

# Kojonup



## SHIRE OF KOJONUP

### AGENDA

#### Ordinary Council Meeting

*12 December 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, 12 December 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**

7 December 2017

**AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 12 DECEMBER 2017****TABLE OF CONTENTS**

<b>1</b>	<b>DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS</b>	<b>3</b>
<b>2</b>	<b>ATTENDANCE &amp; APOLOGIES</b>	<b>3</b>
<b>3</b>	<b>SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE</b>	<b>4</b>
<b>4</b>	<b>PUBLIC QUESTION TIME</b>	<b>4</b>
<b>5</b>	<b>PETITIONS, DEPUTATIONS &amp; PRESENTATIONS</b>	<b>4</b>
<b>6</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE</b>	<b>4</b>
<b>7</b>	<b>CONFIRMATION OF MINUTES</b>	<b>4</b>
<b>8</b>	<b>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION</b>	<b>4</b>
<b>9</b>	<b>DECLARATIONS OF INTEREST</b>	<b>4</b>
<b>10</b>	<b>CORPORATE SERVICES REPORTS</b>	<b>5</b>
10.1	FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (NOVEMBER 2017)	5
10.2	MONTHLY PAYMENTS LISTING	7
10.3	KOJONUP RSL HALL	9
10.4	RESERVE ACCOUNT APPROPRIATENESS REVIEW – 2017/2018	14
<b>11</b>	<b>WORKS &amp; SERVICES REPORTS</b>	<b>27</b>
<b>12</b>	<b>REGULATORY SERVICES REPORTS</b>	<b>28</b>
12.1	WA PLANNING COMMISSION REFERRAL OF PROPOSED SUBDIVISION ON LOT 101 SOLDIER ROAD, KOJONUP	28
12.2	PROPOSAL TO RECEIVE HOUSEHOLD WASTE FROM THE SHIRE OF BROOMEHILL-TAMBELLUP	41
12.3	MATTHEWS TRANSPORT DEPOT – DEVELOPMENT APPROVAL FOR INSTALLATION OF FUEL TANKS AND BOWSERS FOR TRUCKS	51
<b>13</b>	<b>EXECUTIVE &amp; GOVERNANCE REPORTS</b>	<b>63</b>
13.1	UNIFORM POLICY 2.2.11 REVIEW	63
13.2	WALGA STATE BUDGET SUBMISSION 2018/19	69
<b>14</b>	<b>AGED CARE SERVICES REPORTS</b>	<b>72</b>
14.1	ANNUAL REVIEW OF POLICY & PROCEDURES MANUAL FOR SPRINGHAVEN FRAIL AGED LODGE	72
14.2	SPRINGHAVEN QUALITY PLAN & STRATEGIC PRIORITIES 2017 – 2022	74
<b>15</b>	<b>COMMUNITY DEVELOPMENT &amp; TOURISM REPORTS</b>	<b>83</b>
<b>16</b>	<b>COMMITTEES OF COUNCIL</b>	<b>83</b>
<b>17</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	<b>83</b>
<b>18</b>	<b>NEW BUSINESS</b>	<b>83</b>
<b>19</b>	<b>CONFIDENTIAL REPORTS</b>	<b>83</b>
<b>20</b>	<b>NEXT MEETING</b>	<b>83</b>
<b>21</b>	<b>CLOSURE</b>	<b>83</b>
<b>22</b>	<b>ATTACHMENTS (SEPARATE)</b>	<b>83</b>

## A G E N D A

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

The Shire President shall declare the meeting open at            pm 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  
Cr Ned Radford  
Cr Sandra Pedler  
Cr Jill Mathwin  
Cr Ian Pedler  
Cr Graeme Hobbs  
Cr John Benn

Mr Rick Mitchell-Collins	Chief Executive Officer
Mr Anthony Middleton	Manager Corporate Services
Mr Mort Wignall	Manager Regulatory Services
Mrs Susan Northover	Manager Aged Care Services
Mr Phil Shephard	Town Planner
Mrs Pam Chambers	Senior Administration Officer
Miss Miranda Wallace	Executive Assistant

#### **APOLOGIES**

Cr Judith Warland (Leave of Absence)

## 3

Nil.

## 4

## 5

## 6

Cr Warland requested and was granted a 'Leave of Absence' from the November and December 2017 Ordinary Council Meetings.

## 7

SPECIAL MEETING 13 NOVEMBER 2017 &amp; ORDINARY MEETING 14 NOVEMBER 2017

## COUNCIL DECISION

/17 Moved Cr \_\_\_\_\_, seconded Cr \_\_\_\_\_ that the Minutes of the Special Council Meeting held on 13 November 2017 and the Ordinary Meeting of Council held on 14 November 2017 be confirmed as a true record.

CARRIED/LOST /

## 8

## 9

### Item 10.3

Cr Hobbs has previously declared an interest in this item.

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

AUTHOR: Anthony Middleton – Manager Corporate Services  
DATE: Monday, 4 December 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 November 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 2017 to 30 November 2017 represents five (5) months, or 42% of the year. The following items are worthy of noting:

- Surplus position of \$2.56m.
- Operating results:
  - 68% of budgeted operating revenue has been received; and
  - 29% of budgeted operating expenditure spent (note – no depreciation has been raised yet for 2017/2018 which significantly affects this figure);
- Capital expenditure achieved 27% of budgeted projects;
- The value of outstanding rates equates to 17.7% of 2017/2018 rates raised, which includes previous years arrears and instalment options but excludes deferred rates;
- Cash holdings of \$5.54m of which \$3.76m 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.

**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**

<b>Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”</b>		<b>Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +”</b>
<b>Key Pillar</b>	<b>Community Outcomes</b>	<b>Corporate Actions</b>
KP – 3 – Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 – Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

**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 2017 to 30 November 2017, as attached, be noted.**

**COUNCIL DECISION**

/17 Moved Cr , seconded Cr

CARRIED/LOST /

## 10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Brodie Potter – Finance Officer  
DATE: Wednesday, 6 December 2017  
FILE NO: FM.AUT.1  
**ATTACHMENT:** 10.2 – Monthly Payment Listing 01/11/2017 – 30/11/2017

### **DECLARATION OF INTEREST**

Nil

### **SUMMARY**

To receive the list of payments covering the month of November 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**

Refer to the VROC Strategic Plan

**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 November 2017		TO – 30 November 2017
Municipal Cheques	13952 – 13967	\$35,520.88
EFTs	20000 – 20257	\$765,151.08
Direct Debits		\$559,414.36
Total		\$1,360,086.32

be received.

**COUNCIL DECISION**

/17 Moved Cr , seconded Cr

CARRIED/LOST /



### 10.3 KOJONUP RSL HALL

AUTHOR: Pam Chambers – Senior Administration Officer  
DATE: Wednesday, 29 November 2017  
FILE NO: CU.PBR.1/A10355  
ATTACHMENT: 10.3 – Contractual Agreement

#### DECLARATION OF INTEREST

Cr Hobbs has previously declared an interest in this item.

#### SUMMARY

To seek Council's approval to continue with the ownership transfer of Lot 255 on Deposited Plan 163072 as held in Certificate of Title Volume 1188 Folio 262 and to seek written acknowledgement and undertaking as to the tenure of said land.

#### BACKGROUND

The word 'Hall' historically means a building or large room used for meetings, concerts or other events and public gatherings (*source – Dictionary.com*).

At its meeting on 17 November 2015 Council resolved to accept the RSL WA's offer to have ownership of the Kojonup RSL Hall and land (Lot 255 on Deposited Plan 163072) transferred to the Shire of Kojonup with one of the conditions being an agreement being prepared clearly stipulating the arrangement between Council and RSL WA for the use of the hall.

As this parcel of land is conditional tenure land there is a requirement for the purposes of the proposed transfer, by the Department of Planning, Lands and Heritage for the Shire to provide a written acknowledgement and undertaking that:

1. It is aware that Lot 255 on Deposited Plan 163072 is conditional tenure land as defined in section 72 of the *Land Administration Act 1997* (LAA) and that the provisions of section 75 of the LAA apply. Conditional tenure land cannot become the subject of any licence, mortgage, charge, security or other encumbrance without the written approval of the Minister for Lands, which may be subject to conditions; and
2. It is aware that Lot 255 on Deposited Plan 163072 cannot be used for any other purpose other than 'a site for a Hall (RSL)' and that it agrees to adhere to this requirement.

#### COMMENT

On 16 June 2015 The Main Street Renewal Strategy was received by Council to revitalise the main street, encourage business development and improve the existing character of the Town Centre. Part of this plan was to establish links with Kodja Place, Apex Park/ Potts Memorial/RSL and the Shire Offices and Civic Centre. The RSL Hall is noted as an existing and proposed point of interest, playing a significant role in the development of Kojonup's community spaces.

At the Ordinary Council Meeting on the 17 November 2015 mentioned in the background above, when Council resolved to accept the RSL WA's offer to have the ownership of the RSL Hall and land transferred to the Shire of Kojonup it was pointed out in the agenda item that:

1. *The significance of places cannot merely be measured in dollar terms. It is essential that future responsibility and uses for the RSL Hall, Cenotaph and Potts Memorial be meticulously planned as part of the Main Street Redevelopment;*
2. *The RSL Hall architecturally has an excellent location adjacent to The Kodja Place, Apex Park and Potts Memorial that captures the very essence of Kojonup's past, present and future.*
3. *The Kojonup RSL Hall and War Memorial is a special place and should remain as such in any future planning as part of the Main Street Master Plan Redevelopment.*
4. *So what are some of the potential opportunities for the RSL Hall?*
  - *Co-locating the Kojonup Library with the Community Resource Centre.*
  - *War Museum and display of memorabilia through a collaborative arrangement between RSLWA, Sub-Branch and Historical Society as an extension of The Kodja Place Storyplace and Gallery and Potts Memorial.*
  - *Linking/Relocating Potts Memorial to the RSL Hall via a "Walk of Respect" with plaques, etc. depicting conflicts and the sacrifices made by the Kojonup Community.*
  - *Incorporating Kojonup Tourist Association to share building with the RSL and Historical Society to promote displays, tours, walks, buildings etc. thereby encouraging visitors that Kojonup is a destination rather than a comfort stop and provide increased spend to businesses.*

The motion 185/15 was carried.

Should the Council wish to withdraw from the transfer of ownership of the land RSL WA will have the option of surrendering the land back to the Crown. If this is the case the Shire could then apply for the interest or management order but the freehold tenure of the land would be lost.

If Council decides to continue with the application for the transfer of the land with the encumbrances of the Crown Grant and if the transfer is approved, (which it has been in principal) the Shire can at its leisure, apply to have any encumbrances removed and purchase the land at its unimproved value at that time. This would allow Council to utilise the land as it wishes taking into consideration the Contractual Agreement drawn up between the RSL WA and the Shire of Kojonup as part of the conditions of the transfer.



*Map showing Reserve 25465 (adjoining RSL Hall lot)*

The above map shows the adjoining Council reserve and the RSL Hall lot to the East.

### **CONSULTATION**

Documentary Services Pty Ltd (Settlement Agents)  
Department of Planning, Lands and Heritage

### **STATUTORY REQUIREMENTS**

*Land Administration Act 1997*

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Appendix F, Page 91 and 92 of the 2017/2018 Budget lists the fees and charges currently applicable for the RSL Hall.

A Public Building Report and subsequent quote for supplied in March 2015 indicated that upwards of \$50,000 would be required to make the building “Fit for Purpose”. It is reasonable to expect that this amount will have increased due to increased costs over time and the deterioration of the building. \$5,200 has been allocated to the RSL Hall for building maintenance in the 17/18 Annual Budget.

The transfer of land only is estimated to cost approximately \$10,000. If Council wishes to apply to purchase the land at the unimproved value at a later date this will be at additional cost.

**STRATEGIC/CORPORATE IMPLICATIONS**

<b>Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”</b>		<b>Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +”</b>
<b>Key Pillar</b>	<b>Community Outcomes</b>	<b>Corporate Actions</b>
KP – 1 Place	1.4 – Be enjoying a Main Street which is an inviting meeting place where we can celebrate our history and heritage in a modern way	1.4.3 – Form a programmed upgrade of Main Street through landscaping, furniture and signage. 1.4.5 – Review and implement a townscape plan and “main street” development (N2.2.3)
KP – 2 Connected	2.1 – Be growing our State-wide and local tourism and shopping capabilities through regional alliances	2.1.2 – Promote and facilitate Kojonup as a short term tourism destination to and from Albany. 2.1.3 – Cooperate to increase activation of Main Street and better use of underutilised Main Street spaces. 2.1.7 – Support local tourism initiatives (E2.1.4)

**RISK MANAGEMENT IMPLICATIONS**

Risks relating to this report have previously been considered by Council. (17 November 2015). Areas that have not been addressed can result in the Organisation having exposure to risks.

<b>Item to be Assessed.....</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
1. Does the initiative / service/facility /strategy link to a key results area of the strategic plan?			
2. Have you determined the goals and objectives?			
3. Have key stakeholders been identified?			
4. Do you have the appropriate resources available over the life of the initiative / service/facility /strategy?			
a. Financial			
b. Physical assets			
c. Human - skills / knowledge/			
d. Time			
e. Maintenance			
f. Replacement costs			
5. Are there any political issues?			
6. Are there any supply chain issues?			
7. Do you have a management plan for the life of the initiative / service/facility /strategy?			
8. Does the initiative / service/facility /strategy have an ‘owner’?			
9. Is there potential for changes that may impact on the initiative / service / facility /strategy?			
10. Do you have an approval / development and / or implementation timeline?			
11. Have you identified any operational risks that will require further assessment or treatments?			
12. Have you planned for monitoring progress?			
13. Have you determined review requirements once established?			
14. Have you a contingency plan for cost / time over runs?			

15. Are there other options you can consider?			
16. Are there any other concerns			

Council will be required to address each of the above requirements as part of its deliberations not only for the transfer of ownership of the RSL Hall but future usage.

#### **ASSET MANAGEMENT IMPLICATIONS**

Council needs to consider the significance of the building and the role it plays in the Main Street Redevelopment and tourism plans for the Shire when it reviews the number of buildings it can manage to maintain and retain ownership of.

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

The RSL Hall can enhance the Great Southern's iconic tourism product and its marketing to prospective visitors.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER RECOMMENDATION**

**That Council:**

- 1. Approve the continuation of the ownership transfer of the Kojonup RSL Hall (Lot 255 on Deposited Plan 163072); and**
- 2. Instruct the Chief Executive Officer and Shire President to provide a written acknowledgement and undertaking that:**
  - a. It is aware that Lot 255 on Deposited Plan 163072 is conditional tenure land as defined in section 72 of the *Land Administration Act 1997* (LAA) and that the provisions of section 75 of the LAA apply. Conditional tenure land cannot become the subject of any licence, mortgage, charge, security or other encumbrance without the written approval of the Minister for Lands which may be subject to conditions; and**
  - b. It is aware that Lot 255 on Deposited Plan 163072 cannot be used for any other purpose other than 'a site for a Hall (RSL)' and that it agrees to adhere to this.**

#### **COUNCIL DECISION**

/17 Moved Cr , seconded Cr

CARRIED/LOST /

## 10.4 RESERVE ACCOUNT APPROPRIATENESS REVIEW – 2017/2018

AUTHOR: Anthony Middleton – Manager Corporate Services  
DATE: Monday, 4 December 2017  
FILE NO: FM.FNR.2  
ATTACHMENT: Nil.

### DECLARATION OF INTEREST

Nil

### SUMMARY

The purpose of this report is to undertake a review of appropriateness of each reserve account in accordance with Council Policy.

### BACKGROUND

Council Policy 2.1.8 – ‘Financial Governance’ states that:

*“The Manager of Corporate Services will conduct an annual review for the Council addressing the appropriateness of each reserve account purpose, suitability of current balances, and deficiencies for the funding of future projects as identified in adopted forward plans.”*

This agenda item undertakes the second such review since this policy was adopted in November 2015.

### COMMENT

The purpose for which the reserve accounts have been established are as follows:

#### ***Plant Replacement Reserve***

*To smooth funding allocations over financial years for the purchase of major plant items.*

#### ***Gravel Pits Reserve***

*To be used for the purchase and provision of gravel stocks.*

#### ***Economic Development Reserve***

*To be used for the advancement of economic development within the Shire of Kojonup. To fund the ‘Supporting Main Street’ and ‘Building Prosperity’ outcomes within the Community Strategic Plan, namely:*

- *Partner with the community to encourage the creation of a local progress association (or similar) to support the social, economic and environmental advancement of Kojonup.*
- *Undertake a study to identify the opportunities to enhance the main street, taking into consideration current and future uses.*
- *Implement free WIFI access at The Kodja Place and explore the feasibility of deploying free WIFI on the main street.*
- *Advocate on behalf of the businesses and residents with government and telecommunications providers to ensure the community benefits from advances in telecommunications technology.*
- *Draft a local economic development policy to create employment opportunities that attract and retain population in Kojonup.*
- *Identify opportunities to source funding and resources for local projects from the Super Town’s initiative.*

- *Support local tourism initiatives and the Kojonup Tourism Association.*
- *Support the creation of additional residential lots.*
- *Expand the Industrial Estate as required.*
- *Prepare new Town Planning Scheme*

***Building Maintenance Reserve***

*To be used for major maintenance, upgrades and renewal of Council owned buildings.*

***Historical Buildings Reserve***

*To be used for the purpose of maintaining Historical Buildings and maintaining the Municipal Heritage Inventory.*

***Employee Leave Reserve***

*To be used to fund annual and long service leave requirements.*

***Staff Housing Reserve***

*To be used for major maintenance and construction of staff housing.*

***Springhaven Lodge Reserve***

*To cash back refundable bonds paid by residents of the facility.*

***Low Income Housing Reserve***

*To be used for major maintenance of Jean Sullivan Units. All operating profit is to be transferred to this reserve in accordance with the joint venture agreement*

***Springhaven Buildings Maintenance Reserve***

*To be used for major maintenance and capital renewal of Springhaven facility buildings*

***Sporting Facility Reserve***

*To fund Council contribution to CSRFF Funding grants or to fund construction or renewal of Shire sporting facilities.*

***Bushfire Communications Reserve***

*To construct and maintain critical bushfire communication infrastructure.*

***Landfill Waste Management Reserve***

*To be used for future upkeep, maintenance, expansion, post closure activities and/or reclamation of the Shire's waste management facilities.*

***Kodja Place Tourist Precinct Reserve***

*To be used for future upkeep, maintenance, renewal and enhancement of IT equipment, communications and interactive and static displays at The Kodja Place. Expenditure from this reserve is to consider advice from The Kodja Place advisory Committee.*

***G&P Church Medical Centre Reserve***

*Established for the purpose of constructing a medical centre as defined within the existing Shire of Kojonup Town Planning Scheme No.3.*

***Energy Efficiency Reserve***

*Established to fund energy efficiency initiatives within the Shire's operations. 50% of any savings resulting from expenditure of this reserve account is to be transferred back into the reserve.*



**Land Acquisition & Development**

*To fund the purchase of land, sub-division expenses and receipt sub-division sales revenue.*

**Community Grant Scheme**

*To finance community grant scheme rounds and to financially manage larger community grants that may extend over more than one financial year.*

**Independent Living Units**

*To transfer operating profits from Loton Close units to this reserve to fund major maintenance and future asset replacement*

**Youth**

*To fund the 'Creating Opportunities for Youth' objectives within the Community Strategic Plan, namely:*

- *Explore opportunities with local schools and youth organisations to create a Youth Advisory Council to engage and advise the Shire and Councillors on youth issues.*
- *Promote the opportunities for traineeships and apprenticeships within local government.*
- *Partner with Kojonup District High School to promote the advantages of local education.*
- *Advocate for the retention of years 11 and 12 at Kojonup District High School.*

**Natural Resource Management**

*For the Shire of Kojonup to progress the following projects:*

1. *Bridal Creeper and tagasaste Eradication program.*
2. *Managing water resources including water harvesting and re-use opportunities in the Shire for the use in Kojonup parks and reserves during summer.*
3. *Undertake weed management and planting of native trees and shrubs in conjunction with Schools, Kojonup Aboriginal Corporation and community groups within identified Reserves such as:*
  - a) *Myrtle Benn, Farrar and Quin Quin;*
  - b) *Showground's area; and*
  - c) *Blackwood Road arboretum.*

*to improve bio diversity, fauna habitat and natural resource management outcomes.*

**Day Care Building Maintenance**

*For the expenditure of major building maintenance items on the Kojonup Day Care Centre building, corner of Elverd and Honner Streets, Kojonup.*

**Swimming Pool**

*To fund major refurbishment and/or asset replacement of the Kevin O'Halloran Memorial Swimming Pool.*

**Springhaven Equipment**

*To fund the replacement of major equipment and appliances at Springhaven Frail Aged Lodge.*

**Saleyards**

*The profit or loss from annual operations to be transferred to this account to fund major refurbishment and/or asset renewal of the Kojonup Saleyards.*



Reserve Account Definition Summary:

The definitions on the previous page have been constantly reviewed over the past three financial years and are considered appropriate and relevant, with the exception of:

- Economic Development Reserve – definition references the Community Strategic Plan that has been superseded by ‘Smart Possibilities’. It is recommended that the definition be amended to read:

*“To be used for the advancement of economic development within the Shire of Kojonup, specifically to fund outcomes within Key Pillar 4 – ‘Prosperity’ and Key Pillar 5 – ‘Digital’ within ‘Smart Possibilities’ the Kojonup Community Strategic Plan.”*

- Kodja Place Tourist Precinct Reserve – definition references the ‘Kodja Place Advisory Committee’ which has been replaced by a ‘Storyplace/Gallery Work Group’ and it is recommended that the reserve account definition be upgraded accordingly; and
- Youth Reserve - definition references the Community Strategic Plan that has been superseded by ‘Smart Possibilities’. It is recommended that the definition be amended to read

*“To fund new opportunities for the youth of Kojonup, specifically outcome 1.3 from ‘Smart Possibilities’ the Kojonup Community Strategic Plan.”*

Reserve Account Balances:

The following table shows reserve account balances as at 30 June 2017 and 30 June 2018 (budgeted) and a commentary on the appropriateness of these balances in conjunction with major projects planned. Recommendations within the table are made based on the following key:

- ↑ - More funds required
- ✓ - Currents funds are appropriate; and
- ↓ - Funds are surplus to needs of the account.
- ? – More information required

Recommendations have also been colour coded using a traffic light system.

NAME OF RESERVE	ACTUAL BALANCE 30 June 2017	2016 REC.	BUDGET BALANCE 30 June 2018	SUMMARY OF PURPOSE/COMMENT	2017 REC.
Plant Replacement	\$128,285	✓	\$128,809	Extra funds required, however this is planned as part of the 12 year Plant Replacement Program. What is funded by this reserve may need review as passenger vehicles are increasingly drawing on this reserve at the expenses of heavy plant.	✓
Gravel Pits	\$30,873	?	\$31,577	Direction needed. With current definition no funds required, however more funds could purchase land containing gravel pits thus ensuring supply and providing a self-sustaining investment.	?
Economic Development	\$45,110	↑	\$46,138	Change in definition is recommended in this report. Establishing a business hub, amending the town planning scheme and creating a state tech-farming epicentre will require an increase in funds - A future 'investment' area of the Council's. Additional funds were not achievable in the 2017/2018 adopted budget.	↑
Building Maintenance	\$152,153	✓	\$109,220	Current amount not specific. Note Asset Management Plan requires a quantum shift in funding of building asset renewals.	✓
Historical Buildings	\$40,925	✓	\$13,858	Current amount adequate, in conjunction with planned annual budgeted maintenance and prioritisation under the asset management plan 2017.	✓
Employee Leave	\$117,649	↑	\$140,330	Policy 2.1.8 has set a 4 year plan to increase the level of this reserve in accordance with a set formula of minimum balance.	↑
Staff Housing	\$9,974	↑	\$0	This reserve is budgeted to be closed as significant grant funding will contribute to new house construction in 2018/2019.	✓

NAME OF RESERVE	ACTUAL BALANCE 30 June 2017	2016 REC.	BUDGET BALANCE 30 June 2018	SUMMARY OF PURPOSE/COMMENT	2017 REC.
Springhaven Lodge	\$1,334,701	✓	\$1,334,701	This reserves operates as a trust fund for bonds held	✓
Low Income Housing	\$39,368	✓	\$29,065	This reserve ‘operates’ the Jean Sullivan joint venture, i.e. profit from rent transferred to reserve to fund major maintenance. Rents are set by the State.	✓
Sporting Facility	\$65,581	↑	\$37,076	Having recently adopted a master plan and major facility upgrades required, this area will be a major focus in the coming years.	↑
Springhaven Buildings Maintenance	\$71,070	✓	\$11,107	This reserve receives interest earned from the ‘Springhaven Lodge’ reserve and is used to fund major building items at Springhaven. While it has been nearly fully drawn down in recent years, vast improvements have been made at Springhaven and the reserve will rebuild adequately in the coming years.	✓
Bushfire Communications	\$121,947	?	\$24,726	The requirement for a new bush fire communications tower is currently being planned and the project scoped. The provision of a sum for asset management of this critical infrastructure is sound management and desired outcomes of Key Pillar 5 (Digital) neatly fit within this project. As the project scope evolves in early 2018, exactly how much funds will be required and when will be known.	?
Landfill Waste Management	\$12,029	↑	\$12,374	Continual improvements that are required in waste management practices highlights that this will be an area of future expenditure needs. Possible agreements with the Shire of Broomehill-Tambellup (see item 12.2 in this agenda) may bolster this reserve account.	↑

NAME OF RESERVE	ACTUAL BALANCE 30 June 2017	2016 REC.	BUDGET BALANCE 30 June 2018	SUMMARY OF PURPOSE/COMMENT	2017 REC.
Kodja Place Tourist Precinct	\$909	✓	\$930	It is envisaged that this reserve account can be used as a holding point for community donations to leverage further funding. It is important that donations can be separated from general funds and set aside for a specific purpose. Promotion of this concept is required.	✓
G & P Church Medical Centre (Donation)	\$536,769	✓	\$549,002	This item is on hold, in accordance with previous Council decisions. This reserve is the segregation of an amazing donation from other Council funds, ensuring that all interest earned remains neatly within the donation.	✓
G & P Church Medical Centre (Shire Funds)	\$18,549	✓	\$18,549	This item is on hold, in accordance with previous Council decisions. This amount is the Shire's funding portion put aside for this issue.	✓
Energy Efficiency	\$71,247	✓	\$32,871	A start to invest in energy efficiency measures (such as solar panels) that will ultimately save money on reduced power bills, which in turn can then be reinvested. Springhaven Lodge has been completed via grant funds and the Administration Office is budgeted for 2017/2018..	✓
Land Acquisition and Development	\$47,269	↑	\$18,346	Given the shortage in available residential and industrial land, and the opportunities to develop land in John Street, Soldier Road and Thornbury Close, substantially more funds are required in this area. It is acknowledged that sale of developed land will reimburse most or all of the expected costs.	↑

NAME OF RESERVE	ACTUAL BALANCE 30 June 2017	2016 REC.	BUDGET BALANCE 30 June 2018	SUMMARY OF PURPOSE/COMMENT	2017 REC.
Community Grant Scheme	\$6,406	✓	\$552	This reserve account is currently holding funds set aside for the Kojonup Theatrical Society and will be used for future community projects that span multiple financial years.	✓
Independent Living Units	\$38,983	✓	\$26,892	This reserve has been mostly utilised with the construction of new and upgrade of existing ILU's in Loton Close. Rental returns will improve the reserve over time, importantly from an asset replacement perspective.	✓
Youth	\$10,733	✓	\$10,978	A change in definition for this reserve account is proposed in this agenda item. The youth component of the Smart Possibilities will not require vast expenditure of funds, apart from staff and elected member time.	✓
Natural Resource Management	\$171,030	✓	\$87,128	This reserve account has enabled the employment of a NRM Officer and leveraged an additional \$50,000 grant funding. A very good start!	✓
Day Care Building Maintenance	\$0		\$2,600	This newly created reserve will set aside annual rental income for future major maintenance requirements.	✓
Swimming Pool	\$0		\$2,000	This asset will require replacement at some time in the future and therefore major funds are required. The 2017/2018 budget includes funds for an investigation to determine the assets future and the amount and timeline required for this reserve account will be known after this study has occurred.	↑

<b>NAME OF RESERVE</b>	<b>ACTUAL BALANCE 30 June 2017</b>	<b>2016 REC.</b>	<b>BUDGET BALANCE 30 June 2018</b>	<b>SUMMARY OF PURPOSE/COMMENT</b>	<b>2017 REC.</b>
Springhaven Equipment	\$0		\$2,000	This newly created reserve will fund urgent laundry or kitchen equipment at Springhaven Lodge. A capital budget has been provided in 2017/2018 and if not required, will be transferred to this reserve account.	✓
Saleyards	\$0		\$13,020	This newly created reserve will set aside annual operating profits from the saleyards for future major maintenance and upgrade requirements.	✓

In summary, the following reserve accounts are identified as requiring more funds:

1. Economic Development
2. Employee Leave
3. Sporting Facility
4. Landfill Waste Management
5. Land Acquisition and Development
6. Swimming Pool

There have been no reserve accounts identified that could be closed and/or reduced in value.

As the change of purpose or use of money in a reserve account different to its adopted definition requires a public consultation process, except if completed through the annual budget process, it is recommended that any changes made be completed as part of the 2017/2018 budget process, especially as those being recommended are only minor in nature.

Based on the commentary above, it is recommended that the 2018/2019 draft budget include transfers to the following reserve accounts (in priority order) to increase their balances:

1. Sporting Facility
2. Employee Leave
3. Land Acquisition and Development
4. Economic Development
5. Swimming Pool
6. Landfill Waste Management

Other Considerations:

An analysis of the appropriateness of current reserve accounts does not give consideration to any areas of major future expenditure whereby a reserve account currently does not exist. Consideration has been given to this issue at a senior management team level, especially considering an asset management focus, and the major funding requirements in the long term. A brainstorming session of the major priorities over the longer term identified the projects as listed in the table below:

<b>PROJECT</b>	<b>APPROX PROJECT FUNDING</b>	<b>COMMENTS – EARLY FUNDING STRATEGY</b>
Sports Precinct	\$4-5 million	CSRFF/BBRF Grant Funding and big increases in the Sporting Facilities Reserve
RSL Precinct/Apex Park/Library/CRC	\$2-3 million	Current Building Maintenance Reserve or create a new RSL Building reserve account, in conjunction with grant funding.
The Kodja Place Master Plan	\$6-\$9 million (building component - \$2-3 million)	Heavily dependent on grant funding and donations possibly channelled through the Kodja Place Tourist Precinct Reserve Account
Memorial Hall/ Harrison Place	\$2 million	Grant funding and loan funds. Maybe a contribution from the Building Maintenance Reserve
Tourist Railway Precinct	\$2 million	Grant funding and loan funds. Maybe a newly created Benn

		Parade Multi-facility reserve account.
Townscape	\$2 million	A townscape reserve could be created to begin saving for this project.
Great Southern Housing Initiative	\$2.2 million from Building Better Regions Fund	Grant Funded. Loans if required
Water – Quin Quin Reserve / Showground	\$500,000	Grant funding and annual operating budgets
Spring / Springhaven Precinct	\$500,000	Grant funding and annual operating budgets

Based on the commentary above, it is recommended that consideration be given to creating the following reserve accounts in the 2018/2019 draft budget:

1. RSL Building Reserve Account;
2. Benn Parade Multi-facility Reserve Account; and
3. Townscape Reserve

## CONSULTATION

Senior Management Team.

## STATUTORY REQUIREMENTS

Section 6.11 of the *Local Government Act 1995* legislates reserve accounts and states:

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —
  - (a) changes\* the purpose of a reserve account; or
  - (b) uses\* the money in a reserve account for another purpose,
 it must give one month's local public notice of the proposed change of purpose or proposed use.  
 \* *Absolute majority required.*
- (3) A local government is not required to give local public notice under subsection (2) —
  - (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or
  - (b) in such other circumstances as are prescribed.
- (4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.

## POLICY IMPLICATIONS

This report has been completed in accordance with Council Policy 2.1.8 – 'Financial Governance'

## FINANCIAL IMPLICATIONS

While the report does not in itself have a financial implication on the 'bottom line' of this years' finances, reserve accounts are one of the major funding sources for major projects and a very important financial tool in managing the finances of the Shire day-to-day.



Cash reserves are established in accordance with the *Local Government Act 1995* and maintained to accumulate funds for the following purposes:

- To smooth funding allocations over future years.
- To offset liabilities in respect of previously earned employee entitlements to the extent they require an outflow of funds not allocated in the annual budget.
- To meet statutory obligations
- To fund renewal of existing physical/built assets.
- To fund future strategic initiatives and the provision of new services and facilities to future residents.
- To buffer against unpredictable events.
- To hold unspent grants and contributions.
- Other purposes as determined by the Council from time to time.

### **STRATEGIC/CORPORATE IMPLICATIONS**

Ensuring that long term financial planning consistently reflects the adopted *Smart Possibilities* and *Smart Implementation*, is essential for success.

<b>Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”</b>		<b>Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +”</b>
<b>Key Pillar</b>	<b>Community Outcomes</b>	<b>Corporate Actions</b>
KP – 3. Performance	3.4 – Be organised and transparent with our financial management.	3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

### **RISK MANAGEMENT IMPLICATIONS**

Maintaining a suitable forward planning process that is intrinsically linked to long term financial planning minimizes many risks, including those associated with the funding of major projects or the provision of essential equipment & infrastructure.

### **ASSET MANAGEMENT IMPLICATIONS**

This item is central to good asset management, and the ability to fund identified major upgrades, renewal and replacement of assets as identified in the asset management plan. As previously mentioned, reserve accounts are one of the major funding sources for major projects and a very important financial tool in managing the finances of the Shire day-to-day, and therefore this review to ensure they remain focussed and appropriate is essential.

### **VOTING REQUIREMENTS**

Absolute Majority (changing the purpose of a reserve account)

**OFFICER RECOMMENDATION****That:**

- 1) **The annual review undertaken addressing the appropriateness of each reserve account purpose, suitability of current balances and deficiencies for the funding of future projects as identified in adopted forward plans be received.**
- 2) **The reserve account definitions be amended as follows:**
  - a. **Economic Development Reserve:**  
**To be used for the advancement of economic development within the Shire of Kojonup, specifically to fund outcomes within Key Pillar 4 – ‘Prosperity’ and Key Pillar 5 – ‘Digital’ within ‘Smart Possibilities’ the Kojonup Community Strategic Plan;**
  - b. **Kodja Place Tourist Precinct Reserve:**  
**To be used for future upkeep, maintenance, renewal and enhancement of IT equipment, communications and interactive and static displays at The Kodja Place. Expenditure from this reserve is to consider advice from the ‘Storyplace/Gallery Work Group’; and**
  - c. **Youth Reserve:**  
**To fund new opportunities for the youth of Kojonup, specifically outcome 1.3 from ‘Smart Possibilities’ the Kojonup Community Strategic Plan**
- 3) **The 2018/2019 draft budget include transfers to the following reserve accounts (in priority order) to increase their balances:**
  1. **Sporting Facility**
  2. **Employee Leave**
  3. **Land Acquisition and Development**
  4. **Economic Development**
  5. **Swimming Pool**
  6. **Landfill Waste Management**
- 4) **Consideration be given to creating the following reserve accounts in the 2018/2019 draft budget:**
  1. **RSL Building Reserve Account;**
  2. **Benn Parade Multi-facility Reserve Account; and**
  3. **Townscape Reserve**

**COUNCIL DECISION**

/17 Moved Cr , seconded Cr

CARRIED/LOST BY ABSOLUTE MAJORITY /

**11     WORKS & SERVICES REPORTS**

Nil.

## **12 REGULATORY SERVICES REPORTS**

### **12.1 WA PLANNING COMMISSION REFERRAL OF PROPOSED SUBDIVISION ON LOT 101 SOLDIER ROAD, KOJONUP**

**AUTHOR:** Phil Shephard – Town Planner

**DATE:** Friday, 10 November 2017

**FILE NO:** A455

**ATTACHMENTS:** 12.1.1 – Applicant's Letter and Plan of Subdivision  
12.1.2 – Previous WAPC Approved Subdivision Plan (Application 146190).

#### **DECLARATION OF INTEREST**

Nil.

#### **SUMMARY**

Council is being asked to consider this item as it pertains to an application submitted to the WA Planning Commission (WAPC) for approval to subdivide Lot 101 Soldier Road, Kojonup. The property has been subject to several differing subdivision and planning proposals over time that has required substantial background research by staff in preparing this report. In addition, as the subdivision is for more than 2 lots which exceeds the delegated authority available to staff, the proposal must be presented to Council for determination.

The referral period closes on 7 December 2017 and staff have requested an extension from the WAPC to enable the report and its recommendations to be considered.

The recommendation is to advise the WAPC that the Shire supports the subdivision application subject to conditions and advice being placed on the approval.

#### **BACKGROUND**

This property has been the subject of several previous subdivision applications as described in the applicant's letter and has received conditional approval twice, in November 2007 (Application 135632) and March 2013 (Application 146190), from the WAPC. These approvals have not been acted on and their time limit has expired.

#### WAPC Subdivision Approvals

The subdivision approvals from the WAPC include:

*File 135632 approved 9 November 2007 valid until 9 November 2011*

This approved plan included 99 lots ranging from 986m<sup>2</sup> - 3,097m<sup>2</sup> with 2 public open space/drainage area lots totalling 1.72 hectares. The plan included 1 new subdivisional road off Soldier Road with 26 lots above 2,000m<sup>2</sup> around the boundary of the site and 73 lots more traditionally styled as 1,000m<sup>2</sup> along Soldier Road and centrally within the site.

The plan was approved subject to 22 standard conditions of approval (and 7 advice notes) including geotechnical assessment, drain and fill, easement and uniform fencing along Cemetery boundary, sewer, water supply, fire hydrants, underground power, urban water management plan, subdivisional roads, provision of public open space (including cash-in-lieu), street lighting, upgrading of Soldier Road etc.

The applicants subsequently sought a review of part of the WAPC's decision to require the existing overhead powerline along Soldier Road to be relocated underground and WAPC agreed to remove this condition.

*File 146190 approved 12 March 2013 valid until 12 March 2017*

This approved plan included 98 lots ranging from 1,123m<sup>2</sup> - 2,401m<sup>2</sup> with 2 public open space lots totalling 1.58 hectares. The plan included 1 new subdivisional road off Soldier Road with 33 lots above 1,500m<sup>2</sup> around the boundary of the site and 65 lots around 1,200m<sup>2</sup> along Soldier Road and centrally within the site.

The plan was approved subject to 16 standard conditions of approval (and 7 advice notes) including geotechnical assessment, drain and fill, easement and uniform fencing along Cemetery boundary, sewer, water supply, underground power, urban water management plan, subdivisional roads, provision of public open space (including cash-in-lieu), upgrading of Soldier Road etc.

#### Council Proposals/Approvals

In addition, the property has also been the subject of many planning proposals presented to Council over the years. In summary these proposals and previous decisions include:

*20 March 2007 Council Meeting (Item 12.2 Resolution 25/07)*

Council adopted the draft Guided Development Plan prepared by the landowner for the site and called for submissions from government agencies and adjoining/nearby landowners.

*19 June 2007 Council Meeting (Item 12.4 Resolution 59/07)*

Council considered the submissions received from government agencies and adjoining/nearby landowners from the advertising of the draft Guided Development Plan and adopted the original Guided Development Plan for the site.

The original Guided Development Plan included 99 lots with 26 lots with a minimum lot size of 2,000m<sup>2</sup>, 65 lots with a minimum lot size of 875m<sup>2</sup> and 8 lots with a minimum lot size of 440m<sup>2</sup>. The larger lots were around the northern and western boundaries with a 20m setback to the boundaries with special rural land to the west and Cemetery to the north. All proposed lots would be connected to existing infrastructure including underground power and all internal subdivision roads will be sealed, kerbed and drained to Council specifications. Public open space is shown which includes landscaped drainage swales. The plan included 1 new subdivisional road off Soldier Road.

*21 August 2007 Council Meeting (Item 12.3 Resolution 86/07)*

Council considered a request from the landowner to vary the original Guided Development Plan notes to allow some lots to be developed to the R5 density code (i.e. 2,000m<sup>2</sup>) notwithstanding the present R10/20 density code that applied to the land.

Council adopted the modification and advised the landowner and WAPC accordingly.

*18 December 2007 Council Meeting (Item 16 Resolutions 135/07 & 136/07)*

Council considered a referral from the WAPC as part of the landowner's request for a review of the WAPC condition of approval for File 135632 requiring the existing overhead powerline along Soldier Road to be relocated underground.

Council offered no objection to the removal of the condition subject to the developer and Western Power negotiating any relocation of power poles required to provide the safest crossover point for vehicle access fronting lots on Soldier Road.

As noted above, the WAPC agreed to the request and deleted the condition.

*29 September 2009 Special Council Meeting (Item 12.1 Resolutions 99/09 & 100/09)*

Council considered a request from the landowner to vary the original Guided Development Plan to allow for larger 3,000m<sup>2</sup> unsewered lots to be developed on the site.

Council had concerns with the proposal for an unsewered subdivision with regards to the identified winter wet soil area in the developer's report.

Council subsequently adopted the revised draft Guided Development Plan for the site, subject to certain conditions, and called for submissions from government agencies and adjoining/nearby landowners. The conditions related to:

- Rezoning/recoding the land to ensure the density matches the subdivision.
- That ATU's to treat effluent and 20,000l roof collection rainwater tanks will be required to service each new dwelling.
- Council's concerns with the location of Building Envelopes marked within the identified winter wet soil area.

*17 November 2009 Council Meeting (Item 12.2 Resolution 124/09)*

Council considered a request from the landowner to undertake a scheme amendment to include additional scheme controls for density coding in Guided Development Plans adopted by Council in accordance with the Council decision at its 29 September 2009 meeting (see above).

The amendment was necessary to ensure that in the situation such as in Soldier Road where Council adopts a Guided Development Plan where the proposed density is different to that on the Scheme Map, the density shown on the adopted Guided Development Plan would prevail.

Council initiated the draft scheme amendment and commenced the referral and public comment process for scheme amendments.

*15 June 2010 Council Meeting (Item 12.2 Resolution 40/10)*

Council considered the 1 submission received from the then EPA and resolved to seek final approval to the amendment without modification from the Department of Planning (DoP)/WAPC and Minister for Planning.

*18 September 2012 Council Meeting (Item 12.1 Resolution 99/12)*

This decision involved the progress of the scheme amendment. Council had sought final approval at its 15 June 2010 meeting (see above) to the amendment without modification.

Council subsequently received advice from the WAPC that they would not support/approve the amendment in its current format as it was inconsistent with their policies and would result in a scheme provision that was outside of the powers available to the Council under the Act.

Council advised the landowner's planning consultants that whilst it supports the revised Development Guide Plan, the proposed use of the existing scheme clauses to control the future subdivision and development of the lot is not acceptable in this instance as it does not

provide the statutory controls required. Council also agreed to undertake discussions with the consultants and DoP/WAPC to determine the appropriate statutory planning response and then Shire Staff to prepare a draft scheme amendment document for Council consideration to achieve an acceptable planning outcome.

*16 February 2016 Council Meeting (Item 12.2 Resolution 17/16)*

This decision considered a request from the landowner to undertake a scheme amendment to rezone the property to Special Rural to create 4 lots (between 4 – 5 hectares in area).

Council supported ‘in-principle’ the proposed rezoning of Lot 101 Soldier Road, Kojonup to Special Rural to create 4 lots and advise the applicant to prepare supporting information to include the land within Special Rural Zone Area No. 4 – Kojonup West within the preparation of the Local Planning Strategy and new Local Planning Scheme.

## COMMENT

### Site

Lot 101 Soldier Road is located immediately south of the Cemetery as shown in the image below:



*Lot 101 Soldier Road, Kojonup bordered in red (Image Google Earth Pro)*

The property is cleared and pastured with some isolated trees and planted strips/windbreaks established. There are no dwellings or other improvements on the site. The property fronts Soldier Road which is sealed and un-kerbed with open drains. Soldier Road is a local road under the care and control of the Shire.

There are some drainage limitations to the site due to clay nature of the soil that have been identified previously by Council and previous reports.

The property is contained within the Residential Development zone with a density coding of R10/20 under the Shire's Town Planning Scheme No. 3 (TPS3). The objectives for the zone are contained within c.3.2.2 of TPS3 which advises:

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

- (a) The Council will not allow any development or support subdivision in a Residential Development Zone without the preparation of, and its approval of, a Guided Development Plan for the area.*
- (b) To allow a variety of uses in the zone without the need to rezone the area where minor modifications are required to the Guided Development Plan prior to the final subdivision.*

The density coding of R10/20 under TPS3 enables some flexibility to Council in determining lot size. Clause 5.7.3 (in part) of TPS3 states:

- (b) Residential development with the R10/20 code shall be permitted at the R10 density, however, the Council may approve developments up to the R20 density as an 'AA' use.*
- (c) Any development proposed at a density greater than R10, subject to clause (b) above, will only be considered by the Council if it can be proven that an effective method of effluent disposal, or connection to the reticulated sewer network, satisfactory to the Council's requirements, can be provided. If this cannot be provided, development of residential use shall be permitted to the R10 code.*

Council has adopted a Guided Development Plan for the site (see Background above). The proposed lot sizes are consistent with the R10 density code which allows an average lot size of 1,000m<sup>2</sup> (minimum lot size 875m<sup>2</sup>) for a single house to be developed.

#### Subdivision Proposal

The subdivision design shows 13 lots will be created with 11 lots between 1,272m<sup>2</sup> - 1,391m<sup>2</sup> in size and 2 lots of 8.99 and 9 hectares.

The proposal is generally consistent with the design in adopted Guided Development Plan which is shown as an overlay. This overlay now shows 2 future subdivisional roads off Soldier Road as a minor change to the adopted Guided Development Plan.

The applicants advise they are seeking the new approval (consistent with previous subdivision approval) to provide the landowner with certainty and flexibility to implement the subdivision. They advise the smaller lots will be serviced with sewer, water, underground power, stormwater drainage, etc. and the 2 larger lots will not be sewered until the future subdivision proceeds.

The site is identified as bushfire prone by the Department of Fire and Emergency Services mapping and the applicants have completed a Bushfire Management Plan (BMP) to support the subdivision application. They advise the BMP concludes the 11 smaller lots achieve a Bushfire Attack Level of BAL 12.5 and/or BAL Low and any new dwelling on the 2 larger lots can achieve BAL 29 or less.

The applicants conclude the subdivision proposal is logical and justified on the following grounds:

1. The proposed subdivision is able to comply with all provisions of the Guided Development Plan;
2. All lots are able to accommodate a dwelling with a manageable bushfire risk below BAL 29;



3. Appropriate sized and shaped lots can be provided allowing for easy development of dwellings on the proposed lots;
4. The proposal allows a more efficient use of the land to be achieved and complies with the objectives of the Shire of Kojonup Town Planning Scheme No. 3;
5. The proposal complies with the R10/20 zoning provided under the Shire of Kojonup Town Planning Scheme No. 3; and
6. The proposed lots can be connected to all urban services including reticulated water, underground power, sewer, telecommunications and sealed roads.

The subdivision application, if supported, should be subject to similar conditions that were imposed by the WAPC on the previous approval (Application 146190) to reflect their similarity (copy of approved plan attached). Minor changes are required due to a revised Model Subdivision Conditions Schedule (October 2017) being received by Council from the WAPC.

#### Public Open Space

This application does not include the creation of any public open space. Previous applications/approvals did contain public open space lots and cash-in-lieu requirements (see Background above).

The *Planning and Development Act 2005* (s.153(2)) states that the WAPC is ‘not to impose a requirement ...for public open space... in respect of a plan of subdivision that creates less than 3 lots.’ The requirement for public open space (minimum contribution of 10% of the gross subdivisible area) will be determined by the WAPC in accordance with their policies.

Given the small nature of the subdivision proposal and existing open space facilities already available in Kojonup for any future residents, it is not considered necessary to create any additional land for open space at this time.

The applicant/landowner can elect to pay cash-in-lieu for the public open space area in a subdivision subject to approval from the WAPC in consultation with the Local Government.

#### Previous Special Rural Rezoning Request

The previous decision of Council at its 16 February 2016 Council Meeting (Item 12.2 Resolution 17/16) to support ‘in-principle’ the proposed rezoning of Lot 101 Soldier Road, Kojonup to Special Rural to create 4 lots should be reconsidered as this may now conflict with the landowner’s intentions to continue to pursue a fully-serviced subdivision proposal on part of the site.

#### Conclusion

The subdivision application, if supported, should be subject to the same conditions as the previous advice from Council to reflect their similarity in design. The previous decision to support the proposed rezoning to Special Rural to create 4 lots should be rescinded.

The successful subdivision would provide another option for purchasers in Kojonup to acquire fully-serviced residential land close to the Kojonup town centre and its services and facilities.

### Alternate Options

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

#### **1     *Not Support the Proposal***

The Council can choose to not support the subdivision application and advise the WAPC giving reasons. If this option was chosen, the subdivision may or may not proceed, at the discretion of the WAPC.

The Council can also choose to not support the revocation of its previous February 2016 decision to support ‘in-principle’ the proposed rezoning to Special Rural.

#### **2     *Support the Proposal***

The Council can choose to support the subdivision application, with or without conditions and advise the WAPC accordingly. The Council can also choose to support the revocation of its previous February 2016 decision to support ‘in-principle’ the proposed rezoning to Special Rural.

#### **3     *Defer the Proposal***

The Council cannot defer consideration of the subdivision application (see Consultation below). The Council can choose to defer consideration of revoking its previous February 2016 decision to support ‘in-principle’ the proposed rezoning to Special Rural.

### **CONSULTATION**

Nil required.

The proposal has been referred by the WAPC to Council with a request for any information, comment or recommended conditions that Council seek the WAPC consider in assessing the application. Council is reminded that all applications for subdivision/amalgamation are submitted to, and determined by, the WAPC in consultation with relevant stakeholders (State Government bodies and Local Government). The WAPC provides 42 days for comments (closing on 7 December 2017) to be received from stakeholders. It is the WAPC’s decision to act on any advice or recommendation received from Council.

### **STATUTORY REQUIREMENTS**

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

*Local Government Act 1995* and *Local Government (Administration) Regulations 1996* – sets out the administration requirements for Local Government including conduct of meetings, employees, reporting and strategic planning, financial interests/disclosures, gifts etc.

To revoke a previous decision of Council, the following regulations apply:

#### **10.   *Revoking or changing decisions (Act s. 5.25(1)(e))***

##### **(1)   *If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported -***

- (a)   *in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or***

- (b) in any other case, by at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made -
  - (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
  - (b) in any other case, by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

## **POLICY IMPLICATIONS**

The Shire has an adopted Town Planning Scheme Policy No. 6 - Subdivision/Amalgamation Applications which advises:

### *Objective*

*To support subdivision and/or amalgamation proposals that will in Council's opinion allow for the retention and/or development of proposals continued economic growth and development of Kojonup and the district.*

### *Policy*

#### *1 Introduction and Background*

*The Council has a flexible attitude to the subdivision of land generally and in particular rural land whilst recognising the WA Planning Commission's statements in Development Control Policy 3.4 'Subdivision of Rural Land' that the WAPC will consider rural subdivision in the following exceptional circumstances:*

- a) To realign lot boundaries with no increase in the number of lots, where the resultant lots will not adversely affect rural land uses;*
- b) To protect and actively conserve places of cultural and natural heritage;*
- c) To allow for the efficient provision of utilities and infrastructure and/or for access to natural resources;*
- d) To allow for the continued occupation of existing homesteads when they are no longer used as part of a farming operation; and*
- e) For other unusual or unanticipated purposes which, in the opinion of the WAPC, do not conflict with this and other relevant policies and are necessary in the public interest.*

#### *2 Policy Requirements*

*The Council will support referrals from the WA Planning Commission for subdivision and/or amalgamations where the application achieves the following requirements:*

#### *For subdivisions:*

*In rural areas – the lot size is no smaller than the prevailing lot sizes in the vicinity, and that each lot has constructed road access to it.*

*For townsite areas – the lot size complies with the WA Planning Commission Residential Planning Codes, Department of Health draft Country Town Sewerage Policy, Scheme provisions and any adopted Town Planning Scheme Policy.*

*For amalgamations:*

*The amenity of the area is not adversely affected.*

## **FINANCIAL IMPLICATIONS**

There is no financial implication to Council from this report. All costs associated with completing the subdivision conditions are met by the landowner and/or developer.

## **STRATEGIC/CORPORATE IMPLICATIONS**

<b>Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”</b>		<b>Corporate Business Plan 2017 – 2021 “Smart Implementation”</b>
<b>Key Pillar</b>	<b>Community Outcomes</b>	<b>Corporate Actions</b>
KP2 - Connected	2.4 – Have enabled and facilitated improved housing options through public and private partnerships.	2.4.1 - Adopt new Town Planning Scheme to support infill residential growth and private subdivisions and advocate for change in the cost of development headworks at a state level.

## **RISK MANAGEMENT IMPLICATIONS**

<b>Risk Description</b>	<b>Risk Likelihood</b>	<b>Risk Consequence</b>	<b>Risk Classification</b>	<b>Risk Treatment</b>
Council does not support the proposed subdivision	Unlikely (D)	Insignificant (1)	Low	Managed by routine procedures, unlikely to need specific application of resources
Council does not revoke the previous decision to support rezoning to special rural	Possible (C)	Insignificant (1)	Low	Managed by routine procedures, unlikely to need specific application of resources

## **ASSET MANAGEMENT IMPLICATIONS**

Any infrastructure works such as new roads, drains, open space, etc. undertaken by the subdivider will become the responsibility of the Council to maintain upon successful completion of any defects liability period that apply.

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

Southern Link VROC Strategic Directions 2015-2020

Nil applicable.

## **VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION – PART 1**

That Council advise the WA Planning Commission that it:

- 1) Supports the proposed subdivision of Lot 101 Soldier Road, Kojonup as shown in WAPC Application 155838 (subject to similar conditions imposed by the WA Planning Commission on the previous 146190 application - reticulated water, underground power, sewer, telecommunications and sealed roads) and including the following conditions/advice:

<b>Drainage and Site Works Conditions</b>	
1.	Engineering drawings and specifications are to be submitted and approved, and works undertaken in accordance with the approved engineering drawings and specifications and approved plan of subdivision, for the filling and/or draining of the land, including ensuring that stormwater is contained on-site, or appropriately treated and connected to the local drainage system. Engineering drawings and specifications are to be in accordance with an approved Urban Water Management Plan (UWMP) for the site. (Local Government)
2.	Prior to the commencement of subdivisional works, the landowner/applicant is to provide a pre-works geotechnical report certifying that the land is physically capable of development or advising how the land is to be remediated and compacted to ensure it is capable of development; and In the event that remediation works are required, the landowner/applicant is to provide a post geotechnical report certifying that all subdivisional works have been carried out in accordance with the pre-works geotechnical report. (Local Government)
3.	Drainage easements and reserves as may be required by the local government for drainage infrastructure being shown on the diagram or plan of survey (deposited plan) as such, granted free of cost, and vested in that local government under Sections 152 and 167 of the <i>Planning and Development Act 2005</i> . (Local Government)
<b>Fire and Emergency Conditions</b>	
4.	A notification, pursuant to Section 165 of the <i>Planning and Development Act 2005</i> , is to be placed on the certificate(s) of title of the proposed lot(s) with a Bushfire Attack Level (BAL) rating of 12.5 or above, advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows: <i>'This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and is subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land'</i> (Western Australian Planning Commission)

<b>Lot Design Conditions</b>	
<b>5.</b>	<b>The landowner/applicant shall make arrangements to ensure that prospective purchasers of lots subject of a Local Development Plan are advised in writing that Local Development Plan provisions apply. (Local Government)</b>
<b>Transport, Roads and Access Conditions</b>	
<b>6.</b>	<b>Engineering drawings and specifications are to be submitted, approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications, to ensure that those lots not fronting an existing road are provided with frontage to a constructed road(s) connected by a constructed road(s) to the local road system and such road(s) are constructed and drained at the landowner/applicant's cost. As an alternative, and subject to the agreement of the Local Government the Western Australian Planning Commission (WAPC) is prepared to accept the landowner/applicant paying to the local government the cost of such road works as estimated by the local government and the local government providing formal assurance to the WAPC confirming that the works will be completed within a reasonable period as agreed by the WAPC. (Local Government)</b>
<b>7.</b>	<b>Engineering drawings and specifications are to be submitted and approved and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications to ensure that:</b> <ol style="list-style-type: none"> <li><b>a. Street lighting is installed on all new subdivisional roads to the standards of the relevant licensed service provider; and/or</b></li> <li><b>b. Roads that have been designed to connect with existing or proposed roads abutting the subject land are coordinated so the road reserve location and width connect seamlessly; and/or</b></li> <li><b>c. Temporary turning areas are provided to those subdivisional roads that are subject to future extension; and/or</b></li> <li><b>d. A footpath along the front of the residential lots proposed along Soldier Road,</b></li> </ol> <b>to the satisfaction of the Western Australian Planning Commission. (Local Government)</b>
<b>8.</b>	<b>Satisfactory arrangements being made with the local government for the full cost of upgrading of Soldier Road adjacent to the subdivision area. (Local Government)</b>
<b>9.</b>	<b>Suitable arrangements being made with the local government for the provision of vehicular crossover(s) to service the lot(s) shown on the approved plan of subdivision. (Local Government)</b>

<i>Advice Notes</i>	
<b>1</b>	<i>Condition 1 has been imposed in accordance with Better Urban Water Management Guidelines (WAPC 2008). Further guidance on the contents of urban water management plans is provided in ‘Urban Water Management Plans: Guidelines for preparing and complying with subdivision conditions’ (Published by the then Department of Water 2008).</i>
<b>2</b>	<i>Upon further subdivision of the lot adjoining the Cemetery, uniform fencing being constructed along the boundaries of all the proposed lots abutting the Cemetery will be required.</i>

- 2) Does not require any additional public open space to be created. Given the small nature of the subdivision proposal and existing open space facilities already available in Kojonup for any future residents, it is not considered necessary to request any additional land for open space at this time.

#### COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

#### VOTING REQUIREMENTS

Absolute Majority

#### OFFICER RECOMMENDATION – PART 2

That Council revoke the previous decision at its 16 February 2016 Council Meeting (Item 12.2 Resolution 17/16) to support ‘in-principle’ the proposed rezoning of Lot 101 Soldier Road, Kojonup to Special Rural to create 4 lots as this now conflicts with the landowner’s intentions to continue to pursue a fully-serviced subdivision proposal on part of the site.

#### COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST BY ABSOLUTE MAJORITY /

## Attachment 12.1.2





## 12.2 PROPOSAL TO RECEIVE HOUSEHOLD WASTE FROM THE SHIRE OF BROOMEHILL-TAMBELLUP

AUTHOR: Mort Wignall, Manager Regulatory Services

DATE: Friday, 1 December 2017

FILE NO: WM.SVP.2

ATTACHMENT: 12.2.1 – Landfill Costs Spreadsheet by Waste Consultant, Ian Watkins, of IW Projects  
12.2.2 – Draft Letter of Offer to Shire of Broomehill-Tambellup

### DECLARATION OF INTERST

Nil

### SUMMARY

To seek Council's endorsement of a proposal to receive household waste from Shire of Broomehill-Tambellup for disposal at Council's landfill site off Albany Highway.

### BACKGROUND

Following the workshop presented to a Council Briefing Session 15 August 2017 by waste consultant, Ian Watkins of IW Projects, a cost/tonne document has been developed for the Shire of Broomehill-Tambellup to dispose of their household waste at Kojonup's landfill which requires the endorsement of Council prior to offering this arrangement to them for their consideration.

### COMMENT

With the exception of industrial waste (which the Shire of Broomehill-Tambellup propose to still dispose of at the town site landfills in Broomehill and Tambellup) they have enquired as to whether the Shire of Kojonup is able to receive their household waste for disposal at Kojonup's landfill off Albany Highway.

Following this request a presentation the waste consultant was arranged to brief Council on options for landfilling waste as well as workshopping whole of life costs of operating the landfill, including progressive rehabilitation of used waste cells and post closure management and monitoring of the site.

This information was necessary to ascertain an appropriate fee/charge for disposal of waste from Shire of Broomehill-Tambellup as no such fee currently exists and they needed an indication of the fee/charge that was likely to apply should Council agree to receive their household waste. Council also needed to be assured that the additional waste received from Broomehill-Tambellup would not increase the volume of waste disposed of at the landfill beyond the threshold of 5000 tonnes/annum prescribed under the *Environmental Protection (Rural Landfill) Regulations 2002*. The combined annual tonnes to be disposed of with the inclusion of Household waste from Broomehill-Tambellup is estimated at 3,343 tonnes which is well within the threshold limit and is unlikely to increase in the foreseeable future.

A fee/charge of \$65.00/tonne for disposal of their household waste at Kojonup's landfill site has been calculated and requires the endorsement of Council prior to formally advising them of the proposed fee/charges that will apply if this matter is progressed to a formal arrangement.

Part of the \$65/tonne will be an operational cost in disposing of the waste, cover and compaction on a weekly basis by the waste contractor with the balance of funds placed in the

Landfill Waste Reserve account to be used for rehabilitation of used cells and post closure management and monitoring of the site.

### CONSULTATION

- Council Briefing Session 15 August 2017 with Keith Williams, CEO of Shire of Broomehill-Tambellup in attendance.
- Waste consultant Ian Watkins of IW Projects.
- Council's Waste Contractor – Warren Blackwood Waste

### STATUTORY REQUIREMENTS

*Environmental Protection (Rural Landfill) Regulations 2002*

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

As the cost for disposal of household waste from Shire of Broomehill-Tambellup will be fully recoverable through the imposition of fees/charges there are no negative financial implications nor is there a financial disadvantage to Kojonup rate payers. Part of the \$65/tonne will be an operational cost in disposing of the waste, cover and compaction on a weekly basis by the waste contractor with the balance of funds placed in the Landfill Waste Reserve account to be used for rehabilitation of use cells and post closure management and monitoring of the site.

### STRATEGIC/CORPORATE IMPLICATIONS

<b>Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”</b>		<b>Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +”</b>
<b>Key Pillar</b>	<b>Community Outcomes</b>	<b>Corporate Actions</b>
KP – 4 Prosperity	4.3 – Be attracting support industries and diverse and new business sectors to the region	4.3.6 – Promote positive environmental and waste management and reduction messages in the community 4.3.9 – Develop and adopt a Waste Management Plan

### RISK MANAGEMENT IMPLICATIONS

Ongoing effective management of the landfill site in accordance with *Environmental Protection (Rural Landfill) Regulation 2002* requirements and availability of land for landfilling at either ground or above ground will minimise any risk in disposing of household waste from Shire of Broomehill-Tambellup.

### ASSET MANAGEMENT IMPLICATIONS

The landfill site is unlikely to be impacted by the disposal of additional household waste which will be managed by Council's appointed waste contractor in accordance with their contract for management of the landfill site, therefore no implications are expected.

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

Although a member of the Southern Link VROC the Shire of Broomehill-Tambellup is dealing with Shire of Kojonup on their own behalf in this matter and there are no implications for the Southern Link VROC.

**VOTING REQUIREMENTS**

Simple Majority.

**OFFICER RECOMMENDATION****That Council:**

1. Endorse the disposal of household waste from Shire of Broomehill-Tambellup at Council's landfill site off Albany Highway for a fee/charge of \$65.00/tonne;
2. Annually reviews the fee as part of the draft budget process which includes a review of all Fees & Charges; and
3. Allocate the balance of the \$65.00/tonne fee for disposal of waste to the Landfill Waste Management Reserve account to meet the cost of rehabilitation, post closure management and monitoring of the site.

*Advice Note:*

*The annual volume of household waste that will be received at the landfill from Shire of Broomehill-Tambellup is approximately 600 tonnes based on recent waste census data submitted to the Department of Water & Environment Regulation. This figure together with Kojonup's annual tonnage of 2,743 tonnes equals 3,343 tonnes which is well within the 5,000 tonne limit for the landfill category Kojonup is currently registered for.*

**COUNCIL DECISION**

/17 Moved Cr , seconded Cr

CARRIED/LOST /

## Attachment 12.2.1

## Kojonup Landfill Costs

Option 1 - Cease Landfilling at Ground Level			
Description	Cost	Cost/t	Comment
<b>Annual Costs</b>			
Governance and Administration	\$ 30,000.00	\$ 10.94	
Land Costs:			
Land Purchase	\$ -	\$ -	Land cost of \$35,000. Cost deemed recovered from gravel extraction.
Annual Access Fee	\$ 600.00	\$ 0.22	
Licence Fee	\$ -	\$ -	Registered landfill has no annual licence fee (> 5,0000 tpa)
Landfill Operations Costs:			
Contractor Cost	\$ 180,000.00	\$ 65.63	Based on 2015 VROC tender process
Cell Excavation	\$ 8,000.00	\$ 2.92	One trench per year
Road Maintenance	\$ 15,000.00	\$ 5.47	Site access road
General Site Maintenance	\$ 5,000.00	\$ 1.82	Fencing, clean out cattle grid, fencing repairs
Consultants:			
Survey	\$ 1,000.00	\$ 0.36	
Waste Management	\$ 3,000.00	\$ 1.09	
Rehabilitation	\$ 2,000.00	\$ 0.73	
Miscellaneous Costs	\$ 5,000.00	\$ 1.82	General item to cover unknown costs
Progressive Closure Costs:			
Capping	\$ 5,737.50	\$ 2.09	1.5 m deep x 15 m wide x 85 m long = 1,912 m3 at \$3/m3. No cover imported.
Rehabilitation	\$ 9,562.50	\$ 3.49	15 m x 85 m = 1,275 m2 at 7.5/m2
Post-Closure Costs:			
Cell Monitoring/Maintenance	\$ 5,000.00	\$ 1.82	Annualised cost to monitor, maintain and report on a single cell for a 3 year closure period. \$15,000 total cost.
<b>Total Annual Cost</b>	<b>\$ 269,900.00</b>		
Shire Population	2,100		Estimate. Actual population of 2013 was estimated at 2,033

Number of households	840		Calculated based on 2.5 people per household
Quantity of waste landfilled/HH (t)	1,306		Value from DWER 2015-16 Waste and Recycle Census
Quantity of domestic waste landfilled (t)	1,097		Calculated, assumption is that all domestic waste is landfilled. Some will stay on farms.
Quantity of commercial waste landfilled (t)	1,646		Increased to fill a single waste trench in a year = 150% of domestic waste quantity
Total quantity of waste landfilled (t)	2,743		Calculated
Total quantity of waste landfilled (m3)	4,571		Calculated based on a landfill waste density of 600 kg/m3
Typical waste trench volume (m3)	4,536		Calculated based on trench excavation dimensions
<b>Annual Landfill Cost/tonne</b>	<b>\$ 98.41</b>		
<b>Annual Landfill Cost/m3</b>	<b>\$ 59.05</b>		
<b>Annual Cost/Capita</b>	<b>\$ 51.41</b>		
<b>Annual Cost/household</b>	<b>\$ 128.52</b>		
<b>Annual Commercial Waste Cost</b>	<b>\$ 161,940.00</b>		

<b>Option 2 - Aboveground Landfilling to + 15 m Above NGL = Approx Double Option 1 Airspace Volume</b>			
<b>Description</b>	<b>Cost</b>	<b>Cost/t</b>	<b>Comment</b>
<b>Annual Costs</b>			
Governance and Administration	\$ 30,000.00	\$ 10.94	
Land Costs:			
Land Purchase	\$ -	\$ -	
Annual Access Fee	\$ 600.00	\$ 0.22	
Licence Fee	\$ -	\$ -	
Landfill Operations Costs:			
Contractor Cost	\$ 180,000.00	\$ 65.63	
Cell Excavation	\$ 4,000.00	\$ 1.46	Half of Option 1
Road Maintenance	\$ 15,000.00	\$ 5.47	
General Site Maintenance	\$ 5,000.00	\$ 1.82	
Consultants:			
Survey	\$ 1,000.00	\$ 0.36	
Waste Management	\$ 3,000.00	\$ 1.09	
Rehabilitation	\$ 1,000.00	\$ 0.36	Half of Option 1
Miscellaneous Costs	\$ 5,000.00	\$ 1.82	
Progressive Closure Costs:			
Capping	\$ 2,868.75	\$ 1.05	Half of Option 1
Rehabilitation	\$ 4,781.25	\$ 1.74	Half of Option 1
Post-Closure Costs:			
Cell Monitoring/Maintenance	\$ 2,500.00	\$ 0.91	Half of Option 1
<b>Total Annual Cost</b>	<b>\$ 254,750.00</b>		
Shire Population	2,100		
Number of Households	840		
Quantity of waste landfilled/HH (t)	1.306		
Quantity of domestic waste landfilled (t)	1,097		

Quantity of Commercial waste landfilled (t)	1,646		
Total Quantity of waste landfilled (t)	2,743		
Total Quantity of waste landfilled (m3)	4,571		
Typical waste trench volume (m3)	4,536		
<b>Annual Landfill Cost/tonne</b>	<b>\$ 92.89</b>		
<b>Annual Landfill Cost/m3</b>	<b>\$ 55.73</b>		
<b>Annual Cost/Capita</b>	<b>\$ 48.52</b>		
<b>Annual Cost/household</b>	<b>\$ 121.31</b>		
<b>Annual Commercial Waste Cost</b>	<b>\$ 152,850.00</b>		

<b>Impact of Receiving External Waste - Aboveground Landfilling</b>			
Additional waste being landfilled (tpa)	600		SoBT estimated waste quantity
Current waste being landfilled	2,743		
Percentage increase	22%		
Description	Cost	Cost/t	Comment
<b>Annual Costs</b>			
Governance and Administration	\$ 30,000.00	\$ 10.94	
Land Costs:			
Land Purchase	\$ -	\$ -	
Annual Access Fee	\$ 600.00	\$ 0.22	
Licence Fee	\$ -	\$ -	
Landfill Operations Costs:			
Contractor Cost	\$ 180,000.00	\$ 65.63	
Cell Excavation	\$ 4,875.08	\$ 1.78	Increase in voidspace required
Road Maintenance	\$ 15,000.00	\$ 5.47	
General Site Maintenance	\$ 5,000.00	\$ 1.82	
Consultants:			
Survey	\$ 1,000.00	\$ 0.36	
Waste Management	\$ 3,000.00	\$ 1.09	
Rehabilitation	\$ 1,000.00	\$ 0.36	
Miscellaneous Costs	\$ 5,000.00	\$ 1.82	
Progressive Closure Costs:			
Capping	\$ 2,868.75	\$ 1.05	Increased horizontal progression; hence, more capping required
Rehabilitation	\$ 4,781.25	\$ 1.74	Increased horizontal progression; hence, more rehabilitation required
Post-Closure Costs:			
Cell Monitoring/Maintenance	\$ 2,773.46	\$ 1.01	Increased by half the increase in tonnage to cover the additional maintenance. The monitoring component will be unchanged.
<b>Total Annual Cost</b>	<b>\$ 255,898.55</b>		

Total quantity of waste landfilled (t)	3,343		
Total quantity of waste landfilled (m3)	5,571		Calculated based on a landfill waste density of 600 kg/m3
<b>Annual Landfill Cost/Tonne</b>	<b>\$ 76.56</b>		
<b>Percentage decrease in landfill cost</b>	<b>18%</b>		



**Attachment 12.2.2**

Keith Williams  
Chief Executive Officer  
Shire of Broomehill-Tambellup  
46-48 Norrish Street  
Tambellup WA 6320

28<sup>th</sup> November 2017

RE: HOUSEHOLD WASTE DISPOSAL AT KOJONUP LANDFILL SITE

Dear Keith,

In response to an enquiry from you regarding disposal of Shire of Broomehill-Tambellup's household waste at Shire of Kojonup's landfill site, we arranged for waste consultant Ian Watkins of IW Projects to brief Council on options for disposal of waste as well as workshopping whole of life costs of operation of the landfill site, which you attended.

The options for landfill operations included in ground burial of waste in trenches as well as aboveground landfilling.

Whole of life costs of operating the landfill using either of the two options was also necessary to determine actual costs of operating the landfill, including progressive rehabilitation of used cells and post closure management and monitoring of the site.

The costs also needed to be identified to ascertain an appropriate cost/tonne for disposal of waste received from outside the Shire of Kojonup which would need to be incorporated in our Schedule of Fees and Charges.

1. **Cost/Tonne to Dispose of Waste :** The cost to Council landfilling at ground level which is the current method used is estimated at \$98.41/ tonne, based on figures used by the consultant in his spread sheet for Option 1, Landfilling at Ground Level, where \$180,000.00 Contractor Costs was listed. However this figure is inclusive of Transfer Station costs which is not relevant in this case. Therefore the figure of \$180,000.00 has been adjusted (reduced) by 50%, resulting in a cost/tonne for disposal of waste at the landfill facility of \$65.00. The estimated cost of utilising the above ground method of landfill is slightly less. However we do not propose to commence this method of landfill at present so have only applied costs relevant to the current method of in ground (trenching) disposal of waste.
2. **Cost of Transport by Contractor:** the figure of \$65.00/tonne is not inclusive of costs for transport of the waste by your contractor to the landfill site who will invoice you for this service, as well as for transport of waste collected in the 30 cubic metre bins located at each of the Transfer Stations which I understand contain approximately 50% household waste from farming properties and may also be disposed of at our landfill.
3. **Annual Cost For Disposal of Household Waste at Kojonup Landfill:** Based on a Shire of Broomehill-Tambellup estimated waste quantity (weekly verge side collection of household waste), of 600 tonnes per annum, the cost of disposal at Shire of Kojonup's landfill site will be:

**600 tonnes @ \$65.00/tonne = \$39000.00**

This amount will be payable in four equal instalments of \$9750.00 and is exclusive of any costs associated with disposal of additional waste from the 30 cubic metre bins located at each of the Transfer Stations, for which you will be invoiced separately by Council based on the number of bins serviced by your waste contractor who will submit a monthly “running sheet” to us itemising the dates of collection.

4. **Review of Fees/Charges:** Fees and charges for disposal of household waste at the landfill site will be reviewed annually as part of the annual budget process, adjusted accordingly and will take into account any change in the method of landfill ie ground level (trenches), above ground landfilling or combination of both methods.
5. **Condition of This Arrangement:** Ongoing use of our landfill for disposal of household waste from Shire of Broomehill-Tambellup is conditional on the annual volume of all waste committed to the landfill not exceeding the threshold of 5000 tonnes as prescribed in the Environmental Protection (Rural Landfill) Regulations 2002. However, based on current estimates the annual volume of all waste disposed of at the site is 2743 tonnes and with an additional 600 tonnes from Shire of Broomehill-Tambellup, is still well within the 5000 tonnes per annum threshold which is not expected to change in the foreseeable future. However, if in the longer term the volume of waste per annum committed to the Kojonup landfill is substantially increased, Council reserves the right to restrict waste received at the site to that which originates from within the Shire of Kojonup and you will be advised in writing of our intentions in this regard should this unlikely situation arise.

I look forward to your advice as to whether you commit to disposing of household waste at the Kojonup landfill site and should you wish to discuss the matter further please contact the undersigned on 9831 2407 or email [mrcs@kojonup.wa.gov.au](mailto:mrcs@kojonup.wa.gov.au).

Yours sincerely

Mort Wignall  
Manager Regulatory Services

### 12.3 MATTHEWS TRANSPORT DEPOT – DEVELOPMENT APPROVAL FOR INSTALLATION OF FUEL TANKS AND BOWSERS FOR TRUCKS

AUTHOR: Phil Shephard – Town Planner  
DATE: Monday, 4 December 2017  
FILE NO: A24450  
ATTACHMENTS: 12.3.1 – Applicant's Letter and Plans  
12.3.2 – Adopted Concept Site Plan

#### DECLARATION OF INTEREST

Nil.

#### SUMMARY

To consider a proposal for development approval to install new fuel tanks and bowzers to service the Matthews Transport truck fleet.

The proposed position of the fuel tank/bowzers is different to the site shown in the adopted Concept Site Plan for the transport depot site and it must be presented to Council for consideration.

The recommendation is to approve a variation to the adopted Concept Site Plan and grant development approval subject to conditions.

#### BACKGROUND

The transport depot site use/development is subject to a set of conditions of use and a Concept Site Plan within Schedule VII Additional Uses of Town Planning Scheme No. 3 (TPS3). All land uses and development must be generally in accordance with the adopted Concept Site Plan (copy attached).

The proposed site of the fuel tank/bowzers is not in accordance with the adopted Concept Site Plan and Matthews Transport have requested Council consider a change to the adopted Concept Site Plan.

#### COMMENT

##### Proposal

The development as set out in the attached applicant's letter and plans will include:

- 2 new fuel tanks (110kL diesel self-bunded above ground and unspecified sized Ad-blue above ground).
- 2 new fuel bowzers and 1 bowser for Ad-blue (on concrete containment slab).
- Underground piping, fuel management system to control access, overflow protection system.
- CCTV camera.

The plans attached for the new diesel fuel tank show it to be approximately 3.5m high (max. height 4.9m) and 14m long and will be painted white in colour. The fuel tank will be located in front of the existing shed on the property and be setback approximately 32m to the front boundary with Albany Highway and 6.2m from the side boundary with Partridge Street.

The bowzers will be located south of the existing central driveway on the property and be setback approximately 39m to the front boundary with Albany Highway and 38m from the side boundary with Partridge Street.

The applicants are requesting Council allow the new position for the fuel tanks/bowsers for the following reasons:

- The site shown on the adopted Concept Plan is isolated from view and poses a safety and security risk that is mitigated by the proposed position.
- The new location places the fuel tank and refuelling activities within the Commercial zone as per TPS3.
- Accidents do occur with filling vehicles and the site shown on the adopted Concept Plan is isolated from view and a slip, fall etc. may go unnoticed whereas having the facility in view of passing traffic would lead to early detection of any issue.
- Having the site isolated/hidden at the rear of the lot provides greater incentive for vandalism and fuel theft despite the controls to be imposed.
- Installation of the new facility will enable the existing underground tanks and bowsers to be removed from Matthews' current yard as they are past their use-by-date and would remove the present blocking of the intersection by trucks using the bowsers.

The applicants advise due to the size the new facility will require a Dangerous Goods Storage and Handling Licence from the Department of Mines, Industry Regulations and Safety (DMIRS) and will comply with all relevant regulations and standards. The applicant has engaged a consultant who is authorized by DMIRS to certify installation for licencing.

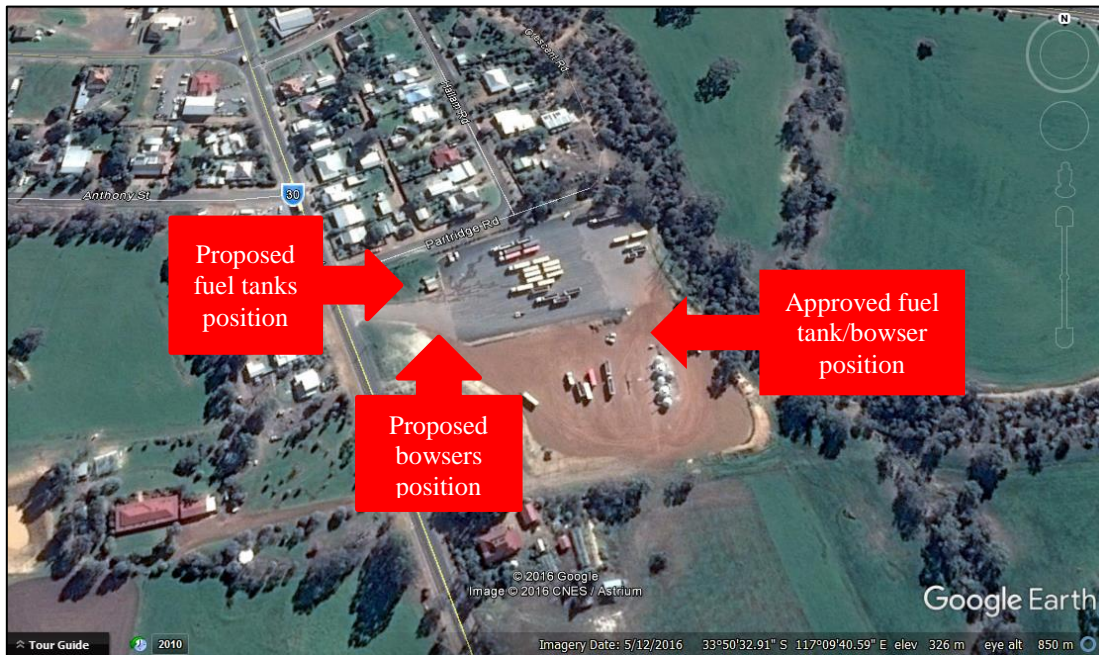


*Street view image showing transport depot site and proposed position of fuel tanks/bowsers  
(Source: Google Earth Pro)*

### Town Planning Scheme No. 3 controls

The transport depot site use/development is controlled by a set of conditions of use and a Concept Site Plan. The adopted Concept Site Plan shows a 100,000L above ground fuel storage tank and filling station that was proposed to be located at the rear (eastern side) of the property (see image as follows).





*Aerial image showing transport depot site and approved/proposed position of fuel tanks/bowsters (Source: Google Earth)*

TPS 3 has 11 conditions applying to the site and conditions 1, 3 and 8 are relevant to the request from Matthews Transport. They state:

1. *All development of the premises for transport depot uses shall be generally in accordance with adopted Concept Site Plan (DWG SK1 Dated Aug 08) or any minor variation approved by Council. Minor additional uses may be permitted by the Shire of Kojonup if it is satisfied that the use is incidental and ancillary to the predominant transport depot use.*
3. *No access/egress or use of Partridge Street for any transport depot activities is permitted.*
8. *Fuel storage shall be the subject of a separate planning consent application and shall be developed in accordance with the relevant standards and requirements.*

Condition 1 of the scheme controls allows for, subject to Council approval, changes or variations to occur to elements in the adopted Concept Site Plan for the transport depot site. The proposal complies with condition 3 and does not show any use of Partridge Road with all vehicle access to be from Albany Highway.

As noted above, the applicants are accredited consultants with the Department of Mines, Industry Regulations and Safety and have sought development approval from Council and commit to ensuring the development complies with all relevant fuel storage/supply regulations and standards.

The change to the position of the fuel tanks requires Council approval and Council must be satisfied that the variation represents a minor change to the original proposal in the adopted Concept Site Plan. Should the Council consider that the proposed new site is not generally consistent with the adopted Concept Site Plan or is not a minor variation, then Council could decide to advertise the proposal and refer it to adjoining/nearby landowners for comment prior to determining its acceptability.

Alternatively, the fuel tanks could be located to the south-side of the main driveway which would significantly increase the distance between the tanks and housing along Partridge Road and would be expected to reduce potential future complaints from residents. Ideally the tank should be orientated east-west to further reduce its visual impact from Albany Highway (remembering visually it has the same impact as a truck trailer without the wheels when viewed from the side).

### Bushfire Planning

Part of the property is shown as bushfire prone by the Department of Fire and Emergency Services mapping (see image below). The risk is associated with the bushland along the old railway line reserve at the rear (east) of the property.

The application did not include any particulars on the proposal and compliance with the WA Planning Commission's State Planning Policy No. 3.7: Planning in Bushfire Prone Areas. Staff are liaising with the Department of Fire and Emergency Services to determine the requirements for the application which is to mitigate risk of a bushfire affecting the tank/bowsers (high-risk land use).



An alternative would be to locate the fuel tanks to the south-side of the main driveway which would be outside of the bushfire prone mapped area.

### TPS3 Considerations

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

Matter to be Considered	Response
(a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	The proposal is considered to be consistent with the aim and provisions of TPS3 and the controls adopted for the transport depot site.
(b) The requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under	The proposal involves a discretionary development which is permissible at Council's discretion.

Matter to be Considered	Response
the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving;	The proposal is recommended to be approved subject to certain conditions being met.
(m) The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	<p>The proposed fuel tanks/bowsers are compatible with the use and development of the site as a transport depot site.</p> <p>The fuel tank is the same height as the existing shed and will be partly shielded from view by the existing landscaping strip planted along Partridge Road as a condition of approval.</p> <p>The fuel tanks and bowsers utilising submersible pumps etc. are not expected to generate any additional noise impacts to nearby residences. All fuel deliveries should be undertaken in daylight hours to assist reduce noise impacts.</p> <p>It is expected that any lighting of the bowsers will ensure they are appropriately shielded to prevent light spill outside of the site.</p> <p>Alternatively, the fuel tanks could be located to the south-side of the main driveway which would significantly increase the distance between the tanks and housing along Partridge Road and would be expected to reduce potential future complaints from residents. Ideally the tank should be orientated east-west to further reduce its visual impact from Albany Highway.</p> <p>With those changes noted above, the proposal is expected to be compatible with surrounding properties.</p>
(n) The amenity of the locality including the following - (i) Environmental impacts of the development; (ii) The character of the locality; (iii) Social impacts of the development;	<p>See comments in m) above.</p> <p>The proposed fuel tanks/bowsers are not expected to negatively impact on the amenity of the locality.</p> <p>As noted by the applicant, the removal of the existing tanks/bowser at the other Matthews Transport site on the corner of Blackwood Road/Albany Highway will remove a present traffic problem where blocking of the sight lines at the intersection by trucks using the bowsers.</p>
(o) The likely effect of the development on the natural environment or water resources and any means that are	The proposal is not expected to adversely affect the natural environment or any water resources.

Matter to be Considered	Response
proposed to protect or to mitigate impacts on the natural environment or the water resource;	
(p) Whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	No vegetation will be impacted by the proposal and no additional landscaping is considered necessary in this instance.
(q) The suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;	Except bush fire risk, the land is considered suitable for the proposal and is not affected by any known natural hazard.
(r) The suitability of the land for the development taking into account the possible risk to human health or safety;	The land is considered suitable for the proposal. The proposal will be licensed and the applicant has committed to comply with all relevant fuel storage and handling requirements. As noted in m) above, the relocation of the fuel tanks to the south-side of the main driveway would significantly increase the distance between the tanks and housing along Partridge Road and therefore reduce any possible risk to human health or safety.
(s) The adequacy of - (i) The proposed means of access to and egress from the site; and (ii) Arrangements for the loading, unloading, manoeuvring and parking of vehicles;	The transport depot site has existing approved access/egress from Albany Highway and no changes are proposed. All loading /unloading activities for the fuel tanks/bowsers will be completed on-site.
(t) The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	The fuel tank/bowsers are to service Matthews Transport fleet only and are not expected to increase the amount of traffic generated to and from the site. All surrounding roads are sealed, kerbed and drained and the existing road network can cater for the traffic. Refer also to the comments in (s) above.
(w) The history of the site where the development is to be located;	The site has a long-standing use as a transport depot site in Kojonup operated by Matthews Transport.
<i>c.78E.(1) of the Planning and Development (Local Planning Schemes) Amendment Regulations 2015</i> In considering an application for development approval for development to which this Part applies, the local government is to have regard to the bushfire resistant construction requirements of the Building Code.	Much of the property is shown as bush fire prone by the Department of Fire and Emergency Services mapping. Staff are discussing the fire mitigation requirements with the Department of Fire and Emergency Services. The relocation of the fuel tanks to the south-side of the main driveway would see them



Matter to be Considered	Response
	located outside of the bushfire prone mapped area.

### Conclusion

The proposal is considered to generally comply with those relevant matters listed in the above table and can be approved subject to conditions.

Should the Council consider the proposed new site is not generally consistent with the adopted Concept Site Plan, then it would be open for Council to advertise the proposal and refer it to adjoining/nearby landowners for comment prior to determining its acceptability.

### Alternate Options

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

#### **1 Not Support the Proposal**

The Council can choose to not support the proposed change to the adopted Concept Site Plan and require the fuel tanks/bowsers to be placed in the approved position at the rear of the site.

#### **2 Support the Proposal**

The Council can choose to support the proposed change to the adopted Concept Site Plan and approve the fuel tanks/bowsers to be placed at the front of the site.

#### **3 Defer the Proposal**

The Council can choose to defer consideration of the proposal and refer/advertise it for public comment prior to determining the application.

### **CONSULTATION**

Nil undertaken. Should the Council consider the proposed new site is not generally consistent with the adopted Concept Site Plan, then it would be open for Council to advertise the proposal and refer it to adjoining/nearby landowners for comment prior to determining its acceptability.

### **STATUTORY REQUIREMENTS**

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

*Dangerous Goods Safety Act 2001* and *Dangerous Goods Safety (Handling and Storage of Non-explosives) Regulations 2007* – The construction and operation of the new fuel tanks and bowsers at Lot 601 and the removal and decommissioning of the old fuel tank/bowsers at Lot 101 are required to comply with the Act and associated regulations.

### **POLICY IMPLICATIONS**

There are no Council policies relevant to this report.

### **FINANCIAL IMPLICATIONS**

The applicants have paid the development application fee of \$640 as set down in the adopted 2017/18 List of Fees and Charges.

**STRATEGIC/CORPORATE IMPLICATIONS**

<b>Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”</b>		<b>Corporate Business Plan 2017 – 2021 “Smart Implementation”</b>
<b>Key Pillar</b>	<b>Community Outcomes</b>	<b>Corporate Actions</b>
KP4 – Prosperity	4.1 – Be providing business assistance for growth in small local industry.	N/A
	4.3 – Be attracting support industries and diverse and new business sectors to the region.	4.3.4 – Drive population growth through the support of local industry, development of new industry and promotion of Kojonup’s point of difference.

**RISK MANAGEMENT IMPLICATIONS**

<b>Risk Description</b>	<b>Risk Likelihood</b>	<b>Risk Consequence</b>	<b>Risk Classification</b>	<b>Risk Treatment</b>
Council does not support the proposal	Unlikely (D)	Insignificant (1)	Low	Managed by routine procedures, unlikely to need specific application of resources

**ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications relevant to this report.

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

Southern Link VROC Strategic Directions 2015 – 2020

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

Regional Community Development

Goal Five: Build capacity to enable communities to achieve.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**That Council grant development approval for the new fuel tanks/bowsers on Lot 601 Albany Highway, Kojonup for Matthews Transport subject to the following conditions:**

- a) The tanks/bowsers to be located to the south-side of the main driveway to the satisfaction of the Chief Executive Officer;**
- b) The fuel to be supplied to Matthews Transport vehicles/contractors only;**
- c) No alteration, including the number or capacity of the tanks/bowsers, is permitted without Development Approval being granted by the Shire of Kojonup;**
- d) The implementation of a fire strategy to mitigate risk of a bushfire affecting the tank/bowsers (high-risk land use) in consultation with the Department of Fire and Emergency Services prior to development commencing onsite; and**
- e) The activity shall not commence until the required Dangerous Goods Handling and Storage Licence has been obtained.**

*Advice Notes:*

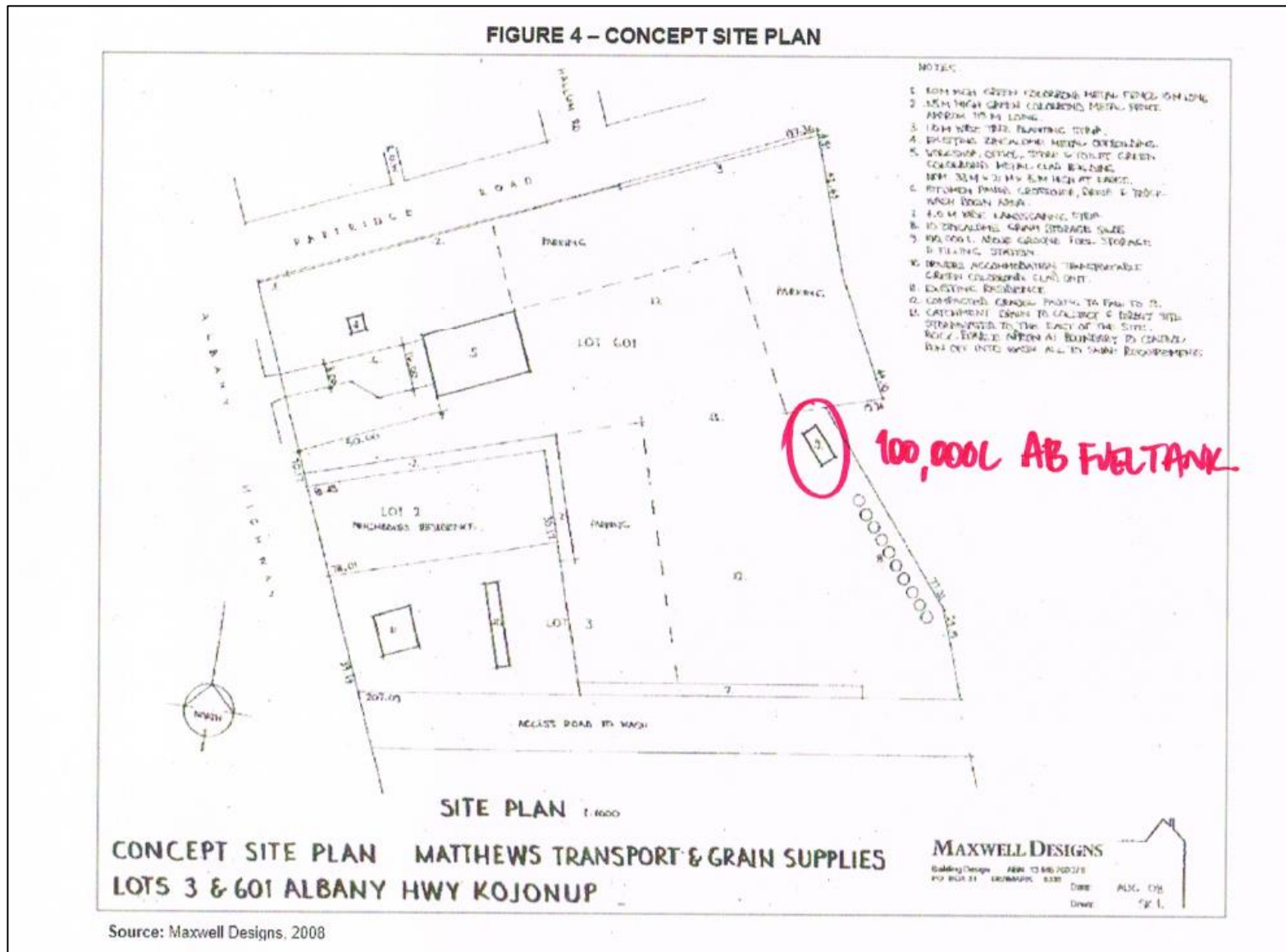
- *The old fuel tank and bowser shall be removed from Lot 101 Albany Highway, Kojonup in compliance with the Dangerous Goods Safety Act and associated regulations.*
- *This approval does not allow the use of the site as a service station.*
- *A Building Permit is required prior to any construction activity commencing.*

**COUNCIL DECISION**

/17 Moved Cr , seconded Cr

CARRIED/LOST /

## Attachment 12.3.1



## RAV DG Services

PO Box 35 Madeley WA 6065 | ABN: 39 093 873 573 | Ph:0417 872 973 | ravisser@ravdg.com.au

**November 24, 2017**

**Shire of Kojonup  
93-95 Albany Highway  
Kojonup WA 6395**

**Attention: Town Planning Department**

**Dear Sir**

**Re: Additional Information for Development Approval Application – Matthews Transport – Account 159730 – Fuel Dispensing Facility.**

This letter acknowledges the current concept planning scheme approval for Lots 3 & 601 Albany Highway Kojonup. We request approvals to alter the identified location on the concept plan to a more user-friendly location on site.

The location identified on the concept plan is somewhat isolated from view and poses both a safety and security risk that is mitigated by the proposed location on the submitted drawings. Additionally, the proposed new location places the fuel tank and refuelling activities in an identified Commercial Zone as per Town Planning Scheme No. 3.

Refuelling of vehicles is a single person activity carried out by the truck driver as is filling the storage tank. Though these activities are considered low risk accidents do happen and a trip, slip or fall resulting in injury could go unnoticed for a considerable amount of time. Having the facility in view of passing traffic would likely lead to an early detection of an issue.

Additionally, having the facility isolated/somewhat hidden at the rear of the lot provides a greater incentive for vandalism and fuel theft despite the controls that will be installed.

Installation of the proposed facility will enable the existing underground tank and bowers to be removed from Matthew's current yard on Albany Highway. This facility is past its use-by-date and vehicles filling at this site currently block visibility for traffic entering Albany Highway from Blackwood Road.

The proposed facility will include the following:

- A 110kL self-bunded ground mounted diesel tank complete with
  - A fuel tanker unloading pump
  - A submersible fuel dispensing pump
  - A two-hose fuel dispensing bowser
  - An ad-blue tank

- An ad-blue submersible dispensing pump
  - An ad-blue dispensing bowser
  - A Fuel Management System to restrict/control access
  - A tank gauging system for remote monitoring
- A concrete fuelling containment slab
- CCTV camera for monitoring

By utilising a fuel tanker unloading pump fuel deliveries to site will be create little noise than as the truck engine is switched off during unloading. The refuelling bowser is also near silent as the fuel pumping system suppling the bowser is submerged in the fuel inside the tank.

The diesel tank is constructed as a tank inside a tank providing two layers of steel to contain the product. The tank will be equipped with an overfill protection system to prevent the tank from being overfilled and will have a monitor to check the space between the two tank walls.

The vehicle refuelling area will be some distance from the actual fuel storage tank. Fuel and Ad-blue will be transferred in double-contained non-corrosive pipe as required by WA Dangerous Goods Regulations.

As the tank size is over manifest quantity the site will require a Dangerous Goods Storage and Handling Licence. The licencing process will dictate that the facility will be fully compliant with WA Dangerous Goods Regulations and Australian Standards.

WA Dangerous Goods Regulations require the risks associated with fuel installations and their operation to be a low as reasonably practicable.

RAV DG Services is a small Dangerous Goods (Fuel and Lubes) Storage and Handling compliance consultancy accredited by the Department of Mines, Industry Regulations and Safety to assess sites for compliance with regulations and licencing.

I trust this information will be helpful with your assessment of our approval request.

Yours faithfully  
RAV DG Services



Ron Visser  
DMP Accredited Assessor 6IM 068

## **13 EXECUTIVE & GOVERNANCE REPORTS**

### **13.1 UNIFORM POLICY 2.2.11 REVIEW**

AUTHOR: Rick Mitchell-Collins – Chief Executive Officer  
DATE: Friday, 1 December 2017  
FILE NO: CM.POL.2  
**ATTACHMENT:** 13.1 – Existing Policy Showing Proposed Changes

#### **DECLARATION OF INTEREST**

Nil.

#### **SUMMARY**

The purpose of this report is to include additional clarification in the policy requiring the return of uniforms which have the corporate logo embroidered or permanently placed on them and the wearing of the corporate uniform outside of work.

#### **BACKGROUND**

The Shire of Kojonup is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for its employees. As such, employees who are ceasing work with the Shire of Kojonup must return their uniforms which have the corporate logo embroidered or permanently placed prior to the completion of their final working day.

Primarily uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work. Employees must recognise that when wearing the uniform, they are recognised as representing the Shire of Kojonup. Employees must adhere to the Shire of Kojonup's Code of Conduct, policies and procedures if they are wearing the uniform outside of work.

Employees who consume alcohol or act in an inappropriate manner whilst wearing a uniform may face disciplinary action.

#### **COMMENT**

The return of uniforms which have the corporate logo embroidered or permanently printed on tops, vests, shirts, jackets, etc. attempts to prevent ex-employees wearing same in public places. The return of corporate uniforms is common place in the private sector and a similar approach should be extended to the Shire of Kojonup.

The existing uniform policy does not specifically mention wearing of uniform outside of work and the officer recommendation attempts to address this implied requirement.

#### **CONSULTATION**

Senior Management Team meeting 30 November 2017.

#### **STATUTORY REQUIREMENTS**

Policies have no legal status but are guidelines for staff to act on various matters without the need for continual referral to the Council. The Council may adopt, amend or waive policies under Section 2.7(2)(b) of the *Local Government Act 1995*.

#### **POLICY IMPLICATIONS**

Uniform Policy conforms with similar approach used by other corporations/organisations.

**FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

**STRATEGIC/CORPORATE IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Robust systems and controls that integrate with delegations from the Council reduce the risks associated of the Shire's operations.

**ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications for this report.

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

Nil.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**That Council includes the addition of the following clauses in Uniform Policy 2.2.11:**

- 1. Employees who are ceasing work with the Shire of Kojonup must return their uniforms which have the corporate logo embroidered or permanently printed on tops, vests, shirts, jackets, etcetera prior to the completion of their final working day;**
- 2. Primarily uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work;**
- 3. Employees must recognise that when wearing the uniform, they are recognised as representing the Shire of Kojonup. Employees must adhere to the Code of Conduct and Shire policies and procedures if they are wearing the uniform outside of work; and**
- 4. Employees who consume alcohol or act in an inappropriate manner whilst wearing a uniform may face disciplinary action.**

**COUNCIL DECISION**

/17 Moved Cr , seconded Cr

CARRIED/LOST /



**Attachment 13.1****2.2.11 SHIRE UNIFORMS**

<b>Adopted or Reviewed by Council:</b>	20/9/2016	<b>Council Minute Reference:</b>	117/16
<b>Reviewer:</b>	Records Officer		
<b>Local Law:</b>			
<b>Procedure:</b>			
<b>Delegation:</b>			

**OBJECTIVE**

This policy endeavours to enhance the corporate image of the Shire and its employees. The Council recognises that a corporate wardrobe promotes a:

- Professional image;
- Strong customer focus; and a
- Safe work environment.

This policy applies to elected members, all employees in all departments (permanent and casual) and Contractors at the discretion of the Chief Executive Officer.

The objectives of this policy are to:

- Establish guidelines for the purchasing and wearing of Shire of Kojonup corporate uniform.
- Outline dress standards staff are to observe when representing the Shire in a professional capacity and provide staff with clear guidelines for accepted standards of dress and appearance during work hours.
- Provide senior management with clear guidelines to use in monitoring and managing the standard of dress and appearance of staff in their department.

**POLICY**Personal Presentation

A high standard of personal presentation is required from employees at all times whilst on duty. It is expected that items of personal hygiene are attended to daily and all clothing is clean, neatly pressed and in good condition.

The following list of non-exhaustive items of clothing are considered inappropriate corporate attire:

- Crop tops, backless and strapless tops and singlets;
- Jeans, denim skirts or shorts, and miniskirts or minishorts.

Body Art and Piercing

Tattoos that could be perceived as offensive should be discreetly covered where possible (eg tattoos of naked men/women, skulls or daggers dripping blood). This item is to be administered at the discretion of the Department Manager.

The Shire's image and that of the region can be affected by the presentation of our staff. Any form of body piercing, other than ear piercing, must be discreet and ensure a professional image is portrayed at all times.

Staff working around or on machinery, are not permitted to wear earrings that protrude or hang below the ear lobe, as they can become entangled in machinery.

Long hair must be worn up and back or in a hair net, when working in areas with machinery and other moving parts or during food preparation. Jewellery, including earrings and/or other items that have the potential to get caught in machinery must be removed whilst on duty.

#### Safety

It is the Supervisor's responsibility to ensure that appropriate Personal Protective Equipment (PPE) is supplied and worn by Employees. Employees who mistreat, abuse or fail to comply with Council's requirements for safety and PPE will be subject to disciplinary action.

#### Identification

The wearing of identification improves visibility with the public and friendliness within the work environment. Employees should wear a form of visible identification at all times.

Name Badges are a form of visual identification. 1 (one) name badge will be supplied to elected members, all employees in all departments (permanent and casual) and contractors at the discretion of the Chief Executive Officer. Name Badges must be kept in good condition and worn in a place that is visible to others. If allocated name badge is lost, damaged etc. the individual is responsible for purchasing a replacement at cost price, you may opt for this to be deducted from your Uniform Allowance.

Embroidery is another form of visual identification and may be more appropriate to outside staff.

#### Outside Staff Uniforms

1. The Shire of Kojonup shall supply up to 3 (three) sets of work clothes per annum to each operational employee who is based at the Works Depot or predominately in an outside position.
2. Work clothes represent footwear, shirts, trousers, vests, polo tops, jumpers, jackets and shorts. A set of work clothes consists of 6 items that are interchangeable for example 2 shirts, 2 trousers and 2 jumpers = 6 items or 2 shirts and 4 trousers = 6 items.
3. Part time and casual staff entitlements will be on a pro-rata basis based on standard hours of employment (e.g. 0.5FTE is entitled to 1.5 sets).
4. An employee will be required to pay immediately in full or via agreed deductions from fortnightly pay for any item in addition to the 6 items allocated in any one financial year.
5. The Shire's Occupational Safety and Health Committee shall make input into the types of clothing and footwear issued.
6. In the event that an employee terminates their employment with the Shire within 6 months of their initial engagement the employee will be required to refund the full contribution made by the Shire to the purchase of their uniforms.

#### Inside Staff Uniforms

1. The Shire shall meet 50% of the initial cost of corporate wardrobe uniforms up to a maximum contribution of \$650 per employee (total expenditure \$1,300) in the first year of employment.
2. In each subsequent year of employment, the Shire shall provide \$450 uniform allowance per employee.
3. Part time and casual staff entitlements will be on a pro-rata basis based on standard hours of employment (e.g. 0.5FTE is entitled to \$325 in year one and \$225 each subsequent year).

4. An employee will be required to pay immediately in full or via agreed deductions from fortnightly pay for any expenditure in addition to the allocation in points 1 and 2 above.
5. In the event that an employee terminates their employment with the Shire within 6 months of their initial engagement the employee will be required to refund the full contribution made by the Shire to the purchase of their uniforms.

#### Return of Uniforms

Employees who are ceasing work with the Shire of Kojonup must return their uniforms which have the corporate logo embroidered or permanently printed on tops, vests, shirts, jackets, etc. prior to the completion of their final working day.

#### Wearing of Uniform out of Hours

Primarily uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work. Employees must recognise that when wearing the uniform they are recognised as representing the Shire of Kojonup. Employees must adhere to the Shire of Kojonup's Code of Conduct, policies and procedures if they are wearing the uniform outside of work.

An employee must refrain from consuming alcohol whilst wearing a Shire of Kojonup uniform unless alcohol consumption has been sanctioned by an appropriate officer. Employees who consume alcohol or act in an inappropriate manner whilst wearing a uniform may face disciplinary action.

#### Footwear

Shoes are the responsibility of individual staff members, unless negotiated with the Chief Executive Officer. It is recommended that covered shoes be worn at all times in conjunction with the corporate uniform.

As with clothing, Council expects all employees to wear shoes which meet a presentable standard for their particular work area. The following non-exhaustive list of items of footwear may be considered inappropriate corporate footwear:

- Thongs;
- Runners or sandals; and/or
- Ugg boots.

#### Polo Shirts

All elected members, employees and applicable contractors (at the discretion of the Chief Executive Officer) are entitled to 1 (one) corporate polo shirt. If allocated shirt is lost, damaged, etc. the individual is responsible for purchasing a replacement at cost price. You may opt for this to be deducted from your uniform allowance.

Generally a corporate polo shirt will not be a day to day uniform item for staff however it can be worn on "free dress days" or at events/training days representing the Shire. The Chief Executive Officer or relevant manager may give approval to employees to incorporate the polo shirt into their uniform, where appropriate.

It is also possible that volunteers may be able to wear the corporate polo at the discretion of the Chief Executive Officer or relevant manager. This would be paid by the relevant department's budget.

The Corporate Polo Shirt shall only be worn whilst undertaking work related activities. Consideration should be given to maintaining the image of the Shire whilst wearing the corporate polo shirt.

#### Dispute Resolution

If a Manager considers that a particular staff member's attire is inappropriate according to the standards set in this policy, they may approach the individual and ask appropriate changes be made.

#### Free Dress Days

The first working day of the month is approved and shall be in conjunction with the fundraising and awareness activities of well-known and registered charities such as 'Jeans for Genes' Day. On these allocated days, staff will be permitted to wear appropriate dress that reflects the theme of the fundraising event. The Chief Executive Officer or relevant manager may allocate additional "free dress days" for inside staff.

Free dress days must not compromise safety, customer service or the perception of Council staff within the community. Staff shall be made aware of these allocated days by way of email from the Chief Executive Officer or delegated officer. Funds raised on these specific days will be presented to the relevant charity.

## 13.2 WALGA STATE BUDGET SUBMISSION 2018/19

AUTHOR: Rick Mitchell-Collins – Chief Executive Officer  
DATE: Monday, 4 December 2017  
FILE NO: GM.GOD.1  
ATTACHMENT: 13.2 – WALGA Submission State Budget 2018/19

### DECLARATION OF INTEREST

Nil.

### SUMMARY

The purpose of this report is to highlight to Council and the Kojonup community the concerns continually being expressed by the WA Local Government sector for continued funding of priority programs aligned to our Integrated Planning and Reporting Framework.

### BACKGROUND

*“Each year, WALGA prepares a submission to the State Government outlining the sectors’ priorities for the upcoming budget. At its September meeting, the State Council endorsed WALGA’s 2018-19 State Budget Submission.*

*While a lot of work has gone into the preparation of this document, the process does not end here. In coming days, WALGA will officially present the submission to Government, and make public the sector’s priorities for the 2018-19 Budget. We will be seeking to meet with key decision makers from both sides of politics, as well as senior bureaucrats, to ensure that Local Government’s priorities are taken into consideration as the budget is developed in coming months.*

*To ensure our advocacy has the best chance of success, we are writing to all Mayors and Presidents seeking their assistance to raise awareness in their local communities about the need for continued funding for the priority programs and infrastructure that are identified in the submission. Specifically, we will ask Mayors and Presidents to:*

- *Read the submission and identify the key issues for your Local Government.*
- *Meet with, or write to, their local Member of Parliament about the key issues in the submission for your local community.*
- *Promote the submission and what it means for their community through Council communications channels such as newsletters and social media.*
- *Raise the issues with their local newspaper or other media outlet.*
- *Promote the submission at relevant community events.*

*The involvement of your local community is a powerful tool that will help make certain that the sector’s requests are front and centre amongst key decision makers and influencers, and we appreciate your assistance with this matter.”*

*Ricky Burges  
CEO WALGA*

### COMMENT

Kojonup, for example, in association with eight (8) other Great Southern Zone Shires is attempting to seek State Government approval to allocate up to \$3.5 million towards the

Great Southern Housing Initiative and thereby secure \$10 million federal funding approved from the Building Better Regions Fund.

\$3.5 million from the State Government for this much needed regional housing project in Kojonup's view should be honoured by the new State Government especially when news reports indicate that approximately \$6 million per week is being incurred by WA taxpayers due to the continual delays opening the new Perth Children's hospital.

Substantial resources are being allocated by the Great Southern Shires advocating, lobbying and reiterating to the Minister for Regional Development – Hon. Alannah McTeirnan the need for the Housing Initiative project as it provides:

- Economic development
- Jobs growth
- Improved health and well-being outcomes for our ageing population
- Release of housing stock to attract new residents and
- Demonstrates local government's ability and desire to meet 'whole of life' costs.

All the above has been captured and measured in the application seeking Royalty for Region and Building Better Region funding! Good integrated Local Government planning appears to become redundant if decision making is based on prior election promises or a lack of genuine consensus regarding WA's forward planning?

## **CONSULTATION**

WALGA Great Southern Zone

## **STATUTORY REQUIREMENTS**

Myriad of State Legislation

*Local Government Act 1995*

## **POLICY IMPLICATIONS**

Capping Financial Assistance Grants, changes to Royalty for Regions, cuts to and increasing demands for access to and delivery of essential services and infrastructure, cost shifting and high state debt places enormous pressures on rural shires such as Kojonup achieve community strategic objectives.

It is imperative that the Great Southern Zone works collaboratively as policy development will be difficult to achieve if leveraging state and commonwealth funds diminish.

## **FINANCIAL IMPLICATIONS**

A reduction in state and commonwealth funding places enormous pressure on our rate base to undertake essential capital and operational works resulting in loss of jobs, loss of services, loss of residents and the consequential flow on effect to businesses, schools, sporting groups and community organisations.

## **STRATEGIC/CORPORATE IMPLICATIONS**

Ability to achieve strategic/corporate objectives seriously jeopardised.

## **RISK MANAGEMENT IMPLICATIONS**

Increased costs and decreasing income levels in real terms increases the likelihood of risks not being adequately mitigated.

**ASSET MANAGEMENT IMPLICATIONS**

Ability to renew, replace or even maintain assets seriously jeopardized.

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

Ability to undertake joint projects seriously jeopardized if no external funding available or substantially reduced.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**That Council receives and endorses WALGA's submission to the State Government outlining the sectors' priorities for the upcoming budget.**

**COUNCIL DECISION**

/17 Moved Cr , seconded Cr

CARRIED/LOST /

**14 AGED CARE SERVICES REPORTS****14.1 ANNUAL REVIEW OF POLICY & PROCEDURES MANUAL FOR SPRINGHAVEN  
FRAIL AGED LODGE**

**AUTHOR:** Susan Northover – Manager Aged Care Services

**DATE:** Monday, 4 December 2017

**FILE NO:** CS.SVP.10

**ATTACHMENT:** 14.1 – All Policy Manuals showing Changes

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is to advise Council that the annual review of all policy and procedure manuals has been completed and a new policy for falls has been implemented under Manual 2 – Resident Care, Section 11 – Mobility and Dexterity. The Security Policy has been amended to include all the security upgrades at Springhaven including the installation of CTV cameras. It is located in Manual 4 Safety, Security, Cleaning, Laundry and Catering – Section 8 – Security.

**BACKGROUND**

Under the *Aged Care Act 1997* it is a requirement that all residential aged care facility's policies are reviewed by management yearly to remain up to date and compliant with standards.

**COMMENT**

All Policy and Procedure manuals have been reviewed. These include:

Manual 1 – Management and Administration

Manual 2 – Resident Care

Manual 3 – Staff Management

Manual 4 – Safety, Security, Cleaning, Laundry and Catering

Manual 5 – Other Key Documents.

During this process the security policy was updated to reflect the security upgrades at Springhaven Lodge. Subheadings include Electronic Security Systems, Security Cameras and Fob System. These headings cover all the updated changes.

Whilst completing the annual review it was realized that there was not a specific policy to cover falls in the elderly. It was decided to implement a new policy which is located in the Resident Care manual under Mobility and Dexterity. It covers falls prevention, Springhaven's falls management process and management of care post a fall for residents prescribed anticoagulant medication.

**CONSULTATION**

Clinical staff including RN's, OT, Physiotherapist, Care Staff, Care Recipients, the Senior Management Team and Council.

**STATUTORY REQUIREMENTS**

Compliance with Accreditation Standards

*Aged Care Act 1997 (54.2)*

*Australian Aged Care Quality Act 2013*



Quality Agency Reporting Principles 2013(96.1)

#### **POLICY IMPLICATIONS**

Policies are required to be reviewed/updated yearly.

#### **FINANCIAL IMPLICATIONS**

Nil

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

<b>Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”</b>		<b>Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +”</b>
<b>Key Pillar</b>	<b>Community Outcomes</b>	<b>Corporate Actions</b>
KP 2 – Connected	2.2 – Have enhanced our aged-care and health provisions by progressing our connections with regional and state-wide groups.	2.2.6 – Legislative requirements to remain compliant with accreditation standards.
	2.3 – Be providing for safe and secure environment with State and Federal authorities	N/A.

#### **RISK MANAGEMENT IMPLICATIONS**

No standards reviewed have been unmet.

#### **ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil.

#### **VOTING REQUIREMENTS**

Simple majority

#### **OFFICER RECOMMENDATION**

**That:**

- 1. The minor word corrections for all Policy and Procedure Manual’s be accepted;**
- 2. ‘Section 8, Security’ in Manual 4 and ‘Section 11, Resident Care in Manual 2 be amended as per attached; and**
- 3. The attached Manual’s 1, 2, 3, 4 and 5, which make up the entirety of Springhaven Lodge’s Policy and Procedure manuals dated December 2017, be adopted.**

#### **COUNCIL DECISION**

/17 Moved Cr , seconded Cr

CARRIED/LOST /

**14.2 SPRINGHAVEN QUALITY PLAN & STRATEGIC PRIORITIES 2017 – 2022**

AUTHOR: Susan Northover – Manager Aged Care Services  
DATE: Monday, 4 December 2017  
FILE NO: CS.SVP.10  
**ATTACHMENT:** 14.2 – ‘Quality Plan & Strategic Priorities 2017 – 2022’

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

A new strategic plan was required as our current strategic plan expired in 2017. After consultation with residents, staff, families and the Council our Strategic Plan and Priorities for 2017 – 2022 has been completed.

**BACKGROUND**

Under the *Aged Care Act 1997* it is a requirement that all residential aged care facility’s policies and plans are reviewed by management yearly to remain up to date and compliant with standards.

**COMMENT**

Springhaven Frail Aged Lodge reviews all policies regularly as part of their continuous improvement and to maintain relevance. Springhaven Lodge’s strategic goals were developed in unison with the Shire of Kojonup’s ‘Community Strategic Plan 2017 – 2027’ and ‘Corporate Business Plan 2017- 2021’. Staff, residents, their families, the Council and the senior management team were consulted before drawing up our new directional plan.

**CONSULTATION**

Springhaven Lodge staff, care recipients, relatives, the Senior Management Team and Council at its Briefing Session on 7 November 2017.

**STATUTORY REQUIREMENTS**

Compliance with Accreditation Standards

*Aged Care Act 1997* (54.2)

*Australian Aged Care Quality Act 2013*

Quality Agency Reporting Principles 2013(96.1)

**POLICY IMPLICATIONS**

Policies and plans need to be in place to maintain accreditation and compliance.

**FINANCIAL IMPLICATIONS**

If found to be noncompliant then there will be a loss of ACFI funding and accreditation forcing the closure of the facility.

**STRATEGIC/CORPORATE IMPLICATIONS**

<b>Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”</b>		<b>Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +”</b>
<b>Key Pillar</b>	<b>Community Outcomes</b>	<b>Corporate Actions</b>
KP 2 – Connected	2.2 – Have enhanced our aged-care and health provisions by progressing our connections with regional and state-wide groups.	2.2.6 – Legislative requirements to remain compliant with accreditation standards.
	2.3 – Be providing for safe and secure environment with State and Federal authorities	N/A.

**RISK MANAGEMENT IMPLICATIONS**

Council is being asked to adopt the Springhaven ‘Quality Plan & Strategic Priorities 2017 – 2022’ in order to mitigate the following risks:

- Making sure the facility is resourced appropriately so staffing levels and education are maintained at the required level.
- Overcoming the lack of housing so staffing levels are appropriate for the level of care required by residents at the facility.
- It is imperative the facility remains compliant so our elderly can remain in the Kojonup community and have a place to live when they need permanent care.

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil.

**VOTING REQUIREMENTS**

Simple Majority.

**OFFICER RECOMMENDATION**

**That Council adopts the new ‘Quality Plan & Strategic Priorities 2017 – 2022’ for Springhaven Frail Aged Lodge as attached.**

**COUNCIL DECISION**

/17      Moved Cr      , seconded Cr

CARRIED/LOST      /

**Attachment 14.2**

# **Springhaven Lodge**

## **Quality Plan & Strategic Priorities 2017 - 2022**



### **SPRINGHAVEN LODGE**

**ADDRESS:** Barracks Place, Kojonup WA 6395  
**TELEPHONE:** (08) 9831 2800  
**FACSIMILE:** (08) 9831 1925  
**E-MAIL:** [macs@kojonup.wa.gov.au](mailto:macs@kojonup.wa.gov.au)

## **SPRINGHAVEN LODGE**

### **Quality Plan & Strategic Priorities 2017 - 2022**

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#### **SPRINGHAVEN LODGE**

Springhaven Lodge was established in 1982 and is managed by the Shire of Kojonup.

#### **OUR MISSION**

**Our mission at Springhaven is:**

***To provide the appropriate aged care accommodation to seniors within the Kojonup district under endorsed quality assured frameworks.***

#### **OUR PHILOSOPHY**

**AT SPRINGHAVEN LODGE WE BELIEVE:**

- Each person is an individual with unique needs
- Care services must be holistic and should recognise the physical, emotional and social needs of the individual
- Residents of our service have the same rights as they would in their own home including the right to be treated with dignity and respect and the right to make decisions and choices regarding their lives and
- Residents have a right to safe and secure accommodation free from harassment and fear regardless of age, race, sexual preference or religion.

#### **OUR COMMITMENT TO CONTINUOUS IMPROVEMENT**

Springhaven Lodge is committed to providing quality services and to continually improving the services for residents. In pursuing the highest quality of services we continually seek the involvement of our staff, residents and their families and other key people in the community whenever appropriate.

## OUR OBJECTIVES

**The objectives of the Springhaven Lodge are as follows:**

1. Deliver care appropriate to the individual needs of residents.
2. Provide a safe working environment for our staff.
3. Ensure staff are appropriately trained and are part of the multidisciplinary care team.
4. Ensure the building is properly maintained to relevant standards and is fit for purpose.
5. Operate within the budget and maintain a viable service.
6. Meet the standards expected by residents, relatives, the community and government.
7. To support the Council to develop strategies to respond to the needs of the community.

## ORGANISATION STRUCTURE

Springhaven Lodge employs the following staff:

- Manager/Registered Nurse
- Facility/ACFI Coordinator
- Registered Nurse
- Clinical Coordinator
- Enrolled Nurse
- Volunteers
- Occupational Therapy Assistants
- Cook
- Cook (Other)
- Administration Assistant
- Personal Carers
- Cleaners

Springhaven Lodge has the following external service providers:

- Podiatrist
- Occupational Therapist
- Physiotherapist
- Handyperson/Maintenance

- Hairdresser.
- Nail Therapist

## **ORGANISATION MANAGEMENT**

### **ROLE OF THE SHIRE OF KOJONUP**

**As owner and operator of Springhaven the Shire via Council is to:**

- Establish effective corporate governance policies, systems and processes aligned with the provision and delivery of sustainable aged care accommodation at Springhaven.
- Ensure achievement of performances and compliance standards via the following essential functions:

#### **Strategic Direction**

Participate with management in setting policies, goals, strategic and performance targets for Springhaven to meet both legislative and community expectations.

#### **Resources**

Make available to management the human/physical/financial resources to achieve the Strategic Plan.

#### **Performance**

Monitor Springhaven's performance against its strategies and targets.

#### **Compliance**

Ensure there are adequate processes in place to comply with statutory requirements.

#### **Risk**

Ensure that the risks to which Springhaven is exposed are clearly identifies and suitable processes are in place to manage those risks.

#### **Accountability to Stakeholders**

Report and align the collective interests of residents, their families, community, Council, Management and employees.

### **ROLE OF THE MANAGER**

The Manager is delegated authority to run the day-to-day operations of Springhaven Lodge on behalf of the Shire of Kojonup and in line with the policy and procedures established by the organisation.

The Manager reports to the Shire of Kojonup Council as requested by the CEO in writing at Council meetings and to the CEO at fortnightly Management meetings The Manager's reports include:

- a report on service operations

- a report on staff issues
- a report on resident issues
- legislation update
- continuous quality improvement
- complaints and compliments
- any other issues.

### **THE STAFF, QUALITY & OHS MEETING**

The meeting is held monthly and the following attend:

- MACS
- Clinical Coordinator
- Facility/ACFI Coordinator
- OHS representative
- Staff members

### **The role of the Staff, Quality and OHS Meeting is to:**

1. Develop and evaluate processes which will ensure continuous improvement is achieved and is integrated into the operations of the service. This includes the development of information collection strategies and tools.
2. Identify areas of service operation where improvements can be made and identify and clarify the outcomes to be achieved by the changes.
3. Develop an ongoing continuous improvement plan.
4. Monitor the implementation of the continuous improvement plan including identifying any unintended consequences.
5. Ensure that improvements, which have been achieved, are recorded and that evidence of the outcomes is available.
6. Provide reports to the Council on proposed improvements and on the progress of improvements, which have been implemented.
7. Ensure staff, residents/representatives and other key players are involved in and kept informed of continuous improvement activities.
8. Ensure risk management plan in place.



## **STRATEGIC PRIORITIES FOR 2017-2022**

Springhaven Lodge is committed to providing the very best of services to elderly people in Kojonup and the surrounding districts.

Our immediate priorities are detailed in our Plan for Continuous Improvement.

Our priorities for the next five years are shown below with the highest priorities grouped first:

### **IMMEDIATE PRIORITIES**

- Complete upgrade of call bell system and security.
- Installation of solar panels to lower electricity costs.
- Backup generator.
- Continue upgrade of resident's rooms as they become vacant.
- Continue to purchase appropriate fit for purpose furniture for residents, especially in recreation room and lounge.
- Review and implement improved IT/telephone system in consultation with Shire of Kojonup including WIFI for residents and staff ipads.
- Update Emergency Management Plan for Springhaven Lodge.
- Purchase of bus for use by Springhaven residents and the community.

### **LONGER TERM PRIORITIES**

- Full refurbishment/ design update of kitchen.
- Reticulation of southern side of Springhaven to complete enhancement program in outdoor areas.
- Outdoor furniture around verandahs fit for purpose and weight adjusted.
- Convert medication management and record keeping including residents files to an electronic system to increase safe storage of information and decrease medication errors.
- Extend parking area at northern side of facility and incorporate an undercover walkway to the entrance of the building.
- Design upgrade to MACS office/ treatment room and care office to incorporate meeting room and staff room to maintain privacy and confidentiality for residents, their relatives and staff.
- Investigate sale of facility to private enterprise as not core Shire business.

## IMPLEMENTING AND MONITORING OUR STRATEGIC PRIORITIES

The Shire of Kojonup is responsible for implementing and monitoring the strategic priorities. This is achieved through:

- Annual planning meeting involving the Council, key staff, input from other staff, key community representatives with input from residents and representatives.
- The Council will decide which priorities to implement and **CEO/MACS** will develop an action plan identifying tasks to be undertaken, who will undertake them and resources required.
- MACS will report on progress at fortnightly SMT meetings and when requested by Council.
- Reports to the Council on maintain strategic priorities as requested by CEO and Council.
- The inclusion of our strategic priorities on our Plan for Continuous Improvement and an Improvement Project Log as soon as implementation commences.

**15     COMMUNITY DEVELOPMENT & TOURISM REPORTS**

Nil

**16     COMMITTEES OF COUNCIL**

Nil.

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

Nil

**18     NEW BUSINESS**

Nil.

**19     CONFIDENTIAL REPORTS**

Nil.

**20     NEXT MEETING**

Tuesday, 20 February 2018 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 01/11/2017 – 30/11/2017
Item 10.3	Contractual Agreement
Item 12.1.1	Applicant's Letter and Plan of Subdivision
Item 12.3.2	Adopted Concept Site Plan
Item 13.2	WALGA Submission State Budget 2018/19
Item 14.1	All Policy Manuals showing Changes