

Kojonup



MINUTES

Ordinary Council Meeting

19 November 2024

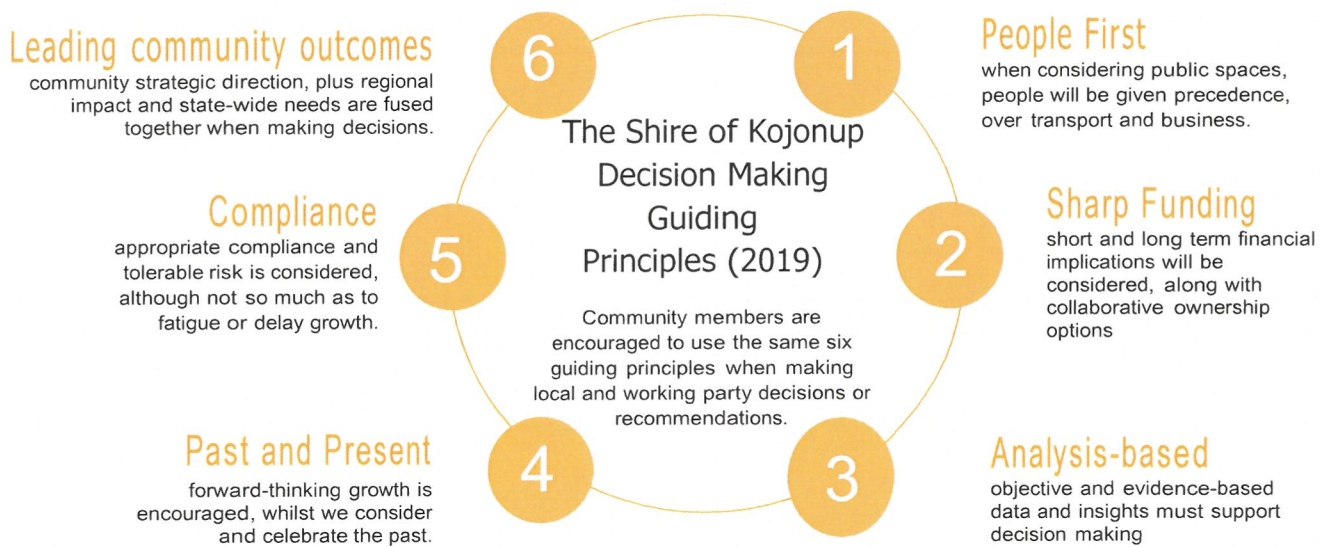
MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 19 NOVEMBER 2024

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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 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

Almighty God, we pray for wisdom for our reigning monarch King Charles.

We ask for guidance in our decision making and pray for the welfare of all the people of Kojonup.

Grant us grace to listen and work together as a Council to nurture the bonds of one community.

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3 ATTENDANCE
COUNCILLORS

Cr Bilney	Shire President
Cr Wieringa	Deputy Shire President
Cr Radford	
Cr Egerton-Warburton	
Cr Mathwin	
Cr Mickle	
Cr Webb	

STAFF

Grant Thompson	Chief Executive Officer
Tonya Pearce	Governance and Rates Officer

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

4 DECLARATION OF INTEREST

Nil

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Not applicable

5.2 PUBLIC QUESTION TIME

Nil

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 22 OCTOBER 2024

Unconfirmed Minutes of an Ordinary Council Meeting held 22 October 2024 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION/COUNCIL DECISION

137/24 Moved Cr Radford

Seconded Cr Mickle

That the Minutes of an Ordinary Council Meeting held 22 October 2024 be confirmed as a true record.

AMENDMENT

138/24 Moved Cr Mathwin

Seconded Cr Egerton-Warburton

11.1 MYRTLE BEEN RESERVE MITIGATION

That due to urgency around seasonal changes, and to improve fire control activities in the reserve, the Shire funds the initial cost for the fire breaks at the Myrtle Benn Reserve, up to \$15,000, while awaiting the outcome of a grant from the Mitigation Activity Fund. It is noted that the Shire will take the risk of funding the fire breaks up to a maximum of \$15,000 if the grant does not materialise.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

Explanatory note: meeting held date incorrect in agenda. Updated to correct dated minutes 22 October 2024.

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

8 METHOD OF DEALING WITH AGENDA BUSINESS

Nil

9 REPORTS

9.1 KEY PILLAR 'LIFESTYLE' REPORTS

9.2 KEY PILLAR 'ECONOMICS' REPORTS

9.3 KEY PILLAR 'VISITATION' REPORTS

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (SEPTEMBER 2024)

AUTHOR	Jill Johnson – Manager Finance & Corporate Services
DATE	Monday, 11th November 2024
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.1.1 – Monthly Financial Statement; 1 September to 30 September 2024

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033

To be *“The Cultural Experience Centre of the Great Southern”*

STRATEGIC/CORPORATE IMPLICATIONS

Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statement for the month ending 30 September 2024.

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 September 2024 to 30 September 2024 represents three (3) months, or 25% of the year.

The following items are worthy of noting:

- Closing surplus position of \$6,504,584.
- Capital expenditure achieved 9.3% of budgeted projects.
- Cash holdings of \$7,129m of which \$4,006m is held in cash backed reserve accounts and \$3,123m is unrestricted cash.
- Rates debtors outstanding equate to 67% of total rates raised for 2024/2025.
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year to date actuals 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 of Kojonup. The recommendation does not in itself have a financial implication.

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

139/24 Moved Cr Mathwin

Seconded Cr Wieringa

That the monthly financial statements for the period ending 30 September 2024, as attached, be noted.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

Question taken on notice

Cr Egerton-Warburton questioned that under 'Transport' the budget is always out.

9.4.2 MONTHLY PAYMENTS LISTING – SEPTEMBER 2024

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Tuesday, 12 November 2024
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 - Monthly Payment Listing September 2024

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of September 2024.

BACKGROUND

Nil

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 Chief Executive Officer prior to the meeting.

CONSULTATION

Nil

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 are 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

140/24 Moved Cr Wieringa

Seconded Cr Mickle

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 September 2024		TO – 30 September 2024
Municipal Cheques	14390 - 14391	\$271,701.08
EFTs	34723 - 34884	\$1,043,899.76
Direct Debits		\$552,037.31
Total		\$1,867,638.15

be received.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

9.4.3 FINANCIAL MANAGEMENT – RATES WRITE-OFFS

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Wednesday, 13 November 2024
FILE NO	FM.POL.01
ATTACHMENT(S)	9.4.3.1 - Rate Write-offs

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the write-off of interest rates that were raised against properties during the time the Shire of Kojonup reviewed rate issues in respect to the properties listed.

BACKGROUND

Interest continues to accrue daily in the rate system.

COMMENT

An attachment of properties has been listed, for consideration.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 6.25 to 6.82 of the Local Government Act 1995 and Sections 52 to 78 of the Local Government (Financial Management) Regulations 1996 relate to property rating requirements and procedures.

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

141/24 Moved Cr Radford

Seconded Cr Egerton-Warburton

That the rate amounts, as presented, be credited due to being incorrectly charged by the Shire of Kojonup rates system.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

9.4.4 MINUTES OF AN AUDIT AND RISK COMMITTEE MEETING HELD 5 NOVEMBER 2024

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Wednesday, 13 November 2024
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.4.1 - Unconfirmed minutes of an Audit and Risk Committee Meeting held 5 November 2024

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of the Audit and Risk Committee meeting held 5 November 2024.

BACKGROUND

The Audit and Risk Committee is established under Section 71A of the *Local Government Act 1995* ensuring transparency in the Shire of Kojonup's financial management and decision making process. 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.

COMMENT

This item is the Council receiving the minutes of its Audit and Risk Committee meeting held 5 November 2024 and consider a recommendation that the lessons learnt from the sports precinct project and the recommended improvements for new projects be presented to Council.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirement's	3 rd party adverse findings against Shire	Audit and Risk Committee	4 Meetings held per annum
<i>Risk rating: Low</i>			
IMPLICATIONS			
As per s.7.1A of the <i>Local Government Act 1995</i> , a local government is to establish an audit and risk committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

142/24 Moved Cr Mathwin

Seconded Cr Egerton-Warburton

That Council receive the unconfirmed minutes of an Audit and Risk Committee meeting held 5 November 2024.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

9.4.5 RISK AND LEGISLATIVE COMPLIANCE REVIEW

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Wednesday, 13 November 2024
FILE NO	GO.CNM.9
ATTACHMENT(S)	Nil

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to undertake the required review of systems and procedures in relation to risk management, internal controls and legislative compliance as required by Regulation 17 of the Local Government (Audit) Regulations 1996.

BACKGROUND

Local government Chief Executive Officers are required to carry out at least a triennial review of legislative compliance, internal control and risk management and present the results of the review to the Council's Audit Committee.

COMMENT

To review the appropriateness and effectiveness of systems and procedures, a set of measurable items is required to enable comparison and/or analysis. The following tables attempt to identify, quantify and track progress of risk management, legislative compliance and internal controls:

LO Risk Management Review Items

RISK MANAGEMENT								
	2014	2016	2018	2021	2022	2023	2024	Commentary
Management Plan:								
Has an Adopted Plan in Place?	✓	✓	✓	✓	✓	✓	✓	
Reviewed in the three year period?	n/a	✓	✓	✓	✗	✗	✗	In progress being reviewed by CEO currently
Has the Business Continuity & Disaster Recovery Plan reviewed?	n/a	✓	✓	✓	✓	✓	✓	
Has the Asbestos Management Plan reviewed?	✗	✓	✓	✗	✗	✓	✓	
Register (2014-2018):								
Number of Extreme & High risk items on the register?								
Number of items on the register	11	3	2	Change to Risk Management Framework 2019 - see below				
Number of items on the register	17	7	4					
Number of items on the register	15	15	10		NA	NA	In Progress	
Number of items on the register	23	7	0					
Number of items on the register	n/a	25	21					
Register (2019 to 2024):								
Number of Low, Moderate & High Risks (15 Risk Profiles)				4	4	4		
Number of items on the register				8	8	8		
Number of items on the register				3	3	3		
Regularly discussed and minuted at staff meetings and various councillor meetings:								
Business Continuity & Disaster Recovery Plan								
Work Health & Safety								
Even (operational) (audits, BCDRP 2019>)	✗	✓	✓	✓	✓	✓	✓	
WHS inc Audits ongoing 2024/25, BCDRP review & Management of Risk Actions & Profiles)	✗	✓	✓	✓	✗	✓	✓	
WHS Audits ongoing 2024/25, BCDRP review & Management review of Risk Actions & Profiles)	✗	✗	✓	✓	✓	✓	✓	
WHS Audits ongoing 2024/25, BCDRP review & Management review of Risk Actions & Profiles)	✗	✗	✗	✓	✗	✓	✓	
WHS Audits ongoing 2024/25, BCDRP review & Management review of Risk Actions & Profiles)	✗	✗	✗	✓	✗	✓	✓	

Table 2.0 Internal Control Items

INTERNAL CONTROLS												
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Commentary	
Policies & Delegations: Was the Delegation Register reviewed (financial year)? Were all Council Policies reviewed? Fraud, Corruption & Misconduct Policy adopted	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	In progress being reviewed by CEO currently Dec-23	
	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Budget & Finance: Was Budget adopted prior to 31 August? Was the Budget reviewed on time (between 01/01 & 31/03)? When was the Annual Electors Meeting held? Audit Management Letter - Number of Items Raised	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	April 5	April 4	March 4	December 4	May 6	March 1	December 3	October 5	Aug 6	July 9		
Integrated Planning: Was the Long Term Financial Plan reviewed? Was the Strategic Community Plan reviewed? Was the Corporate Business Plan reviewed? Was the Asset Management Plan reviewed? Was the Workforce Plan reviewed?	n/a	✓	n/a	✗	✗	✗	✗	✗	✗	in progress	In progress to be reviewed 2025	
	n/a	✓	n/a	✓	n/a	✓	n/a	✗	✓	✓		
	✓	✓	✗	✓	✓	✓	✓	✗	✗	✓		
	n/a	✓	n/a	✓	n/a	n/a	n/a	n/a	n/a	✗		
	✓	✓	✗	✓	✓	✓	✗	✗	✗	✓		
Springhaven Lodge: Were Springhaven Policies reviewed by the Council? Springhaven Quality Agency Audit Visits - Issues noted (scheduled audit/unannounced partial audit) - all three yearly (full) audits post 2018 will be unannounced visits	✓	✗	✓	✓	✓	✓	in progress	in progress	✓	✓	Long Term Plans being reviewed in 2025 - LTFP, AMP, P&E, Roads Attached with new structure	
	3 out of 127 2.36%	0 out of 44 0%	0 out of 33 0%	0	0 out of 44 0%	Delayed due to pandemic	0 out of 42 0%	Inf. Cntrl	Compliant	RN	Springhaven transition plan executed	

Table 3.0 Legislative Compliance

	LEGISLATIVE COMPLIANCE											Commentary
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
Compliance Audit Return (CAR): Was the CAR completed by 31 March each year?	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Number of negative responses	3	8	1	0	1	0	2	3	4	3	3	1. CBP Adoption - CBP adopted February 2024, outside of 2023 compliance year. 2. significant items reported in the auditor's report, copy of the report given to the Minister within three months of the audit report being received by the local government? Report created but was not sent to Minister.
Information Statement: Was the review undertaken?	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Financial Audit Report Number of Items Raised	2	1	0	0	1	1	3	5	6 (1 sig)	5	9 (3 sig)	Current Audit not finalised for 23/24 - no metrics

CONSULTATION

Governance and Rates Officer

STATUTORY REQUIREMENTS

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation

(1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>Compliance</i>	<i>Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.</i>	<i>Three year legislative review of compliance (Reg. 17)</i>	<i>Triennial reporting</i>
<i>Adequate</i>			
IMPLICATIONS			
Compliance with Regulation 17 of the Local Government (Audit) Regulations 1996 is a primary tool of the risk management process and one that is required by legislation. It is a triennial review of our systems and processes reported to the Council via the Audit and Risk Committee and, as such, is available publicly.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

143/24 Moved Cr Egerton-Warburton

Seconded Cr Radford

That Council accept the Audit and Risk Committee recommendation and adopt the 2024 Risk and Legislative Compliance Review, as required under Regulation 17 of the Local Government (Audit) Regulations 1996 on the appropriateness and effectiveness of the Shire of Kojonup's systems and procedures in relation to risk management, internal control and legislative compliance, as outlined in this report.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

9.4.6 WORKFORCE & DIVERSITY PLAN – JULY 2023 to JUNE 2027

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Tuesday, 30 September 2024
FILE NO	CM.CIR.1
ATTACHMENT(S)	9.4.6.1 – 7151-D WDP Kojonup (2) 9.4.6.2 – Organisational Structure October 2024

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Integrated Planning Requirement		
Key Pillar	Community Outcomes	Corporate Actions
Performance	12. A High Performing Council.	12.3 Values and culture Growth

DECLARATION OF INTEREST

Nil

SUMMARY

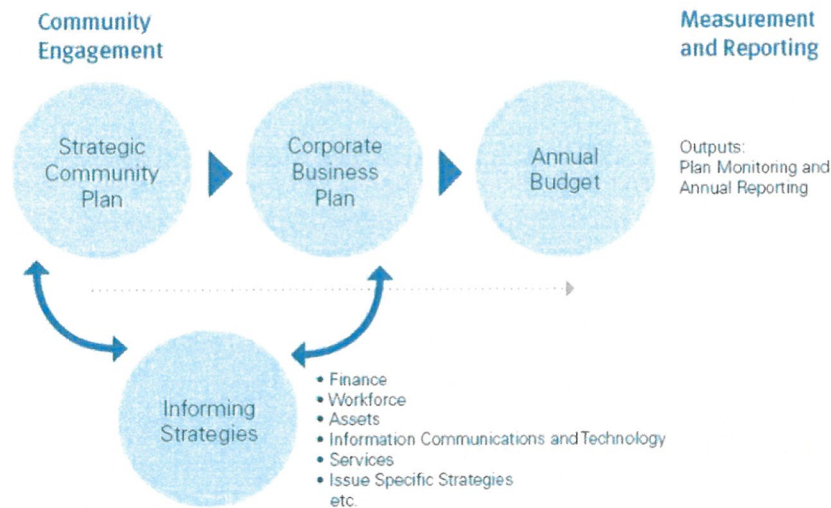
The purpose of this report is to consider recommending to Council the adoption of the Shire of Kojonup’s (Shire) Workforce & Diversity Plan as an informing and guiding document for the Corporate Business Plan 2023-2027 (Plan).

BACKGROUND

The Shire of Kojonup’s first Corporate Business Plan was adopted in 2013 and a desktop review was undertaken in 2015. A SMART strategy was created in 2017 and has been the subject of a major re-write in 2023, now titled “*Placemaking Strategy*”.

The Corporate Business Plan is the Shire’s internal execution component of the integrated planning and reporting process for local government in Western Australia.

This process can be summarised as follows:



Elements of Integrated Planning and Reporting Framework

COMMENT

Kojonup's Corporate Business Plan (CBP) results in a four-year business plan and four-year actions to focus our internal resources to complete.

The Workforce plan overlays another guiding document to structure the Shire to align to its strategic deliverables.

Placemaking sets the strategic direction for the Community for the next ten (10) years, the Corporate Business Plan directs the execution of the Strategic initiatives and the Workforce and Diversity Plan recommends how the CEO will resource the Shire with the relevant roles.

As a result of consultation, the vision for the Shire of Kojonup is to be:

"THE CULTURAL EXPERIENCE CENTRE OF THE GREAT SOUTHERN"

Placemaking sets out four (4) 'key pillars' or areas of focus for the community. These are as follows:

1. Lifestyle;
2. Visitation;
3. Economics; and
4. Performance.

These key pillars, and the re-aligned strategic goals, give the Shire direction on investment, services, and management of assets. The next step is to build the Corporate Business Plan focusing on achieving these strategic outcomes; this CBP will determine the future financial and budget decisions for the next four years.

It is envisaged that decisions the Shire ratifies and executes will be measured against achieving these deliverables. The Corporate Business Plan directs all of the Shire's decision making and resources to align to the strategic outcomes.

The Workforce and Diversity Plan guides the CEO to create a most effective structure to achieve the strategic deliverables.

The attached Workforce plan outlines changes required to align to the new structure and build a workforce that can deliver those strategic and corporate initiatives.

‘Placemaking’ contains achievable milestones and goals and, if implemented effectively, may grow Kojonup as a population and a hub for a cultural experience in the Great Southern Region.

It is requested that the A&R Committee recommendation to Council that the Workforce and Diversity Plan be considered and adopted.

CONSULTATION

Development of Kojonup’s Workforce and Diversity Plan was undertaken as a part of collecting data from the Strategic Community Planning process.

STATUTORY REQUIREMENTS

As part of the integrated planning and reporting process for local governments in WA, Local Government (Administration) Regulations 1996 require:

‘19C. Corporate Business Plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —*
 - a) the capacity of its current resources and the anticipated capacity of its future resources; and*
 - b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
 - c) demographic trends.*
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

**Absolute majority required.*
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

(10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.'

Long term planning will also be completed as an essential measure of good governance as a part of the Corporate Business Plan.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Placemaking guides the future direction and vision for the Shire. The Corporate Business Plan will be primarily based on the contents of the SCP and will then flow into future budget and financial considerations.

Placemaking strategies have an unforeseen financial impact that, until the initiatives have been developed further, cannot be forecast at this stage. The adoption of the report by the Council does not have a direct financial impact.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>Risk rating – Nil</i>			
IMPLICATIONS			
The Workforce & Diversity Plan is a vital document guiding the future structure and workforce actions of the Shire; legislation requires timely review of this document and this item is in accordance with said legislation thereby mitigating risk of non-compliance.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

144/24 Moved Cr Mathwin

Seconded Cr Radford

That Council accept the Audit and Risk Committee recommendation and adopt the Shire of Kojonup's Workforce and Diversity Plan 2023-2027, as attached.

AMENDMENT

145/24 Moved Cr Mathwin

Seconded Cr Mickle

That Council accept the Audit and Risk Committee recommendation and adopt the Shire of Kojonup's Workforce and Diversity Plan 2023-2027, as attached

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 HALL AND PRIOR ACCESS LICENCE AGREEMENT – SOLDIER ROAD INDEPENDENT LIVING UNITS

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 15 November 2024
FILE NO	CP.LEA.1
ATTACHMENT(S)	14.1.1.1 – Hall & Prior Access Licence Agreement

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/COUNCIL DECISION

146/24 Moved Cr Mickle

Seconded Cr Radford

That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at 3.36pm.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

PROCEDURAL MOTION/COUNCIL DECISION

148/24 Moved Cr Wieringa

Seconded Cr Webb

That the meeting be reopened to the public at 3.38pm.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.1.1 HALL AND PRIOR ACCESS LICENCE AGREEMENT – SOLDIER ROAD INDEPENDENT LIVING UNITS

OFFICER RECOMMENDATION/COUNCIL DECISION

147/24 Moved Cr Mathwin

Seconded Cr Mickle

That Council:

- 1. Approves the Access Licence Agreement and delegates authority to the Shire President and CEO to execute the Access Licence agreement, as presented.**

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3.39pm.

16 ATTACHMENTS (SEPARATE)


(USC – Under Separate Cover)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 22 October 2024
9.4.1	9.4.1.1	Monthly Financial Statement; 1 September to 30 September 2024
9.4.2	9.4.2.1	Monthly Payment Listing September 2024
9.4.3	9.4.3.1	Rate Write-offs
9.4.4	9.4.4.1	Unconfirmed minutes of an Audit and Risk Committee Meeting held 5 November 2024
9.4.6	9.4.6.1	7151-D WDP Kojonup (2)
	9.4.6.2	Organisational Structure October 2024

CONFIDENTIAL

14.1.1	14.1.1.1	Hall & Prior Access Licence Agreement
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Confirmed on 10 December 2024 as a true record –



Presiding Member



Date