

SHIRE OF KOJONUP  
**Kojonup**



# AGENDA

## Ordinary Council Meeting

**16 June 2020**

**TO: THE SHIRE PRESIDENT AND COUNCILLORS**

NOTICE is hereby given that a meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on Tuesday, 16 June 2020 commencing at 3:00pm.

Qualified Persons Advice, etc.

I certify that with respect to all advice, information or recommendation provided to the Council in or with this Agenda:

- i. The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- ii. Where any advice is directly given by a person who does not have the required qualifications or experience, that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.

**RICK MITCHELL-COLLINS**  
**CHIEF EXECUTIVE OFFICER**

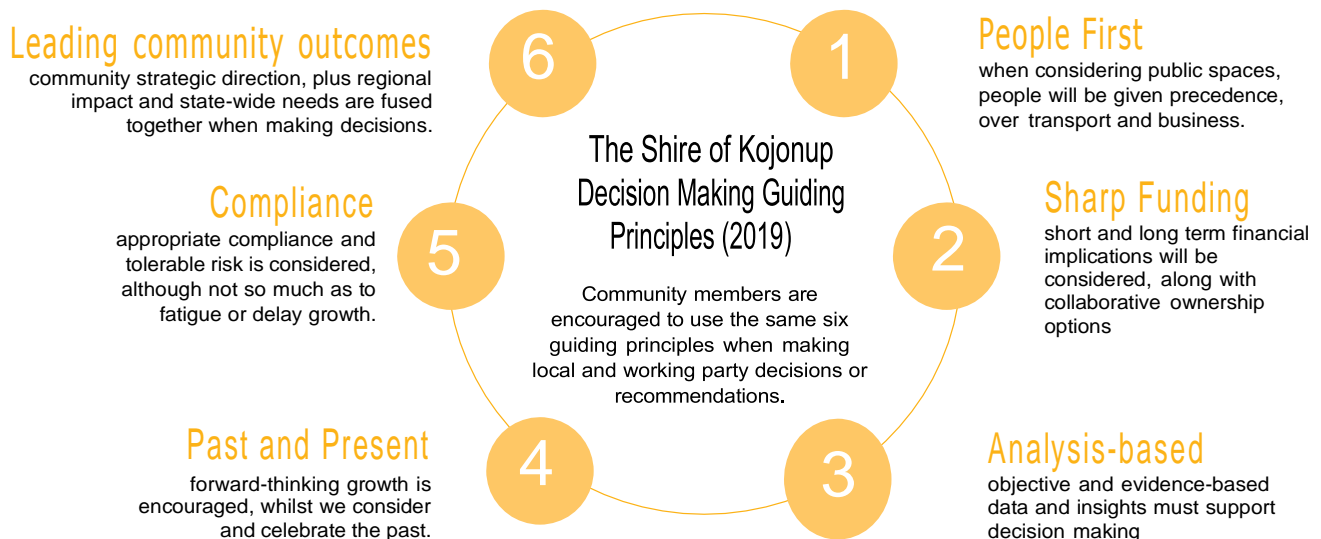
12 June 2020

**AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 16 JUNE 2020**

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The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years; in line with the Strategic Community Plan review schedule.



## AGENDA

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

The Shire President shall declare the meeting open at 3.00pm and draw the meeting's attention to the disclaimer below:

#### *Disclaimer*

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

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

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

#### **Acknowledgement of Country**

*The Shire of Kojonup acknowledges the first nations people of Australia as the Traditional custodians of this land and in particular the Keneang people of the Noongar nation upon whose land we meet.*

*We pay our respect to their Elders past, present and emerging*

#### **Prayer – Cr Pedler**

*Gracious Father, we acknowledge you as our Maker and Judge. We ask for wisdom for our reigning monarch Queen Elizabeth. Grant to her good health and strength in the executing of her duties.*

*We pray for all Ministers and Cabinet members of the Australian Federal and State Government. Grant to them wisdom in the welfare of Australia, so that truth and justice is established for all Australians.*

*Lastly Gracious Father, we pray for ourselves. We ask that you might grant to us the ability to speak with integrity and to work with uncompromising diligence. Grant to us the wisdom to make good decisions, remembering that we are one community. Grant to us the good humour to keep things in perspective in a community that is a diverse population.*

*We ask that we might always be mindful of the safety and welfare of the people of Kojonup. Grant to all who serve on Public Committees the ability to listen and work together with mutual respect for one another. Bless us with the personal joy of knowing that we have done our best.*

**2 ATTENDANCE and APOLOGIES**

**COUNCILLOR**

Cr Benn

Shire President

Cr Radford

Deputy Shire President

Cr Fleay

Cr Gale

Cr Pedler

Cr Singh

Cr Webb

Cr Wieringa

**STAFF**

Rick Mitchell-Collins

Chief Executive Officer

Anthony Middleton

Manager Corporate and Community Services

Robert Cowie

Payroll/Emergency Management Officer

Emily Hills

Sport and Recreation Officer

Heather Marland

Senior Finance Officer

Lorraine Wyatt

Executive Assistant

**LEAVE OF ABSENCE**

Nil

**APOLOGIES**

Judy Stewart

Senior Administration Officer

**3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

**4 PUBLIC QUESTION TIME**

Questions may be submitted using the special email address for **Council Meeting Public Question Time** being [cmpqt@kojonup.wa.gov.au](mailto:cmpqt@kojonup.wa.gov.au)

The Manager Corporate and Community Services will table all correspondence received.

#### 4.1 Kojonup Caravan Park: Camping sites

Dear Councillors, we read that you are enquiring about using local halls for camping.

We would like to remind you that you DO have a caravan park in town that brings a lot of visitors into our town.

Please feel free to ring us and come on up and have a look at what we offer. How many of you know what we bring into the town and have actually been here?

Kind regards,  
Sharon and Ian Malane  
[kojonuppark@inet.net.au](mailto:kojonuppark@inet.net.au)

#### 4.2 Bed & Breakfast Proposal

[Attachment 4.2.1 – Kojonup Shire Application for Development Approval](#)

[Attachment 4.2.2 – 21249 ALH Kojonup House Plan](#)

11 June 2020

Kojonup Shire Council  
93 – 95 Albany highway  
Kojonup, WA 6395

Dear Shire President, Deputy President and Councillors,

I would like to advise my intention of operating a Bed & Breakfast from my house at 21294 Albany Highway, Kojonup, and seek your support.

For the last 26 years I have been a travel agent as well as owning & managing a well-respected & successful Travel agency. Although my office location has been in Perth, I am supported by many clients from Kojonup & surrounding districts. I also am a regular sponsor in our local community events in Kojonup.

Due to the current world pandemic of COVID-19, the travel industry has taken a major setback and been non-existent for the past 3 months, which means that I, like many of my travel colleagues need to make an income during a time that there is no income for our industry.

My long term plan has always been to return back to Kojonup on a permanent basis and due to the pandemic, the time has come a lot quicker than originally planned.

Over the past 15yrs I have slowly been restoring our family home to its former glory and I had always intended on starting a B&B.

I believe that I meet the requirements after researching the WA state requirements and would very much like your support.

Due to a couple of the existing Bed & Breakfast properties winding down, it is a perfect opportunity to contribute to the town's need for more accommodation for local and international tourists to our town.

Where my home differs slightly from other B&B's is that I have 2 large bedrooms with private ensuite (walk-in showers with-out hobs) each bedroom also has a private entrance.

Due to the need to create an income for myself, I would like to commence operation in the beginning of July this year and would very much appreciate your feedback at your soonest convenience.

I welcome each of you to come out and see my house and I am sure you will agree that "Glen Lossie Homestead" will be an asset to our town.

Please consider approving the attached "Application for Development Approval" your next council meeting held on Tuesday 16<sup>th</sup> of June 2020.

Yours sincerely

Colin Rourke

21294 Albany highway  
Kojonup, WA 6395.

Mobile 0412 606 310 Email: [colinprouke@gmail.com](mailto:colinprouke@gmail.com) or [colin@northperth.italk.travel](mailto:colin@northperth.italk.travel)

**5 PETITIONS, DEPUTATIONS AND PRESENTATIONS**

Nil

**6 APPLICATIONS FOR LEAVE OF ABSENCE**

**7 CONFIRMATION OF MINUTES**

**7.1 COUNCIL MEETING 29 MAY 2020**

Minutes of the Council Meeting which was held on 19 May 2020 were previously circulated under separate cover and are at [Attachment 7.1.1](#).

**OFFICER RECOMMENDATION**

**That the Minutes of the Council Meeting held on 19 May 2020 be confirmed as a true record.**

**8 ANNOUNCEMENTS by the Presiding Member without discussion**

**9 DECLARATIONS OF INTEREST**



**10 KEY PILLAR 1 – ‘PLACE’ REPORTS**

**10.1 APPROVAL OF BLACK COCKATOO PROJECT**

<b>AUTHOR</b>	Jane Kowald – NRM/Landcare Officer
<b>DATE</b>	Thursday, 16 April 2020
<b>FILE NO</b>	GS.PRG.7
<b>ATTACHMENT(S)</b>	<p>10.1.1- Fauna Profile – Carnaby’s Cockatoo <i>Calyptorhynchus latirostris</i></p> <p>10.1.2 - Part A – Service Agreement</p> <p>10.1.3 - Part B – Terms &amp; Conditions</p> <p>10.1.4 - Part C Schedules</p>

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
<b>Key Pillar</b>	<b>Community Outcomes</b>	<b>Corporate Actions</b>
KP1 – Place	1.2 - Be a happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	1.2.4 - Plan and develop appropriate passive recreation facilities.

**DECLARATION OF INTEREST**

Nil.

**SUMMARY**

To consider becoming a contractor under the South West Catchments Council to deliver a project that will help address the decline of Carnaby’s black cockatoos by improving the nesting success of the species through the inland areas of the South West Region.

**BACKGROUND**

Extract from:

Department of Biodiversity, Conservation and Attractions. (2017). *Fauna Profile – Carnaby’s Cockatoo Calyptorhynchus latirostris*. Retrieved from <http://www.dbca.wa.gov.au/>

*The Carnaby’s cockatoo is endemic to the south-west of WA, ranging from Kalbarri in the north to Esperance in the south-east, and inland to Coorow, Kellerberrin and Lake Cronin. They are most common in semi-arid parts of the south-west.*

*It is estimated that the species range has been reduced by approximately 50% and is continuing to decline due to widespread vegetation clearing since the 1970’s. The population is estimated at 10,000-60,000 breeding individuals.*

*Carnaby’s cockatoo is recognized as a threatened species under State and Commonwealth legislation. In Western Australia the species is listed as fauna that is ‘likely to become extinct’*

*in the wild (Specially Protected) under the Wildlife Conservation Act 1950 and has been assigned the threat status ranking of Endangered using International Union for Conservation of Nature criteria. Nationally the species is listed as Endangered under Commonwealth Environment Protection and Biodiversity Conservation Act 1999.*

The species has experienced a continued population decline since the 1950s. Loss of feeding habitat is considered the principal threat to the species, with remaining habitat often too far from nesting habitat to allow for successful breeding. Furthermore, remnants are highly fragmented and are undergoing further degradation due to salinization, weed invasion, *Phytophthora cinnamomic* dieback and fires. Other threats impacting on the species include:

- Extensive clearing of breeding habitat and a lack of regeneration of potential nest trees due to grazing by sheep and rabbits;
- Competition for nest hollows with other birds and the feral European honey bee;
- Death and injury resulting from vehicle strike;
- Nest robbing for the bird trade (in the past);
- Reduced food and water availability due to climate change;
- Death and injury resulting from extreme weather events exacerbated by climate change.

The South West Catchments Council (SWCC) have been successful in securing funding through the Environmental Restoration Fund (Australian Government) to help address the decline of Carnaby's black cockatoos in the South West.

The Black Cockatoo project aims to address the primary threatening processes for one of Western Australia's black cockatoo species, Carnaby's black cockatoo (*Calyptorhynchus latirostris*). The main threatening process for this species is loss and decline of breeding habitat. Private landholders within the Shire of Kojonup that are located within the SWCC region where Carnaby's black cockatoos are likely to breed will be engaged to report current and historical observations of black cockatoos through an online survey system. This will allow landholders to map their property area and any locations where they have observed black cockatoos. This may include sightings of the other two species of Black cockatoo as well that are found in the South West, being Baudin's black cockatoo (*Calyptorhynchus baudinii*) and Forest Red-tailed black cockatoo (*Calyptorhynchus banksii*).

The second and third objectives of this project (which will be contracted after June 2020) will be to ground-truth the recorded sites during the 2020 breeding season to confirm the use of sites, and once sites are confirmed as being active, on-ground work can then be conducted to improve nesting habitat, such as fencing off areas used for nesting or foraging, hollow repair or installation of nest boxes and revegetation to supply food and/or future nesting hollows.

## **COMMENT**

SWCC will be leading the project and will be responsible for reporting to the Australian Government. The Shire of Kojonup will be contracted by SWCC to undertake the following activities as part of this project (from Part C Schedules attached):

- March - April 2020: Promote the online cockatoo survey to landholders in your area and provide them with details of how to access the online survey. The survey can be found at: <https://app.maptionnaire.com/en/7399/>. Assist landholders if necessary, to undertake the online survey and answer any questions they may have. The survey should be promoted through social media platforms, email newsletters, local newspapers and other media formats where possible. Copies of promotional material are to be provided to SWCC.
- May 2020: Contact any landholders where you see large gaps where landholders have not completed the survey (note that landholders can still map their property, even if they have no recent sightings to report). Add the data collected from landholders to the online survey system.
- June 2020: Complete and submit to SWCC a Final Survey Results Report (template to be provided), which contains evidence of promotional material and results of the survey for your area including a map showing surveyed area and any sightings reported by landholders. Survey coverage should aim to exceed 70% of the total Operational Site Area. Note, allocations for on-ground work in the following 3 years of the project will be determined from survey data collected under this contract.

The Natural Resource Management Advisory Committee (NRMAC) have endorsed the project, believing it will be of benefit to the Shire of Kojonup.

## **CONSULTATION**

Natural Resource Management Advisory Committee (NRMAC)

## **STATUTORY REQUIREMENTS**

Western Australian Legislation: *Biodiversity Conservation Act 2016*

Commonwealth Legislation: *Environment Protection and Biodiversity Conservation Act 1999*.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

As per Part C Schedules (attached), page 8, Table 1: Project Work Order Deliverables and Payments, the total payments to the Shire of Kojonup is \$4,752.00 (ex GST). These payments will offset the NRM/Landcare Officer time.

## **RISK MANAGEMENT IMPLICATIONS**

Nil

## **ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**That Council endorses the Chief Executive Officer consent to partnering with the South West Catchments Council for its Black Cockatoo project and agrees to deliver activities as per Part C Schedules for the amount stipulated in that Schedule being \$4,752.00 (ex GST).**

**11 KEY PILLAR 2 – ‘CONNECTED’ REPORTS**

**11.1 COMMUNITY EMERGENCY SERVICES MANAGER AGREEMENT**

<b>AUTHOR</b>	Rick Mitchell-Collins – Chief Executive Officer
<b>DATE</b>	Tuesday 2 June 2020
<b>FILE NO</b>	ES.CIR.2
<b>ATTACHMENT(S)</b>	11.1.1 - Community Emergency Services Manager Memorandum Of Understanding (MOU) 11.1.2 – Community Emergency Services Manager Business Plan

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
<b>Key Pillar</b>	<b>Community Outcomes</b>	<b>Corporate Actions</b>
KP2 – Connected	2.3 – Be providing for a safe and secure environment by working with State and Federal authorities.	2.3.1 - Maximise community safety through safe urban design and advocate for enhanced emergency service provisions.  2.3.3 – 1. Commence planning and undertake test of documented incident plans. 2. Review document as a result of test and in preparation for Council. 3. Investigate and document the procedure to divert Shire land line phones to mobile phones. 4. Prepare Emergency Kits as identified in the plan. 5. Investigate contractual requirements for radio failure and alternative contingency plans for methods of communications for works staff.

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To seek Council endorsement for entering into a joint resource sharing agreement with the Department of Fire and Emergency Services (DFES), Shire of Cranbrook and Shire of

Gnowangerup for the appointment of a Community Emergency Services Manager (CESM) for an initial 5 year term with the option of an additional 3 year term on a 60% (DFES), 13.33% Cranbrook, 13.33% Gnowangerup and 13.33% Kojonup allocation as per the attached MOU Agreement.

### **BACKGROUND**

The Shires of Cranbrook, Gnowangerup and Kojonup are the only three (3) Shires in the Great Southern who have not been able to access funding for a CESM.

As a result of joint communications by the three (3) Shire Chief Executive Officer's with DFES District Superintendent, DFES Commissioner and the Minister Hon Francis Logan's Office, highlighting the need for such a shared resource, funding has finally been secured which is a terrific outcome.

The main objectives of the MOU Agreement are to establish and agree upon specific responsibilities with respect to the delivery of emergency services within the Shires, in particular to:

1. Deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community;
2. Operate to a consistent set of protocols and equipment standards;
3. Provide efficient systems of communication between organisations at all levels to improve service delivery outcomes;
4. Promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract and retain members;
5. Provide and or coordinate the level of training to personnel, to ensure the competencies are appropriate to the risk level of emergencies to which volunteers will be required to respond;
6. Develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shires and DFES; and
7. Enhance community ownership of fire prevention and preparedness programs and activities.

### **COMMENT**

CESM's have been extensively used by our neighbours in accordance with an agreed funding split with DFES, serving more than one Local Government area. For example, Katanning, Broomehill-Tambellup and Woodanilling have been using a CESM under a Resource Sharing arrangement for approximately 5 years.

The Shire of Kojonup has relied on the CEO, Payroll/Emergency Management Officer and Zulu's to coordinate Bush Fire Emergency Management, however other competing demands for this specialised position has meant that the majority of items listed in the below Business Plan do not have the priority resource allocation they deserve. The CESM will also allow the Payroll/Emergency Management Officer to focus on broader emergency management such as the Local Emergency Management Committee, Local Disaster and Recovery Plan, reviewing and testing Local Emergency Management Arrangements other than Fire (Chemical incidents, Road Trauma, COVID-19).

**CONSULTATION**

CEO Voluntary Regional Organisation of Councils meeting 29 May 2020

**STATUTORY REQUIREMENTS**

*Bush Fires Act 1954*

*Emergency Management Act 2005.*

**POLICY IMPLICATIONS**

Policy 6.1 Fire Management Plan will need to reflect the CESM MOU Agreement and position objectives.

**FINANCIAL IMPLICATIONS**

The MOU financial schedule indicates that the annual Shire of Kojonup contribution will be approximately \$20,000. The budget allocation will be incorporated under Fire Prevention, Cost code 2322

**RISK MANAGEMENT IMPLICATIONS**

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>Business &amp; Community Disruption</i>	<i>Cyclone, storm, fire, earthquake</i>	<i>Current LEMA &amp; Recovery Plans Local Emergency Management Committee Regular LEMC, DEMC meetings Business Continuity Framework (Policy, Procedures &amp; Plans) Community fire and emergency education Current internal Emergency Management Plan Emergency resources and support budget Fire break/fuel load inspections and enforcement Fully trained fire Wardens Emergency Generator I.T. Disaster Recovery Plan Infrastructure and buildings inspections - annual Maintain regular communications with agencies and support services Regular debriefing and reviewing of incidents</i>	<i>Assign ownership of responsibilities from within LEMA Plan and test Plan - 2020/21 budget  Draft Bushfire Risk Management Plan – progressing  Evacuation plans for Shire public buildings - following up with RRC, LGIS</i>

		<i>Risk register (BRMP) Bushfire Risk Management Plan</i>	
<i>Risk rating Moderate</i>			
<b>IMPLICATIONS</b>			
<p>Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage/terrorism).</p> <p>This includes;</p> <ul style="list-style-type: none"> <li>-Lack of (or inadequate) emergency response/business continuity plans.</li> <li>-Lack of training for specific individuals or availability of appropriate emergency response.</li> <li>-Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.</li> <li>-Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc.</li> </ul> <p>This does not include disruptions due to IT Systems or infrastructure related failures.</p>			

#### **ASSET MANAGEMENT IMPLICATIONS**

The Shire of Cranbrook will host the CESM and generate invoices to DFES and Gnowangerup and Kojonup on a quarterly basis.

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

All members of the VROC will have a dedicated CESM serving their respective shires under resource sharing arrangements.

#### **VOTING REQUIREMENTS**

Absolute Majority.

#### **OFFICER RECOMMENDATION**

That Council:

1. **Endorse the Chief Executive Officer's actions of entering into a joint resource sharing agreement with the Department of Fire and Emergency Services (DFES), Shire of Cranbrook and Shire of Gnowangerup for the appointment of a Community Emergency Services Manager (CESM) for an initial 5 year term with the option of an additional 3 year term on a 60% (DFES), 13.33% Cranbrook, 13.33% Gnowangerup and 13.33% Kojonup allocation as per the attached MOU Agreement, and**
2. **Allocate the appropriate funds into the Annual Budgets under the cost code of Fire Prevention commencing 1 July 2020.**



11.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MINUTES 18 MAY AND 2 JUNE 2020

<b>AUTHOR</b>	Rob Cowie – Payroll & Emergency Management Officer
<b>DATE</b>	Tuesday 9 June 2020
<b>FILE NO</b>	ES.MET.1
<b>ATTACHMENT(S)</b>	11.2.1 - LEMC Minutes 18 May 2020 11.2.2 - LEMC Minutes 2 June 2020

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
<b>Key Pillar</b>	<b>Community Outcomes</b>	<b>Corporate Actions</b>
KP 2 - Connected	2.3 – Be providing for a safe and secure environment by working with State and Federal authorities.	2.3.1 - Maximise community safety through safe urban design and advocate for enhanced emergency service provisions.

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is to consider the minutes from the Local Emergency Management Committee meetings held 18 May and 2 June 2020.

**BACKGROUND**

The Local Emergency Management Committee (LEMC) is established under Section 38 of the *Emergency Management Act 2005* and plays an important role in the Council’s decision making process. Minutes of these meetings are presented to Council to consider any recommendations made.

**COMMENT**

The Shire of Kojonup LEMC has been convened more frequently due to the recent Covid-19 Pandemic.

**CONSULTATION**

Various members of the Local Emergency Management Committee

**STATUTORY REQUIREMENTS**

Section 38 of the *Emergency Management Act 2005*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2) Business Disruption	Lack of (or inadequate) emergency response/business continuity plans. Lack of training for specific individuals or availability of appropriate emergency response.	Regular LEMC, DEMC Meetings	Nil
Risk Rating - Adequate			
IMPLICATIONS			
The Shire is legislated to establish and maintain a LEMC. A LEMC assists the community to plan for those emergency situations.			

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Simple

**OFFICER RECOMMENDATION**

**That the Local Emergency Management Committee Minutes dated 18 May 2020 and 2 June 2020 be received.**

## 12 **KEY PILLAR 3 – ‘PERFORMANCE’ REPORTS**

### 12.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (MAY 2020)

<b>AUTHOR</b>	Anthony Middleton – Manager Corporate & Community Services
<b>DATE</b>	Wednesday, 10 June 2020
<b>FILE NO</b>	FM.FNR.2
<b>ATTACHMENT(S)</b>	<a href="#">12.3.1 – May 2020 Monthly Financial Statements</a>

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

#### **DECLARATION OF INTEREST**

Nil.

#### **SUMMARY**

The purpose of this report is to note the Monthly Financial Statements for the period ending 31 May 2020.

#### **BACKGROUND**

In addition to good governance, the presentation to the Council of monthly financial reports is a statutory requirement, with these to be presented at an ordinary meeting of the Council within two (2) months after the end of the period to which the statements relate.

#### **COMMENT**

The attached Statement of Financial Activity for the period 1 July 2019 to 31 May 2020 represents eleven (11) months, or 92% of the year.

The following items are worthy of noting:

- Closing surplus position of \$1.24m;
- Operating results:
  - 84% of budgeted operating revenue has been received; and
  - 98% of budgeted operating expenditure spent;
- Capital expenditure achieved 68% of budgeted projects;
- The value of outstanding rates equates to 6.8% of 2019/2020 rates raised;

- Cash holdings of \$5.19m of which \$3.21m is held in cash backed reserve accounts and \$780,000 is a grant held for other parties; and
- Page 9 & 10 of the statements detail major variations from year to date (amended) budgets in accordance with Council Policy 2.1.6.

During the month of May, a pre-payment of the 2020/2021 Financial Assistance Grant \$832,170 was received. This payment has boosted the surplus position, somewhat artificially, hiding some concerns in the financial statements. The main concern is the expenditure of 98% of the budgeted operating expenditure already spent, with one month still remaining in the financial year. This over-expenditure can be summarised as follows:

1. Depreciation is 10%, or \$267,000, over year-to-date budget estimates. Depreciation is a non-cash expense and has no impact on the year end surplus or deficit;
2. Under-allocation of overheads - *Plant Operating Costs* overheads are significantly under-allocated by \$165,000 due to under reporting of plant used on timesheets. *Public Works* overheads are \$98,000 under-allocated due to the over expenditure in this sub-program. Both of these under-allocations result in an under reporting of works maintenance and construction accounts; and
3. Springhaven Lodge Operating Loss – The net result for Springhaven Lodge operations, excluding capital grants, is as follows:
  - a. Budgeted Net Loss at 30 June 2020 (\$205,468)
  - b. Budgeted Net Loss at 31 May 2020 (\$188,254)
  - c. Actual Net Loss at 30 June 2020 (\$433,604)

This net loss at Springhaven Lodge is \$245,350 more than budget estimates.

#### **CONSULTATION**

Nil.

#### **STATUTORY REQUIREMENTS**

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* sets out the basic information which must be included in the monthly reports to Council.

#### **POLICY IMPLICATIONS**

Council Policy 2.1.6 defines the content of the financial reports.

#### **FINANCIAL IMPLICATIONS**

This item reports on the current financial position of the Shire. The recommendation does not in itself have a financial implication.

#### **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications for this report.

#### **ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications for this report.

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

Nil.

**VOTING REQUIREMENTS**

Simple Majority.

**OFFICER RECOMMENDATION**

**That the monthly financial statements for the period 1 July 2019 to 31 May 2020, as attached, be noted.**

12.2 MONTHLY PAYMENTS LISTING MAY 2020

<b>AUTHOR</b>	Vivicka Kahn - Finance Officer
<b>DATE</b>	Monday 08 June 2020
<b>FILE NO</b>	FM.AUT.1
<b>ATTACHMENT</b>	12.2.1 – Monthly Payment Listing 1/05/2020 to 31/05/2020

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

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To receive the list of payments covering the month of May 2020.

**BACKGROUND**

Not applicable.

**COMMENT**

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

Any comments or queries regarding the list of payments is to be directed to the Manager of Corporate and Community Services prior to the meeting.

**CONSULTATION**

No consultation was required.

**STATUTORY REQUIREMENTS**

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

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

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer then

a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

**POLICY IMPLICATIONS**

Council’s Policy 2.1.2 provides authorisations and restrictions relative to purchasing commitments.

**FINANCIAL IMPLICATIONS**

All payments made in line with Council Policy.

**STRATEGIC/CORPORATE IMPLICATIONS**

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

**RISK MANAGEMENT IMPLICATIONS**

A control measure to ensure transparency of financial systems and controls regarding creditor payments.

**ASSET MANAGEMENT PLAN IMPLICATIONS**

There are no asset management implications for this report.

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

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**That in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments as attached made under delegated authority:**

FROM – 1 May 2020		TO – 31 May 2020
Municipal Cheques	14235 - 14242	\$65,941.74
EFTs	25992 - 26128	\$1,221,101.96
Direct Debits		\$355,746.25
<b>Total</b>		<b>\$1,642,789.95</b>

be received.

12.3 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD 2 JUNE 2020

<b>AUTHOR</b>	Heather Marland – Senior Finance Officer
<b>DATE</b>	Friday 5 June 2020
<b>FILE NO</b>	GO.CNM.96
<b>ATTACHMENT(S)</b>	12.3.1 – Unconfirmed Minutes from the Audit and Risk Committee Meeting held 2 June 2020.

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
<b>Key Pillar</b>	<b>Community Outcomes</b>	<b>Corporate Actions</b>
KP3 - Performance	3.4 – Be organised and transparent with our financial management	3.4.2 – Act with sound long term and transparent financial management and deliver residents considered value for money

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The minutes of the Audit and Risk Committee meeting held 2 June 2020 are presented for Council consideration.

**BACKGROUND**

The Audit and Risk Committee is established under Section 71A of the *Local Government Act 1995* ensuring transparency in Councils financial management and decision making process. In accordance with Section 71.A of the *Local Government Act 1995*, the Audit and Risk Committee was established with defined terms of reference and a membership consisting of six (6) committee members being four (4) Councillors and two (2) Community Members. A decision of the Audit and Risk Committee is to be made by a simple majority.

**COMMENT**

The Audit and Risk Committee typically meets at least quarterly, or as required, and has held two meetings since the commencement of the calendar year being 17 March and 2 June 2020.

**CONSULTATION**

Members of the Audit and Risk Committee.

**STATUTORY REQUIREMENTS**

Sections 7.1A to 7.1C of the *Local Government Act 1995*



**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Risk Profile three (3) – Compliance

As per s.7.1A of *the Local Government Act 1995*, a local government is to establish an Audit and Risk Committee of three (3) or more persons to exercise the powers and discharge the duties conferred upon it.

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Simple Majority.

**OFFICER RECOMMENDATION**

*That Council receive the minutes from the Audit and Risk Committee meeting held 2 June 2020.*

12.4 CORPORATE BUSINESS PLAN – KOJONUP 2024+ SMART IMPLEMENTATION

<b>AUTHOR</b>	Emily Hills – Sport and Recreation Officer
<b>DATE</b>	Thursday 4 June 2020
<b>FILE NO</b>	CM.CIR.1
<b>ATTACHMENT(S)</b>	12.4.1 – Kojonup 2024+ ‘Smart Implementation’ - Corporate Business Plan

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2020 - 2024”
<b>Key Pillar</b>	<b>Community Outcomes</b>	<b>Corporate Actions</b>
n/a	n/a	n/a

This Corporate Business Plan is a primary component of the Shire’s integrated planning process and sets the direction for all future decisions and allocation of resources.

**DECLARATION OF INTEREST**

Nil.

**SUMMARY**

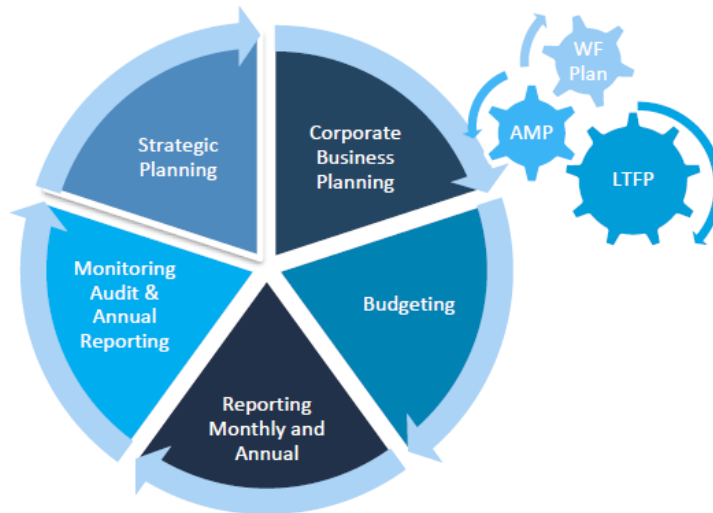
The purpose of this report is to consider the Corporate Business Plan for 2020/2021 to 2023/2024.

**BACKGROUND**

The *Local Government Act 1995* Section 5.56(1) and (2) requires that each Local Government is ‘to plan for the future of the district’, by developing plans in accordance with the regulations.

The Local Government (Administration) Regulations 1996 requires each Local Government to adopt a Strategic Community Plan and a Corporate Business Plan. In relation to the Corporate Business Plan, the plan is to be for a period of four (4) years and shall be reviewed each year. The Shire’s Strategic Community Plan, titled Smart Possibilities, was adopted on 25 July 2017 with a minor review (no changes made) occurring in 2019.

In relation to the Corporate Business Plan (Plan), the Plan is to be for a period of four (4) years and shall be reviewed each year. These two plans lead the integrated planning and reporting process in local government in WA as follows:



### COMMENT

*Smart Possibilities* sets the strategic direction for the organisation for ten (10) years and beyond. It is the community's plan and is based primarily on the feedback obtained through surveys, workshops and interactive voting sessions.

The attached plan, *Smart Implementation*, demonstrates how and when the goals set in *Smart Possibilities* will be achieved. It also incorporates all other resourcing strategies and documents adopted by the Council, such as the Asset Management Plan 2017, Workforce Plan, Main Street Master Plan, etc.

The format of the attached plan reflects the five (5) 'key pillars' established in *Smart Possibilities* as follows:

1. **Place** (Kojonup celebrates its diversity for residents and visitors);
2. **Connected** (Kojonup advances through connections, partnerships and alliances);
3. **Performance** (Kojonup's people show commitment to strategy and operational excellence);
4. **Prosperity** (Kojonup invests in its own prosperity and drives economic growth); and
5. **Digital** (Kojonup is ambitious with technology, data and analytics).

The attached Corporate Business Plan is increasing in importance as a vital document. This plan is now equal in importance to the Annual Budget and *Smart Possibilities* and will require regular reference on a day-to-day basis by both staff and elected members. Year one of the plan will be the primary input tool for the content of the 2020/2021 Annual Budget.

A four year financial operating statement has been improved to give additional focus to the "Business as Usual" operations of the Shire, with reference to financial inputs from plans such as the 10 Year Road Program and 12 Year Plant Replacement Program, further integrating all of the Council's efforts into one cohesive direction.

The attached Corporate Business Plan has received amendments from the previous year's review including the following:

- Inclusion of recommendations from the Natural Resource Management Advisory Committee
- Inclusion of recommendations from the Great Southern Recreation Plan
- Updates to register of Integrated Planning Documents, Strategies and Master Plans by responsibility area
- Inclusion of visual representation of concept plans, strategies and master plans.

#### **CONSULTATION**

Senior Management Team

#### **STATUTORY REQUIREMENTS**

*Local Government Act 1995* Section 5.56

*Local Government (Administration) Regulations (1996)*

#### **POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL IMPLICATIONS**

The adoption of this plan does not have financial implications, although the plan balances all of the Shire's competing resources to establish a direction for the next four years.

#### **RISK MANAGEMENT IMPLICATIONS**

Compliance with Section 5.56 of the *Local Government Act 1995*

#### **ASSET MANAGEMENT IMPLICATIONS**

This plan includes implementation of the twelve (12) key recommendations from the Asset Management Plan 2017, giving each an indicative timeline for completion.

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

Nil

#### **VOTING REQUIREMENTS**

Simple Majority.

#### **OFFICER RECOMMENDATION**

**That the Corporate Business Plan for 2020/2021 to 2023/2024, titled *Kojonup 2024+ Smart Implementation*, as attached, be adopted.**

12.5 ANNUAL REPORT 2018/2019 & GENERAL MEETING OF ELECTORS

<b>AUTHOR</b>	Anthony Middleton – Manager Corporate & Community Services
<b>DATE</b>	Thursday, 4 June 2020
<b>FILE NO</b>	FM.AUD.2 & FM.FNR.1
<b>ATTACHMENT(S)</b>	<a href="#">12.5.1 - Annual Report 2018/2019</a> <a href="#">12.5.2 - Auditor’s Management Letter</a>

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

**DECLARATION OF INTEREST**

Nil.

**SUMMARY**

The purpose of this report is to accept the 2018/2019 Annual Report, incorporating the Annual Financial Report and Audit Report.

**BACKGROUND**

Each local government is to prepare an annual report for each financial year. The report is a record of the Shire’s activities for the financial year and is an integral part of the accountability principles established for local governments in WA.

**COMMENT**

The Annual Financial Report, Audit Report and Management Letter will be considered by the Audit and Risk Committee at its meeting to be held 16 June 2020 at 9:00am. The Officer’s Recommendation to the Audit and Risk Committee for their consideration is:

- 1. It be recommended to the Council that the 2018/2019 Annual Financial Report be adopted; and**
- 2. The matters raised in the Auditor’s Management Letter be noted and included in the Committee Status Report of future Audit and Risk Committee agendas.**

The Audit Report and Annual Financial Report both form part of the Annual Report which is attached to this item. The Auditor’s management letter is provided as additional information to the Council for transparency and full disclosure.

The attached Annual Report provides a summary of the key financial indicators and ratios for the financial performance of the Shire of Kojonup as at 30 June 2019, in easy to understand ‘traffic light’ colour combinations.

Ordinarily, the Annual Electors Meeting must be held within 56 days of accepting the annual report, with appropriate time being allowed after adoption to give notice of the meeting, say 14 days. Due to the COVID-19 Pandemic, the government has released the *Local Government (COVID-19 Response) Order 2020* which has amended certain provisions of the *Local Government Act 1995*. One of these amended provisions is the deferral of the Annual Electors Meeting, which is now “to be held on a day selected by the local government but not more than 56 days after cessation day” (Note – “cessation day means the day on which the state of emergency declaration made under the *Emergency Management Act 2005* section 56 on 15 March 2020 in relation to the COVID-19 pandemic is revoked or otherwise ceases to have effect”).

Significant Matters Raised:

Contained within the 2018/2019 Audit Report was two (2) matters identified as significant by the Auditor. This matter raised by the Auditor was as follows:

- a) **The Operating Surplus Ratio has been below the Department of Local Government, Sport & Cultural Industries (DLGSCI) standard for the past three years; and**
- b) **The Asset Sustainability Ratio has been below the DLGSCI standard for the past two years, with the current ration being below the previous year.’**

Section 7.12A of the *Local Government Act 1995* requires a local government to:

- (4) A local government must —
  - (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
  - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government’s official website.

The report required under s7.12A is as follows:

- a) Operating Surplus Ratio:

This ratio was the subject of two detailed reports to the Council and Audit Committee in 2019. To improve this ratio, either operating income needs to increase or operating expenditure needs to decrease. This could be done through very blunt mechanisms, however may not be in the best interests of the community.

The method of calculating this ratio poses several philosophical problems in the application of the accounting standards. The main issue is the exclusion of ‘Non-Operating Grants, Subsidies and Contributions’ such as road grants and one-off grants for building assets such as housing. Roads grants, such as ‘Roads to Recovery’, ‘Direct Road’ and ‘Regional Road Group’ are long term

local government funding streams that have existing, in some cases, for decades. It is definitely acceptable to expect these funding sources to exist into the future. Secondly, these grants fund new assets or asset renewal and upgrade which all flow through to 'Operating Expenses' via increased depreciation and maintenance costs, thus negatively affecting both sides of the ratio calculation.

b) Asset Sustainability Ratio

The Asset Sustainability Ratio is a measure of depreciation of assets versus expenditure on asset renewal, i.e. Is the Shire adequately maintaining its asset base? This ratio highlights that capital expenditure has been skewed towards new assets rather than asset renewal.

The Shire has done considerable work on asset management, including the 'Building Assessment Framework 2017' which highlighted 25 buildings for disposal. Significant work has been undertaken on the Showgrounds and outlying community halls, however, these are significant issues that will take time to work through.

**CONSULTATION**

Audit and Risk Committee, Auditors and Senior Staff.

**STATUTORY REQUIREMENTS**

Section 5.26 to 5.33; 5.53 & 5.54 of the *Local Government Act 1995*

Regulation 51(2) of the *Local Government (Financial Management) Regulations 1996*

Section 4 of the *Local Government (COVID-19 Response) Order 2020*

**POLICY IMPLICATIONS**

There are no policy implications for this report.

**FINANCIAL IMPLICATIONS**

This item reports on the financial position of the Shire as at 30 June 2019. The recommendation does not in itself have a financial implication.

**RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications for this report.

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

Nil.

**VOTING REQUIREMENTS**

Simple Majority.

**OFFICER RECOMMENDATION**

**That:**

- 1. The 2018/2019 Annual Report, including the Annual Financial Report, as attached be adopted; and**
- 2. In accordance with section 4 of the *Local Government (COVID-19 Response) Order 2020*, the Annual Meeting of Electors be deferred until the revocation of the state of emergency declaration made under the *Emergency Management Act 2005* section 56 on 15 March 2020 in relation to the COVID-19 pandemic.**



12.6 MURADUP WATER STANDPIPE – CHANGE OF AGREEMENT CLASSIFICATION AND COST IMPLICATIONS

<b>AUTHOR</b>	Judy Stewart – Senior Administration Officer
<b>DATE</b>	Wednesday, 10 June 2020
<b>FILE NO</b>	WS.SRP.1
<b>ATTACHMENT(S)</b>	<p>12.6.1 – Muradup Standpipe Agreement – Clause 6 – Fees and Charges</p> <p>12.6.2 – Water Corporation Fact Sheet – Fixed Regional Standpipes Fees and Charges 2019/20</p> <p>12.6.4 – Photographs (x 4) of Muradup standpipe water storage tank</p>

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
<b>Key Pillar</b>	<b>Community Outcomes</b>	<b>Corporate Actions</b>
KP 4 – Prosperity	4.1 Be providing business assistance for growth in small local industry.	4.1.3 Advocate regionally, state-wide and federally for issues such as traffic control and water quality.

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is to consider the re-classification of the Muradup local government authority standpipe located on Reserve 19225, Blackwood Road, Muradup.

**BACKGROUND**

At its meeting held on 18 September 2018, the Council resolved (motion 116/18):

**‘that Council adopt a ‘Kojonup Water Standpipe Action Plan’ as follows:**

- 1. Establishes the Stock Road Standpipes as the primary location for the controlled access and use of potable and non-potable water supply via a registered ‘user pays’ Avdata system.**
- 2. Locks be placed on the 3 (Three) remaining standpipes with access only in emergency situations as determined by an authorised person namely the Chief Executive Officer.**
- 3. Key access be given to the Manager Works & Services, and a key to be placed in each of the DFES supplied fire trucks to access the standpipe for firefighting or emergency purposes.**
- 4. Water Corporation be provided a copy of the ‘Water Standpipe Action Plan’ to ensure standpipe infrastructure meets Water Corporations new meter sizes, flow rates and charging criteria which will be introduced on 1 July 2019.**

**5. Water Corporation advise the Shire of Kojonup if water pressure from use of the Stock Road potable standpipe will decrease continuous supply to properties connected to the scheme.'**

At its meeting held on 18 February 2020, the Council resolved (motion 11/20):

**'That Council approves the increase of fees for the Potable Water supply from \$5.00 per kL to \$10.00 per kL, applicable from 13 March 2020 and authorises the Chief Executive Officer to give public notice in the Great Southern Herald and the Kojonup News.'**

For further background information on the five standpipes that access Water Corporation water throughout the Shire of Kojonup (Shire), including financial implications, Councillors are referred to item *12.1 Water Standpipes – Action Plan* in the 7 April 2020 Special Meeting agenda.

Following community feedback regarding the locking of the three standpipes (Muradup, Katanning Road and Carlecatup), the Shire President called a Special Meeting of Council for 7 April 2020 wherein Council resolved as follows (motion 31/20):

**'that the:**

- **Muradup town site standpipe be opened for the sale of water;**
- **Katanning Road (Kojonup town site) standpipe remain locked to general use in accordance with decision 116/18; and**
- **Carlecatup Road (Cherry Tree Pool) standpipe remain locked to general use in accordance with decision 116/18.'**

**COMMENT**

Following the 7 April 2020 Special Meeting of Council, staff have confirmed with Water Corporation that the Shire's Agreement with Water Corporation for the Muradup standpipe will require amendment from the classification of Fire Standpipe (no public use) to allow for community use and on-charging of water. Without a change to the Agreement, public access to water from the Muradup standpipe would be ultravires of Council's current Agreement with the Water Corporation (Fire Standpipe – no public access).

Council, otherwise, has the following standpipes/water supplies:

- Two located on the Kojonup-Katanning Road (one x potable [corner of Carlecatup Road], one x water quality with conditions [Reserve – Kojonup town site]), both for firefighting purposes and with 50mm meters – both locked, water is free;
- One located on Albany Highway/Stock Road (potable), for Commercial Use (high flow) with 50mm meter – automated customer charging system;
- One located on Stock Road (non-potable – water derived from disused Water Corporation 'South' dam) with 100mm meter – fitted with an automated customer charging system; and
- A tank located on Crapella Road in Boscabel that is fed by an underground bore and from which users can access water by providing their own pump.

The Muradup Standpipe water tank capacity is approximately 75,700 litres. The water meter supplying this tank is 20mm and produces a water flow rate of around 40 litres per minute. Therefore, in an emergency situation, the 40 litre per minute flow rate is relatively slow for refill of the standpipe tank once the initial full tank of water has been emptied (taking over 30 hours to refill when empty); however, 75,700 litres is available when the tank is full. The 50mm water meters located at the Kojonup-Katanning Road and the potable water standpipe on Stock Road produce a flow rate of between 180 litres (guaranteed) and 230 litres per minute.

As per item 12.1 *Water Standpipes – Action Plan* within the agenda for the Special Meeting of Council held on 7 April 2020, the honour system in place for people collecting water from Shire standpipes has not always met with 100% compliance and, therefore, ratepayers would effectively be subsidising water usage if this practice continued under an amended agreement with the Water Corporation for the Muradup standpipe. Previous advice to Council has included the installation/conversion of the Muradup standpipe to an automated customer charging system (i.e.; an Avdata fob system) for a cost of between \$18,000 and \$20,000.

To amend the Muradup standpipe Agreement from *Fire Standpipe (no public access)* to *Community Use Standpipe (low flow)*), brings with it expenditure in addition to the above mentioned automated customer charging system; this expenditure is outlined in more detail under Financial Implications within this report.

In addition to the costs resulting from a change of classification of the Muradup standpipe, the concrete tank that holds the water the standpipe draws from (Council Infrastructure) contains several cracks which may lead to eventual failure and a future requirement to replace the tank.

It is recommended that the Water Corporation be requested to amend the Agreement from Fees and Charges Option 4 (Fire Standpipe - no public access) to Fees and Charges Option 2 (Community Use Standpipe – low flow) to comply with Water Corporation requirements for community use of the Muradup Standpipe. The Community Use classification covers use by local farmers, households not connected to the water scheme and limited use by the Shire for their own purposes.

#### **CONSULTATION**

Fleur Maxwell/Don Phillips, Officer Building Services, Development Services, Water Corporation

EGABVA Plumbing

Manager Corporate and Community Services – Special Meeting 7 April 2020 item

Senior Finance Officer

Building Maintenance Coordinator

Payroll and Emergency Services Officer

**STATUTORY REQUIREMENTS**

*Water Services Act 2012*

Water Services (Water Corporations Charges) Regulations 2014

**POLICY IMPLICATIONS**

There are no policies presently aligned with water standpipes as to location, usage and accessibility (costs are prescribed in the Fees & Charges Register 2019/2020).

**FINANCIAL IMPLICATIONS**

As per previous advice, the Shire would incur a cost of approximately \$18,000 to \$20,000 for the installation/conversion of a standpipe to an automated customer charging system (i.e.; an Avdata fob system). It is anticipated that grant funding *may* cover this expense (Council awaits the approval of the options it has selected for the Commonwealth Drought Communities Programme grant).

If the Water Corporation is in agreeance with the re-classification of the Muradup Standpipe to *Community Standpipe Use (low flow)*, the Shire will incorporate a yearly service charge of \$272.05 and the water will be charged to the Shire at a rate of \$2.597 per kilolitre. Council will need to reflect the on-charge of the water in its fees and charges and it is recommended that a rate of \$5.00 per kilolitre (as per previous 2019/2020 fees and charges for the Muradup Standpipe water) will need to be added to Council’s fees and charges.

Additionally, cracking in the concrete storage tank (that the Muradup standpipe draws from) indicates that the tank may need replacing in the future at Council’s cost (see attached photographs).

**RISK MANAGEMENT IMPLICATIONS**

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
Environment	<ul style="list-style-type: none"> <li>• Weather events/natural disasters</li> <li>• Climate change</li> <li>• Community apathy</li> </ul>	Community education/engagement	Nil
Risk rating - Low			
IMPLICATIONS			
<p>Local Government has traditionally provided farmers with access to water standpipes for agricultural purposes such as spraying and watering of stock during the warmer months (as well as for domestic purposes) during drought or below average rainfall events. Whilst farmers can attempt to drought proof their operations by increasing dam capacity and installing tanks to store rainwater, these strategies are only as good as the amount of rain received.</p> <p>The Shire continues to rely on the Water Corporation maintaining a reticulated water supply from Collie. The Shire has strategically increased storage capacity to reuse, recycle</p>			

and capture non-potable storm water and this is predominantly used for oval watering. The Water Corporation adopts a 'User Pays' philosophy for extracting water from its infrastructure and, without an automated customer charging system, ratepayers would subsidise any users who do not comply with an honour system as the Shire is unable to identify users who do not record their usage and, therefore, cannot be on-charged the cost of the water. An automated customer charging system will cease the risk of financial loss from non-recorded usage; however, this saving will be offset somewhat by the need to pay a yearly service charge and the cost of any water used by emergency services.

Given Council's direction to re-open the Muradup standpipe, changing the Agreement to properly reflect the standpipe's intended community use will bring about Agreement compliance.

#### **ASSET MANAGEMENT IMPLICATIONS**

The Shire, in conjunction with the Water Corporation, Great Southern Development Commission (GSDC) and the State Government (Royalties for Regions), have undertaken a number of crucial projects including the upgrading of the 'Turkey Nest' storage facility, installation of new chlorination tanks, cleaning/extending drains/catchment at the Showground dam, laying pipe from the South Dam to Stock Road, Apex Park and Kodja Place, and upgrading of the Truck Wash facility at the Saleyards as part of our Water Reuse and Recycling Program.

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

Goal One:

Stimulate economic growth and business opportunity

Strategy 3:

Improve the provision and maintenance of infrastructure

Action 2:

Generate support to extend water infrastructure to all VROC Shires

#### **VOTING REQUIREMENTS**

Absolute Majority

#### **OFFICER RECOMMENDATION**

**That Council, having resolved to open the Muradup standpipe, requests an amendment to its Agreement with the Water Corporation changing the classification of the Muradup Standpipe from *Fire Standpipe (no public access)* to *Community Use Standpipe (low flow)* and adds a fee of \$5.00 per kilolitre to its Fees and Charges for water accessed from the Muradup Standpipe.**

**13**    **KEY PILLAR 4 – ‘PROSPERITY’ REPORTS**

**14    KEY PILLAR 5 – ‘DIGITAL’ REPORTS**

Nil

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

Nil

**16**    **NEW BUSINESS**

Nil

**17**    **CONFIDENTIAL REPORTS**

**18**    **NEXT MEETING**

Ordinary Council Meeting Tuesday, 28 July 2020 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     pm.



**20     ATTACHMENTS (SEPARATE)**

Item 4.2	4.2.1	Kojonup Shire Application for Development Approval
	4.2.2	21249 ALH Kojonup House Plan4.
Item 7.1	7.1.1	Minutes of the Ordinary Council Meeting held 21 April 2020
Item 10.1	10.1.1	Fauna Profile – Carnaby’s Cockatoo <i>Calyptorhynchus latirostris</i>
	10.1.2	Part A – Service Agreement
	10.1.3	Part B – Terms & Conditions
	10.1.4	Part C Schedules
Item 11.1	11.1.1	Community Emergency Management Manager MOU
	11.1.2	Community Emergency Services Manager Business Plan
Item 11.2	11.2.1	LEMC Minutes 18 May 2020
	11.2.2	LEMC Minutes 2 June 2020
Item 12.1	12.1.1	April 2020 Monthly Financial Statements
Item 12.2	12.2.1	Monthly Payment Listing 1/04/2020 to 30/04/2020
Item 12.3	12.3.1	Unconfirmed Minutes from the Audit and Risk Committee Meeting held 02 June 2020
Item 12.4	12.4.1	Kojonup 2024+ ‘Smart Implementation’ - Corporate Business Plan
Item 12.5	12.5.1	Annual Report 2018/2019
	12.5.2	Auditor’s Management Letter
Item 21.6	12.6.1	Muradup Standpipe Agreement – Clause 6 – Fees and Charges
	12.6.2	Water Corporation Fact Sheet – Fixed Regional Standpipes Fees and Charges 2019/20
	12.6.4	Photographs (x 4) of Muradup standpipe water storage tank