

SHIRE OF KOJONUP



Council Minutes

18th December 2012

SHIRE OF KOJONUP**MINUTES FOR THE COUNCIL MEETING HELD ON 18th December 2012****TABLE OF CONTENTS**

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MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

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

Disclaimer

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

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

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

2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

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

Mr Anthony Middleton	Acting Chief Executive Officer
Mr Kim Dolzadelli	Manager of Corporate Services
Mr Mort Wignall	Manager of Regulatory & Community Services (entered at 3:05pm)
Mrs Heather Marland	Senior Finance Officer
Mrs Anna Boschman	Community Services Coordinator

Mr Neil Young	Public Gallery
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APOLOGIES

Cr Michael Baulch	Applying for a Leave of Absence for the Council meeting.
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3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL DECISION

122/12 MOVED Cr Benn seconded Cr Pritchard that Cr Baulch be granted Leave of Absence for the Council meeting held 18th December 2012.

CARRIED 7/0

6 CONFIRMATION OF MINUTES

ORDINARY MEETING 20th November 2012

Corrections:

COUNCIL DECISION

123/12 MOVED Cr Mathwin seconded Cr Benn that the Minutes of the Ordinary Meeting of Council held on 20th November 2012 be confirmed as a true record.

CARRIED 7/0

7 ANNOUNCEMENTS by the Presiding Member without discussion

The Shire President gave a brief overview of the various graduation ceremonies and community events that have occurred in the community leading up to the Christmas break.

8 PETITIONS, DEPUTATIONS & PRESENTATIONS

Nil

9 DECLARATIONS OF INTEREST

Cr Benn declared an interest in respect to Item 13.4 as he is the President of the Kojonup Tourist Association.

10 CORPORATE SERVICES REPORTS**10.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY**

AUTHOR: Kim Dolzadelli – Manager Corporate Services
DATE: Tuesday, 11 December 2012
FILE NO: FM.FNR.2
ATTACHMENT: 10.1 Monthly Statement of Financial Activity 1st July 2012 to 30th November 2012
10.1 Appendix A – Springhaven Aged Care Facility Monthly Statement of Financial Activity 1st July 2012 to 30th November 2012

DECLARATION OF INTEREST

Nil

SUMMARY

To accept the Monthly Statement's of Financial Activity for the period of 1st July 2012 to 30th November 2012.

BACKGROUND

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

COMMENTS

The Statements of Financial Activity for the period 1st July 2012 to 30th November 2012 show a solid position with 81.24% of rates collected to 30th November 2012 and a total amount of cash holdings of \$3,437,167.36 of which \$1,759,510 is held in fully cash backed Reserves; of these cash funds \$2,000,000 was invested in short term Term Deposits.

The Officer again highlights the variance between the Year to Date Budgeted Estimated Surplus and Year to Date Actual Surplus position is predominantly made up of the accumulated expenditure with respect to the Storm Damage Cleanup for which funding has yet to be received; the Claim for this funding has been submitted to Main Roads WA.

MRWA have advised that funding is expected to be received by the Shire of Kojonup within the next 6 (six) weeks. Officers have been monitoring cashflow closely and this will continue to be a key focus.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

None applicable.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

The Manager of Corporate Services noted a correction to the bank reconciliation amount on Page 2 of Attachment 10.1, the closing balance as at 30 November 2012 read \$1,174,644.32 for "Councils System" and \$1,171,636.75 for "Bank Statement"; both amounts should have read \$1,171,636.74. It was further explained that the difference of \$3,007.58 was a late Reserve Interest transfer that had not been reflected in Councils System at the time the Report was compiled.

COUNCIL DECISION / OFFICER RECOMMENDATION

124/12 MOVED Cr Pedler seconded Cr Benn that the Monthly Statement's of Financial Activity for the periods of 1st July 2012 to 30th November 2012, as attached, be accepted.

CARRIED 7/0

10.2 MONTHLY PAYMENTS LISTING

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

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments that were made from 1st November 2012 to 30th November 2012.

BACKGROUND

Not applicable.

COMMENT

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

CONSULTATION

No consultation was required.

STATUTORY ENVIRONMENT

Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996 provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

POLICY IMPLICATIONS

Council's Policy F3 provides authorities and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION / OFFICER RECOMMENDATION

125/12 MOVED Cr Hewson seconded Cr Pritchard that in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority from 1/11/2012 to 30/11/2012 comprising of Municipal Cheques 12496 to 12538, EFT's 9519 to 9625 and Internal Payment Vouchers 4011, 4182 to 4216 totalling \$799,369.03 and as attached to this agenda, be received.

CARRIED 7/0

10.3 GIFT OF THE YMCA BUS TO THE SHIRE OF KOJONUP

AUTHOR: Anna Boschman – Community Services Coordinator
DATE: Friday, 14 December 2012
FILE NO: CS.SVP.9
ATTACHMENT: 10.3.1 Photos of the YMCA Bus
10.3.2 Offer of gift and supporting documents sent by YMCA Perth

DECLARATION OF INTEREST

Nil

SUMMARY

To consider the offer of a gifted asset, YMCA Great Southern Bus.

BACKGROUND

In late November 2012 the Community Services Officer attended a meeting with Rebecca Freeman, Acting Youth Development Officer from the Department of Communities, to discuss developments, opportunities and gaps in youth services in Kojonup and the Great Southern region. At this meeting a number of topics were discussed including the recent developments at YMCA Great Southern.

YMCA Great Southern provided a school holiday service as part of the Pre-Strike Community Crime Prevention Program, in the form of the YMCA Bus which was custom designed to provide activities for young people living in regional towns in the Great Southern. The Bus was purchased by YMCA with grant funding from Lotterywest. It was aimed at becoming a relocatable haven for young people to utilise during the school holidays and for a number of years the bus travelled to towns to provide a school holiday activity service. The service was targeted at teenagers and young adults and the bus was also used at events and youth activities that took place in the region. Features of the bus include, a kitchen, air-conditioning, flat screen monitors, gaming consoles and outdoor activity equipment such as sumo suits (see attached photos).

The bus was staffed by YMCA staff members and youth volunteers who drove the bus, supervised the users and ran activities. It followed a pre-scheduled program of stops at different towns across the Great Southern including Kojonup, where activities were provided to communities free of charge.

The school holiday regional component of the service no longer operates. Although YMCA was successful in obtaining some funding to continue the Pre-Strike Program, the amount of funding obtained fell well short of the required amount to sustain the regional component.

The Albany Youth Support Association is now delivering the Community Crime Prevention Pre-Strike Program in Albany on behalf of YMCA and therefore YMCA will no longer require the bus.

Due to the recent developments YMCA are currently considering requests from a number of government organisations and not-for-profit groups including the Active Foundation and Great Southern Aboriginal Health, to be gifted the Bus. Lotterywest has agreed to allow the gifting of the asset, however, YMCA have stated that they would prefer the Bus to be donated to a group that is located within the region, has the ability to deliver similar services and would not converted it back into a passenger vehicle.

After verbal discussions with Zena Gomes, Youth and Community Services Operation Manager at the YMCA Head Office, the Community Services Officer at the Shire of Kojonup has gathered further information about the Bus and the terms of the gifting and transfer of ownership (see attachment).

In order to be considered as the recipient of the asset the Council will be required to send written notification of the acceptance of the offer of the gifted bus from YMCA. This letter will need to outline the proposed purpose of the vehicle, its storage location and an acknowledgment that all transfer costs, maintenance fees and licence fees be paid by the Shire upon change of ownership. The Shire will also need to arrange collection of the vehicle from Albany. YMCA is currently conducting a final service of the vehicle and will rectify any issues prior to the change of ownership.

COMMENTS

The Shire of Kojonup does not offer a school holiday program to young people in the district and there are few other community activities for youth, other than the operation of the Kevin O'Halloran Memorial Pool in the summer months.

The YMCA Bus was an important service that was regularly used by young people that live in Kojonup and the conclusion of this service will have a larger impact on Kojonup youth over other youth in the region, due to the fact that there are very few services available to young people at these times of year.

The reason for this shortfall in services is due to the fact that the number of young people in Kojonup decreases substantially during school holiday periods. Most families will leave town to visit relatives or go on interstate or even overseas holidays. The remaining youth are either from low income backgrounds or from families where parents have work commitments. This creates a situation where young people are often left unsupervised and under stimulated which often leads to incidents of petty crime and other antisocial behaviours.

Many young people will spend time using social media and gaming consoles to alleviate the boredom during the holidays. This means that they are not undertaking physical activity and are not socialising which can lead to detrimental mental and physical health outcomes.

The closest school holiday program runs in Katanning which is an 80km round trip and has a substantial financial impact on families that will often have to pay fees for their children to attend the activities in Katanning, as well as transportation costs. Katanning's school holiday program is not a viable option for low income families and with no public transport many parents are unable to coordinate alternative transportation for their children to attend.

If the Shire were to acquire the YMCA Bus there would be a number of benefits for the community. A periodic school holiday activity could take place during the school holiday periods. This would offer more opportunities for healthy social interaction and physical activity for youth that live in Kojonup. It could also lead to a reduction in incidents of petty crime and provide an additional service to the community.

A staff member or community volunteer would also be required to supervise the activities, drive the bus to the selected location and maintain the security of the equipment that is stored inside the bus while the bus is in use.

If the school holiday activity were to be offered periodical as opposed to a regular service offered over the entire holiday period, it would need to be properly advertised to be successful. A targeted advertising campaign would need to be implemented to make sure that youth and adult volunteers were encouraged to participate. This could be achieved by targeting parents and service groups as well as youth.

Opportunities like this are ideal for providing information to young people about youth related topics such as cyber bullying, mental health strategies and community projects. They can also be used to conduct surveys and gain feedback from youth about local issues. By offering opportunities for discussion in a relaxed and informal environment, youth are more receptive and provide important information that is usually difficult to obtain.

Due to the fact that the Bus is mobile, it could also be offered to community groups, sporting clubs, schools and other shires to hire for events and activities. Hirers would be liable for fuel and organising an appropriately licenced driver to collect and return the vehicle. By offering the bus to hire any cost for maintenance and upkeep would be subsidised and could possibly be financed in full depending on the demand for hire.

Because of the buses size and unique exterior, it's a perfect advertising tool that draws attention to events and activities that are taking place in it or near it. By incorporating its use into existing Kojonup activities such as the Australia Day Breakfast and The Kojonup Show, the community will have an extra resource to call on when promoting their events.

Other options for the bus could include a travelling library or interactive learning centre, a fixed location community facility, a short term project base for a local service group such as an art project

or mechanics project or even possibly a small group excursion bus for camps and attendance at regional events.

If Council were to acquire the Bus there is also the possibility that Council approach neighbouring Shires and enter into a joint operational agreement.

There are a wide variety of options for use of the vehicle, however, at this stage YMCA are keen to find a new owner, as the bus is currently not being utilised and remains in storage in Albany.

This is an opportunity for Kojonup to acquire an asset that could provide a number of services to the community with a relatively low cost to acquire and maintain the asset. A general outline of the Shire's intended use will need to be provided in the letter of acceptance however once ownership is transferred YMCA have no claim to the vehicle and therefore all options for potential uses can be explored.

This agenda item is to establish Council's view regarding the acquisition of the Bus. If Council were to decide to acquire the Bus, further items would be presented to Council regarding use, staffing requirements, hire and other related matters, at a later date.

CONSULTATION

Zena Gomes, Operations Manager, Youth and Community Services
All Senior Staff, Shire of Kojonup

STATUTORY ENVIRONMENT

Nil. If the future use of the Bus requires a fee for hire, this matter will fall under Local Governments Act legislation. At this point no defined use will be decided by Council as the item is regarding a consideration to acquire the Bus.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Indicative costs are as follows:

Upfront Costs

<u>Item</u>	<u>One Off Cost</u>
Cost of Transportation from Albany (current location)	\$300.00
Transfer Fee	\$106.00
Registration Fee (Due January 2012)	\$277.00
Total	\$683.00

Ongoing Annual Costs

<u>Item</u>	<u>Cost Per Annum</u>
Annual Registration Fee	\$300.00
Annual Service Fee	\$750.00
Mechanical Repairs	\$1000.00
Periodic Replacement of Equipment	\$500.00
Insurance (based on a value of \$15,000)	\$200.00
Total	\$2750.00

The longer term running costs of the Bus will be dependent on the activity and defined use as well as the amount of use, however other costs could include:

- Advertising Activities
- Fuel (tank capacity of litres)
- Driver (internal cost)
- Community Services Officer
- Administration Costs

In Councils 2012/13 budget an amount of \$10,000 was allocated to Community Events. Any costs associated with Community Activities and Events relating to the Bus would be allocated to the Community Events account.

Projected Income

Income could be generated through the hire to private or commercial by the hirer or contributions from other Shires

STRATEGIC IMPLICATIONS

The Shire of Kojonup is an Act Belong Commit Partner and has made a commitment to deliver community services that have the ability to improve the communities' mental health and well-being by encouraging community members to get involved and become engaged in local activities that take place in the region.

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

COUNCIL DECISION / OFFICER RECOMMENDATION

126/12 MOVED Cr Benn seconded Cr Pritchard that Council accepts the offer of the YMCA Bus with the following conditions:

- a) YMCA Great Southern agrees to gift the bus to the Shire as outlined in the offer from YMCA to the Shire of Kojonup.**
- b) That the Shire take full ownership of YMCA bus and will be responsible for the housing, maintenance, insurance and all other costs associated with the vehicle.**
- c) That a full mechanical inspection of the Bus is conducted, including an inspection of electrical components, prior to the acquisition of the vehicle.**

CARRIED 6/1

11 WORKS & ENGINEERING REPORTS

Nil

12 COMMUNITY & REGULATORY SERVICES REPORTS**12.1 NEW FEES AND CHARGES FOR KOJONUP RECREATION SPORTING COMPLEX**

AUTHOR: Cindy Westbrook – Coordinator of Building Services
DATE: Monday, 10 December 2012
FILE NO: FM.FEE.1
ATTACHMENT: 12.1.1 – Proposed Fees & Charges for Recreation Sporting Complex
 12.1.2 – Memorial & Lesser Hall Comparison Fees & Charges Table

DECLARATION OF INTEREST

Nil.

SUMMARY

To adopt new Fees and Charges for local community groups and private persons, for the Kojonup Recreation Sporting Complex.

BACKGROUND

Council adopted interim Fees & Charges for the Recreation Sporting Complex in August 2012. The interim Fees and Charges were adopted to allow time to undertake research and to gather information relating to the management of such facilities from a number of local governments.

The information gathered has been utilised as a comparison and guide in developing fees and charges for the complex and reflects an “industry standard” that encourages use of the facility by a range of community groups and private users.

COMMENT

Representatives of the local sporting clubs were consulted on the 10th October 2012 at the Complex Management Committee meeting with respect to the proposed increases to their annual fees; Clubs agreed that the increase was necessary and affordable. Annual fees have not increase for several years.

Portion of the hire fee for such facilities usually includes either partial or full recovery of costs associated with cleaning of the facility; at present, depending on the user group, Council staff and/or a contractor is used for cleaning the premises.

The proposed increase in annual fees from sporting clubs will contribute to cover the increased costs incurred associated with the running and maintaining of all the facilities. This will be reviewed in the 2013-2014 budget.

In accordance with section 6.19 of the Local Government Act 1995 Local Public Notice must be given before any new Fee and Charge can be implemented. It is suggested that the fees and charges be adopted as outlined in attachment 12.1.1.

CONSULTATION

The Shire of Kojonup Manager of Regulatory Services and Manager of Corporate Services have been consulted regarding cleaning costs for the complex. The Shire of Broomehill-Tambellup was also consulted regarding their fees and charges relating to their refurbished Tambellup Sporting Complex. The representatives of the local sporting clubs were consulted in regards to the increase in their annual contributions.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.16 - “Imposition of fees and charges” and Section 6.19 - “Local government to give notice of fees and charges”.

POLICY IMPLICATIONS

None applicable

FINANCIAL IMPLICATIONS

The proposed changes will have a minimal net impact on the Operational Budget.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

COUNCIL DECISION / OFFICER RECOMMENDATION**127/12 MOVED Cr Hewson seconded Cr Mathwin**

1. That in accordance with section 6.16 of the Local Government Act 1995 Council adopts the Fees and Charges for the Kojonup Recreation Sporting Complex as outlined in attachment 12.1.1;
2. That in accordance with section 6.19 of the Local Government Act 1995 Council gives Local Public Notice of the new Fees & Charges;
 1. That Hire of the Recreation Sporting Complex is to be in accordance with the following conditions:
 - a. Hire to Sporting Groups is the primary use of the facility and all non-sporting club related bookings will be scheduled around known fixtured sporting dates;
 - b. The Hire fee includes basic cleaning costs, any further costs incurred will be charged at cost;
 - c. That Hire is subject to acceptance by the Hirer for the cost of any damage caused to Council property to the amount of any insurance excess, that amount currently being \$1,000. Notwithstanding the aforementioned Council's insurer reserves the right to claim the full amount of any damages or repairs from the respective Hirer.

CARRIED 7/0

12.2 APPLICATION FOR REDUCED REAR SETBACK TO CARPORT ADDITIONS AT 18 BIGNELL ROAD (cnr. WATTS ROAD) KOJONUP.

AUTHOR: Phil Shephard – Town Planner
 DATE: 12 December 2012
 FILE NO: DB.BDA.8
 APPLICANT: HR Herbert
 OWNER: HR & L Herbert
 ATTACHMENTS: 12.2 Site Plan, Elevations and Photos of Site

DECLARATION OF INTEREST

Nil.

SUMMARY

An application for planning consent has been received to construct a freestanding 6m x 6m carport addition on the above property adjacent to Bignell Road as shown on the attached plans.

It is recommended that the application be approved subject to conditions.

BACKGROUND

The applicant wish to construct the carport to house a utility and tractor and seek a reduced setback of 400mm to the carport posts (the roof will extend further or closer to the boundary). The additions necessitate a variation to the Residential Design Codes and as such require Council approval.

COMMENT

The subject lot is zoned Residential Development with a density coding of R10/20 under Town Planning Scheme No. 3. The following setbacks from the Residential Design Codes apply to the R20 density coding:

Minimum Setback (m)	
Primary Street (Watts Road)	6
Secondary Street (Bignell Road)	1.5
Other/Rear	As determined from Table 2a and 2b

The subject lot is approximately 8,100m² in area and the existing dwelling and outbuilding have been constructed on the north-end of the lot (away from Katanning Road). The applicant proposes to screen the carport from Bignell Road with shrubs.

The applicant has discussed the proposed carport and its position adjacent to Bignell Road with the northern neighbour for comment and they have provided written advice that they have no objection to the application. The affected neighbour (to the west) passed away in August 2012 and no consultation has been possible.

Given that the proposal:

- Is consistent with the objectives and performance criteria of the Residential Design Codes; and
 - Has received support from affected neighbour,
- the proposal should be approved.

The roof sheets should be setback from the boundary also. Given the posts are proposed to be setback 400mm off the boundary, the roof sheets should be setback 300mm from the boundary (they extend 100mm past the posts).

CONSULTATION

The applicant has consulted with affected neighbour to the north.

STATUTORY ENVIRONMENT

Complies with Town Planning Scheme No 3 and the Residential Design Codes. A separate Building Licence will be required to construct the carport.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

The applicant is required to pay the \$139 planning application fee.

STRATEGIC IMPLICATIONS

There are no known strategic implications.

VOTING REQUIREMENTS – SIMPLE MAJORITY**COUNCIL DECISION / OFFICER RECOMMENDATION**

128/12 MOVED Cr Mathwin seconded Cr Marsh that Council approve the reduced side setback of 400mm to the posts and 300mm to the roof sheets for the carport addition for No 18 (Lot 2) Bignell Road, Kojonup and the applicants be advised that this is planning consent approval only and that a building licence must be obtained prior to construction of the carport.

LOST 0/7

COUNCIL DECISION

129/12 MOVED Cr Hewson seconded Cr Pritchard that more information be requested.

CARRIED 7/0

13 EXECUTIVE & GOVERNANCE REPORTS**13.1 SETTING OF COUNCIL MEETING DATES 2013**

AUTHOR: Dominique Hodge – Personal Assistant to the CEO
DATE: Tuesday, 27 November 2012
FILE NO: GO.CNM.6
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

Council is being asked to resolve to adopt Council Meeting dates for the 2013 year.

BACKGROUND

In October 2005 Council resolved that Council meetings be held on the third Tuesday of each month commencing at 3.00pm except where the date clashes with a public holiday or internal staffing management.

COMMENTS

The above practice has continued since inception with the only variation being no January meeting being held. Regulation 12 of the Local Government (Administration) Regulations 1996 requires that at least once per year a local government is to give local public notice of the dates on which and time and place which the ordinary meetings will be held.

It is proposed that Council continue with what is current practice and adopt the schedule of dates for the 2013 year as contained within the Officers recommendation.

CONSULTATION

None necessary

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996 – regulation 12 and Local Government Act 1995 section 5.25

POLICY IMPLICATIONS

None applicable

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS – SIMPLE MAJORITY**ORIGINAL OFFICER RECOMMENDATION**

1. Council meetings be held on the third Tuesday of each month, excluding January, commencing at 3.00pm except where the date clashes with a public holiday or internal staffing management,

2. The following dates be approved for the 2013 year:

- Tuesday, 19th February 2013
- Tuesday, 19th March 2013
- Tuesday, 16th April 2013
- Tuesday, 21st May 2013
- Tuesday, 18th June 2013
- Tuesday, 16th July 2013
- Tuesday, 20th August 2013
- Tuesday, 17th September 2013
- Tuesday, 15th October 2013
- Tuesday, 19th November 2013
- Tuesday, 17th December 2013

3. That Local Public Notice be given of the approved Council Meeting dates for the 2013 year.

COUNCIL DECISION

130/12 MOVED Cr Hewson seconded Cr Marsh that

- 1. Council meetings be held on the third Tuesday of each month, commencing at 3.00pm except where the date clashes with a public holiday or internal staffing management,**
- 2. The following dates be approved for the 2013 year:**
 - **Tuesday, 15th January 2013**
 - **Tuesday, 19th February 2013**
 - **Tuesday, 19th March 2013**
 - **Tuesday, 16th April 2013**
 - **Tuesday, 21st May 2013**
 - **Tuesday, 18th June 2013**
 - **Tuesday, 16th July 2013**
 - **Tuesday, 20th August 2013**
 - **Tuesday, 17th September 2013**
 - **Tuesday, 15th October 2013**
 - **Tuesday, 19th November 2013**
 - **Tuesday, 17th December 2013**
- 3. That Local Public Notice be given of the approved Council Meeting dates for the 2013 year.**

CARRIED 7/0

13.2 DELEGATIONS REGISTER REVIEW

AUTHOR: Sophie Knight – Policy, Planning and Governance Officer
DATE: Wednesday 28th November 2012
FILE NO: PE.AUT.1
ATTACHMENT: 13.2 Delegation Register

DECLARATION OF INTEREST

Nil

SUMMARY

Council is being asked to review the Delegations Register.

BACKGROUND

The Council of the Shire of Kojonup has resolved to adopt and delegate the functions referred to within this Delegations Manual to the Chief Executive Officer.

Section 5.42, Local Government Act 1995 provides for the delegation of some powers and duties to CEO as follows:

- (1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
 - (a) *this Act other than those referred to in section 5.43; or*
 - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*
- * *Absolute majority required.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

The Council has delegated various functions to the Chief Executive Officer. In turn some of those delegations have been sub delegated to senior officers and these are shown in each delegation. In addition certain functions empowered to the Chief Executive Officer by the Act have been also been sub delegated to senior officers.

Section 5.46 (2) of the Local Government Act 1995 states that at least once every financial year, delegations made under this Division are to be reviewed by the delegator.

COMMENTS

The Delegations Register is required to be periodically reviewed and the Register, which was last reviewed and approved by resolution 88/11 on 20th September 2011, the reviewed Delegations Register is attached to the Agenda.

Two changes have been made to the Delegation Register. The amount set in ADMIN 018 - Donations to Local Groups or Individuals has been raised from \$100 to \$200. The delegated authority setting FIN 003 – Write Off Money Owed to Shire was limited to the amount of \$200, this has been changed to \$250.

CONSULTATION

Nil required

STATUTORY ENVIRONMENT

The Local Government Act 1995, sections 5.42, 5.43, 5.44, 5.45 and 5.46 and Regulation 19 of the Local Government (Administration) Regulations.

POLICY IMPLICATIONS

None applicable.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Aligns with the strategic objective of ensuring governance and capability.

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

COUNCIL DECISION / OFFICER RECOMMENDATION

131/12 MOVED Cr Benn seconded Cr Mathwin

- That the Delegations Register, as attached to the agenda, be adopted.
- That the Shire President be authorised to sign the instruments of delegation.

CARRIED 7/0

13.3 METROPOLITAN LOCAL GOVERNMENT REVIEW

AUTHOR: Anthony Middleton – Acting Chief Executive Officer
DATE: 10 December 2012
FILE NO: GO.STR.1
ATTACHMENT: 13.3 Executive Summary of the Final Report

DECLARATION OF INTEREST

Yes – A Financial Interest is declared on the basis that Recommendation No. 25 recommends changing the way in which CEO's of local governments are appointed.

SUMMARY

An independent Metropolitan Local Government Review Panel was appointed to consider the terms of reference provided by the Minister for Local Government, Hon John Castrilli, MLA in his announcement of the local government boundaries review. The Panel concluded its work in July 2012 when it provided its final report to the Minister and the State Government has now released the Panel's report and invited public comment.

The purpose of this item is to consider whether the Council has a position on any of the recommendations contained within the Panel's final report.

A copy of the executive summary and recommendations of this report is attached. The full report (193 pages) can be downloaded at <http://metroreview.dlg.wa.gov.au/>

BACKGROUND

The independent Metropolitan Governance Review Panel was asked by the Minister for Local Government to:

- “Identify current and anticipated specific regional, social, environmental and economic issues affecting, or likely to affect, the growth of metropolitan Perth in the next 50 years.
- Identify current and anticipated national and international factors likely to impact in the next 50 years.
- Research improved local government structures, and governance models and structures for the Perth metropolitan area, drawing on national and international experience and examining key issues relating to community representation, engagement, accountability and State imperatives among other things the panel may identify during the course of the review.
- Identify new local government boundaries and a resultant reduction in the overall number of local governments to better meet the needs of the community.
- Prepare options to establish the most effective local government structures and governance models that take into account matters identified through the review including, but not limited to, community engagement, patterns of demographic change, regional and State growth and international factors which are likely to impact.
- Present a limited list of achievable options together with a recommendation on the preferred option.”

The public comment period closes on 5 April 2013 and the State Government will then consider all of the information before making a decision on the various recommendations.

COMMENT

The report, whilst initially considered in the context of the Metropolitan area only, makes numerous recommendations that have direct implications for all local governments within the State. It is therefore recommended that a submission be made on those items that could impact the Shire of Kojonup.

It should be noted that the recommendations as stated below rely on the background information contained within the report and care should be taken when reading them in isolation as is summarised in this item.

The report contains thirty (30) recommendations as follows:

Section 4 of the Report

- 1. The State Government give consideration to the inequities that exist in local government rating, including rate-equivalent payments and State Agreement Acts. (Page 63)**

Officer comment:

Supported – examples include the fact that the Department of Housing (Homewest) pays rates, yet when Homewest transfers public property to not for profit housing associations, they generally seek and claim rate exemption on the basis of charitable status.

- 2. A collaborative process between State and local government be commenced to establish a new Partnership Agreement which will progress strategic issues and key result areas for both State Government and local government. (Page 68)**

Officer comment:

Supported – a collaborative approach agreed to by the parties would be beneficial to the local government industry.

- 3. The State Government facilitate improved co-ordination between State Government agencies in the metropolitan area, including between State Government agencies and local government. (Page 71)**

Officer comment:

Supported for not just the metropolitan area but also the regions. The opportunity also exists to review the alignment of Department boundaries to align with the nine (9) regional Development Commission boundaries.

- 4. A full review of State and local government functions be undertaken by the proposed Local Government Commission as a second stage in the reform process. (Page 76)**

Officer comment:

This recommendation presupposes the outcome of recommendation 14, which is not supported. However, notwithstanding the development of a Commission, the principle of a review of WA State and Local Government functions is supported, particularly if it acknowledges the services, functions and facilities that local government currently provides which is subsidised on behalf of the State, or provided at a loss.

- 5. In conjunction with the proposed structural and governance reforms, that local government planning approval powers be reinstated in metropolitan Perth by the State Government.**

Officer comment:

No comment – only affects the Perth metropolitan area.

- 6. The State Government consider the management of waste treatment and disposal at a metropolitan-wide scale either be undertaken by a State authority or through a partnership with local government. (Page 73)**

Officer comment:

No comment – only affects the Perth metropolitan area.

- 7. A shared vision for the future of Perth be developed by the State Government, in conjunction with local government, stakeholder and community groups. (Page 76)**

Officer comment:

Supported (as our Capital City) – the fact that there currently isn't a State accepted 'vision' for Perth is surely an indictment on the State / Local Government relationship.

Section 5 of the Report

8. **A Forum of Mayors be formed to facilitate regional collaboration and effective lobbying for the needs of the metropolitan area and to provide a voice for Perth. (Page 109)**

Officer comment:

No comment – only affects the Perth metropolitan area.

9. **The Forum of Mayors be chaired by the Lord Mayor of the modified City of Perth in the first instance. (Page 109)**

Officer comment:

No comment – only affects the Perth metropolitan area.

10. **The newly created local governments should make the development and support of best practice community engagement a priority, including consideration of place management approaches and participatory governance modes, recognition of new and emerging social media channels and the use of open-government platforms. (Page 125)**

Officer comment:

Supported

11. **The existing Regional Local Governments in the metropolitan area be dissolved, their provisions in the *Local Government Act 1995* be repealed for the metropolitan area and a transitional plan for dissolving the existing bodies in the metropolitan area be developed. (Page 130)**

Officer comment:

No comment – only affects the Perth metropolitan area.

12. **The State Government give consideration to transferring oversight responsibility for developments at Perth's airports, major hospitals and universities to the Metropolitan Redevelopment Authority. (Page 128)**

Officer comment:

No comment – only affects the Perth metropolitan area.

13. **Periodic local government boundary reviews are undertaken by an independent body every 15 years to ensure the city's local government structure continues to be optimal as the metropolitan region develops. (Page 128)**

Officer comment:

Supported, subject to some form of local community involvement and the independent body having to report to the State Government (i.e. not having the legislative ability to implement its own findings or recommendations).

14. **The Local Government Advisory Board be dissolved and its operating and process provisions in the *Local Government Act 1995* be rescinded, with the Local Government Commission taking over its roles, including consideration of representation reviews. (Page 129)**

Officer comment:

Not supported - the principle of removing the Advisory Board also acknowledges that the poll provisions and the right for an individual local government's constituents to effectively 'veto' an amalgamation call would also be removed. This recommendation transfers ultimate 'control' over boundaries and local government reform to the State Government of the day without any reference to the 'people' of that local government.

15. **A new structure of local government in metropolitan Perth be created through specific legislation which:**

- a) **incorporates all of the Swan and Canning Rivers within applicable local government areas**
- b) **transfers Rottnest Island to the proposed local government centred around the City of Fremantle**
- c) **reduces the number of local governments in metropolitan Perth to 12, with boundaries as detailed in Section 5 of this report. (Page 129 on)**

Officer comment:

No comment – only affects the Perth metropolitan area.

Section 6 of the Report

- 16. Consideration be given to all local government elections being conducted by the Western Australian Electoral Commission. (Page 145)**

Officer comment:

Not supported. This will add unnecessary cost to local governments who can perform the same service at lower cost. Consideration should be given to whether local governments can compete for providing services to adjoining local governments to improve perceptions of accountability.

- 17. Compulsory voting for local government elections be enacted. (Page 145)**

Officer comment:

Compulsory voting is in place for Federal and State Governments. The principle argument against is that compulsory voting leads to party politics into local government. The principle argument for is that it is consistent with State and Federal politics. On balance and based on the information put forward in the report the officer recommends: support.

- 18. All Mayors and Presidents be directly elected by the community. (Page 151)**

Officer comment:

Not supported – the State Government need only look at previous reports on the subject matter including the 1996 Royal Commission into the City of Wanneroo which recommended against the principle of publicly elected Mayors. The officer is of the view that a Mayor or President elected by their peers (elected members) will hold them accountable to not just the residents and ratepayers, but also to the 'board' and make for more harmonious working relationships and better decision making.

- 19. Party and group nominations for local government electoral vacancies be permitted. (page 149)**

Officer comment:

Not supported. The arguments espoused on page 149 of the report are interesting. Indeed it argues that party politics and the politicisation of local government should be facilitated to improve the structure and to introduce bigger broader concepts. On balance the officer is of the view that whilst party politics is not illegal now, it should not be facilitated or encouraged.

- 20. Elected members be limited to serving three consecutive terms as councillor and two consecutive terms as Mayor/President. (Page 151)**

Officer comment:

Not Supported - The report's view is that elected members should be limited to 12 years on the basis that 12 years is enough time to 'achieve a great deal' and provide for greater sharing of knowledge and experience across broader generations and cultural range. The officer has the view that if this is the case, then the same should apply to State and Federal politicians. It is also worth considering that many local governments find it very difficult to attract candidates for elections and this would exacerbate this problem.

21. **Elected members be provided with appropriate training to encourage strategic leadership and board-like behaviour. (page 153)**

Officer comment:
Supported

22. **A full review of the current legislation be conducted to address the issue of the property franchise and the most appropriate voting system (noting the Panel considers that first-past-the-post is inappropriate for the larger districts that it has recommended). (Pages 149-150)**

Officer comment:
Not Supported. The officer has the view that first past the post is a system that elects the most preferred candidate and therefore should be supported over arguments of simplicity and ease. The officer believes the system needs to be the same for all local governments in WA, not just the larger municipalities proposed to be created for metropolitan Perth.

23. **Implementation of the proposed setting of fees and allowances for elected members as set by the Salaries and Allowances Tribunal. (Page 157)**

Officer comment:
Supported - on the basis that it will create consistency and equity across the State and provide greater equity and opportunity for those that are not self employed. It is the officers view however that this will also probably lead to increased expenses for governance and trend towards 'salaried' positions further driving the need to reduce both the total number of, and maximum number of, elected members in individual local governments.

24. **Payments made to elected members be reported to the community on a regular basis by each local government. (Page 157)**

Officer comment:
Supported - however it should be acknowledged that this already currently occurs in the annual report (once per year).

25. **The Public Sector Commission provide advice and assistance to local governments in the appointment and performance management of local government Chief Executive Officers with consideration given to the Public Sector Commission being represented on relevant selection panels and committees. (Page 152)**

Officer comment:
(Noting that the officer declares a financial interest in this item) Supported – the principle is supported as long as it does not involve any additional financial impost or surcharge on local government to utilise the service.

Section 7 of the Report

26. **A State Government decision on reform should be made as soon as possible, and if the decision is to proceed with structural reforms, the process of implementation should begin without delay. (Page 159)**

Officer comment:
Supported, noting that the government needs to be realistic with the implementation phase.

27. **Councils take on a leadership role in the reform debate and prepare their residents now for the possibility of changes in the future. (Page 162)**

Officer comment:
Supported

28. **The State Government assist and support local governments by providing tools to cope with change and developing an overarching communication and change management strategy.**

Officer comment:
Supported

- 29. A Local Government Commission be established as an independent body to administer and implement the structural and governance reforms recommended by the Panel, and facilitate the ongoing relationship between State and local government.**

Officer comment:
Not supported for the same reasons as recommendation 14.

- 30. The recommendations from the Panel should be considered as a complete reform package and be implemented in their entirety.**

Officer comment:
Not supported – some recommendations are independent of the others and can be adopted and implemented independently on their merits.

CONSULTATION

The final report is currently open for public comment, until 5 April 2013. The officer does not believe local public consultation on its draft or final 'responses' to these recommendations is required, although the public are invited and welcome to make individual submissions direct to the State Government.

STATUTORY REQUIREMENTS

There are no statutory obligations relevant for this item.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The financial implications for this report are dependant upon the outcome of the reports recommendations. Several of these, if supported, would generate greater costs associated with the governance of a local government. Recommendation No. 1 on the other hand has the potential to increase Councils income.

Many of the recommendations in the final report relate to the economic prosperity of the State by advocating more effective governance structures for metropolitan Perth. There are however no known significant economic implications when considering the direct impact on Kojonup.

STRATEGIC IMPLICATIONS

The outcomes of the Governments consideration of the various recommendations could have very important strategic implications for the direction and future of the Shire of Kojonup.

VOTING REQUIREMENTS – Simple Majority

ORIGINAL OFFICER RECOMMENDATION

That:

1. The Council responds to the recommendations made in the final report of the Metropolitan Local Government Review in accordance with the Officers Comments contained within this item; and
2. A copy of the Council's response is also forwarded to the WA Local Government Association (WALGA) and the Southern Link VROC for their information.

4:25pm Cr Marsh left the Chamber.

COUNCIL DECISION

132/12 MOVED Cr Pedler seconded Cr Benn that:

1. **The Council responds to the recommendations made in the final report of the Metropolitan Local Government Review in accordance with the Officers Comments contained within this item; and**
2. **A copy of the Council's response is also forwarded to the WA Local Government Association (WALGA) and the Southern Link VROC for their information.**
3. **Note the change to Point 27 in Comment Section from the officer is to read in Councils response as "Supported, noting that the Shire of Kojonup currently does not support involuntary amalgamation".**

CARRIED

6/0

4:40pm Cr Benn left the Chamber as he declared an interest in Item 13.4

4:40pm Mrs Heather Marland left the Chamber.

4:40pm Cr Trethowan left the Chamber.

4:42pm Cr Trethowan returned to the Chamber.

13.4 VISITOR SERVICING – MEMORANDUM OF UNDERSTANDING WITH KOJONUP TOURISM ASSOCIATION

AUTHOR: Anthony Middleton – Acting Chief Executive Officer
DATE: 11 December 2012
FILE NO: ED.IND.1
ATTACHMENT: 13.4.1 Draft Memorandum of Understanding
13.4.2 Kojonup Tourist Association Information

DECLARATION OF INTEREST

Nil.

SUMMARY

The Shire of Kojonup currently have a Memorandum of Understanding (MOU) with the Kojonup Tourism Association (KTA) for the provision of effective visitor services and support of tourism in Kojonup. This agreement expired on 30 June 2011 however has continued to run on a month-to-month basis.

The purpose of this item is to consider a new MOU to replace the existing arrangement. A copy of the proposed (Draft) MOU is attached.

BACKGROUND

At its meeting held on 18 September 2012, the Council resolved (motion 102/12):

“that Council in conjunction with Kojonup Tourist Association undertake a review of the lapsed Memorandum of Understanding between the two organisations.”

Following on from motion 102/12, the Acting CEO met with the President and Manager of the KTA to progress a new MOU. These discussions centred around clarifying any areas of uncertainty contained in the lapsed MOU and addressing any areas of concerns in the current operations of visitor servicing and The Kodja Place.

Following these discussions with the KTA, a workshop was held with the Council at a briefing session held on 6 November 2012.

COMMENT

This item proposes that the performance of visitor servicing and tourism promotion continue under the current business arrangements, i.e. an acceptance that it is not ‘core business’ of local government and therefore suited to be contracted out. The general assumption is also made that the Council is happy with the current provider of this service and renegotiations of a new contract are preferred to an open ‘purchasing’ process.

The attached draft MOU for the Council’s consideration is very similar to the existing agreement that expired last year. Only minor differences have been made to the document to clarify certain points, including:

- Clarified audit requirements;
- Frequency of provision of information by KTA to the Shire; and
- Increased lease area to include rooms for hire.

The MOU can be summarised as follows:

- KTA perform visitor servicing and tourism promotion in exchange for payment and rent;
- Shire maintains galleries, interpretive centre, courtyard etc; and
- Shire pays for most outgoings and maintains responsibility for The Kodja Place precinct.

There is no recommendation to change the amount of the annual 'grant' received by the KTA in this item. The grant covers approx. one (1) full time "manager" salary and overheads, depending of course on salary level, in exchange for a seven (7) day service. The author believes this to be an appropriate level of support – possibly less than providing the service in-house yet adequate enough for the KTA operations to encourage community input via volunteers and an incentive to generate own source funds through the retail outlet.

The grant amount under the current MOU for 2012/2013 is \$70,783 and this is the amount proposed for the first year of the draft MOU. The change in the MOU to include the two rooms currently hired to the public represents another incentive for the KTA to generate revenue. Presently, this represents a loss to the Shire (gain to the KTA) of between \$1,500 and \$2,500 per annum and would account for no consumer price index being applied at the commencement of the proposed MOU.

For comparative purposes, the following figures are provided to indicate financial contributions by other local government to visitor centres:

Shire	Cost	Comments
Shire of Merredin	\$66,670	Services central Wheatbelt
Shire of Denmark	\$80,000	
Shire of Northam	\$85,511	
Shire of Harvey	\$42,000	
Shire of Nannup	Shut down	
Shire Mt Barker	\$10,000	
Town of Narrogin	\$85,700	
Shire of Manjimup	\$95,000	Four (4) Visitor Centres (Shire Promotional plan increases by 10% each year.

It is noted that each town/shire has its own unique structure and varied opening hours for visitor servicing and the above figures should therefore only be used as a guide.

The current MOU requires the KTA to provide the information listed below to the Shire. This information has been included as an attachment to this item as indicated in brackets:

- Annual report (Managers Report attached)
- Audited financial statements (2010/2011 attached, although prepared by accounting firm they are not audited)
- Meaningful data on visitor numbers and feedback to enable effective service delivery.
- Provide quarterly statistical reports with:
 - Number of entries to the visitor centre (non staff / volunteers)(attached)
 - Number of people through the galleries / interpretive centre (attached)
 - Number of Accommodation bookings
 - Local (attached)
 - other regional (attached)
 - Number of Trans WA bookings (attached)
- Provide annual information on visitor satisfaction and suggested improvements

No information on visitor feedback, satisfaction or suggested improvements has been provided, although I am sure this information can easily be gathered from the visitors book and KTA surveys.

The KTA have also provided the following information:

- Number of Volunteer Hours;
- Days Open per month

CONSULTATION

Negotiations have occurred between the KTA President and Manager and the Acting CEO. This issue has also been discussed at a Council briefing session.

STATUTORY REQUIREMENTS

There are no statutory obligations relevant for this item.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The recommendation proposes no change to the existing financial commitment for visitor servicing and tourism promotion. As mentioned above, the grant amount under the current MOU for 2012/2013 is \$70,783 and this is the amount proposed for the first year of the draft MOU. The change in the MOU to include the two rooms currently hired to the public is similar in value to not applying the consumer price index between 2012/2013 and 2013/2014.

It is important to note that this MOU addresses visitor servicing and tourism promotion in Kojonup and does not purport to cover the wider operations of The Kodja Place precinct.

STRATEGIC IMPLICATIONS

Whilst it is acknowledged that the Community Strategic Vision is currently being prepared, it is noted that tourism, visitor servicing and The Kodja Place represent a significant portion of the Council's annual operating budget and therefore the treatment of these issues have important strategic implications.

VOTING REQUIREMENTS – Simple Majority

COUNCIL DECISION / OFFICER RECOMMENDATION

133/12 MOVED Cr Hewson seconded Cr Pritchard

That:

- 1. The attached Memorandum of Understanding between the Shire of Kojonup and the Kojonup Tourism Association for the provision of effective visitor services and support of tourism in Kojonup be endorsed;**
- 2. The attached Memorandum of Understanding be forwarded to the Kojonup Tourism Association for their consideration; and**
- 3. Providing that the Kojonup Tourism Association has no changes to the attached Memorandum of Understanding, the Shire President and Acting Chief Executive Officer be authorised to execute the agreement.**

CARRIED 5/0

4:55pm Cr Benn returned to the Chamber.

The Shire President then advised Cr Benn of Council's Decision.

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

134/12 MOVED Cr Hewson seconded Cr Pritchard that the attached unconfirmed minutes of the Medical / Health Centre Advisory Committee held Friday 7th December 2012 be received by Council.

CARRIED 6/0

14.2 SPRINGHAVEN ADVISORY COMMITTEE**COUNCIL DECISION / OFFICER RECOMMENDATION**

135/12 MOVED Cr Mathwin seconded Cr Hewson that the attached unconfirmed minutes of the Springhaven Advisory Committee held Thursday 6th December 2012 be received by Council.

CARRIED 6/0

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW BUSINESS

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

Nil

17 CONFIDENTIAL REPORTS

Nil

18 NEXT MEETING

Tuesday, 15th January 2013 commencing at 3:00pm.

19 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 5:00pm.

20 APPENDICES AND TABLED DOCUMENTS**21 ATTACHMENTS**

Item 10.1	Monthly Statement of Financial Activity 1 st July 2012 to 30 th November 2012
Item 10.1	Appendix A – Springhaven Aged Care Facility Monthly Statement of Financial Activity 1 st July 2012 to 30 th November 2012
Item 10.2	Monthly Payment Listing
Item 10.3.1	Photos of the YMCA Bus
Item 10.3.2	Offer of gift and supporting documents sent by YMCA Perth
Item 12.1.1	Proposed Fees & Charges for Recreation Sporting Complex
Item 12.1.2	Memorial & Lesser Hall Comparison Fees & Charges Table
Item 12.2	Site Plan, Elevations and Photos of Site
Item 13.2	Delegation Register

- Item 13.3 Executive Summary of the Final Report
- Item 13.4.1 Draft Memorandum of Understanding
- Item 13.4.2 Kojonup Tourist Association Information
- Item 14.1 Unconfirmed Medical / Health Centre Advisory Committee Minutes – Friday 7th December 2012
- Item 14.2 Unconfirmed Springhaven Advisory Committee Minutes – Thursday 6th December 2012

Presiding Member

Date