

SHIRE OF KOJONUP  
**Kojonup**



# AGENDA

## Special Council Meeting

**7 September 2021**

**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, 7 September 2021 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.

A handwritten signature in black ink, appearing to read "Grant Thompson", is written over a horizontal line.

**GRANT THOMPSON**  
**CHIEF EXECUTIVE OFFICER**

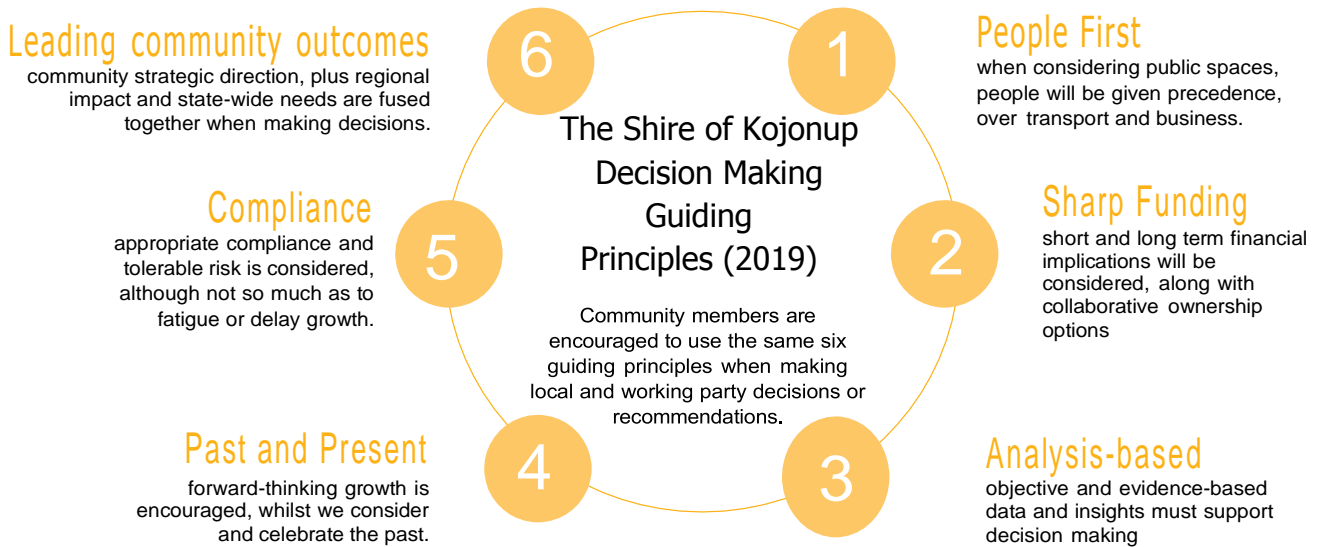
3 September 2021

**AGENDA FOR THE SPECIAL COUNCIL MEETING TO BE HELD ON 7 SEPTEMBER 2021**

**TABLE OF CONTENTS**

|      |  |    |
|------|--|----|
| 1    | DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS.....         | 4  |
| 2    | ATTENDANCE AND APOLOGIES.....                                  | 5  |
| 3    | SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE..... | 5  |
| 4    | PUBLIC QUESTION TIME .....                                     | 5  |
| 5    | PETITIONS, DEPUTATIONS AND PRESENTATIONS .....                 | 5  |
| 6    | APPLICATIONS FOR LEAVE OF ABSENCE .....                        | 5  |
| 7    | CONFIRMATION OF MINUTES.....                                   | 6  |
| 8    | ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION.....  | 6  |
| 9    | DECLARATIONS OF INTEREST.....                                  | 6  |
| 10   | KEY PILLAR 1 – ‘PLACE’ REPORTS .....                           | 7  |
| 10.1 | DELEGATED AUTHORITY FOR SPONSORSHIP.....                       | 7  |
| 11   | KEY PILLAR 2 – ‘CONNECTED’ REPORTS .....                       | 10 |
| 12   | KEY PILLAR 3 – ‘PERFORMANCE’ REPORTS.....                      | 11 |
| 12.1 | CHANGE OF MEETING DATE SEPTEMBER 2021 .....                    | 11 |
| 13   | KEY PILLAR 4 – ‘PROSPERITY’ REPORT .....                       | 14 |
| 14   | KEY PILLAR 5 – ‘DIGITAL’ REPORTS.....                          | 15 |
| 15   | MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....           | 16 |
| 16   | NEW BUSINESS .....   | 16 |
| 17   | CONFIDENTIAL REPORTS .....                                     | 16 |
| 18   | NEXT MEETING .....   | 16 |
| 19   | CLOSURE .....  | 16 |
| 20   | ATTACHMENTS (SEPARATE).....                                    | 16 |

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\_\_ 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 Gale**

*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**

**COUNCILLORS**

Cr Benn

Shire President

Cr Radford

Deputy Shire President

Cr Fleay

Cr Gale

Cr Webb

Cr Wieringa

Cr Singh

**STAFF**

Grant Thompson

Chief Executive Officer

Anthony Middleton

Manager Corporate and Community Services

Lorraine Wyatt

Executive/Human Resource Coordinator

**LEAVE OF ABSENCE**

Nil

**APOLOGIES**

Cr Pedler

**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.

**5 PETITIONS, DEPUTATIONS AND PRESENTATIONS**

Nil

**6 APPLICATIONS FOR LEAVE OF ABSENCE**

**7      CONFIRMATION OF MINUTES**

Nil

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

**9      DECLARATIONS OF INTEREST**

Nil

**10 KEY PILLAR 1 – ‘PLACE’ REPORTS**

10.1 DELEGATED AUTHORITY FOR SPONSORSHIP

|                |   |
|----------------|---|
| <b>AUTHOR</b>  | Lorraine Wyatt, Executive/Human Resources Coordinator |
| <b>DATE</b>    | Thursday, 2 September 2021                            |
| <b>FILE NO</b> | FM.SPN.1  |

**BACKGROUND**

The item below was circulated via email for presentation to Council at the Ordinary Council meeting held 17 August 2021 however, was not addressed. Payment was subsequently made by the finance department following the meeting on the assumption that the item was considered and approved.

**COMMENT**

The Chief Executive Officer (CEO) Delegated Authority is limited to \$200.00: Instrument of Delegation - Admin 018, Donations to Local Groups or Individuals. Budget code 2006 Donations – CEO Discretion, has an allocation of \$2,000. No other expenditure has been made against this code to date.

The item is presented again in its entirety (including attachment) and retrospective approval is now requested.

|                      |   |
|----------------------|---|
| <b>AUTHOR</b>        | Emily Sleight – Sport and Recreation Officer                  |
| <b>DATE</b>          | Monday, 16 August 2021  |
| <b>FILE NO</b>       | FM.SPN.1  |
| <b>ATTACHMENT(S)</b> | <a href="#">10.1.1 Royal Flying Doctor Sponsorship Letter</a> |

| <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 1 – Place                            | 1.1 - Have maximised our ‘One Community’ program through specific events, celebration of built form and enhancement of our environment | 1.1.1 - Develop and grow an annual calendar of events where community and visitors celebrate diversity, history and place |
| KP 2 – Connected                        | 2.2 – Have enhanced our aged-care and health provisions by progressing our connections with regional and state-wide groups             | 2.2.2 – Enhance alliances with state and local health providers to grow a sustainable and modern health system            |

**DECLARATION OF INTEREST**

Nil

## SUMMARY

The purpose of this report is for Council to endorse sponsorship of the 2021 'Blanc et Noir' fundraising event for the Royal Flying Doctor Service.

## BACKGROUND

A request was made to the Chief Executive Officer from the 'Blanc et Noir' committee for financial sponsorship for the 2021 event (Attachment 16.1.1). The Shire sponsored this event for the same value in 2016.

## COMMENT

The Royal Flying Doctor Service plays an important role in all remote and regional communities, providing urgent emergency transportation for those in need of specialist medical services. The 'Blanc et Noir' event held at the Cherry Tree Pool Tennis Club is an opportunity to both donate funds to a worthwhile cause and support a community event.

## CONSULTATION

Nil

## STATUTORY REQUIREMENTS

*Local Government Act 2020 – Section 11* states the functions which the CEO can perform under delegated authority of the Council.

## POLICY IMPLICATIONS

Although not contained within a Council Policy, the Delegation Register advises the intent and limitations of Council delegations. Specified within the Delegation Register is the following:

## INSTRUMENT OF DELEGATION

ADMIN 018

DONATIONS TO LOCAL GROUPS OR INDIVIDUALS

**Delegate:** Chief Executive Officer

**Sub Delegate:**

**Adopted by Council:** 21/08/2007

**Last Reviewed:** /2014

## POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to determine requests for donation of monies up to the value of \$200 when a group or individual can demonstrate:

1. Significant direct benefit to the local community
2. The group is a community group or non-profit making organisation or running a non-profit activity
3. The group's financial status is such as to justify a donation from the Shire
4. Special circumstances or needs exist in the opinion of the CEO to warrant a donation, e.g. support of needy groups and individuals who bring credit to the district by achieving State or National representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.

## HEAD OF POWER

*Local Government Act 1995* (as amended) section 5.42(1)



**CONDITIONS**

The aggregate of any donations made by the CEO under this Delegated Authority shall not exceed the amount allocated in the Shire’s Annual Budget for the purpose without prior approval from the Council.

Requests for amounts over \$200 must be approved by the Council and should have regard to the annual community grant submission process.

**RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS**

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

As the sponsorship amount is over \$200, this report has been prepared for Council’s endorsement.

**FINANCIAL IMPLICATIONS**

Account 2006 – Donations CEO discretion will be reduced by \$1000, leaving a balance of \$1000 for the remainder of the 2021-2022 Financial Year.

**RISK MANAGEMENT IMPLICATIONS**

| RISK MANAGEMENT FRAMEWORK   |  |   |                |
|---|--|---|----------------|
| Risk Profile  | Risk Description/Cause                             | Key Control                                 | Current Action |
| <i>3. Compliance</i>  | <i>Lack of training, awareness &amp; knowledge</i> | <i>Councillor / Staff Induction Process</i> | <i>Nil</i>     |
| <i>Risk rating Low</i>  |  |   |                |
| IMPLICATIONS  |  |   |                |
| <i>By ensuring all staff have access to and knowledge of the delegations register documentation, the Shire can ensure that future decisions made that fall under the scope of delegations are adhering to correct procedure</i> |  |   |                |

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**That Council endorse Silver level sponsorship of the ‘Blanc et Noir’ fundraising event to the value of \$1000.00**

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

Nil

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

12.1 CHANGE OF MEETING DATE SEPTEMBER 2021

|                      |   |
|----------------------|---|
| <b>AUTHOR</b>        | Lorraine Wyatt – Executive/Human Resource Coordinator |
| <b>DATE</b>          | Friday, 3 September 2021                              |
| <b>FILE NO</b>       | GO.CNM.6  |
| <b>ATTACHMENT(S)</b> | Nil   |

| <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>  |
| KP3 - Performance                       | 3.2 – Be exceptional in two-way communication within our community, and market our brand outside of our community. | 3.2.2 - Engage with our residents and industry members through increased use of social media. |

**DECLARATION OF INTEREST**

Nil.

**SUMMARY**

Council is being asked to change the September Council Meeting date from 21 September 2021 to 28 September 2021.

**BACKGROUND**

At the Ordinary Council Meeting held 17 August 2021, Council resolved to authorised three additional Elected Members attendance at the WALGA Convention and Trade Exhibition as follows:

*97/21 Moved Cr Webb, seconded Cr Gale*

*That Council authorise the following Elected Members attendance at the WA Local Government Association Convention and Trade Exhibition to be held on Monday, 20 September and Tuesday, 21 September 2021:*

1. *Cr Fleay*
2. *Cr Singh*
3. *Cr Gale*

The Shire President, Deputy Shire President and the Chief Executive Officer will also be attending the WA Local Government Association Convention and Trade Exhibition.

The September Ordinary Council Meeting is scheduled to occur on Tuesday 21 September 2021.

**COMMENT**

In accordance with the Regulation 12 of the *Local Government (Administration) Regulation 1996*, Local Governments are required to give local public notice of the date, time and place

with respect to ordinary council meetings and, committee meetings which are proposed to be open to members of the public and shall be held within the proceeding 12 month period. In October 2005 it was resolved that Council meetings will be held on the third Tuesday of each month commencing at 3:00pm except where dates clash with a public holiday or internal staffing management.

The September Ordinary Council Meeting is scheduled to occur on Tuesday 21 September 2021 however, Council will not be able to achieve a quorum as five of the Elected Members, the Shire President, Deputy Shire President and the Chief Executive Officer, will be attending the WA Local Government Association Convention and Trade Exhibition.

Regulation 12 of the *Local Government (Administration) Regulations 1996* requires that the scheduled Ordinary Council meetings which will be open to the public, are given local public notice at least once per year and that the notice should include the date, time and location of the meetings. Given that the scheduled Ordinary Council meetings is a decision of Council, only Council can approve any changes or amendments.

At the time of writing this report, the Author is aware of four agenda items which will required consideration by Council before the end of the month therefore, this officer's recommendation will be to change the meeting date from 21 September 2021 to Tuesday 28 September 2021.

Council may also wish to consider that Local government ordinary elections will be held on Saturday, 16 October 2021. The Ordinary Council meeting date under the current arrangement (third Tuesday of the month), is 19 October 2021 at which time, councillors elect will be sworn in, the Shire President and Deputy Shire Presidents positions will be filled. Council may wish to foreshadow that a Special Council Meeting be held to deal with all other matters which new Councillors are not familiar with.

#### **CONSULTATION**

Nil

#### **STATUTORY REQUIREMENTS**

*Local Government Act 1995* - Section 5.25(1)(g). Regulations about council and committee meetings and committees

*Local Government (Administration) Regulations 1996* - Section 12. Meetings, public notice of

#### **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**

**That the September Ordinary Council Meeting be changed from Tuesday 21 September 2021 to Tuesday 28 September 2021:**

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

Nil

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

Nil

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

Nil

**16 NEW BUSINESS**

**17 CONFIDENTIAL REPORTS**

**18 NEXT MEETING**

To be confirmed.

**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 10.1                   10.1.1 Royal Flying Doctor Sponsorship Letter