

Kojonup



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

15 August 2017

MINUTES FOR THE COUNCIL MEETING HELD ON 15 AUGUST 2017**TABLE OF CONTENTS**

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	3
2	ATTENDANCE & APOLOGIES	3
3	SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	4
4	PUBLIC QUESTION TIME	4
5	PETITIONS, DEPUTATIONS & PRESENTATIONS	4
6	APPLICATIONS FOR LEAVE OF ABSENCE	4
7	CONFIRMATION OF MINUTES	4
8	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	4
9	DECLARATIONS OF INTEREST	5
10	CORPORATE SERVICES REPORTS	6
10.1	FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (JULY 2017)	6
10.2	MONTHLY PAYMENTS LISTING	8
10.3	FINANCIAL MANAGEMENT – DRAFT POLICY – RELATED PARTY TRANSACTIONS	10
11	WORKS & SERVICES REPORTS	15
12	REGULATORY SERVICES REPORTS	16
12.1	REQUEST FOR ADDITIONAL LAND FOR ST JOHN AMBULANCE KOJONUP FROM HILLMAN PARK	16
13	EXECUTIVE & GOVERNANCE REPORTS	25
14	AGED CARE SERVICES REPORTS	25
15	COMMUNITY DEVELOPMENT & TOURISM REPORTS	25
16	COMMITTEES OF COUNCIL	26
16.1	AUDIT COMMITTEE	26
17	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	27
18	NEW BUSINESS	28
18.1	NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE – LOTTERYWEST SIGNS FOR MYRTLE BENN FLORA & FAUNA SANCTUARY	28
19	CONFIDENTIAL REPORTS	29
20	NEXT MEETING	29
21	CLOSURE	29
22	ATTACHMENTS (SEPARATE)	29

MINUTES

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

The Deputy Shire President declared the meeting open at 3:00pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points and drew the meeting's attention to the disclaimer below:

Disclaimer

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

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

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

2 **ATTENDANCE & APOLOGIES**

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

Mr Rick Mitchell-Collins	Chief Executive Officer
Mr Anthony Middleton	Manager Corporate Services
Miss Miranda Wallace	Executive Assistant
Miss Claire Servaas	Records Officer
Mr Phil Shepherd	Town Planner

Members of the Gallery	1
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APOLOGIES

Cr Ronnie Fleay	Shire President
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LEAVE OF ABSENCE

Cr Judith Warland	
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3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 PETITIONS, DEPUTATIONS & PRESENTATIONS

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Warland applied for and was granted a Leave of Absence at the previous Ordinary Council Meeting held 20 June 2017 for the Ordinary Council Meeting to be held 15 August 2017.

Cr Hobbs applied for a Leave of Absence for the 19 September 2017 Council Meeting. The Presiding Member granted Cr Hobbs his request.

7 CONFIRMATION OF MINUTES

ORDINARY MEETING 25 JULY 2017

COUNCIL DECISION

87/17 Moved Cr Mathwin, seconded Cr Radford that the minutes of the ordinary meeting of the Council held on 25 July 2017 be confirmed as a true record.

CARRIED 6/0

8 ANNOUNCEMENTS by the Presiding Member without discussion

The Presiding Member announced that Mr Stan Giese, who was a former Shire Clerk for the Shire of Kojonup from 1979 – 1983, had recently passed away. The Shire President has written a letter and the Chief Executive Officer has written a card to his widow expressing the Shire's condolences.

9 DECLARATIONS OF INTEREST

Nil

10 CORPORATE SERVICES REPORTS

10.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (JULY 2017)

AUTHOR: Anthony Middleton – Manager Corporate Services
DATE: Wednesday, 9 August 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 31 July 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 31 July 2017 represents just one (1) months, or 8% of the year. The following items are worthy of noting:

- Surplus position of \$4.18m.
- Operating results:
 - 45% of budgeted operating revenue has been received; and
 - 6% of budgeted operating expenditure spent;
- Capital expenditure achieved 4% of budgeted projects;
- The value of outstanding rates equates to 98.5% of 2017/2018 rates raised, which includes previous years arrears but excludes deferred rates;
- Cash holdings of \$3.76m of which \$3.07m 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**Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”**

Key Pillar	Community Outcomes	Strategic Deliverables
Key Pillar 3 – Performance	<ul style="list-style-type: none"> 3.4 – Be organised and transparent with our financial management. 	<ul style="list-style-type: none"> Increase regularity of readable financial reporting to the community. Act with sound long-term and transparent financial management and deliver residents considered value for money.

Corporate Business Plan 2013 – 2017

Key Area & Focus Area	Objectives	Actions
KA – Governance FA – Being Well Governed	<ul style="list-style-type: none"> G1.1.2 – Maintain a structured forward planning process in accordance with legislation and community aspirations G1.1.4 – Maintain robust systems and controls. 	N/A

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

COUNCIL DECISION/OFFICER RECOMMENDATION

88/17 Moved Cr Pritchard, seconded Cr Radford that the monthly financial statements for the period 1 July 2017 to 31 July 2017, as attached, be noted.

CARRIED 6/0

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Christine Coldwell – Finance Officer
DATE: Tuesday, August 8, 2017
FILE NO: FM.AUT.1
ATTACHMENT: 10.2 – Monthly Payment Listing 01/07/2017 – 31/07/2017

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of July 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

COUNCIL DECISION/OFFICER RECOMMENDATION

89/17 Moved Cr Pedler, seconded Cr Mathwin 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 July 2017		TO – 31 July 2017
Municipal Cheques	13915 – 13916	\$1,351.83
EFTs	19217 – 19222	\$97,782.20
	19314 – 19347	
Direct Debits		\$480,879.54
Total		\$580,013.57

be received.

CARRIED 6/0

10.3 FINANCIAL MANAGEMENT – DRAFT POLICY – RELATED PARTY TRANSACTIONS

AUTHOR: Anthony Middleton – Manager Corporate Services

DATE: Wednesday, 9 August 2017

FILE NO: FM.FNR.2

ATTACHMENT: 10.3 – Draft Policy 2.1.11 – Related Party Transaction Disclosures

DECLARATION OF INTEREST

Nil.

SUMMARY

The purpose of this report is to consider adopting a new Council Policy covering the details required to comply with the related party disclosure obligations as required by Australian Accounting Standards Board (AASB) 124 and to determine key management personnel (KMP) and defining ordinary citizen transactions (OCT) in relation to related party transaction disclosures.

BACKGROUND

In their 2016/2017 Annual Financial Reports, all local governments will need to for the first time, make Related Party Disclosures in compliance with AASB 124.

It is suggested by the Shire's Auditors, that Council:

- Adopt a policy in relation to Related Party Disclosures;
- Determine who their relevant Key Management Personnel (KMP) are within the Shire; and
- Make a declaration as to what constitutes Ordinary Citizen Transactions (OCT).

The attached draft policy 2.1.11 'Related Party Transaction Disclosures' has been developed to assist that purpose.

COMMENT

Adoption of the draft policy by the Council and resultant completion of Declaration Forms will result in Council's policy and procedures meeting the requirements of AASB 124. The purpose of the requirement to make related party disclosures as stated within AASB 124 is: *"Knowledge of related party transactions, outstanding balances and relationships is important to understanding and assessing an entity's operations."* The disclosures that will be made for the first time in the Shire's 2016/2017 Annual Financial Report will therefore increase the transparency of the strategic and operational management of the Shire for the reader of that and future reports and thus enhance transparent financial information provided which is a Community Outcome in *Smart Possibilities*.

CONSULTATION

Nil.

STATUTORY REQUIREMENTS

AASB 124 Related Party Disclosures

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

This item proposes the creation of a new Council Policy.

FINANCIAL IMPLICATIONS

This item assists in the accurate, transparent and meaningful reporting of the financial position of the Shire. The recommendation does not in itself have a financial implication.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”

Key Pillar	Community Outcomes	Strategic Deliverables
Key Pillar 3 – Performance	<ul style="list-style-type: none"> 3.4 – Be organised and transparent with our financial management. 	<ul style="list-style-type: none"> Increase regularity of readable financial reporting to the community. Act with sound long-term and transparent financial management and deliver residents considered value for money.

Corporate Business Plan 2013 – 2017

Key Area & Focus Area	Objectives	Actions
KA – Governance FA – Being Well Governed	<ul style="list-style-type: none"> G1.1.4 – Maintain robust systems and controls. 	N/A

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

COUNCIL DECISION/OFFICER RECOMMENDATION

90/17 Moved Cr Pritchard, seconded Cr Mathwin that the draft Council Policy 2.1.11, Related Party Transaction Disclosures, as attached, be adopted.

CARRIED 6/0

Attachment 10.3**2.1.11 DRAFT – RELATED PARTY TRANSACTION DISCLOSURES**

Adopted or Reviewed by Council:	15/8/17	Council Minute Reference:	TBA
Reviewer:	Manager Corporate Services		
Local Law:	AASB 124 Related Party Disclosures Local Government Act 1995 Local Government (Financial Management) Regulations 1996		
Procedure:			
Delegation:			

OBJECTIVE

This policy relates to the requirements of Related Party Disclosures to be made in the Shire's Annual Financial Reports in compliance with Australian Accounting Standards Board (AASB) 124.

To provide guidance to elected members and identified Key Management Personnel to assist in them making an informed judgement as to who is considered to be a related party and what transactions need to be considered when determining if disclosure is required.

POLICY STATEMENT

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made and that:

1. The Council recognises the requirement to comply with AASB 124 and thus disclose Related Party Disclosures in each Annual Financial Report commencing from 1 July 2016.
2. This policy outlines required mechanisms to meet the disclosure requirements of AASB 124.

1.0 IDENTIFICATION OF RELATED PARTIES

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

Key Management Personnel (KMP) are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of *Related Party*:

- An elected Council member;
- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Manager.
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.

- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire will therefore be required to assess all transactions made with these persons or entities.

2.0 IDENTIFICATION OF RELATED PARTY TRANSACTIONS

A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates;
- Fines;
- Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not);
- Attending council functions that are open to the public;
- Employee compensation whether it is for KMP or close family members of KMP;
- Application fees paid to the Shire for licences, approvals or permits;
- Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent);
- Lease agreements for commercial properties;
- Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement);
- Sale or purchase of any property owned by the Shire, to a person identified above;
- Sale or purchase of any property owned by a person identified above, to the Shire;
- Loan Arrangements; and
- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire can determine that an OCT was provided at arms-length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

3.0 DISCLOSURE REQUIREMENTS

For the purposes of determining relevant transactions in 2.0 above, elected Council members and key management personnel, will be required to complete a *Related Party Disclosures - Declaration* form for submission to the Manager Corporate Services.

Ordinary Citizen Transactions (OCTs)

Based on the facts and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the *Related Party Disclosures - Declaration* form will be required.

- Paying rates
- Fines
- Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending council functions that are open to the public

Where these services were not provided at arms-length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form about the nature of any discount or special terms received.

All other Transactions

For all other transactions listed above in 2.0, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form.

Frequency of Disclosures

- Elected Council members and KMP will be required to complete a *Related Party Disclosures - Declaration* form each year.
- Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.
- Disclosures must be made immediately prior to the termination of employment of/by a KMP.

4.0 CONFIDENTIALITY

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

5.0 MATERIALITY

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

11 WORKS & SERVICES REPORTS

Nil

12 REGULATORY SERVICES REPORTS

12.1 REQUEST FOR ADDITIONAL LAND FOR ST JOHN AMBULANCE KOJONUP FROM HILLMAN PARK

AUTHOR: Phil Shephard – Town Planner
DATE: Monday, 7 August 2017
FILE NO: PR.RES.28103
ATTACHMENTS: [12.1.1 – Site Plan](#)
[12.1.2 – Supporting Letter](#)

DECLARATION OF INTEREST

Nil.

SUMMARY

To consider an application from St John Ambulance Kojonup to acquire additional land from Hillman Park to facilitate the future expansion of their building and surrounds.

Hillman Park is contained on the Shire's Heritage Inventory as part of the listing for the Shire Administration Centre for its cultural heritage significance to the community.

The recommendation is to undertake public consultation on the proposal prior to making a final decision whether to support, or not, the request.

BACKGROUND

St John Ambulance Kojonup have requested the Shire consider annexing approximately 306m² from Hillman Park for inclusion within their lot to facilitate the future expansion of their building and surrounds as set out in their attached site plan and supporting letter. The group advise they have outgrown the present facility and require additional parking and building additions/alterations to meet future needs. The improvements planned will allow them to improve and enhance the emergency service provided to the community.

COMMENT

St John Ambulance Kojonup occupy Lot 3001 (Reserve 28103) on the corner of Albany Highway and Newstead Road which is vested with St John Ambulance WA Ltd by the Crown for the purpose of 'Ambulance Depot'.

The lot is currently 984m² in area and the additional land would increase the lot size to approximately 1,290m². The lot is contained within the Local Reserve for Public Purposes under the Shire's Town Planning Scheme No. 3 (TPS3) to recognise its use by St John as an ambulance depot.

The land being requested forms part of Hillman Park on Lot 3000 (Reserve 25292) which is vested with the Shire by the Crown for the purpose of 'Use and Requirements of the Shire of Kojonup'. It also contains the public parking area adjoining the Northern-side of the administration building. The lot is currently 4,368m² in area and the reduction of land would reduce the lot size to approximately 4,062m². The lot is contained within the Local Reserve for Recreation under the TPS3 to recognise its use as a local park.

Hillman Park is named in honour of surveyor Alfred Hillman who in 1837, undertook the first official survey of the land and route from King George Sound Albany to the Swan River Settlement in Perth. Unable to find water, the local Aboriginals guided him and his team to

the Kojonup Spring. He was enthusiastic about the area and water supply and subsequently recommended to Governor Stirling that the area be settled.

The following image shows the existing lot boundaries in red and the land proposed to be acquired bordered in yellow:



Hillman Park forms part of the listing for the Shire Administration Centre (Place 10601) on the Shire's Heritage Inventory which has aesthetic, historical and social cultural heritage significance to the community. The park and sundial are mentioned in the listing information.

The aerial image above showing the ambulance building and existing property shows clearly that there is little room available for any future expansion of the building and this would directly impact on the existing parking areas and reduce their availability on-site. There is also an existing deep sewer line contained within a 3m-wide easement that passes through the lots along the Eastern/Northern boundaries that effectively prevents any built development of this area.

The area of Hillman Park affected by the proposal can be seen in the image below. The area comprises a garden bed area with native species of trees and shrubs planted and manual reticulation dripline watering system which are now over 15-years old and planned for replacement. There is a street seat and formal path/gate to the park within the area to be annexed that would require relocation if the proposal is successful.



Street View from Google Earth showing ambulance building and existing gate, path and garden area in Hillman Park

There are no planning grounds in the TPS3 that would prevent the proposal to annex a portion of land from Hillman Park (Local Reserve for Recreation) and include it within the land for Ambulance Depot (Local Reserve for Public Purposes) if Council wishes to support the proposal. If approved, the change in reserve status from Recreation to Public Purposes can be accommodated within the new planning scheme.

In discussion with staff, the park is considered underutilised and lacks street appeal from Albany Highway as it is fenced from the street and hidden to a degree behind landscaping with limited access points for residents, passer-by's and travellers. The proposal may provide an opportunity to redesign and 'open' the front of the park to Albany Highway and encourage greater use as aspired to in the adopted Strategic Community and Corporate Business Plans.

Regarding previous planning strategies completed, the Hames Sharley Kojonup Main Street Renewal Strategy completed in 2014, showed the park being possibly redeveloped for residential unit housing into the future. The proposed annexation of land from Hillman Park and its inclusion within the St John Ambulance land would not prevent or adversely affect the future potential of the unit housing from occurring.

Given the proposal affects Hillman Park, which is a place contained on the Shire's Heritage Inventory and will, if supported, reduce the land in the local park it is recommended that Council seek public comment on the proposal and address any submissions received before proceeding to make a final decision on whether to support the proposal. If the Council do not wish to entertain the annexation of some land from Hillman Park, the applicants should be advised and there would appear to be no need to undertake any advertising.

As both parcels are Crown Land, the Council's decision will essentially form a recommendation to the State Government and the ultimate decision will be made by the Minister for Lands or their delegate at the Department of Planning, Lands and Heritage. In discussion with the Department, they advised in considering a request, they will want to see the proposal has been made available for public inspection and comment as part of the assessment and decision-making process by the Shire.

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

1 Not support the proposal

The Council can choose to not support the proposal and advise the proponent giving reasons. If this option was chosen, the additional land requested by St John Ambulance Kojonup would remain part of Hillman Park and the group would have to find other options for future expansion and development.

2 Approve the proposal

The Council can choose to approve the proposal, with or without conditions.

3 Advertise the proposal for public inspection and comment

The Council can choose to advertise the proposal for comment and advise the proponent accordingly. If this option was chosen, the request from St John Ambulance Kojonup would be open for submissions for a period of time. The Council would then consider any submission received prior to making a final decision.

4 Defer the proposal

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

CONSULTATION

Rob Cowie and Nat Beer – St John Ambulance Kojonup
Shire Supervisor/Horticultural Tradesperson
Department of Planning, Lands and Heritage

Consultation with the local community is recommended for a period of 21 days.

STATUTORY REQUIREMENTS

Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015 - The use of reserved land is required to comply with the requirements of Town Planning Scheme No. 3 which is an operative local planning scheme under the Act/Regulations.

Land Administration Act 1997 – The Act regulates the uses and purposes for reserved land within WA and sets out the administration process for any changes to Crown Reserves.

POLICY IMPLICATIONS

There are no policies applying to this report.

FINANCIAL IMPLICATIONS

The Shire holds the Management Order for Hillman Park and this requires the Shire to manage and maintain the property. The reduction in land required to be managed as a park would reduce the Shire's requirement to budget and fund maintenance of the property into the future, albeit it is only a small area and there will be some initial costs in relocating the path, gate and seat and replanting of the new garden bed area.

St John Ambulance are deemed a charitable organisation under the *Local Government Act 1995* and are exempt from paying rates under the Act and no additional income will be derived from the change of ownership to St John.

The proposal is also expected to generate some costs associated with surveying and land administration charges for title and/or reserve documents etc. Given the request is from St John Ambulance, these costs should be met by St John Ambulance as the beneficiary of the request.

If public consultation is approved, any advertising costs would be met by the Shire through the advertising budget.

STRATEGIC/CORPORATE IMPLICATIONS

Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”

Key Pillar	Community Outcomes	Strategic Deliverables
Key Pillar 1 – Place	<ul style="list-style-type: none"> • 1.2 – Be a happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs. • 1.4 – Be enjoying a Main Street which is an inviting meeting place where we celebrate our history and heritage in a modern way. 	<ul style="list-style-type: none"> • Celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups. • Form a programmed upgrade of Main Street through landscaping, furniture and signage.
Key Pillar 2 – Connected	<ul style="list-style-type: none"> • 2.1 – Be growing our state-wide and local tourism and shopping capabilities through regional alliances. 	<ul style="list-style-type: none"> • Cooperate to increase activation of Main Street and better use of underutilised Main Street spaces • Maximise community safety through safe urban design and advocate for enhanced emergency service provisions
Key Pillar 4 – Prosperity	<ul style="list-style-type: none"> • 4.4 – Have collaborated to enhance and attract diverse retail to ensure a successful and renewed Main Street. 	<ul style="list-style-type: none"> • Support Main Street urban renewal through in-kind support and policy development.

Corporate Business Plan 2013 – 2017

Key Area & Focus Area	Objectives	Actions
KA – Economy FA – Supporting Main Street	<ul style="list-style-type: none"> E1.1 – Improve retail sustainability by enhancing the appeal of the town centre, to encourage more people to stop in the town. 	<ul style="list-style-type: none"> E1.1.1 – Undertake a study to identify the opportunities to enhance the main street taking into consideration current and future uses.
KA – Natural and Built Environment FA – Living in a Safe Community	<ul style="list-style-type: none"> N2.2 – To improve the efficiency of town drainage to protect infrastructure and the community and to minimise the damage to natural waterways 	<ul style="list-style-type: none"> N2.2.3 – Review the townscape plan and ‘main street’ development N2.2.4 – Redevelop the main street to create a people friendly and vibrant retail centre
KA – Social FA – Staying Active and Entertained	<ul style="list-style-type: none"> S2.2 – Maintaining and active, healthy and social community 	<ul style="list-style-type: none"> S2.2.3 – Plan and develop appropriate passive recreation facilities

RISK MANAGEMENT IMPLICATIONS

The item covers several risk areas to Council including strategy and planning, assets and infrastructure, environment and heritage and legal and political functions. The organisational risk and proposed treatment or mitigation is summarised in the following table from the Shire’s Risk Management Plan:

Risk Description	Risk Likelihood	Risk Consequence	Risk Classification	Risk Treatment
Council does not support the request from St John Ambulance for additional land to be annexed from Hillman Park	Possible (C)	Insignificant (1)	Low	Manage by routine procedures, unlikely to need specific application of resources

ASSET MANAGEMENT IMPLICATIONS

If the request is successful and approved by the Minister for Lands, the reduction of land in Hillman Park would reduce the Shire’s present requirement to manage/maintain the asset accordingly.

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

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION OFFICER RECOMMENDATION

91/17 Moved Cr Mathwin, seconded Cr Pedler that Council:

- 1. Advise St John Ambulance Kojonup that it supports ‘in principle’ their request to acquire approximately 306m² of land from Hillman Park (Lot 3000/Reserve 25292) to be included within the St John Ambulance land (Lot 3001/Reserve 28103) including the following advice note:**

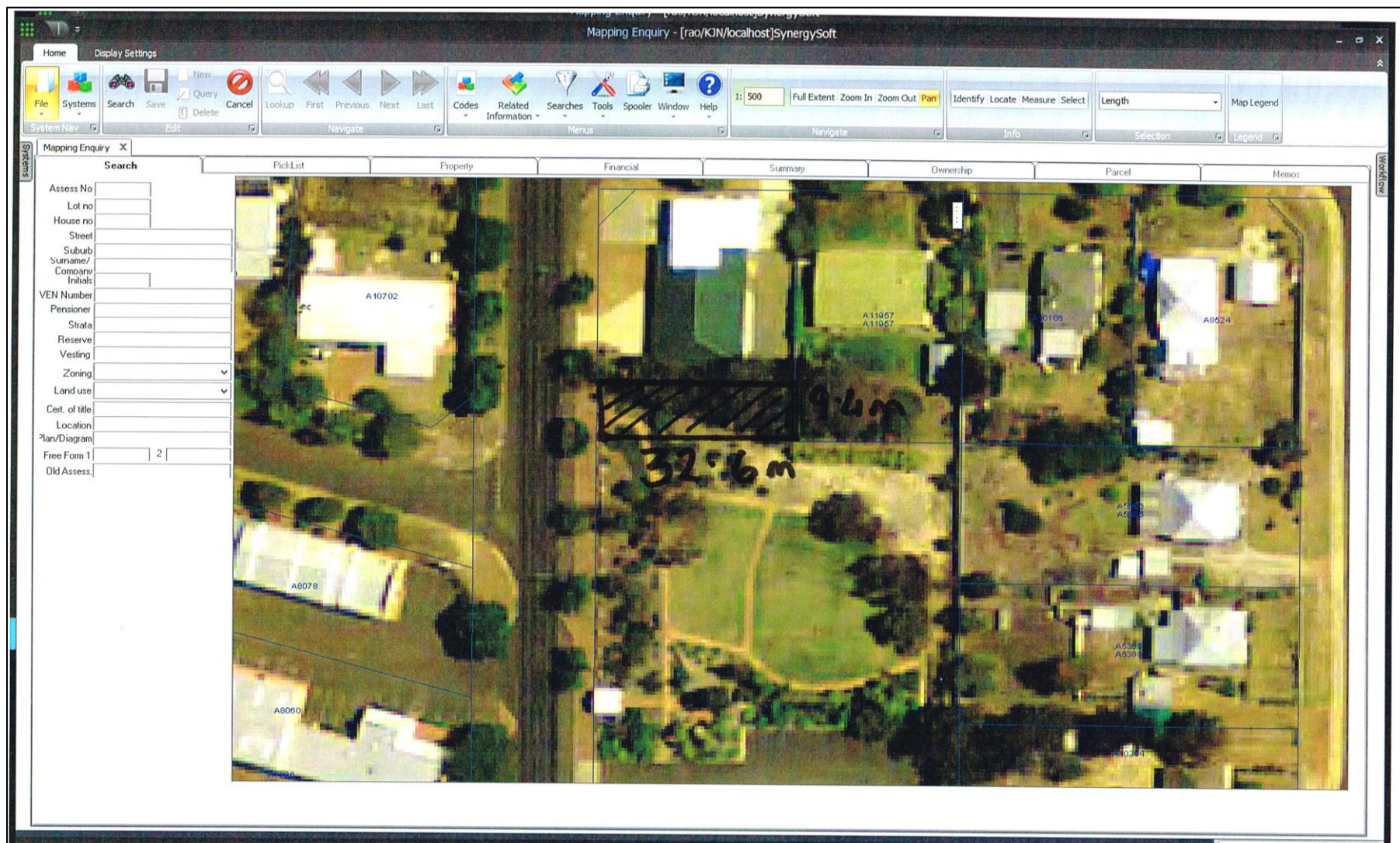
Advice Note:

This ‘in principle’ support is to enable public consultation to be undertaken and should not be construed as any approval or permission to proceed at this stage. Following the consultation period, the Council will consider any submissions received and determine the request.

- 2. Instruct the Chief Executive Officer to:**
 - i) Undertake community consultation, through local advertising, for a period of 21-days to enable the community to view and provide written comment on the proposal.**
 - ii) On completion of the community consultation provide Council with a further report for consideration of the request incorporating any submissions received.**

CARRIED 6/0

Attachment 12.1.1



Attachment 12.1.2

For the Service of Humanity



Shire of Kojonup
93-95 Albany Highway
Kojonup WA 6395

Dear Shire CEO Mr Rick Mitchell Collins and Shire President Mrs Ronnie Fleay,

St John Ambulance Kojonup is a volunteer organisation which currently has 14 active volunteers that attend approximately 300 Emergency callouts and Sporting Events each year within the Kojonup Community. As well as attending emergency callouts St John Ambulance Kojonup also provide a Continuing Education Training Program upskilling volunteers with current skills and knowledge throughout the year and provide on average 10 First Aid Courses a year for the Community to learn and keep up to date on their First Aid Skills.

Our current premises at Lot 3001 / 87 Albany Highway Kojonup is in need of upgrades and expansion and on behalf of St John Ambulance Kojonup I am writing to the Shire of Kojonup to request support for a small area of land on the south side of our Subcentre to be added from the Hillman Park Reserve. (Please refer to map for specific area) Obtaining this land will enable St John Ambulance Kojonup to expand and upgrade our current building and the surrounds to include:

- A new carpark to enable parking away from the street and adequate parking for volunteers on training and meeting nights and when they are needed for Emergency callouts.
- Parking for members of the general public who utilise the Subcentre to attend First Aid Courses.
- A larger wash bay area to enable cleaning of our equipment as opposed to the current single sink wash area we currently have.
- A larger more practical medical storeroom.

For the Health and Wellbeing of our volunteers we would be able to provide:

- Private entry into the building for Ambulance Officers by creating an Officer only entry door closer to our Ambulances.
- Separate Male and Female change rooms and locker areas.
- A Quiet room / Lounge area for our volunteers to meet and debrief after traumatic emergency callouts
- 2 x Bedrooms to provide volunteers who have been called to jobs late at night and live a distance from the Subcentre the opportunity to sleep if they are fatigued.

After consultation with an Architect and an assessment of the current land and building area it was decided that without obtaining the extra land from the Crown and the Shire of Kojonup we will not be able to achieve any of our above plans to improve and enhance our Subcentre.

We ask if you could please consider our request as we believe acquiring the extra land and being able to would be a huge benefit to not only our Volunteer Organisation but to the Kojonup Community as well.

For any further information please don't hesitate to contact myself on 0419 256 535. Or email kojonupambulance@westnet.com.au

Kind Regards

Nat Beer

Office Administrator St John Ambulance Kojonup

13 EXECUTIVE & GOVERNANCE REPORTS

Nil

14 AGED CARE SERVICES REPORTS

Nil

15 COMMUNITY DEVELOPMENT & TOURISM REPORTS

Nil

16 COMMITTEES OF COUNCIL

16.1 AUDIT COMMITTEE

ATTACHMENTS 16.1 – Audit Committee Unconfirmed Minutes for 31 July 2017

3:12pm – the Town Planner and the Member of the Gallery departed from the Chamber.

COUNCIL DECISION/OFFICER RECOMMENDATION

92/17 Moved Cr Pritchard, seconded Cr Hobbs that the attached unconfirmed minutes for the Audit Committee Meeting held 31 July 2017 be received by Council and the recommendations contained therein, including Item 10.5, be adopted.

CARRIED 6/0

17 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

18 NEW BUSINESS**18.1 NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE –
LOTTERYWEST SIGNS FOR MYRTLE BENN FLORA & FAUNA SANCTUARY**

The Chief Executive Officer advised that the Natural Resource Management (NRM) Advisory Committee had a committee meeting on Thursday, 10 August 2017. However, the NRM/Landcare Officer requested that the Council view Attachment 10.7.2 of the NRM Advisory Committee's meeting and consider the Committee Decision for Item 10.7.

ATTACHMENTS 18.1.1 – Kulbardi Sign Designs for Approval
 18.1.2 – Additional Signage

COUNCIL DECISION/OFFICER RECOMMENDATION

93/17 **Moved Cr Pedler, seconded Cr Radford that the Natural Resource Management Advisory Committee Decision for Item 10.7 (as follows) be approved by Council:**

That the Natural Resource Management Advisory Committee:

- 1. Accept the designs for Additional Signage Requirements (with amendments) and seek Council approval to allocate \$1,156.00 from GL Code 5686 to purchase the signs;*
- 2. Accept the designs by Kulbardi Hill Contracting for the Myrtle Benn Flora and Fauna Sanctuary and seek Council approval to print the brochures, print and erect the signs and erect the shelter for a cost of \$16,400 from GL Code 5712;*
- 3. Ask Council to allocate \$900.00 from GL Code 5614 to spend on refreshments for the Grand Opening scheduled for 14 October 2017; and*
- 4. Note the NRM/Landcare Officer's report on LotteryWest signs for Myrtle Benn Flora and Fauna Sanctuary.*

CARRIED 6/0

19 **CONFIDENTIAL REPORTS**

Nil

20 **NEXT MEETING**

Tuesday, 19 September 2017 commencing at 3:00pm.

21 **CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3:19pm.

22 **ATTACHMENTS (SEPARATE)**

- Item 10.1 Monthly Statement of Financial Activity
- Item 10.2 Monthly Payment Listing 01/07/2017 – 31/07/2017
- Item 16.1 Audit Committee Unconfirmed Minutes for 31 July 2017

Presiding Member

Date