

Kojonup



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

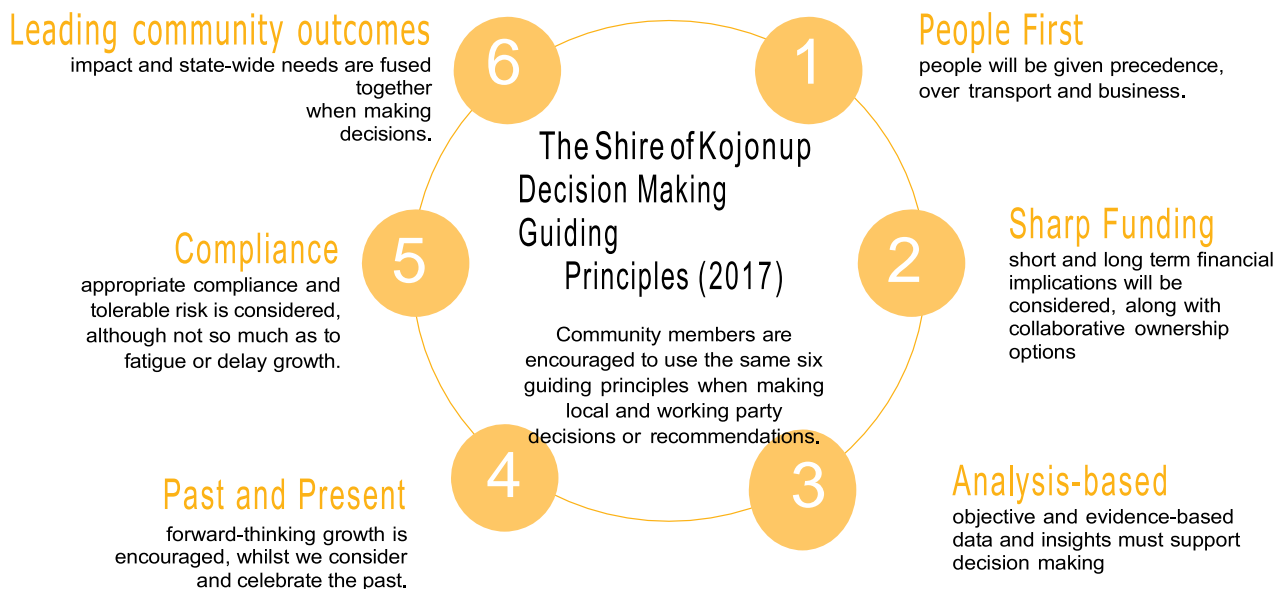
17 September 2019

MINUTES FOR THE COUNCIL MEETING HELD ON 17 SEPTEMBER 2019

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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.



MINUTES

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

The Shire President declared the meeting open at 3.00pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points and 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

Gracious Father, we acknowledge you as our Maker and Judge. We ask for wisdom for our reigning monarch Queen Elisabeth. 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**

Cr Ronnie Fleay	President
Cr Ned Radford	
Cr John Benn	
Cr Graeme Hobbs	
Cr Jill Mathwin	
Cr Ian Pedler	
Cr Sandra Pedler	
Cr Judith Warland	

STAFF

Rick Mitchell-Collins	Chief Executive Officer
Anthony Middleton	Manager Corporate and Community Services
Craig McVee	Manager Works and Services
Emily Hills	Sport and Recreation Officer
Claire Servaas	Records Administration Officer
Elaine Venn	Community Development Officer
Lorraine Wyatt	Executive Assistant

LEAVE OF ABSENCE

Nil

APOLOGIES

Michelle Dennis	Development Services Coordinator
Judy Stewart	Senior Administration Officer

GALLERY

Pam McGregor
Sally Robinson
Cynthia Wieringa
Felicity Webb

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

Nil

4 **PUBLIC QUESTION TIME**

Pam McGregor

There used to be 4 ACROD parking bays at The Kodja Place however there is now only one. Can you tell me why this is and when this will change?

Response from the Shire President

There is a settling in period for the bitumen but the additional bay are planned shortly.

Response from Manager of Works and Services

There needs to be a traffic management study done first to make sure the bays are marked in the correct places.

Pam McGregor

Thank you however the surface of the bitumen is also difficult to get my wheel chair across.

Response from the Chief Executive Officer

Agenda Item 10.1 seeks Council consideration to establish A Disability Access & Inclusion Advisory Committee (DAIC) and your involvement as a community representative on the committee would be welcomed as new ACROD bays at the Kodja Place need to be appropriately placed to serve both the Visitor Centre and Black Cockatoo Cafe.

Statement from Pam McGregor

I would like to say that the pathway in The Kodja Place for wheel chair access is “spot on”.

5 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING 20 AUGUST 2019

Minutes of the Ordinary Council Meeting which was held on 20 August 2019 were previously circulated under separate cover and are at Attachment 7.1.1

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 20 August 2019 be confirmed as a true record.

7.2 SPECIAL COUNCIL MEETING 3 SEPTEMBER 2019

Minutes of the Special Council Meeting which was held on 3 September 2019 were previously circulated under separate cover and are at Attachment 7.2.1

OFFICER RECOMMENDATION

That the minutes of the Special Council Meeting held 3 September 2019 be confirmed as a true record.

COUNCIL DECISION

105/19 Moved Cr Radford, seconded Cr Benn

“That the minutes from the Ordinary Council Meeting held 20 August 2019 and the minutes of the Special Council Meeting held 3 September 2019 be confirmed as a true record.”

CARRIED EN BLOCK 8/0

8 ANNOUNCEMENTS by the Presiding Member without discussion

The Shire President offered commiserations to families who in recent times have lost loved ones namely, Barb Boddington, Will Clarke and Don Hair.

Don Hair was a Councillor from 2003 to 2005 who was very involved and passionate about economic and community development. He was a great contributor who will be missed.

I would also like to farewell retiring Councillors and sincerely thank you for your efforts. I would like to make special mention of Councillor Mathwin who has been a Councillor for 16 years which was no small effort including time as Shire President from 2005 to 2011.

9 DECLARATIONS OF INTEREST

Nil

10 KEY PILLAR 1 – ‘PLACE’ REPORTS

10.1 DISABILITY ACCESS AND INCLUSION PLAN – REVIEW AND COMMITTEE RENEWAL

AUTHOR	Anthony Middleton – Manager Corporate & Community Services
DATE	Monday, 2 September 2019
FILE NO	CS.SVP.4
ATTACHMENT(S)	10.1.1 - Disability Access and Inclusion Plan 2014-2019 – Showing Proposed Changes to 2019 Revised Version 10.1.2 - Disability Access and Inclusion Plan – 2019 Revised Version

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP – 1 - 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.	1.2.5 - Improve disability access to infrastructure and services

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to review the Shire of Kojonup Disability Access and Inclusion Plan 2014-2019 and establish a committee to lead the implementation and review of the Plan.

BACKGROUND

The *Disability Services Act 1993* requires local government authorities to develop and implement a Disability Access and Inclusion Plan (DAIP) that provides the framework through which Local Governments can create accessible and inclusive communities. Development of a plan ensures people with disabilities can access information and services provided by local governments in Western Australia and that these services facilitate increased independence, opportunities and inclusion for people with disabilities in the community.

The Council last considered its DAIP at its meeting held on 19 August 2014 and resolved:

“that Council adopt the reviewed Shire of Kojonup Disability Access and Inclusion Plan 2014-2019, following which the plan be submitted to the Disability Services Commission for their endorsement.”

COMMENT

In reviewing the DAIP, the Disability Services Commission (Commission) have advised that there are 10 basic steps that all local governments need to follow, including Council endorsement of the DAIP process prior to commencement. The ten (10) steps are as follows:

1. Decide who will be responsible for overseeing the planning process;
2. List functions, facilities and services (both in-house and contracted);
3. Gather background information;
4. Determine and implement the consultation strategy you are going to use;
5. Document the findings of the consultation to integrate into the DAIP;
6. Develop or amend an access and inclusion policy for people with disability, their families and carers. Include objectives and strategies to overcome barriers;
7. Develop or revise policy and procedures regarding the legislative requirements around how agents and contractors report;
8. Plan review and reporting methods (can be done by having an annual implementation plan which will help with reporting in the Annual Report and also for reporting in the annual DAIP Progress Report and assisting when reviewing the DAIP);
9. Send draft DAIP to an Access Officer to ensure compliance. In this way when the final DAIP is endorsed by Council you will know it meets the legislative requirements of the Act; and
10. Promote the plan to staff and the community once the DAIP has been approved by Council and formerly lodged with the Commission.

The review process defined requires significant community consultation and a review undertaken by both staff and community members. As such, the review process is considerably timely and may take up to one year.

Section 28 of the *Disability Services Act 1993* (Act) states that “*Not more than 5 years is to elapse... between the lodgment of the report of one review of a plan and the lodgment of the report of another review of the plan.*” As the plan was last reviewed by the Council in August 2014, any subsequent review is now overdue.

Taking into account the time requirements to review the DAIP and the fact that the review is already overdue, the following course of action is recommended:

- a) The Council establish a Disability Access & Inclusion Advisory Committee (DAIC) consisting of elected members and community members. The Committee to meet a minimum of twice yearly to meet its terms of reference and also be requested to:
 - i. Urgently review the DAIP in accordance with the legislative requirements;
 - ii. Update the DAIP Implementation Plan with new strategies and also progress existing strategies; and
 - iii. Report back to the Council before 30 June 2020.
- b) Adopt the minor amendments made to wording and content of the 2014-2019 DAIP (as per attachment 10.1.1); and
- c) Endorse the progress assessment of the DAIP Implementation Plan (traffic light indicators as attached).

In establishing a Disability Access and Inclusion Advisory Committee (DAIC), the following terms of reference are suggested for the Council's consideration:

Purpose

The purpose of the DAIC is to:

- *Provide technical/working advice relating to the implementation of the Disability Access and Inclusion Plan (DAIP), including seeking access to funding opportunities;*
- *Provide community and agency feedback relating to the implementation of the DAIP;*
- *Contribute to the review and reporting of the DAIP;*
- *Identify issues relating to disability access and inclusion in the Shire; and*
- *Raise awareness and community input about matters relating to disability access and inclusion in the Shire and with key organisations.*

Membership

Membership of the DAIC will be set at nine (9) as follows:

- *Community members – the community will be represented by up to three community members with relevant interest and experience;*
- *Community organisations – up to four Carers/Service providers who work with people covered by the DAIP and will be represented by one representative of each;*
- *Elected members – the Council will be represented by at least one Councillor, and a proxy delegate;*
- *Chief Executive Officer or delegate will act as Chair;*
- *Council staff – Council staff will attend as observers/administration support only including one staff member from Community Services and one from Works and Services.*

Meetings

Meetings of the DAIC will ordinarily take place on a six monthly basis in April and October.

CONSULTATION

A consultation process was conducted in 2014 as part of the development of the plan. This included consultation with staff, an elected member of Council, community members including people with disabilities, their families and carers and service providers.

STATUTORY REQUIREMENTS

Disability Services Act 1993 (State)

Equal Opportunity Act 1984

Disability Discrimination Act 1991 (Commonwealth)

Section 28 (Disability access and inclusion plans) of the *Disability Services Act 1993* states:

- (1) Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.

- (2) A disability access and inclusion plan must meet any prescribed standards.
- (3) A public authority must lodge its disability access and inclusion plan with the Commission —
 - (a) if the authority was established before the commencement of the Disability Services Amendment Act 2004, without delay;
 - (b) if the authority is established after the commencement of the Disability Services Amendment Act 2004, within 12 months after the day on which it is established.
- (4) A public authority may amend its disability access and inclusion plan at any time.
- (5) A public authority may review its disability access and inclusion plan at any time.
- (6) After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).
- (7) Not more than 5 years is to elapse —
 - (a) between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or
 - (b) between the lodgment of the report of one review of a plan and the lodgment of the report of another review of the plan.
- (8) After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.
- (9) If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.
- (10) A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.

Section 5.8 (Establishment of committees) of the *Local Government Act 1995* states:

‘A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.’

* *Absolute majority required.*

POLICY IMPLICATIONS

Council Policy 3.17 (Customer Service Charter) states that the Shire will achieve our commitment to customer service by:

- Progressively improving access to our services to people with disabilities and people from culturally and linguistically diverse backgrounds;
- Making information available in alternative formats for people with specific requirements; and
- Improving access to Council information by utilising a wide range of media types.

FINANCIAL IMPLICATIONS

The administration of the DAIP and review and implementation process is contained within existing budget provisions, e.g. Staff Wages. Specific improvement projects, such as pram ramp installations, are budgeted on a case-by-case basis in accordance with SMART Implementation.

RISK MANAGEMENT IMPLICATIONS

Compliance with the *Disability Services Act 1993* is the primary risk control method for this agenda item. Beyond compliance, the goals of the DAIP are to create an accessible and inclusive community which in turn will minimise many risks due to isolation or inaccessibility.

ASSET MANAGEMENT IMPLICATIONS

The creation of the DAIC and integration of the DAIP into the Shire's other integrated planning processes will ensure that the DAIP objectives are considered for all upgrades or improvements to existing facilities and information provision.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute Majority (Establishing an Advisory Committee)

OFFICER RECOMMENDATION/COUNCIL DECISION

106/19 Moved Cr Mathwin seconded Cr Warland

“That:

1. *A Disability Access & Inclusion Advisory Committee (DAIC) be established consisting of elected members and community members. The Committee to meet a minimum of twice yearly to meet its terms of reference and also be requested to:
 - (a) *Urgently review the Disability Access and Inclusion Plan (DAIP) in accordance with the legislative requirements;*
 - (b) *Update the DAIP Implementation Plan with new strategies and progress existing strategies; and*
 - (c) *Report back to the Council on points (a) and (b) before 30 June 2020.**
2. *The minor amendments made to wording and content of the 2014-2019 DAIP (as per attachment 10.1.1) be adopted;*
3. *The progress assessment of the DAIP Implementation Plan (traffic light indicators as per attachment 10.1.2) be endorsed; and*
4. *The terms of reference for the Disability Access and Inclusion Advisory Committee (DAIC) be as follows:*

Purpose

The purpose of the DAIC is to advise the Council on:

- *Technical/working advice relating to the implementation of the Disability Access and Inclusion Plan (DAIP), including seeking access to funding opportunities;*
- *Community and agency feedback relating to the implementation of the DAIP;*
- *The review and reporting of the DAIP;*
- *Issues relating to disability access and inclusion in the Shire; and*
- *Methods to raise awareness and community input about matters relating to disability access and inclusion in the Shire.*

Membership

Membership of the DAIC will be set at nine (9) as follows:

- *Community members – the community will be represented by up to three community members with relevant interest and experience;*
- *Community organisations – up to four Carers/Service providers who work with people covered by the DAIP and will be represented by one representative of each;*
- *Elected members – the Council will be represented by at least one Councillor, and a proxy delegate;*
- *Chief Executive Officer or delegate will act as Chair;*
- *Council staff – Council staff will attend as observers/administration support only including one staff member from Community Services and one from Works and Services.*

Meetings

Meetings of the DAIC will ordinarily take place on a six monthly basis in April and October”.

CARRIED 8/0

10.2 SPORTING FACILITIES MAJOR UPGRADE – GRANT APPLICATION CONFIRMATION

AUTHOR	Anthony Middleton – Manager Corporate & Community Services
DATE	Thursday, 12 September 2019
FILE NO	CP.DAC.12
ATTACHMENT(S)	10.2.1 - Kojonup Sports Precinct Upgrade Project 'Needs Assessment'; 10.2.2 - Kojonup Sports Precinct Upgrade Project 'Feasibility Study'; 10.2.3 - Kojonup Sports Precinct Upgrade Project 'Operational Management Overview'; 10.2.4 - Kojonup Sports Precinct Upgrade Project 'Project Management Plan'

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP – 1 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.	1.2.2 – Implement and action a Sport, Recreation and Open Space Master Plan. 1.2.5 – Improve disability access to infrastructure and services. 1.2.11 – Sporting Infrastructure Upgrades – Sports Complex Building Defects/Building Compliance/Service Area for bins; Oval drainage/collection of storm water; West Access Upgrade.
KP – 3 Performance	3.3 – Use a Building Assessment Framework and control our investment in building maintenance.	3.3.2 – Maximise usage of community facilities whilst reducing the financial obligation on the Shire and its people.

DECLARATION OF INTEREST

Nil.

SUMMARY

The purpose of this report is to:

- a) Confirm the preferred development option scope of this project;
- b) Prioritise the applications received through the Department of Local Government, Sport and Cultural Industries 2020/21 Community Sport & Recreation Facilities Fund (CSRFF) application process;

- c) Confirm support for the project through financial contribution of up to \$1 million towards capital costs;
- d) Receive the major documents relating to the grant application.

BACKGROUND

At its meeting held on 23 July 2019, the Council resolved as follows:

“That Council:

1. *Confirm the scope of major sporting facility upgrades as follows:*
 - a. *Netball courts:*
 - i. *Two (2) acrylic courts (covered with metal gable roof structure);*
 - ii. *Two (2) asphalt courts not covered;*
 - iii. *Footings in outdoor courts to enable expansion of roof at a later date;*
 - iv. *Court foundation to be reconstructed;*
 - v. *As per attachment 16.1.2; and*
 - vi. *Indicative capital cost = \$1,898,300*
 - b. *Playground and outdoor gym:*
 - i. *As per attachment 16.1.3; and*
 - ii. *Indicative Capital Cost = \$466,000;*
 - c. *Toddler pool shade structure:*
 - i. *Expansion of shade shelter to the west to provide relief from afternoon sun; and*
 - ii. *Indicative Capital Cost = \$39,545;*
 - d. *Kitchen upgrade;*
 - i. *Final scope currently being settled*
 - ii. *Indicative Capital Cost = yet to be determined;*
 - e. *Football oval lighting:*
 - i. *Four new light towers;*
 - ii. *Hinged poles to enable globe replacement; and*
 - iii. *Indicative Capital Cost = \$425,700; and*
 - f. *Audio-visual equipment:*
 - i. *Built-in projector, speakers, multi-media, etc.;*
 - ii. *Indicative Capital Cost = \$62,139.*
2. *Receive the Sporting Precinct Advisory Committee minutes from 21 May 2019;*
3. *Receive the Kojonup Sports Precinct Upgrade Project Design Workshop Notes from 25 June 2019; and*
4. *Receive the online survey results relating to Kojonup Sports Precinct Upgrade Project.”*

COMMENT

Attached to this agenda item are four very detailed documents explaining the merits of this project as follows:

- Kojonup Sports Precinct Upgrade Project ‘Needs Assessment’;
- Kojonup Sports Precinct Upgrade Project ‘Feasibility Study’;
- Kojonup Sports Precinct Upgrade Project ‘Operational Management Overview’;
- Kojonup Sports Precinct Upgrade Project ‘Project Management Plan’.

CONSULTATION

Wide consultation has occurred in the preparation of this project, including:

- Councillor Briefing Session held on 21 August 2018 and 11 June 2019;
- Sporting Precinct Advisory Committee meetings 11 September 2018, 2 October 2018 and 21 May 2019;
- On-line survey receiving 101 responses;
- State Sporting Associations;
- Kojonup Sporting Clubs providing letters of support;
- Upgrade Project Design Workshop on 25 June 2019;
- Concept Design Options Workshop on 16 July 2019;
- Council Meeting 23 July 2019

STATUTORY REQUIREMENTS

There are no statutory requirements for this item.

POLICY IMPLICATIONS

Council Policy 2.3.4 “Asset Management” incorporates a Building Assessment Framework when considering new infrastructure or renewal and maintenance of existing infrastructure. This is a qualitative assessment that considers how a building meets the Community Strategic Plan commitments, level of efficiency with regards to operational and maintenance costs, how fit for purpose the building is and its historical and cultural value; applying a weighting and a score out of 100. In July 2017 the Sporting Complex was assessed and achieved a score of 79 out of 100 – the second highest score of all Shire buildings.

Formalizing the extent of remaining facility upgrades provides clear direction for staff and assists to manage community expectations of the overall precinct.

FINANCIAL IMPLICATIONS

As shown in the ‘Comments’ section of this agenda item, this project scope of this major facility upgrade is estimated to be approximately \$3m. The sourcing of grant funding opportunities will take between 12 and 24 months and therefore it is expected these projects will span two to three financial years and be focused approximately around the 2021/2022 financial year.

RISK MANAGEMENT IMPLICATIONS

In addition to improving the quality of facilities for the community, this project seeks to address two major identified risks in Kojonup’s sporting facilities. They are:

- The netball court surface – The current surface requires constant remedial works to ensure a safe playing surface due to a failing foundation; and
- Lighting of the football oval is poor for existing training undertaken.

ASSET MANAGEMENT IMPLICATIONS

The Council’s Building Assessment Framework and indeed *Smart Implementation* has a heavy focus on rationalising assets of little value whilst maximising usage of other important community facilities. The recent assessment against the Building Assessment Framework ranks the Sporting Complex second of all ninety-one Shire buildings.

It is important to ensure where possible that funds are set aside for future maintenance and renewals at the Sports Complex in accordance with the Long Term Financial Plan projections so as not to place an unrealistic financial burden or unrealistic expectations on ratepayers or Council.

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

Nil.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

107/19 Moved Cr Radford seconded Cr I Pedler

“That Council:

- 1. Confirms approval of the preferred development option scope based on changes to the project indicative cost estimates:*
 - Netball courts – 2 covered acrylic courts (metal roof) and 2 asphalt courts not covered:*
 - Indicative Cost Estimate = \$2,026,290 ex GST;*
 - Football oval lighting:*
 - Indicative Cost Estimate = \$406,350 ex GST;*
 - Playground and outdoor gym:*
 - Indicative Cost Estimate = \$489,300 ex GST;*
 - Toddler pool shade structure:*
 - Indicative Cost Estimate = \$19,021 ex GST;*
 - Kitchen upgrade:*
 - Indicative Cost Estimate = +/- \$250,000 ex GST; and*
 - Audio-visual equipment:*
 - Indicative Cost Estimate = \$63,754.74 ex GST.*
- 2. Rate the priority of the Kojonup Sports Precinct Upgrade Project as number one of one application received through the Department of Local Government, Sport and Cultural Industries 2020/21 CSRFF application process;*
- 3. Confirms project rating is ‘well planned and needed by the municipality’;*
- 4. Supports the project through financial contribution of up to \$1 million towards capital costs;*
- 5. Receives the Kojonup Sports Precinct Upgrade Project ‘Needs Assessment’;*
- 6. Receives the Kojonup Sports Precinct Upgrade Project ‘Feasibility Study’;*
- 7. Receives the Kojonup Sports Precinct Upgrade Project ‘Operational Management Overview’;*
- 8. Receives the Kojonup Sports Precinct Upgrade Project ‘Project Management Plan’.”*

CARRIED 8/0

11 KEY PILLAR 2 – ‘CONNECTED’ REPORTS

Nil

12 KEY PILLAR 3 – ‘PERFORMANCE’ REPORTS

12.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (AUGUST 2019)

AUTHOR	Anthony Middleton – Manager Corporate & Community Services
DATE	Wednesday, 11 September 2019
FILE NO	FM.FNR.2
ATTACHMENT(S)	12.1.1 – August 2019 Monthly Financial Statements

STRATEGIC/CORPORATE IMPLICATIONS		
“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 note the Monthly Financial Statements for the period ending 31 August 2019.

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 August 2019 represents two (2) months, or 17% of the year.

The following items are worthy of noting:

- Closing surplus position of \$3.8m;
- Operating results:
 - 44% of budgeted operating revenue has been received; and
 - 20% of budgeted operating expenditure spent;
- Capital expenditure achieved 2% of budgeted projects;
- The value of outstanding rates equates to 26.2% of 2019/2020 rates raised (includes instalment plans);

- Cash holdings of \$8.47m of which \$3.0m is held in cash backed reserve accounts; and
- Page 9 & 10 of the statements detail major variations from year to date (amended) budgets in accordance with Council Policy 2.1.6.

CONSULTATION

Nil.

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

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

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/COUNCIL DECISION

108/19 Moved Cr Mathwin seconded Cr Hobbs

“That the monthly financial statements for the period 1 July 2019 to 31 August 2019, as attached, be noted.”

CARRIED 8/0

12.2 MONTHLY PAYMENTS LISTING

AUTHOR	Melissa Binning – Finance Officer
DATE	Monday, 9 September 2019
FILE NO	FM.AUT.1
ATTACHMENT	12.2.1 – Monthly Payment Listing 01/08/2019 to 31/08/2019

STRATEGIC/CORPORATE IMPLICATIONS		
“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

To receive the list of payments covering the month of August 2019.

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/COUNCIL DECISION

109/19 Moved Cr Benn seconded Cr Radford

“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:

<i>FROM – 1 August 2019</i>		<i>TO – 31 August 2019</i>
<i>Municipal Cheques</i>	<i>14147 – 14153</i>	<i>\$7,216.59</i>
<i>EFTs</i>	<i>24283 – 24449</i>	<i>\$407,748.46</i>
<i>Direct Debits</i>		<i>\$472,837.25</i>
<i>Total</i>		<i>\$887,802.30</i>

be received.”

CARRIED 8/0

12.3 DELEGATION REGISTER REVIEW

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Wednesday, 22 August 2018
FILE NO	PE.AUT.2
ATTACHMENT(S)	12.3.1 Delegation Register (current) - showing tracked changes 12.3.2 Delegation Register – clean copy

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP3 - 3 Performance	3.4 - Be organised and transparent with our financial management.	3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money. 3.4.3 - Commit to future state-wide measurement systems testing local government performance.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the annual review of the Delegation Register.

BACKGROUND

Section 5.46 (2) of the *Local Government Act 1995* requires that delegations be reviewed at least once every financial year. The Delegation Register was last reviewed by the Council in September 2018.

COMMENT

The Council has resolved to adopt and delegate the functions referred to within the attached Delegations Register to the Chief Executive Officer (CEO). Under the *Local Government Act 1995*, the Council is only able to delegate to the CEO and the CEO may then on-delegate to other Officers. When a decision is made under delegation, it is as if that decision has been made by the Council.

A review of the Delegation Register has been undertaken in accordance with the *Local Government Act 1995* to ensure that it contains the requirements for the Shire of Kojonup to function efficiently and to ensure good governance.

Staff have participated in the review (see Consultation) and a number of amendments are shown in the copy at Attachment 12.3.1. Where deletions are recommended an explanation follows the particular delegation.

CONSULTATION

Chief Executive Officer

Managers

Development Services Coordinator

Town Planner

Senior Ranger/Building Maintenance Coordinator

Emergency Services & Payroll Officer

STATUTORY REQUIREMENTS

The *Local Government Act 1995*, sections 5.42 to 5.46 and Regulation 19 of the *Local Government (Administration) Regulations 1996* relate to delegations.

Specifically, section 5.42 of the *Local Government Act 1995* allows for the delegation of some powers and duties from the Council to the CEO. Section 5.42 states:

(1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.*

**Absolute majority required.*

A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

This report or its recommendation does not in itself have a financial implication. It should be noted that a number of delegations provide the ability for officers or committees to commit funding.

RISK MANAGEMENT IMPLICATIONS

This report provides legislative compliance and continues a framework of delegations to ensure that the Council and staff are aware of and are undertaking their respective roles and responsibilities.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

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

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

110/19 Moved Cr Mathwin seconded Cr S Pedler

“That the Delegation Register dated September 2019, as attached, be adopted in accordance with section 5.42 of the Local Government Act 1995.”

CARRIED 8/0

12.4 ANNUAL REVIEW – ASBESTOS MANAGEMENT PLAN

AUTHOR	Michelle Dennis – Development Services Coordinator
DATE	Tuesday, 10 September 2019
FILE NO	PE.OHS.5
ATTACHMENT(S)	12.4.1 – Asbestos Management Plan – September 2019 (tracked changes) 12.4.2 - Asbestos Management Plan – September 2019 (clean copy)

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP 3 - Performance	3.3 – Use a Building Assessment Framework and control our investment in building maintenance.	3.3.7 – Ensure the Shire has an appropriate database for storage of asset information and complete a detailed data pick-up and condition assessment of all assets.

DECLARATION OF INTEREST

Nil

SUMMARY

To seek Council’s endorsement of the annual review of the Shire of Kojonup Asbestos Management Plan.

BACKGROUND

Under the provisions of the *Occupational Safety and Health Regulations 1996* and the National Code of Practice for the Management and Control of Asbestos in Workplaces, the Shire of Kojonup has a duty of care to ensure that its employees and contractors have access to a current Asbestos Management Plan (the Plan). The Plan is reviewed annually to assess any changes to the physical condition of any building with asbestos containing material (ACM) and where necessary the Plan is amended to reflect the current status of the respective building.

COMMENT

A desk top review of the Plan has been undertaken this year using information available from officers within the Regulatory Services Team and the Plan updated accordingly. Tracked changes have been included in the attachment with a summary of the main changes provided below:

1. Demolition of the Occasional Care Centre
Licensed Demolition Contractors, Keybrook Utility Services, was engaged to remove the buildings as well as the asbestos boundary fence as preparatory works for the grouped housing development planned for this site as part of the Great Southern Housing Initiative. Demolition was completed in May 2019.

2. New entries

The recent audit of community halls identified that the Shire is responsible for the Orchid Valley School/Hall Buildings. While the majority of this building was constructed pre-asbestos, a lean to at the back of the building is lined with material that was tested and confirmed to contain ACM. It is in good condition for its age.

A recent hall inspection at Boscabel Hall identified the potential presence of ACM. Pending further investigation and confirmation this building has been added to the Management Plan as a precaution.

CONSULTATION

Senior Ranger/Building Maintenance Coordinator

STATUTORY REQUIREMENTS

Occupational Safety and Health Regulations 1996

Code of Practice for the Management and Control of Asbestos in Workplaces

POLICY IMPLICATIONS

Council Policy 2.2.14 Occupational Safety and Health offers a commitment to provide a safe and healthy environment for all employees, contractors, volunteers, visitors, suppliers, councillors and customers and undertakes that the Shire will conform with the *Occupational Safety and Health Act 1984*, the *Occupational Safety and Health Regulations 1996*, Codes of Practice and appropriate national standards. The Code of Practice for the Management and Control of Asbestos in Workplaces is one such appropriate national standard.

The objective of Council Policy 2.3.4 Asset Management is to guide the management of the Shire's infrastructure assets to meet agreed service delivery and performance expectations, as the asset custodian for the community. The Asbestos Management Plan is an informing document to assist with asset management.

FINANCIAL IMPLICATIONS

Funding for ongoing repair, maintenance and removal of buildings with ACM is considered as part of the annual budget process.

RISK MANAGEMENT IMPLICATIONS

Regular review of the Plan and maintenance schedules allows for budgeting considerations and mitigates the risk of asbestos cement material becoming exposed.

ASSET MANAGEMENT IMPLICATIONS

All of the buildings in the Asbestos Management Plan are Shire assets that compete each year for funding priorities. The long term future of many of the buildings on the ACM building register will be considered as part of the overall Asset Management Framework.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

111/19 Moved Cr Mathwin seconded Cr Radford

“That Council endorse the Asbestos Management Plan – September 2019.”

CARRIED 8/0

12.5 TWO YEAR MINOR REVIEW OF COMMUNITY STRATEGIC PLAN “SMART POSSIBILITIES – KOJONUP 2027+”

AUTHOR	Claire Servaas – Records Administration Officer
DATE	Wednesday, 11 September 2019
FILE NO	CM.PLN.2
ATTACHMENT(S)	12.5.1 - Catalyse Community Score Card

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3 Performance	<p>3.1 Be a continually engaged and strategic community which leads and organises throughout the entire stakeholder group.</p> <p>3.4 Be organised and transparent with our financial management.</p>	<p>3.1.4 Conduct a bi-annual Community Engagement Survey.</p> <p>3.1.5 Implement strategies to improve Councillors role as community leaders and asset custodians.</p> <p>3.4.2 Act with sound long-term and transparent financial management and deliver residents considered value for money.</p>

DECLARATION OF INTEREST

Nil.

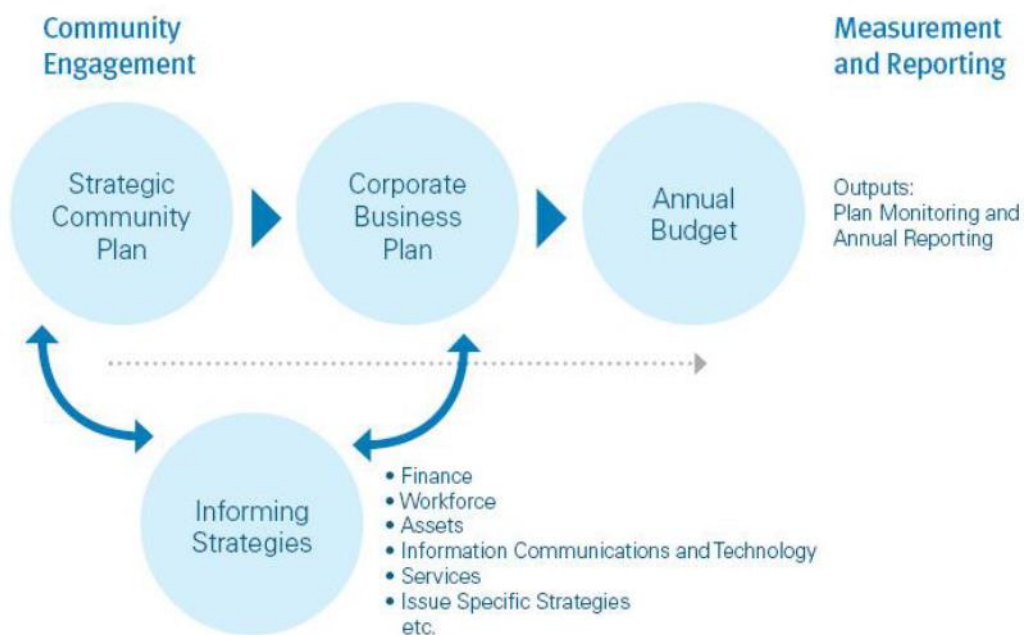
SUMMARY

The purpose of this report is to demonstrate that a Two Year Minor Review of the Community Strategic Plan “Smart Possibilities – Kojonup 2027+” has been undertaken including a bi-annual Community Engagement Survey.

BACKGROUND

Kojonup’s Community Strategic Plan “Smart Possibilities – Kojonup 2027+” was adopted in July 2017 and is now due for a two year minor review.

The Community Strategic Plan is the pinnacle of the integrated planning and reporting process for local governments in WA. This process can be summarised as follows:



Elements of Integrated Planning and Reporting Framework

COMMENT

Smart Possibilities sets the strategic direction for the organisation for the next 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 Shire of Kojonup is one of eleven local governments who form part of the Great Southern Integrated Planning Support Group. The Group contracted 'Catalyse' to undertake a community survey that would not only allow them to get a good understanding on how the community felt at this time but also establish a bench mark for comparative purposes.

The Survey was undertaken in February 2019 and required a minimum of 10% responses across the Shires population to which we received a 30% response rate.

The results from the survey reflect responder's views at that point in time.

CONSULTATION

Senior Management Team
Briefing Session – 20 August 2019
Peer Support Program
Catalyse
Kojonup's Community

STATUTORY REQUIREMENTS

Whilst there is no statutory requirements for a minor review, there is advice that a minor desktop review of the Community Strategic Plan should be undertaken every two years in line with the Council Elections.

This review should entail community consultation and Council endorsement to ensure that community priorities and aspirations are kept up to date and remain relevant.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

Nil.

ASSET MANAGEMENT IMPLICATIONS

Nil.

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

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

112/19 Moved Cr Benn seconded Cr S Pedler

“That Council note the results from the Community Scorecard provided by Catalyse.”

CARRIED 8/0

12.6 SELECT COMMITTEE INQUIRY INTO LOCAL GOVERNMENT - KOJONUP SUBMISSION

AUTHOR	Rick Mitchell-Collins – Chief Executive Officer
DATE	Monday, 9 September 2019
FILE NO	GR.STL.1
ATTACHMENT(S)	12.6.1 - Shire of Kojonup Submission

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP3 - Performance	3.1 Be a continually engaged and strategic community which leads and organises throughout the entire stakeholder group.	3.1.1 Build partnerships with WA Recreation, Business and Tourism. 3.1.8 Develop and adopt a Community Development Strategic Plan.

DECLARATION OF INTEREST

Nil.

SUMMARY

To seek Council endorsement of the Shire of Kojonup’s submission to the Select Committee Inquiry into Local Government.

BACKGROUND

The Legislative Council passed a motion to establish a Select Committee into Local Government. The motion is as per below incorporating the terms of reference;

- (1) *That a Select Committee into Local Government is established.*
- (2) *The Select Committee is to inquire into how well the system of Local Government is functioning in Western Australia, with particular reference to –*
 - (a) *whether the Local Government Act 1995 and related legislation is generally suitable in its scope, construction and application;*
 - (b) *the scope of activities of Local Governments;*
 - (c) *the role of the Department of State administering the Local Government Act 1995 and related legislation;*
 - (d) *the role of Elected Members and Chief Executive Officers/employees and whether these are clearly defined, delineated, understood and accepted;*
 - (e) *the funding and financial management of Local Governments; and*
 - (f) *any other related matters the Select Committee identifies as worthy of examination and Report.*
- (3) *The Select Committee shall comprise five Members.*
- (4) *The Select Committee shall report by no later than 12 months after the motion for its establishment is agreed to and may, if it sees fit, provide interim reports to the House.*

The membership of the Select Committee is as follows:

Chair: Hon Simon O'Brien, MLC

Deputy Chair: Hon Laurie Graham, MLC

Members: Hon Diane Evers, MLC

Hon Martin Aldridge, MLC

Hon Charles Smith, MLC

It is important to make the distinction between the Select Committee process and the Local Government Act Review process. These are separate and unrelated processes. The Minister for Local Government is continuing with phase two of the Act review process which is working towards the development of a new Local Government Act.

COMMENT

It is not the intent of the Shire of Kojonup to duplicate the commentary provided to the Select Committee by the WA Local Government Association (WALGA) but more specifically to provide the Select Committee a 'Drivers Seat View' of opportunities and challenges being faced by a rural shire, today and in the future and occasionally looking in the rear view mirror to understand where we have come from!

The Shire of Kojonup of 1960 or 1990 varies greatly to the Shire of Kojonup of 2019 and as indicated in the Community Strategic Plan "SMART Possibilities" so will the Shire in 2027 and beyond.

CONSULTATION

WALGA including Great Southern Zone meetings

Southern Link VROC Full Member Meeting 16 August 2019

Briefing Sessions (July/August 2019)

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

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

Nil

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

113/19 Moved Cr Benn seconded Cr S Pedler

“That Council endorses the Shire of Kojonup submission to the Select Committee Inquiry into Local Government.”

CARRIED 8/0

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

17.1 QUOTATION FOR THE SUPPLY AND DELIVERY OF 1 (ONE) MOTOR GRADER AND 1 (ONE) TRUCK

AUTHOR	Craig McVee – Manager of Works and Services
DATE	9 September 2019
FILE NO	FM.FNR.2
ATTACHMENT(S)	17.1.1 - Evaluation Matrix

STATUTORY REQUIREMENTS

Section 5.23(2) of the Local Government Act 1995 permits the Council to close a meeting, or part of a meeting, to members of the public if the meeting deals with any of the following:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971.

Subsection (3) requires a decision to close a meeting, or part of a meeting and the reason for the decision to be recorded in the minutes.

PROCEDURAL MOTION

114/19 Moved Cr Warland seconded Cr I Pedler

“That the meeting be closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995, to discuss a matter that if disclosed would reveal information that has a commercial value to a person.”

CARRIED 8/0

Members of the Gallery left the meeting at 3.14pm and did not return.

PROCEDURAL MOTION

115/19 Moved Cr Benn seconded Cr S Pedler

“That the meeting be reopened to the public at 3.17pm.”

CARRIED 8/0

OFFICER RECOMMENDATION/COUNCIL DECISION

116/19 Moved Cr Benn seconded Cr Radford

“That

- 1. The eQuote VP157375 be awarded to Westrac for the supply of 1 (one) CAT 12M 14' Motor Grader for the net changeover of \$248,800 (ex GST).*

- 2. The eQuote VP157388 be awarded to Hino Motor Sales for the supply of 1 (one) Hino 700 Series Tandem Truck for the net change over of \$99,490 (ex GST)”*

CARRIED 8/0

18 NEXT MEETING

Ordinary Council Meeting Tuesday, 22 October 2019 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 3.19pm.

20 ATTACHMENTS (SEPARATE)

Item 7	7.1.1	Minutes of the Ordinary Council Meeting held 20 August 2019
	7.2.1	Minutes of the Special Council Meeting held 3 September 2019
Item 10.1	10.1.1	Disability Access and Inclusion Plan 2014-2019 – Showing Proposed Changes to 2019 Revised Version
	10.1.2	Disability Access and Inclusion Plan – 2019 Revised Version
Item 10.2	10.2.1	Kojonup Sports Precinct Upgrade Project ‘Needs Assessment’;
	10.2.2	Kojonup Sports Precinct Upgrade Project ‘Feasibility Study’;
	10.2.3	Kojonup Sports Precinct Upgrade Project ‘Operational Management Overview’;
	10.2.4	Kojonup Sports Precinct Upgrade Project ‘Project Management Plan’
Item 12.1	12.1.1	August 2019 Monthly Financial Statements
Item 12.2	12.2.1	Monthly Payment listing 01/08/2019 to 31/08/2019
Item 12.3	12.3.1	Delegation Register (current) - showing tracked changes
	12.3.2	Delegation Register – clean copy
Item 12.4	12.4.1	Asbestos Management Plan – September 2019 (tracked changes)
	12.4.2	Asbestos Management Plan – September 2019 (Clean Copy)
Item 12.5	12.5.1	Catalyse Community Score Card
Item 12.6	12.7.1	Shire of Kojonup Submission

Confidential Attachment(s)

Item 17.1	17.1.1	Circulated under separate cover
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Presiding Member

Date