitive on a per-person-served basis, and the ongoing maintenance costs will most likely be as high as current levels. There will be Federal Government subsidies available for householder antenna upgrades and satellite changeovers starting late in 2012, and even if the Shire was to make one off top-ups to that amount as a goodwill gesture, the cost to ratepayers will be significantly less over time. I also think that the overall customer satisfaction will be higher than current levels.”

People living in the Muradup area are eligible to apply for the Federal Governments Satellite Subsidy Scheme. The Satellite Subsidy Scheme offers a subsidised installation of satellite TV equipment (a satellite dish, Viewer Access Satellite Television (VAST) set-top box and associated cabling). The subsidy greatly reduces the cost to get ready for digital TV. After the subsidy, the household contribution for installation of the VAST service will be \$250 payable directly to the Federal Government-engaged service contractor on the day of installation. This is a one-off cost with no ongoing fees to access the VAST service. Though this will only supply one television service, i.e. the dish will be accessible by all televisions in the household though each TV will not be able to watch separate channels. If households wish to watch different stations on different televisions they will have to install a separate VAST set top box at their own cost.

There are approximately 22 dwellings in Muradup. If Council were to cover the cost of the installation of the VAST service it will cost approximately \$5500. The fact that some residents have already installed their own satellite dish at their own expense needs to be taken into consideration as their out-of-pocket expenses may differ from the subsidy. It also needs to be noted that other residents in the Shire who do not receive digital signal through their existing television or an Integrated Digital TV Tuner and would like to receive this service will have to install the necessary equipment at their own expense, which will be approximately \$795 including installation.

Residents also have access to pay TV, i.e. Foxtel. Packages range in cost from \$32 to \$77 per month, including a one off cost of approximately \$100 installation fee.

CONSULTATION

The Shire of Kojonup placed a notice in the Kojonup News on Friday 9th November 2012.

Excerpt from Kojonup News;

“Need help to get ready for digital TV?”

Applications for the Australian Government's Satellite Subsidy Scheme are now open for Muradup. The subsidy is only available in areas requiring satellite TV as a result of a local TV tower not being upgraded to digital.

Households in these areas should check their eligibility today to avoid missing out on the subsidy. Residents are encouraged to apply before 24 December 2012 however, applications remain open until one month after Western Australia switches to digital TV on 25 June 2013.

For more information call the Digital Ready Information Line on 1800 20 10 13 (8am-10pm AEST, 7 Days) or visit www.digitalready.gov.au."

There were approximately five responses to this notice, stating that they do not currently receive the digital service.

STATUTORY ENVIRONMENT

There is no specific legislation applicable to this item.

POLICY IMPLICATIONS

There is no Council policy applicable to this item.

FINANCIAL IMPLICATIONS

The analogue tower over the past nine years has cost an average of \$12,475.56 per year to maintain, a total cost of \$112,280.00.

There are no provisions in the budget relating to compensating Muradup residents for the cost of installing digital TV.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS – SIMPLE MAJORITY

If Council wishes to make an out of budget expense than an absolute majority is required, otherwise a simple majority will be sufficient.

OFFICER RECOMMENDATION

That:

- Council acknowledges that the provision of TV rebroadcasting services is not a core Local Government function and therefore is not upgrading its current asset to digital.
- That no subsidy be offered to residents of the Shire of Kojonup for the Federal Government closure of analogue services.

The Acting Chief Executive Officer informed the meeting of an error in the 'financial implications' section of this item. The amounts as listed should read an average of \$7,655 per year to maintain, a total cost of \$68,903.

COUNCIL DECISION

116/12 MOVED Cr Benn seconded Cr Marsh that:

- **Council acknowledges that the provision of TV rebroadcasting services is not a core Local Government function and therefore is not upgrading its current asset to digital.**
- **That no subsidy be offered to residents of the Shire of Kojonup for the Federal Government closure of analogue services.**

CARRIED

8/0

10.4 KODJA PLACE INFORMATION TECHNOLOGY REPAIRS / UPGRADE

AUTHOR: Anna Boschman – Community Services Coordinator
DATE: Friday, 2 November 2012
FILE NO: CP.MTC.21
ATTACHMENT: 10.4.1 Audit Report for the Kodja Place Published - August 2013, Author Stuart Evans T4 Technology
10.4.2 Quotes for iPad Displays

DECLARATION OF INTEREST

Nil

SUMMARY

To address the need for full Information Technology (IT) repair and upgrade at the Kodja Place Interpretative Centre. The upgrade of existing IT will allow for the faulty and aging equipment to be replaced and the restoration of the interactive elements of the facility.

BACKGROUND

The Kodja Place Interpretative Centre exists as part of the Kodja Place facility which houses:

- The Kojonup Tourist Association Offices, Shop and Visitor Servicing area,
- The Black Cockatoo Café , a privately run business,
- The Kojonup Aboriginal Corporation Office
- The Rose Maze
- The Bush Tucker / Heritage Sculpture Trail

The Interpretative Centre was designed to offer an interactive experience to visitors. The Centre houses IT equipment that was installed in 2002 and was state of the art at the time of installation. Over the past 10 years the equipment has allowed visitors to watch videos and listen to sound bites located at different interactive stations across the Centre.

The video and sound bites are run by custom designed software that was created by PIVOD TECHNOLOGIES; a consultant based in Albany. PIVOD TECHNOLOGIES monitored the system externally from 2002 -2012 and were able to access the Servers and control the equipment, via a Virtual Private Network (VPN).

There are two Servers located in the Server Room, an Apple Mac Server and a Microsoft Server. The Apple Server was designed to provide a backup storage function for the Visitors Centre; however the software has not been functional since 2009 and therefore renders the equipment obsolete. The Microsoft Server, controls different aspects of the interactive displays at the Centre. There are also a number of spare Apple Mac screens, a backup power supply also known as an Uninterrupted Power Supply (UPS), a monitor, keyboard and other networking equipment. For a full list of Kodja Place IT equipment, please refer to page 1-7, "The Kodja Place Audit Report, *Stuart Evans, T4 Technology, 2012*" (see attached).

In early 2012 the Microsoft Server system equipment started to fail. Initially, a manual reboot was enough to restart the system and allow the videos and sound bites to work, when an error occurred. The Servers continued to shut down at steadily increasing intervals until finally a severe weather event knocked out power to the facility which in turn damaged the Router; a vital piece of equipment which enabled PIVOD TECHNOLOGIES to access the Servers externally.

In order to rectify the issue, The Kodja Place Coordinator was required to seek assistance from a consultant, as PIVOD TECHNOLOGIES were unable to assist with the installation of new equipment and could no longer access the network externally.

Due to the fact that the Server equipment is made up of a mixture of Apple and Microsoft components, finding a consultant was extremely difficult because most consultants within the region, only work with Microsoft systems.

Mr Alan Dodds, of Creative Innovations, had been involved in the initial set-up of the IT systems, assisted volunteers with the development of the interactive displays and developed the archival database. Alan also worked with PIVOD TECHNOLOGIES to develop the video and audio

presentations currently featured in the Story Place. Mr Dodds has since moved interstate and was unable to assist with the required repairs.

T4 Technology was identified as the only consultant in the Great Southern that could work with the Apple equipment and was quickly engaged to provide support and repairs. During the T4 technician's first visit to the Centre, it was clear that the number of existing pieces of IT equipment had suffered catastrophic failure and would need to be replaced. This included the Router, one of the Servers and the UPS that was connected to the Servers. The UPS that was connected to the telephone equipment, which is owned and managed by the Kojonup Tourist Association, was also damaged and leaking battery acid.

In the months after the catastrophic failure, over \$5500 was spent patching up the system. This includes a new motherboard for the Microsoft Server, a new Amplifier for the audio system a new UPS system that required engaging an electrician to install the necessary power outlet, as well as numerous onsite visits by T4 Technology technicians to identify and rectify issues when equipment would not manually reboot. At present the system still experiences regular and sometimes extended periods of down time due to its age, however, the new UPS has made it possible to undertake a manual reboot process as a temporary measure when an error occurs.

Also located in the Interpretative Centre are number of Apple Mac screens that are currently on a rotating slideshow. These screens were originally installed as part of the displays; with the intention that they would be updated to include more information about the photos and themes of the display. Over the past 10 years there have been no upgrades to the screens and therefore they don't offer visitors much information and have no interactive elements. These screens have also experienced issues such as periodically automatic shutdown, since the major power loss occurred.

There is also one standalone Apple Mac computer and screen, located near the Reserve Hut section of Interpretative Centre, which features a very early model of touch screen. The software for this machine was able to be operated by visitors by using the touch screen to allow them to choose from a range of short films about Kojonup. This equipment has suffered severe screen burn and calibration issues which make it hard to use. It has begun to shut down periodically; however, a manual reboot appears to restore the system temporarily. Due to numerous manual restarts, the display case that the screen is housed in has also experienced some minor damage caused by repeated opening and closing of the draw that holds the equipment.

The School Bus has also had some long running problems relating to interactivity. The original idea for this display was to have sound bites and moving parts such as lights that turned on and off and windscreen wipers that moved. The Kodja Place Manager in 2011 was asked to follow up on this matter and discovered that the volunteer that had offered to undertake repairs to the equipment had passed away and that the equipment could no longer be located.

In April/ May 2012, The Kodja Place Coordinator was asked to engage T4 Technology to conduct an Audit of the existing IT equipment. The Audit identified the need for all of the existing equipment to be replaced and also made recommendations for cost effective replacement and a full repair and upgrade of the interactive elements in the Centre.

The report also highlighted the fact that normally IT equipment has a shelf life of around 6 years; in this case much of the equipment had lasted almost twice as long as its predicted lifespan and therefore was well overdue for replacement.

During the Audit process T4 Technology also identified that the software that had been designed by PIVOD TECHNOLOGIES, to run the Multimedia content, had been custom designed in 2002. The age of the software meant that it would not be compatible with any new equipment, if an IT upgrade were to occur. The Audit Report identifies two possible solutions; engage PIVOD TECHNOLOGIES to redesign the software at an estimated cost of \$30,000 or purchase alternative software package at a cost of around \$3000.

The content that makes up the Kodja Place multimedia displays and a vast number of additional content is available in the form of a database that was created by Alan Dodds in 2002. The original intention of the database was to allow access to photos, video and other content through an online portal. This portal was never made available, however, it is still accessible and the content can be used to undertake any future upgrades.

COMMENTS

In order to rectify the issues raised above, it is recommended that the Kodja Place IT Systems are replaced and a full IT repair and upgrade take place as soon as possible to improve the visitor experience.

T4 Technology have indicated they are able to carry out a full upgrade including sourcing equipment, installing all new devices and software, and offering support services into the future.

T4 Technology are able to carry out the following items:

- Replacement of Servers and all associated equipment with new and up to date Servers that will last around 6 years.
- Replace all monitors in the Interpretative Centre with ipads that can be networked and allow access to the existing content but also increase the possibility for developments of applications and other interactive features in future in a cost effective manner.
- Install display stands to house the ipads which will increase security for newly installed hardware and provide an enhanced visitor experience while complementing the existing displays (see attachment).
- Enable VPN access. This will allow consultants and support service providers to access the network off site which will reduce maintenance and installation costs as well as reduce down time.
- Install a Wifi hot spot. Allow visitors to access the internet while at the Centre. While the IT upgrade is taking place the Wi-fi hot spot could be installed with relative ease and at minimal cost. The hot spot will allow for further expansion of the interactive elements of the centre such as QR code features and could give visitors the option of viewing the Kodja Place website while at the centre. (*more information about QR codes see below)
- Use the database to install existing content and develop displays. This could also open up the possibility of visitors being able to access the database of Kodja Place content such as photos, quotes and other historical information.
- Develop ipad The Kodja Place App. This will enable more content to be available to visitors including maps and additional information showcasing the Kodja Place features such as the Sculpture Trail and Rose Maze.
- Install Interactive elements in the School Bus including, ipad with appropriate apps, sound bites, working windscreen wipers and working lights. Install similar interactive elements in the Ute when funds are available to do so.

*QR codes are a new technology that is becoming a mainstream method of allowing people to access information using a Smartphone or Tablet. QR codes can be generated using free software to give quick and easy access to websites, text, maps, photos and videos by scanning the QR code using a Smartphone or Tablet. This technology has a wide range of applications (for example, for use in brochures, on signs etc.) and is a cost effective way of developing a new layer for displays and creating a more interactive experience for visitors.

CONSULTATION

T4 Technology are a Information Technology Consulting Firm that offers technical support, hardware and software for a range of applications to commercial and retail consumers. T4 Technology are located in Albany and have extensive experience in developing networking solutions for business, schools and government organisations within the Great Southern.

Stuart Evans is the Managing Director and owner of the business and has worked in partnership with The Kodja Place Coordinator, to deliver The Audit Report for The Kodja Place 2012. The report outlines the existing equipment and software at the Kodja Place as well as recommendations for replacing and upgrading the current Information Technology systems.

T4 are able to provide assistance with all aspects of the upgrade and can also source and install all required equipment to specification. T4 are also able to provide technical support both on and off site (where available).

An inspection of the IT at The Kodja Place was conducted by Council during the Briefing Session on 6 November 2012.

STATUTORY ENVIRONMENT

There is no specific legislation for this report.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Council allocated a total of \$30,000 to Information Technology at Kodja Place in the 2012/13 budget. The total remaining funds are \$23,076.

The estimated cost of the upgrade is expected to be as follows:

Item	Details	Estimated Cost
a) Replace Servers and all associated equipment to requirements for Tablet configuration.	Server Room Equipment <ul style="list-style-type: none"> • Keyboard • Mouse • KVM Switch \$250 • Monitor (optional) \$180 Video/ Audio Software for Server (Sedna Digital presentations) \$3000 1 x Microsoft Server \$2000 Travel - \$310 + 7hrs x \$99 = \$1003	\$7436
b) Replace all monitors in the Interpretative Centre with ipads that can be networked and allow access to the existing content.	New Hardware in Interpretive Centre - ipads (\$500-600ea) – 5 = \$3000 ipad development - 40hrs of Consultation = \$3960 Travel - \$310	\$7270
c) Install display stands to increase security for newly installed hardware and enhance visual presentation.	Display Cases for Ipads X 5 (\$150 – \$300 each) \$1500	\$1500
d) Enable VPN access through the installation of new hardware and software.	Upgrade Networking Hardware <ul style="list-style-type: none"> • ADSL Router - Wi-Fi Access throughout (hardware only) \$1200 • 24-port Gigabit Switch \$1200 (Travel and install included in a)	\$2400
e) Install Wi-Fi hot spot network.		\$1100
f) Install Interactive Elements in the School Bus including, ipad with appropriate apps, working windscreen wipers and working lights. Similar interactive elements to be installed in the Ute in the event that funds are available to do so.	The Bus (only) Fix interactive elements such as the windscreen wipers and lights \$1000	\$1000

g) Create and install Kodja Place App	Application Development cost \$200 - \$500	\$500
h) Implement QR Code features	QR Code Development cost - Free excluding development time see below)	Free
i) Use existing content available on Kodja Place Database to undertake the upgrade and installation of the new equipment.	T4 Technology Additional Consultation and Development of IT Upgrade Plan \$99 per hour x10 (offsite) Develop Information Technology Plan with Shire Staff Assist with the implementation of the Information Technology repairs Develop interactive displays to reflect current content and possible implementation of QR code project	\$999
Contingency	To cover any increases in estimated costs.	\$871
Total Cost		22,205

STRATEGIC IMPLICATIONS

The Kodja Place precinct is a vital component of Kojonup Tourist Servicing Infrastructure. The Centre is a key drawcard for visitors to stop in Kojonup which in turn creates economic benefits for local businesses. Seven to Ten School Groups from across the local region visit the Centre each year. School visits creates repeat visitation and promotion of the Centre regionally as many of the students return to the Kodja Place with family members and friends.

The Centre has been awarded numerous awards for design and innovation and is promoted as a state of the art interactive Interpretative facility. In recent years this image has been tarnished due to the lack of renewal of the displays and IT issues. The IT component of the Centre has been suffering malfunctions for at least 12 months and gives the appearance that there has been a lack of investment and upkeep of the facility which in turn decreases the likelihood of repeat visitation.

It is vital that the IT component is brought up to date and that the development of the displays continues into the future. Planning and the allocation of funding for future development are essential in order to make sure that a similar situation does not occur in the future. IT equipment generally has a shelf life of around 6 years and this should be considered when creating a strategic plan for the future of the Centre.

The proposed Kodja Place Advisory Committee will be tasked with making these improvements and making recommendations to Council on matters relating to the Interpretative Centre. This will provide a starting point for the further development of existing displays and the possibility for future projects including updating static displays, additions to the database and creating a more interactive experience for visitors.

It is however vitally important that existing IT resources first be brought to a minimum working standard for the users of The Kodja Place.

VOTING REQUIREMENTS – SIMPLE MAJORITY**OFFICER RECOMMENDATION**

That the implementation of a full IT repairs/ upgrade at the Kodja Place Interpretative Centre be undertaken including the following items:

- a) Replace Servers and all associated equipment to requirements for Tablet configuration.
- b) Replace all monitors in the Interpretative Centre with ipads that can be networked and allow access to the existing content.
- c) Install display stands to increase security for newly installed hardware and enhance visual presentation.
- d) Enable VPN access through the installation of new hardware and software.
- e) Install Wi-Fi hot spot network.
- f) Install Interactive Elements in the School Bus including, ipad with appropriate apps, working windscreen wipers and working lights. Similar interactive elements to be installed in the Ute in the event that funds are available to do so.
- g) Create and install Kodja Place App
- h) Implement QR Code features.
- i) Use existing content available on Kodja Place Database to undertake the upgrade and installation of the new equipment.

COUNCIL DECISION

117/12 MOVED Cr Pritchard seconded Cr Pedler that the implementation of a full IT repairs/ upgrade at the Kodja Place Interpretative Centre be undertaken including the following items:

- a) **Replace Servers and all associated equipment to requirements for Tablet configuration.**
- b) **Replace all monitors in the Interpretative Centre with ipads that can be networked and allow access to the existing content.**
- c) **Install display stands to increase security for newly installed hardware and enhance visual presentation.**
- d) **Enable VPN access through the installation of new hardware and software.**
- e) **Install Wi-Fi hot spot network.**
- f) **Install Interactive Elements in the School Bus including, ipad with appropriate apps, working windscreen wipers and working lights.**
- g) **Similar interactive elements to be installed in the Ute in the event that funds are available to do so.**
- h) **Create and install Kodja Place App**
- i) **Implement QR Code features.**
- j) **Use existing content available on Kodja Place Database to undertake the upgrade and installation of the new equipment.**

CARRIED 8/0

Reason for Change:

The Council felt it was appropriate to change the original Officer Recommendation to split point f) in to two parts as they felt this point contained two separate items and could be considered individually.

Cr Hewson commended the Community Services Coordinator on the quality and thoroughness of her report.

11 ENGINEERING & WORKS REPORTS

Nil

12 ECONOMIC & ENVIRONMENTAL DEVELOPMENT REPORTS

Nil

13 CORPORATE & COMMUNITY SERVICES REPORTS**13.1 DISPOSAL OF LAND BY SALE – LOT 57 THORNBURY CLOSE**

AUTHOR: Kim Dolzadelli – Manager Corporate Services
 DATE: Tuesday, November 13, 2012
 FILE NO: CP.ACD.7 & A22319
 ATTACHMENT: 13.1.1 Copy of Minutes Item 12.1 17th August 2010
 13.1.2 Copy of Original Offer to Purchase Lot 57 Thornbury Close, Kojonup
 13.1.3 Copy of Amended Offer to Purchase Lot 57 Thornbury Close, Kojonup
 13.1.4 Copy of Valuation from PL Bolto & Co
 13.1.5 Map of Lot 57 Thornbury Close, Kojonup

DECLARATION OF INTEREST

Nil

SUMMARY

To consider an offer to purchase vacant industrial lot, Lot 57 Thornbury Close, Kojonup.

BACKGROUND

At its full meeting held 17th August 2010 Council considered an application from Mr Roderick Bowey/KCM Industries for approval for development of a waste oil recycling plant on Lot 57 Thornbury Close, Kojonup, which is land owned by Council.

The Following Decision was made at that meeting:

“COUNCIL DECISION

63/10 MOVED Cr Hewson seconded Cr Marsh that Council approve in principle an application from Rodney Bowey of KCM Industries for the proposed development of a Waste Oil Recycling Plant on Lot 57 Thornbury Close, Kojonup subject to their:

- a) Acquisition of Lot 57 Thornbury Close from Council.*
- b) Compliance with any Department of Environment & Conservation requirements including obtaining a “Scheduled Premises” Category 39 Licence under Schedule 1 of the Environmental Protection Regulations 1987.*
- c) Compliance with any other government or regulatory authority requirements pertaining to storage of dangerous goods, storage and handling of flammable and combustible liquids and storage and handling of non explosives, as appropriate.*
- d) Submission of a copy of the Environmental Management Plan for the proposed development.*
- e) Submission of detailed plans and specifications for the buildings and septic tank and onsite effluent disposal system proposed to be erected/installed on the land for assessment and issue of a Building License and Environmental Health approval respectively.*

CARRIED

8/0”

A full copy of the report to Council with respect to the above decision is attached to this Agenda.

COMMENT

An offer to purchase Lot 57 Thornbury Close, Kojonup for a total price of \$11,000 including GST has been received from Mr Roderick Bowey on behalf of KCM Industries; the offer is made with the condition that the Shire of Kojonup fill in the existing drain located at the front boundary of the lot and form a shallow trafficable drain/bunding to assist in redirecting water flow from the land.. This condition was changed from Mr Bowey's original offer following discussions between the Manager of Works and Engineering (MWE) and Mr Bowey and further discussions between Mr Bowey and the Manager of Corporate Services (MCS).

The MCS and MWE have undertaken a site visit and the MWE has estimated that the cost of works to meet the condition of the will be between \$1,000 and \$1,500. The MCS advises council that these costs can be covered under Councils adopted Budget.

A commercial valuation was undertaken on 31st August 2012 by IR Bolto Licensed Valuer No.0024, with the stated valuation being \$10,000 excluding GST, a copy of this valuation report is attached to this agenda.

CONSULTATION

None required

STATUTORY ENVIRONMENT

Section 3.58 of the Local Government Act 1995 and Regulation 30 & 31 Local Government (Functions and General) Regulations 1996.

It is important to note that where property is not being disposed of by way of Public Auction or Public Tender, as defined by section 3.58(2), then Section 3.58(3) & (4) of the Local Government Act 1995 (LGA 1995) apply.

Section 3.58(3) and (4) of the (LGA 1995) states the following:

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

- (i) describing the property concerned;*
- (ii) giving details of the proposed disposition; and*
- (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

- (a) the names of all other parties concerned; and*
- (b) the consideration to be received by the local government for the disposition; and*
- (c) the market value of the disposition —*
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

POLICY IMPLICATIONS

There are no known Policy Implications.

FINANCIAL IMPLICATIONS

Proceeds for the Sale of this land is not contained in Councils approved Budget, should the sale be given final approval a Budget Amendment will be required.

STRATEGIC IMPLICATIONS

Increased occupancy and development of the industrial estate.

VOTING REQUIREMENTS – Simple Majority**OFFICER RECOMMENDATION**

1. That the offer from Mr Roderick Bowey on behalf of KCM Industries for the purchase of land at Lot 57 Thornbury Close, Kojonup be accepted in principal for the submitted financial consideration of \$11,000 including GST,
2. That Council agrees to fill in the existing drain located at the front boundary of the lot and form a shallow trafficable drain/bunding to assist in redirecting water flow from the land,
3. That Council approves the giving of Local Public Notice of the proposed disposition in accordance with Section 3.58(3) & (4) of the Local Government Act 1995,
4. That Council considers any submissions received at its next available meeting of Council, and
5. Once Council has considered submissions, at its next available meeting of Council, it fully considers the offer from KCM Industries for the purchase of Lot 57 Thornbury Close.

COUNCIL DECISION**118/12 MOVED Cr Benn seconded Cr Marsh**

1. That the offer from Mr Roderick Bowey on behalf of KCM Industries for the purchase of land at Lot 57 Thornbury Close, Kojonup be accepted in principal for the submitted financial consideration of \$11,000 including GST,
2. That Council agrees to fill in the existing drain located at the front boundary of the lot and form a shallow trafficable drain/bunding to assist in redirecting water flow from the land,
3. That Council approves the giving of Local Public Notice of the proposed disposition in accordance with Section 3.58(3) & (4) of the Local Government Act 1995,
4. That Council considers any submissions received at its next available meeting of Council, and
5. Once Council has considered submissions, at its next available meeting of Council, it fully considers the offer from KCM Industries for the purchase of Lot 57 Thornbury Close.

CARRIED**8/0**

14 COMMITTEES OF COUNCIL**14.1 MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE****OFFICER RECOMMENDATION**

That the attached confirmed minutes of the Medical / Health Centre Advisory Committee held Thursday 12th October 2012 be received by Council.

COUNCIL DECISION

119/12 MOVED Cr Hewson seconded Cr Mathwin that the attached confirmed minutes of the Medical / Health Centre Advisory Committee held Thursday 12th October 2012 be received by Council.

CARRIED**8/0****14.2 MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE****OFFICER RECOMMENDATION**

That the attached Public Meeting minutes of the Medical / Health Centre Advisory Committee held Monday 22nd October 2012 be received by Council.

COUNCIL DECISION

120/12 MOVED Cr Hewson seconded Cr Mathwin that the attached Public Meeting minutes of the Medical / Health Centre Advisory Committee held Monday 22nd October 2012 be received by Council.

CARRIED**8/0**

Cr Hewson wished to note that she was not present at the Medical / Health Centre Advisory Committee Public Meeting held on Monday 22nd October 2012 although the minutes record her as being present.

14.3 MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE**OFFICER RECOMMENDATION**

That the attached unconfirmed minutes of the Medical / Health Centre Advisory Committee held Friday 2nd November 2012 be received by Council.

COUNCIL DECISION

121/12 MOVED Cr Mathwin seconded Cr Benn that the attached unconfirmed minutes of the Medical / Health Centre Advisory Committee held Friday 2nd November 2012 be received by Council.

CARRIED**8/0**

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW BUSINESS

(of an urgent nature, introduced by a decision of the meeting).

Nil

17 CONFIDENTIAL REPORTS

Nil

18 NEXT MEETING

Tuesday, 18th December 2012 commencing at 3:00pm.

19 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3:57pm.

20 APPENDICES AND TABLED DOCUMENTS**21 ATTACHMENTS**

Item 10.1	Monthly Statement of Financial Activity 1 st July 2012 to 31 st October 2012
Item 10.1	Appendix A – Springhaven Aged Care Facility Monthly Statement of Financial Activity 1 st July 2012 to 31 st October 2012
Item 10.2	Monthly Payment Listing
Item 10.4.1	Audit Report for the Kodja Place Published - August 2013, Author Stuart Evans T4 Technology
Item 10.4.2	Quotes for iPad Displays
Item 13.1.1	Copy of Minutes Item 12.1 17 th August 2010
Item 13.1.2	Copy of Original Offer to Purchase Lot 57 Thornbury Close, Kojonup
Item 13.1.3	Copy of Amended Offer to Purchase Lot 57 Thornbury Close, Kojonup
Item 13.1.4	Copy of Valuation from PL Bolto & Co
Item 13.1.5	Map of Lot 57 Thornbury Close, Kojonup
Item 14.1	Confirmed Medical / Health Centre Advisory Committee Minutes – Thursday 12 th October 2012
Item 14.2	Public Meeting Minutes of the Medical / Health Centre Advisory Committee - Monday 22 nd October 2012
Item 14.3	Unconfirmed Medical / Health Centre Advisory Committee Minutes – Friday 2 nd November 2012

Presiding Member

Date