

SHIRE OF KOJONUP



Council Minutes

20th June 2006

SHIRE OF KOJONUP

MINUTES FOR THE COUNCIL MEETING HELD 20th June 2006

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SHIRE OF KOJONUP

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MINUTES

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The President opened the meeting at 3.02pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

The President read the following statement:

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 Jill Mathwin Shire President

Cr Jane Trethowan Deputy Shire President

Cr John Benn

Cr Pat Bunny

Cr Will Carrington-Jones

Cr Ernie Graham

Cr Rosie Hewson

Cr Greg Marsh

Cr Frank Pritchard

Cr Geoff Thorn

Mr Stephen Gash Chief Executive Officer

Ms Melissa Wilson Environmental Development Manager

Mrs Heather Marland Senior Finance Officer

Mrs Rosemary Cussons Personal Assistant

APOLOGIES

Cr Geoff Thorn

Cr John Benn

Mrs Cindy North Community Development Manager

3. PUBLIC QUESTION TIME

Nil

4. SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Geoff Thorn and Cr John Benn have applied through the Chief Executive Officer for Leave of Absence from today's meeting Tuesday 20th June 2006.

COUNCIL DECISION

76/06 MOVED Cr Hewson that Leave of Absence be granted to Cr Thorn and Cr Benn for today's meeting Tuesday 20th June 2006.

CARRIED 8/0

6. CONFIRMATION OF MINUTES

ORDINARY MEETING 16th May 2006

Correction:

COUNCIL DECISION

77/06 MOVED Cr Graham that the Minutes of the Ordinary Meeting of Council held on 16th May 2006 be confirmed as a true record.

CARRIED 8/0

SPECIAL MEETING 2nd June 2006

Corrections: Nil

COUNCIL DECISION

78/06 MOVED Cr Hewson that the Minutes of the Ordinary Meeting of Council held on 2nd June 2006 be confirmed as a true record.

CARRIED 8/0

7. ANNOUNCEMENTS by the Presiding Member without discussion

The Shire President informed the meeting of her recent attendance at the Great Southern Alliance meeting and outlined the main points of discussion at the meeting.

8. PETITIONS, DEPUTATIONS & PRESENTATIONS

Nil

9. DECLARATIONS OF INTEREST

Nil

10. FINANCE REPORTS

10.1.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY

AUTHOR: John Crothers – Acting Financial Manager

DATE: 16 June 2006

FILE NO 06.15.01

DECLARATION OF INTEREST

Nil

SUMMARY

Preparation and presentation to Council of monthly reports are a statutory requirement, with specific items needing to be included in such reports. This has been done for all prior months, as per the requirements.

There are also separate attachments to this report, which also give the 'overview' information as to the position of Council's finances.

A formal Budget Review was carried out at the half year, and adopted by Council on 31 January 2006. A subsequent review was submitted to a special meeting of Council which was held on 2 June 2006. Formal adoption of virtually all End-Of-Year figures will be put before another special meeting of Council, which is proposed for 7 July 2006. The new budget for the 2006/07 year will also be submitted to that meeting.

Staff continue to be mindful of ensuring that the results for the year do not take Council's budget End-Of-Year position into deficit.

BACKGROUND

The new reporting requirements came into force from 1st July 2005. The reports attached comply with the new Financial Management Regulations.

COMMENTS

There are a number of attachments to this report, and they are as follows:

- 1.1 Bank Reconciliations
- 2.1 Rates Report
- 3.1 Net Current Asset Position [NAP]
- 3.2 Explanations/Comments on Net Current Assets Position
- 3.3 Ratios
- 3.4 Committed Assets Details [NOTE: Not dissected at this time]
- 3.5 Restricted Assets Details
- 3.6 Reserves Details
- 4.1 Status Report – Finance and Accounting Work
- 5.1 Statement of Financial Activity – Summary
- 6.1 Capital Expenditure Listing
- 7 Plant Purchases and Disposals, and other Asset disposals
- 8 Operating Statement – Detailed dissection [only produced each quarter]

At its meeting of 22 August 2005 Council adopted a "Material" Variance figure of either \$500 or 8%, whichever is the greater, for each individual account. It is a requirement for Council to formally adopt its desired level of variance every 12 months, and the same level is again herein proposed.

As stated previously, this year remains "extremely" tight financially, and Council and staff remain mindful of having to exercise both restraint and discipline to the end of the 2005/06 year. All involved are aware that a great deal of caution will also be needed for the following, 2006/07, year.

Attachment 1.1 to this report gives details of Council's Bank Reconciliations, and Investments. Monthly production of this item shows to Council that this very important task has been completed, and that things are up-to-date. If sufficient government monies, and other large debtors, are recouped over the next month then the level of any overdraft will be negated, or at least able to be minimised.

Attachment 2.1 gives details of Council's Rates details. The last Instalment on Rates was due on 7th March 2006. Final notices were sent out for all amounts owing. The Rates Report shows that the collections have significantly increased. As attachment 2.1 shows, as at 15 June 2006 the total outstanding, excluding the Pensioner Rebates due from the State Government, was some \$82,398 which represents 3.16% of the amount collectable.

Attachment 3.1 provides details of Council's Net Current position. It is important that Council retains a Surplus position [shown in light green on the attachment].

Item 3.2 lists a few brief Explanatory notes, while item 3.3 shows details of Ratios which are broad indicators of Council's financial positions.

Rarely does Council receive funds in advance, but these are listed separately where necessary, in items 3.4 or 3.5 to this report. Such payments in advance are termed "Committed Assets".

Attachment 3.5 relates to "Restricted Assets", which involves funds received in advance in prior years, which should be treated as "Restricted" until the expenditures associated with such purposes have been incurred. Transfers are then made after that time. We have also included in this section a number of new items, which are "Committed Monies" for the current year [IE: Over the next month], but these will become "Restricted Monies" from July 2006, for the 2006/07 financial year.

Attachment 3.6 shows Council's Reserves Accounts, including movements to and from such accounts for the year. A greater level of transfer from the Employees Leave Entitlements Reserves has been needed, as more staff leave has been taken than was earlier anticipated.

Attachment 4.1 is the monthly Status Report with regard to significant Finance and Accounting work, so that the Council is kept informed as to the position of various items in this area.

Two important systems are that of the Public Works Overheads [PWO] distribution, and the Plant Operating System [POS] Costs distribution. Both systems are updated fortnightly. Both the PWO and the POS systems will have net costs at the close of the year. As previously advised, the level of charge outs will be reassessed for the 2006/07 budget year.

Attachment 5.1 is the Statement of Financial Activities for the year. This is basically a "Sources and Applications of Funds" Statement, and is a summary of figures of the original budget, amendments adopted to date, actual figures transacted to date, as well as our projections, in dollar terms, of the likely/expected outcomes for the year. Also included are figures as to the variances to those previously approved, being compared to the last budget review figure.

As previously advised, the projected financial result for the Aged Care service has been of the most concern. While a loan for the capital items was previously considered, efforts have been made to avoid this, and nothing is proposed for the 2005/06 year

Also advised, it would be in Council's best interest to renegotiate loan 130, being for the Grader purchase. Its term should be extended a further 4 years. This matter will have ramifications for the new budget, and subsequent financial years.

As we are all aware, Council's financial records have had problems in past years, and we are working to correct as many of those during the 2005/06 year as possible.

A further issue is that of Assets. Adjustments between various categories are needed. Further, revaluation of Council's Roads and other Infrastructure are proposed, with these to become effective from 30th June 2006. A report on these items is separately included for Council's consideration. As per accounting practices permissible, it is proposed to correct the overstating of "Land for Resale" Assets of \$124,103 by way of reducing those Assets down, with a corresponding offset amount applying to Council's Equity position. This will be adjusted for the Balance Sheets for the 2004/05 year and the 2005/06 year. Council's Auditor agrees with this action.

The overall End-Of-Year projected result for all of Council's finances is expected to have a very low 'Closing' position, after all the adjustments are affected. Included with this report is attachment 6.2, on grey coloured paper, which lists the anticipated "Carry Over" items. This list was current as at 16 June 2006.

As we are all aware, Council's finances were in dire straits 2 and 3 years ago. Remedial actions were commenced in 2004/05, with significant gains being made in the current financial year. There is every possibility that Council may have a

"Book" value overdraft at the end of June, although the 'actual' amount at the bank is expected to be surplus, due mainly to the 'restricted' monies relating to the forward payment by government departments.

Notwithstanding the above, it needs to be appreciated that years of poor financial management cannot be fixed overnight. The large rate increase in the 2004/05 year only provided funds for catching up on costs increase of an operational nature. It has not provided any additional funds for the replacement of assets. Further, the taking up on a large "General Purpose" loan only went towards reducing the overdraft position. The action merely moved debt from an Overdraft position to a Loan position. Large repayments are still needed to liquidate that debt.

For the information of elected members, and readers, the Local Government Cost Index for WA has now been calculated at running at 6.96% increase over the year to the end of March 2006.

Past years have seen Council involved in a wide array of new things, without reference to the depletion/deterioration of its existing assets. Serious consideration of a "Back to Basics" approach is needed, with emphasis on 'areas of Needs', above 'items of Wants'. As well, action is needed by Council to assist the area to grow by working with Land Corp to develop Residential and Industrial land. These have been focus areas for Council's draft Plan for the Future. As previously mentioned, emphasis needs to be placed on issues of "Sustainability". It is important that ALL new items are considered at the same time, wherever possible, and that multiple year ramifications are taken into account. The "Big Picture" needs to be kept in mind, with focus on the achievement of Core Objectives and the achievement of the best long term benefits for the community.

Over the next year Council should concentrate on returning its finances to a more acceptable level, and to fully cash back its Aged Care Service liabilities. Increased allocations towards roads and infrastructure are needed, as well as looking to those activities which will prove to be the most beneficial in the long term. It is proposed that these issues will be the subject of deliberations on Council's Plan for the Future, and its 2006/07 budget.

CONSULTATION

None necessary.

STATUTORY ENVIRONMENT

Financial Management Regulation 34 sets out the basic information which must now be included in the monthly reports to Council. These reports submitted exceed those basic requirements.

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 Financial Activities report.

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.

VOTING REQUIREMENTS - SIMPLE MAJORITY

OFFICER RECOMMENDATION

1. That the Monthly Financial reports, as attached, be accepted
1. That Council's Policy on "Materiality" be reaffirmed, being that the materiality changes of \$500 or 8% above prior

approved levels must be reported to Council, and for this to occur at 'Chart of Account' levels in each detailed Operating Statement, which is listed to Council at least 3 times per year.

COUNCIL DECISION

79/06 MOVED Cr Bunny

1. That the Monthly Financial reports, as attached, be accepted

2. That Council's Policy on "Materiality" be reaffirmed, being that the materiality changes of \$500 or 8% above prior approved levels must be reported to Council, and for this to occur at 'Chart of Account' levels in each detailed Operating Statement, which is listed to Council at least 3 times per year.

CARRIED 8/0

10.1.2 MONTHLY PAYMENTS LISTING

AUTHOR: Senior Finance Officer – Heather Marland

DATE: 15th June 2006

FILE NO: 06.15.01

DECLARATION OF INTEREST

Nil

SUMMARY

To receive a list of payments made since the last similar list was received.

BACKGROUND

Not applicable.

COMMENT

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

CONSULTATION

No consultation was required.

STATUTORY ENVIRONMENT

Regulations 13 (2) of the Local Government (Financial Management Regulations) 1996 requires such a list to be "presented" whenever payments have been made under a delegated authority. (Reference Delegation #18).

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

VOTING REQUIREMENTS – Simple Majority

OFFICER RECOMMENDATION

That the Payment Listing from 25/05/06 to 14/06/06 comprising of Municipal Cheques 8295 to 8370, EFTs 1531 to 1582 and Internal Payment Vouchers 549 to 588 totalling \$731,899.98 and as attached to this agenda, be received.

COUNCIL DECISION

80/06 MOVED Cr Trethowan that the Payment Listing from 25/05/06 to 14/06/06 comprising of Municipal Cheques 8295 to 8370, EFTs 1531 to 1582 and Internal Payment Vouchers 549 to 588 totalling \$731,899.98 and as attached to this agenda, be received.

CARRIED 8/0

3.21pm Mrs Heather Marland left the Chamber

10.1.3 ASSETS – TRANSFERS, ADJUSTMENTS, & REVALUATIONS

AUTHOR: John Crothers, Acting Finance Manager

DATE: 20 June 2006

FILE NO: 6.03.01

DECLARATION OF INTEREST

Nil

SUMMARY

Examination has been made of various aspects of Council's Assets Registers.

Adjustments are herein proposed. No effects will apply to Council's Cash position, as the various entries are merely correct accounting of how Council's records should be kept.

BACKGROUND

There are 3 particular issues:

- Adjustments between Asset Groups, so as to more correctly record the assets in their particular types;
- Writing On and Off of Assets where investigations have identified that certain assets exist and have not been correctly recorded, and Writing Off of values relating to assets identified as no longer owned by Council;
- Revaluation of Roads Infrastructure

As far as the last point is concerned, the Roads Infrastructure was re-valued in April, and the results have now been examined.

COMMENT

Investigations have been carried out on the most important sections of Council's Assets registers. Unfortunately time had not permitted research on the "Furniture & Equipment" section of the Asset Register by the date of preparation of this report. This will now need to be completed in the following financial year.

Attached to this report are 2 lists with regard to Council's assets.

The list titled "Various Fixed Assets" involves a number of variations proposed, and the reasons for those are detailed at the bottom of the list. Some values are merely proposed to be moved between different section, for more appropriate, and accurate, recording purposes.

The biggest change in this section is that of the "Land held for Resale Non-Current Assets". There is \$124,103 value of development costs which should have been written off when previous lots were sold. This is now recommended, with the adjustment to be that of Council's Fixed Assets Values, and a corresponding offsetting entry to Council's equity position. This is as per the new accounting standards.

There is also a minor value [of \$2,000] which needs to be written on to Council's assets, which is the value of a block of land which was "Gifted" to Council in August 1998.

The 2nd list relates to Infrastructure assets, with initial adjustments being needed between the 2 main sections.

The other change relates to Council's Road assets. These have now been re-valued, and the overall dissections are included on that 2nd list. The last re-valuation was carried out in June 2001.

The comments by the consultant were that Council needs to place greater future emphasis on bitumen resealing, high levels of maintenance grading, and gravel re-sheeting.

CONSULTATION

None considered necessary.

STATUTORY ENVIRONMENT

Writing On and Off of Assets should occur so as to accurately state the items and values of Council owned assets.

As far as the Roads Assets are concerned, for Council, and staff, to continue with the method previously followed, then Council should now adopt the new valuations separately listed.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

The adjustments and writing on and off of assets, excluding infrastructure, will involve a downward adjustment to Council's Assets of \$122,103.

The new Re-Valuations of Council's Roads Infrastructure will entail additional depreciation being recorded in future years, which will increase the 'official' operating deficit. However, in cash terms it will have no immediate effect. However, the increases in those depreciation figures will flow onto Council's Grants Commission data, which should then translate into additional road grant funds. However, the changes will take some 3 years before they have any significant effects.

STRATEGIC IMPLICATIONS

None considered applicable.

OFFICER RECOMMENDATION

1. That the adjustments and writing on and off of assets as recommended and listed to this report be authorised;
2. That the Re-Valuation of Road Assets, including the revised Accumulated Depreciation figures, be authorised at being applicable from 30 June 2006.

COUNCIL DECISION

81/06 MOVED Cr Hewson

1. **That the adjustments and writing on and off of assets as recommended and listed to this report be authorised**
2. **That the Re-Valuation of Road Assets, including the revised Accumulated Depreciation figures, be authorised at being applicable from 30 June 2006.**

CARRIED 8/0

1. ENGINEERING & WORKS REPORTS

Nil

2. ECONOMIC & ENVIRONMENTAL DEVELOPMENT REPORTS

12.1 TOWN PLANNING SCHEME AMENDMENT NUMBER 6

AUTHOR: Melissa Wilson – Environmental Development Manager

DATE: 19th May 2006

FILE NO: 14.04.08

DECLARATION OF INTEREST

Nil

SUMMARY

To consider the draft amendment (number 6) to the Shire of Kojonup Town Planning Scheme Number 3.

BACKGROUND

Town Planning Schemes undergo amendments or reviews on a periodic basis or by request when warranted under section 75 of the Town Planning Development Act 2005. The Act states that:

"A local government may amend a local planning scheme with reference to any land within its district, or with reference to land within its district and other land within any adjacent district, by an amendment —

(a) prepared by the local government, approved by the Minister and published in the Gazette; or

(b) proposed by all or any of the owners of any land in the scheme area, adopted, with or without modifications, by the local government, approved by the Minister and published in the Gazette. "

An alternative to completing a review of the scheme it has been recommended by our Planning Consultant, Mr Paul Bashall - Planwest, to amend the scheme. This amendment will take place in two parts. The first part is intended to make changes to the references to model by laws that no longer exist and to make alterations to the zoning or use of two properties within the Shire boundary.

The second part to be undertaken in the 2006/07 financial year will be to adopt the Model Scheme Text. The Model Scheme Text is what all schemes either are or should be based on. It gives continuity as well as giving the opportunity for the Local Government to customise certain aspects of the scheme. At present the Shire of Kojonup doesn't have the model scheme text adopted. If amended to include the Model Scheme Text it will have a reference to any future changes that are made to it therefore the Shire of Kojonup scheme will automatically update with the Model Scheme Text amendments without the need to go through a scheme amendment process.

It is necessary to do the amendments in two parts so that approvals for one part do not hinge on approvals for another part and that they are seen as a separate document.

The Town Planning Scheme Number 3 has references within the text to 'model by-laws' which have since been repealed and no longer have any legal standing. Referring to these laws makes it difficult for the officers and the Council to make informed decisions in certain matters. The amendment to the Scheme removes all references to the 'model by-laws' (draft amendment attached).

The Shire of Kojonup has been approached by two businesses requesting changes to the zoning or use of their land to facilitate their operation. They are:

1. 'Old Car Garage' – Darren and Sarah Yardley – Lots 122 and 123 Blackwood Road, Muradup and
2. 'Elders' –B.J. Robinson and Toner Pty Ltd - Lot 17 Blackwood Road, Kojonup

The first business, Old Car Garage, is located on properties zoned residential by the Town Planning Scheme number 3 and restricts the operation of the business. Council has approved the business on two occasions to operate as a Home Occupation, which is reviewed on an annual basis.

The second business, Elders, currently operated from an adjoining commercial property to lot 17 Blackwood Road and wishes to extend the business by increasing the delivery depot into lot 17 Blackwood Road, Kojonup. Lot 17 is currently zoned as residential and borders the commercial precinct.

The Western Australian Planning Commission and the Minister for Planning consider proposed amendments to town

planning schemes and either approval, request amendments or refuse such applications.

The procedure for amending a town planning scheme are as follows:

1. Local Government resolves to prepare the scheme amendment
2. Local Government informs the Environmental Protection Authority under section 48A of the Environmental Protection Act 1986. The EPA will then advise if an environmental review is needed.
3. The Local Government advertises the proposed amendment and asks for submissions.
4. Amendment sent to the WAPC for their information
5. Council consider all submissions and resolve to adopt or modify amendment
6. Amendment sent to the WAPC for Ministerial approval
7. The Minister for Planning will approve the amendment, ask for modifications or refuse the application.
8. If approved the Local Government must gazette the new amendment.

COMMENT

It is not recommended that lots 122 and 123 Blackwood Road, Muradup is rezoned to commercial or industrial in order to facilitate the business. A commercial or industrial use wouldn't fit with the remainder of the surrounding properties and may lead to future undesirable development of the land. However it is favoured to apply an 'additional use' to these two lots. The additional use would be described as a 'Vehicle Restoration Business' to allow Mr and Mrs Yardley to continue to operate their business. This means that the property if sold cannot be used as a commercial or industrial use.

It is recommended that in rezoning lot 17 Blackwood Road Kojonup that the owners are required to instigate an amalgamation of lots 17 Blackwood Road and lot 2 Albany Highway. The intention of this is to keep the commercial precinct in the properties that border Albany Highway to one lot in from Albany Highway.

Mr Paul Bashall, Planwest, has prepared a draft amendment incorporating the rezoning, the additional use and a minor amendment to the working of the text by deleting references to the Model By Laws.

A copy of the draft amendment number 6 is attached.

It is important to note that this is to adopt in principle the amendment and start the advertising process. The finalised amendment will still need to be advertised by the Shire prior to going to the WAPC for final approval.

CONSULTATION

Consultation has been undertaken with the planning consultant, Mr Paul Bashall and the owners of the properties in question.

Future consultation will be with the Environmental Protection Authority, other government agencies, and surrounding landowners as well as placing an advertisement in the local newspaper. This is a requirement of the approval procedure by WAPC.

STATUTORY ENVIRONMENT

Section 75 of the Town Planning Development Act 2005 states that

"A local government may amend a local planning scheme with reference to any land within its district, or with reference to land within its district and other land within any adjacent district, by an amendment—

(a) prepared by the local government, approved by the Minister and published in the Gazette; or

(b) proposed by all or any of the owners of any land in the scheme area, adopted, with or without modifications, by the local government, approved by the Minister and published in the Gazette. "

Section 48A of the Environmental Protection Act 1986 allows for the Environmental Protection Authority to request a environmental assessment in relation to scheme amendments.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

The amendment will cost approximately \$3700 plus advertising costs.

STRATEGIC IMPLICATIONS

VOTING REQUIREMENTS – Simple Majority

OFFICER RECOMMENDATION

1. That Amendment 6 to the Shire of Kojonup Town Planning Scheme, as prepared by Planwest, be adopted in principal subject to the required consultation.
2. That the advertising and consultation commence as per the requirements of the Town Planning and Development Act 2005.

COUNCIL DECISION

82/06 MOVED Cr Carrington-Jones

- 1. That Amendment 6 to the Shire of Kojonup Town Planning Scheme, as prepared by Planwest, be adopted in principal subject to the required consultation.**
- 2. That the advertising and consultation commence as per the requirements of the Town Planning and Development Act 2005.**

CARRIED 8/0

1. CORPORATE & COMMUNITY SERVICES REPORTS

13.1 GREAT SOUTHERN RECREATION ADVISORY GROUP – TERMS OF REFERENCE

AUTHOR: Cindy North – Community Services Officer

DATE: 13 June 2006

FILE NO: 03.03.09

DECLARATION OF INTEREST

Nil

SUMMARY

To endorse the Terms of Reference for the Great Southern Recreation Advisory Group.

BACKGROUND

In 2001 the Great Southern Regional Recreation Advisory Group (GSRRAG) resolved to undertake local and regional sport and recreation planning by developing a regional recreation strategy for the Great Southern. The Strategy involved the preparation of a Local Recreation Plan for each of the twelve Local Authorities in the Great Southern region (City of Albany, Shires of Plantagenet, Denmark, Jerramungup, Cranbrook, Tambellup, Broomehill, Katanning, Kojonup, Gnowangerup, Kent and Woodanilling), and the development of a Recreation Plan for the Great Southern Region.

Under the original tender process Lesley Solly and Associates was awarded the contract to undertake development of the twelve Local Recreation Plans and the Regional Recreation Strategy. During 2003 all Local Authorities were presented with a Local Recreation Plan and later that year all had been endorsed by the relevant Councils. Ms Solly was then directed by the GSRRAG to begin work on the Regional Recreation Plan.

After a break down in communications and negotiations with Ms Solly, the GSRRAG (now known as the Great Southern Recreation Advisory Group, GSRAG), instructed the Department of Sport and Recreation to co-ordinate the completion of the Regional Recreation Strategy, with Consultant Basil Worner.

In December 2005 the Great Southern Regional Recreation Strategy was endorsed by each of the twelve local governments and a sub committee of the GSRAG has since been working on a Terms of Reference for the roll out of the Regional Strategy.

COMMENT

The Terms of Reference (see attached) will guide the GSRAG in the four key areas of policy, planning, partnerships and advocacy and will work towards implementing the key strategies detailed in the Regional Plan.

The Terms of Reference has been endorsed by the GSRAG, and in order for the group to now roll out the Strategy, the Terms of Reference needs to be endorsed by each member Council.

CONSULTATION

Consultation has occurred with the GSRAG (City of Albany, Shires of Plantagenet, Denmark, Jerramungup, Cranbrook, Tambellup, Broomehill, Katanning, Kojonup, Gnowangerup, Kent and Woodanilling) and the Department of Sport and Recreation.

STATUTORY ENVIRONMENT

There are no known Statutory Implications.

POLICY IMPLICATIONS

There are no known Policy Implications.

FINANCIAL IMPLICATIONS

There are no known Financial Implications associated with the endorsement of the Terms of Reference.

STRATEGIC IMPLICATIONS

By endorsing the Terms of Reference for the GSRAG it will provide a clear and guided framework for the roll out of the Strategy within the Great Southern Region.

VOTING REQUIREMENTS – Simple Majority

OFFICER RECOMMENDATION

That the Terms of Reference for the Great Southern Recreation Advisory Group be endorsed.

COUNCIL DECISION

83/06 MOVED Cr Trethowan that the Terms of Reference for the Great Southern Recreation Advisory Group be endorsed.

CARRIED 8/0

2. OCCUPATIONAL SAFETY & HEALTH COMMITTEE MINUTES

14.1 POLICY AND REVIEW

At the 9th May 2006 Occupational Safety and Health Committee meeting one (1) policy / procedure was reviewed.

2. Service Providers Policy

OSH 13/06 Moved A Rourke that the Service Providers Policy, as attached to the 9th May 2006 Occupational Safety and Health Committee Minutes be adopted.

**CARRIED
6/0**

OFFICER RECOMMENDATION

That the recommendation OSH 13/06 of the Occupation Safety and Health Committee meeting held on the 9th May 2006 be noted.

COUNCIL DECISION

84/06 MOVED Cr Carrington-Jones that the recommendation OSH 13/06 of the Occupation Safety and Health Committee meeting held on the 9th May 2006 be noted.

CARRIED 8/0

1. SPRING MANAGEMENT COMMITTEE

SMC 03/06 MOVED C McVee that a Memorial Seat be placed at the Kojonup Spring Reserve and the placement of the seat be reviewed if any drainage issues are identified in the future.

CARRIED 6/0

Excerpt from the Minutes 15th June 2006

Mr Craig McVee asked that an independent evaluation of pedestrian and wheel chair access and viewing platforms to the Kojonup Spring Reserve be sought with the concerns of erosion, drainage and placement of signs be part of that evaluation.

The Committee drew up the following list of specific areas for consideration:

- *Access to the southern, lower side of Kojonup Spring*
- *Stabilizing the eastern approach pathway to the bridge*
- *Closing off the north eastern vehicle approach to Spring Reserve site*
- *Drainage problems of the area*
- *Wheelchair and gopher access to the Spring Reserve area*
- *Long term consideration of the area*
- *Any independent evaluation group to be made fully aware of the significance of the site creating minimum disturbance to the site.*

SMC 04/06 MOVED M Cussons that the Council consider in the 2006/2007 budget an allocation to allow appropriate survey works of the Spring Reserve for safety access and to allow the committee to address any immediate work concerning urgent safety issues.

CARRIED 6/0

SMC 05/06 MOVED M Cussons that the Spring Management Committee support in principle the maintenance of the Spring site by local the Noongar Community and the Chief Executive Officer to investigate all options and report back to the next Spring Committee meeting.

CARRIED 6/0

OFFICER RECOMMENDATION

That the recommendations SMC 03/06 to SMC 05/06 of the Spring Management Committee meeting held on the 15th June 2006 be noted.

COUNCIL DECISION

85/06 MOVED Cr Pritchard that the recommendations SMC 03/06 to SMC 05/06 of the Spring Management Committee meeting held on the 15th June 2006 be noted.

**CARRIED
8/0**

1. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

2. NEW BUSINESS of an urgent nature, introduced by a decision of the meeting_

86/06 MOVED Cr Trethowan that the cost of advertising services for the Well Women's Council be queried considering the reasons given for closing the Kojonup service.

CARRIED 8/0

COUNCIL DECISION

87/06 MOVED Cr Hewson that the meeting receive a verbal progress report from the Chief Executive Officer on the status of the Springhaven Lodge Review.

CARRIED 8/0

COUNCIL DECISION

88/06 MOVED Cr Trethowan that the meeting be closed to the public pursuant to Section 5.23 (2) (a) of the Local Government Act as the discussion contains information relating to staff.

CARRIED 8/0

4.10pm Ms Melissa Wilson and Mrs Rosemary Cussons left the Chamber

3. **CONFIDENTIAL REPORTS**

The President advised that the meeting would remain in camera under Section 5.23 (2) (d) as the next item related to legal advice obtained by the Local Government.

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18.1 Legal Action – W Lenyszyn

The Chief Executive Officer provided an update from Minter Ellison.

COUNCIL DECISION

89/06 MOVED Cr Graham that the meeting be re-opened to the public

CARRIED 8/0

4. **NEXT MEETING**

Tuesday 18th July 2006 commencing at 3:00pm.

5. **CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 5.55pm.

6. **APPENDICES AND TABLED DOCUMENTS**

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7. **ATTACHMENTS**

Item 10.1.1 Financial Activities Report

Item 10.1.2 Monthly Payment Listing

Item 10.1.3 Assets – Transfers, Adjustments and Revaluations

Item 12.1 Town Planning Scheme No3 Amendment 6

Item 13.1 Terms of Reference – Great Southern Recreation Advisory Group

Item 14.1 Occupational Safety and Health Minutes 9th May 2006

Item 15.1 Spring Management Committee Minutes 15th June 2006

Presiding Member Date